

6th February 2013**Agenda Item:9****REPORT OF SERVICE DIRECTOR, HIGHWAYS****CHARGES FOR HIGHWAYS SERVICES 2013/14****Purpose of the Report**

1. To outline the outcomes of the review of the charges for services which Highways provide and seek approval from Committee to the charges for 2013/14. It is proposed no increase in charges is made and this is to reflect the efficiencies and savings made during 2012/13 and to support the local economy.

Information and Advice**Other Options Considered**

2. The County Council could choose not to review the charges it makes but this would not follow its commitment to do so given in last year's report (Charges for Highways Services 2012/2013) to the Cabinet Member for Transport and Highways and agreed by him on the 6th March 2012

Reason/s for Recommendation/s

3. The County Council has powers to recover its reasonable costs in the preparation and publication of documentation and data through the Local Government Act 1972 and the Local Government (Miscellaneous Provisions) Act 1976. Similarly, Local Authorities have been able to charge for various services associated with their duties under the Highways Act 1980 and the Road Traffic Regulation Act 1984. These powers have been supplemented by the New Roads and Street Works Act 1991, the Local Authorities (England) (Charges for Land Searches) Regulations 2008 and the Local Authority (Transport Charges) Regulations 1998. Additionally there are general powers for charging for discretionary services through the Local Government Act 2003.

Charging Proposals for 2013/2014

4. The annual review of charges for Highways Services has now been undertaken and the proposals are as set out in the attached Appendix A. Apart from an increase to account for inflation (2.7%) in some charges that are not set by statute there will be no other increases in the charges set by the Authority. This reflects the efficiencies and savings made during the last year. This approach also supports the local economy (on which many of the charges fall).
5. As reported to Committee and approved at its meeting on the 22nd November 2012 there has also been a reduction in the costs to local businesses in obtaining brown tourism signs. The previous £200 application fee has been removed which has removed a major obstacle for many attractions in developing their businesses and assisting the County in developing as a major national and international visitor destination with the economic benefits that this brings.

Statutory and Policy Implications

6. This report has been compiled after consideration of implications in respect of finance, the public sector equality duty, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Implications for Service Users

7. By avoiding any increases beyond inflation and in some cases decreasing the charges made for its highway services the County Council has demonstrated its continued commitment to assist local businesses and the public generating economic growth within the County.

Financial Implications

8. If the proposed charges are made there will be no adverse financial impacts on the Authority.

Equalities Implications

9. None

Crime and Disorder Implications

10. None

Human Rights Implications

11. None

Safeguarding of Children Implications

12. None

Human Resources Implications

13. None

Implications for Sustainability and the Environment

14. None

RECOMMENDATION/S

- 1) Approval be given for the proposed charges for highways services, documents and data for the financial year commencing 1 April 2013.
- 2) All charges for highways services continue to be reviewed annually and also as may be required consequent on any change in circumstances.

For any enquiries about this report please contact:

15. Clive Wood – Service Manager, Highway Policy and Development.

Constitutional Comments [SB 19/12/12]

16. There are no site specific issues to address in this Report in terms of setting the recommended general charging levels.

Financial Comments [IC 17/12/12]

17. Financial implications are as outlined in paragraph 8.

Background Papers

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Electoral Division(s) and Member(s) Affected

18. All

Appendix A

APPENDIX A CHARGES FOR HIGHWAYS SERVICES - APPLICABLE FROM 1 st April 2013					
CATEGORY	Publication, Information or Service	Charge		VAT Chargeable (Note **)	Comments
		2012/13	2013/14		
DOCUMENTS	Street Lighting Guide / Code of Practice	£14.00+£1.65p&p*	£14.00+£1.65p&p*		Revised document in production.
	Documents Originated by 3 Counties Alliance	See Comments	See Comments		3CA documents charge to be made based on cost of production and predicted number of copies sold e.g. Chapter 8 Roadworks Code of Practice Revision £100
	Local Transport Plan	£50+£1.50 p&p	£50+£1.50 p&p		
DATA	Paper Copies of plans	Cost	Cost		Charge covers copying, admin. and postage costs.
	Traffic Counts	£69*	£71*	Yes	Commercial organisations only, £71 charge for first information + £12 for each additional figure. Provided at cost to litigants.
	Traffic Counts - copy of raw data	£69/arm*	£71/arm*	Yes	Commercial organisations only, provided at cost to litigants.
	Information to Map producers	Cost	Cost	Yes	Charge covers copying, admin. and postage costs.
	Traffic Control & UTC information	£89*	£91*		Standard charge, for complex enquiries actual costs charged. Provided at cost to litigants.
	Road Structure Condition Data	Cost	Cost		Charge covers copying, admin. and postage costs.
	Accident Data – No Collisions	£41*	£42*		Charge to commercial organisations only, provided at no cost to Local Authorities including District and Parish Councils, Police Authorities, DfT, Members of the Public, and in litigation cases where NCC is a party to the action.
	Accident Data – Concise crash report (up to and including 60 collisions)	£76*	£78*		Charge to commercial organisations only, provided at no cost to Local Authorities including District and Parish Councils, Police Authorities, DfT, Members of the Public, and in litigation cases where NCC is a party to the action.
	Accident Data – Full crash report (up to and including 60 collisions)	£138*	£142*		Charge to commercial organisations only, provided at no cost to Local Authorities including District and Parish Councils, Police Authorities, DfT, Members of the Public, and in litigation cases where NCC is a party to the action.
	Accident Data – Full major crash report (more than 60 collisions)	£2.24 per collision plus £7 Admin fee	£2.30 per collision plus £7 Admin fee		Charge to commercial organisations only, provided at no cost to Local Authorities including District and Parish Councils, Police Authorities, DfT, Members of the Public, and in litigation cases where NCC is a party to the action.
	Accident Data – Concise Major crash report (more than 60 collisions)	Cost*	Cost*		Charge to commercial organisations only, provided at no cost to Local Authorities including District and Parish Councils, Police Authorities, DfT, Members of the Public, and in litigation cases where NCC is a party to the action.
	Accident Data – Severity Plot showing location and severity only (up to and including 60 collisions). Charge includes full details.	£200*	£205*		Charge to commercial organisations only, provided at no cost to Local Authorities including District and Parish Councils, Police Authorities, DfT, Members of the Public, and in litigation cases where NCC is a party to the action.
	Accident Data – Balloon plot showing attendant circumstances (less than 60 collisions)	£241*	£248*		Charge to commercial organisations only, provided at no cost to Local Authorities including District and Parish Councils, Police Authorities, DfT, Members of the Public, and in litigation cases where NCC is a party to the action.
	Accident Data – Major Balloon plot showing attendant circumstances (more than 60 collisions)	Estimate provided on request Minimum charge of £241.	Estimate provided on request Minimum charge of £248.		Charge to commercial organisations only, provided at no cost to Local Authorities including District and Parish Councils, Police Authorities, DfT, Members of the Public, and in litigation cases where NCC is a party to the action
	Accident Data – Major plots (more than 60 collisions)	Cost*	Cost*		Charge to commercial organisations only, provided at no cost to Local Authorities including District and Parish Councils, Police Authorities, DfT, Members of the Public, and in litigation cases where NCC is a party to the action.
	District Searches - highway schemes	£8*	£8*		Plus additional £35 for provision of Highway Extent plan.
	District Searches - adoption questions	£15*	£15*		Plus additional £35 for provision of Highway Extent plan. No charge to Utility company, DVLA, Police, Land Registry and Town/Parish Councils
	District Searches - adoption questions & highway schemes	£8*/15*	£8*/15*		Plus additional £35 for provision of Highway Extent plan
	District Searches – Search for Right of Way	£15	£15		
	District Searches – Search of the Greens and Common Registers	£15	£15		
	NRSWA - Sample Inspection	£50	£50		Charges set Nationally by Regulation made under the New Roads and Street Works Act 1991.
	NRSWA - Defect Inspection	£47.50	£47.50		Charges set Nationally by Regulation made under the New Roads and Street Works Act 1991.
	NRSWA - Investigatory Inspection (3 rd Party)	£68	£68		Charges set Nationally by Regulation made under the New Roads and Street Works Act 1991.
	NRSWA - Investigatory Works	Cost	Cost		Works cost + staffing and admin. costs if defect found
	NRSWA - Remedial Works	Cost	Cost		Works cost + staffing and admin. costs if defect found.

NOTES: All charges are based on payment being received by cash, cheque or credit/debit card. Where invoices are requested for the charges marked * an additional amount of £7 will be required to cover administration costs.

****VAT is chargeable on non-statutory work or service (if unsure whether to apply VAT, please contact the main Departmental Finance Section)**

† No pro-rata rates. One licence fee payable for each activity per location (highest). All TM costs are the responsibility of the promoter.

CATEGORY	Publication, Information or Service	Charge		VAT Chargeable (Note **)	Comments
		2012/13	2013/14		
SERVICES (continued)	NRSWA - Improvement Plan Inspections	Cost	Cost		Associated costs determined by Codes of Practice made under NRSWA 1991
	NRSWA – Section 50 Streetworks Licence	£473	£473		Licence to place apparatus in the Highway. Includes £154 for Admin. to grant licence, £169 commuted sum to maintain and operate records and £150 for inspections.
	NRSWA – Section 50 Consent	£304	£304		To work on existing apparatus in the highway - £154 for Admin. and £150 for inspections.
	Signal Switch Offs	Cost	Cost		
	Construction of Domestic Vehicle Crossings by NCC	Cost	Cost		Charge covers full works cost design and admin cost. Charges vary depending on type of construction and size of access and will include charges for moving street furniture, e.g. street lighting columns if necessary. Other Utility providers apparatus must be moved
	Construction of Domestic Vehicle Crossings – Approval when applicants appoints their own contractor	£50	£50		Charge covers cost of initial inspection by NCC and any other subsequent inspections as well as the administration of the approval. Applicant is responsible for all construction costs as well as those incurred as a result of any necessary diversionary/protection works
	Tourism Signing (Brown)	See comments	See comments		Initial works and sighting cost and future maintenance/repair costs as set out in T&HC Report 22/11/12.
	Section 38, 278 Agreements	Varies - see comments	Varies - see comments		On S38's charge is generally 7% of the agreement highways infrastructure cost. On S278 charges will be in accordance with the Highways, Transportation and Development guide – 10% of fist £100K plus 6% of the cost over £100K with a minimum of £1,000 for each agreement. Legal fees will be charged separately.
	106 Agreements	Varies - see comments	Varies - see comments		The fees will be equal to the cost of each planning obligation contained within the Agreement usually indexed linked. Legal fees will be charged separately.
	Charging Developers for Advice (min 4 Hrs)	£57/hour £227(min charge)	£59/hour £236(min charge)	Note **	Where applicable the rate per hour for commercial work including "non-statutory" advice, design and inspection should be actual salary x 2.5/1600 with a minimum charge of 4 hours.
	Making up private streets	Cost+7.5%	Cost+7.5%		Cost = Works cost + any associated staffing and admin. costs + 7.5% on costs.
	Traffic Calming Schemes	Cost+7.5%	Cost+7.5%		Cost = Works Cost + any associated staffing and admin.costs + commuted sum as set out in EC Report 24/6/98 + 7.5% on costs.
	Rechargeable Works Orders	Cost+7.5%	Cost+7.5%	Note **	Cost = Works cost + 7.5% on costs to all elements of work. There is no charge for works associated with events involving the armed forces.
	H' Bar Markings	£150	£150		Approval for such provisions will at all times be at the Highway Authority's discretion. Approval of Highway Managers is required.
	Seasonal Decorations application fee (e.g. Christmas Decorations, Hanging Baskets)	See comments	See comments		In applications incurring costs to NCC greater than £500 (in staff and other charges), the amount in excess of £500 will be charged at the time of the application. No charge will be made for applications incurring charges to NCC less than £500.
	CCTV installations (temporary)	£155 min. See comments	£159 min. See comments		For each installation, NCC will contribute a maximum of £250 towards costs in excess of £159. No application fee is charged, however a streetworks licence, at the rate shown in this schedule, may be required for permanent installations.
LOCAL AUTHORITIES (TRANSPORT CHARGES) REGULATIONS 1998	Residents Parking Permit	£25	£25		Charge is per chargeable permit issued in association with residents parking schemes. (Concessions scheme also applies)
	Blue Badges	£2	£2		
	Skip Licence	£26	£27		The licence fee for skips covers staffing and admin. costs. An unlicensed skip attracts an inspection fee of £72 per inspection plus the licence fee per skip.
	Access Scaffold less than 5 metres in length - initial licence for 2 weeks period	£82	£84		See note †
	Access Scaffold less than 5 metres in length - additional 1 week period	£65	£67		See note †
	Access Scaffold over 5 but less than 10 metres in length - initial licence for 2 weeks period	£136	£140		See note †
	Access Scaffold over 5 but less than 10 metres in length – additional 1 week period	£65	£67		See note †

	Access Scaffold over 10, up to 20 metres in length - initial licence for 2 weeks period	£191	£196		See note †
	Access Scaffold over 10, up to 20 metres in length - additional 1 week period	£65	£67		See note †
	Access Scaffold over 10, up to 20 metres in length - initial licence for 2 weeks period	£191	£196		See note †
<p>NOTES: All charges are based on payment being received by cash, cheque or credit/debit card. Where invoices are requested for the charges marked * an additional amount of £7 will be required to cover administration costs.</p> <p>**VAT is chargeable on non-statutory work or service (if unsure whether to apply VAT, please contact the main Departmental Finance Section)</p> <p>† No pro-rata rates. One licence fee payable for each activity per location (highest). All TM costs are the responsibility of the promoter.</p>					

CATEGORY	Publication, Information or Service	Charge		VAT Chargeable (Note **)	Comments
		2012/13	2013/14		
LOCAL AUTHORITIES (TRANSPORT CHARGES) REGULATIONS 1998 (continued)	Additional lengths of access Scaffold up to 20 metres in length - initial licence for 2 weeks period	£70	£72		See note †
	Additional lengths of access Scaffold up to 20 metres in length - additional 1 week period	£33	£34		See note †
	Remedial works final inspection for scaffolds up to 20 metres in length (where necessary)	£54	£55		
	Remedial works final inspection for each additional length of scaffold up to 20 metres in length (where necessary)	£28	£29		
	Mobile Tower Scaffold – initial licence for 1 day period	£70	£72		See note †
	Mobile Tower Scaffold – additional 1 day period	£65	£67		See note †
	Remedial works final inspection for Mobile Tower Scaffold (where necessary)	£55	£56		
	Mobile Access Platform – initial licence for 1 day period	£136	£140		See note †
	Mobile Access Platform – additional 1 day period	£65	£67		See note †
	Remedial works final inspection for Mobile Access Platform (where necessary)	£54	£55		
	Crane – initial licence for 1 day period	£191	£196		See note †
	Crane – additional 1 day period	£65	£67		See note †
	Remedial works final inspection for a crane (where necessary)	£55	£56		
	Hoarding/fencing up to 20 metres in length – initial licence for 2 weeks period	£191	£196		See note †. Site cabins without hoarding/fencing are charged at the same rate as if hoarding/fencing present. Maximum length of storage without hoarding is 5m.
	Hoarding/fencing up to 20 metres in length – additional 1 week period	£65	£67		See note †. Site cabins without hoarding/fencing are charged at the same rate as if hoarding/fencing present
	Addition lengths of hoarding/fencing up to 20 metres in length – initial licence for 2 weeks period	£98	£101		See note †. Site cabins without hoarding/fencing are charged at the same rate as if hoarding/fencing present
	Addition lengths of hoarding/fencing up to 20 metres in length – additional 1 week period	£33	£34		See note †. Site cabins without hoarding/fencing are charged at the same rate as if hoarding/fencing present
	Remedial works final inspection for Hoarding/fencing up to 20 metres in length (where necessary)	£55	£56		
	Remedial works final inspection for each additional length of Hoarding/fencing up to 20 metres in length (where necessary)	£28	£29		
	Temp. Excavations in the Highway - initial licence for two weeks.	£320	£328		Charge covers staffing and admin. Costs including inspections. Comparable to NRSWA Consent. S171 Licence required.
	Temp. Excavations in the Highway - each extra week, based on one inspection per week	£65	£67		See note †
	Remedial works final inspection of temp. excavations in the Highway (where necessary)	£54	£55		
	Materials stored on the highway – initial licence for 2 week period	£136	£140		See note †
	Materials stored on the highway – 1 week period	£64	£65		See note †
	Remedial works final inspection following storage of materials on the highway (where necessary)	£55	£56		
	Licence to Construct Cellar under Highway	£97*	£100*		Charge covers staffing and admin. costs including inspection.
	Licence to Construct Cellar Opening in Highway	£97*	£100*		Charge covers staffing and admin. costs including inspection.
	Licence to Construct Cellar Light in Highway	£97*	£100*		Charge to cover staffing and admin. costs including inspection.
	Response to Emergency on the Highway	Cost+7.5%	Cost+7.5%		Works cost including remedial works where applicable + 7.5% on costs to all elements of work.

NOTES: All charges are based on payment being received by cash, cheque or credit/debit card. Where invoices are requested for the charges marked * an additional amount of £7 will be required to cover administration costs.

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CATEGORY	Publication, Information or Service	Charge		VAT Chargeable (Note **)	Comments
		2012/13	2013/14		
LOCAL AUTHORITIES (TRANSPORT CHARGES) REGULATIONS 1998 (continued)	T.R.O.'s Various in Accordance with Regulations	Cost	Cost		Charge - covers all activities associated with providing the service but charge set in line with NRSWA guidance as follows:
	Temporary Order	£424 + advertising	£424 + advertising		Fixed charge applies to standard orders and notices but charge may be varied for more complex circumstances
	Temporary Notice	£318	£318		Charge may be waived for appropriate armed forces or charity event closures if advertising is not required
	New Signs - licence to allow additional signs on the Highway e.g. providing direction to private land or premises	Cost	Cost		Charge covers staffing and admin costs.
	as above - placing of signs by NCC	Cost	Cost		Charge covers cost of works, including design, manufacture and placing of signs, plus a commuted maintenance sum.
	Pavement Café Licences	£215	£220		The licence grants permission to place tables, chairs and barriers on the highway for a period of 5 years subject to the conditions imposed by the County Council (or it's Agent).
	Sponsorship of planting in the highway	See comments	See comments		There will be no charge for processing application forms. All planting proposals will be subject to a preliminary assessment by the County Council's Accident Investigation Unit. There is no charge for this assessment however, if any problems are identified it may be necessary for a safety audit to be carried out. A charge will be made for this safety audit and the applicant will be contacted beforehand to ensure they consent to pay.
Flood and Water Management Act 2010	Water Course Consents	£50	£50		All work involved in the administration of a consent and any necessary inspections.
	Sustainable Drainage Scheme approval	£350 to £7,500	£350 to £7,500		Charges made from 1 st October 2012 as per national statute. Cost will vary in line with size of development being approved
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