

20th March 2014

Agenda Item:

REPORT OF SERVICE DIRECTOR, HIGHWAYS

CHARGES FOR HIGHWAYS SERVICES 2014/15

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 proposed charges for 2014/15.

Information and Advice

Reason/s for Recommendation/s

2. 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 2014/2015

3. 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 (1.0%) in some charges that are not set by statute, other increases in the charges set by the Authority have had to be made due to the current financial climate and to reflect the actual costs of providing these services.
4. Charges for Accident Data to commercial organisations require amending to remove a previous minor inconsistency in the charges, which resulted in a lower charge for 61 collisions than for 60. Accordingly, minor charge changes are

- required for: Full major crash reports (more than 60 collisions); Severity plots; Balloon plots; Major balloon plots (more than 60 collisions).
5. Additions have been made to the charges for Highway Services and these are for depositing documents with the Council under Section 31(6) of the Highways Act 1980 and Section 15A (1) of the Commons Act 2006. These new changes were as a result of the introduction of Regulations in October 2013.
 6. Section 31(6) allows a landowner to demonstrate a lack of intention to dedicate public rights of way and to therefore protect their land from the future acquisition of such rights by depositing with the highway authority a map, statement and statutory declaration showing the ways (if any) that he admits are dedicated as highways.
 7. Similarly, Section 15A (1) allows a landowner to submit documents which bring to an end any period of recreational use “as of right” over land by showing the land (if any) that he admits to be village green.
 8. These sections enable landowners to protect themselves against claims for public rights of way or village green status based on periods of use by the public.

Statutory and Policy Implications

9. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working 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

10. Charges for some of Highways Services have had to be increased. Where these are necessary they have been kept to a minimum and reflect the current financial climate and actual costs to the Authority for these services.

Financial Implications

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

RECOMMENDATION/S

- 1) Approval be given for the proposed charges for highways services, documents and data for the financial year commencing 1 April 2014.

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:

Don Fitch – Team Manager, Highway Assets and Development

Constitutional Comments [SJE 07/03/2014]

12. This decision falls within the terms of reference of the Transport and Highways Committee.

Financial Comments [TMR 21/01/2014]

13. Financial implications are set out in paragraph 11.

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.

None.

Electoral Division(s) and Member(s) Affected

All

APPENDIX A
CHARGES FOR HIGHWAYS SERVICES - APPLICABLE FROM 1st April 2014

CATEGORY	Publication, Information or Service	Charge		VAT Chargeable (Note **)	Comments
		2013/14	2014/15		
DOCUMENTS	Street Lighting Guide / Code of Practice	£14.00+£1.65p&p*	£14.00+£1.65p&p*		
	Local Transport Plan	£50+£1.50 p&p	£50.00+£1.50p&p		
DATA	Paper Copies of plans	Cost	Cost		Charge covers copying, admin. and postage costs.
	Traffic Counts	£71*	£72*	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	£71/arm*	£72/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	£91*	£92*		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	£42*	£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)	£78*	£79*		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)	£142*	£143*		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)	£2.30 per collision plus £7 Admin fee	£2.39 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 (lup to and including 60 collisions). Charge includes full details.	£205*	£214*		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)	£248*	£238*		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 £248.	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.	
SERVICES	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* (See Comments)	£8*/15* (See Comments)		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	2014/15		
SERVICES (continued)	NRSWA - Remedial Works	Cost	Cost		Works cost + staffing and admin. costs if defect found.
	NRSWA - Improvement Plan Inspections	Cost	Cost		Associated costs determined by Codes of Practice made under NRSWA 1991
	NRSWA – Section 50 Streetworks Licence	£473	£480		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	£310		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 by provider themselves and at the cost of the homeowner. In some instances the installation of a crossing may require planning permission from the local Planning Authority which the applicant is responsible for obtaining at their own cost
	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 for utility apparatus or Authority owned street furniture associated with installing the crossing to NCC specifications. In some instances the installation of a crossing may require planning permission from the local Planning Authority which the applicant is responsible for obtaining at their own cost.
	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.)	£59/hour £236(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	£175		Approval for such provisions will at all times be at the Highway Authority's discretion. Approval of Highway Managers is required. Cost covers design health & safety, admin and works costs.
	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)	£159 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.
	Residents Parking Permit	£25	£25		Charge is per chargeable permit issued in association with residents parking schemes. (Concessions scheme also applies)
	Blue Badges	£2	See Comments		Potentially being increased to £10, going through committee at the moment as part of the budget proposals

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	2014/15		
SERVICES (continued)	Dedication of Highways and Village Greens HA80 Section 31(6) and CA 15A(1) statements and declarations	N/A	£150 for first two notices / parcels. £25 per extra notice / parcel of land. £40 for future amends. Note: For applications to register a parcel greater than 500ha, applicants will need to ask NCC for a quote.		New charges introduced in Oct 2013 re: applications for deposit under section 31(6) of the Highways Act 1980 and section 15A (1) of the Commons Act 2006.
LOCAL AUTHORITIES (TRANSPORT CHARGES) REGULATIONS 1998 (continued)	Skip Licence	£27	£30		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	£84	£90		See note †
	Access Scaffold less than 5 metres in length - additional 1 week period	£67	£70		See note †
	Access Scaffold over 5 but less than 10 metres in length - initial licence for 2 weeks period	£140	£150		See note †
	Access Scaffold over 5 but less than 10 metres in length – additional 1 week period	£67	£70		See note †
	Access Scaffold over 10, up to 20 metres in length - initial licence for 2 weeks period	£196	£200		See note †
	Access Scaffold over 10, up to 20 metres in length - additional 1 week period	£67	£70		See note †
	Access Scaffold over 10, up to 20 metres in length - initial licence for 2 weeks period	£196	£200		See note †
	Additional lengths of access Scaffold up to 20 metres in length - initial licence for 2 weeks period	£72	£75		See note †
	Additional lengths of access Scaffold up to 20 metres in length - additional 1 week period	£34	£40		See note †
	Remedial works final inspection for scaffolds up to 20 metres in length (where necessary)	£55	£60		
	Remedial works final inspection for each additional length of scaffold up to 20 metres in length (where necessary)	£29	£35		
	Mobile Tower Scaffold – initial licence for 1 day period	£72	£75		See note †
	Mobile Tower Scaffold – additional 1 day period	£67	£70		See note †
	Remedial works final inspection for Mobile Tower Scaffold (where necessary)	£56	£60		
	Mobile Access Platform – initial licence for 1 day period	£140	£150		See note †
Mobile Access Platform – additional 1 day period	£67	£70		See note †	

Remedial works final inspection for Mobile Access Platform (where necessary)	£55	£60		
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	2014/15		
LOCAL AUTHORITIES (TRANSPORT CHARGES) REGULATIONS 1998 (continued)	Crane – initial licence for 1 day period	£196	£200		See note †
	Crane – additional 1 day period	£67	£70		See note †
	Remedial works final inspection for a crane (where necessary)	£56	£60		
	Hoarding/fencing up to 20 metres in length – initial licence for 2 weeks period	£196	£200		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	£67	£70		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	£101	£110		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	£34	£40		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)	£56	£60		
	Remedial works final inspection for each additional length of Hoarding/fencing up to 20 metres in length (where necessary)	£29	£35		
	Temp. Excavations in the Highway - initial licence for two weeks.	£328	£350		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	£67	£70		See note †
	Remedial works final inspection of temp. excavations in the Highway (where necessary)	£55	£60		
	Materials stored on the highway – initial licence for 2 week period	£140	£150		See note †
	Materials stored on the highway – 1 week period	£65	£70		See note †
	Remedial works final inspection following storage of materials on the highway (where necessary)	£56	£60		
	Licence to Construct Cellar under Highway	£100*	£150		Charge covers staffing and admin. costs including inspection.
	Licence to Construct Cellar Opening in Highway	£100*	£150		Charge covers staffing and admin. costs including inspection.
	Licence to Construct Cellar Light in Highway	£100*	£150		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.
	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	£425 + advertising		Fixed charge applies to standard orders and notices but charge may be varied for more complex circumstances
	Temporary Notice	£318	£320		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	£220	£250		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

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.