

**Financial Monitoring and Business Strategy Delivery Report
CABINET - 21 April 2015**

2014/15 Review of Charges						Proposed Fees and Charges for Cabinet approval	
Ref.	Service Area	Charging Objectives	Type of Charge	Effective Date	Rate	Effective Date	Proposed Rate
EE2-3	Network & Asset Management	Recovery of full costs	Supply of Highway related information, including Personal Search Fees: Con29 Property Search	23/04/2013	£31.00	01/05/2015	£29.85
EE2-35	Definitive Map & Common	Recover Costs	Supply of Highway (rights of way) related information - Supply of copy order (on advertising notice)	01/04/2015	£59.00	01/05/2015	£3.50

Highlighted cells indicate an amendment or correction to the Review of Charges 2015-16

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Pre-Application Charging for Highways Advice – New Charge

Prospective housing and commercial developers in Oxfordshire often approach the County Council for technical advice on their proposed schemes before they formally submit their planning applications. This advice can prove to be of significant benefit to them and can make for a much swifter process at the formal application stage, as such advice can often point up areas where scheme revisions are required or it may highlight the need for further technical studies to be undertaken.

At present, pre-application advice is provided by the County Council entirely free of charge. In the initial instance, this is usually done through our "Single Response" process where major development proposals (schemes of 10 dwellings or more) are concerned. However, that initial advice cannot infrequently generate further requests for follow-up advice, site visits and meetings at the pre-application stage- all of which can generate considerable demands on officer time.

Although they are required by law to provide an initial "substantive response" to pre-application enquiries free of charge, in their capacity as the local highways authority, several County Councils are now levying charges for any advice provided over and above their initial response. They are doing so by putting in place a standard set of charges that vary according to the scale of development proposed and the type of service required by the developer – for example, whether this is simply some further written advice, or whether the developer is seeking a meeting with officers of the authority to discuss the proposed scheme in more depth.

It is this kind of arrangement that officers would now like to introduce in Oxfordshire.

A draft charging schedule has accordingly been prepared (Annex 7) which, with the approval of Cabinet, would be introduced with effect from 1 June 2015, subject to any minor editing that may be necessary beforehand. The charges are broadly in line with those being levied elsewhere.

Based on the experiences of those other County Councils that already have such a scheme in place and having regard to the significant growth in development activity now being witnessed in Oxfordshire, we have made an assumption that the new charges could potentially yield an income of around £30,000 in its first year. This would be a valuable contribution to the costs of officer time in providing the service.

Approval to introduce new pre-application charges for highways advice provided by the County Council is therefore requested from Cabinet.

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Oxfordshire County Council Pre-Application Highways Advice (Major Development Proposals)

Free	Chargeable
<p>A Substantive Written Response to the first request for pre-application advice will be provided free of charge, on condition that the following information is supplied to the County Council:</p> <ol style="list-style-type: none"> 1. Site Plan(s) including proposed access points 2. Site Address 3. Description/Scale of Development <p>The Substantive Written Response will include:</p> <ol style="list-style-type: none"> a) An evaluation of the proposed development in the context of existing and emerging transport policies and strategies; b) An assessment of the proposed development in terms of highways safety considerations; c) An indication of any specific matters which would need to be addressed in order to make the proposed development acceptable in highways terms; d) Details of the transport documentation (e.g. Transport Assessments/Statements) that would need to be submitted with any subsequent planning application for the proposed development; <p>The above will be included as part of the County Council's "Single Response" to pre-application enquiries. The "Single Response" will also include comments from other County Council service areas (Education, Ecology, Archaeology etc.).</p> <p>However, <u>if only Highways advice is required at the pre-application stage then that should be made clear in the request.</u></p>	<p>If further written pre-application highways advice is required beyond the initial Substantive Written Response (refer previous column), or if site visits or meetings are requested, a fee will be charged in each case.</p> <p>Fees will be as follows:</p> <p>10-24 Dwellings</p> <ul style="list-style-type: none"> - Additional Written Response £200+ VAT - Meeting/Site Visit + Additional Written Response £300 + VAT <p>25-49 Dwellings</p> <ul style="list-style-type: none"> - Additional Written Response £400+ VAT - Meeting/Site Visit + Additional Written Response £600 + VAT <p>50-99 Dwellings</p> <ul style="list-style-type: none"> - Additional Written Response £800 + VAT - Meeting/Site Visit + Additional Written Response £1,200 + VAT <p>100 -199 Dwellings</p> <ul style="list-style-type: none"> - Additional Written Response £1,000 + VAT - Meeting/Site Visit + Additional Written Response £1,500 + VAT

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Free	Chargeable
	<p>200-399 Dwellings or 1,000m²-4,999m² B1-B8 (Business) or 1,000-3,499 m² A1 (Retail) Use</p> <ul style="list-style-type: none"> · Additional Written Response £1,200 + VAT · Meeting/Site Visit + Additional Written Response £1,800 + VAT <p>400 or more Dwellings or 5,000m² or more B1-B8 (Business) or 3,500m² or more A1 (Retail) Use</p> <ul style="list-style-type: none"> · Additional Written Response £1,500 + VAT · Meeting/Site Visit + Additional Written Response £2,000 + VAT <p>For Additional Written Responses, the following information should be provided to the County Council on request:</p> <ol style="list-style-type: none"> 1. Details of the existing use of the site, including any planning history, if appropriate 2. Description of the proposed development, with sketch plans if available 3. Scoping for a Transport Statement/Assessment or a draft of these documents 4. Any further information considered critical to the proposal at the pre-application stage 5. A letter confirming that the pre-application fee will be paid within 14 days of the receipt of an invoice <p>Meetings (other than any that take place on site) will be held at the offices of the County Council or relevant District Council. A qualified Engineer from the County Council's Transport Development Control Team will be present.</p> <p>Exemptions</p> <p>Charges will not be levied on:</p> <ul style="list-style-type: none"> · Enforcement enquiries · Registered Charities · Public or Voluntary Sector non-profit making developments · Any of the Oxfordshire District Councils

Notes:

1. The above are the charges that will generally apply. However, for mixed-use development proposals a higher fee may be charged than would be the case for the individual elements of the scheme. In these situations, please refer to the County Council's Major Planning Applications Team in the first instance

For proposals not covered by the above definitions please refer to the County Council's Major Planning Applications Team in the first instance