

Committee: Cabinet

Date of meeting: 4 July 2018

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|------------------------------------|---|
| Subject: | Street Naming and Property Numbering Charges Review |
| Lead Officer: | Jennifer Bailey / Amy Jackson |
| Portfolio Holder: | Councillor James Browne, Portfolio Holder for Planning Services |
| Link to Council Priorities: | All |
| Exempt information: | None |
| Delegated status: | For Resolution |
| Key decision: | No |

Executive Summary:

This report outlines the proposal to review the Street Naming and Numbering charges level.

Recommendation: that

- (a) the Council agree to a one-off increase in the current charging levels for addressing properties and naming new streets as detailed in report; and**
- (b) the Council agree that charges maybe increased in April each year in-line with Consumer Price Inflation without further Council agreement**

Report:

1. Background

Charging for discretionary services in connection with Street Naming and Numbering was introduced on 3rd October 2016 following approval by Cabinet see Appendix 1 for reference.

2. Income generated

The total revenue generated for the initial period 3rd Oct 2016 to 3rd Oct 2017 was **£28,149** with a breakdown as follows:

Revised property names – additions / removals

- 42 applications = £2,100

Confirmation of address

- 1 application = £40

Infills and conversions

- 43 applications = £15,142

New streets and associated properties

- 3 applications = £10,867

3. Recovering costs

The paper presented to Council on the 14th September 2016 proposing the introduction of charging stated that charges would aim to recover costs incurred by the council to provide this statutory function.

While we have gone some way to recover these costs the current level at which the charges are set does not recoup the cost of the officer time spent in delivering this service. The extra cost is currently still supported by the Elmbridge tax payer.

In order for the cost of this service to be funded by developers then an increase in our charges is necessary. The increase in charges is not designed to be profit making and only being set at a level to recover costs.

It is not proposed to increase the charge for residents to change or add a name to their house.

4. Change in fees in other authorities

These authorities were used as comparison when setting the current level of charges. Detailed below is if there has been a change in their fees since September 2016. Please see Appendix 2 for actual increases.

| Authority | Increased charges since Sept 2016 | Level of increase £ | Level of increase % |
|----------------------------|-----------------------------------|---------------------|---------------------|
| Surrey Authorities | | | |
| Surrey Heath | No | n/a | n/a |
| Mole Valley | Yes | £1.25 - £15 | 3% - 5% |
| Runnymede | Yes | £1 - £2 | 0.6% - 2% |
| Spelthorne | No | n/a | n/a |
| Epsom | No | n/a | n/a |
| Tandridge | Yes | £2 - £20 | 20% |
| Other Authorities | | | |
| Cambridge City Council | No | n/a | n/a |
| Durham County Council | Yes | £1 - £9 | 0.5% - 2% |
| London Borough of Richmond | No | n/a | n/a |
| London Borough of Merton | No | n/a | n/a |

Research with other local authorities shows that the charges are set to recover costs and that they are reviewed periodically to ensure this.

5. Recommendation 1

It is recommended a one-off increase is applied to the current charging level in order set the charges to a level which better represents the cost of providing the service. This increase will affect developers applying for street naming and numbering following a development resulting in the creation of new properties.

Please see table below with the charges proposed

| Description | 2016-2018 charge | Proposed charges from 3 rd September 2018 |
|---|-------------------------|--|
| Property naming / renaming | £50 | £50 -No change |
| Confirmation of address | £40 | £40 - No change |
| A new development flat rate charge (not including a new street name) | £200 plus... | £250 plus... |
| First 1-5 properties | £30 per property | £35 per property |
| Next 6-10 properties | £28 per property | £33 per property |
| Next 11+ properties | £25 per property | £30 per property |
| Naming a new street (or streets if in the same development) | £250 plus... | £300 plus... |
| First 1-5 properties | £30 per property | £35 per property |
| Next 6-10 properties | £28 per property | £33 per property |
| Next 11+ properties | £25 per property | £30 per property |
| Re-naming a street | £200 + £25 per property | £200 + £25 per property - No change |
| Amending the numbering/naming schedule once agreed (and prior to the Building Control Completion date) | £25 per plot | £25 per plot – No change |

6. Implementation

Should the proposal be agreed by Council then it is proposed that the new charging schedule is implemented from 3rd September 2018. Notice of these increases will be posted on the relevant pages on the Elmbridge Borough Council website.

7. Recommendation 2

It is recommended that officers are granted approval to increase the charges on a yearly basis without further consultation with Council.

The increase would be by the consumer price rate of inflation and would be applied on a yearly basis in April of each year.

8. Implementation

If Council agree to this recommendation, then this would commence from April 2019.

Financial implications:

Should the proposal be approved by council, the income generated from Street Naming and Services will increase to ensure the cost of providing the service is fully funded.

Based on the new charges proposed the total revenue generated for the period 3rd Oct 2016 to 3rd Oct 2017 would have been **£33,557**. This equates to an additional **£5408** per annum.

Please see table below which provides a comparison of the 2016-2018 Charges and the Post Sept 2018 Charges for the initial period 3rd Oct 2016 to 3rd Oct 2017.

| Service Type Description | No. of Apps | Income 2016 (based on 2016-2017 applications and charges) | Income 2018 (based on 2016-2017 applications and Sept 2018 charges) |
|---|--------------------|---|---|
| Revised property names – additions / removals (No Change) | 42 | £2100 | £2100 |
| Confirmation of Address (No Change) | 1 | £40 | £40 |
| Infills and Conversions | 43 | £15,142 | £18,370 |
| New streets and associated properties | 3 | £10,867 | £13,047 |
| TOTAL | 89 | £28,149 | £33,557 |

Environmental/Sustainability Implications:

None

Legal implications:

None

Equality Implications:

None

Risk Implications:

None. To date Elmbridge has not received any formal or informal complaints from developers or residents in regard to the charging for street naming and numbering services or the level of the charges that are currently imposed.

Community Safety Implications:

None

Principal Consultees:

Sarah Selvanathan, Strategic Director and Deputy Chief Executive
Councillor James Browne, Portfolio Holder for Planning Services

Background papers:

None

Enclosures/Appendices:

Appendix 1 – 2016-2018 charging schedule for reference
Appendix 2 – Other Local Authority Charging Schedules

Contact details:

Amy Jackson, GIS Manager / Information and Communication Technology