MINUTES of
STRATEGY AND RESOURCES COMMITTEE
26 SEPTEMBER 2024

PRESENT

Chairperson	Councillor M F L Durham, CC
Vice-Chairperson	Councillor J Driver
Councillors	D O Bown, A Fittock, A S Fluker, K M H Lagan, R H Siddall, N D Spenceley, M E Thompson and J C Stilts (Substitute for W Stamp, CC)
In attendance	Councillor(s) P L Spenceley

311. CHAIRPERSON'S NOTICES

The Chairperson welcomed everyone to the meeting and went through some general housekeeping arrangements for the meeting.

312. APOLOGY FOR ABSENCE AND SUBSTITUTION NOTICE

An apology for absence was received from Councillor W Stamp and in accordance with notice duly given it was noted that Councillor J C Stilts was attending as a substitute for Councillor Stamp.

313. MINUTES OF THE LAST MEETING

RESOLVED that the Minutes of the meeting of the Committee held on 25 July 2024 be approved and confirmed.

314. DISCLOSURE OF INTEREST

Councillor R H Siddall declared a non-pecuniary interest in Agenda Item 13 - Authority to Write Off Irrecoverable Debt advising that he would provide the detail of his interest when this item was discussed.

Councillor A S Fluker disclosed that in relation to Agenda Item 6b – Motion from Councillor K M H Lagan, he represented the Council on the Maldon Harbour Improvement Commissioners.

Councillor J Driver disclosed that in relation to 6a – Motion from Councillor N J Swindle, he was trustee of a charity that gave money to the particular charity related to this item of business.

Councillor K M H Lagan disclosed that in relation to Agenda Item 6b – Motion from Councillor K M H Lagan, he used to be an owner of a Thames barge, had been in

conversations with current owners and operators, and confirmed that no financial gain was achieved by this.

315. PUBLIC PARTICIPATION

No requests had been received.

316. MOTION FROM COUNCILLOR N J SWINDLE (MOTION 05/2004)

The Committee considered the following Motion proposed by Councillor N J Swindle and seconded by Councillor P L Spenceley referred to the Committee by the Council. Further consideration was given to the report of the Director of Service Delivery which provided information regarding the Motion and set out a number of recommendations for Members consideration.

> ***Motion:***
> *"That the Council rescind the resolution to charge for energy use to tenants at Brickhouse Farm until 1st April 2025 due to the following reasons:*
>
> *When council determined its strategy in March, no consultation with tenants had occurred as required by the strategy. Therefore, the council had not met its own requirement to work with partners who are using council-owned assets at discounted rates and who would be asked to evidence how they contribute to the council's corporate goals on an annual basis. In turn, this evidence was to be considered by the Strategic Assets Working Group which would then make recommendations to the Strategy and Resources Committee as appropriate.*
>
> *No such consultation or recommendations have been undertaken and therefore none of the councils' partners have had the opportunity to provide such information to determine the benefits that they bring the council and the wider community so as to seek support from the council.*
>
> *The current proposal of charging for energy by the square meter is also unfair as not all of the charities/users operate the same hours and therefore this is deemed as inequitable and has resulted in some of the partners being faced with large additional costs that cannot be budgeted for. In reality, this puts vital community services at risk. To make the use of energy exactly proportioned to each partner, individual circuit breaker meters should be installed (or similar technology) to meter the exact usage and therefore identify the exact use by each partner organisation."*

With permission of the Chairperson, Councillor P L Spenceley advised that she had seconded this Motion and outlined the important work carried out by Action for Family Carers and how the bill they had recently received from the Council without any prior warning had left them in a compromised financial situation. She then provided further insight into the valuable work of Action for Family Carers.

The Chairperson drew Members' attention to the report of the Director of Service Delivery which included two recommendations for Members' consideration. One of the recommendations proposed a transitional arrangement to help all tenants at Brickhouse Farm.

A number of Members supported the Motion and the comments of Councillor Spenceley. In response to questions raised, the following information was provided by Officers:

- The principle of charging for utilities had been agreed in the previous financial year as part of savings discussions. This had been communicated to organisations at the time, however Officers accepted that final formal notification had not gone out until after the formal Strategy had been approved. For any similar changes in the future Officers would ensure that a transitional period was included.
- The indication of costs was based on the bill for the previous financial year, and this was used to set an estimate for the forthcoming year.
- With the Asset Management Strategy, the Council was proposing to have a consistent approach with all tenants. Whilst appropriate to charge for utilities there would be opportunity to come back to Members where an organisations objectives were aligned with the Councils.

It was suggested that the Council's Climate Action Officer or other appropriate Officer spend some time with the tenants of Brickhouse Farm to offer guidance and help to optimise their energy. In response, Officers advised that this could be done and would be part of discussions with Action for Family Carers taking place the following week.

The Chairperson moved the recommendations set out in the Offices' report. These were duly seconded and agreed. It was noted that these would be a recommendation to the Council for approval.

RECOMMENDED

(i) That the principle of tenants paying for their utility costs in full remains within the Asset Management Strategy;

(ii) That the Council offers a 12-month transitional arrangement for any non- rent paying tenants of Brickhouse Farm affected by the new Asset Management Strategy, with full payment of utility costs commencing in April 2025.

317. MOTION FROM COUNCILLOR K M H LAGAN (MOTION 07/2024)

The Committee considered the following Motion proposed by Councillor K M H Lagan and seconded by Councillor J C Stults referred to the Committee by the Council. Further consideration was given to the report of the Director of Service Delivery, circulated prior to the meeting. which provided information regarding the Motion and set out a number of recommendations for Members consideration.

Motion:
"That the council makes budget provision in the 2024/2025 budget setting process and undertakes dredging works / mud cutting / bucket dredging from the area from the visitors berth at Maldon Quay and along to the end of the area used by the Barge Trust. This is so as to secure safe access to the quay by Maldon's historic Barge fleet, support visiting barges and other types of vessels to the town, and secure safe moorings of the barge fleet at Maldon. That the council further provides a sufficient sum each year that accrues that is ring fenced for mud removal every 5 years to ensure that the access to the Quay is safely maintained at all times and funding is provided. Work to be carried out in liaison with all quay users and stakeholders"

Councillor K M H Lagan presented his Motion to the Committee and explained how some barges were being damaged and others were having to cancel trips because they were unable to get out of their berth due to the mud build up. He felt there was

also opportunity to raise income from use of the visitor berth, however if nothing was done there was a risk that the barges may move from Maldon. Councillor Lagan referred to the Officers' report (circulated prior to the meeting) and the Officer recommendations within it. He then proposed that recommendation (i) be amended to remove reference to 'in principle' and subject to this amendment the recommendations be agreed.

The Chairperson referred to the Assistant Director - Customer Services and Operations who outlined some of the early work undertaken by the Council to understand the cost estimate, which included the cost of the work, licenses and project resources. She indicated the approximate costs for the mud removal plus the cost of licences and project resources. It was noted that a full tender process would be required together with further work to determine matters such as scope, risks, timescale etc. and the necessary engagement with stakeholders and other parties. Officers were suggesting that a Member Working Group be formed to consider all the issues and report back to this Committee.

The Chairperson referred to Maldon District Council being a coastal authority and how the rivers and estuaries were vital with Barges being the Council's trademark. He expressed concern in light of the budget gap that the Council was facing next year and there being a lot of information that was unknown at this point.

During the lengthy debate that followed, a number of Members spoke in relation to this Motion and supported the views expressed by Councillor Lagan. In response to reference made to the Council requiring a Marine Management Organisation Licence and the length of time this may take Officers advised that some initial enquiries into ways to reduce the possible approval timeline had been undertaken by Officers.

The River Bailiff thanked Members for their interest in this subject and commented that in his opinion a properly costed project was required with potentially some initial investment until such a project could be undertaken. He suggested that the project should consider a capital dredge, including removal of the barges and visitor pontoon, the area being taken back to its chalk base and an annual maintenance programme. He reported that the National Trust had advised they would take any mud removed from the quay area.

In response to a question regarding whether such spend would be a capital or revenue spend on reserves, the Chief Finance Officer explained that reserves were mainly revenue in nature and a one-off amount for a project could come from capital or revenue reserves. However, if the Council needed to make provision within the budget on an annual basis and this would also have to be factored into the Medium-Term Financial Strategy.

Councillor Lagan repeated his earlier proposition that recommendation (i) be amended to remove reference to 'in principle' and subject to this amendment the recommendations be agreed. This was duly seconded.

The Chairperson then moved recommendations (i) as amended and (ii) as set out in the report and this was duly agreed. He then sought nominations for Members to sit on the Member Working Group and it was agreed that those Members would be Councillors J Driver, A S Fluker, A T Fittock, K M H Lagan, N D Spenceley and M E Thompson.

RESOLVED

(i) That the Committee confirms support for the Motion "to secure safe access to the quay by Maldon's historic Barge fleet, support visiting barges and other

types of vessels to the town, and secure safe moorings of the barge fleet at Maldon";

(ii) That a time limited Member Task and Finish Working Group is convened;

(iii) That the Committee appoints the following Members of the Member Task and Finish Working Group, reporting back to the Committee by 23 January 2025

- J Driver
- A S Fluker
- A T Fittock
- K M H Lagan
- N D Spenceley
- M E Thompson

318. DOMESTIC ABUSE POLICY

The Committee considered the report of the Assistant Director: Service Delivery – Place and Community seeking adoption of the new Domestic Abuse Policy (attached as Appendix 1 to the report) and a 'Recognise, Respond and Refer model' (Appendix 2) to give a standard approach to how the Council responded to those reporting Domestic Abuse.

The report provided background information regarding the Domestic Abuse Act 2021 and the additional responsibilities placed upon Local Housing Authorities. It was noted that the new Policy would support delivery of the Council's statutory obligations under this Act and set out the context for the Council's work to protect and support those experiencing domestic abuse. The Policy was linked with the Council's Safeguarding Policy and Community Safety functions and adoption would support work towards the Domestic Abuse Housing Alliance accreditation.

In response to a question regarding domestic violence figures being on the decrease, the Assistant Director - Place and Community advised that partnership working was critical and the Council shared intel. The Police data showed that levels were down, in line with the national picture, and there was a significant reduction in high and medium risk offences which had been aided by the work of Essex Police to educate perpetrators. The Assistant Director reported that the Council had recently appointed a new Domestic Abuse Navigator. The Chairperson congratulated Officers on the excellent work being done.

Councillor A S Fluker proposed that the recommendations set out in the report be agreed. This proposal was duly seconded and agreed.

RECOMMENDED

(i) that the Residents Domestic Abuse Policy (attached as **APPENDIX 1** to these Minutes) be adopted, promoted and its processes incorporated into business-as-usual activities;

(ii) That a 'Recognise, Respond and Refer Model' (attached as **APPENDIX 2** to these Minutes) be adopted across all services giving a whole Council approach to how the Council responds to those reporting Domestic Abuse wherever that occurs.

319. BUDGETARY CONTROL AS AT 30 JUNE 2024

The Committee considered the report of the Interim Chief Finance Officer providing financial performance information for the period 1 April – 30 June 2024 (Quarter One (Q1)). The report provided an update on a number of areas including the following:

- Net Service Expenditure;
- Top Non-Employee Expenditure Areas and Variance Analysis;
- Top Income Areas and Variance Analysis;
- Salary Monitoring as at the end of Q1;
- Inflationary impact;
- Impact on the General Fund Balance;
- Capital Monitoring and the planned financing of the capital programme had been updated to reflect known changes (Appendix 1)

It was noted that service-related net expenditure budgets remained on-track to underspend this financial year, with additional income offsetting cost pressures. Although the 2024 / 25 budget had allowed for higher inflationary costs some budgets such as employee costs remained under pressure. Investment income was expected to over-perform against budget due to higher interest rates which would increase the Council's overall projected spend. It was noted that Collection rates were out-performing the current year expectations, however the enduring cost-of-living crisis could yet create pressure on Council Tax and Business Rates income.

During her presentation of the report the Chief Financial Officer drew Members' attention to the overview of the current revenue position set out in section 4 of the report and the capital position set out in Appendix 1. In respect of capital commitments she reminded Members that some had been brought forward from previous years as agreed by this Committee in July as well the previously agreed UK Shared Prosperity Fund and Rural England Prosperity Fund capital projects which had now been reflected in the latest 2024 / 25 budget.

In response to a question regarding employee costs and under-resourcing resulting in a delay to work and projects, the Chief Financial Officer advised that there were requests for additional staffing resources that had been brought forward as part of the 2025 / 26 budget process. If there were underspends at year end these would be returned to reserves and there was availability for Members to draw down on these to agree fixed term or one-off resources to support particular projects. However, permanent, and long-term resources would have to be built into the base budget.

The Chairperson moved the recommendations set out in the report. This was duly seconded and agreed.

RESOLVED

(i) That the forecasted 2024 / 25 revenue financial position as at 30 June 2024 as detailed in this report be noted;

(ii) that the forecasted 2024 / 25 capital financial position as at 30 June as summarised at (Appendix 1 to the report) be noted;

320. SUPPLEMENTARY ESTIMATES, VIREMENTS, PROCUREMENT EXEMPTIONS AND USE OF RESERVES: 2024 / 25 QUARTER 1 (APRIL - 30 JUNE 2024)

The Committee considered the report of the Chief Finance Officer reporting Virements, Supplementary Estimates, Procurement Exemptions and Use of Reserves agreed under delegated powers where they were below the levels requiring approval by the Committee.

It was noted that there were no supplementary estimates agreed during this period. The report set out the virements (section 3.3), procurement exemptions (section 3.5) and use of reserves (section 3.6) agreed during this period.

In response to a question raised regarding the project to reinstate the Burnham-on-Crouch pontoon the Chief Finance Officer advised that the procurement exemption cost detailed was part of the overall project cost reported. The procurement exemption had been granted to enable use of the original manufacturer and avoid additional cost.

The Chairperson then moved the recommendations, and these were duly agreed.

RESOLVED

(i) That the virements as detailed in paragraph 3.3.1 of the report be noted;

(ii) That the procurement exemptions as detailed in paragraph 3.5.1 of the report be noted;

(iii) That the reserve drawdowns as detailed in paragraph 3.6.1 of the report be noted

321. DISCRETIONARY FEES AND CHARGES POLICIES 2025 / 26

The Committee considered the report of the Chief Finance Officer presenting the 2025 / 26 Fees and Charges Policy and updated Medium Term Financial Strategy (MTFS) for approval.

Appendix 1 to the report set out the current position for each fee and charges policy including any concessions being given, further financial information and comments. The report summarised proposed changes to the Fees and Charges Policy. Appendix 2 set out the proposed revised fees for 2024 / 25 Building Control fees.

It was noted that the detailed schedule of Fees and Charges would be reviewed based on policy decisions and this Committee would recommend to the Council the 2025 / 26 Fees and Charges during the next cycle of meetings. The 2025 / 26 income budget would be based on the recommended policy.

It was noted that the Building Control fees previously agreed by the Council had been calculated on an incorrect baseline. This had now been resolved and Appendix 2 to the report detailed the revised fees for the remainder of 2024 / 25 and would form the baseline for the 2025 / 26 Building Control Fees and Charges due to be considered by the Committee in November 2024.

The Chairperson reminded the Committee that it was not debating the individual fees and charges, just the policy.

In response to a question regarding the Burnham-on-Crouch pontoon and the commercial use, the Assistant Director - Customer Services and Operations reported

that it was not envisaged that there would be a huge amount of commercial use. Commercial use would add additional burden to the new pontoon and potentially increase the rate of maintenance required. Therefore, the intention of the policy was to give provision to make a charge which would help towards any increased maintenance cost. The Officer explained that the Council would enter into a licence agreement with any commercial operators that wanted to use the facilities.

The Chairperson moved the recommendations set out in the report and these were duly agreed.

RECOMMENDED

(i) That the 2025 / 26 discretionary Fees and Charges policies at **APPENDIX 3** to these Minutes be approved;

(ii) That the revised 2024 / 25 Fees and Charges schedule for Building Control at **APPENDIX 4** to these Minutes be approved.

322. ANY OTHER ITEMS OF BUSINESS THAT THE CHAIRPERSON OF THE COMMITTEE DECIDES ARE URGENT

There were none.

323. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1, 2 and 3 of Part 1of Schedule 12A to the Act, and that this satisfies the public interest test.

324. AUTHORITY TO WRITE OFF IRRECOVERABLE DEBT

At this point and following his earlier declaration Councillor R H Siddall provided the Committee with detail of his declaration.

The Committee considered the report of the Chief Finance Officer seeking Members' approval to write off debt which exceeded the officer delegation limit of £10,000.

The report provided detailed information regarding outstanding aged debt in relation to arrears for Council Tax and Business Rates and the action undertaken by the Council to recover these monies to date. It was noted that numerous attempts had been made to try and locate the person and no payments had been made.

Following a request from this Committee the report also included further information regarding the overall level of arrears for Council Tax and Business Rates as at 31 August 2024.

The Committee extended its thanks to the Assistant Director - Customer Services and Operations and her team for the work they did to recover any unpaid debt.

The Chairperson put the recommendations set out in the report and these were duly agreed.

RESOLVED

(i) That the write off of debt totalling £29,957.37 be approved, due to the debt not being recoverable following numerous, unsuccessful attempts to locate and the age of debt. The total amount to be written off is made up of £6,962.49 for unpaid Council Tax and £22,994.88 for Non-Domestic Rates;

(ii) That the level of arrears as set out in the report be noted.

325. MALDON MARKET

The Committee considered the report of the Director of Strategy and Resources seeking Members' consideration of options for the operation of Maldon market.

Background information regarding the operation of a market in Maldon was set out in the report. It was noted that following a procurement process in June 2023 an operator had been contracted to deliver the market on a Thursday as a funded pilot project. This contract initially for 12 months had been extended for three months and was due to cease from 26 September 2024.

The report set out some options for Members to consider in relation to the market. The Lead Specialist Prosperity provided further details, and these were discussed in depth by the Committee during the lengthy debate that followed.

During the debate, Councillor A S Fluker asked that it be minuted that he would not close someone's business down and they should be consulted with.

In response to questions raised the Lead Specialist Prosperity provided Members with additional information regarding the work undertaken to promote the market, the car parking spaces used by the market and the communications between the Council and current traders.

Following further discussion, Councillor R H Siddall proposed that the option as set out in paragraph 3.15.1 of the report be agreed as the most appropriate operation of the Maldon Market and a review undertaken in three months with a report back to this Committee. This proposal was duly seconded and agreed. The Committee also agreed recommendation (ii) as set out in the report.

RESOLVED

(i) That option 3.15.1 be agreed as most appropriate operation of Maldon Market subject to a three-month review with a report back to this Committee;

(ii) That the Director of Strategy and Resources be granted delegated authority for the option in (i) above to be progressed and to provide a further update report at the next Committee.

There being no other items of business the Chairperson closed the meeting at 9.00 pm.

M F L DURHAM, CC
CHAIRPERSON

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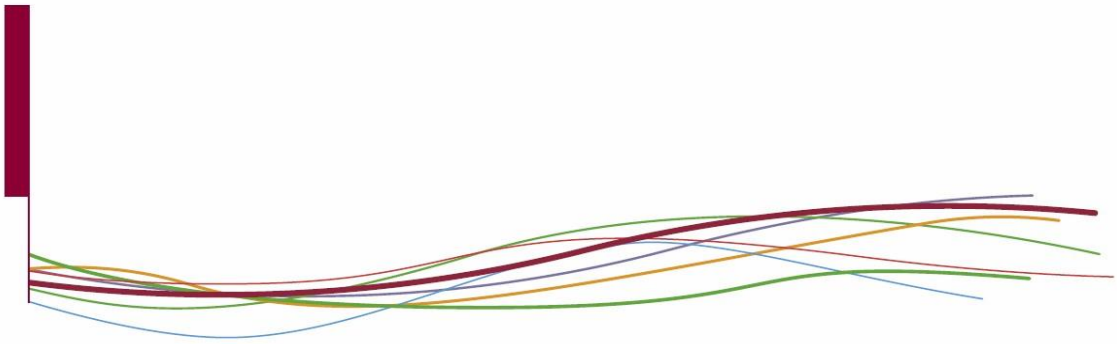
Maldon District Council

Domestic Abuse Policy (Residents) 2024



MALDON DISTRICT COUNCIL

APPENDIX 1

Document Control Sheet

Document title	Maldon District Council Resident Domestic Abuse Policy
Summary of purpose	Detailing how the Council will provide support tailored to the needs of the individual, working in partnership with statutory and specialist agencies to provide a survivor-led coordinated response
Prepared by	Helen Greengrass, Housing Solutions Manager
Status	DRAFT
Version number	
Approved by	Council
Approval date	8 October 2024
Date of implementation	
Review frequency	
Next review date	
Circulation	
Published on the Council's website	

Validity Statement

This document is due for review by the date shown above, after which it may become invalid. Users of the strategy or policy should ensure that they are consulting the currently valid version of the document.

MALDON DISTRICT COUNCIL

Introduction & Policy Statement

Everyone has the right to live without fear of violence or abuse and Maldon District Council are committed to ensuring that all residents affected are supported in a sympathetic, supportive, and sensitive manner and that staff act in a non-judgemental way.

This policy explains how we provide support tailored to the needs of the individual, working in partnership with statutory and specialist agencies to provide a survivor-led coordinated response. We do this by understanding someone's personal journey while being an active part of a coordinated community response, standing together against domestic abuse.

We take all reports of domestic abuse seriously and a range of training is provided for staff to ensure a strong and supportive workforce culture around domestic abuse. All staff have access to basic awareness training with key members of staff undergoing enhanced training to equip them with skills to recognise the signs, respond and refer to appropriate support or guidance where necessary. These key members of staff are the Housing Team, Designated Safeguarding Officers (DSOs) and Domestic Abuse Champions who will support all staff across the organisation in concerns around domestic abuse.

We want to improve the safety of residents affected by domestic abuse and seek to help prevent further abuse by encouraging earlier reporting alongside an effective response.

Maldon District Council recognise that safe housing is one of the key barriers when separating from an abusive relationship or home. Our Housing Team have a key role to play within a partnered response.

Maldon District Council are Members of the Domestic Abuse Housing Alliance (DAHA) and are committed to delivering a consistent approach to domestic abuse throughout the whole organisation.

Language and Terminology

For the purposes of this policy, we use the following terms.

Resident: those resident within our local authority area and those who are seeking housing within our local authority area.

Victim/Survivor: a resident or approaching resident who is experiencing domestic abuse, stalking or harassment related to domestic abuse.

Alleged Perpetrator/Perpetrator: a person who may be perpetrating abuse, harassment or stalking in the context of domestic abuse. Please note that a resident can only be referred to as a Perpetrator if they have a criminal conviction for domestic abuse. If this is unknown, the term, alleged perpetrator should be used. This is not intended to minimise the abuse that the victim/survivor may be experiencing but to ensure correct language and terminology is used in accordance with the law.

It is important that anyone affected by domestic abuse does not feel that their experience is defined by a label. Staff are encouraged to use names when speaking to them about their relationship to mediate against those feelings.

DSO: Designated Safeguarding Officer within Maldon District Council having had enhanced training to undertake this role.

DA Champion: is a staff member who is a named Domestic Abuse Champion and have undergone extra training to take on this role.

Policy Aims

This policy aims to achieve the following:

Raise Awareness of Domestic Abuse
We will;

- actively promote awareness through various internal and external communication channels and support national campaigns.
- widely publicise information for victim/survivors on how to get help if they need it and the type of response, they can expect from us.
- raise the status of victim/survivors by ensuring their voices are heard and influence the services we deliver
- adopt a culture to demonstrate that it is okay to talk about this hidden crime and Maldon District Council is a safe place for residents to reach out and seek support.

Provide Training and Guidance
We will;

- ensure that all staff access basic awareness training through a rolling programme so that domestic abuse is always at the forefront of our minds, and we provide a consistent response across the Organisation.
- Ensure training will support staff to identify the signs of the domestic abuse and respond to any reports or disclosures.
- Ensure Housing Teams and those with Safeguarding responsibilities (including DSOs and DA Champions) receive enhanced training on risk assessment and responding to domestic abuse.
- Build a Domestic Abuse Champions Network who have also received enhanced training on assessment and responding to domestic abuse.

Ensure a Consistent and Coordinated Community Response
We will;

- work alongside statutory, commissioned and specialist agencies to adopt a consistent and coordinated community response.
- ensure those affected by domestic abuse are offered support through signposting and direct referrals to appropriate agencies.
- strive to ensure that alleged perpetrators/perpetrators of domestic abuse who recognise and seek to change their behaviour are offered support; to increase their motivation, skills, knowledge and build confidence and resilience to combat their abusive behaviour patterns.

Prioritise Safety and Security
We will;

- ensure we have staff who have received enhanced training will be able to deliver a risk assessment, using the Domestic Abuse, Stalking and Honour Based Violence (DASH) Risk Identification Check list.
- enhance the safety and security of those affected through sanctuary work at their home, with a view to increase confidence, resilience and empower them to live safely and independently
- utilise our own Safeguarding Policy and procedures to enhance safety.
- take appropriate action against those who choose to abuse individuals utilising all available powers within (but not limited to) the ASB Crime and Policing Act 2014.

Policy Scope

The Domestic Abuse Act 2021 defines domestic abuse as **abusive behaviour** between two people over the age of 16 that are **personally connected** to one another.

Children

In the Domestic Abuse Act (2021), Children aged under 18 are also recognised as victims if they see, hear, or experience the effects of the abuse and either party involved is the parent, relative or has parental responsibilities for that child or children.

Abusive Behaviour

Abusive behaviour in the context of domestic abuse may encompass one or more of the following: -

- Physical or sexual abuse
- Violent or threatening behaviour
- Controlling or coercive behaviour
- Economic abuse
- Psychological, emotional, or other abuse

Personally Connected

The relationship between both parties is a key factor and defined as those that are 'personally connected' to one another. This includes those that are currently or have previously been:-

- married or civil partners to each other.
- agreed to marry one another or within a civil partnership with each other regardless of whether the agreement is still in place.
- in an intimate personal relationship with each other
- shared parental responsibilities of the same child or children
- relatives

Additional Factors

It doesn't matter whether the behaviour consists of a single incident or part of an ongoing pattern of behaviour.

The policy is clear that victims are not confined to one gender, sexual orientation, or ethnic group.

The definition also includes (but is not limited to) modern day slavery, coercive control, honour-based violence, forced marriage, female genital mutilation (FGM), stalking and harassment.

Coercive Control

Maldon District Council recognise that Domestic Abuse is often (but not always) built around control and coercive behaviour. These types of acts largely go unnoticed and can include making an individual subordinate / dependent, whilst being exploited for personal gain. This will, in some cases, mean the person is deprived of independence limiting their ability to escape from an abusive life.

Coercive behaviour will be identified by our trained staff as a pattern of acts, including but not limited around humiliation, intimidation and fear which is used to harm, punish, or frighten the individual.

This definition includes honour-based violence and abuse where there may be further perpetrators across the family and community.

Economic Abuse

Economic abuse is designed to limit someone's ability to be independent away from the Perpetrator of abuse.

Within this definition, economic abuse means any behaviour that has a substantial adverse effect on that person's ability to do.

- Acquire, use, or maintain money or other property, or
- Obtain goods or services

Stalking

Leaving or separating from an abusive relationship offers no guarantee that the abuse will stop, and many victim/survivors are subjected to ongoing stalking. This may include behaviours such as:

- Following
- Loitering
- Monitoring
- Excessive phone calls and messages
- Unwanted attention and gifts

Working in Partnership

No single agency or professional has a complete picture of the life of an individual or family living with domestic abuse, however many will have insights that are crucial to their safety. Maldon District Council will adopt a collaborative approach with partner agencies when supporting people who are being abused.

- We will ensure the Victim/Survivor has access to the range of support services available to them. ***(Please see appendix A for a list of support services available)***

- With the consent of the victim/survivor, we may hold regular meetings with partner agencies to ensure that all supporting agencies and services are involved that should be.

- With the consent of the victim/survivor we will provide further information, signpost or refer to those requiring additional support.

- Whilst confidentiality should be maintained, we will ensure internal safeguarding procedures are followed if we become concerned that there may be a threat to life, risk of significant/imminent harm or harm to a child. For further information please refer to Maldon District Council's Safeguarding Policy.

- We will attend Multi Agency Risk Assessment (Marac) meetings and Child in Need / Child Protection meetings where appropriate.

- We will be active members of the Southend, Essex and Thurrock Domestic Abuse Board About SETDAB - Southend and Thurrock Domestic Abuse Partnership

How Maldon District Council respond to Victim/Survivors

We take all reports of domestic abuse seriously. Domestic abuse is a serious crime, and we will continually strive to treat people experiencing this form of abuse in a sympathetic, supportive, and non-judgemental way.

Maldon District Council adopt a 'Recognise, Respond and Refer Model' which will be cascaded across the organisation through regular training.

Recognise

Domestic Abuse may manifest or become visible in a variety of different ways:-

A member of staff may become concerned about a resident who is showing signs that they may be experiencing domestic abuse. This may include:-

- Changes in behaviour and demeanour
- Lack of engagement
- Damage to property
- Injury or pain
- Financial problems

A victim/survivor may report or disclose domestic abuse to us through any contact they have with us, for example by referring to the Contact Us page on our website, in person or in writing.

A fellow resident or neighbour may also report concerns.

Respond

We will ensure that the response to those reporting domestic abuse is consistent and that our services are accessible for all regardless of their identity or protected characteristics, providing interpreters and translating information into other languages or formats as needed.

The involvement of the Housing Team, DSO or a DA Champion should always be sought if any concerns or reports are raised around domestic abuse. These members of staff have had enhanced training and are equipped to advise and undertake any necessary risk assessment or referrals.

- In all cases, a resident should be offered time and a private space to talk about their current concerns where it can be identified what further action needs to be taken. The option to talk to a member of staff who is of the same gender can also be offered.

- With consent, of the victim/survivor, a trained staff member will carry out a risk assessment, using the Domestic Abuse, Stalking and Honour Based Violence (DASH) Risk Identification Checklist. The DASH risk assessment is a UK wide accredited form used by us and partner organisations to plan how we will support them and any children.

- Relevant advice and help, including information about alternative housing, additional security measures in the home and suitable support from specialist organisations should be offered where appropriate.

- We will acknowledge that safe housing is often one of the biggest barriers to separating from an abusive relationship

- If the victim/survivor fears for their immediate safety and risk assessment identifies significant risk, we will help consider their housing options. This could include referral into a refuge or emergency accommodation.

- Where necessary, we will support the victim/survivor to access legal advice, including support for benefits and home rights advice.

- If the victim/Survivor needs to move home, we will work with them to identify areas that will minimise the risk of future abuse.

Safety and accountability will be at the centre of how we respond to domestic abuse. We will case mange in a safe and sensitive manner with trust and non-judgement at its core. This will be overseen by senior members of staff who will ensure that our approach is as we say, through regular case audits.

There is an additional Domestic Abuse Process for all staff to refer to when someone identifies themselves as experiencing domestic abuse and approaches Maldon District Council for help, support and advice.

How Maldon District Council responds to Alleged Perpetrators/Perpetrators of Domestic Abuse

If an alleged perpetrator/perpetrator of Domestic Abuse approaches Maldon District Council for assistance, we will ensure that this person is assessed in line with the homelessness policy and the allocations policy.

- With their consent, we will offer a referral into support services, such as The Change Hub or other relevant support services. This can only be if the person is willing to engage with the services and wants to change their behaviour.

- We will use relevant Safeguarding Procedures and legislation to ensure that our response continues to be focussed on the safety of the victim/survivor and any children who may also live in the home.

- Where necessary and where there is a duty to do so, we will support with interim emergency accommodation, ensuring that a risk assessment is carried out and that any offer of accommodation is not likely to put the victim/survivor or the wider community at risk.

- Where appropriate and when concerned about threat to life and risk of harm, we will check the details of the perpetrator with the police to ensure that all risks are known and taken into consideration.

- We will engage with partner agencies, discussing prolific perpetrators to ensure that all agencies are aware and involved if needs be, and prolific perpetrators are ‘tracked’ to prevent further abuse from occurring.

Legal Framework

There is a range of civil and criminal action that can be taken to protect people from domestic abuse. These vary according to the circumstances of individuals.

This policy supports the following legislation:

- Domestic Abuse Act 2021
- Protection from Harassment Act 1997
- Part IV of the Family Law Act 1996
- Domestic Abuse Crime and Victims Act 2004
- Housing Act 1996
- Crime and Security Act 2010 (Sections 24-33)
- Serious Crime Act 2015 (Section 76)
- Anti-social Behaviour, Crime and Policing Act 2014
- Care Act 2014
- Homelessness Reduction Act 2017
- Clare's Law 2017 (also known as Domestic Violence Disclosure Scheme (DVDS)
- Anti-social Behaviour Act 2003
- Data Protection Act 2018
- Equality Act 2010

We won't pressure victims to take legal action but will ensure that individuals are aware of what action can be taken if this is something they wish to pursue and make referrals where necessary.

Monitoring & Review

This policy will be reviewed every three years. We will regularly review best practice, changes to legislation and feedback from our employees and customers, reviewing this policy as required more frequently to improve the way we work.

We value the views of our residents and will actively ask for feedback about the service we provide. We will listen to that feedback as well as regularly engage with local specialist domestic abuse agencies to improve the way in which we work when dealing with domestic abuse.

Appendix A – Support Services

Local Support Services

CARA
Centre for action on rape and abuse – Essex based. Work with victims and survivors of sexual violence and child sexual abuse, providing independent, specialist support and promoting and representing their rights and needs.
Tel: 01206 769795
Website: Centre for Action on Rape and Abuse in Essex - CARA (caraessex.org.uk)

Compass
A partnership of domestic abuse services providing a response in Essex.
Helpline: 0330 333 7444. Helpline available from 8 am to 8 pm weekdays and 8am – 1pm weekends.
Website: www.essexcompass.org.uk

Next Chapter
Next Chapter is a domestic abuse charity working across the areas of Tendring, Colchester, Maldon, Chelmsford, Braintree & Uttlesford. We provide free and confidential services to support people who are currently experiencing or have previously experienced domestic abuse. This is a service for anyone who is experiencing domestic abuse, regardless of gender.
Helpline: Via Compass 0330 333 7444 Direct line: 01206 500 585
Website: www.thenextchapter.org.uk

Victim Support Essex
If you've been affected by crime, call Victim Support in Essex
Telephone: 0808 17 81 694 Lines are open 8am to 5pm Monday to Friday. Or 0808 16 89 111 If you need support outside of our open hours.
Website: www.victimsupport.org.uk/resources/essex

The Change Hub
Our charity has been delivering RESPECT accredited domestic violence perpetrator programmes since 2009. Through the behavioural change of the abuser we aim to increase the well-being of people who are, or have been, living with conflict or domestic violence & abuse.
Tel: 0845 3727701 / 01245 258680
Text: 07872 541982
Email: tcp@thechange-project.org
Website: www.thechange-project.org/the-change-hub

National Support Services

Action on Elder Abuse
Charity giving help and information about the abuse of older people, including abuse by family members and partners.
Helpline: 0808 808 8141 (Freephone)
Email: enquiries@elderabuse.org.uk
Website: www.elderabuse.org.uk

Broken Rainbow
For the lesbian, gay, bisexual, and transgender community.
Tel: 0300 999 5428.
Website: https://www.brokenrainbow.org.uk/help/helpline/

Childline

The UK's free and confidential helpline is not just for children. They also offer help to young people up to the age of 19 who are in distress or danger.
Tel: 0800 11 11 (24-hour helpline)
Website: www.childine.org.uk

Finding Legal Options for Women Survivors (FLOWS)
FLOWS gives legal advice to women who are affected by domestic abuse - they also give advice to front line workers.
Website: www.rcjadvice.org.uk/family/flows-finding-legal-options-for-women-survivors

Freedom Charity
We aim to empower young people to feel they have the tools and confidence to support each other and have practical ways in which they can help their best friend around the issues of family relationships which can lead to early and forced marriage and dishonour-based violence. The Helplines and are manned by trained professionals to help victims of forced marriage and their friends who are seeking help, support and advice.
24/7 Helpline: 0845 607 0133
Textline (text '4freedom' to 88802)
Website: www.freedomcharity.org.uk

Galop
Galop offers support for lesbian, gay, bisexual, and transgender (LGBT) people experiencing hate crime, sexual violence or domestic abuse.
Helpline: 0800 999 5428 (Monday and Thursday 10am-8pm, Tuesday and Wednesday 10am-5pm, Friday 1pm-5pm).
Email: help@galop.org.uk
Website: www.galop.org.uk

Hourglass
Hourglass gives confidential advice and information to older people who are victims of violence or abuse. A relative or friend of the person being abused can also contact the helpline on behalf of the older person. The helpline can be used in the case of older people who live at home, in a care home or who are in hospital.
Website: wearehourglass.org

Honour Network - Karma Nirvana
Karma Nirvana is a registered Charity that supports victims and survivors of forced marriage and honour-based abuse.
Telephone Number: 0800 5999 247
Email Address: info@karmanirvana.org.uk
Website: https://www.karmanirvana.org.uk

ManKind Initiative
The ManKind Initiative is a charity offering information and support to men who are victims of domestic abuse or violence. This can include information and support on reporting incidents, police procedures, housing, benefits and injunctions. They can refer you to a refuge, local authority or other another support service if you need it.
Website: new.mankind.org.uk

The National Centre for Domestic Violence
provides a free, fast emergency injunction service for survivors of domestic violence regardless of their financial circumstances, race, gender or sexual orientation.
Freephone: 0800 970 2070
Text: NCDV to 60777 (they will call you back)
Email: office@ncdv.org.uk
Website www.ncdv.org.uk

National Stalking Helpline
The National Stalking Helpline can provide advice on how to deal with any type of stalking behaviour. This includes advice on how to report the behaviour to the police, and what you can expect if you report something.
Website: www.stalkinghelpline.org

Rape Crisis
Rape Crisis (England and Wales) is an umbrella organisation for Rape Crisis Centres across England and Wales. The website has contact details for centres and gives basic information about rape and sexual violence for survivors, friends, family, students and professionals. Rape Crisis (England and Wales) also runs a freephone helpline.
Tel: 0808 500 2222 24/7
Website: Rape Crisis England & Wales

Rape & Sexual Abuse Support Centres
Rape & Sexual Abuse Support Centres offer a range of services for women and girls who have been raped or experienced another form of sexual abuse.
National Freephone helpline: 0808 802 9999 (12 noon-2:30pm and 7pm-9.30pm any day of the year. Also 3pm – 5:30pm on weekdays)

Refuge
Supports women, children & men experiencing domestic violence with a range of services. Telephone Number: 0808 2000 247
Website: https://www.refuge.org.uk

Respect
Respect is a charity which runs support services and programmes for those who inflict abuse in relationships including young men and women.
Phoneline: 0808 802 4040 Monday to Friday 9am-5pm
Email: info@respectphoneline.org.uk
Website: www.respectphoneline.org.uk (incl. online chat service)

Respect Mens Advice Line
Respect also provides an advice line for men who are victims of an abusive relationship.
Men's Advice Line: 0808 801 0327 Monday to Friday 9am-5pm
Email: info@mensadviceline.org.uk
Website: www.mensadviceline.org.uk (incl. online chat service)

Rights of Women
Rights of Women offers confidential legal advice on domestic and sexual violence. You can find out more about what they do and when they're open on their website.
Website: www.rightsofwomen.org.uk

Relate
Offers advice, relationship counselling, sex therapy, workshops, mediation, consultations and support face-to-face, by phone and through their website.
Helpline: 0300 100 1234
Website: www.relate.org.uk

Respond
Respond work with children and adults with learning disabilities who've either experienced abuse or abused other people.
Website: www.respond.org.uk

Sharan Project (South Asian Women Help & Support)
Information Line: 0844 504 3231
Website: www.sharan.org.uk

SignHealth - Domestic Abuse Service
SignHealth provides a specialist domestic abuse service to help Deaf people find safety and security. You can find out how to contact them on their website.
Website: www.signhealth.org.uk/with-deaf-people/domestic-abuse/domestic-abuse-service

Southall Black Sisters
Southall Black Sisters provide advice for Black (Asian and African-Caribbean) women with issues including domestic abuse, forced marriage, immigration and homelessness.
Website: www.southallblacksisters.org.uk

The Traveller Movement – safe space for women
Information and support for Gypsy, Roma and Traveller women
Website: Home - Space for Women - Support for GRT women (travellermovement.org.uk)
Email: women@travellermovement.org.uk

Victim Support
Confidential support for all victims of crime and domestic abuse.
Support Helpline: 0808 1689111
Website: www.victimsupport.org.uk (24/7 help chat line)

Women's Aid
Women's Aid is a national charity which works to end abuse against women and children.
Tel: 0808 2000 247 (Freephone 24-hour national domestic abuse helpline)
Email: helpline@womensaid.org.uk
Website: www.womensaid.org.uk

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RECOGNISE

Domestic Abuse may manifest or become visible in a variety of different ways:

A member of staff may become concerned about a resident who is showing signs that they may be experiencing domestic abuse. This may include:

- Changes in behaviour and demeanour
- Lack of engagement
- Damage to property
- Injury or pain
- Financial problems

REPORT

A victim / survivor may report or disclose domestic abuse to us through any contact they have with us, for example by referring to the Contact Us page on the Council's website, in person or in writing. A friend, relative or neighbour may also report concerns.

RESPOND

The Council will ensure that the response to those reporting domestic abuse is consistent and that its services are accessible for all regardless of their identity or protected characteristics, providing interpreters and translating information into other languages or formats as needed.

The involvement of the Housing Team, Designated Safeguarding Officer (DSO) or a Domestic Abuse (DA) Champion should always be sought if any concerns or reports are raised around domestic abuse. These members of staff have had enhanced training and are equipped to advise and undertake any necessary risk assessment or referrals.

- In all cases, a resident should be offered time and a private space to talk about their current concerns where it can be identified what further action needs to be taken. The option to talk to a member of staff who is of the same gender can also be offered.
- With consent, of the victim / survivor, a trained staff member will carry out a risk assessment, using the Domestic Abuse, Stalking and Honour Based Violence (DASH) Risk Identification Checklist. The DASH risk assessment is a UK wide accredited form used by us and partner organisations to plan how we will support them and any children.
- Relevant advice and help, including information about legal remedies, safe accommodation, additional security measures in the home and suitable support from specialist organisations will be offered where appropriate.
- The Council acknowledges that safe housing is often one of the biggest barriers to separating from an abusive relationship, if the victim / survivor needs to move home, the Council will work with them to identify areas that will minimise the risk of future abuse.
- If the victim / survivor fears for their immediate safety and risk assessment identifies significant risk, the Council will help consider their housing options. This may include referral into a refuge or emergency accommodation.

Empathy, safety, and accountability will be at the centre of how the Council responds to domestic abuse. The Council will case mange in a safe and sensitive manner with trust and non-judgement at its core. This will be overseen by senior members of staff who will ensure that the Council's approach is as it says, through regular case audits.

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Directorate	Policy Area	Current Policy	Existing Concessions	Review of Current Policy	Proposed Policy for 2025/26	Proposed Concessions for 2025/26
Service Delivery	River Moorings	Charge for moorings (not aligned with any other clubs)	None	Retain Policy	No Change	No change
Service Delivery	River Wharfage	Set fees to compete with alternative berthing facilities on the east coast	Quarterly charges discount daily fee by 50%. Discounts available to charitable trusts. Discount phased continued for 3 years (2023/24, 2024/25 and 2025/26).	Retain Policy	No Change	No change
Service Delivery	Burnham on Crouch Pontoon	None	None	New Policy	Charge for commercial use of the Burnham on Crouch Pontoon to ensure as a minimum full cost recovery	Free use by public accessing the pontoon on foot.
Service Delivery	Off Street Car Parking (Maldon Town)	Maximise income, but take into account the need to support local businesses. No free school drop off permits.	Disabled Badge holders - Free parking. Discount for Season Tickets and bulk purchases	Retain Policy	No Change	No change
Service Delivery	Off Street Car Parking (Outside Maldon Town)	Charges approved by Members	None	Retain Policy	No Change	No change
Service Delivery	Car Parking/Events	Suspend car parking and introduce a set fee for specific events. Charges will be dependent on the event size and entrance fee. To be determined by the Director of Service Delivery.	None	Retain Policy	No Change	No change
Service Delivery	Maldon Promenade - Car Parking	Aim for overall maximum cost recovery for Promenade Park - with Car Parking being the key contributor	Maldon District Residents Season Tickets at reduced price. Disabled Badge Holders	Retain Policy	No Change	No change
Service Delivery	Maldon Promenade - Splash Park	Charge to as far as possible to recover all costs of operation and in line with comparable facilities	None	Retain Policy	No Change	No change
Service Delivery	Use of Council Land for events	All Council Land. Use of a minimum events day rate charge on council owned land determined by the scale of event size to maximise income for all events.	Charity Organisations with under 100 people in attendance receive a concession ensuring full cost recovery.	Retain Policy	No Change	No change
Service Delivery	Council owned Land (inc Prom)	Charges to be for all council owned land as well as Prom Park to maximise income	Prices to be agreed by the Director of Service Delivery in Conjunction with the Chairman of Community Services Committee.	Retain Policy	No Change	No change
Service Delivery	Maldon Promenade - Beach Huts	Charges based on competitive Market rates, and should aim as a minimum to recover all costs of operation	None	Retain Policy	No Change	No change
Service Delivery	Cemeteries	Charges at levels comparable to facilities provided by other local authorities	Local Residents receive discounted rates. Under 18's Free	Retain Policy	No Change	No change
Service Delivery	Green Waste Bin Service	Minimum of full cost recovery, and in line with other authorities. Charge for bin for new subscribers and replacement bins	None	Retain Policy	No Change	No change
Service Delivery	Chargeable Household Waste Collection	Charges made for residential homes, with limited collections from villages halls equivalent to domestic property. Charges based on cost recovery for additional collections	Free Clinical waste collection	Retain Policy	No Change	No change

Directorate	Policy Area	Current Policy	Existing Concessions	Review of Current Policy	Proposed Policy for 2025/26	Proposed Concessions for 2025/26
Service Delivery	Chargeable Bulky Household Waste Collection	Minimum of full cost recovery	None	Retain Policy	No Change	No change
Service Delivery	Chargeable Street Cleaning	Charges based on competitive Market rates, and should aim as a minimum to recover all costs of operation.	Concession at discretion of Director of service delivery for charitable/ community events.	Retain Policy	No Change	No change
Service Delivery	Maldon Promenade - Pop Up Trading	Charges based on competitive Market rates, and should aim as a minimum to recover all costs of operation	None	Retain Policy	No Change	No change
Service Delivery	Parks & Open Spaces - Advertising	charges based on competitive Market rates, and should aim as a minimum to recover all costs of operation	None	Retain Policy	No Change	No change
Service Delivery	Court Costs - Council Tax and Business Rates	Full cost recovery up to maximum level agreed by Essex Magistrates Courts	None	Retain Policy	No Change	No change
Service Delivery	CCTV footage requested by individuals, insurance companies or any organisations other than the Police (subject to data protection)	Minimum of Full cost recovery	None	Retain Policy	No Change	No change
Service Delivery	Refuse and recycling containers for new build properties	Developers to fund the cost of provision of containers for new properties if the development is more than five properties.	None	Retain Policy	No Change	No change
Service Delivery	Parking Permits for Schools	Chargeable Services	Charges made to Schools for parking in MDC owned car parks	Retain Policy	No Change	No change
Service Delivery	Road Closures	Minimum of Full cost recovery plus statutory administration charges	None	Retain Policy	No Change	No change
Service Delivery	Promenade Park Concessions	To Charge for concessions on the Prom. Prices set on negotiation with the Director of Service Delivery.	None	Retain Policy	No Change	No change
Service Delivery	Grounds Maintenance Contracts	Charges for contracts based on competitive market rates ensuring full cost recovery.	None	Retain Policy	No Change	No change
Service Delivery	Commercial team – Commercial Services - Box Office	Box office services commission rate set by officers – Standard 10% commission for all events. Concession Director of Service Delivery in conjunction with the Chairman of Strategy & Resources Committee be granted discretion to vary this rate to support the corporate goals of the Council.	None	Retain Policy	No Change	No change
Service Delivery	Commercial team – Commercial Services - Marketing	Commercial team to charge a competitive hourly rate for its marketing and promotional services ensuring minimum of full cost recovery	None	Retain Policy	No Change	No change
Service Delivery	Commercial team – Commercial Services - Sponsorship	charges based on competitive Market rates, and should aim as a minimum to recover all costs of operation	None	Retain Policy	No Change	No change
Service Delivery	Land Charges	Self Financing Service subject to regulations	None	Retain Policy	No Change	No change
Service Delivery	Enquiries (Non Statutory)	New - Minimum of full cost recovery	None	Retain Policy	No Change	No change
Service Delivery	Public Hire Vehicle & Hackney Carriage Licensing	Self financing service	None	Retain Policy	No Change	No change
Service Delivery	Building Control - Chargeable Services	Self financing service (by regulation) Break even over a five year period	None	Retain Policy	No Change	No change
Service Delivery	Development Control and Conservation - Pre Application Advice	Minimum of Full cost recovery	Not Applicable	Retain Policy	No Change	No change

Directorate	Policy Area	Current Policy	Existing Concessions	Review of Current Policy	Proposed Policy for 2025/26	Proposed Concessions for 2025/26
Service Delivery	Development Control - Planning Performance Agreements (PPA)	Minimum of full cost recovery	Not Applicable	Retain Policy	No Change	No change
Service Delivery	Planning Fees (Development control fees)	No Policy - no powers at present	Not Applicable	Retain Policy	No Change	No change
Service Delivery	Licensing Act 2003	Set fees in line with the costs incurred in providing the service	None	Retain Policy	No Change	No change
Service Delivery	Gambling Act 2005	Set fees in line with the costs incurred in providing the service	None	Retain Policy	No Change	No change
Service Delivery	Scrap Metal Dealers Act 2013	Recover reasonable costs of administration in accordance with statutory guidance	None	Retain Policy	No Change	No change
Service Delivery	Animal Licensing	Set fees in line with the costs incurred in providing the service	None	Retain Policy	No Change	No change
Service Delivery	Mobile Homes Act 2013	Set fees in line with the costs incurred in providing the service	Exempt those sites that have 8 or less units (Band 1)	Retain Policy	No Change	No change
Service Delivery	Pre Application for Tree Preservation Order advise	Charge to be based full recovery of Officer time	Not Applicable	Retain Policy	No Change	No change
Resources	Street Naming and numbering	Charges to developers and property owners based on cost recovery	Not Applicable	Retain Policy	No Change	No change
Service Delivery	Revisit to rescore food hygiene ratings	Set fees in line with the costs incurred in providing the service.	Not Applicable	Retain Policy	No Change	No change
Resources	External Printing	To be charged per copy. Full cost recovery	Not Applicable	Retain Policy	No Change	No change
Resources	Administration of Parish Elections & Neighbourhood Referendums	Levy an administration charge based on recovery of Officer time	Not Applicable	Retain Policy	No Change	No change
Service Delivery	Markets	charges based on competitive Market rates, and should aim as a minimum to recover all costs of operation	None	Retain Policy	No Change	No change
Service Delivery	RAMS	To charge a monitoring fee alongside all Essex Coastal Recreational Avoidance Mitigation Strategy (RAMS) payments	None	Retain Policy	No Change	No change
Service Delivery	S106	To charge a monitoring fee based on individual cases	None	Amend Existing Policy	To charge a monitoring fee based on the time expected to be spent on monitoring and reporting on the pre-commencement and development whole development lifecycle until all clauses are discharged.	No change
Service Delivery	Hythe Quay Parking	None	To charge for parking on Hythe Quay	Retain Policy	No Change	No change
Service Delivery	Listed Buildings & Conservation Area Property Purchase Advice.	None	None	New Policy	To start charging for providing heritage advice to prospective purchasers of Listed Buildings in the District.	None

Directorate	Policy Area	Current Policy	Existing Concessions	Review of Current Policy	Proposed Policy for 2025/26	Proposed Concessions for 2025/26
Service Delivery	Planning Enforcement Conveyancing Support	None.	None	New Policy	Charge for written confirmation that Planning Enforcement action has been closed/ resolved to support property conveyancing activities.	None
Service Delivery	Environmental and Anti Social Behaviour offences - Fixed Penalty Notices (FPN's)	To charge in accordance with relevant legislation	None	Amend Existing Concessions	No Change	Concession for early payment up to maximum permitted by legislation.

Council (Extraordinary) - 8 October 2024
Agenda item 7a - Strategy and Resources Committee - 26 September 2024

APPENDIX 4

TABLE A - NEW DWELLINGS
2024/25
Dwelling-houses and Flats not exceeding 300m2

Please note that the Charges marked with an * have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equivalent to the discount **(see D14 below)**

			To be Agreed by Council Oct 2024 (To be Charged for the remainder of the Financial Year)				Agreed by Council Dec 2023 (Miscalculated so not currently being Charged)				Agreed by Council July 2023 (Currently still being Charged)			
VAT rate:	20.0%		2024/25	2024/25	2024/25	2024/25	2024/25	2024/25	2024/25	2024/25	2023/24	2023/24	2023/24	2023/24
Code	Bungalows or Houses less than 4 storeys		Plan Charge	Inspection Charge *	Building Notice Charge*	Regularisation Charge*	Plan Charge	Inspection Charge *	Building Notice Charge*	Regularisation Charge*	Plan Charge	Inspection Charge *	Building Notice Charge*	Regularisation Charge*
H01	1 Plot	Net	248.00	620.00	954.00	1,215.00	220.00	552.00	850.00	1,082.00	231.00	577.00	888.00	1,131.00
		VAT	49.60	124.00	190.80	-	44.00	110.40	170.00	-	46.20	115.40	177.60	-
		Total	**297.60**	**744.00**	**1,144.80**	**1,215.00**	**264.00**	**662.40**	**1,020.00**	**1,082.00**	**277.20**	**692.40**	**1,065.60**	**1,131.00**
H02	2 Plots	Net	372.00	991.00	1,499.00	1,908.00	331.00	883.00	1,335.00	1,699.00	346.00	923.00	1,396.00	1,777.00
		VAT	74.40	198.20	299.80	-	66.20	176.60	267.00	-	69.20	184.60	279.20	-
		Total	**446.40**	**1,189.20**	**1,798.80**	**1,908.00**	**397.20**	**1,059.60**	**1,602.00**	**1,699.00**	**415.20**	**1,107.60**	**1,675.20**	**1,777.00**
H03	3 Plots	Net	434.00	1,363.00	1,976.00	2,515.00	387.00	1,214.00	1,760.00	2,240.00	404.00	1,269.00	1,840.00	2,342.00
		VAT	86.80	272.60	395.20	-	77.40	242.80	352.00	-	80.80	253.80	368.00	-
		Total	**520.80**	**1,635.60**	**2,371.20**	**2,515.00**	**464.40**	**1,456.80**	**2,112.00**	**2,240.00**	**484.80**	**1,522.80**	**2,208.00**	**2,342.00**
H04	4 Plots	Net	496.00	1,735.00	2,453.00	3,123.00	441.00	1,544.00	2,185.00	2,781.00	462.00	1,615.00	2,284.00	2,908.00
		VAT	99.20	347.00	490.60	-	88.20	308.80	437.00	-	92.40	323.00	456.80	-
		Total	**595.20**	**2,082.00**	**2,943.60**	**3,123.00**	**529.20**	**1,852.80**	**2,622.00**	**2,781.00**	**554.40**	**1,938.00**	**2,740.80**	**2,908.00**
H05	5 Plots	Net	557.00	2,106.00	2,931.00	3,730.00	496.00	1,876.00	2,610.00	3,321.00	519.00	1,961.00	2,729.00	3,473.00
		VAT	111.40	421.20	586.20	-	99.20	375.20	522.00	-	103.80	392.20	545.80	-
		Total	**668.40**	**2,527.20**	**3,517.20**	**3,730.00**	**595.20**	**2,251.20**	**3,132.00**	**3,321.00**	**622.80**	**2,353.20**	**3,274.80**	**3,473.00**
	Flats													
F01	1	Net	248.00	620.00	954.00	1,215.00	220.00	552.00	850.00	1,082.00	231.00	577.00	888.00	1,131.00
		VAT	49.60	124.00	190.80	-	44.00	110.40	170.00	-	46.20	115.40	177.60	-
		Total	**297.60**	**744.00**	**1,144.80**	**1,215.00**	**264.00**	**662.40**	**1,020.00**	**1,082.00**	**277.20**	**692.40**	**1,065.60**	**1,131.00**
F02	2	Net	372.00	806.00	1,295.00	1,649.00	331.00	717.00	1,153.00	1,467.00	346.00	750.00	1,206.00	1,535.00
		VAT	74.40	161.20	259.00	-	66.20	143.40	230.60	-	69.20	150.00	241.20	-
		Total	**446.40**	**967.20**	**1,554.00**	**1,649.00**	**397.20**	**860.40**	**1,383.60**	**1,467.00**	**415.20**	**900.00**	**1,447.20**	**1,535.00**
F03	3	Net	434.00	991.00	1,568.00	1,995.00	387.00	883.00	1,396.00	1,776.00	404.00	923.00	1,460.00	1,858.00
		VAT	86.80	198.20	313.60	-	77.40	176.60	279.20	-	80.80	184.60	292.00	-
		Total	**520.80**	**1,189.20**	**1,881.60**	**1,995.00**	**464.40**	**1,059.60**	**1,675.20**	**1,776.00**	**484.80**	**1,107.60**	**1,752.00**	**1,858.00**
F04	4	Net	496.00	1,177.00	1,840.00	2,342.00	441.00	1,048.00	1,639.00	2,086.00	462.00	1,096.00	1,713.00	2,181.00
		VAT	99.20	235.40	368.00	-	88.20	209.60	327.80	-	92.40	219.20	342.60	-
		Total	**595.20**	**1,412.40**	**2,208.00**	**2,342.00**	**529.20**	**1,257.60**	**1,966.80**	**2,086.00**	**554.40**	**1,315.20**	**2,055.60**	**2,181.00**
F05	5	Net	557.00	1,363.00	2,113.00	2,689.00	496.00	1,214.00	1,882.00	2,394.00	519.00	1,269.00	1,967.00	2,504.00
		VAT	111.40	272.60	422.60	-	99.20	242.80	376.40	-	103.80	253.80	393.40	-
		Total	**668.40**	**1,635.60**	**2,535.60**	**2,689.00**	**595.20**	**1,456.80**	**2,258.40**	**2,394.00**	**622.80**	**1,522.80**	**2,360.40**	**2,504.00**
	Conversion to													
V01	Single Dwelling-House	Net	248.00	743.00	1,090.00	1,388.00	220.00	662.00	971.00	1,236.00	231.00	692.00	1,015.00	1,292.00
		VAT	49.60	148.60	218.00	-	44.00	132.40	194.20	-	46.20	138.40	203.00	-
		Total	**297.60**	**891.60**	**1,308.00**	**1,388.00**	**264.00**	**794.40**	**1,165.20**	**1,236.00**	**277.20**	**830.40**	**1,218.00**	**1,292.00**
V02	Single Flat	Net	248.00	620.00	954.00	1,215.00	220.00	552.00	850.00	1,082.00	231.00	577.00	888.00	1,131.00
		VAT	49.60	124.00	190.80	-	44.00	110.40	170.00	-	46.20	115.40	177.60	-
		Total	**297.60**	**744.00**	**1,144.80**	**1,215.00**	**264.00**	**662.40**	**1,020.00**	**1,082.00**	**277.20**	**692.40**	**1,065.60**	**1,131.00**
	Notifiable electrical work		**(where applicable, in addition to the above, per dwelling)**				**(where applicable, in addition to the above, per dwelling)**				**(where applicable, in addition to the above, per dwelling)**			
D14	(Where a satisfactory certificate will **not** be issued by a Part P registered electrician)	Net	This charge relates to a first fix pre-plaster inspection and final testing on completion. For Regularisation application a full appraisal and testing will be carried out.		260.00	331.00	This charge relates to a first fix pre-plaster inspection and final testing on completion. For Regularisation application a full appraisal and testing will be carried out.		232.00	294.00	This charge relates to a first fix pre-plaster inspection and final testing on completion. For Regularisation application a full appraisal and testing will be carried out.		242.00	308.00
		VAT			52.00	-			46.40	-			48.40	-
		Total			**312.00**	**331.00**			**278.40**	**294.00**			**290.40**	**308.00**

Where Standard Charges are not applicable please contact Building Control on 01621 876235

TABLE B - WORK TO A SINGLE DWELLING
2024/25

Limited to work not more than 3 storeys above ground level

Please note that the Charges marked with an * have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equivalent to the discount (see D14 below)

			To be Agreed by Council Oct 2024 (To be Charged for the remainder of the Financial Year)							Agreed by Council Dec 2023 (Miscalculated so not currently being Charged)				
VAT rate	20.0%		2024/25	2024/25	2024/25	2024/25	2024/25	2024/25	2024/25	2024/25	2024/25	2024/25	2024/25	2024/25
Code	Extension & New Build		Full Plans		Full Plans - Multiple work reductions only **		Building Notice Charge *	Multiple work reductions only Building Notice Charge * at 50% reduced rate **	Regularisation Charge *	Full Plans		Full Plans - Multiple work reductions only **		Building Notice Charge *
			Plan Charge	Inspection Charge *	Plan Charge at 50% reduced rate**	Inspection Charge * at 50% reduced rate **				Plan Charge	Inspection Charge *	Plan Charge at 50% reduced rate**	Inspection Charge * at 50% reduced rate **	
D01	Separate single storey extension with floor area not exceeding 40m²	Net	248.00	496.00	125.00	248.00	817.00	409.00	1,041.00	220.00	441.00	111.00	221.00	728.00
		VAT	49.60	99.20	25.00	49.60	163.40	81.80	-	44.00	88.20	22.20	44.20	145.60
		Total	**297.60**	**595.20**	**150.00**	**297.60**	**980.40**	**490.80**	**1,041.00**	**264.00**	**529.20**	**133.20**	**265.20**	**873.60**
D02	Separate single storey extension with floor area exceeding 40m² but not exceeding 100m²	Net	248.00	620.00	125.00	310.00	954.00	477.00	1,215.00	220.00	552.00	111.00	276.00	850.00
		VAT	49.60	124.00	25.00	62.00	190.80	95.40	-	44.00	110.40	22.20	55.20	170.00
		Total	**297.60**	**744.00**	**150.00**	**372.00**	**1,144.80**	**572.40**	**1,215.00**	**264.00**	**662.40**	**133.20**	**331.20**	**1,020.00**
D03	Separate extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m²	Net	258.00	557.00	129.00	279.00	898.00	449.00	1,142.00	230.00	496.00	115.00	248.00	800.00
		VAT	51.60	111.40	25.80	55.80	179.60	89.80	-	46.00	99.20	23.00	49.60	160.00
		Total	**309.60**	**668.40**	**154.80**	**334.80**	**1,077.60**	**538.80**	**1,142.00**	**276.00**	**595.20**	**138.00**	**297.60**	**960.00**
D04	Separate extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m² but not ex 100m²	Net	269.00	743.00	134.00	372.00	1,113.00	556.00	1,417.00	240.00	662.00	120.00	331.00	991.00
		VAT	53.80	148.60	26.80	74.40	222.60	111.20	-	48.00	132.40	24.00	66.20	198.20
		Total	**322.80**	**891.60**	**160.80**	**446.40**	**1,335.60**	**667.20**	**1,417.00**	**288.00**	**794.40**	**144.00**	**397.20**	**1,189.20**
D05	A building or extension comprising SOLELY of a garage, carport or store - total floor area not exceeding 100m²	Net	248.00	289.00	125.00	145.00	591.00	295.00	752.00	220.00	258.00	111.00	129.00	526.00
		VAT	49.60	57.80	25.00	29.00	118.20	59.00	-	44.00	51.60	22.20	25.80	105.20
		Total	**297.60**	**346.80**	**150.00**	**174.00**	**709.20**	**354.00**	**752.00**	**264.00**	**309.60**	**133.20**	**154.80**	**631.20**
D06	Detached non-habitable domestic building with total floor area not exceeding 50m²	Net	248.00	372.00	125.00	186.00	682.00	342.00	868.00	220.00	331.00	111.00	165.00	607.00
		VAT	49.60	74.40	25.00	37.20	136.40	68.40	-	44.00	66.20	22.20	33.00	121.40
		Total	**297.60**	**446.40**	**150.00**	**223.20**	**818.40**	**410.40**	**868.00**	**264.00**	**397.20**	**133.20**	**198.00**	**728.40**
	Conversions													
D07	First floor & second floor loft conversions	Net	248.00	496.00	125.00	248.00	817.00	409.00	1,041.00	220.00	441.00	111.00	221.00	728.00
		VAT	49.60	99.20	25.00	49.60	163.40	81.80	-	44.00	88.20	22.20	44.20	145.60
		Total	**297.60**	**595.20**	**150.00**	**297.60**	**980.40**	**490.80**	**1,041.00**	**264.00**	**529.20**	**133.20**	**265.20**	**873.60**
D08	Other work (e.g. garage conversions)	Net	248.00	248.00	125.00	125.00	546.00	273.00	694.00	220.00	220.00	111.00	111.00	485.00
		VAT	49.60	49.60	25.00	25.00	109.20	54.60	-	44.00	44.00	22.20	22.20	97.00
		Total	**297.60**	**297.60**	**150.00**	**150.00**	**655.20**	**327.60**	**694.00**	**264.00**	**264.00**	**133.20**	**133.20**	**582.00**
	Alterations (including underpinning)													
D09	Renovation of a thermal element	Net	124.00	124.00	62.00	62.00	273.00	136.00	347.00	111.00	111.00	56.00	56.00	243.00
		VAT	24.80	24.80	12.40	12.40	54.60	27.20	-	22.20	22.20	11.20	11.20	48.60
		Total	**148.80**	**148.80**	**74.40**	**74.40**	**327.60**	**163.20**	**347.00**	**133.20**	**133.20**	**67.20**	**67.20**	**291.60**
D10	Replacement of windows, roof lights, roof windows or external glazed doors	Net	124.00	124.00	62.00	62.00	273.00	136.00	347.00	111.00	111.00	56.00	56.00	243.00
		VAT	24.80	24.80	12.40	12.40	54.60	27.20	-	22.20	22.20	11.20	11.20	48.60
		Total	**148.80**	**148.80**	**74.40**	**74.40**	**327.60**	**163.20**	**347.00**	**133.20**	**133.20**	**67.20**	**67.20**	**291.60**
D11a	Cost of work not exceeding £2,000 (Incl Renewable Energy systems)	Net	124.00	186.00	62.00	93.00	340.00	171.00	434.00	111.00	165.00	56.00	83.00	304.00
		VAT	24.80	37.20	12.40	18.60	68.00	34.20	-	22.20	33.00	11.20	16.60	60.80
		Total	**148.80**	**223.20**	**74.40**	**111.60**	**408.00**	**205.20**	**434.00**	**133.20**	**198.00**	**67.20**	**99.60**	**364.80**
D11	Cost of work exceeding £2,001 & not exceeding £5,000 (Incl Renewable Energy systems)	Net	186.00	248.00	93.00	125.00	477.00	238.00	607.00	165.00	220.00	83.00	111.00	425.00
		VAT	37.20	49.60	18.60	25.00	95.40	47.60	-	33.00	44.00	16.60	22.20	85.00
		Total	**223.20**	**297.60**	**111.60**	**150.00**	**572.40**	**285.60**	**607.00**	**198.00**	**264.00**	**99.60**	**133.20**	**510.00**
D12	Cost of work exceeding £5,001 & not exceeding £25,000	Net	248.00	413.00	125.00	207.00	727.00	364.00	925.00	220.00	367.00	111.00	184.00	648.00
		VAT	49.60	82.60	25.00	41.40	145.40	72.80	-	44.00	73.40	22.20	36.80	129.60
		Total	**297.60**	**495.60**	**150.00**	**248.40**	**872.40**	**436.80**	**925.00**	**264.00**	**440.40**	**133.20**	**220.80**	**777.60**
D13	Cost of work exceeding £25,001 & not exceeding £100,000	Net	309.00	620.00	155.00	310.00	1,022.00	511.00	1,301.00	276.00	552.00	139.00	276.00	911.00
		VAT	61.80	124.00	31.00	62.00	204.40	102.20	-	55.20	110.40	27.80	55.20	182.20
		Total	**370.80**	**744.00**	**186.00**	**372.00**	**1,226.40**	**613.20**	**1,301.00**	**331.20**	**662.40**	**166.80**	**331.20**	**1,093.20**
	Notifiable Electrical work (in addition to the above, where applicable)													
D14	(Where a satisfactory certificate will **not** be issued by a Part P registered electrician)	Net	This charge relates to a first fix pre-plaster inspection and final testing on completion. For Regularisation application a full appraisal and testing will be carried out.				436.00	n/a	-	This charge relates to a first fix pre-plaster inspection and final testing on completion. For Regularisation application a full appraisal and testing will be carried out.				388.00
		VAT					87.00	n/a	-					78.00
		Total					**523.00**	**n/a**	**-**					**466.00**

****Multiple work reductions.** Where the proposed works consist of more than one of the above elements then the appropriate charge is calculated by paying the full amount for the most expensive element and only 50% for the other applicable elements **with the exception of D14 electrical Works**

Where Standard Charges are not applicable please contact Building Control on 01621 876235

					Agreed by Council July 2023 (Currently still being Charged)						
VAT rate	20.0%		2024/25	2024/25	2023/24	2023/24	2023/24	2023/24	2023/24	2023/24	2023/24
Code	Extension & New Build		Multiple work reductions only Building Notice Charge * at 50% reduced rate **	Regularisation Charge *	Full Plans		Full Plans - Multiple work reductions only **		Building	Multiple work reductions only Building Notice Charge * at 50% reduced rate **	Regularisation Charge *
					Plan Charge	Inspection Charge *	Plan Charge at 50% reduced rate**	Inspection Charge * at 50% reduced rate **	Notice Charge *		
D01	Separate single storey extension with floor area not exceeding 40m²	Net	364.00	927.00	231.00	462.00	116.00	231.00	761.00	381.00	969.00
		VAT	72.80	-	46.20	92.40	23.20	46.20	152.20	76.20	-
		Total	**436.80**	**927.00**	**277.20**	**554.40**	**139.20**	**277.20**	**913.20**	**457.20**	**969.00**
D02	Separate single storey extension with floor area exceeding 40m² but not exceeding 100m²	Net	425.00	1,082.00	231.00	577.00	116.00	289.00	888.00	444.00	1,131.00
		VAT	85.00	-	46.20	115.40	23.20	57.80	177.60	88.80	
		Total	**510.00**	**1,082.00**	**277.20**	**692.40**	**139.20**	**346.80**	**1,065.60**	**532.80**	**1,131.00**
D03	Separate extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40m²	Net	401.00	1,017.00	240.00	519.00	120.00	260.00	836.00	418.00	1,063.00
		VAT	80.20	-	48.00	103.80	24.00	52.00	167.20	83.60	-
		Total	**481.20**	**1,017.00**	**288.00**	**622.80**	**144.00**	**312.00**	**1,003.20**	**501.60**	**1,063.00**
D04	Separate extension with some part 2 or 3 storeys in height and a total floor area exceeding 40m² but not ex 100m²	Net	496.00	1,262.00	250.00	692.00	125.00	346.00	1,036.00	518.00	1,319.00
		VAT	99.20	-	50.00	138.40	25.00	69.20	207.20	103.60	-
		Total	**595.20**	**1,262.00**	**300.00**	**830.40**	**150.00**	**415.20**	**1,243.20**	**621.60**	**1,319.00**
D05	A building or extension comprising SOLELY of a garage, carport or store - total floor area not exceeding 100m²	Net	263.00	669.00	231.00	269.00	116.00	135.00	550.00	275.00	700.00
		VAT	52.60	-	46.20	53.80	23.20	27.00	110.00	55.00	-
		Total	**315.60**	**669.00**	**277.20**	**322.80**	**139.20**	**162.00**	**660.00**	**330.00**	**700.00**
D06	Detached non-habitable domestic building with total floor area not exceeding 50m²	Net	304.00	772.00	231.00	346.00	116.00	173.00	635.00	318.00	808.00
		VAT	60.80	-	46.20	69.20	23.20	34.60	127.00	63.60	-
		Total	**364.80**	**772.00**	**277.20**	**415.20**	**139.20**	**207.60**	**762.00**	**381.60**	**808.00**
	Conversions										
D07	First floor & second floor loft conversions	Net	364.00	927.00	231.00	462.00	116.00	231.00	761.00	381.00	969.00
		VAT	72.80	-	46.20	92.40	23.20	46.20	152.20	76.20	-
		Total	**436.80**	**927.00**	**277.20**	**554.40**	**139.20**	**277.20**	**913.20**	**457.20**	**969.00**
D08	Other work (e.g. garage conversions)	Net	243.00	618.00	231.00	231.00	116.00	116.00	508.00	254.00	646.00
		VAT	48.60	-	46.20	46.20	23.20	23.20	101.60	50.80	-
		Total	**291.60**	**618.00**	**277.20**	**277.20**	**139.20**	**139.20**	**609.60**	**304.80**	**646.00**
	Alterations (including underpinning)										
D09	Renovation of a thermal element	Net	121.00	309.00	115.00	115.00	58.00	58.00	254.00	127.00	323.00
		VAT	24.20	-	23.00	23.00	11.60	11.60	50.80	25.40	-
		Total	**145.20**	**309.00**	**138.00**	**138.00**	**69.60**	**69.60**	**304.80**	**152.40**	**323.00**
D10	Replacement of windows, roof lights, roof windows or external glazed doors	Net	121.00	309.00	115.00	115.00	58.00	58.00	254.00	127.00	323.00
		VAT	24.20	-	23.00	23.00	11.60	11.60	50.80	25.40	-
		Total	**145.20**	**309.00**	**138.00**	**138.00**	**69.60**	**69.60**	**304.80**	**152.40**	**323.00**
D11a	Cost of work not exceeding £2,000 (Incl Renewable Energy systems)	Net	153.00	387.00	115.00	173.00	58.00	87.00	317.00	159.00	404.00
		VAT	30.60	-	23.00	34.60	11.60	17.40	63.40	31.80	-
		Total	**183.60**	**387.00**	**138.00**	**207.60**	**69.60**	**104.40**	**380.40**	**190.80**	**404.00**
D11	Cost of work exceeding £2,001 & not exceeding £5,000 (Incl Renewable Energy systems)	Net	213.00	540.00	173.00	231.00	87.00	116.00	444.00	222.00	565.00
		VAT	42.60	-	34.60	46.20	17.40	23.20	88.80	44.40	-
		Total	**255.60**	**540.00**	**207.60**	**277.20**	**104.40**	**139.20**	**532.80**	**266.40**	**565.00**
D12	Cost of work exceeding £5,001 & not exceeding £25,000	Net	324.00	824.00	231.00	385.00	116.00	193.00	677.00	339.00	861.00
		VAT	64.80	-	46.20	77.00	23.20	38.60	135.40	67.80	-
		Total	**388.80**	**824.00**	**277.20**	**462.00**	**139.20**	**231.60**	**812.40**	**406.80**	**861.00**
D13	Cost of work exceeding £25,001 & not exceeding £100,000	Net	455.00	1,159.00	288.00	577.00	144.00	289.00	952.00	476.00	1,211.00
		VAT	91.00	-	57.60	115.40	28.80	57.80	190.40	95.20	-
		Total	**546.00**	**1,159.00**	**345.60**	**692.40**	**172.80**	**346.80**	**1,142.40**	**571.20**	**1,211.00**
	Notifiable Electrical work (in addition to the above, where applicable)										
D14	(Where a satisfactory certificate will **not** be issued by a Part P registered electrician)	Net	n/a	-	This charge relates to a first fix pre-plaster inspection and final testing on completion. For Regularisation application a full appraisal and testing will be carried out.				406.00	n/a	517.00
		VAT	n/a	-					81.20	n/a	-
		Total	**n/a**	**-**					**487.20**	**n/a**	**517.00**

TABLE C - ALL OTHER NON-DOMESTIC WORK
2024/25

Limited to work not more than 3 storeys above ground level

			To be Agreed by Council Oct 2024 (To be Charged for the remainder of the Financial Year)					Agreed by Council Dec 2023 (Miscalculated so not currently being Charged)				
VAT rate	20.0%		2024/25	2024/25	2024/25	2024/25	2024/25	2024/25	2024/25	2024/25	2024/25	2024/25
Code	Extensions and New Build		Plan Charge	Plan Charge at 50% reduced rate** (for multiple works only)	Inspection Charge	Inspection Charge * at 50% reduced rate ** (for multiple works only)	Regularisation Charge	Plan Charge	Plan Charge at 50% reduced rate** (for multiple works only)	Inspection Charge	Inspection Charge * at 50% reduced rate ** (for multiple works only)	Regularisation Charge
N01	Single storey with floor area not exceeding 40m2	Net	258.00	129.00	496.00	248.00	1,056.00	230.00	115.00	441.00	221.00	940.00
		VAT	51.60	25.80	99.20	49.60	-	46.00	23.00	88.20	44.20	-
		Total	**309.60**	**154.80**	**595.20**	**297.60**	**1,056.00**	**276.00**	**138.00**	**529.20**	**265.20**	**940.00**
N02	Single storey with floor area not exceeding 40m2 but not exceeding 100m2	Net	289.00	145.00	640.00	320.00	1,301.00	258.00	129.00	570.00	286.00	1,159.00
		VAT	57.80	29.00	128.00	64.00	-	51.60	25.80	114.00	57.20	-
		Total	**346.80**	**174.00**	**768.00**	**384.00**	**1,301.00**	**309.60**	**154.80**	**684.00**	**343.20**	**1,159.00**
N03	With some part 2 or 3 storey in height and a total floor area not exceeding 40m2	Net	309.00	155.00	702.00	351.00	1,417.00	276.00	139.00	625.00	313.00	1,262.00
		VAT	61.80	31.00	140.40	70.20	-	55.20	27.80	125.00	62.60	-
		Total	**370.80**	**186.00**	**842.40**	**421.20**	**1,417.00**	**331.20**	**166.80**	**750.00**	**375.60**	**1,262.00**
N04	With some part 2 or 3 storey in height and a total floor area exceeding 40m2 but not exceeding 100m2	Net	331.00	165.00	806.00	403.00	1,591.00	294.00	147.00	717.00	359.00	1,416.00
		VAT	66.20	33.00	161.20	80.60	-	58.80	29.40	143.40	71.80	-
		Total	**397.20**	**198.00**	**967.20**	**483.60**	**1,591.00**	**352.80**	**176.40**	**860.40**	**430.80**	**1,416.00**
	Alterations											
N05	Cost of work not exceeding £5,000	Net	186.00	93.00	186.00	93.00	521.00	165.00	83.00	165.00	83.00	464.00
		VAT	37.20	18.60	37.20	18.60	-	33.00	16.60	33.00	16.60	-
		Total	**223.20**	**111.60**	**223.20**	**111.60**	**521.00**	**198.00**	**99.60**	**198.00**	**99.60**	**464.00**
	Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)	Net	186.00	93.00	186.00	93.00	521.00	165.00	83.00	165.00	83.00	464.00
		VAT	37.20	18.60	37.20	18.60	-	33.00	16.60	33.00	16.60	-
		Total	**223.20**	**111.60**	**223.20**	**111.60**	**521.00**	**198.00**	**99.60**	**198.00**	**99.60**	**464.00**
	Renewable Energy systems (not covered by an appropriate competent persons scheme)	Net	186.00	93.00	186.00	93.00	521.00	165.00	83.00	165.00	83.00	464.00
		VAT	37.20	18.60	37.20	18.60	-	33.00	16.60	33.00	16.60	-
		Total	**223.20**	**111.60**	**223.20**	**111.60**	**521.00**	**198.00**	**99.60**	**198.00**	**99.60**	**464.00**
	Installation of new shop front	Net	186.00	93.00	186.00	93.00	521.00	165.00	83.00	165.00	83.00	464.00
		VAT	37.20	18.60	37.20	18.60	-	33.00	16.60	33.00	16.60	-
		Total	**223.20**	**111.60**	**223.20**	**111.60**	**521.00**	**198.00**	**99.60**	**198.00**	**99.60**	**464.00**
N06	Cost of work exceeding £5,000 & not exceeding £25,000	Net	248.00	125.00	248.00	125.00	694.00	220.00	111.00	220.00	111.00	618.00
		VAT	49.60	25.00	49.60	25.00	-	44.00	22.20	44.00	22.20	-
		Total	**297.60**	**150.00**	**297.60**	**150.00**	**694.00**	**264.00**	**133.20**	**264.00**	**133.20**	**618.00**
	Replacement of windows, roof lights, roof windows or external glazed doors (exceeding 20 units)	Net	248.00	125.00	248.00	125.00	694.00	220.00	111.00	220.00	111.00	618.00
		VAT	49.60	25.00	49.60	25.00	-	44.00	22.20	44.00	22.20	-
		Total	**297.60**	**150.00**	**297.60**	**150.00**	**694.00**	**264.00**	**133.20**	**264.00**	**133.20**	**618.00**
	Renovation of thermal elements	Net	248.00	125.00	248.00	125.00	694.00	220.00	111.00	220.00	111.00	618.00
		VAT	49.60	25.00	49.60	25.00	-	44.00	22.20	44.00	22.20	-
		Total	**297.60**	**150.00**	**297.60**	**150.00**	**694.00**	**264.00**	**133.20**	**264.00**	**133.20**	**618.00**
	Installation of a Raised Storage Platform within an existing building	Net	248.00	125.00	248.00	125.00	694.00	220.00	111.00	220.00	111.00	618.00
		VAT	49.60	25.00	49.60	25.00	-	44.00	22.20	44.00	22.20	-
		Total	**297.60**	**150.00**	**297.60**	**150.00**	**694.00**	**264.00**	**133.20**	**264.00**	**133.20**	**618.00**
N07	Cost of works exceeding £25,000 & not exceeding £100,000	Net	372.00	186.00	496.00	248.00	1,215.00	331.00	165.00	441.00	221.00	1,082.00
		VAT	74.40	37.20	99.20	49.60	-	66.20	33.00	88.20	44.20	-
		Total	**446.40**	**223.20**	**595.20**	**297.60**	**1,215.00**	**397.20**	**198.00**	**529.20**	**265.20**	**1,082.00**
	Fit out of building up to 100m2	Net	372.00	186.00	496.00	248.00	1,215.00	331.00	165.00	441.00	221.00	1,082.00
		VAT	74.40	37.20	99.20	49.60	-	66.20	33.00	88.20	44.20	-
		Total	**446.40**	**223.20**	**595.20**	**297.60**	**1,215.00**	**397.20**	**198.00**	**529.20**	**265.20**	**1,082.00**

Multiple work reductions. Where the proposed works consist of more than one of the above elements then the appropriate charge is calculated by paying the full amount for the most expensive element and only 50% for the other applicable elements.

Where Standard Charges are not applicable please contact Building Control on 01621 876235

Limited to work not more than 3 storeys above ground level

			Agreed by Council June 2023 (Currently still being Charged)				
VAT rate	20.0%		2023/24	2023/24	2023/24	2023/24	2023/24
Code	Extensions and New Build		Plan Charge	Plan Charge at 50% reduced rate** (for multiple works only)	Inspection Charge	Inspection Charge * at 50% reduced rate ** (for multiple works only)	Regularisation Charge
N01	Single storey with floor area not exceeding 40m2	Net	240.00	120.00	462.00	231.00	983.00
		VAT	48.00	24.00	92.40	46.20	-
		Total	**288.00**	**144.00**	**554.40**	**277.20**	**983.00**
N02	Single storey with floor area not exceeding 40m2 but not exceeding 100m2	Net	269.00	135.00	596.00	298.00	1,211.00
		VAT	53.80	27.00	119.20	59.60	-
		Total	**322.80**	**162.00**	**715.20**	**357.60**	**1,211.00**
N03	With some part 2 or 3 storey in height and a total floor area not exceeding 40m2	Net	288.00	144.00	654.00	327.00	1,319.00
		VAT	57.60	28.80	130.80	65.40	-
		Total	**345.60**	**172.80**	**784.80**	**392.40**	**1,319.00**
N04	With some part 2 or 3 storey in height and a total floor area exceeding 40m2 but not exceeding 100m2	Net	308.00	154.00	750.00	375.00	1,481.00
		VAT	61.60	30.80	150.00	75.00	-
		Total	**369.60**	**184.80**	**900.00**	**450.00**	**1,481.00**
	Alterations						
N05	Cost of work not exceeding £5,000	Net	173.00	87.00	173.00	87.00	485.00
		VAT	34.60	17.40	34.60	17.40	-
		Total	**207.60**	**104.40**	**207.60**	**104.40**	**485.00**
	Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)	Net	173.00	87.00	173.00	87.00	485.00
		VAT	34.60	17.40	34.60	17.40	-
		Total	**207.60**	**104.40**	**207.60**	**104.40**	**485.00**
	Renewable Energy systems (not covered by an appropriate competent persons scheme)	Net	173.00	87.00	173.00	87.00	485.00
		VAT	34.60	17.40	34.60	17.40	-
		Total	**207.60**	**104.40**	**207.60**	**104.40**	**485.00**
	Installation of new shop front	Net	173.00	87.00	173.00	87.00	485.00
		VAT	34.60	17.40	34.60	17.40	-
		Total	**207.60**	**104.40**	**207.60**	**104.40**	**485.00**
N06	Cost of work exceeding £5,000 & not exceeding £25,000	Net	231.00	116.00	231.00	116.00	646.00
		VAT	46.20	23.20	46.20	23.20	-
		Total	**277.20**	**139.20**	**277.20**	**139.20**	**646.00**
	Replacement of windows, roof lights, roof windows or external glazed doors (exceeding 20 units)	Net	231.00	116.00	231.00	116.00	646.00
		VAT	46.20	23.20	46.20	23.20	-
		Total	**277.20**	**139.20**	**277.20**	**139.20**	**646.00**
	Renovation of thermal elements	Net	231.00	116.00	231.00	116.00	646.00
		VAT	46.20	23.20	46.20	23.20	-
		Total	**277.20**	**139.20**	**277.20**	**139.20**	**646.00**
	Installation of a Raised Storage Platform within an existing building	Net	231.00	116.00	231.00	116.00	646.00
		VAT	46.20	23.20	46.20	23.20	-
		Total	**277.20**	**139.20**	**277.20**	**139.20**	**646.00**
N07	Cost of works exceeding £25,000 & not exceeding £100,000	Net	346.00	173.00	462.00	231.00	1,131.00
		VAT	69.20	34.60	92.40	46.20	-
		Total	**415.20**	**207.60**	**554.40**	**277.20**	**1,131.00**
	Fit out of building up to 100m2	Net	346.00	173.00	462.00	231.00	1,131.00
		VAT	69.20	34.60	92.40	46.20	-
		Total	**415.20**	**207.60**	**554.40**	**277.20**	**1,131.00**