

**Corporate Property and Land  
Proposed Fees and Charges 2024/25**

Product Group	Product Description	2024/25 Method of Charging	2023/24 Charge (£) (inc VAT)	2024/25 Charge (£) (inc VAT)	Actual Increase (£)	Actual %'age Increase	VAT Code
<b>Asset Strategy &amp; Property Management</b>							
<b>Licences, Leases and Miscellaneous Fees</b>							
	Annual grazing licence renewal	Per Application	175.00	185.00	10.00	5.71%	Z
	Grant of new Garage Plot / Parking Licence Fee	Per Application	215.00	225.00	10.00	4.65%	S
	Annual Garage Plot / Parking Licence Fee	Annual Invoice	60.00	75.00	15.00	25.00%	S
	Grant lease	Per Application	10% of rent Min £340	10% of rent Min £350	10.00	2.94%	E
	Leasehold Enfranchisement	Per Application	Variable. Recoverable Expense	Variable. Recoverable Expense			E
	Lease assignment	Per Application	10% of rent Min £340	10% of rent Min £350	10.00	2.94%	E
	Lease surrender	Per Application	10% of rent Min £340	10% of rent Min £350	10.00	2.94%	E
	Subletting	Per Application	10% of rent Min £340	10% of rent Min £350	10.00	2.94%	E
	Covenant release and Restrictive Covenant application retrospective	Per Application	3% Min £340	3% Min £350	10.00	2.94%	E
	Approval of Event Licence Fee	Per Application	60.00	65.00	5.00	8.33%	E
	Garden land disposal	Per Application	Initial process fee £200 inc VAT, non returnable. 2.5% surveyors fees of sale proceeds Min £250	Initial process fee £210 inc VAT, non returnable. 2.5% surveyors fees of sale proceeds Min £260	10.00	4.00%	E/S
	Sales of all other land	Per Application	3% surveyors fees of sale proceeds Min £1,000	3% surveyors fees of sale proceeds Min £1,000	0.00	0.00%	E/S
	Grant of Drone Licence for Commercial Launch	Per Application		225.00	NEW		S
	Admin Fee to Process Requests	Per Application	120.00	125.00	5.00	4.17%	S
	Admin Fee for Uncertified Documents	Per Application	50.00	53.00	3.00	6.00%	S
	Statutory & Non Statutory Provider Fee	Per Application	10% Min £440	10% Min £450	10.00	2.27%	E
	Post Transfer Amendment	Per Application	500.00	520.00	20.00	4.00%	S

## Appendix 2

Product Group	Product Description	2024/25 Method of Charging	2023/24 Charge (£) (inc VAT)	2024/25 Charge (£) (inc VAT)	Actual Increase (£)	Actual %'age Increase	VAT Code
<b>Building &amp; Facilities Management</b>							
<b>Stairlift Servicing</b>							
	Servicing - 1 Lift	Per Service	81.00	84.50	3.50	4.32%	O/S
	Servicing - 2 Lifts	Per Service	127.00	132.50	5.50	4.33%	O/S
	Servicing - 3 Lifts	Per Service	173.00	180.50	7.50	4.34%	O/S
<b>County Hall Room Hire (Hourly Rate)</b>							
	The Durham Room : Council Chamber Foyer	Per Hour	43.05	44.80	1.75	4.07%	S
	The Durham Room : Other	Per Hour	58.30	60.65	2.35	4.03%	S
	Council Chamber *	Per Hour	70.35	73.20	2.85	4.05%	S
	Committee Room 1 *	Per Hour	47.65	49.60	1.95	4.09%	S
	Committee Room 1 (split) *	Per Hour	25.00	26.00	1.00	4.00%	S
	Committee Room 2 *	Per Hour	47.65	49.60	1.95	4.09%	S
	Restaurant	Per Hour	92.25	95.95	3.70	4.01%	S
	Kitchen **	Per Hour	660.00	686.40	26.40	4.00%	S
* Minimum 2 hours applies							
** Maximum 5 Hours (plus supervisor and agreed rate) applies							

**21 March 2024**



**Corporate Property & Land - Fees and  
Charges 2024/25**

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**Report of Susan Robinson, Head of Corporate Property & Land**

**Electoral division(s) affected:**

Countywide.

**Purpose of the Report**

- 1 To set out details of proposed fees and charges for Corporate Property and Land for 2024/25.

**Executive summary**

- 2 The report sets out the proposed fees and charges for Corporate Property & Land for 2024/25, effective from 1 April 2024.
- 3 Service managers have considered the fees and charges for their individual service areas and where appropriate increased non-statutory charges in line with the Council's MTFP for next year. All amendments to non-statutory charges have been agreed with the Head of Service.
- 4 In the calculation of the budget for 2024/25, pay and price inflation assumptions include a provision for increases on all income budgets of 2%, however, it is for service groupings to decide how this is applied.
- 5 Appendix 2 states where the fees and charges are inclusive or exclusive of VAT. The appropriate rate of VAT will be added at the point of sale.

**Recommendation(s)**

- 6 Regeneration, Economy & Growth Management Team is recommended to approve the schedule of Corporate Property & Land fees and charges for 2024/25 to be implemented from 1 April 2024 as detailed in Appendix 2.

## **Background**

- 7 The Constitution provides delegated powers to each Corporate Director, in consultation with their respective Portfolio Holders, to introduce, review or amend fees and charges.
- 8 All fees and charges must be reviewed on (at least) an annual basis and adjusted where appropriate. Increases in fees and charges are often necessary given the current and future pressures on budgets and the need to make target efficiency savings through maximising service income as well as reducing expenditure. However, the difficult economic climate means that careful consideration must be given to increasing prices in all discretionary fee charging areas.
- 9 In the calculation of the budget for 2024/25, price inflation assumptions include a provision for increases on all income budgets of 2%, however the service has decided to apply 4% as most fees relate to staffing.
- 10 A significant part of Corporate Property & Land income is derived from Contracts and Service Agreements negotiated directly with individual customers (e.g. Believe Housing) or via negotiations with 'groups' (e.g. multi academy trusts). These agreements take into account reciprocal working agreements, specific market considerations, service operating costs and trading account requirements. Due to the commercial sensitivity of these rates, they have been excluded from the Corporate Property & Land fees and charges document.
- 11 The fees and charges which have been documented in Appendix 2 relate to those activities we offer directly to residents and organisations within County Durham.
- 12 In general, the fees and charges detailed in Appendix 2 have been increased by 4% from 2023/24.
- 13 As in previous years, Asset Strategy & Property Management charges stated in the report are inclusive of VAT; whilst all Building & Facilities Maintenance charges stated in the report are exclusive of VAT. The appropriate rate of VAT will be added at the point of sale.

## **Strategic Context**

- 14 The principle aims of the Council's Fees & Charges Policy are to support future budget processes and to provide a framework for Durham County Council's approach to charging for services. The Policy, which was developed pre-LGR and adopted by CMT, is built around the following key principles:
  - (a) Develop an entrepreneurial approach so that charges whether new or reviewed are properly considered and consistent.

- (b) Compliance with the Local Government Act 2003, which gives wide general powers to provide and charge for “discretionary services”.
  - (c) Adherence to the financial duty to ensure income does not exceed cost.
  - (d) Charges may be set so that different people are charged different amounts and in different areas to satisfy local needs and objectives (a service can also continue to be free).
  - (e) The income derived from charging will normally be used to offset the costs of providing the service being charged for, including support service costs.
- 15 Further to this policy, the Localism Act 2011 gave all Council’s a General Power of Competence (GPC), which provides the ability to charge for discretionary services on a cost recovery basis, and this should also inform the Council’s approach to fees and charges
- 16 As a general principle, all proposals put forward to alter charges must be affordable, equitable and sustainable. These principles have been applied with regards to price increases throughout this report.

### **Statutory / Regulatory and Discretionary Charges**

- 17 The Council can charge for certain statutory services, with the fee being determined by the Council, in accordance with regulatory restrictions to ensure no “undue profit” is being generated from the charging policy applied.
- 18 Other fees and charges are set at the discretion of the Council, with only reputational and market conditions being a factor in the decision on the charge that is appropriate. The attached schedule at Appendix 2 details the proposed fees and charges for 2024/25, including increases from 2023/24, and these are considered in more detail below.

### **Asset Strategy & Property Management - Licences, Leases and Miscellaneous Fees**

- 19 Income for the Asset Strategy & Property Management service area is raised mainly from a portfolio of land and property managed by the service for rental purposes.
- 20 These fees and charges have been assessed an increased in line with previously agreed annual increases; however, it should be noted that the garage review will assist in determining market value and future fee charging.

- 21 In addition, a new fee relating to commercial drone licence applications as referenced in the 'Policy on the commercial launch of drones from Council land' (currently in draft and subject to final approval) has been added to the fees and charges proposal.

### **Building & Facilities Management - Stairlift Servicing**

- 22 The stairlift servicing available to residents across County Durham is to be increased from £81 to £84.50 for those residents with 1 stairlift, an increase of approximately 4% in line with the Council's MTFP pay uplift.
- 23 The rate of £84.50 comprises a cost of £48 for the stairlift service and a £36.50 administration charge.
- 24 The £36.50 administration charge is payable per customer, therefore customers with multiple stairlifts are charged on multiples of £46 per stairlift plus one £36.50 administration charge.
- (a) Customers with two stairlifts will be charged £132.50 based on £48 + £48 + £36.50.
- (b) Customers with three stairlifts will be charged £180.50 based on £48 + £48 + £48 + £36.50.

### **Building & Facilities Management - County Hall Room Hire**

- 25 The County Hall room hire and associated rates have been increased by approximately 4%.

### **Background papers**

- None

### **Other useful documents**

- None

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### **Author(s)**

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## **Appendix 1: Implications**

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### **Legal Implications**

None.

### **Finance**

The financial impact of any price increases will be reflected in the revised income budgets for 2024/25. If the fees and charges proposals are not approved, this will result in further budgetary pressures.

### **Consultation**

None.

### **Equality and Diversity / Public Sector Equality Duty**

The sensitive pricing of services, particularly in discretionary service areas, is essential in the current economic climate. Price should never be the criterion that denies the unemployed or low income households access to high quality services. Prices must be set to maximise take up by the public whilst satisfactorily supporting the overall cost of service provision.

### **Climate Change**

None.

### **Human Rights**

None.

### **Crime and Disorder**

None.

### **Staffing**

None.

### **Accommodation**

None.

### **Risk**

The sensitivity of competition where discretionary charges are made.

### **Procurement**

None.

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## **Appendix 2: Corporate Property and Land - Proposed Fees and Charges 2024/25**

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Attached separately.