



WEST OXFORDSHIRE  
DISTRICT COUNCIL

## WEST OXFORDSHIRE DISTRICT COUNCIL

Name and date of Committee	<b>Cabinet: Wednesday 13 January 2021</b>
Report Number	<b>Agenda Item No. 9</b>
Subject	<b>2021/22 Budget</b>
Wards affected	ALL
Accountable member	Councillor Toby Morris, Deputy Leader and Cabinet Member for Resources Email: <a href="mailto:Toby.Morris@westoxon.gov.uk">Toby.Morris@westoxon.gov.uk</a>
Accountable officer	Elizabeth Griffiths, Chief Financial Officer Email: <a href="mailto:Elizabeth.griffiths@westoxon.gov.uk">Elizabeth.griffiths@westoxon.gov.uk</a>
Summary/Purpose	To consider: (1) The initial draft base budgets for 2021/22; (2) Fees and charges for 2021/22 (3) Adoption of the Council Tax Base for 2021/22 (4) The submission of the business rates return
Annexes	<a href="#">Annex A</a> – Draft Revenue Budgets 2021/22 <a href="#">Annex B</a> – Detailed Revenue Budgets 2021/22 by cost centre <a href="#">Annex C</a> – Budget pressures <a href="#">Annex D</a> – Proposed Fees and Charges 2021/22 <a href="#">Annex E</a> – Council Tax Base
Recommendations	a) That Cabinet approves: (i) The draft base budgets for 2021/22 as detailed in <a href="#">Annex A</a> ; and (ii) Draft fees and charges for 2021/22, as detailed in <a href="#">Annex D</a> , for inclusion as part of the Budget recommendations to Council on 24 February 2021; b) That Council be recommended to approve: (i) The Council Tax Base shown in <a href="#">Annex E</a> , calculated as £44,917.91 for the year 2021/22; (ii) Authorising the Chief Finance Officer to submit the National Non-Domestic Rates Return I (NNDRI) to the Ministry of Housing, Communities and Local Government by the submission date of 31 January 2021; and

	(iii) Authorising the Chief Finance Officer to approve the annual uprating of allowances and non-dependant deductions in the Local Council Tax Support Scheme in line with national regulations.
Corporate priorities	The Council is committed to delivering excellent modern services whilst ensuring the financial sustainability of the Council. The budget supports all other Council priorities.
Key Decision	No
Exempt	No
Consultees / Consultation	<p>Consultation has taken place with management from Publica and Ubico to inform the draft budgets. The Council Overview and Scrutiny Committees have considered the draft budget proposals but raised no specific issues requiring consideration by Cabinet at this time. The draft minutes from these meetings will have been published by the time Cabinet meets.</p> <p>Further consultation will be undertaken during January with residents, businesses and town and parish councils.</p>

## I. BACKGROUND

- 1.1. The initial draft budget was presented to the Council's Overview and Scrutiny Committees with no specific issues raised. The Scrutiny Committees were reassured that all possible steps had been taken to reduce costs and increase income where possible. The Cabinet is now asked to make initial recommendations to Council on 13 January 2021 whilst final budget matters for 2021/22 will be resolved by Council on 24 February 2021.
- 1.2. A summary of the draft base revenue budget for 2021/22 is attached at [Annex A](#) (starting at page 8) together with detailed revenue budget breakdowns at [Annex B](#) (starting at page 10).
- 1.3. Since the budget was presented to the Scrutiny Committees we have received not only the Provisional Local Government Finance Settlement but are closer to calculating the expected Rates income through the NNDR1. The impact of both of these things is substantial. The significantly damaging reduction in central Government funding that was forecast in the previous MTFS has been deferred for another year with funding remaining at a level consistent with 2020/21. That the current draft of the budget is close to being balanced though should not be underplayed. It currently incorporates £1.8m of expected Covid impact and it is testament to the financial control and strength of the Council that this is being mitigated by the steps taken to save money and improve efficiency. The longer term budget gap has not been resolved but the work done to respond to the current income losses and uncertainty has given the Council a strong place to start from. The current approach however, as acknowledged by the Scrutiny Committees and highlighted by our auditors, must be maintained and built upon in order to secure our future but it has given us a level of short term security that many other Councils would struggle to claim.
- 1.4. The current MTFS is in the process of being updated to incorporate the Provisional Local Government Finance Settlement and our business rates income which will be determined by the calculation of the NNDR1. A Capital Programme Officer Group is also being reintroduced and will consider the Capital Programme in the new year ahead of the Capital Programme being finalised for presentation with the budget. The updated MTFS will be presented along with these revised papers and the final budget proposal.

## 2. MAIN POINTS

- 2.1. The complete budget position is still to be finalised.

### **Business Rates Retention Scheme**

- 2.2. This will be the ninth year of the Business Rate Retention Scheme. Upon review of the projected outcomes, the optimum position was deemed to be a continuation of the existing pooling arrangement with Cherwell District Council and Oxfordshire County Council. The governance and distribution arrangements remain unchanged. These set out how the expected financial benefit will be shared and each Council undertakes to take the benefit of business rate growth while sharing the risk should there be an unexpected decline. As in previous years, both potential risk and reward have been ignored for budgeting purposes on the basis of uncertainty of estimates.
- 2.3. Detailed work will be on-going over the coming weeks to finalise a forecast of Business Rates income for 2021/22. It is proposed that Cabinet delegates authority to the Chief Finance Officer to submit the statutory National Non-Domestic Rates return (NNDR1) by 31 January incorporating the outstanding appeals provision to the 2017 list. The estimate of Business Rates for 2021/22 will be reported to Cabinet in February and will be fed into the final budget proposals to be considered by Council.
- 2.4. In 2019/20, many old business rates appeals were settled. The cost of settlement was reviewed and this informed a recalculation of the required appeals provision for the 2017 list which was accordingly revised downwards from 4.6% to 2% in the 2020/21 budget and is expected to remain at that level in the 2021/22 budget. This will continue to be monitored to ensure that the level of provision is adequate.

### **National Funding Position**

- 2.5. The expectation was that the business rates baseline would be reset, losing the Council circa £2m in income. This has been deferred with the new expectation that it takes place next year. This is a significant factor in the longer term deficit in the MTFs.
- 2.6. Early indications of the LGF Settlement are positive. New Homes Bonus was due to finish in the current financial year reducing the Council's income ongoing by £2m per annum. This has also been deferred which is good news for the 2021/22 budget, adding £1.2m income not anticipated in the version put before the Scrutiny Committees but this is expected to be phased out next year and will therefore also have a significant impact on the Council's longer term finances.
- 2.7. Funding this year has proven to be significantly better than was forecast in last year's MTFs, and indeed expected prior to the settlement being published, The medium term outlook remains the same with the longer term budget gap still to be addressed but this year's funding has stabilised in a position similar to last year.

### **Growth / Budget pressures**

- 2.8. We are still discussing potential budget growth from Publica with regard to fixed term contracts etc, which are scheduled to end, so this will be updated again ahead of the final proposal made in February. This current budget proposal only includes an element of pay increase for the lowest paid workers in line with the Chancellors announcement on 25 November. Known budget pressures are set out in [Annex C](#) (page 21), together with anticipated savings.
- 2.9. With the expected funding reduction being deferred for another year, the single biggest area of impact on the Council's budget is undoubtedly the loss of income due to Covid. This is predominantly driven by an expected reduction in commercial rents and in income from GLL the leisure operator. While much is being done to assist businesses' recovery, many of our tenants face a challenging future and while the hope is that 2021 will see a phased removal of social distancing, it's unclear when we might expect our leisure services to be able to welcome

the numbers of customers they previously served so well. They have continued to operate a restricted offering safely in the context of the pandemic but this has not necessarily been commercially viable and that situation is likely to take time to reverse with the current restrictions adding yet more challenge and uncertainty to what was already a very difficult picture.

- 2.10. In the MTFS presented to Council last year the budget gap was £9m over 5 years. This was presented as £3.5m to be taken from general reserves plus £5.5m of unidentified savings to be found. This sudden shift in financial sustainability was entirely caused by the expected reduction in funding that had been indicated by the Govt to take place in 2021/22. This has now been deferred (but unfortunately not removed) and further discussion of this will be made when the updated MTFS is presented in February.

### **Capital Programme**

- 2.11. West Oxfordshire District Council's Capital Programme working group will meet in the new year to consider and review the current and prospective capital programme before this is brought before Cabinet and Council in the new year. Part of this working group's remit in 2021 will be to review the reports from the new S106 database to help ensure that all potential benefit of these funds are realised.

### **Fees and Charges**

- 2.12. Draft fees and charges (and detailed revenue budget pages) can be found in [Annex D](#) (starting at page 22). These are the required fees and charges to support the budgeted income in the draft being presented here. While there is generally a lower inflationary increase in these, we have proposed this year to increase them by circa 5% (some are rounded for ease of administration) Garden waste fees have been given a higher increase at £5 but this still leaves them at a lower level than neighbouring councils, and is the first increase since the scheme was introduced several years ago. The increased income from these would help to support the Council's revenue budget not only this year but in the coming years when funding is expected to be lower.
- 2.13. Most of these fees have been agreed with the budget holders with some still under review but expected to be agreed in the new year. Any proposed alterations will be detailed for approval in the next iteration of the budget.

### **Investment interest**

- 2.14. The budget for investment income in 2021/22 is currently estimated at £778K which would be an increase of £100K on the 2020/21 budget reflecting increased lending to Southill Solar and Cottsway during 2020. The cost of borrowing is currently very low and little provision has been made for it in this draft of the budget. This is expected to increase in the next iteration when the planned capital spend is clarified as all capital spend going forward will need to be funded by borrowing.

### **Council Tax Base and Parish Precepts**

- 2.15. The town and parish councils have been provided with their tax base information.
- 2.16. The tax base calculation has been initially drafted and assumes a band D increase of £5. It is set out in detail in [Annex E](#) (starting at page 51).

### **Local Council Tax Support Scheme**

- 2.17. Each year the Council has to decide whether to make changes to its council tax support scheme for working age customers. The current scheme was adopted in 2020/2021 with the support of the Citizens Advice, West Oxfordshire, which ensured an increase in support to the most vulnerable residents within the district.

- 2.18. Keeping the council tax support scheme unchanged for 2021/2022 will continue to support the Council's key priorities and principles. The only changes required to the scheme are the annual uplift of allowances (which provides an increase in financial support) and non-dependent deductions. Non-dependent deductions reduce support and are based on the number of adults living within the household who are financially independent from the council taxpayer.
- 2.19. The annual uplift to allowances to non-dependent deductions will be set by Government and it is proposed that Cabinet delegates authority to the Chief Finance Officer to approve the respective changes to the Council's Local Council Tax Support scheme for 2021/22.

### **Changes since review by the Overview and Scrutiny committees**

- 2.20. Multiple updates have been made since the presentation to the Overview and Scrutiny committees, most notably the updated funding in the Spending Review which has reduced the Council's forecast budget deficit from over £2m to just over £50k. This deficit is expected to rise as the borrowing requirement is finalised and the Publica growth agreed. The changes are detailed in the following table:

**Budget shortfall as presented to Scrutiny** **2,140,528**

#### **Cost of Services Changes**

Ubico Contract	(17,130)
Investment Strategy costs	162,500
Publica Savings Target	(192,590)
FTC added to establishment	39,160
Climate Change	(27,768)
Des Roches Square	136,900
Publica pay inflation adjustment	(132,867)

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**(31,795)**

#### **Financing**

Investment Income	(97,900)
Retained Business Rates (NNNDR)	(605,258)
New Homes Bonus	(1,227,329)
Revenue Support Grant	(79,268)
Collection Fund Surplus	(24,700)
Council Tax Base changes	7,765
Rural Services Delivery Grant	(33,225)
Covid Recovery Plan (GF funding)	92,611
One-off Lower Tier Grant	(91,395)

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**(2,058,699)**

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**Budget shortfall as presented to Cabinet** **50,034**

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- 2.21. Small amounts of additional income have been added to the Business Managers' targets but part of this uplift is the contractual increase in Leisure income which we are unlikely to realise in the short to medium term.

### **3. FINANCIAL IMPLICATIONS**

- 3.1. West Oxfordshire District Council has placed itself well. In taking every available measure possible to mitigate the expected reduction in central Government funding it has given itself a much more secure base to face the Covid induced uncertainty of the coming year and also the expected funding shortfall forecast in the previous MTFS - which has not been resolved but merely deferred by this year's settlement. While the forecast budget takes the prudent view of total loss of income from the Leisure provider, it does not currently allow for the continuation of the financial support the Council has been providing in 2020/21. Discussions will be ongoing with GLL, the Council's partner in the provision of leisure services but this risk is especially pertinent in the context of the current unexpected third national lockdown. The interruption to the Council's income from many budget areas that Covid presents is the biggest single risk that sits outside the Council's control.
- 3.2. It should be recognised that the Public Business Managers have risen to the challenge and made savings wherever possible, resulting in a significant reduction in budgeted expenditure. They have been very engaged in the budget setting process and should be commended for doing everything they can to reduce the Council's budget shortfall.
- 3.3. The Ubico 21/22 budget is still being discussed. In the current draft they have delivered some of the requested savings but the final position is yet to be agreed.
- 3.4. As referenced before, the funding figures include a projected £5 band D increase in Council tax. It is proposed to increase council tax at this referendum limit to help close the budget funding gap. Reducing this increase would not only widen our current funding gap but also impact on future years. The increase in Council Tax is a formal decision for Council to agree, in February.
- 3.5. While we have confirmation that the rates reset has been deferred another year, there is a deficit which we are allowed to spread over three years but since we are expecting a very large reduction in funding next year, there seems little point in deferring losses into a year where we face even larger financial challenges.
- 3.6. The projected shortfall does not include any new funding for the ongoing Covid situation from Central Govt / MHCLG. In the current financial year this support has covered our losses so we are hopeful that there may be some measure of support next year.
- 3.7. We are currently forecasting a budget surplus for 20/21 based on this year's additional Govt support so would look to set the bulk of any surplus created this year aside to help mitigate future year's projected losses.
- 3.8. Cabinet and Council should be commended for three very important decisions taken recently:
- WODC set aside funding for Covid recovery from its 19/20 outturn which has allowed it, in this time of financial constraints, to fund vital recovery work supported by members to aid our residents and local business community.
  - The Council has formally adopted an important investment strategy meaning that all future projects must contribute positively to the long term financial stability of the Council as well as serving Council priorities.
  - The members have recognised that the Council faces a challenging financial situation in the medium term and have strategically reviewed all recent proposed expenditure in that context, taking part in budget discussions and critically evaluating the necessity of projects in order to prioritise focus, staff resource and funding on core activities and urgent needs.

- 3.9. The detailed breakdown attached in Annex B has been reported by Business Manager's budget and not by Service Area. This makes reporting subsequent drafts of the numbers quicker and more efficient and relates them back to meetings that members are having with Officers on those budgets.
- 3.10. Consultation with residents, businesses and town and parish councils is taking place during January.
- 3.11. Cabinet will be presented with subsequent adjustments to this draft budget in February to enable recommendations to be made to the Council meeting on 24 February 2021.

#### **4. RISK ASSESSMENT**

- 4.1. At this stage the main risks are excessive capital spend requirements, additional growth demands, the outcome of feedback from public consultation and the possibility that the Covid impact could be even greater than anticipated.

#### **5. CLIMATE CHANGE IMPLICATIONS**

- 5.1. The Council's climate change programme has benefitted from the addition of two further officers funded through the Covid Recovery work programme and the unused funding allocated last year has been rolled over for use over the remainder of the initiative.

## 2021/22 Proposed Revenue Budget comparison to prior year

## Annex A

2019/2020 Actual £	Expenditure by Service Area	2020/2021 Budget £	2021/2022 Estimate £
(2,598,626)	Assets	(2,359,260)	(2,214,658)
6,140,552	Commissioning Strategy	6,254,716	6,333,347
143,581	Communications & Marketing	142,000	128,336
640,726	Contracts	(262,925)	848,956
1,043,884	Corporate Finance	5,324,100	1,654,530
1,340,017	Corporate Responsibility	1,340,420	1,274,132
1,090,788	Customer Experience	962,650	999,237
673,750	Development Management	375,800	450,854
117,830	Environmental & Regulatory Services	106,200	106,541
794,342	Finance	665,100	717,027
660,352	Insight & Intelligence	455,700	424,891
813,630	Localities	732,920	599,422
615,840	Operational Services	1,165,900	1,000,137
325,918	People	292,200	279,137
1,110,017	Technology	1,052,800	1,074,863
<b>12,912,601</b>	<b>Total Cost of Services</b>	<b>16,248,321</b>	<b>13,676,752</b>
<b>2019/2020 Actual £</b>	<b>Expenditure by Type</b>	<b>2020/2021 Budget £</b>	<b>2021/2022 Estimate £</b>
2,489,632	Employees	4,983,980	1,090,188
1,432,027	Premises Related Expenditure	1,270,250	1,201,715
38,904	Transport Related Expenditure	34,400	22,900
5,493,046	Supplies & Services	4,344,360	4,227,035
17,059,157	Third Party Payments	17,727,505	19,484,687
16,587,534	Transfer Payments	17,983,923	16,827,407
3,843,208	Capital Charges	1,325,500	1,325,500
<b>46,943,508</b>	<b>Total Cost</b>	<b>47,669,918</b>	<b>44,179,432</b>
(34,030,907)	Income	(31,421,597)	(30,502,680)
<b>12,912,601</b>	<b>Total Cost of Services</b>	<b>16,248,321</b>	<b>13,676,752</b>



## 2021/22 Proposed Revenue Budget comparison to prior year

## Annex A

	2020/2021 Budget £	2021/2022 Estimate £
<b>Total Cost of Services</b>	<b>16,248,321</b>	<b>13,676,752</b>
Capital Expenditure funded through revenue	540,100	540,100
Capital Financing funded through revenue	275,230	275,230
Impact of capital investment from capital programme	269,070	269,070
Temporary loans interest	2,500	2,500
Capital charges - depreciation and amortisation reversals	(1,325,500)	(1,325,500)
<b>Net Operating Expenditure</b>	<b>16,009,721</b>	<b>13,438,152</b>
Treasury and Investment Income	(680,000)	(779,400)
<b>Net Expenditure</b>	<b>15,329,721</b>	<b>12,658,752</b>
<u>Contributions to / (from):</u>		
General Fund Balance	1,395	(50,034)
Net contribution to / (from) Earmarked Reserves	(3,915,398)	(800,692)
<b>Balance to be met from Government Grants &amp; Council Tax</b>	<b>11,415,718</b>	<b>11,808,026</b>
Transfers to / (from) Collection Fund	(78,513)	(99,700)
Revenue Support Grant	(78,832)	(79,268)
New Homes Bonus	(2,068,690)	(2,284,075)
Rural Services Delivery Grant	(126,956)	(133,225)
Lower Tier Grant	0	(91,395)
Renewable Energy Schemes	(209,056)	(213,237)
Retained Business Rates (NNDR)	(4,297,185)	(3,994,000)
Business Rates Pool Distribution	0	0
Grants to Town & Parish Councils (Council Tax Support)	66,005	0
<b>Net Requirement</b>	<b>4,622,491</b>	<b>4,913,126</b>
<b>Taxbase</b>	<b>44,285.22</b>	<b>44,917.96</b>
<b>Council Tax (at Band D)</b>	<b>£104.38</b>	<b>£109.38</b>

**West Oxfordshire District Council**  
**Revenue budget changes by cost centre 2021/2022**

**Annex B**

Expenditure by Service Area / Cost Centre	2020/2021	2021/2022	Movement	2020/21 one-	2021/22 one-	BM Review		
	Budget	Estimate		off Growth	off Growth	Inflation /	/ Corp	Covid
	£	£	£	£	£	Publica	Finance	Income
						Savings	Update	Contingency
						£	£	£
<b>Assets</b>								
ADB301 3 Welch Way (Town Centre Shop)	36,700	24,700	(12,000)	0	0	0	(12,000)	0
ADB302 Guildhall	1,300	13,400	12,100	0	0	0	12,100	0
ADB303 Woodgreen	191,140	186,850	(4,290)	0	0	0	(4,290)	0
ADB304 Elmfield	156,800	156,800	0	0	0	0	0	0
ADB305 Corporate Buildings	510,500	398,904	(111,596)	(100,000)	0	844	(12,440)	0
ADB306 Depot	(39,900)	(41,300)	(1,400)	0	0	0	(1,400)	0
CCC001 Climate Change	320,400	254,728	(65,672)	(200,000)	168,000	378	(34,050)	0
FIE341 Town Centre Properties	(609,200)	(437,864)	171,336	0	0	111	4,250	166,975
FIE342 Miscellaneous Properties	(832,000)	(790,895)	41,105	0	0	0	180	40,925
FIE343 Talisman	(1,259,400)	(1,131,450)	127,950	0	0	0	15,200	112,750
FIE344 Des Roches Square	(499,100)	(498,100)	1,000	0	0	0	1,000	0
FIE345 Gables at Elmfield	(33,600)	(40,865)	(7,265)	0	0	0	(7,265)	0
TAC303 Swain Court & Newman Court Ind Est.	(35,000)	(21,535)	13,465	0	0	0	13,465	0
TAC304 Witney Industrial Estate	(160,000)	(166,350)	(6,350)	0	0	0	(6,350)	0
TAC305 Carterton Industrial Estate	(217,800)	(221,950)	(4,150)	0	0	0	(4,150)	0
TAC306 Greystones Industrial Estate	(16,000)	(11,200)	4,800	0	0	0	4,800	0
TAC308 Other Trading Services - Fairs	(4,000)	0	4,000	0	0	0	4,000	0
REG023 Environmental Strategy	98,600	80,067	(18,533)	0	0	267	(18,800)	0
REC003 Play	31,300	31,402	102	0	0	102	0	0
<b>Total Assets</b>	<b>(2,359,260)</b>	<b>(2,214,658)</b>	<b>144,602</b>	<b>(300,000)</b>	<b>168,000</b>	<b>1,702</b>	<b>(45,750)</b>	<b>320,650</b>

**West Oxfordshire District Council**  
**Revenue budget changes by cost centre 2021/2022**

**Annex B**

Expenditure by Service Area / Cost Centre	2020/2021	2021/2022	Movement	2020/21 one-	2021/22 one-	Inflation / Publica Savings	BM Review / Corp Finance Update	Covid Income Contingency
	Budget	Estimate		off Growth	off Growth			
	£	£	£	£	£	£	£	£
<b>Commissioning Strategy</b>								
ENI002 Grounds Maintenance	448,325	450,600	2,275	0	0	(18,400)	20,675	0
ENI303 Landscape Maintenance	800	839	39	0	0	39	0	0
REG004 Dog Warden	(36,000)	55,320	91,320	0	0	91,280	40	0
REG018 Pest Control	36,800	14,000	(22,800)	0	0	(31,620)	8,820	0
REG019 Public Conveniences	173,400	173,426	26	0	0	26	0	0
RYC001 Recycling	2,060,391	2,614,908	554,517	(68,000)	0	453,888	168,629	0
RYC002 Green Waste	335,000	197,343	(137,657)	(18,000)	0	(124,657)	5,000	0
STC001 Street Cleaning	0	0	0	0	0	0	0	0
STC004 Environmental Cleansing	1,041,000	1,031,490	(9,510)	0	0	(9,510)	0	0
TRW001 Trade Waste	85,500	45,560	(39,940)	0	0	(40,040)	100	0
TRW002 Clinical Waste	(1,100)	(1,100)	0	0	0	0	0	0
WST001 Household Waste	2,070,500	1,702,393	(368,107)	0	0	(340,207)	(27,900)	0
WST004 Bulky Household Waste	4,800	13,268	8,468	0	0	8,468	0	0
WST301 Env. Services Depot, Downs Rd, Witney	35,300	35,300	0	0	0	0	0	0
<b>Total Commissioning Strategy</b>	<b>6,254,716</b>	<b>6,333,347</b>	<b>78,631</b>	<b>(86,000)</b>	<b>0</b>	<b>(10,733)</b>	<b>175,364</b>	<b>0</b>

**West Oxfordshire District Council**  
**Revenue budget changes by cost centre 2021/2022**

**Annex B**

Expenditure by Service Area / Cost Centre	2020/2021	2021/2022	Movement	2020/21 one-	2021/22 one-	BM Review		
	Budget	Estimate		off Growth	off Growth	Inflation /	/ Corp	Covid
	£	£	£	£	£	Publica	Finance	Income
						Savings	Update	Contingency
						£	£	£
<b>Communications and Marketing</b>								
COR004 Public Relations	26,200	12,060	(14,140)	0	0	10	(14,150)	0
SUP002 Consultation, Policy & Research	115,800	116,276	476	0	0	426	50	0
<b>Total Communications and Marketing</b>	<b>142,000</b>	<b>128,336</b>	<b>(13,664)</b>	<b>0</b>	<b>0</b>	<b>436</b>	<b>(14,100)</b>	<b>0</b>
<b>Contracts</b>								
CCT001 CCTV	122,400	89,100	(33,300)	0	0	0	(33,300)	0
REC001 Sports Development	54,400	96,746	42,346	0	0	346	(3,000)	45,000
REC002 Recreational Facilities Development	60,400	50,285	(10,115)	0	0	185	(10,300)	0
REC301 Village Halls	13,300	13,349	49	0	0	49	0	0
REC302 Contract Management	(513,425)	599,476	1,112,901	0	0	76	(348,004)	1,460,829
<b>Total Contracts</b>	<b>(262,925)</b>	<b>848,956</b>	<b>1,111,881</b>	<b>0</b>	<b>0</b>	<b>656</b>	<b>(394,604)</b>	<b>1,505,829</b>

**West Oxfordshire District Council**  
**Revenue budget changes by cost centre 2021/2022**

**Annex B**

Expenditure by Service Area / Cost Centre	2020/2021	2021/2022	Movement	2020/21 one-	2021/22 one-	BM Review		
	Budget	Estimate		off Growth	off Growth	Inflation /	/ Corp	Covid
	£	£	£	£	£	Publica	Finance	Income
						Savings	Update	Contingency
						£	£	£
<b>Corporate Finance</b>								
COR005 Corporate Finance	154,900	373,688	218,788	0	162,500	6,288	50,000	0
COR006 Treasury Management	25,200	26,700	1,500	0	0	0	1,500	0
COR007 External Audit Fees	57,000	57,000	0	0	0	0	0	0
COR008 Bank Charges	69,200	69,200	0	0	0	0	0	0
COR302 Publica Group	174,400	(17,537)	(191,937)	(177,000)	177,000	(191,937)	0	0
COV019 Corona Virus	0	300,500	300,500	0	300,500	0	0	0
COV020 High Street re-opening	0	0	0	0	0	0	0	0
NDC001 Non Distributed Costs	4,599,100	599,100	(4,000,000)	(4,000,000)	0	0	0	0
SUP004 Legal	244,300	245,879	1,579	0	0	1,579	0	0
<b>Total Corporate Finance</b>	<b>5,324,100</b>	<b>1,654,530</b>	<b>(3,669,570)</b>	<b>(4,177,000)</b>	<b>640,000</b>	<b>(184,070)</b>	<b>51,500</b>	<b>0</b>

**West Oxfordshire District Council**  
**Revenue budget changes by cost centre 2021/2022**

**Annex B**

Expenditure by Service Area / Cost Centre	2020/2021	2021/2022	Movement	2020/21 one-	2021/22 one-	BM Review		
	Budget	Estimate		off Growth	off Growth	Inflation /	/ Corp	Covid
	£	£	£	£	£	Publica	Finance	Income
						Savings	Update	Contingency
						£	£	£
<b>Corporate Responsibility</b>								
COR002 Chief Executive	291,280	240,563	(50,717)	0	0	2,933	(53,650)	0
COR003 Corporate Policy Making	66,900	67,144	244	0	0	244	0	0
DRM001 Democratic Representation and Mgmt	97,440	97,440	0	0	0	0	0	0
DRM002 Support To Elected Bodies	415,600	392,050	(23,550)	0	0	0	(23,550)	0
ELE001 Registration of Electors	59,600	59,600	0	0	0	0	0	0
ELE002 District Elections	75,700	75,700	0	0	0	0	0	0
ELE004 Parliamentary Elections	0	0	0	0	0	0	0	0
ELE005 Parish Elections	0	0	0	0	0	0	0	0
ELE007 European Elections	0	0	0	0	0	0	0	0
ELE008 Police & Crime Commissioner Elections	0	0	0	0	0	0	0	0
EMP001 Emergency Planning	6,700	13,723	7,023	0	0	23	7,000	0
SUP001 Administration	327,200	327,912	712	0	0	2,462	(1,750)	0
<b>Total Corporate Responsibility</b>	<b>1,340,420</b>	<b>1,274,132</b>	<b>(66,288)</b>	<b>0</b>	<b>0</b>	<b>5,662</b>	<b>(71,950)</b>	<b>0</b>

**West Oxfordshire District Council**  
**Revenue budget changes by cost centre 2021/2022**

**Annex B**

Expenditure by Service Area / Cost Centre	2020/2021	2021/2022	Movement	2020/21 one-	2021/22 one-	BM Review		
	Budget	Estimate		off Growth	off Growth	Inflation /	/ Corp	Covid
	£	£	£	£	£	Publica	Finance	Income
						Savings	Update	Contingency
						£	£	£
<b>Customer Experience</b>								
HOM001 Homelessness	331,200	381,306	50,106	(64,900)	0	1,006	114,000	0
HOM002 Homelessness Grants	0	10,000	10,000	0	0	0	10,000	0
HOM003 Rent In Advance Scheme	0	0	0	0	0	0	0	0
HOM004 Refugees	0	0	0	0	0	0	0	0
HOM005 Homelessness Hostel Accomodation	0	0	0	0	0	0	0	0
PSH001 Private Sector Housing Grants	67,800	46,269	(21,531)	0	0	169	(21,700)	0
PSH004 Home Improvement Service	(47,500)	(61,379)	(13,879)	0	0	71	(13,950)	0
SUP008 Reception/Customer Services	461,400	462,356	956	0	0	1,656	(700)	0
SUP014 Cashiers	12,600	6,400	(6,200)	0	0	0	(6,200)	0
TOU002 Tourist/Visitor Information Centre	134,500	150,808	16,308	0	0	508	15,800	0
REG002 Licensing	2,650	3,477	827	0	0	827	0	0
<b>Total Customer Experience</b>	<b>962,650</b>	<b>999,237</b>	<b>36,587</b>	<b>(64,900)</b>	<b>0</b>	<b>4,237</b>	<b>97,250</b>	<b>0</b>

**West Oxfordshire District Council**  
**Revenue budget changes by cost centre 2021/2022**

**Annex B**

Expenditure by Service Area / Cost Centre	2020/2021	2021/2022	Movement	2020/21 one-	2021/22 one-	BM Review		
	Budget	Estimate		off Growth	off Growth	Inflation /	/ Corp	Covid
	£	£	£	£	£	Publica	Finance	Income
						Savings	Update	Contingency
						£	£	£
<b>Development Management</b>								
DEV001 Development Control - Applications	(425,600)	(365,613)	59,987	(53,000)	0	2,517	110,470	0
DEV002 Development Control - Appeals	76,900	76,183	(717)	0	0	283	(1,000)	0
DEV003 Development Control - Enforcement	156,000	155,578	(422)	0	0	578	(1,000)	0
ENI301 Landscape Initiatives	51,400	51,588	188	0	0	188	0	0
FLD001 Flood Defence and Land Drainage	139,000	148,045	9,045	0	0	515	8,530	0
HLD315 Growth Board Project (Planning)	21,000	75,784	54,784	0	0	2,066	52,718	0
PLP003 Implementation	56,700	(917)	(57,617)	0	0	211	(57,828)	0
PLP004 Conservation	86,600	85,115	(1,485)	0	0	315	(1,800)	0
PSM001 Planning - Service Mgmt and Support	166,300	180,407	14,107	0	0	282	13,825	0
ENA001 Housing Enabling	143,400	116,178	(27,222)	(74,300)	39,160	218	7,700	0
REG005 Public Health Sewerage	3,000	(24)	(3,024)	0	0	6	(3,030)	0
BUC001 Building Control - Fee Earning Work	(167,400)	(139,924)	27,476	0	0	776	26,700	0
BUC002 Building Control - Non Fee Earning Work	68,500	68,454	(46)	0	0	254	(300)	0
<b>Total Development Management</b>	<b>375,800</b>	<b>450,854</b>	<b>75,054</b>	<b>(127,300)</b>	<b>39,160</b>	<b>8,209</b>	<b>154,985</b>	<b>0</b>



**West Oxfordshire District Council**  
**Revenue budget changes by cost centre 2021/2022**

**Annex B**

Expenditure by Service Area / Cost Centre	2020/2021	2021/2022	Movement	2020/21 one-	2021/22 one-	Inflation / Publica Savings	BM Review / Corp Finance Update	Covid Income Contingency
	Budget	Estimate		off Growth	off Growth			
	£	£	£	£	£	£	£	£
<b>Environmental &amp; Regulatory Services</b>								
ESM001 Environment - Service Mgmt and Support	106,200	106,541	341	0	0	341	0	0
<b>Total Environmental &amp; Regulatory Services</b>	<b>106,200</b>	<b>106,541</b>	<b>341</b>	<b>0</b>	<b>0</b>	<b>341</b>	<b>0</b>	<b>0</b>
<b>Finance</b>								
HLD302 Miscellaneous Cash	0	0	0	0	0	0	0	0
HLD304 Insurance	0	0	0	0	0	0	0	0
HLD308 Tracking Vehicles	0	0	0	0	0	0	0	0
HLD309 Newspapers & Periodicals	0	0	0	0	0	0	0	0
HLD313 Lease Cars	0	0	0	0	0	0	0	0
SUP009 Accountancy	324,600	316,466	(8,134)	0	0	1,116	(9,250)	0
SUP010 Internal Audit	94,200	159,725	65,525	0	0	53,425	12,100	0
SUP011 Creditors	43,700	41,478	(2,222)	0	0	128	(2,350)	0
SUP012 Debtors	58,000	55,326	(2,674)	0	0	176	(2,850)	0
SUP016 Finance - Performance Review	101,000	100,269	(731)	0	0	369	(1,100)	0
SUP033 Central Purchasing	34,700	34,830	130	0	0	130	0	0
SUP035 Insurances	8,900	8,933	33	0	0	33	0	0
<b>Total Finance</b>	<b>665,100</b>	<b>717,027</b>	<b>51,927</b>	<b>0</b>	<b>0</b>	<b>55,377</b>	<b>(3,450)</b>	<b>0</b>

**West Oxfordshire District Council**  
**Revenue budget changes by cost centre 2021/2022**

**Annex B**

Expenditure by Service Area / Cost Centre	2020/2021	2021/2022	Movement	2020/21 one-	2021/22 one-	BM Review		
	Budget	Estimate		off Growth	off Growth	Inflation /	/ Corp	Covid
	£	£	£	£	£	Publica	Finance	Income
						Savings	Update	Contingency
						£	£	£
<b>Insight &amp; Intelligence</b>								
ECD001 Economic Development	119,700	84,733	(34,967)	0	0	283	(35,250)	0
ECD301 WOSP - West Oxon Strategic Partnership	0	9,000	9,000	0	0	0	9,000	0
PLP001 Planning Policy	336,000	331,158	(4,842)	0	0	1,158	(6,000)	0
<b>Total Insight &amp; Intelligence</b>	<b>455,700</b>	<b>424,891</b>	<b>(30,809)</b>	<b>0</b>	<b>0</b>	<b>1,441</b>	<b>(32,250)</b>	<b>0</b>
<b>Localities</b>								
CCR001 Community Safety (Crime Reduction)	157,900	67,576	(90,324)	(125,000)	0	76	34,600	0
CCR002 Building Safer Communities	3,700	2,401	(1,299)	0	0	1	(1,300)	0
CCR301 Community Grants	218,520	218,820	300	0	0	0	300	0
CSM001 Cultural Strategy	109,300	89,064	(20,236)	(24,100)	0	264	3,600	0
CUL001 Arts Development	50,500	54,737	4,237	0	0	137	4,100	0
OPS003 Countryside	4,400	0	(4,400)	0	0	0	(4,400)	0
TOU001 Tourism Strategy and Promotion	188,600	166,824	(21,776)	0	0	524	(22,300)	0
<b>Total Localities</b>	<b>732,920</b>	<b>599,422</b>	<b>(133,498)</b>	<b>(149,100)</b>	<b>0</b>	<b>1,002</b>	<b>14,600</b>	<b>0</b>

**West Oxfordshire District Council**  
**Revenue budget changes by cost centre 2021/2022**

**Annex B**

Expenditure by Service Area / Cost Centre	2020/2021	2021/2022	Movement	2020/21 one-	2021/22 one-	BM Review		
	Budget	Estimate		off Growth	off Growth	Inflation /	/ Corp	Covid
	£	£	£	£	£	Publica	Finance	Income
						Savings	Update	Contingency
						£	£	£
<b>Operational Services</b>								
COR301 Policy Initiatives - Shopmobility	20,900	20,955	55	0	0	55	0	0
CPK001 Car Parks - Off Street	176,100	171,407	(4,693)	0	0	307	(5,000)	0
CPK011 On Street Civil Parking Enforcement	22,400	17,942	(4,458)	0	0	642	(5,100)	0
HBP001 Rent Allowances	260,300	202,419	(57,881)	0	0	912	(58,793)	0
HBP003 Local Housing Allowance	10,300	(7,000)	(17,300)	0	0	0	(17,300)	0
HBP005 Benefit Fraud Investigation	131,900	120,144	(11,756)	0	0	444	(12,200)	0
LLC001 Local Land Charges	(160,600)	(157,968)	2,632	0	0	157	2,475	0
LTC001 Council Tax Collection	307,200	233,974	(73,226)	0	0	974	(74,200)	0
LTC002 Council Tax Support Administration	42,500	31,878	(10,622)	0	0	538	(11,160)	0
LTC011 NNDR Collection	(59,800)	(59,926)	(126)	0	0	374	(500)	0
PSH002 Private Sector Housing - Cond'n of Dwellings	3,000	3,000	0	0	0	0	0	0
REG009 Environmental Protection	173,050	173,632	582	0	0	582	0	0
REG010 Noise Control	400	400	0	0	0	0	0	0
REG011 Authorised Process	(10,400)	(11,900)	(1,500)	0	0	0	(1,500)	0
REG013 Pollution Control	123,800	122,897	(903)	0	0	397	(1,300)	0
REG016 Food Safety	129,450	129,283	(167)	0	0	483	(650)	0
REG021 Statutory Burials	2,500	5,000	2,500	0	0	0	2,500	0
STC011 Abandoned Vehicles	0	0	0	0	0	0	0	0
TAC309 Other Trading Services - Markets	(7,100)	4,000	11,100	0	0	(2,000)	13,100	0
<b>Total Operational Services</b>	<b>1,165,900</b>	<b>1,000,137</b>	<b>(165,763)</b>	<b>0</b>	<b>0</b>	<b>3,865</b>	<b>(169,628)</b>	<b>0</b>

**West Oxfordshire District Council**  
**Revenue budget changes by cost centre 2021/2022**

**Annex B**

Expenditure by Service Area / Cost Centre	2020/2021	2021/2022	Movement	2020/21 one-	2021/22 one-	Inflation /	BM Review	Covid
	Budget	Estimate		off Growth	off Growth	Publica	/ Corp	Income
	£	£	£	£	£	Savings	Finance	Contingency
						£	Update	£
<b>People</b>								
SUP003 Human Resources	175,500	165,245	(10,255)	0	0	545	(10,800)	0
SUP013 Payroll	59,700	56,679	(3,021)	0	0	179	(3,200)	0
SUP019 Health & Safety	30,500	30,614	114	0	0	114	0	0
SUP020 Training & Development	26,500	26,599	99	0	0	99	0	0
<b>Total People</b>	<b>292,200</b>	<b>279,137</b>	<b>(13,063)</b>	<b>0</b>	<b>0</b>	<b>937</b>	<b>(14,000)</b>	<b>0</b>
<b>Technology</b>								
HLD301 ICT Purchases	0	0	0	0	0	0	0	0
SUP005 ICT	787,200	788,549	1,349	0	0	1,149	200	0
SUP006 Telephones	7,000	7,000	0	0	0	0	0	0
SUP041 Business Solutions	263,400	284,113	20,713	0	0	913	19,800	0
TMR001 Street Naming	0	0	0	0	0	0	0	0
TMR002 Street Furniture & Equipment	(4,800)	(4,799)	1	0	0	1	0	0
<b>Total Technology</b>	<b>1,052,800</b>	<b>1,074,863</b>	<b>22,063</b>	<b>0</b>	<b>0</b>	<b>2,063</b>	<b>20,000</b>	<b>0</b>
<b>TOTAL COST OF SERVICES</b>	<b>16,248,321</b>	<b>13,676,752</b>	<b>(2,571,569)</b>	<b>(4,904,300)</b>	<b>847,160</b>	<b>(108,875)</b>	<b>(232,033)</b>	<b>1,826,479</b>

**Budget Pressures / Savings****Annex C**

<b>Original Budget Funding Requirement</b>	<b>4,622,491</b>
Reverse 2020/21 one-off growth / funding	(988,902)
<b><u>2021/22 Growth</u></b>	
Climate Change	168,000
- funded from Earmarked Reserves	(168,000)
Covid Recovery Strategy	300,500
- funded from Earmarked Reserves	(207,500)
Investment Strategy for Recovery	162,500
Housing Enabling	39,160
Recycling	173,629
	<b>468,289</b>
<b><u>Inflation</u></b>	
Publica	83,855
Retained Staff	13,490
	<b>97,345</b>
<b><u>Savings / Income Generation</u></b>	
Business Manager Budget Review	(229,152)
Ubico Contract	(17,130)
Publica Savings Target	(192,590)
Rent Allowances / Discretionary HB	(76,093)
Investment Income	(97,900)
GLL Leisure Contract	(348,004)
	<b>(960,869)</b>
<b>Estimated Covid income losses (contingency)</b>	<b>1,826,479</b>
<b><u>Funding Changes</u></b>	
Reduction in Business Rates Income	299,004
Use of General Fund Balances	(50,034)
New Homes Bonus	(215,385)
One-off Lower Tier Grant	(91,395)
Collection Fund Surplus	(21,187)
Grants to Town & Parish Councils (LCTS)	(66,005)
Other Government Grants	(6,705)
	<b>(151,707)</b>
<b>Funding Requirement Estimate 2021/22</b>	<b>4,913,126</b>

# West Oxfordshire District Council

## Fees and Charges

2021/2022

**Planning Services**

Increase % 1.050

Annex D

	2020/2021 Basic Charge £ p	2021/2022 Basic Charge £ p	VAT £ p	2021/2022 Total charge £ p	VAT Status
General Administration					
Access to Information/Inspection of Background Documents					
a Charge per document (after Committee date)	0.65	0.68	-	0.68	Non Business
b Where documents are listed under a general description (after Committee date)	5.85	6.15	-	6.15	Non Business
c During 5 days prior to Committee date only					
<i>Note: Members of the public may only inspect background documents 3 days prior to Committee date or thereafter.</i>					
Administration Charge for Services Rendered	30 percent	30 percent		30 % + VAT	Standard
Minutes/Agendas					
Per Annum	186.95	196.30	39.26	235.56	Standard
Single Agenda	4.90	5.15	1.03	6.17	Standard
Parish/Town Councils Per Annum	20.40	21.42	4.28	25.70	Standard
Libraries			-	Free	-
Dyeline Prints (Any type, with due regard to copyright restrictions)					
A2 Size	7.75	8.14	1.63	9.76	Standard
A1 Size	9.75	10.23	2.05	12.28	Standard
From Paper Roll Larger than A1 Size	12.50	13.12	2.62	15.74	Standard
Photocopying - (per sheet)					
A4 size and foolscap	0.15	0.16	0.03	0.19	Standard
A3 size	0.15	0.16	0.03	0.19	Standard
A4 & A3 Colour Copies	0.30	0.31	0.06	0.37	Standard
Local Plan	20.00	21.00	-	21.00	Zero-rated

**Planning Services**

Increase % 1.050

Annex D

	2020/2021 Basic Charge £ p	2021/2022 Basic Charge £ p	VAT £ p	2021/2022 Total Charge £ p	VAT Status
Planning Applications – Maps					
Up to 6 maps (one charge for the set):					
1:500 scale* plus admin fee #	4.00 10.65	4.20 11.18	- 2.24	4.20 13.42	Zero rated Standard
1:1250 scale* plus admin fee #	14.15 10.35	14.85 10.87	- 2.17	14.85 13.04	Zero rated Standard
1:2500 scale* plus admin fee #	58.65 10.65	61.58 11.18	- 2.24	61.58 13.42	Zero rated Standard
*All maps are provided by the National maps Centre and are subject to change if the O.S. increase their fees					
# Only one admin fee is charged regardless of the number of maps purchased.					
Planning Applications - Weekly Press Lists	178.65	187.58	37.52	225.10	Standard
Planning Decision Notices					
Notice requested	10.65	11.18	2.24	13.42	Standard
Section 52 Agreement					
Per copy of Agreement	19.50	20.47	4.09	24.56	Standard
Section 106 Agreements					
Per copy of Agreement	17.20	18.06	3.61	21.67	Standard
Compilation of Agreement. Minimum charge increased at Officer's discretion					
Tree Preservation Orders					
Per copy of order	16.70	17.53	3.51	21.04	Standard
Valuation Fee	At Cost		-	At Cost	Standard

Planning application fees are set by central government. Use this link to CLG planning portal.

[http://ecab.planningportal.co.uk/uploads/english\\_application\\_fees.pdf](http://ecab.planningportal.co.uk/uploads/english_application_fees.pdf)



## Planning Services

Increase % 1.020

Not updated with % waiting feedback

Annex D

	<b>2020/2021 Basic Charge £ p</b>	<b>2021/2022 Basic Charge £ p</b>	<b>VAT £ p</b>	<b>2021/2022 Total Charge £ p</b>	<b>VAT Status</b>
<b>Local Search Fees</b>					
Con29 only	122.66	144.20	25.02	150.14	Standard
Each additional enquiry (own questions)	19.28	20.45	4.09	24.54	Standard
Each extra parcel of land (no VAT applied of LLC1 only)	20.60	21.85	4.37	26.22	Standard
Each optional standard question, except question 4, 5 and 22	16.01	17.00	3.40	20.40	Standard
Each optional standard question 4	21.42	22.75	4.55	27.30	Standard
Each optional standard question 5	19.28	20.45	4.09	24.54	Standard
LLC1 search only	12.80	13.60	-	13.60	Non Business

**Local Search fees became subject to VAT from 1/1/17.**

Planning Services

Annex D

Increase % 1.050

Pre Application Planning Advice

Service	Written Advice	Meeting & Written Advice
1-2 dwellings less than 0.5ha (outline) less than 500m <sup>2</sup> floorspace Change of use	£174 + VAT	£349 + VAT Meeting up to 1 hour Each additional meeting £174 per hour
3-14 dwellings 0.5-0.99ha (outline) 500-999m <sup>2</sup> floorspace	£349 + VAT	£698 + VAT Meeting up to 1 hour Each additional meeting £174 per hour
15-100 dwellings 1-3.0 ha (outline) 1000-2999m <sup>2</sup> floorspace	£698 + VAT	£1395 + VAT Meeting(s) up to 2 hours Each additional meeting £174 per hour
More than 100 dwellings or 3.0ha (outline) or 3000m <sup>2</sup> floorspace	£1,395 + VAT	£2793 + VAT Meeting(s) up to 3 hours Each additional meeting £174 per hour
Strategic Development sites.	N/A	Meetings held in the context of an emerging Development Plan as an intrinsic part of the decision as to whether to allocate the site or not will be free. At the point detailed site/design matters are discussed a fee of £2855 + VAT is payable to cover a further 3 hours of meetings. Each additional meeting £174 per hour.
Design Supplement.	£58 + VAT	For all non-Listed Building enquiries where a design input is required before a response can be made. This <b>does not</b> apply to enquiries relating solely to applications for listed building consent.
Advertisement Consent.	£174 + VAT	£232 + VAT
Informal quick responses.	N/A	An e-mail description of the proposals along with payment of the £ 29 fee will be required. An informal response will be given by phone or e-mail within 3 working days of receipt. No meetings/ letters will be produced.
Season Ticket.	N/A	Regular developers, agents or landowners may wish to negotiate a "season ticket" where, upon payment of an up front fee to cover the estimated cost of enquiries likely to be made during the coming year the need to complete the forms and payments for each enquiry can be avoided NB If the estimate is materially exceeded subsequent meetings will be charged at the standard rates above.
Solicitor/agent letters requiring confirmation that conditions have been discharged or satisfied.	£174 + VAT	N/A

**Resources**

Increase % 1.050

Annex D

	2020/2021 Basic Charge £ p	2021/2022 Basic Charge £ p	VAT £ p	2021/2022 Total Charge £ p	VAT Status
<b>Administration</b>					
Freedom of Information enquiries (charge per hr for search costs over the £450 'Appropriate Limit' ):	25.00	25.00	-	25.00	Non Business
Freedom of Information photocopying - per sheet	0.14	0.14	0.03	0.17	Standard
<b>Summons Costs - Council Tax/NNDR</b>					
Council Tax - Summons on application for Liability Order*	65.00	65.00	-	65.00	Non Business
Council Tax - Costs of Liability Order hearing*	45.00	45.00	-	45.00	Non Business
NNDR - Summons on application for Liability Order*	75.00	75.00	-	75.00	Non Business
NNDR - Costs of Liability Order hearing*	45.00	45.00	-	45.00	Non Business
* As approved by the Magistrates Court					
<b>Miscellaneous properties</b>					
Garage rents	12.00	12.60	2.52	15.12	Standard

**Environmental & Regulatory Services****Annex D**

Increase 1.050

**ENVIRONMENTAL PROTECTION****2020/2021 2021/2022****Private Water Supplies**

Risk Assessment or Investigation (fee per hour)	£51.00	£53.55
Sampling – each visit – fixed fee	£100.00	£105.00
Granting and Authorisation - fixed fee plus hourly rate applies	£100.00	£105.00

Sample Analysis

Taken under Regulation 10		
Taken during check monitoring	at cost	at cost
Taken during audit monitoring		

**Regulation of Pollution from Industrial Sources  
- Environmental Permitting Regulations 2010**

*Fees as laid down by the Secretary of State  
Please refer to [www.gov.uk/local-authority-environmental-permit](http://www.gov.uk/local-authority-environmental-permit)*

**Environmental Information Regulations – Search Fees**

Basic administration charge	£25.00	£26.25
Contaminated Land information request	£80.00	£84.00

**Environmental & Regulatory Services****Annex D****Increase 1.050****FOOD HEALTH & SAFETY****2020/21 2021/22****Export of Food Products**

Food Export Health Certificate (including first hour of officer time)	£50.00	£52.50
Officer hourly rate after first hour	£35.00	£36.75

**Other Products & Services**

E-learning	£35.00	£36.75
Safer Food, Better Business Information Pack	£8.00	£8.40
Food Hygiene Rating Re-visit	£160.00	£168.00
Condemned Food Certificate	£80.00	£84.00

**Environmental & Regulatory Services****Annex D****Increase 1.050****LICENSING – ANIMAL WELFARE****2020/21 2021/22****Breeding of Dogs<sup>1</sup>**

New Application	£350.00	£367.50
Renewal (1 to 3 years depending on rating + annual inspection)	£275.00	£288.75

**Horse Riding Establishments<sup>1</sup>**

New Application	£400.00	£420.00
Renewal (1 to 3 years depending on rating + annual inspection)	£275.00	£288.75

**Pet Shops**

New Application	£270.00	£283.50
Renewal (1 to 3 years depending on rating)	£230.00	£241.50

**Keeping or Training Animals for Exhibition**

New Application	£270.00	£283.50
Renewal (3 years)	£230.00	£241.50

**Home Boarding for Dogs (*Day-time or overnight care within the home environment*)**

New Application	£270.00	£283.50
Renewal (1 to 3 years depending on rating)	£230.00	£241.50

**Providing Boarding in Kennels**

Dogs - New Application – up to 50 dogs	£270.00	£283.50
Dogs - Renewal (1 to 3 years depending on rating) – up to 50 dogs	£230.00	£241.50
Dogs - New Application – over 50 dogs	£315.00	£330.75
Dogs - Renewal (1 to 3 years depending on rating)– over 50 dogs	£275.00	£288.75

Cats - New Application – up to 50 cats	£270.00	£283.50
Cats - Renewal (1 to 3 years depending on rating) – up to 50 cats	£230.00	£241.50
Cats - New Application – over 50 cats	£315.00	£330.75
Cats - Renewal (1 to 3 years depending on rating)– over 50 cats	£275.00	£288.75

*Total charge is the amount as shown plus veterinary fees*

**Environmental & Regulatory Services****Annex D**

Increase 1.050

**LICENSING – ANIMAL WELFARE****2020/21 2021/22****Providing Day Care for Dogs**

New Application – up to 50 dogs

£220.00 £231.00

Renewal (1 to 3 years depending on rating) – up to 50 dogs

£230.00 £241.50

New Application – over 50 dogs

£315.00 £330.75

Renewal (1 to 3 years depending on rating) – over 50 dogs

£275.00 £288.75

**Supplementary Fees**Franchise Licence – Dog Boarding only<sup>1</sup>

£110.00 £115.50

Host Fee<sup>2</sup>

£130.00 £136.50

Additional Activity<sup>3</sup>

£45.00 £47.25

Variation Fee e.g. amendment to a licence

£25.00 £26.25

Inspection Fee<sup>4</sup>

£120.00 £126.00

Re-Rating Fee<sup>5</sup>

£125.00 £131.25

<sup>1</sup> Host fees will be required in addition to this licence<sup>2</sup> Required per host family of a dog boarding franchise<sup>3</sup> Payable in addition to the appropriate licence fees where more than one activity is undertaken at the same premises<sup>4</sup> Payable if an inspection is required in addition to the initial inspection required included within the licence fee<sup>5</sup> Inspection and licence amendment for re-rating of the current star rating**Dangerous Wild Animals**New Application<sup>1</sup>

£335.00 £351.75

Renewal (2 years)<sup>1</sup>

£295.00 £309.75

**Zoos**s14(2) dispensation - New Application<sup>1</sup>

£1,165.00 £1,223.25

s14(2) dispensation - Renewal (6 years)<sup>1</sup>

£1,575.00 £1,653.75

No dispensation - New Application<sup>1</sup>

£1,860.00 £1,953.00

No dispensation - Renewal (6 years)<sup>1</sup>

£2,620.00 £2,751.00

<sup>1</sup> Total charge is the amount as shown plus veterinary fees

**Environmental & Regulatory Services****Annex D**

Increase 1.050

**LICENSING – TAXIS****2020/21 2021/22****Drivers Licence**

Hackney Carriage / Private Hire / Dual - 3 year – new application	£250.00	£262.50
Hackney Carriage / Private Hire / Dual - 3 year – renewal	£185.00	£194.25
Single Private Hire to Dual Licence transfer	£53.00	£55.65

**Vehicle Licence – all 1 year**

Hackney Carriage vehicle – new application	£250.00	£262.50
Hackney Carriage vehicle – renewal	£185.00	£194.25
Private Hire vehicle – new application	£250.00	£262.50
Private Hire vehicle – renewal	£185.00	£194.25
Transfer of vehicle licence – to another person	£25.00	£26.25
Transfer of vehicle licence – to another vehicle (1 year)	£180.00	£189.00
Transfer of vehicle licence – to another vehicle (remainder of plate)	£86.00	£90.30
Temporary vehicle (Insurance Company)	£250.00	£262.50
Change of registration number	£86.00	£90.30

**Private Hire Operators**

Operator Licence – 5 year – new application	£400.00	£420.00
Operator Licence – 1 year – new application / renewal	£100.00	£105.00

**Other Fees**

Knowledge Test	£75.00	£78.75
Replacement driver's badge	£28.00	£29.40
Replacement external plate	£33.00	£34.65
Replacement internal plate	£28.00	£29.40
Vehicle bracket	£10.00	£10.50
Administration charge for any other requests	£25.00	£26.25



**Environmental & Regulatory Services**

**Annex D**

Increase 1.050

**LICENSING – STREET TRADING**

**2020/21 2021/22**

**West Oxfordshire District Council**

Witney & Chipping Norton – annual  
Witney & Chipping Norton – 3 months  
All other consents – annual  
All other consents – 3 months  
Individual Trader Day Rate (per stall)

£2,623.87 £2,755.06  
£781.99 £821.09  
£1,754.19 £1,841.90  
£563.09 £591.24  
£60.93 £63.98

**Environmental & Regulatory Services**

**Annex D**

Increase 1.050

**LICENSING – CARAVAN AND CAMPSITES**

**2020/21 2021/22**

**All previous charging schedules to be replaced by the following:**

**New site application**

– 5 or less units	£315.00	£330.75
– 6 to 24 units	£420.00	£441.00
– 25 to 99 units	£505.00	£530.25
– 100 to 199 units	£580.00	£609.00
– 200 units and over	£665.00	£698.25

**Annual Fee for existing site licence**

– 5 or less units	£265.00	£278.25
– 6 to 24 units	£350.00	£367.50
– 25 to 99 units	£435.00	£456.75
– 100 to 199 units	£505.00	£530.25
– 200 units and over	£585.00	£614.25

**Other Fees**

Transfer / amendment of existing site licence	£100.00	£105.00
Change Site Conditions	£100.00	£105.00
Site Rules Deposit	£50.00	£52.50
Administrative and other expenses to serve notice under the Mobile Homes Act 2013	£300.00	£315.00

**Environmental & Regulatory Services****Annex D****Increase 1.050****LICENSING – GAMBLING ACT****2020/21      2021/22****Betting Premises (excluding Tracks)**

New Premises	£427.83	£449.22
Vary Premises	£427.83	£449.22
Transfer of Premises	£95.72	£100.51
Reinstatement of Premises	£191.39	£200.96
Provisional Statement	£427.83	£449.22
New Premises with Provisional	£78.80	£82.74
Annual Fee	£168.89	£177.33
Notification of change	£28.12	£29.53

For all other premises licence fees, please contact [ers@publicagroup.uk](mailto:ers@publicagroup.uk).

The fees for gaming machine permits are set nationally – please refer to [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)

**Lotteries and Amusements (Fees set nationally)**

Small Lottery – new application	£40.00	£42.00
Small Lottery – renewal	£20.00	£21.00

## Environmental & Regulatory Services

## Annex D

Increase 1.050

### LICENSING – OTHER

2020/21 2021/22

#### Alcohol & Entertainment (Licensing Act 2003)

*Fees as laid down by the Secretary of State – please refer to [www.gov.uk](http://www.gov.uk)*

#### Scrap Metal

Dealer (Site) Licence – New Application / Renewal  
Collector's Licence – New Application / Renewal

£532.55 £559.18

#### Cosmetic Piercing

##### (Accupuncture, Tattoo, Ear Piercing & Electrolysis)

Premises registration (includes 1 practitioner)  
Personal registration (each additional practitioner at a registered premises)

£187.54 £196.92  
£138.96 £145.91

#### Sex Shop, Sex Cinema or Sexual Entertainment Venue

[Please contact ers@publicagroup.uk to discuss your requirements](mailto:ers@publicagroup.uk)

#### Houses in Multiple Occupation

HMO Licence (3 years)

£620.00 £651.00

#### Advisory Services

The council offers regulatory service support and advice as part of the Better Business for all partnership (<https://www.thegrowthhub.biz/support-hub/better-business-for-all>); please contact [ers@publicagroup.uk](mailto:ers@publicagroup.uk) to discuss your requirements.

Premises Licences	2020/2021	2021/2022	VAT	2021/2022	VAT Status
		Basic Charge		Total Charge	
	£ p	£ p	£ p	£ p	
Number of people					
5,000-9,999	1,000.00	1,000.00	-	1,000.00	Non Business
10,000-14,999	2,000.00	2,000.00	-	2,000.00	Non Business
15,000-19,999	4,000.00	4,000.00	-	4,000.00	Non Business
20,000-29,999	8,000.00	8,000.00	-	8,000.00	Non Business
30,000-39,999	16,000.00	16,000.00	-	16,000.00	Non Business
40,000-49,999	24,000.00	24,000.00	-	24,000.00	Non Business
50,000-59,999	32,000.00	32,000.00	-	32,000.00	Non Business
60,000-69,999	40,000.00	40,000.00	-	40,000.00	Non Business
70,000-79,999	48,000.00	48,000.00	-	48,000.00	Non Business
80,000-89,999	56,000.00	56,000.00	-	56,000.00	Non Business
90,000 and over	64,000.00	64,000.00	-	64,000.00	Non Business

Note: Fees are determined by Government

**Community Safety & Licensing (Licensing Act 2003)****Premises Licences**

Fees relating to applications for premises licences, club premises certificates, variations,

(but not changes of name and address etc or changes of designated premises supervisor)  
the conversion of existing licences, and conversion/variations should be graduated using five bands as shown:

	2020/2021	2021/2022	VAT	2021/2022 Total Charge	VAT Status
	Basic Charge £ p	Basic Charge £ p	£ p	£ p	
BAND A	100.00	100.00	-	100.00	Non Business
BAND B	190.00	190.00	-	190.00	Non Business
BAND C	315.00	315.00	-	315.00	Non Business
BAND D	450.00	450.00	-	450.00	Non Business
BAND E	635.00	635.00	-	635.00	Non Business

The annual charges payable by those holding licences and club premises certificates:

BAND A	70.00	70.00	-	70.00	Non Business
BAND B	180.00	180.00	-	180.00	Non Business
BAND C	295.00	295.00	-	295.00	Non Business
BAND D	320.00	320.00	-	320.00	Non Business
BAND E	350.00	350.00	-	350.00	Non Business

Particular types of premises which do not have non-domestic rateable values would be allocated to Band A

The various non-domestic rateable values should be allocated to bands in the following way:

Note:\*Non-Domestic rateable value

BAND A	*£0-£4,300	Non Business
BAND B	*£4,301-£33,000	Non Business
BAND C	*£33,001-£87,000	Non Business
BAND D	*£87,001-£125,000	Non Business
BAND E	*£125,001 and over	Non Business

\*No fee or annual charge would be payable by church halls, chapel halls or other premises of a similar nature and village halls, parish and community halls or other

Temporary Events Notice	21.00	21.00	-	21.00	Non Business
Personal Licence	37.00	37.00	-	37.00	Non Business
Minor Variations procedure	89.00	89.00	-	89.00	Non Business

Note: Fees determined by Government

**Community Safety & Licensing (Licensing Act 2003)**

Miscellaneous Fees	2020/2021	2021/2022	VAT	2020/2021	VAT Status
	Basic Charge £ p	£ p	£ p	Total Charge £ p	
Application for a grant or renewal of personal licence	37.00	37.00	-	37.00	Non Business
Temporary event notices	21.00	21.00	-	21.00	Non Business
Theft, loss etc of premises licence or summary	10.50	10.50	-	10.50	Non Business
Application for a provisional statement where premises being built, etc	195.00	195.00	-	195.00	Non Business
Notification of change of name or address	10.50	10.50	-	10.50	Non Business
Application to vary to specify individual as premises supervisor	23.00	23.00	-	23.00	Non Business
Application for transfer of premises licence	23.00	23.00	-	23.00	Non Business
Interim authority notice following death etc. of licence holder	23.00	23.00	-	23.00	Non Business
Theft, loss etc of certificate or summary	10.50	10.50	-	10.50	Non Business
Notification of change of name or alteration of club rules	10.50	10.50	-	10.50	Non Business
Change of relevant registered address of club	10.50	10.50	-	10.50	Non Business
Theft, loss etc of temporary event notice	10.50	10.50	-	10.50	Non Business
Theft, loss etc of personal licence	10.50	10.50	-	10.50	Non Business
Duty to notify change of name or address	10.50	10.50	-	10.50	Non Business
Right of freeholder etc to be notified of licensing matters	21.00	21.00	-	21.00	Non Business

Note: Fees determined by Government

**Environmental Services**

		2020/2021	2021/2022	VAT	2021/2022 Total Charge	VAT Status
		Basic Charge £ p	Basic Charge £ p	£ p	£ p	
<b>Penalty Notices</b>						
Fine for Dog Fouling	statutory fee	50.00	50.00	-	50.00	Non business
<b>Parking enforcement pending introduction of Civil Parking Enforcement (currently scheduled for July 2009)</b>						
Operational Guidance to Local Authorities: Parking Policy and enforcement. Department for Transport. Traffic Management Act 2004						
Higher Level Contravention paid after service of charge certificate	statutory fee	105.00	105.00	-	105.00	Non-business
Higher Level Contravention paid after 14 days but before service of charge certificate	statutory fee	70.00	70.00	-	70.00	Non-business
Higher level contravention paid within 14 days	statutory fee	35.00	35.00	-	35.00	Non-business
Lower Level Contravention paid after service of charge certificate	statutory fee	75.00	75.00	-	75.00	Non-business
Lower level contravention paid within 14 days	statutory fee	50.00	50.00	-	50.00	Non-business
Lower level contravention paid within 14 days	statutory fee	25.00	25.00	-	25.00	Non-business
<b>Nuisance parking</b>						
Fixed penalty notices (FPN's)	statutory fee	100.00	100.00	-	100.00	Non-business
If paid within 14 days		75.00	75.00	-	75.00	Non-business
<b>Abandoned vehicles</b>						
Fixed penalty notices (FPN's)	statutory fee	200.00	200.00	-	200.00	Non-business



## Environmental Services

			2020/2021	2021/2022	VAT	2021/2022	VAT Status
			Basic Charge	Basic Charge		Total	
			£ p	£ p	£ p	Charge	
						£ p	
<b>Penalty Notices (continued)</b>							
Depositing litter	Fixed penalty notices (FPN's)	statutory fee	80.00	80.00	-	80.00	Non-business
	If paid within 14 days		60.00	60.00	-	60.00	Non-business
Graffiti & Fly-posting	Fixed penalty notices (FPN's)	statutory fee	80.00	80.00	-	80.00	Non-business
	If paid within 14 days		60.00	60.00	-	60.00	Non-business
Unauthorised distribution of free printed matter	Fixed penalty notices (FPN's)	statutory fee	80.00	80.00	-	80.00	Non-business
	If paid within 14 days		60.00	60.00	-	60.00	Non-business
Failure to comply with a waste receptacles notice	Fixed penalty notices (FPN's)	statutory fee	80.00	80.00	-	80.00	Non-business
	If paid within 14 days		60.00	60.00	-	60.00	Non-business
Failure to comply with a street litter control notice	Fixed penalty notices (FPN's)	statutory fee	110.00	110.00	-	110.00	Non-business
	If paid within 14 days		83.00	83.00	-	83.00	Non-business
Failure to comply with a litter clearing notice	Fixed penalty notices (FPN's)	statutory fee	110.00	110.00	-	110.00	Non-business
	If paid within 14 days		83.00	83.00	-	83.00	Non-business
Failure to produce waste documents	Fixed penalty notices (FPN's)	statutory fee	300.00	300.00	-	300.00	Non-business
	If paid within 14 days		180.00	180.00	-	180.00	Non-business
Failure to produce authority to transport waste	Fixed penalty notices (FPN's)	statutory fee	300.00	300.00	-	300.00	Non-business
	If paid within 14 days		180.00	180.00	-	180.00	Non-business
Smoking in smoke free premises or work vehicles	Fixed penalty notices (FPN's)	statutory fee	50.00	50.00	-	50.00	Non-business
	If paid within 14 days		30.00	30.00	-	30.00	Non-business
Failure to display no smoking signs	Fixed penalty notices (FPN's)	statutory fee	200.00	200.00	-	200.00	Non-business
	If paid within 14 days		150.00	150.00	-	150.00	Non-business

<p><b>THE BUILDING ACT 1984 : THE BUILDING REGULATIONS 2010 (As amended)</b></p> <p>The building owner or agent must make a building regulations application and pay a fee for the construction of new works. All work must comply with the 2010 Building Regulations (as amended).</p> <p>The person carrying out the building works is to liaise with and meet the requirements of the Local Authority Building Control and give the required notice for certain key stages of works as detailed in the guidance below.</p> <p>The charges set out on the following pages have been set in accordance with the Building (Local Authority Charges) Regulations 2010. The tables give the charges for various categories of work.</p>
<p><b>Full Plans Applications Charges</b></p> <p>The 'charges' shown in the following tables relate to Full Plans Applications. For the definition and details of Full Plans Applications please visit the respective Council's website.</p>
<p><b>Building Notice Applications Charges</b></p> <p>Where building work is of a relatively minor nature, the Building Notice charge is the same for the Full Plans Application charge except for Cotswold District Council where the Building Notice charge is as shown on the relevant Tables.</p> <p>For the definition and details of Building Notice Applications please visit the respective Council's website.</p> <p>A Building Notice Application will not, in the majority of situations, be accepted for new dwellings. It is also likely that new dwellings may potentially attract additional charges depending on what level of design input has been achieved by the applicant.</p>
<p><b>Regularisation Applications (Retrospective Works) Charges</b></p> <p>The charge required when depositing an application for regularisation (or reversion) is 100% of the appropriate charge as listed in the following tables <b>excluding VAT</b>, with an additional 50% premium added to it. This type of application is exempt from VAT.</p> <p>For the definition and details of Regularisation Applications please visit the respective Council's website.</p>
<p><b>Works to provide access and facilities for disabled persons</b></p> <p>Charges are not payable when the proposed work is to provide access and facilities in an existing dwelling or an extension to store equipment or provide medical treatment for a disabled person. In order to claim exemption, the appropriate evidence as to the relevance of the adaptation for the person's disability must accompany the application.</p>

<b>TABLE A – NEW DWELLINGS</b> <i>e.g. flats, houses with total floor area of less than 300m<sup>2</sup></i>		
No. of dwellings	Charge (excl. VAT)	Charge (incl. VAT)
1	£582.00	£698.40
2+	Price on application	

**Notes:**

- Where more than 1 dwelling is proposed, charges will be calculated on an individual application
- New dwellings over 300m<sup>2</sup> in floor area – charges to be negotiated.
- No additional fees are payable for different associated garages, built at the same time as the
- [Local Authority Building Control \(LABC\) can provide competitively priced 10 year Structural](#)

<b>TABLE B – DOMESTIC AND COMMERCIAL EXTENSIONS TO A SINGLE BUILDING</b>		
Description	Charge (excl. VAT)	Charge (incl. VAT)
Erection / Extension of a garage (30m <sup>2</sup> to 60m <sup>2</sup> )	£284.00	£340.80
Garage conversion to habitable accommodation	£213.00	£255.60
Loft conversion up to 100m <sup>2</sup>	£568.00	£681.60
Loft conversion over 100m <sup>2</sup>	Price on application	
Extension up to 20m <sup>2</sup>	£440.00	£528.00
Extension 20m <sup>2</sup> up to 60m <sup>2</sup>	£582.00	£698.40
Extension 60m <sup>2</sup> up to 100m <sup>2</sup>	£732.00	£878.40
Extension over 100m <sup>2</sup>	Price on application	

**Notes:**

- References to floor area relate to the total internal area of all storeys.
- Where more than one extension is proposed, the floor areas must be added together to determine
- Some alterations to buildings to improve facilities for disabled persons are exempt from charges.

<b>TABLE C – ALL OTHER WORK</b>		
Description	Charge (excl. VAT)	Charge (incl. VAT)
Under £1,000	£106.00	£127.20
£1,001 to £5,000	£213.00	£255.60
£5,001 to £10,000	£284.00	£340.80
£10,001 to £20,000	£391.00	£469.20
£20,001 to £30,000	£554.00	£664.80
£30,001 to £40,000	£676.00	£811.20
£40,001 to £50,000	£781.00	£937.20
£50,001 to £60,000	£959.00	£1,150.80
£60,001 to £70,000	£1,030.00	£1,236.00
£70,001 to £80,000	£1,136.00	£1,363.20
Over £80,000	Price on application	

For competitive quotations for projects over £80,000 please contact the building control team on

01993 861651 or by emailing [building.control@westoxon.gov.uk](mailto:building.control@westoxon.gov.uk)

<b>TABLE C – ALL OTHER WORK <i>continued</i></b>		
<b>Description</b>	<b>Charge (excl. VAT)</b>	<b>Charge (incl. VAT)</b>
Electrical installations if not using a competent electrical engineer	£437.00	£524.40
New windows install by non FENSA opp – up to 8 windows	£106.00	£127.20
New windows install by non FENSA opp – over to 8 windows	Price on application	
<b>Notes on additional services:</b>		
<p>a) <a href="#">Local Authority Building Control (LABC) can provide competitively priced 10 year Structural</a></p> <p>b) SAP/EPC and SBEM calculations can be provided – price on application.</p> <p>c) Air pressure testing can be provided – price on application.</p>		
For more information please contact:		
The building control team on 01993 861651		
<a href="mailto:building.control@westoxon.gov.uk">Email: building.control@westoxon.gov.uk</a>		

<b>TABLE D – ADDITIONAL SERVICES</b>
<p>Other relevant services not covered by the previous tables may be undertaken on a 'cost recovery' basis. The following are examples of additional services which the Council may provide:</p> <ul style="list-style-type: none"> <li>· <b>Provision of Completion Certificates e.g. where requested more than six months after completion of the building work</b></li> <li>· <b>Advisory work in connection with i) demolition of buildings and ii) dangerous structures</b></li> <li>· <b>There is a charge of £132 to administer an application which has not been visited for 10 years.</b></li> </ul> <p>Services will be charged on an hourly rate of £66.00 per hour (including VAT).</p>

**Environmental Services**

Annex D

	2020/2021 Basic Charge £ p	2021/2022 Basic Charge £ p	VAT £ p	2021/2022 Total Charge £ p	VAT Status	
<b>Dog Control (Release of an impounded Stray Dog)</b>						
Statutory Fee	25.00	25.00	-	25.00	Non business	
Kennelling	per day	20.00	22.00	22.00	Non business	
Administration Fee	33.20	36.50	-	36.50	Non business	
Delivery Charge (Optional return of dog to owner by the kennels)	49.00	53.90	10.78	64.67	Standard	
<i>Note: The cost of veterinary treatment will be passed on in full to the dog owner. Owners in receipt of an income-related benefit shall only be charged for kennelling and</i>						
Dog Chipping - Standard (subject to availability)	16.55	18.20	3.64	21.84	Standard	
Dog Chipping - Concessionary (subject to availability)	16.55	18.20	3.64	21.83	Standard	
<b>Other Services</b>						
Radar keys	4.00	4.40	0.88	5.28	Standard	
Public Sewer Searches	statutory fee	30.00	30.00	-	30.00	Non business
<b>Fairs</b>						
Chipping Norton Mop Fair	5,000.00	5,250.00		5,250.00	Exempt	
Woodstock Fair	2,500.00	2,625.00		2,625.00	Exempt	
<b>Home Improvement Agency:</b>						
Agency Fees for Grant-aided Works up to £5,000	17% of cost	15% of cost			As Applicable	
Agency Fees for balance of Grant-aided Works Above £5,000	14% of cost	15% of cost			As Applicable	
Small Repairs Fee - Estimates quoted at £20 per hour plus VAT (if applicable) plus cost of materials used					As Applicable	
Agency Fees for balance of Grant-aided Works Above £5,000	14% of cost	15% of cost			As Applicable	
Small Repairs Fee - Estimates quoted at £20 per hour plus VAT (if applicable) plus cost of materials used					As Applicable	

Environmental Services

Annex D

		2020/2021 Basic Charge £ p	2021/2022 Basic Charge £ p	VAT £ p	2021/2022 Total Charge £ p	VAT Status
<b>Street Naming and Numbering</b>						
Change of an existing property name		60.50	63.52	-	63.52	Non Business
Allocating a name to a property or allocating a number to a named property		60.50	63.52	-	63.52	Non Business
Change of a commercial building address		60.50	63.52	-	63.52	Non Business
Change of street name at residents, developers or parish/town council request		362.25	380.36	-	380.36	Non Business
Plus additional charge per property/unit where consultation with existing residents is to be carried out by WODC		40.00	41.99	-	41.99	Non Business
Naming and numbering of a block of flats		180.90	189.95	-	189.95	Non Business
Naming and numbering of new properties including commercial buildings	Per Unit up to 5 plots	60.50	63.52	-	63.52	Non Business
	6 - 25 plots	511.80	537.39	-	537.39	Non Business
	26 - 75 plots	796.00	835.79	-	835.79	Non Business
	76 - 150 plots	1,137.25	1,194.11	-	1,194.11	Non Business
	151 - 250 plots	1,421.55	1,492.63	-	1,492.63	Non Business
	251 - 350 plots	1,705.90	1,791.19	-	1,791.19	Non Business
	351 - 500 plots	1,990.15	2,089.66	-	2,089.66	Non Business
	501 or more plots	2,274.50	2,388.22	-	2,388.22	Non Business
Additional charges where new street names are required:						
	1 - 5 new street names	227.50	238.87	-	238.87	Non Business
	6 - 10 new street names	454.90	477.64	-	477.64	Non Business
	10 or more new street names	568.75	597.19	-	597.19	Non Business
Charge for a developer amending plans after naming and numbering has commenced		120.95	127.00	-	127.00	Non Business
Charges for preparing site location plans and supervising the installation of street nameplates						
	1-4 Nameplates	190.40	199.90	39.98	239.88	Standard Rate
	5-8 Nameplates	244.75	257.00	51.40	308.40	Standard Rate
	9-12 Nameplates	299.10	314.10	62.82	376.92	Standard Rate
	13-16 Nameplates	353.50	371.20	74.24	445.44	Standard Rate
	17-20 Nameplates	407.95	428.40	85.68	514.08	Standard Rate
	21-24 Nameplates	462.30	485.40	97.08	582.48	Standard Rate
	25-28 Nameplates	516.70	542.50	108.50	651.00	Standard Rate
	29+ Nameplates	543.85	571.00	114.20	685.20	Standard Rate

Note:

The charges above include all necessary administration, site visits to carry out existing address checks, establishing any new street names required and the publishing of the new addresses to relevant organisations

**Environmental Services**

**Annex D**

<b>Services Rendered or Performed</b>	<b>2020/2021 Basic Charge £ p</b>	<b>2021/2022 Basic Charge £ p</b>	<b>VAT £ p</b>	<b>2021/2022 Total Charge £ p</b>	<b>VAT Status</b>		
Pest Control - Domestic							
Rats & Mice (per course of treatment)	53.40	56.10	11.22	67.32	Standard		
<i>Note: Pest Control for rats and mice will be charged at the survey rate for occupiers of domestic premises in receipt of an income-related benefit</i>	17.75	18.60	3.72	22.32	Standard		
Wasps	51.30	53.90	10.78	64.68	Standard		
Second & Subsequent wasps nests treated during the same visit	25.50	26.80	5.36	32.16	Standard		
Other Insects	67.25	70.60	14.12	84.72	Standard		
Other Insects - all following visits	35.85	37.70	7.54	45.24			
Abortive Calls and Surveys	17.75	18.60	3.72	22.32	Standard		
Pest Control - Commercial							
All pests (except wasps)		per hour (min 1 hour)	85.45	89.70	17.94	107.64	Standard
Wasps		(includes materials)	85.45	89.70	17.94	107.64	Standard
Abortive Calls and Surveys		per ½ hour (min ½ hour)	42.75	44.90	8.98	53.88	Standard

## Environmental Services

## Annex D

Services Rendered or Performed	2020/2021	2021/2022	VAT	2021/2022	VAT Status
	Basic Charge £ p	Basic Charge £ p	£ p	Total Charge £ p	
Commercial & Schedule 1 Waste (Refuse)					
<b>Cost per collection</b>					
180 Litre Bin (Schedule 1 only)	4.92	5.17	-	5.17	Non Business
240 Litre Bin	6.59	6.92	-	6.92	Non Business
360 Litre Bin	10.17	10.68	-	10.68	Non Business
660 Litre Bin	13.25	13.92	-	13.92	Non Business
1,100 Litre Bin	18.78	19.72	-	19.72	Non Business
660 Litre Bin - Clinical	13.09	13.74	-	13.74	Non Business
<b>Annual once per week collection</b>					
180 Litre Bin (Schedule 1 only)	255.84	268.63	-	268.63	Non Business
240 Litre Bin	342.68	359.85	-	359.85	Non Business
360 Litre Bin	528.84	555.17	-	555.17	Non Business
660 Litre Bin	689.00	723.63	-	723.63	Non Business
1,100 Litre Bin	976.56	1,025.28	-	1,025.28	Non Business
660 Litre Bin - Clinical	680.68	714.68	-	714.68	Non Business
Commercial & Schedule 1 Waste (Recycling)					
Cost per collection					
180 Litre Bin (Schedule 1 only)	3.21	3.37	-	3.37	Non Business
240 Litre Bin	4.31	4.52	-	4.52	Non Business
360 Litre Bin	6.67	7.01	-	7.01	Non Business
660 Litre Bin	9.23	9.69	-	9.69	Non Business
1,100 Litre Bin	13.10	13.75	-	13.75	Non Business
Commercial & Schedule 1 Waste (Food)					
23 Litre Caddy	3.55	3.72	-	3.72	Standard
140 Litre Bin	4.41	4.63	-	4.63	Standard
240 Litre Bin	5.17	5.42	-	5.42	Standard
360 Litre Bin	6.07	6.37	-	6.37	Standard
660 Litre Bin	8.31	8.73	-	8.73	Standard

**These charges are net of VAT as per a change in HMRC policy but may be subject to future review**



**Environmental Services**

Annex D

	<b>2020/2021 Basic Charge</b>	<b>2021/2022 Basic Charge</b>	<b>VAT</b>	<b>2021/2022 Total Charge</b>	<b>VAT Status</b>
	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	
<b>Services Rendered or Performed</b>					
*Pre paid plastic sacks - per sack (Refuse)	2.65	2.80	-	2.80	Non Business
*Pre paid stickers - per sticker (Refuse)	2.65	2.80	-	2.80	Non Business
*Pre paid plastic sacks - per sack (Recycling)	2.15	2.30	-	2.30	Non Business
*Pre paid stickers - per sticker (Recycling)	2.15	2.30	-	2.30	Non Business
<i>*Service to be available where wheeled bins are unsuitable</i>					
For Domestic use only:-					
Bulky household waste charges					
Contaminated bin	96.70	101.50	-	101.50	Non Business
Waste collection from commercial establishments (See page 12.17 for chargeable items)					
Green Waste Collection	30.00	35.00	-	35.00	Non-business
Recovery of Abandoned Trolleys (per trolley)	50.24	52.75	10.55	63.30	Standard

**Bulky Household Waste Collection Service**

Annex D Increase % 1.050  
1.084  
1.066

	2020/2021 Basic Charge £ p	2021/2022 Basic Charge £ p	VAT £ p	2021/2022 Total Charge £ p	VAT Status	
<b>Normal Items</b>						
Normal Household items*						
Up to 4 items	27.68	27.68	-	27.68	Non business	Scott Willi:
Each additional item with a limit of up to two additional items	9.22	9.22	-	9.22	Non business	Scott Willi:
Please refer to <a href="http://www.Westoxon.gov.uk">www.Westoxon.gov.uk</a> for the up to date list of collectable items.						
<b>Non - standard household items</b>						
Non - standard household items	27.68	27.68	-	27.68		Scott Willi:

Please refer to [www.Westoxon.gov.uk](http://www.Westoxon.gov.uk) for the up to date list of collectable items.

**Note: The Council will not collect the following items:**

*Asbestos, Bricks, Builders Rubble, Car Shells, Chemicals, Gas Bottles, Oil Drums, Paint, Trailers, Vehicle Engines (or other parts) or Vehicle wheels/tyres*

**CALCULATION OF DISTRICT COUNCIL TAXBASE 2021/22**

BAND	CHARGEABLE DWELLINGS IN BAND	LESS TOTAL RELIEFS	PLUS FORECAST NEW BUILD	NET CHARGEABLE DWELLINGS	BAND 'D' CONVERSION	TRADITIONAL	NEW	NEW BAND D EQUIVALENT CHARGEABLE DWELLINGS AT 98.5%	ADJUSTMENT FOR MOD CONTRIB IN LIEU	TAX BASE FOR COUNCIL SETTING PURPOSE
						BAND 'D' EQUIVALENT CHARGEABLE DWELLINGS	DISCOUNT ADJUSTMENTS			
(1)	(2)	(3)	(4)	(5)	(6)	(7) (COL 5 x 6)	(8)	(9) (COL7+8)*0.985		
A*	3	-0.25	0.00	2.75	5/9	1.53	0.00	1.50		1.50
A	1,453	-271.25	0.00	1,181.75	6/9	787.83	42.33	817.71		817.71
B	4,891	-799.50	0.00	4,091.50	7/9	3,182.28	27.22	3,161.36		3,161.36
C	16,500	-1,632.75	0.00	14,867.25	8/9	13,215.33	87.56	13,103.35		13,103.35
D	10,819	-938.25	877.29	10,758.04	1	10,758.04	-2,424.77	8,208.27	932.50	9,140.77
E	7,218	-541.25	0.00	6,676.75	11/9	8,160.47	101.45	8,137.99		8,137.99
F	4,123	-248.75	0.00	3,874.25	13/9	5,596.14	80.16	5,591.15		5,591.15
G	2,726	-192.50	0.00	2,533.50	15/9	4,222.50	129.17	4,286.39		4,286.39
H	356	-40.50	0.00	315.50	2	631.00	57.00	677.68		677.68
<b>TAXBASE FOR TAX SETTING PURPOSES</b>						46,555.12	-1,899.88	43,985.41	932.50	<b>44,917.91</b>

## PARISH PRECEPTS AND TAXBASE 2020/21 &amp; 2021/22

PARISH	← TAXBASE →			← PRECEPT →			← BAND D COUNCIL TAX →		
	2020/2021	2021/2022	%	2020/2021	2021/2022	%	2020/2021	2021/2022	%
	No.	No.	CHANGE	£	£	CHANGE	£	£	CHANGE
ALVESCOT	202.03	202.67	0.32	14,436	14,500	0.44	71.45	71.54	0.13
ASCOTT-UNDER-WYCHWOOD	252.92	252.68	(0.09)	22,162		(100.00)	87.62	0.00	(100.00)
ASTHAL	151.88	154.32	1.61	3,684		(100.00)	24.26	0.00	(100.00)
ASTON,COTE,SHIFFORD & CHIMNEY	582.80	589.42	1.14	28,988		(100.00)	49.74	0.00	(100.00)
BAMPTON	1,204.64	1,231.20	2.20	134,349	141,000	4.95	111.53	114.52	2.68
BLACK BOURTON	126.22	122.21	(3.18)	13,119		(100.00)	103.94	0.00	(100.00)
BLADON	391.56	388.08	(0.89)	40,393	40,287	(0.26)	103.16	103.81	0.63
BLENHEIM	24.52	24.68	0.65	0	0	0.00	0.00	0.00	0.00
BRIZE NORTON	380.25	468.06	23.09	25,039	31,256	24.83	65.85	66.78	1.41
BROADWELL	71.06	67.75	(4.66)	497		(100.00)	6.99	0.00	(100.00)
BRUERN	36.80	37.07	0.73	0	0	0.00	0.00	0.00	0.00
BURFORD	741.55	758.23	2.25	75,542		(100.00)	101.87	0.00	(100.00)
CARTERTON	5,300.63	5,347.73	0.89	391,929		(100.00)	73.94	0.00	(100.00)
CASSINGTON	318.97	327.54	2.69	14,354	22,050	53.62	45.00	67.32	49.60
CHADLINGTON	379.94	380.56	0.16	14,916		(100.00)	39.26	0.00	(100.00)
CHARLBURY	1,336.23	1,339.02	0.21	105,209	106,096	0.84	78.74	79.23	0.62
CHASTLETON	65.29	63.81	(2.27)	0		0.00	0.00	0.00	0.00
CHILSON	56.89	57.46	1.00	300	300	0.00	5.27	5.22	(0.95)
CHIPPING NORTON	2,711.99	2,737.46	0.94	312,188		(100.00)	115.11	0.00	(100.00)
CHURCHILL & SARSDEN	335.66	341.72	1.81	28,800		(100.00)	85.80	0.00	(100.00)
CLANFIELD	358.75	358.70	(0.01)	19,077		(100.00)	53.18	0.00	(100.00)
COMBE	330.05	335.65	1.70	13,453	13,686	1.73	40.76	40.77	0.02
CORNBURY & WYCHWOOD	27.14	27.58	1.62	0	0	0.00	0.00	0.00	0.00
CORNWELL	27.72	27.96	0.87	0	0	0.00	0.00	0.00	0.00
CRAWLEY	76.41	80.83	5.78	1,833		(100.00)	23.99	0.00	(100.00)
CURBRIDGE & LEW	250.11	309.69	23.82	14,658	17,500	19.39	58.61	56.51	(3.58)
DUCKLINGTON	638.08	635.01	(0.48)	34,001	35,701	5.00	53.29	56.22	5.50
ENSTONE	593.71	579.54	(2.39)	33,056	33,214	0.48	55.68	57.31	2.93
EYNESHAM	1,976.23	2,039.58	3.21	124,165		(100.00)	62.83	0.00	(100.00)

## PARISH PRECEPTS AND TAXBASE 2020/21 &amp; 2021/22

PARISH	← TAXBASE →			PRECEPT 2020/2021	PRECEPT 2021/2022	← BAND D COUNCIL TAX →	2020/2021	2021/2022	% CHANGE			
	2020/2021	2021/2022	% CHANGE							2020/2021	2021/2022	% CHANGE
	No.	No.								£	£	£
FAWLER	44.34	45.19	1.92	0		0.00	0.00	0.00	0.00			
FIFIELD	107.85	107.28	(0.53)	5,961		(100.00)	55.27	0.00	(100.00)			
FILKINS & BROUGHTON POGGS	215.62	215.14	(0.22)	17,757		(100.00)	82.35	0.00	(100.00)			
FINSTOCK	293.40	293.39	(0.00)	22,617		(100.00)	77.09	0.00	(100.00)			
FREELAND	667.43	693.37	3.89	62,494		(100.00)	93.63	0.00	(100.00)			
FULBROOK	241.93	241.97	0.02	7,383		(100.00)	30.52	0.00	(100.00)			
GLYMPTON	39.60	42.48	7.27	0	0	0.00	0.00	0.00	0.00			
GRAFTON & RADCOT	31.77	31.25	(1.64)	0		0.00	0.00	0.00	0.00			
GREAT TEW	88.23	89.94	1.94	149		(100.00)	1.69	0.00	(100.00)			
HAILEY	491.60	499.88	1.68	34,669	35,266	1.72	70.52	70.55	0.04			
HANBOROUGH	1,321.14	1,352.42	2.37	92,295	94,481	2.37	69.86	69.86	0.00			
HARDWICK WITH YELFORD	52.51	52.35	(0.30)	0		0.00	0.00	0.00	0.00			
HEYTHROP	69.12	65.49	(5.25)	1,190	1,200	0.84	17.22	18.32	6.39			
HOLWELL	25.47	25.31	(0.63)	0		0.00	0.00	0.00	0.00			
IDBURY	74.16	74.79	0.85	0		0.00	0.00	0.00	0.00			
KELMSCOTT	42.92	40.81	(4.92)	0		0.00	0.00	0.00	0.00			
KENCOT	64.30	63.34	(1.49)	0		0.00	0.00	0.00	0.00			
KIDDINGTON WITH ASTERLEIGH	52.46	54.95	4.75	0		0.00	0.00	0.00	0.00			
KINGHAM	392.15	390.32	(0.47)	27,606		(100.00)	70.40	0.00	(100.00)			
LANGFORD	158.83	155.62	(2.02)	3,954		(100.00)	24.89	0.00	(100.00)			
LEAFIELD	372.18	372.79	0.16	61,945		(100.00)	166.44	0.00	(100.00)			
LITTLE FARINGDON	40.58	41.68	2.71	0		0.00	0.00	0.00	0.00			
LITTLE TEW	102.41	104.62	2.16	1,295		(100.00)	12.65	0.00	(100.00)			
LYNEHAM	87.71	88.89	1.35	0	0	0.00	0.00	0.00	0.00			
MILTON-UNDER-WYCHWOOD	754.25	766.01	1.56	48,958		(100.00)	64.91	0.00	(100.00)			
MINSTER LOVELL	647.36	636.22	(1.72)	37,439		(100.00)	57.83	0.00	(100.00)			
NORTH LEIGH	828.40	891.59	7.63	40,563	30,000	(26.04)	48.97	33.65	(31.28)			
NORTHMOOR	185.95	185.68	(0.15)	4,048		(100.00)	21.77	0.00	(100.00)			
OVER NORTON	198.11	196.69	(0.72)	20,803		(100.00)	105.01	0.00	(100.00)			

## PARISH PRECEPTS AND TAXBASE 2020/21 &amp; 2021/22

PARISH	← TAXBASE →			← PRECEPT →			← BAND D COUNCIL TAX →		
	2020/2021	2021/2022	%	2020/2021	2021/2022	%	2020/2021	2021/2022	%
	No.	No.	CHANGE	£	£	CHANGE	£	£	CHANGE
RAMSDEN	179.11	182.04	1.64	16,610	20,275	22.07	92.74	111.38	20.10
ROLLRIGHT	243.84	244.73	0.36	11,500	12,006	4.40	47.16	49.06	4.03
ROUSHAM	25.86	25.91	0.19	0	0	0.00	0.00	0.00	0.00
SALFORD	129.16	125.01	(3.21)	6,621		(100.00)	51.26	0.00	(100.00)
SANDFORD ST MARTIN	149.69	144.97	(3.15)	9,468		(100.00)	63.25	0.00	(100.00)
SHILTON	282.67	287.62	1.75	7,914		(100.00)	28.00	0.00	(100.00)
SHIPTON-UNDER-WYCHWOOD	657.89	675.69	2.71	35,240	36,332	3.10	53.57	53.77	0.37
SOUTH LEIGH	167.23	167.11	(0.07)	7,272		(100.00)	43.49	0.00	(100.00)
SPELSBURY	148.98	149.84	0.58	6,718		(100.00)	45.09	0.00	(100.00)
STANDLAKE	664.41	665.66	0.19	24,698	25,000	1.22	37.17	37.56	1.05
STANTON HARCOURT	420.02	447.71	6.59	21,784		(100.00)	51.86	0.00	(100.00)
STEEPLE BARTON	582.81	592.59	1.68	20,773		(100.00)	35.64	0.00	(100.00)
STONESFIELD	685.75	688.86	0.45	31,960		(100.00)	46.61	0.00	(100.00)
SWERFORD	88.12	89.30	1.34	3,163	3,200	1.17	35.89	35.83	(0.17)
SWINBROOK & WIDFORD	96.85	91.47	(5.55)	1,490		(100.00)	15.38	0.00	(100.00)
TACKLEY	460.99	480.03	4.13	26,046		(100.00)	56.50	0.00	(100.00)
TAYNTON	78.03	78.53	0.64	3,989	4,000	0.28	51.12	50.94	(0.35)
WESTCOT BARTON	86.87	82.68	(4.82)	996		(100.00)	11.47	0.00	(100.00)
WESTWELL	48.27	47.47	(1.66)	0	0	0.00	0.00	0.00	0.00
WITNEY	10,548.84	10,638.06	0.85	1,628,699		(100.00)	154.40	0.00	(100.00)
WOODSTOCK	1,559.98	1,563.18	0.21	98,842	122,800	24.24	63.36	78.56	23.99
WOOTTON	288.79	295.45	2.31	8,723		(100.00)	30.21	0.00	(100.00)
WORTON	49.25	48.38	(1.77)	0	0	0.00	0.00	0.00	0.00
<b>TOTAL TAXBASE (No.)</b>	<b>44,285.22</b>	<b>44,917.96</b>	<b>1.43</b>						
<b>TOTAL PRECEPT (£)</b>				<b>3,929,780</b>	<b>840,150</b>	<b>(78.62)</b>			
<b>AVERAGE 'BAND D' COUNCIL TAX (£)</b>							<b>88.74</b>	<b>18.70</b>	<b>(78.93)</b>