



**Ealing Borough Council
Town Hall
New Broadway
London W5 2BY**

Committee Team Manager:
Linda Zimmerman
Direct Line: 020 8825 5537
Fax: 020 8825 6909
Email: zimmermal@ealing.gov.uk

Regulatory Committee

Venue: Committee Room 3, Town Hall, New Broadway, W5 2BY
Date: Wednesday, 22 February 2017 at 19:00

Councillors K Crawford (Chair), Conti, Dhami, Kaur Dheer, Kelly, Gavan, McCartan, Sumner, Woodroffe.

AGENDA

Open to Public and Press

- 1 Apologies for Absence**
- 2 Urgent Matters**
- 3 Declarations of Interest**
- 4 Matters to be Considered in Private**

- | | | |
|----------|--|----------------|
| 5 | Minutes - 25 October 2016 | 3 - 8 |
| | To approve as a correct record the minutes of the meeting held on 25 October 2016. | |
| 6 | Envirocrime Enforcement Update | 9 - 20 |
| 7 | Surveying Services Update | 21 - 36 |
| 8 | Date of Next Meeting | |
| | The next meeting will be held on 26 April 2017. | |

**Paul Najsarek
Chief Executive
14 February 2017**

REGULATORY COMMITTEE

Tuesday 25th October 2016 at 7.00pm

PRESENT: Councillors K Crawford (Chair), *Aslam, Kaur Dheer, Gavan, Kelly, McCartan, *Morrissey, Sumner, Woodroffe.

5

*Substitutes

1. Apologies for Absence
Cllr Conti and Cllr Dhami

2. Urgent Matters
There were none

3. Declarations of Interest
There were none

4. Matters to be considered in private
There were none

5. Minutes

It was agreed that the minutes of the meetings held on 12th January 2016, 28th June 2016 & 14th July 2016 were a true and correct record.

6. Outsourcing on Low Risk Official Food Controls - Regulatory Services

Helen Statham gave a presentation outlining the work that the Food Safety Team undertakes at Ealing Council. The presentation highlighted why the Service need to Outsource Low Risk Food Inspections. Some of the factors included;

- Ealing has over 50 approved establishments (most other Boroughs have 1 or 2 approved establishments).
- Inspections of food businesses are based on risk frequencies.
- It takes 4 years to qualify as an EH Officer (at Ealing there are approx. 15 Officers who have a degree but not fully qualified as an EHO).
- It has been difficult to recruit to posts as there is a high level of competency needed to premises risk and complexity and there are many retention issues.
- There is a high level of enforcement (last year Ealing's team closed over 40 food businesses temporarily).
- There is a high level of non-compliant businesses.
- The time taken up to issue a HEPN is potentially 18 hours of work.
- The time taken to audit an EU approved premise can be potentially up to 14 hours and 17 hours for a non-complaint business.
- Approved premises are inspected every 6-12 months
- The alternative options in recruiting are - a team of pay per inspection officers and admin staff, recruiting in house a team of pay per hour officer or recruiting a full complement of full time law enforcement officers.
- The reasons why outsourcing is the considered option is that the work is lower risk, less enforcement/follow up action, better value for money, previously

subject to ALT enforcement, currently not meeting the FSA requirements and more assurance from the provider that the work will be completed by a certain time.

- The outsourcing contract is worth less than £50,000 (1,200 inspections outsourced), the quality system consists of shadowed inspections and reality checks, access to a real time online system, competence in figures and numbers and the use of a competent supplier.

It was queried how many staff members will be working in the team, will they be working from home, what equipment will we be supplying them with and what are the terms and conditions of their employment. The Committee was informed by Helen Statham that we would provide the staff with a thermometer and probe, that there would be no need to provide laptops or computers to the staff as the reports that they would complete will be quality checked and uploaded to an Ealing in house database by qualified Ealing staff and Team leaders. There would also be no need for the agency staff to come into the staff building therefore no additional space will be taken up in Perceval House. It was confirmed that there are roughly 230 inspections every month and the company have a substantial amount of employees on their books.

It was suggested that the new provider will have all of the operative issues that Ealing Council have in terms of trying to complete a number of Inspections by a certain time, it was asked whether we have a backup plan in place. Helen Statham replied that there is a penalty to the provider if they do not meet the numbers that they have agreed to. The work is due to commence from next week and they are relatively confident that the work will be done and on time.

Jess Murray responded that we will monitor the inspections and if we did not see results within the agreed time scales we will flag this up along the way.

The Committee asked for clarification between a low risk and high risk business and how this is determined. Helen Statham explained that the service uses the Food Law Code of Practice to score the business on its food hygiene, management of the business, structure, etc and once the score has been given this then deems whether the business should be categorised as low or high risk.

Helen Statham then updated the Committee with a briefing note outlining charging for Food Hygiene Rating System Re-Rating which is a food hygiene rating that is given to businesses to reflect the standard of food hygiene found on the date of the inspection or visit by the Local Authority. There are currently 3 safeguards in place available if a business is not satisfied with the rating issued by the officer; 1- the right to Revisit, 2- the right to Reply and 3rd – the right to re-rate the business. The figures show that the number of re-ratings has decreased since 2014 and up until now the cost of rerating absorbed by the Local Authority could not be recovered. The FSA has introduced a pilot allowing for Local Authorities to charge for re-ratings. It was confirmed that Ealing would be taking part of this pilot scheme and as such can re-cover the costs associated with all re-rating visits that are accepted by the Local Authority. Helen Statham advised of a recruitment update in the Food Safety Team, 4 full time officers have been recruited to the food team and since this recruitment a further

officer has handed in their notice, the Team leaders are currently working on recruitment to this post.

It was also confirmed that as of the 14th November 2016 a seconded Compliance Partnership Manager will be in role falling under Regulatory Services and that their role will be crucial to tackling non-compliance for regulatory matters across a wide range of businesses.

7a. Performance and Process Review update (including a report on Conservation)

David Scourfield, Borough Planner, presented an update on performance and service projects in Planning Services. David explained that the key challenges for the Planning Department were balancing the needs for the planning applications, responsiveness and building relationships with residents, and making additional savings as required.

The report highlighted the performance summary for the Planning department including the statistics regarding the speed of processing application; 157a - Major applications 87.88% within time (National Target 60%, Service Target 62%), 157b - Minor Applications 88.9% within time (National target 65%, Service target 82%), 157c - Other Applications (Mainly Householder) 92.65% within time (National target 80%, Service target 92%).

The Planning department have similar issues regarding recruitment and retention and are currently working on recruitment via an external agency and are likely to recruit in the New Year.

It was asked if there was a plan to work with Regulatory Services on the new iDox system. David Scourfield explained that they do share the system with Regulatory Services; however they are currently focusing on getting the best value out of the system. The department has experienced some glitches with the implementation of the new iDox system which was mostly to do with the data transfer and this took up to 5 months to fix. Currently the department are looking at the electronic 'workflow' module called Enterprise, which will allow the validation and processing of the application and the issuing of the documents to be done electronically. The workflow system will simplify and quicken the process.

It was queried why the telephone responsiveness figure had fallen to 80% as it had been previously. Alex Jackson explained that the telephone management system that had been used over the past few years by Planning Service (Onyx) had been disabled due to major issues with functionality. A replacement system within Planning has been implemented linked to the Uniform ICT operating system so now the Service is looking at focusing on customer responsiveness.

It was commented on by a Committee member that the customer responsiveness was an issue as they had received complaints from residents who had failed to receive a response from the Planning department for over a month. Clarification of the current timescale to respond to a customer query was asked for. David Scourfield replied it is 10 working days and that the team are working on focusing their efforts on this area.

It was asked how we compare against other London Boroughs in terms of the time taken to process applications. David Scourfield said that we are amongst the top 5 London Boroughs.

An update on Site Notices was requested. Alex Jackson explained to the Committee that the format of the site notices have changed from that previously used, they are now on yellow waterproof paper with larger font and have had a change in wording. In addition two site notices are now displayed on each lamp post. Monitoring of the site notices consists of running daily reports and cross checking the notices that are displayed from photographic records and site notices are being removed after the end of a consultation period. Alex Jackson further explained that work is currently being undertaken to devise monitoring reports to show when notices have 'lapsed' in terms of the consultation period and in addition to this notices to include a request to the applicant/agent to remove the notice.

It was commented on that there are Local Authority Operatives on the Streets every day that could assist with taking down these site notices. There should be a more robust systematic method in place, perhaps the use of colour coded notices for each month.

Cllr Morrissey asked for an update on CIL (Community Infrastructure Levy), on how the funding will be applied and how transparent it will be. Steve Barton, Strategic Planning Manager explained that the schedule for this has been brought forward for formal adoption at the meeting of the Full Council in December and will be implemented in Spring 2017, subject to the member level approval. It will be after this point in time we will have more information regarding the funding and how it will be distributed and this information can be fed back to the Committee next year.

A member of the public asked the question about the new 'workflow' programme, what the timescale was and whether we have the resources to deliver it within the agreed timescale. David Scourfield replied that the IT system is a shared resource for which they can get support for and that they are due to have a scoping meeting soon to discuss the process.

7b. Conservation Area Review Programme – Planning Services

David Scourfield presented a report on the requirements to review Conservation area appraisal and management plans setting out a programme to undertake these reviews. The report highlighted the past reviews and future suggested reviews anticipating that the reviews will take place 2017/2018 and that the timetable will be subject to monitoring by Senior Planning Officers.

It was queried whether the local residents will have information regarding what reviews are taking place and how will the Council be informed of the outcome of these reviews. David Scourfield replied that they would inform Councillors of when each area review has been completed.

It was asked whether there is a timetable with dates available for these reviews and what the process involved when grouping these Conservation areas together. David

Scourfield replied that the timetable is deliberately vague as they are still working on the timetable and also wanted the input from the Regulatory Committee on whether any of these listed Conservation areas needed urgent priority. It was agreed that a timetable would be sent to the Committee shortly and that the Planning department was confident that they can carry out these reviews in-house.

It was queried when the Planning Team would consult on these reviews and report back to the Regulatory Committee. David Scourfield replied that they will be consulting through the whole process and that they would provide an update at the next Regulatory Committee.

A member of the public asked whether the Council has a priority attached to the reviews of the Conservation areas and is there a criteria behind the list of Conservation List that have been selected. The member of the public conveyed their lack of faith in the Conservation Area review report and commented that there is an enormous amount of expertise required in this work and that the Council should look at Outsourcing the reviews. Alex Jackson replied to this by confirming that they have explored outsourcing the conservation review project but have found that there to be limited interest and only a small part of the brief being filled.

The Chair advised that the Officers have a good understanding of what needs to be done and how they are going to complete the work with the limited resources that they have.

The Chair suggested that there should be more frequent Conservation Forums during the Conservation consultation period and suggested that Officers from Planning and Councillors should be invited to these Forums.

8. Date of next meeting – The next meeting will be held on Wednesday 22nd February 2017.

COUNCILLOR KATE CRAWFORD (Chair)

The meeting finished at 9.15pm

Contains Confidential or Exempt Information	NO
Title	Envirocrime Enforcement Update
Responsible Officer(s)	Gillian Marston, Interim Director, Environment
Author(s)	Lorien Nash, Engagement & Enforcement Manager
Portfolio(s)	Councillor Bassam Mahfouz, Environment & Transport
For Consideration By	Regulatory Committee
Date to be Considered	22 February 2017
Implementation Date if Not Called In	N/A
Affected Wards	All
Keywords/Index	Street Services, A Boards, Envirocrime

Purpose of Report:

The purpose of this report is to provide an update on planned service changes (introduction of timed collections and street trading service expansion), as well as an update on enforcement activity undertaken in the borough, particularly since the introduction of the borough wide alternate weekly collection service in June 2016.

1. Recommendations

- 1.1. For Regulatory Committee to note the approach to Street Trading licensing and borough wide enforcement activities.
- 1.2. For Regulatory Committee to note the Street Services department will be using delegated authority to license A Boards.
- 1.3. For Regulatory Committee to review the extension of the timed collections scheme and subsequent enforcement.

2. Reason for Decision and Options Considered

- 2.1 To provide the Committee with an update on Street Services' enforcement activity, and receive feedback on progress and future developments.
- 2.2 Proposed options detailed in Section 3. Key Implications.

3. Key Implications

Changes to Legislation

On 9 May 2016 new regulations came into force under Section 33 of the Environmental Protection Act 1990 that enable local authorities to issue fines (Fixed Penalty Notices) and set what they consider to be an appropriate level of penalty between £150 and £400 for small-scale fly-tipping.

The Environment Agency has produced guidance on The Unauthorised Deposit of Waste (Fixed Penalties) Regulations, 2016, which defines small scale fly tipping as: “deposits of non-hazardous waste ranging from a more than a bin bag (approximately 100 litres) to volumes of waste less than 500 litres/0.5 m³ (‘a car boot’)” and can include like items such as pieces of broken furniture, old televisions and mattresses.

Ealing Council was one of the first boroughs to adopt the higher rate fixed penalty notice of £400, as part of the Council’s approach to tackling fly-tipping under officer delegated powers.

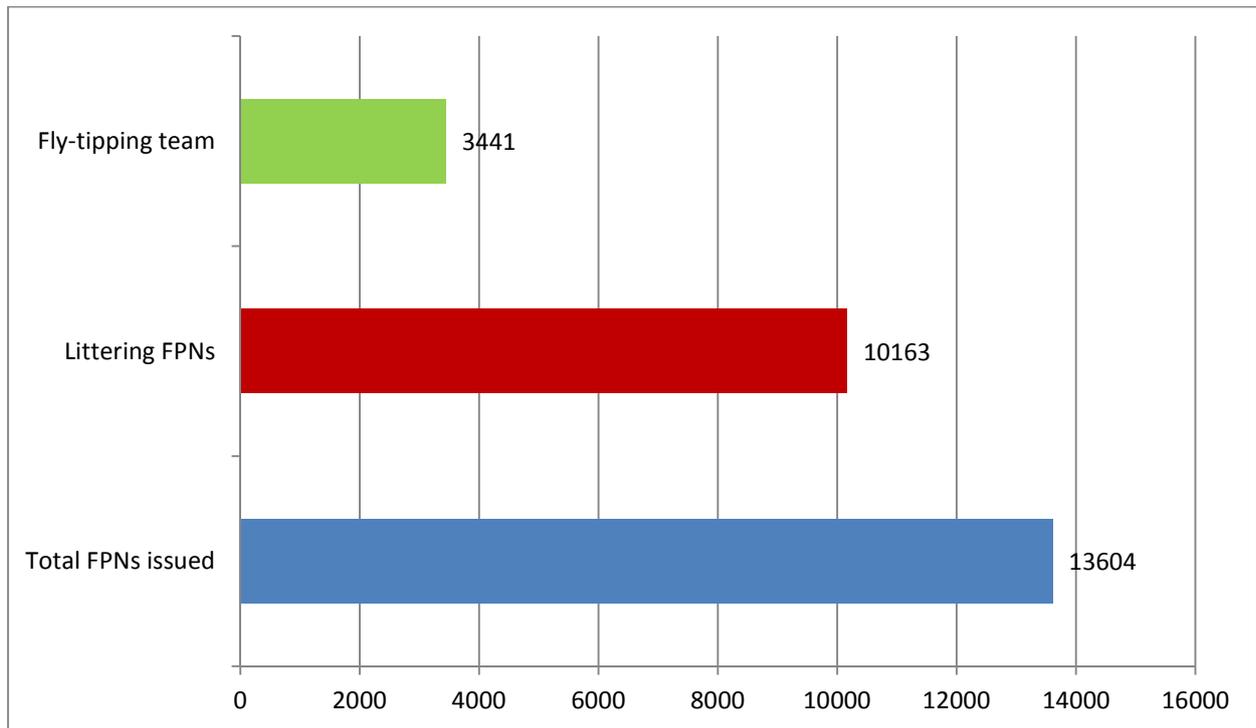
Kingdom Security Update

In September 2015, Kingdom Security were introduced on a two year pilot scheme to provide additional capacity to undertake the issuing of Fixed Penalty Notices (FPNs) in the borough to achieve a zero tolerance approach to certain environmental offences, namely littering and associated offences. To date, 10,163 FPNs have been issued across the borough for on the spot littering offences.

FPNs have a value of £80, with 58% of the value of those paid being retained by Kingdom Security. To date, there is a live payment rate of 74%. Any unpaid FPNs are referred to prosecution. To date, 277 cases have been sent through the Magistrate Court system, 100% of which have been found guilty. The surplus income received by the council through this pilot has been re-invested into the Street Services department to support the adhoc deployment of further resources in support of targeted enforcement operations, namely those associated with the introduction of the alternate weekly collection service from 6 June 2016.

From July 2016, Kingdom also commenced the issuing of FPNs for street trading offences for those trading without a licence and breach of licence in terms of exceeding frontage allowed outside premises. To date, a total of 163 FPNs have been issued, 81 of which have been paid, generating an income of £10,950.

Table 1: Number of Fixed Penalty Notices (FPNs) issued by Kingdom from September 2015 to date



Alternate Weekly Collection Service Enforcement

In June 2016, the council introduced an alternate weekly collection (AWC) system for waste and recycling collections, with food waste collected weekly. In addition, street cleansing services were also changed to ensure the council focuses efforts to those areas where cleansing is needed, whilst ensuring there is a weekly inspection of the cleanliness of every street in the borough.

The changes to street cleansing frequencies highlighted poor resident behaviour in certain locations, with regard to waste presentation and frequent fly-tipping that had previously been masked by the regular cleansing. To combat this, the council has introduced four dedicated fly-tip enforcement vehicles that are staffed by Amey operatives and Kingdom officers, to enable fly-tipped waste to be searched for evidence at the point of clearance. Any evidence obtained is followed up with appropriate enforcement activity in the form of Fixed Penalty Notices (FPNs). To date, 3,441 FPNs have been issued since July from these four dedicated vehicles.

In addition, a project is currently being undertaken to provide containerisation where possible to flats above shops where there are waste storage issues and frequent fly-tipping/incorrect presentation of waste, establishing permanent fixes prioritised by the scale of the problem, with relevant ward Councillor and resident group liaison where appropriate.

There are approximately 3,000 properties across 153 roads containing flats above shops being targeted through this project, with 41 locations visited and with actions identified to date. The numbers of properties visited and with a containment solution thus far are 354 out of 529.

Determining suitability for locations includes liaison with the relevant Enforcement Officer and joint site visits with Amey to discuss containment options and any changes to collection points. Depending on the circumstances at each location, there are a number of containment options available.

Container types

1100 litre communal bin (sharing)

360 litre wheelie bin (sharing) for rubbish and recycling

240 litre wheelie bin for rubbish and recycling

23 litre food waste bin

Criteria

To determine suitability for containment for flats above shops, the Officers look at:

- Rear access
- Communal storage space for bins
- Individual storage space for bins
- Access for collection vehicles
- Collection points for bins

For example, some areas have limited space and a communal 1100l bin to contain waste and keep the public highway clear of black bags is the best option. Other areas have more space, e.g. rear access with storage space for individual properties to have wheelie bins and 'own' their bin/place out for collection. Some areas have no rear access, or no right of access to the rear and these properties currently will not be offered containment for rubbish or recycling. Officers will communicate with these properties to ensure that residents are aware of how and when to dispose of their rubbish and recycling. Officers will look at alternative options in terms of containment in the future.

Where appropriate, container delivery is arranged (with appropriate signage regarding use), and letters hand delivered to residents and schedules updated. In addition, Enforcement Officers ensure businesses have appropriate trade waste agreements (particularly if containment agreed for residents/flats above shops).

Impact/successes

- Reduction in the number of black bags and associated litter on the public highway in associated roads with containment installed
- Reduction in fly-tipping reports/complaints in associated roads with containment installed
- Regular monitoring to respond quickly to any issues arising

Case studies and photos

- **Flats 102a-11a The Green, Southall**

One 1100 litre bin installed, successful implementation of containers, on-going monitoring and enforcement as required (before and after photos below)



- **Station Parade, Fordhook Avenue, W5**

Combination of 240 litre and 360 litre bins provided to residents, some properties sharing where applicable. Residents also provided with 23 litre food bins for recycling. Reduction in fly-tipping and resident complaints, on-going monitoring (before and after photos below)



Summary

There are approximately 3,000 properties across 153 roads containing flats above shops being targeted through this project, with 49 locations visited and with actions identified to date. The numbers of properties visited and with a containment solution thus far are 431 out of 606.

Timed Collections

A proposal is being developed to introduce timed collections to the main streets and shopping parades in Ealing in order to:

- Improve street and local environmental quality
- Avoid obstructions on our streets
- Reduce the amount of illegally dumped waste
- Encourage and change business behaviour towards waste and the environment

The scheme will affect the following roads

- Uxbridge Road (from Southall to Acton)
- South Road, Southall
- The Green, Southall
- King Street, Southall
- Drayton Green Road, The Avenue, Manor Road, W13
- Northfield Avenue, W13
- Bond Street, W5
- High Street, Ealing Green, St Mary's Road, South Ealing Road, W5
- Haven Green Road, W5
- King Street, Market Place, Churchfield Road, Acton

The time banding scheme will be rolled out from Spring 2017.

The scheme will specify no waste to be presented on the public highway between 8am and 6pm. The introduction of timed collections will mean bags on the street for less time, keeping streets cleaner. Bags on the public highways often attracts additional waste, contributing to litter, causing obstructions, staining pavements and making our streets unattractive. The introduction of timed collections will eliminate these issues, and keep the streets clean and tidy for people shopping, working and living in the borough. Timed collections will also reduce the number of obstructions, increasing access and improving safety for pedestrians and other users.

The scheme will stipulate specific time slots at the start and end of each day when businesses and residents will be permitted to present waste and recycling for collection ('Put Out Time') and when it will be collected ('Collection Time'). Businesses and residents will not be permitted to leave waste or recycling on the pavement at any other time of the day.

Frequent and targeted enforcement will be key to the effective implementation and operating of the timed collection scheme. The council will have a dedicated enforcement team carrying out patrols pre collections, during the day and post collections, to ensure the time bands are adhered to, and enforcement action taken as necessary. Any resident or business presenting waste and recycling out for collection outside the allocated times may receive a Fixed Penalty Notice of £110 under section 46/47 of the Environmental Protection Act 1990.

Businesses, waste providers and residents in the affected area will be consulted prior to the introduction of the scheme. The implementation of the timed collections scheme will be supported by a comprehensive communications campaign advising businesses and residents of their obligations, correct methods of waste presentation and potential consequences of non-compliance.

Street Trading Service Expansion and Licensing of Advertising boards (A boards)

The Street Services department are responsible for the licensing and enforcement of street trading activity. This includes designated sites, adhoc short term trading and front of shop trading. The service currently issues approximately 120 licences for street trading annually for approximately 20 designated sites and 100 front of shop/premise licences, the majority of which are renewable annually.

In November 2016 a borough wide survey was carried out to identify the number of premises that are currently displaying Goods or Tables & Chairs on the Highway at the front of their premises. 508 premises were identified as having a display of Goods or Tables & Chairs situated in front of their premises, including the 100 premises that are already licenced, therefore identifying approximately 400 premises trading or displaying Goods or Tables & Chairs without a licence. As the service develops and expands consideration will be made for flexible licences in terms of number of days trading per week, size of pitches/front of shop trading and type of goods.

The council has delegated authority to licence the above as follows:

The London Local Authorities Act 1990 (as amended), defines Street Trading as follows:-

"street trading" means subject to subsection (2) below the selling or exposing or the offering for sale of any article (including a living thing) or the supplying or offering to supply any service in a street for gain or reward;

The definition of Street is defined as: -

"street" includes—

(a) any road or footway;

(b) any other area, not being within permanently enclosed premises, within 7 metres of any road or footway, to which the public have access without payment;

(c) any part of such road, footway or area;

(d) any part of any housing development provided or maintained by a local authority under Part II of the Housing Act 1985;

The above simply sets out and confirms the authority to licence street and shopfront trading across the borough.

To exercise the Council's functions as a highway authority including but not limited to the granting of licences, consents and permits and enforcement of:

a) Obstruction of the highway and footway e.g. 'A' boards

In order to achieve a consistent licencing and enforcement approach, officers will systematically engage with all premises identified as trading without licences, including A boards, and give the opportunity to become compliant and licence shop front trading, A boards etc. In advance of licencing expansion, traders will receive a hand delivered letter advising of the requirement to apply for a Street Trading Licence if they wish to continue displaying goods or advertisement boards outside of their premises. Every trader will be given a 14 day grace period to either apply for a licence or cease trading. After the 14 day grace period, officers will visit relevant locations to monitor compliance with the Legislation. During inspections, officers will also instruct all premises to reduce the size of their displays if they are taking up too much pavement space. Trading without a licence will result in enforcement action (FPN).

Hundreds of traders across the borough currently place advertising boards on the pavement outside their premises to promote goods and services. A proposal for the licencing of A boards is currently being developed by the service. The principle objective here is to

- reduce and control street clutter/pavement obstruction
- ensure that traders are insured against incident connected with A boards
- improve general street environment management

A survey will be required to quantify the actual number of A boards in the borough however crude estimates put this figure at up to 2,000.

A board licencing schemes are in place in the neighbouring boroughs of Hounslow, Hillingdon and Harrow where the fee has been set at an average of £50 a year per A board, less than £1 a week. It is expected that Ealing will adopt a comparable fee.

The provisions for A board licencing will be based on a formal set of criteria, that will take into account surrounding street clutter, the width of the pavement, any relevant planning restrictions and licencing requirements under the London Local Authorities Act 1990 (as amended).

This is currently an outline proposal, and the service recognises the needs for a strategic approach to the licencing of A-boards, taking into account the range of strategies the proposal will impact on, including but not limited to regeneration and highway improvements, as well as public realm projects and business enhancements, acknowledging the different implications in different areas, depending on the needs of the particular environment.

Kingdom Security will enforce any potential breaches to the criteria in line with appropriate legislation (Highways Act 1980, obstruction of the public highway).

HMO Licensing

In January 2017, the council introduced new licensing schemes to help improve standards in the borough's private rented sector. Anyone owning or managing a privately rented house in multiple occupation (HMO) in Ealing will be legally required to obtain a property licence. In certain areas of the borough, licences are also required to rent out a house or flat to a single household.

Parts of the licensing conditions include the requirement to provide formal arrangements for the disposal of rubbish and bulky waste. The licence holder shall provide each separate letting with a sufficient bin with a lid for the storage of refuse and litter pending disposal.

The licence holder shall display a notice for the occupiers of the property indicating the day of the week refuse and recycling is collected. The notice must also state any council specific requirements e.g. that refuse and recycling should be left at the edge of the property, before 7 a.m. on the morning of the scheduled collection day or at the earliest, the evening before.

In addition the licence holder shall provide suitably adequate sized dustbins with lids within each shared kitchen for the storage of refuse pending disposal. Appropriate and sufficient recycling receptacles must also be made available for the occupiers.

From 1 January 2017, a dedicated outreach team are targeting properties for any non-compliance or reported problems. The Street Services and HMO teams are sharing data on problematic locations for waste issues, for example continual fly-tipping and non-compliance with waste services, and a scheduled programme of intervention is being developed.

4. Financial Implications

a) Financial impact on the budget

There is no financial impact on the budget. The report is to provide an update on the planned service changes.

b) Financial background

The alternate weekly collection service changes (introduced in June 2016) will deliver an annual saving of £1.7 million from operational efficiency, reduced need for street cleaning and savings in waste disposal.

The budgeted £789k of savings from the waste disposal costs has been achieved, plus an additional £85k in the disposal budget following a greater than expected increase in recycling levels. The changes in street cleansing budget have been implemented and the contractual savings of £1.065m are expected to be achieved in 2017/18. The changes of £111k in waste budget have also been implemented.

5. Legal

The legal implications of any changes have been considered throughout (section 3. Key Implications).

6. Value For Money

N/A – Report is to provide an update

7. Sustainability Impact Appraisal

N/A – Report is to provide an update

8. Risk Management

N/A – Report is to provide an update

9. Community Safety

N/A

10. Links to the 6 Priorities for the Borough

The introduction of alternate weekly collections, changes to street cleansing, timed collections scheme and street trading expansion positively support the priorities of a cleaner borough, but also support a safer and more prosperous borough.

11. Equalities, Human Rights and Community Cohesion

11.1 A full equalities impact assessment was completed for the alternate weekly collections policy change. The outcome of the assessment indicated that as Ealing is a vibrant and diverse borough, the refuse collection service should continue to provide additional services to many groups, particularly those with mobility issues, through the assisted collection scheme.

11.2 An initial equalities impact assessment has been undertaken regarding the enforcement activity, and deemed that a full Equality Impact Assessment is not required.

12. Staffing/Workforce and Accommodation implications:

No implications.

13. Property and Assets

No property implications.

14. Any other implications:

N/A – Report is to provide an update

15. Consultation

N/A – Report is to provide an update

16. Timetable for Implementation

N/A – Report is to provide an update

17. Appendices

17.1 Enforcement Protocol document.

18. Background Information

N/A

Consultation

N/A

Name of consultee	Post held	Date sent to consultee	Date response received	Comments appear in paragraph:
Internal				
Earl McKenzie	Assistant Director, Street Services	06/02/17	08/02/17	Throughout
Jackie Adams	Head of Legal (Property & Regulatory)	13/02/17	13/02/17	Throughout
Flora Osiyemi	Finance Business Partner – Consultancy	13/02/17	13/12/17	Throughout
External				
N/A				

Report History

Decision type:	Urgency item?
For information	No
Report no.:	Report author and contact for queries:
	Lorien Nash, Engagement and Enforcement Manager 020 8825 8840



Report for: INFORMATION
Item Number: 7

Contains Confidential or Exempt Information	NO
Title	Surveying Services Update
Responsible Officer(s)	Lucy Taylor Director, Regen and Planning
Author(s)	Sean Cummins Surveying Service Manager
Portfolio(s)	Councillor Hitesh Tailor
For Consideration By	Regulatory Committee
Date to be Considered	22 nd Feb 2017
Implementation Date if Not Called In	Not Applicable
Affected Wards	All
Keywords/Index	Building Regulations, Repairs and Adaptations, Local Land Charges

Purpose of Report:

Information report to provide an update on the Surveying Services team

1. Recommendations

The Committee is asked to note the value provided by Surveying Services being part of the Council and recent and upcoming changes in legislation.

2. Reason for Decision and Options Considered

Background

In April 2016 a restructuring of services within the Built Environment Directorate of Regeneration and Housing led to the formation of a Surveying Service Team. This team contains three separate but overlapping services Building Control (BC), Repairs and Adaptations (RAS) and Local Land Charges (LLC)

Background information and an update on each service is provided below

Building Control Background

- a) The Building Control service examines architectural drawings and carries out site inspections to ensure that minimum standards of health and safety, conservation of fuel and power and facilities for persons with disabilities are maintained in buildings. Projects covered vary in size from domestic extensions to major

developments such as Dickens Yard, Victoria Square and other major regeneration projects.

- b) Persons wanting to undertake building work are required to make an application to Building Regulations to check that the proposed works are in accordance with the Building Regulations 2010. A fee is payable to cover the cost of work carried out by building control. (See Appendix A for the domestic fee structure for work under £0.15m) When the work has been completed satisfactorily a Final Certificate is issued.
- c) As an alternative to using Ealing Building Control, residents or developers can employ a private sector Approved Inspector who will serve an 'Initial Notice' on the Council before building work starts. On completion of the work the Approved Inspector serves a Final Notice on the Council, which ends their involvement in the property. If an Approved inspector uncovers contraventions, which cannot be resolved, then the work must be passed back to the Local Authority for enforcement action.
- d) The Building Control service is organised around an East and West inspection team and a Special Projects team. (See Appendix B for structure)
- e) The inspection teams carried out almost 6400 site inspections last year to ensure that the requirements of the building regulations were met on site. Following feedback from builders, building control have where possible arranged the inspection teams to work within smaller "area patches" to offer greater consistency to residents and builders.
- f) Building control dealt with approx. 1300 applications last year checking them at plan stage and site inspections stage for compliance with the building regulations. These applications included some of the largest projects in the borough's such as Dickens Yard, The Oaks and major regeneration projects at Green Man lane and the Havelock Estate.
- g) Building control is part of the Partnership Authority Scheme. This scheme allows clients such as an architect or developer to partner with a single local authority to undertake all pre-application and design work, regardless of the project's geographical location; in some circumstances and where travel permits, that same surveyor can undertake the site surveying work too. The client partner benefits from:
 - A single point of contact for all their building control work in England and Wales.
 - Competitive pricing on high volumes of repeat work or major developments
 - Site inspections from a local professional team with invaluable local contacts and knowledge
 - Simplified fees and invoicing arrangements
- h) In 2016-17 68 applications were checked under the Local Authority Partnership Scheme for work within other boroughs. The fees income from these partnership applications last year was in excess of £36K.

- i) Building Control work closely with other regulatory enforcement teams within the council with regular exchanging of information with Development Control, Planning Enforcement, Pollution Control, HMO, and Private Rental. Building control, Development Control and Regulatory Services now use a common back office data base which allows individual team's access to basic information held by other services. This allows officers to check the involvement of other regulatory services at a particular address before attending site and may affect the advice given to the applicant. The sharing of this information can be useful in enforcement cases where the information gathered by one service may also assist a different service.
- j) Building control provides the Council's Dangerous Structures Service, which operates 24 hrs a day 365 days a year. Reports of dangerous structures are visited within 2 hours and assessed to determine if immediate action is required. Building Control has access to emergency contractors to carry out any works necessary to make a structure safe. Where the owner of the structure can be identified the cost of any remedial works are recoverable from the owner. During normal office hours contact is made through Customer Services Ext 6020 or the Duty Officer number on Ext 8734. Outside office hour incidents are reported via the main council switch board 0208 825 5000

Building Control Update

Housing Standard Review 2012

- 1) The government launched a Housing Standard review in October 2012 as part of the Red Tape Challenge. The review was designed as a fundamental analysis of the building regulations framework and voluntary housing standards and aimed to:
 - reduce bureaucracy and costs on house builders and local authorities
 - reform and simplify the framework of building regulations, guidance, local codes and standards
 - consolidate essential requirements into a national framework centred on the building regulations
 - make the house building process easier to navigate by reducing overlap and confusion between the planning and building regulations regimes
 - reduce contradictions and overlap between standards in different local authority areas and reduce compliance problems
 - allow local choice but within sensible parameters.
- 2) As a result of the review the concept of "Optional requirements" were introduced into the Building Regulations in 2015. Optional requirements allow the Planning Authority, through their local planning policy, to determine the standard of specific building regulations to be applied to proposed developments. As the Mayor of London's London Plan also forms part of Ealing's Development Plan, it has not been necessary to develop our own local policy, and instead we are able to rely on policy 3.8 of the London Plan which deals with the application of optional requirements. The optional requirements are held in national technical guidance in the building regulations and determined by Department of Communities and Local Government (DCLG). This arrangement allows planning authorities to vary

standards within a national framework rather than choose to apply local standards which could vary from borough to borough and lengthen the design process. For instance when considering the accessibility of new dwellings the Planning Authority could choose from three levels of compliance and determine how they were applied to dwelling units across a development. The level of compliance would be made part of a planning condition and would be enforced on site by Building Control. Further details of how these optional requirements have been implemented are shown below.

Approved Documents

Technical guidance on how to achieve compliance with the Building Regulations is issued by DCLG in the form of a series of Approved Documents titled from A-R. In recent year several Approved Documents have been significantly changed and some new additional documents issued.

Approved Document M (ADM) Access and use of buildings 2015 Vol 1- Dwellings.

1) A separate ADM Vol1 was brought into force on 1st Oct 2015 detailing three different levels of compliance for new dwellings. The level of compliance is determined during the Planning Permission process as an Optional Requirement and is enforced by Building Control. The content of ADM Vol 1 overlaps and replaces the Lifetimes Homes guidance used by Planning officers to implement standards above and beyond the previous basic building regulations requirements.

2) The levels of compliance are:

Category 1 – Visitable dwelling Category 1

- Provision should be made to gain access and use the dwelling and its facilities

Category 2 – Accessible and adaptable dwelling

- Provision should be made to gain access and use the dwelling and its facilities
- Meets the needs of occupants with differing needs including some older or disabled persons
- Allows adaptation of the dwelling to meet the changing needs of the occupants over time

Category 3 - Wheelchair user dwelling

- Provision should be made to gain access and use the dwelling and its facilities
- Allows simple adaptation of the dwelling to meet the needs of occupants who need wheelchairs
- Meets the needs of occupants who use wheelchairs

Approved Document Q (ADQ) Security- Dwellings

1) The guidance ADQ was brought into force on 1st Oct 2015 and details security measures to prevent unauthorised access into new dwellings including those

formed by change of use. The content of ADQ overlaps and replaces Section 2 of the Secure by Design guidance used by planning officers to implement standards in relation to security of the building. Section 1 of Secure by Design guidance which deals with the areas surrounding the building can still be used in relation to Planning Permission design.

- 2) Approved Document Q requires that reasonable provision is made to resist unauthorised access to new dwellings or to any part of a building from which access can be gained to a flat within that building. It sets out standards for doors and windows to resist physical attack by a casual or opportunist burglar by being sufficiently robust and fitted with appropriate hardware.
- 3) Doors:
 - Should be secure doorsets.
 - Letter plates should not exceed a maximum size and should prevent people trying to remove keys from inside.
 - Main entry doors should have a door viewer or other means to see callers.
 - Frames should be mechanically fixed to the structure of the building and lightweight frames should incorporate a resilient layer.
- 4) Windows:
 - Easily accessible windows should be secure and frames should be mechanically fixed to the structure of the building.

Approved Document R (ADR) Physical infrastructure for high speed communication networks

- 1) The guidance ADR was brought into force on 1st Jan 2017 to make provision in the building physical infrastructure which enables connections to broadband networks.
- 2) The requirement applies in England to new buildings and to existing buildings that are subject to major renovation works. The requirement applies both to dwellings and to buildings other than dwellings
- 3) It introduces a requirement for infrastructure enabling the installation of copper or fibre-optic cables or wireless devices capable of delivering broadband speeds of more than 30 Mbps. In-building infrastructure is required from the service provider's access point, to the occupier's network termination point.
- 4) The service provider's access point is '...the physical point, located inside or outside the building, accessible to undertakings providing or authorised to provide public communications networks, where connection to the high-speed-ready in-building physical infrastructure is made available.'
- 5) The network termination point is '...a physical point at which an occupier is provided with access to high-speed electronic communications networks'.
- 6) The installation of the broadband infrastructure at the time of construction or renovation of the buildings will reduce the need for future excavations on roads or footpaths to install cabling retrospectively

Local Land Charges

Background to Local Land Charges

- 1) Local authority Local Land Charges (LLC) offices provide information to potential purchasers of land and property in their area. They do this in two ways:
 - By maintaining the statutory Register of Local Land Charges and processing searches of that Register.
 - By answering the conveyancing enquiry form CON29 “Enquiries of Local Authorities”.
- 2) The combined certificate search of the Register of Local Land Charges and answers to the CON29 enquiries are commonly known as a local authority search. The cost of an Official Council LLC searches is £115.00 of which search of the Register of Local Land Charges makes up £32.00
- 3) Information included in a search comes from Planning, Building Control, Regulatory Services, Highways, Legal and other departments and external agencies e.g. Crossrail and High Speed 2. Effectively Local Land Charges provides a “one stop shop” of Council-held information about properties and land. Ealing processes about 5,000 searches per year, with an average processing time of 2-4 days.
- 4) As an alternative to using the Council LLC, a person or company can carry out a personal search of the LLC records and CON29 “Enquiries of Local Authorities”. The information on this type of search although accurate, is not guaranteed by the Council as it is carried out by a third party Personal Search company rather than the Council itself. Personal searches currently make up approx. 38% of all searches in Ealing

Land Registry’s Proposed Takeover of Local Land Charges

- 1) In early 2011 the [national] Land Registry announced its intention to take over the local authority Local Land Charges service in its entirety. The transfer would start in about 2013 and be complete by about 2015. By 2013 the transfer had not started and Land Registry announced it would only take over the Register of Local Land Charges and searches of it, leaving the more complicated CON29 enquiries for local authorities to answer. The transfer would start in 2015 and be complete by 2017.
- 2) In 2015, despite strong opposition from local authorities, Local Land Charges officers, the Local Land Charges Institute and external stakeholders such as

conveyancers, the necessary primary legislation (the Infrastructure Act 2015) was passed.

- 3) Opposition to the proposal has mainly been on the following grounds:
 - Land Registry will only provide a partial service and will fail to meet its stated policy objectives.
 - The origin of the proposal is unclear and there has been no independent assessment of its merits.
 - There is no clear or consistent rationale behind the proposal, nor demand for it.
 - The proposal lacks a credible implementation plan and timetable.
 - The proposal has not been properly costed and assessed, either in its impact on businesses or on local authorities.
 - The proposal is out of step with accepted methods of dealing with poor performance where that exists.
- 4) January 2017 Update- Land Registry has so far provided little detail as to
 - precisely how the new system will work
 - how local authorities will update the new [external] Register
 - what resources local authorities will need to devote to this task
 - where legal responsibility will lie for any errors
 - what compensation will be paid to local authorities for a) the work involved in preparing for the transfer or b) the ongoing loss of revenue to local authorities from search fees
- 5) Land Registry expects the necessary secondary legislation to be passed in October 2017 and the first phase of the transfer to start in November 2017. This first phase will comprise approximately 10% of the 326 registering local authorities in England. The transfer of the Local Land Charges function from the Phase 1 authorities should be complete by June 2018. The transfer of the remaining 90% of English authorities' LLC functions should be complete, in further phases, by 2023.
- 6) The oft-postponed announcement of the Phase 1 authorities is now due in February 2017 and if possible an update will be provided to Members at Regulatory Committee.

Repairs and Adaptations Background

- 1) The Repairs and Adaptations team (RAS) is a multi-disciplined team which is largely made up of surveyors and occupational therapists. This team carry out adaptations to the homes of vulnerable persons to allow them to live independently in their own properties and reduce pressure on hospitals and care homes. These adaptations are delivered through disabled facilities grants (DFG) and the Handy person/Handy Person Plus scheme.

Mandatory Disabled facilities grants

- 2) Applicants for Disabled Facilities Grants are normally referred to RAS by the Council's Occupational Therapy Service or Ealing's NHS Partners.

- 3) Major adaptations are arranged by our Repairs and Adaptations Service (RAS), and smaller jobs are handled by our Home Improvement Agency (HIA).
- 4) The following types of work, when recommended for a disabled person by the Occupational Therapist, are eligible for grant provided they are necessary and appropriate and reasonable and practical having regard to the age and condition of the property: -
 - Making the building or dwelling safe
 - Facilitating access to and from the building
 - Facilitating access to or providing a bedroom
 - Facilitating access to the principal family room
 - Provision of a room containing a bath or shower or facilitating the use of such a facility
 - Provision of a room containing a WC or facilitating the use of such a facility
 - Provision of a room containing a wash hand basin or facilitating the use of such a facility
 - Facilitating the preparation and cooking of food (only if used by the disabled person)
 - Providing or improving a heating system
 - Facilitating the use of power, light or heat by altering the same or by providing additional means of control
 - Facilitating access and movement around the dwelling to enable the disabled person to provide care for another person
 - The applicant (who may not be the disabled person) must either own the property or have a long term tenancy.
- 5) A statutory limit of £30k applies to Disabled Facilities Grants and is subject to a means test to determine if the applicant has to contribute towards the cost of the works. The means test will be on the disabled person, his or her spouse and any dependent children.
- 6) If the total cost of providing the necessary adaptations exceeds the available grant the applicant will need to consider how to raise the additional money needed (e.g. by means of a loan, mortgage or equity release scheme). Alternatively the Council may offer a means-tested discretionary top-up loan which will be recorded as a charge against the property. The top-up loan will have to be repaid in full when the property is sold. Where the disabled person is living at a relative's property (usually daughter/son of the disabled person) the means test will also be applied to the owners. Proof of their financial circumstances will be required.

Handyperson service

- 1) The Handyperson Service arranges minor jobs in the home for older, disabled or otherwise vulnerable people. Our Home Improvement Agency administers the Handyperson Service and will assist with all aspects of the grant process. Typical examples of the jobs carried out include

- Replacing lightbulbs
- Temporary provision of a portable heater in winter following a breakdown of the main heating system
- Setting thermostats/timers
- Fitting smoke/carbon monoxide alarms (but not supplying them)
- Unblocking or sealing around sink/basin/bath/shower tray
- Unblocking toilets, replacing toilet seats
- Refixing/regrouting small numbers of loose wall tiles
- Putting up curtains/tracks/blinds (but not curved corded types)
- Fixing down hazardous carpets, rugs, trailing electrical leads etc
- Fitting grab rails, towel rails, shelves, etc, to walls
- Advising on energy efficiency and condensation/dampness
- Changing basic door locks, fitting door chains to timber doors

2) To qualify for the Handyperson service the client must be:

- Aged 60 or over (and not in paid employment)
- or Disabled
- or A single parent in receipt of an income-related benefit living with child(ren) under 16.

Handypersons plus service

1) The Handyperson Plus Service provides a range of assistance to enable vulnerable people to live in their homes in safety and comfort. Our Home Improvement Agency administers the scheme and assists with all aspects of the process.

TYPE 1: Disabled equipment repairs (e.g. stairlift, hoist) used by a disabled person; installing safety equipment (e.g. alarms), or work requested by Social Services/NHS/CCG at the home of a hospital patient to enable them to live independently. Assistance can also include council initiatives for energy efficiency schemes.

TYPE 2: Essential works to enable vulnerable people to remain in their own homes (preventing care/hospital admissions) limited to £2,500 in any 12 month period. In exceptional circumstances work over this amount can be approved at senior officer level where a referral has been made by a health professional.

2) Typical examples of the jobs carried out under the Handyperson Plus include

- Larger measures such as repairing disabled equipment (stair lifts, for example) and boilers; roofing, dampness and electrical defects
- A new scheme has been introduced called "Hospital to Home". This is assistance for vulnerable people leaving hospital. Customers will be visited at home by a Handyperson who will carry out small measures like resetting timers, eliminating trip hazards, move a bed downstairs. If there are bigger issues such as poor heating, it will be referred to our energy assessor who will give some small measures away such as a microwavable hot water bottle and produce an EPC

(energy performance certificate). If a low measurement, we will upgrade the property. A DFG referral may also follow.

Repairs and Adaptations update

- 1) DFG's are funded through a combination of central government grant funding via the Better Care Fund (BCF) and mainstream Council funding. As part of the Treasury's Spending review and annual statement 2015 funding review the government stated that

1.109 The government will also continue to improve care for older and disabled people and support for their carers. The Care Act reforms introduced in April (2015) focus on wellbeing, prevention and delaying the need for social care. In support of these principles, the Spending Review includes over £500 million by 2019-20 for the Disabled Facilities Grant, which will fund around 85,000 home adaptations that year. This is expected to prevent 8,500 people from needing to go into a care home in 2019-20.

- 2) Following this announcement, in 2016-17 the Ealing Council grant under the BCF was increased to £2.529mill from £1.29mill to assist funding adaptations to homes which would enable vulnerable people to remain in their home and live independently.
- 3) Changes in the Care Act 2015 have led to a sharp increase in the number of cases referred to RAS. The increase in the referral rate was caused by a combination of lowering the eligibility threshold when tested against specific criteria and the introduction of a prevention strategy designed to provide early intervention in order to reduce the number of trips and falls, which may lead to hospital admissions. The eligibility threshold include maintaining personal hygiene, managing toilet needs, and being able to make use of the applicants home safely. Social Services also held a significant waiting list within their service which has now been cleared by passing the cases onto RAS.
- 4) In 2015-16 the number of referrals was 549 and the projected referral rate for 2016-17 is 876 which is an increase of 60%. The increase in the referral rate has led to an increase in the waiting time for a surveyor to carry out an adaptation design visit from visit site from 2 months to 6 months. Cases which involve only a stair lift are normally visited by a specialist contractor and Occupational Therapist within a month.
- 5) In order to reduce the waiting list we have
 - Employed a new Senior Surveyor
 - Employed a new Occupational therapist
 - Reassigned two trainees surveyors from other teams
 - Investigated better way of working within RAS and our overlap with Social Services.
 - Added new contractors to our approved list
 - Started a review of the referral process with social services to ensure that the cases with the most need are prioritised

3. Key Implications

This report is for information only

4. Financial Implications

Financial impact on the budget.

There are no direct financial implications arising from this report.

5. Legal

The legislative context for each part of the service is set out in the main body of the report. As this is a report for information only there are no legal implications arising from the report itself.

6. Value For Money

Fees for providing building regulations services are set in accordance with the Building (Local Authority Charges) Regulations 2010 on a cost recovery basis. Common categories of work have been identified and a standard fee based on the likely amount of building control work applied. Work with an estimated cost in excess of £150,000 is quoted for on an individual basis. Where less work is carried out on a project than was originally projected a refund of building regulations fees may be made.

Fee income must be reviewed on an annual basis to ensure that income for chargeable work equates as closely as possible to the costs incurred by the service. Building Control is in direct competition with Approved Inspectors, which ensures that fee charges remain competitive.

Sustainability Impact Appraisal

Building control enforces Approved Document L 2010 of the Building Regulations, "Conservation of Fuel and Power"(ADL). Building control ensure that the insulation levels and efficiency of services within buildings meet minimum standards. Failure to enforce this document would lead to increases in carbon emissions from new, extended and altered buildings. The installation of new boilers and insulation work by the repairs and adaptations team will lead to a reduction in carbon emissions

8. Risk Management

None

9. Community Safety

None

10. Links to the 6 Priorities for the Borough

The council's six priorities for the borough are to make Ealing:

- Prosperous -None
- Safer -Enforcement of Building Regulations lead to a safer Built Environment
- Healthier - Adapting houses to allow residents to live independently in their own homes
- Cleaner None

- Fairer None
- Accessible - Adapting houses to allow residents to live independently in their own homes

11. Equalities, Human Rights and Community Cohesion

A full Equality Impact Assessment (EIA) is not required as this is an informative report

12. Staffing/Workforce and Accommodation implications:

None

13. Property and Assets

No property implications.

14. Any other implications:

None

15. Consultation

None

16. Timetable for Implementation

None

17. Appendices

Surveying Services Structure

18. Background Information

Building Regulations 2010

Building (Local Authority Charges) Regulations 2010

CIPFA guidance document (Local Authority Building Control Accounting Guidance for England and Wales, 2010 edition)

Building Regulations &c (Amendment) Regulation 2012

Care Act 2014

The Local Land Charges Act 1975

Consultation

Name of consultee	Post held	Date sent to consultee	Date response received	Comments appear in paragraph:
Internal				
Lucy Taylor	Director, Regen and Planning		03/02/17	
Jackie Adams	Head of Legal Services	06/02/17	06/02/17	e.g. 5. Legal
Rahima Jahan Ali	Senior Finance Business Advisor	06/02/17	08/02/17	e.g. 4. Financial
CIlr Hitesh Tailor	Housing Portfolio Holder	06/02/17		
External				

Report History

Decision type:	Urgency item?
For information	N/A
Report no.:	Sean Cummins Ex 9686
	Sean Cummins Surveying Service Manager

Charges for estimated costs up to £150,000: Building notice charge - full amount, as indicated below, to be paid upon submission. Full Plan Application Plan charge (40% of total amount) to be paid upon submission. Inspection charge on a Full Plan application (60% of total amount) will be invoiced upon commencement. All shown in £ below. All Cheques payable to EALING COUNCIL – please write site location on back. For credit/debit card payments, please telephone 020 8825 8230. Select yellow boxes for works proposed (more than one may be required). Charges shown include VAT. If cost of work to exceed £150,000 please Tel: 020 8825 8669 / 9912 for quotation. - Alternatively complete a Quotation Request Form - available from Ealing Council website.					
) Extensions & loft conversions to single dwellings – each item in Table C1 can be at the discounted rate if the works are to be carried out at the same time as works given in this section					
Extensions – above ground only including attached garage extensions (Total of combined internal floor areas)		Loft conversions - only (Internal floor area)		Others	
Less than 40m ²	730.08	<input type="checkbox"/>	Less than 40m ²	608.40	<input type="checkbox"/>
Between 40m ² & 60m ²	851.76	<input type="checkbox"/>	Between 40m ² & 60m ²	730.08	<input type="checkbox"/>
More than 60m ² -each additional 40m ² or part	121.68	<input type="checkbox"/>	Subtract If built with an extension	243.36	<input type="checkbox"/>
				Any development including a basement extension	Obtain quote <input type="checkbox"/>
				For dormer window(s) added to existing loft room	365.04 <input type="checkbox"/>
B) Other domestic buildings – each item in Table C1 can be at the discounted rate if the works are to be carried out at the same time as works given in this section					
Detached garage /carport /attached conservatory			Insulated detached building e.g. store/ gym/ playroom		
As extensions rate but subtract		121.68	<input type="checkbox"/>	Same as rate for extensions of various area	
				See ext'n rate	<input type="checkbox"/>
C1) Other works to domestic buildings - If more than one item in this section is to be carried out at the same time, then the second, third etc. items can each be at the discounted rate.					
Formation of each new WC / shower room / bathroom / kitchen / utility room				243.36	<input type="checkbox"/>
OR controllable alterations each existing WC / shower room / bathroom / kitchen / utility room				121.68	<input type="checkbox"/>
Removal of chimney breast(s)				243.36	<input type="checkbox"/>
Formation of each simple structural opening in a wall. e.g. a simple through lounge				243.36	<input type="checkbox"/>
Formation of structural opening in a wall requiring new foundations, piers, columns etc. OR installation of a beam combination to form an open plan arrangement				365.04	<input type="checkbox"/>
Replacement of roof weathering (not structure) - flat or pitched for each dwelling or block of flats including insulation				243.36	<input type="checkbox"/>
Replacement or installation of insulated ground floor (for each 50m ² or part)				243.36	<input type="checkbox"/>
Window / roof light installation or replacement – for the first five. Any additional window(s) / roof light(s) installation or replacement at discounted rate.				243.36	<input type="checkbox"/>
Re-plastering or re-rendering to external wall of a room including insulation where more than 25% of surface				60.84	<input type="checkbox"/>
				243.36	<input type="checkbox"/>
Note: If multiple works are not inspected at the same time, we retain the right to make further charges for additional inspections.					
C2) Other works to domestic buildings					
Underpinning for every 10m run or part				365.04	<input type="checkbox"/>
Electrical installation to a dwelling NOT carried out by a 'competent person' (a Part P electrician)				243.36	<input type="checkbox"/>
Gas installation to a dwelling NOT carried out by a 'competent person' (a Gas Safe installer)				150.00	<input type="checkbox"/>
C3) Other works to domestic buildings					
Any other building work not shown in any other section – please contact us to obtain a quotation				Obtain quote	<input type="checkbox"/>
D) Conversion work up to an estimated cost of work of £150,000					
Attached garage into habitable use		486.72	<input type="checkbox"/>	Conversion of one flat or building into two dwellings	
Attached conservatory into habitable use		608.40	<input type="checkbox"/>	Each additional dwelling within a building	
Conversion of building into one dwelling		Obtain quote	<input type="checkbox"/>		
E) Erection of new houses & flats up to an estimated cost of work of £150,000					
1 new house (without a basement)		973.44	<input type="checkbox"/>	Erection of flats up to 2 flats	
Additional houses or one with basement		Obtain quote	<input type="checkbox"/>	Additional flats	
				973.44	<input type="checkbox"/>
				Obtain quote	<input type="checkbox"/>

Appendix A

