

## Bath & North East Somerset Council

DECISION MAKERS:	<b>Cllr Paul Crossley and Cllr Caroline Roberts, Cabinet Member for Transport Services</b>	
DECISION DATE:	<b>On or after 1<sup>st</sup> May 2014</b>	
TITLE:	<b>Skip &amp; Scaffold Licence Charge Review 2014/2015</b>	EXECUTIVE FORWARD PLAN REFERENCE: <b>E 2664</b>
WARD:	All	
<b>AN OPEN PUBLIC ITEM</b>		
<b>List of attachments to this report:</b>		
Appendix A – Schedule of South West Region Skip and Scaffold Charges		
Appendix B – Comparable Charges from neighbouring and relevant Highway Authorities		

### 1 THE ISSUE

1.1 The management fees, relating to Discretionary Licence charges for placing Skips and Scaffolds on the Highway under Section's 139 and 169 of the Highways Act 1980, were last reviewed in December 2007. These charges do not cover the current administration costs and will be stretched further by additional requirements coming out of the Traffic Management Act 2004.

### 2 RECOMMENDATION

The Cabinet member is asked to agree that:

2.1 The following schedule of fees will apply as of 1<sup>st</sup> April 2014

#### **Schedule 1 – Skip and Scaffold Licence Charges from April 2014**

<b>Charge Item</b>	<b>Applicable Fee*</b>
Skip Licence Application	£50
Skip Licence Renewal	£40
Retrospective Skip Licence Application	£100
Scaffold Licence Application	£60
Scaffold Licence Renewal	£40
Retrospective Scaffold Licence Application	£120
Section 50 License	£400

Section 171 License	£110
Dropped Kerb License	£100
Mobile Crane License	£50

\*Plus a charge to cover loss of income when on-street parking bays are suspended.

2.2 The future increase in charges is carried out on an annual basis linked to a nationally recognisable price index.

### 3 FINANCIAL IMPLICATIONS

3.1 The current set of charges was last reviewed in 2007. The current charges are outlined in the schedule below:

#### **Schedule 2 – Existing Skip and Scaffold Licence Charges (November 2007)**

<b>Charge Item</b>	<b>Applicable Fee</b>
Skip Licence Application	£30
Skip Licence Renewal	£30
Retrospective Skip Licence Application	£80
Scaffold Licence Application	£43
Scaffold License Renewal	£43
Retrospective Scaffold Licence Application	£80
Section 50 License	£272
Section 171 License	£50
Dropped Kerb License	£50
Mobile Crane License	£0

3.2 Estimated additional annual income following a review of charges will amount to a total of £36,094. Full breakdown is provided in Appendix A.

3.3 The proposed charges for retrospective licence applications have been set at a level to act as an encouragement for hire companies to ensure that they submit the necessary applications in a timely manner. This approach has proved successful when rolled out at Bristol City Council.

3.4 It is envisaged that at the current level of applications the income generated by the new charges will cover extra staff costs. The notifications requirement to the Street Works Register will be implemented as a semi-automated process so will limit additional workload, once setup.

- 3.5 The new proposed charges compare reasonably well to current charges levied by neighbouring Highway Authorities, at this point in time. These charges have been compared with neighbouring Highway Authorities and those of Historical City interest i.e. York and can be found in Appendix B.
- 3.6 Within the new application process for both Skips and Scaffolds, it will be identified that where either occupies a pay and display parking bay/s the owner will be required to reimburse the Councils Parking Service for any loss of income. Relevant information will be forwarded to Parking Services at the application stage when identified.

## **4 THE REPORT**

- 4.1 The last review of charges was carried out in 2007, which reflected the cost to the Authority at the time. Following an analysis of cost based on current resource requirement, it was clear we needed the review. Further investigation provided the data in Appendix B – Schedule of South West Region Skip and Scaffold Charges which shows our charges as one of the lowest in the South West Region and clearly below average.
- 4.2 There is now under the Traffic Management Act 2004 a requirement that Skips and Scaffolds as obstructions on the highway are listed on the Highway Authorities Street Work Register. To ensure this requirement is met the required notification procedures will be incorporated into the application process.
- 4.3 Based on figures for the period 1<sup>st</sup> October 2012 to 1<sup>st</sup> October 2013 the income from Skip Applications, Scaffold Applications, Section 50 and 171 Licenses was £58,356. Based on the new charges we could have expected an income of £94,450 for Skips, Scaffolds and Section 50 and 171 Licenses, giving a total additional income of £36,094 as detailed in Section 3.2. This represents a substantial increase in income in relation to this function.
- 4.4 The review has also identified that both Crane licenses and the Container and Materials on the Highway License are not charged as they are with the other Highway Authorities. In comparison with the other Highway Authorities a cost of £140 has been identified for the Crane license and £20 for the Container License. It is anticipated this will provide an additional income of £3,800.
- 4.5 For future increases in charges it is proposed to use the nationally recognised Retail Price Index (RPI) on the following terms:

“Skip and Scaffold Charges will be reviewed annually from the 1st April each year based on the Retail Price Index (RPI) figure for the February of the charge year (published in the March of the same year). The percentage increase will then be applied to each charge group rounded to the nearest 50 pence and applied on the 1<sup>st</sup> April each year”.

Whilst this is not the most ideal mechanism, it is something that would be familiar to members of the public, Skip and Scaffold Hire Companies and will ensure sustainability in our charges.

## 5 RISK MANAGEMENT

5.1 The report author and Cabinet member have fully reviewed the risk assessment related to the issue and recommendations, in compliance with the Council's decision making risk management guidance.

## 6 RATIONALE

6.1 It is clear from the evidence provided that the management fees, relating to Discretionary Licence charges for placing Skips and Scaffold require updating to current costs in line with forthcoming regulatory changes.

## 7 OTHER OPTIONS CONSIDERED

7.1 None

## 8 CONSULTATION

8.1 Known Skip and Scaffold Hire Firms operating within Bath & North East Somerset

8.2 All the above companies will be given one months notice, following a favourable decision, of the increased charges. The relevant applications forms and pages on the website will be updated to reflect any changes.

## 9 ISSUES TO CONSIDER IN REACHING THE DECISION

9.1 The Licences issued by the Highway Authority are Discretionary.

## 10 ADVICE SOUGHT

10.1 The Council's Monitoring Officer (Vernon Hitchman) and Section 151 Officer (Paul McElhone) have had the opportunity to input to this report and have cleared it for publication.

<b>Contact person</b>	<i>Paul McElhone – Street Works Manager Tel. 01225 394253</i> <i>Steve Blackmore – Team Leader – Traffic Management &amp; Traffic Network Manager Tel. 01225 395899</i>
<b>Background papers</b>	<i>None</i>
<b>Please contact the report author if you need to access this report in an alternative format</b>	