

Executive Member Decision



REPORT OF: Executive Member for Digital and Customer Services

LEAD OFFICERS: Strategic Director of Resources (SIRO)

DATE: Friday, 5 March 2021

PORTFOLIO(S) AFFECTED: Digital and Customer Services

WARD/S AFFECTED: (All Wards);

SUBJECT:

SSN's addition to Fees and Charges booklet

1. EXECUTIVE SUMMARY

A statutory service of the council is the management and maintenance of a street name and house numbering database (SNN). This service manages the local street and property numbering to ensure all new streets and properties are correctly annotated to enable services (for example Emergency Services, utilities & broadband) to identify each property as unique. This is an essential service for local property development companies and citizens who seek to alter existing address details or create additional new properties (for example a new housing development or the splitting of a single residential property into multiple properties).

This service is currently provided at no charge and it is proposed that, in line with other local authorities, charges are levied against all future SNN changes requested.

2. RECOMMENDATIONS

It is recommended that from April 1st 2021 the Council implement the following charging structure for SSN changes requested ;

- *To create or change an address (including names) £50 + £15 for each extra address/unit.*
- *To change a building name (e.g. flats) £25.*
- *To make changes after we have done the naming and numbering and before the addresses have been used, £100 + £12 for each extra property/unit.*
- *To register a new street £100.*
- *Renaming of a street, £200 + £15 per property on the street (+ any traffic order and legal costs)*

These charges are based on costs currently charged by neighbouring authorities in Lancashire and Greater Manchester. These costs can be seen in the attached appendix.

3. BACKGROUND

The SSN service is a statutory service currently managed by a single resource and it is estimated that 50% of the resource time is dedicated to managing SSN, totalling approximately £19,800 per annum (based on a nominal resource charge of £150 per day). Implementing a modest charge for this service, which will impact commercial organisations rather than citizens, would allow the Council to recoup some of the costs of providing this service.

4. KEY ISSUES & RISKS

There will be a need to align internal processes to make sure signposting to the SSN service is done correctly in order to capture the fees at the right time.

There could be an increase in FOI requests from housing developers & members of the public regarding how we spend the income. As BwD cannot make a profit from the charges the response will need to be itemised and transparent.

5. POLICY IMPLICATIONS

Council policy currently does not exist in respect of SSN charges.

6. FINANCIAL IMPLICATIONS

It is estimated that for the year 2019-20 the Council could have generated over £13,000 from the implementation of SSN charges identified above.

7. LEGAL IMPLICATIONS

"The power to charge falls under Section 93 of the Local Government Act 2003. This sets out that a Local Authority may charge for discretionary services (services that an authority has the power but not a duty to provide). An authority may charge where the person who receives the service has agreed to its provision and the charge must not exceed the cost of providing the service. Therefore the Council cannot charge for street naming services (as the duty to provide this service is not discretionary), but it can charge for elements of the naming and numbering function (which is a discretionary service) by virtue of Section 17, 18 and 19 of the Public Health Act 1925 coupled with Section 93 of the Local Government Act 2003."

8. RESOURCE IMPLICATIONS

Some work will be necessary to create the financial processes and forms to facilitate recovery of the charges. Some additional FOI requests may be received but these are not expected to be significant.

9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below.

Option 1 ☒ Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2 ☐ In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision.

10. CONSULTATIONS

No specific consultations have been undertaken at this time only that other councils make similar charges for these services.

11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded in the Summary of Decisions published.

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DATE:	1 February 2021
BACKGROUND PAPER:	

Appendix - Charges made for SSN by different local authorities;

Local Authorities abutting the BwD boundary

<i>Council</i>	<i>Initial build</i>	<i>Extra plots</i>	<i>Name/Number alteration</i>	<i>Street registration</i>	<i>Street Rename</i>
Blackburn with Darwen (proposed)	£50	£15	£25	£100	£200
Bolton	£58	£12	£115	£115	£230
Ribble Valley	£26	£26	£31	£104	Not specified
Hyndburn	£50	£50	£60	£200	£300
Chorley	£40	£28	£50	£200	£100
Rossendale	£65	£25	£115	£105	Not specified
South Ribble	£115	£100	£100	£100	£200
Average:	£58	£37	£71	£116	£206

Random Local Authorities in each region

<i>Council</i>	<i>Initial build</i>	<i>Extra plots</i>	<i>Name/Number alteration</i>	<i>Street registration</i>	<i>Street Rename</i>
Bath & North East Somerset Council (SW)	£64	£53	£53	Not specified	Not specified
Arun District (SE)	£160	£25	£55	£160	£160
South Norfolk Council (East)	£126	£37	£63	Not specified	Not specified
Selby District (NE)	£64	£27	£39	Not specified	Not specified
West Lancashire Borough (NW)	£50	£30	£50	£200	£200
Average:	£93	£57	£52	£180	£180

London Authorities

<i>Council</i>	<i>Initial build</i>	<i>Extra plots</i>	<i>Name/Number alteration</i>	<i>Street registration</i>	<i>Street Rename</i>
Wandsworth	£150	£25	Not specified	Not specified	Not specified
Barnet	£508	£40	£104	£362	£537
Royal Borough of Kensington & Chelsea	£114	£64	£290	£871	£871
Redbridge	£135	£85	£280	£500	Not specified
Average:	£227	£54	£225	£578	£704