

## **Rationale of how fees and charges have been calculated**

### **Rationale**

Data has been used from both the current pre-application and our statutory planning consultations, as a proxy, to understand best estimates of how much time is expected to be spent on each task to deliver the option the customer has selected.

Tasks have been costed according to the amount of time they are estimated to complete and the grade of officers, inclusive of oncosts, that would deliver the task.

Then, a weighting has been applied to consider the size of the proposed development. The larger the development, the more time will be required to assess and advise on the application and therefore the higher the fee.

Development type has been apportioned to 'bands' of weighting that is consistent with those used by the Highway Authority i.e. Residential (units), Retail (ground floor area), Employment (Office/Business Parks/Industrial Estates) (ground floor area), Storage & Distribution (ground floor area).

This has enabled a 'base fee' for each package to be calculated.

Site complexity has also been taken into consideration, and where more time is required to assess complex applications applicants will be charged for additional hours taken to complete these applications. This will be clearly set out in the 'terms and conditions' of service which applicants would be required to acknowledge that they agree to this on submission of application. Invoicing for additional hours would be issued before the final response i.e. the product is provided to the customer.

One of the optional extras proposed is a 'subscription fee' which will allow controlled access by up to five email address users of one organisation to the 'live' Lead Local Flood Authority Surface Water Planning Advice document for 12 months. Additional 'users' can be added from the same organisation at an additional £25 administration fee per email address user for the same 12 months access period. Those who don't select this option will receive access for a single user to the same document for three months as standard with both the 'essentials' and 'premium' package. The subscription service, if popular, has the potential to provide increased income stability to cover the cost of the service and therefore more confident financial forecasts. The proposed fee has been calculated so that the costs associated with required maintenance of this 'live' document have been factored into the anticipated staff resource. This is a new and innovative approach to service provision by the county council and will be kept under review. If service administration becomes too resource intensive, an alternative approach will be considered and this 'optional extra' may be removed or suspended if required.

The Lead Local Flood Authority Surface Water Planning Advice document provides in-depth guidance on surface water and sustainable drainage systems. It sets out the requirements of the Lead Local Flood Authority for major development proposals, including our expectations for:

- site-specific flood risk assessments (surface water only)
- surface water management and high-quality multifunctional sustainable drainage systems (SuDS)
- application of the sustainable drainage pro-forma in Lancashire

As the document is 'live', it is subject to continual updates reflective of national, regional and local changes in approach. For example, in May 2022 climate change allowances were updated nationally and the Lead Local Flood Authority was quick to respond and provide clear guidance on how these new allowances were expected to be applied in Lancashire. The document would be hosted on SharePoint where access can be controlled in a way that prohibits downloads and ultimately means copying or plagiarising the document is difficult.

Access to the Lead Local Flood Authority Surface Water Planning Advice document would be monitored through an appropriate log, compliant with General Data Protection Regulations and information governance requirements. Alternative versions of the document, such as other languages and Braille, would be available upon request.

**Hourly Rates + Oncosts:**

Job role	Grade	Top	Basic pay	Oncosts	Total Cost (Annual)	Total Cost (monthly)	Total Cost (hourly)
Technical Support Officer	5	11	£22,183	£5,446	£27,629	£2,302	£14
Flood Risk Officer	8	30	£34,458	£9,135	£43,592	£3,633	£23
Senior Flood Risk Officer	9	35	£39,668	£10,700	£50,368	£4,197	£26
Principal Flood Risk Officer	11	44	£48,803	£13,446	£62,249	£5,187	£32

**Technical Meeting Flat Fee:**

Item:	+ G5 (hrs)	+ G8 (hrs)	+ G9 (hrs)	+ G11 (hrs)	Total Cost
Schedule meeting	1.00	0.00	0.00	0.00	£14
Prepare agenda presentation	0.00	2.00	0.00	0.00	£45
Prepare notes for the meeting	0.00	2.00	0.00	0.00	£45
Travel time to/from the meeting venue (average 1hr e/w)	0.00	2.00	0.00	0.00	£45
Record notes from the meeting	0.00	1.00	0.00	0.00	£23
<b>Totals:</b>	<b>1.00</b>	<b>7.00</b>	<b>0.00</b>	<b>0.00</b>	<b>£173</b>

**Future Costs Associated with the Refresh of the LLFA Surface Water Planning Advice Document:**

Item:	+ G5 (hrs)	+ G8 (hrs)	+ G9 (hrs)	+ G11 (hrs)	Extra Cost
Schedule/resource 3no collaboration sessions (1xG5 - 3hrs)	3.00	0.00	0.00	0.00	£43
Research/review latest policy, guidance and standards (2xG5, 5xG8, 1xG9 & 1xG11 - 7hrs)	14.00	35.00	7.00	7.00	£1,404
3no collaboration sessions (2xG5, 5xG8, 1xG9 & 1xG11 - 21hrs)	42.00	105.00	21.00	21.00	£4,211
Focus time to deliver actions/produce material (2xG5, 5xG8, 1xG9 & 1xG11 - 14hrs)	28.00	70.00	14.00	14.00	£2,808
Update and format new document (2xG5 - 15hrs)	30.00	0.00	0.00	0.00	£431
Peer review / approval of new document (5xG8, 1xG9 & 1xG11 - 4hrs)	0.00	20.00	4.00	4.00	£687
Publish new document and activate communications plan (2xG5 - 15hrs)	30.00	0.00	0.00	0.00	£431
<b>Totals:</b>	<b>147.00</b>	<b>230.00</b>	<b>46.00</b>	<b>46.00</b>	<b>£10,015</b>

**Optional Extras:**

Item:	Flat Fee	+ G8 (hrs)	+ G9 (hrs)	+ G11 (hrs)	Extra Cost
LLFA advice on how to complete the SuDS pro-forma	£50.00	0.00	0.00	0.00	£50
LLFA advice on OWC consent matters (per structure)	£50.00	0.00	0.00	0.00	£50
12 month access to LLFA S/W Planning Advice doc (based on refresh fees / 20 subs p/yr)	£500.00	0.00	0.00	0.00	£500
3 month access to LLFA S/W Planning Advice doc (based on refresh fees / 20 subs p/yr)	£125.00	70.00	14.00	14.00	£2,530
Additional hourly rate for a G8 Flood Risk Officer	£0.00	1.00	0.00	0.00	£23
Additional hourly rate for a G9 Senior Flood Risk Officer	£0.00	0.00	1.00	0.00	£26
Additional hourly rate for a G11 Principal Flood Risk Officer	£0.00	0.00	0.00	1.00	£32

Item:	% of Fee
Fast track service (written response within 14 days of payment received - % of base fee)	20

**Discounts:**

Item:	% of Fee
The applicant has previously paid for pre-application advice on this site	50
Partner discount to a scheme	50

**Band 0 cost breakdowns:**

Essentials Package (task breakdown)	Flat Fee (£)	+ G5 (hrs)	+ G8 (hrs)	+ G9 (hrs)	+ G11 (hrs)	Base fee	Band Weight	Total Fee
Records & Filing	£0	1.00	0.50	0.00	0.00	£26	-	£26
Technical Validation	£0	1.00	0.00	0.00	0.00	£14	0	£14
Invoice & Payment	£0	1.00	0.00	0.00	0.00	£14	-	£14
Flood History Check	£0	1.00	0.00	0.00	0.00	£14	-	£14
Technical Analysis	£0	0.00	3.00	0.00	0.00	£68	0	£68
Notes, Emails & Correspondence	£0	0.50	2.00	0.00	0.00	£52	-	£52
3 month single user access to the LLFA surface water planning advice document	£125	0.00	0.00	0.00	0.00	£125	-	£125
<b>Total:</b>	<b>£125</b>	<b>4.5</b>	<b>5.5</b>	<b>0.0</b>	<b>0.0</b>	<b>£314</b>	<b>-</b>	<b>£314</b>

Essentials Fee (rounded to nearest £50.00): **£300**

Premium Package (task breakdown)	Flat Fee (£)	+ G5 (hrs)	+ G8 (hrs)	+ G9 (hrs)	+ G11 (hrs)	Base fee	Band Weight	Total Fee
Records & Filing	£0	1.00	0.50	0.00	0.00	£26	-	£26
Technical Validation	£0	1.00	0.00	0.00	0.00	£14	0	£14
Invoice & Payment	£0	1.00	0.00	0.00	0.00	£14	-	£14
Flood History Check	£0	1.00	0.00	0.00	0.00	£14	-	£14
Technical Analysis	£0	0.00	3.00	0.00	0.00	£68	0	£68
Technical Meeting	£173	0.00	1.00	0.00	0.00	£196	-	£196
Notes, Emails & Correspondence	£0	0.50	2.00	0.00	0.00	£52	-	£52
3 month access for a single user to the LLFA surface water planning advice document	£125	0.00	0.00	0.00	0.00	£125	-	£125
<b>Total:</b>	<b>£298</b>	<b>4.5</b>	<b>6.5</b>	<b>0.0</b>	<b>0.0</b>	<b>£510</b>	<b>-</b>	<b>£510</b>

Premium Fee (rounded to nearest £50.00): **£500**

**Band 1 cost breakdowns:**

Essentials Package (task breakdown)	Flat Fee (£)	+ G5 (hrs)	+ G8 (hrs)	+ G9 (hrs)	+ G11 (hrs)	Base fee	Band Weight	Total Fee
Records & Filing	£0	1.00	0.50	0.00	0.00	£26	-	£26
Technical Validation	£0	1.00	0.00	0.00	0.00	£14	1	£29
Invoice & Payment	£0	1.00	0.00	0.00	0.00	£14	-	£14
Flood History Check	£0	1.00	0.00	0.00	0.00	£14	-	£14
Technical Analysis	£0	0.00	5.00	0.00	0.00	£113	1	£227
Notes, Emails & Correspondence	£0	0.50	2.00	0.00	0.00	£52	-	£52
3 month single user access to the LLFA surface water planning advice document	£125	0.00	0.00	0.00	0.00	£125	-	£125
<b>Total:</b>	<b>£125</b>	<b>4.5</b>	<b>7.5</b>	<b>0.0</b>	<b>0.0</b>	<b>£360</b>	<b>-</b>	<b>£487</b>

Essentials Fee (rounded to nearest £50.00): **£500**

Premium Package (task breakdown)	Flat Fee (£)	+ G5 (hrs)	+ G8 (hrs)	+ G9 (hrs)	+ G11 (hrs)	Base fee	Band Weight	Total Fee
Records & Filing	£0	1.00	0.50	0.00	0.00	£26	-	£26
Technical Validation	£0	1.00	0.00	0.00	0.00	£14	1	£29
Invoice & Payment	£0	1.00	0.00	0.00	0.00	£14	-	£14
Flood History Check	£0	1.00	0.00	0.00	0.00	£14	-	£14
Technical Analysis	£0	0.00	5.00	0.00	0.00	£113	1	£227
Technical Meeting	£173	0.00	1.00	0.00	0.00	£196	-	£196
Notes, Emails & Correspondence	£0	0.50	2.00	0.00	0.00	£52	-	£52
3 month access for a single user to the LLFA surface water planning advice document	£125	0.00	0.00	0.00	0.00	£125	-	£125
<b>Total:</b>	<b>£298</b>	<b>4.5</b>	<b>8.5</b>	<b>0.0</b>	<b>0.0</b>	<b>£555</b>	<b>-</b>	<b>£683</b>

Premium Fee (rounded to nearest £50.00): **£700**

**Band 2 cost breakdowns:**

Essentials Package (task breakdown)	Flat Fee (£)	+ G5 (hrs)	+ G8 (hrs)	+ G9 (hrs)	+ G11 (hrs)	Base fee	Band Weight	Total Fee
Records & Filing	£0	1.00	0.50	0.00	0.00	£26	-	£26
Technical Validation	£0	1.00	0.00	0.00	0.00	£14	2	£43
Invoice & Payment	£0	1.00	0.00	0.00	0.00	£14	-	£14
Flood History Check	£0	1.00	0.00	0.00	0.00	£14	-	£14
Technical Analysis	£0	0.00	8.00	0.00	0.00	£181	2	£544
Notes, Emails & Correspondence	£0	0.50	2.00	0.00	0.00	£52	-	£52
3 month single user access to the LLFA surface water planning advice document	£125	0.00	0.00	0.00	0.00	£125	-	£125
<b>Total:</b>	<b>£125</b>	<b>4.5</b>	<b>10.5</b>	<b>0.0</b>	<b>0.0</b>	<b>£428</b>	<b>-</b>	<b>£819</b>

Essentials Fee (rounded to nearest £50.00): **£800**

Premium Package (task breakdown)	Flat Fee (£)	+ G5 (hrs)	+ G8 (hrs)	+ G9 (hrs)	+ G11 (hrs)	Base fee	Band Weight	Total Fee
Records & Filing	£0	1.00	0.50	0.00	0.00	£26	-	£26
Technical Validation	£0	1.00	0.00	0.00	0.00	£14	2	£43
Invoice & Payment	£0	1.00	0.00	0.00	0.00	£14	-	£14
Flood History Check	£0	1.00	0.00	0.00	0.00	£14	-	£14
Technical Analysis	£0	0.00	8.00	0.00	0.00	£181	2	£544
Technical Meeting	£173	0.00	1.00	0.00	0.00	£196	-	£196
Notes, Emails & Correspondence	£0	0.50	2.00	0.00	0.00	£52	-	£52
3 month access for a single user to the LLFA surface water planning advice document	£125	0.00	0.00	0.00	0.00	£125	-	£125
<b>Total:</b>	<b>£298</b>	<b>4.5</b>	<b>11.5</b>	<b>0.0</b>	<b>0.0</b>	<b>£623</b>	<b>-</b>	<b>£1,014</b>

Premium Fee (rounded to nearest £50.00): **£1,000**

**Band 3 cost breakdowns:**

Essentials Package (task breakdown)	Flat Fee (£)	+ G5 (hrs)	+ G8 (hrs)	+ G9 (hrs)	+ G11 (hrs)	Base fee	Band Weight	Total Fee
Records & Filing	£0	1.00	0.50	0.00	0.00	£26	-	£26
Technical Validation	£0	1.00	0.00	0.00	0.00	£14	3	£57
Invoice & Payment	£0	1.00	0.00	0.00	0.00	£14	-	£14
Flood History Check	£0	1.00	0.00	0.00	0.00	£14	-	£14
Technical Analysis	£0	0.00	11.00	0.00	0.00	£249	3	£997
Notes, Emails & Correspondence	£0	0.50	2.00	0.00	0.00	£52	-	£52
3 month single user access to the LLFA surface water planning advice document	£125	0.00	0.00	0.00	0.00	£125	-	£125
<b>Total:</b>	<b>£125</b>	<b>4.5</b>	<b>13.5</b>	<b>0.0</b>	<b>0.0</b>	<b>£495</b>	<b>-</b>	<b>£1,286</b>
Essentials Fee (rounded to nearest £50.00):								<b>£1,300</b>

Premium Package (task breakdown)	Flat Fee (£)	+ G5 (hrs)	+ G8 (hrs)	+ G9 (hrs)	+ G11 (hrs)	Base fee	Band Weight	Total Fee
Records & Filing	£0	1.00	0.50	0.00	0.00	£26	-	£26
Technical Validation	£0	1.00	0.00	0.00	0.00	£14	3	£57
Invoice & Payment	£0	1.00	0.00	0.00	0.00	£14	-	£14
Flood History Check	£0	1.00	0.00	0.00	0.00	£14	-	£14
Technical Analysis	£0	0.00	11.00	0.00	0.00	£249	3	£997
Technical Meeting	£173	0.00	1.00	0.00	0.00	£196	-	£196
Notes, Emails & Correspondence	£0	0.50	2.00	0.00	0.00	£52	-	£52
3 month access for a single user to the LLFA surface water planning advice document	£125	0.00	0.00	0.00	0.00	£125	-	£125
<b>Total:</b>	<b>£298</b>	<b>4.5</b>	<b>14.5</b>	<b>0.0</b>	<b>0.0</b>	<b>£691</b>	<b>-</b>	<b>£1,482</b>
Premium Fee (rounded to nearest £50.00):								<b>£1,500</b>

**Band 4 cost breakdowns:**

Essentials Package (task breakdown)	Flat Fee (£)	+ G5 (hrs)	+ G8 (hrs)	+ G9 (hrs)	+ G11 (hrs)	Base fee	Band Weight	Total Fee
Records & Filing	£0	1.00	0.50	0.00	0.00	£26	-	£26
Technical Validation	£0	1.00	0.00	0.00	0.00	£14	4	£72
Invoice & Payment	£0	1.00	0.00	0.00	0.00	£14	-	£14
Flood History Check	£0	1.00	0.00	0.00	0.00	£14	-	£14
Technical Analysis	£0	0.00	14.00	0.00	0.00	£317	4	£1,586
Notes, Emails & Correspondence	£0	0.50	2.00	0.00	0.00	£52	-	£52
3 month single user access to the LLFA surface water planning advice document	£125	0.00	0.00	0.00	0.00	£125	-	£125
<b>Total:</b>	<b>£125</b>	<b>4.5</b>	<b>16.5</b>	<b>0.0</b>	<b>0.0</b>	<b>£563</b>	<b>-</b>	<b>£1,890</b>
Essentials Fee (rounded to nearest £50.00):								<b>£1,900</b>

Premium Package (task breakdown)	Flat Fee (£)	+ G5 (hrs)	+ G8 (hrs)	+ G9 (hrs)	+ G11 (hrs)	Base fee	Band Weight	Total Fee
Records & Filing	£0	1.00	0.50	0.00	0.00	£26	-	£26
Technical Validation	£0	1.00	0.00	0.00	0.00	£14	4	£72
Invoice & Payment	£0	1.00	0.00	0.00	0.00	£14	-	£14
Flood History Check	£0	1.00	0.00	0.00	0.00	£14	-	£14
Technical Analysis	£0	0.00	14.00	0.00	0.00	£317	4	£1,586
Technical Meeting	£173	0.00	1.00	0.00	0.00	£196	-	£196
Notes, Emails & Correspondence	£0	0.50	2.00	0.00	0.00	£52	-	£52
3 month access for a single user to the LLFA surface water planning advice document	£125	0.00	0.00	0.00	0.00	£125	-	£125
<b>Total:</b>	<b>£298</b>	<b>4.5</b>	<b>17.5</b>	<b>0.0</b>	<b>0.0</b>	<b>£759</b>	<b>-</b>	<b>£2,085</b>
Premium Fee (rounded to nearest £50.00):								<b>£2,100</b>