

PERSONAL SEARCH AND EIR INFORMATION – COSTING BREAKDOWN AND ANALYSIS

The document is a record of the calculations and rationale that has enabled us to set a cost recovery charge for the additional service for unrefined data packages that Local Land Charges services can provide.

Costing

Local Land Charges are in a position to provide an unrefined data package where we collate this raw information on behalf of the client. This is not in the same depth with the analysis of an official Local Authority search package but it would be a basic unrefined package that collates and provides a range of information. This service can be charged for on a cost recovery basis.

The analysis revealed a standard Personal Search package that includes planning, building control and some environmental information would be **£22.00**. This is based on the following calculation:

Staffing and Service costs: 53.59 per hour

It takes 25 minutes to complete a search

To calculate the cost per 25 minutes:

$$53.59 / 60 \times 25 = 5.65$$

Total = £22.33 to produce each personal search based on time taken against staffing and Service costs (rounded down to the nearest full pound, the charge is £22.00)

Costing breakdown information can be obtained by request at Landcharges@castlepoint.gov.uk Please be aware this fee calculation is based specifically upon the Local Land Charges service and staffing costs. This is calculated on a cost recovery basis in accordance with the ICO (Charging for Environmental Information) Regulations: *Regulation 8(1) permits a public authority to charge for supplying environmental information. However, Regulations 8(3) states any charge cannot “exceed an amount which the public authority is satisfied is a reasonable amount”*. The calculations and figures quoted above can only be applied to Local Land Charges Service and does not relate to other departments and services. This is because each department’s charges are based on their own individual costings relating to the unique processes and resources of that service to ensure we comply with the ICO charging regulations.

Planning document retrieval requests and Legal document retrieval requests

COSTING BREAKDOWN AND ANALYSIS

The document is a record of the calculations and rationale that has enabled us to set a cost recovery charge for the additional services of 'planning document retrieval requests' and 'legal document retrieval requests', which the Planning Support Team can provide. This service can be charged for on a cost recovery basis.

Planning document retrieval request costing

The analysis revealed a planning document retrieval request, which includes retrieval of plans and supporting documents held by the planning department, would be **£35.00**.

This is based on the following calculation:

Staffing and Service costs: - £70.62

It takes 30 minutes to complete a search

To calculate the cost per 30 minutes:

$$70.62/60 \times 30 = 35.31$$

Total = £35.31 to produce each retrieval based on time taken against staffing and service costs (rounded down to the nearest full pound, the charge is £35.00)

Legal document retrieval request costing

The analysis revealed a legal document retrieval request, which includes retrieval of legal documents (such as Decision Notices, S106's etc) held by the planning department, would be **£15.00**.

This is based on the following calculation:

Staffing and Service costs - £70.62

It takes 13 minutes to complete a request

To calculate the cost per 13 minutes:

$$70.62/60 \times 13 = 15.30$$

Total = £15.30 to produce each request based on time taken against staffing and indirect costs (rounded down to the nearest full pound, the charge is £15.00)

Copy Documents:

£9.00 plus 30 pence per sheet

Please note, costing breakdown information can be obtained by request at planning@castlepoint.gov.uk

Please be aware this fee calculation is based specifically upon the Planning service and staffing costs. The calculations and figures quoted above can only be applied to the Planning service and does not relate to other departments and services. This is because each department's charges are based on their own individual costings relating to the unique processes and resources of that service.