

## How the fees for Land Charges from 1<sup>st</sup> July 2016 have been calculated

### The Land Charges Budget for 2016/17

The Land Charges budget for 2016/17 has been set at £267,636 which is an increase on the previous year. Because of the introduction of the new CON29 questions this will result in an increase in expenditure as chargeable services will need to be supplied by East Sussex County Council. As a result, the budget figure in these calculations has been increased to take this into account. The housing market has seen a rise in the number of search requests over the past year although staffing levels have remained static during this period.

In 2014/15 there was a surplus in the budget of £6,465 which has been submitted from the budget total. In addition, following the abolition of the personal search fees in August 2010, it is felt that the cost of dealing with Personal Search enquiries should not be borne by those paying for a search and there is a separate budget provision for such enquiries.

Budget Heading	£
Employee Costs	76,495
Running Costs	115,140
Support Costs	76,000
<b>Total Expenditure</b>	<b>267,636</b>
Less surplus on total budget 2013/14	-6,465
Estimated additional costs incurred as a result of the introduction of the additional CON29 questions	+40,000
<b>Net Expenditure</b>	<b>301,171</b>

### The Estimated Number of Searches for 2016/17

The following estimate has been made for the numbers of searches expected to be received in 2016/17:

Personal Searches	1,750
NLIS Searches (Electronic)	1,250
Postal Searches	1,900
<b>Total</b>	<b>4,900</b>

## The Time Taken to Undertake an Average Search (CON29 and LLC1)

The following is an estimate of the average time it takes to undertake a search, split between Postal and NLIS searches:-

Process	Estimated Average Time Taken (Minutes)	
	NLIS	Postal
Administration functions on receipt, e.g. recording search, paying in monies etc	13	25
Maintaining and Searching the Records	100	100
Despatch of Search	10	25
<b>Total</b>	<b>123</b>	<b>150</b>

Note: NLIS Searches take less time to complete as information is submitted electronically.

## How the Fees have been Calculated

The time taken over a year to undertake searches is as follows:-

Type of Search	Calculation	Time Taken (Minutes)
NLIS	1,250 x 123	153,750
Postal	1,900 x 150	285,000
<b>Total</b>		<b>438,750</b>

Each minute therefore equates to £0.70 (£301,171 divided by 438,750)

NLIS search = 123 minutes x £0.70 = **£86.00**

Postal Search = 150 minutes x £0.70 = **£105.00**

1,250 NLIS Searches x £86.00 = £107,500

1,900 Postal searches x £105.00 = £199,500

**Total Estimated Income = £307,000**

## The Cost of a Full Search

From 1<sup>st</sup> July 2016, the cost of a full search will be as follows:

Type of Search	Price
NLIS Search	£86.00
Postal Search	£105.00

## Costs associated with each question on the CON29 Form

The following gives details of the estimated costs for providing information for each question on the Con29 form:-

Question Number	Estimated Average Time to Provide Data (Minutes)	Cost of providing Data (Postal) £	Cost of providing Data (NLIS) £
Q.1.1	25	18.00	15.00
Q.1.2	5	4.00	3.50
Q.2.1, 2.2 & 2.3	Not applicable - apply direct to East Sussex County Council	-	-
Q2.4 &2.5	5	4.00	3.50
Q.3.1	5	4.00	3.50
Q.3.2	Not applicable - apply direct to East Sussex County Council	-	-
Q.3.3	10	8.00	7.00
Q.3.4	Not applicable - apply direct to East Sussex County Council	-	-
Q.3.5	5	4.00	3.50
Q.3.6	Not applicable - apply direct to East Sussex County Council	-	-
Q.3.7	15 (except 3.7 (e) & (g) - apply direct to East Sussex County Council)	11.00	10.00
Q.3.8	5	4.00	3.50
Q.3.9	20	15.00	13.00
Q.3.10	5	4.00	3.50
Q.3.11	5	4.00	3.50

Q.3.12	Not applicable - apply direct to East Sussex County Council	-	-
Q.3.13	Apply direct to Environmental Health at Rother District Council	-	-
Q3.14	Not applicable - Contact Radon Gas	-	-
Q3.15	5	4.00	3.50

Note: the above does not include the LLC1 cost

### Other Costs

	Estimated Average Time Taken (minutes)	Cost £
LLC1	35	25.00
Additional Parcel	15	11.00
Special Enquiries	30	22.00
Standard Part II Enquiries	20	15.00