

Place Shaping Policy Development Panel

Agenda

Members of the Panel:

Cllr J M Ward (Chairman)

Cllr I N Moncur (Vice Chairman)

Cllr N J Brennan

Cllr K G Leggett MBE

Cllr S M Clancy

Cllr G K Nurden

Cllr N J Harpley

Cllr D M Thomas

Cllr D G Harrison

Cllr J L Thomas

Cllr S Lawn (ex officio)

Date & Time:

Monday 15 November 2021 at 6.00pm

Place:

Council Chamber Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich, NR7 0DU

Contact:

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Email: james.overy@southnorfolkandbroadland.gov.uk

Website: www.southnorfolkandbroadland.gov.uk

PUBLIC ATTENDANCE:

If a member of the public would like to attend to speak on an agenda item, please email your request to committee.services@broadland.gov.uk, no later than 5.00pm on Wednesday 10 November 2021. Please see further guidance on the options for public speaking at page 2 of this agenda. Places will be limited.

Rules on Public Speaking

All public speakers are required to register a request to speak at public meetings by the date / time stipulated on the relevant agenda. Requests should be sent to: committee.services@broadland.gov.uk

Public speaking can take place:

- Through a written representation (which will be read out at the meeting)
- In person at the Council offices

Please note that the Council cannot guarantee the number of places available for public attendance, but we will endeavour to meet all requests.

All those attending the meeting in person must, sign in on the QR code for the building and promptly arrive at, and leave the venue. The hand sanitiser provided should be used and social distancing must be observed at all times. Further guidance on what to do on arrival will follow once your public speaking registration has been accepted.

AGENDA

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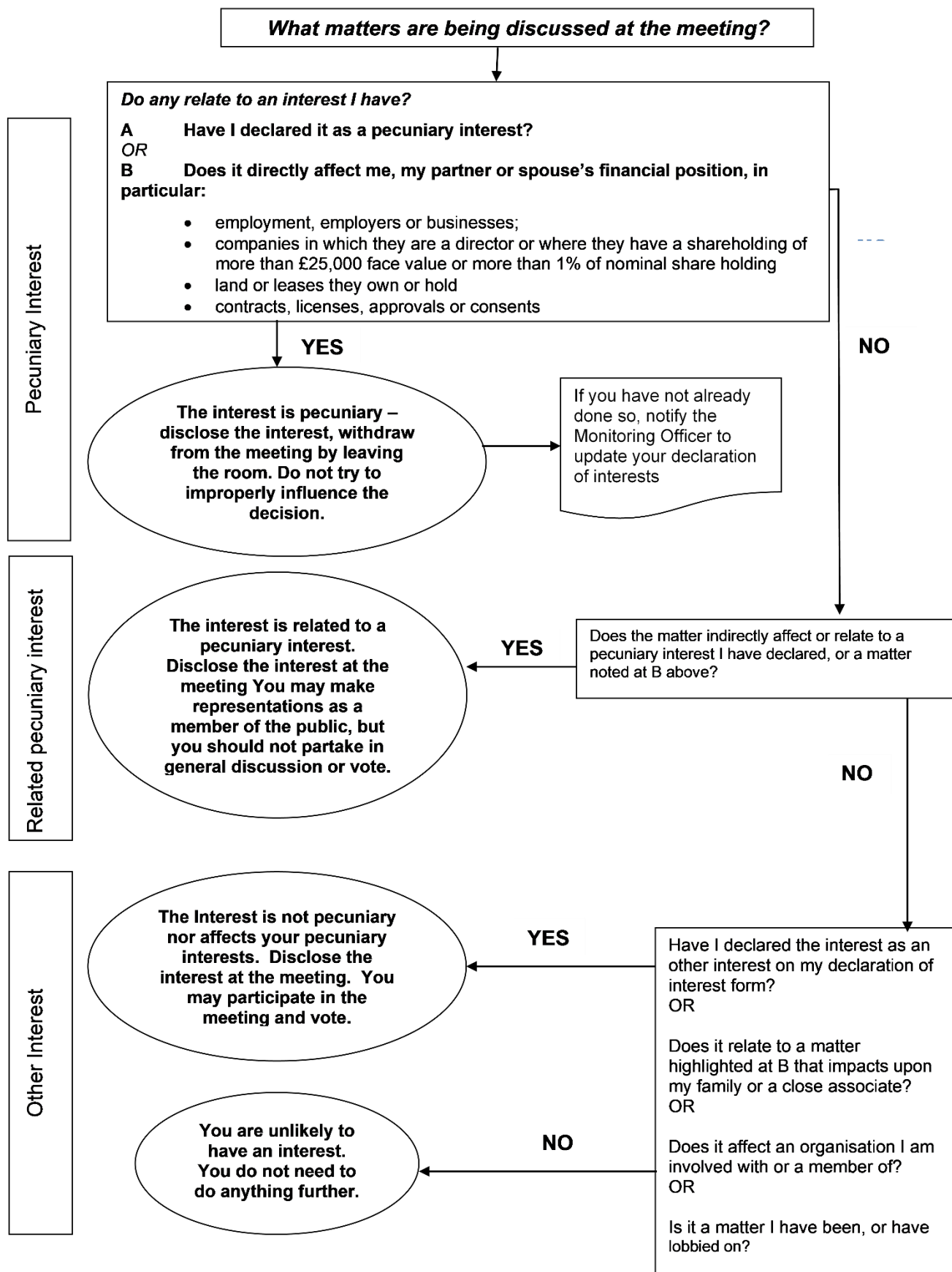
DECLARATIONS OF INTEREST AT MEETINGS

When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.

<p>Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.</p>
<p>Does the interest directly:</p> <ol style="list-style-type: none"> 1. affect yours, or your spouse / partner's financial position? 2. relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner? 3. Relate to a contract you, or your spouse / partner have with the Council 4. Affect land you or your spouse / partner own 5. Affect a company that you or your partner own, or have a shareholding in <p>If the answer is "yes" to any of the above, it is likely to be pecuniary.</p> <p>Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.</p>
<p>Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?</p> <p>If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but you should not partake in general discussion or vote.</p>
<p>Is the interest not related to any of the above? If so, it is likely to be an other interest. You will need to declare the interest, but may participate in discussion and voting on the item.</p>
<p>Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.</p>

**FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF.
PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST
INSTANCE**

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



PLACE SHAPING POLICY DEVELOPMENT PANEL

Minutes of a meeting of the Place Shaping Policy Development Panel of Broadland District Council, held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on Monday 4 October 2021 at 6pm.

Committee Members Present:	Councillors: J M Ward (Chairman), D G Harrison, K G Leggett MBE, G K Nurden, D M Thomas and J L Thomas.
Officers in Attendance:	The Place Shaping Manager and the Democratic Services Officer (JO)

4 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Brennan and Cllr Moncur.

5 MINUTES

The minutes of the meeting held on 28 June 2021 were agreed as a correct record.

6 TRANSPORT FOR NORWICH (TfN) STRATEGY CONSULTATION RESPONSE

The Place Shaping Manager introduced the report, which he explained was being brought to the Panel for further consultation at the request of Cabinet.

Members were advised that Norfolk County Council was reviewing its transport policies for Norfolk. This would include replacing the Norwich Area Transport Strategy (NATS) with the Transport for Norwich (TfN) Strategy, which was currently being consulted upon.

The Strategy would ensure that transport policies remained up-to-date and met the vision, objectives and longer-term aspirations for Norwich and the wider geographical area. The Strategy would be accompanied by an Action Plan that would set out the major initiatives that would be undertaken to achieve the vision, objectives and aspirations of the plan. It was anticipated that these interventions would in turn be consulted upon as they were developed

The Panel was informed that the TfN Strategy had a less defined boundary than the NATS that it would replace and whilst it would focus on the City and the strategic growth areas around it, it also considered longer distance journeys into Norwich from the county and beyond.

The key drivers of the Strategy were to enable people and businesses to thrive, whilst facilitating the transition to net zero emissions by 2050 and improving air quality. These were outcomes that would likely require significant changes to how people move around either through embracing low carbon technologies or behavioural changes from residents, with greater levels of walking, cycling or public transport use, to achieve.

The main themes raised in the Council's response were meeting the needs of all residents, by covering issues such as accessibility, rurality, low income and health.

Other issues raised in the response were:

- High quality transport options for growth areas in order to change habits towards more sustainable forms of transport.
- Access to the city centre for those with mobility issues and limited transport options.
- The phasing of interventions or restrictions to ensure people continued to have viable travel options.

It had also been recommended that to address the expected ongoing need for reliance on private transport that there should be a dovetailing of the Strategy with any wider Local Transport Plan interventions where appropriate, for example to support electric vehicle infrastructure in rural areas.

In response to a query about further studies such as those listed for some market towns, it was confirmed that whilst investigation as part of the local transport plan would be for Norfolk County Council to decide, further areas could be put forward by Broadland Council for consideration, if it was felt there was sufficient need.

Discussion turned to Broadland Northway and in particular the roundabouts on it, which some members considered unsafe due to confusing road markings. It was noted, however, that the County Council had deemed the roundabouts to be safe.

In answer to a query about the wider area of Norfolk it was confirmed that comments from the Overview and Scrutiny Committee regarding the importance of improving transport connections between rural areas and services in larger settlements had been included in the Council's response; although it had been recognised that this issue was more related to the Local Transport Plan, rather than the TfN Strategy.

It was confirmed that the previous consultation on the Local Transport Plan had been responded to by the Assistant Director for Planning in consultation with the Portfolio Holder for Planning in 2020.

The Chairman noted that the proposed Electric Vehicle Strategy lacked incentives, such as free parking or the use of bus lanes.

In response, the Place Shaping Manager confirmed that it was expected that the Action Plan would explore such areas in more detail to facilitate their implementation.

Members were advised that there was no map for the Strategy as such, as it was recognised that there was no absolute fixed boundary for the area covered, which reflected consideration of trips into Norwich as part of the strategy.

It was also recognised that reconciling the reliance on private cars in rural areas and reducing car use in Norwich would be a significant challenge, which would need to be explored in the Action Plan.

The Panel proposed adding a comment in the Council's response under 'Problems, Issues and Challenges' regarding unsatisfactory road markings on Broadland Northway, which it considered needed to be addressed.

AGREED

to recommend that the Portfolio Holder for Planning and Leader agree the proposed response to the Transport for Norwich (TfN) Strategy Consultation, subject to the inclusion of Panel's amendment regarding improvements to road markings on Broadland Northway.

(The meeting concluded at 6.24pm)

Chairman

STREET NAMING AND NUMBERING POLICY AND INTRODUCTION OF CHARGES

Report Author: Stuart Pontin
Business Improvement Team Manager
01508 533796
stuart.pontin@southnorfolkandbroadland.gov.uk

Portfolio: Planning

Wards Affected: All

Purpose of the Report:

To update the policy for street naming and numbering in Broadland and to introduce charges for the service

Recommendations:

1. That Cabinet recommends to Council the introduction of charges from 1 April 2022 as set out in Appendix 1; and
2. That Cabinet recommends to Council the adoption of the Street Naming and Numbering Policy as set out in Appendix 3 with effect from 1 April 2022.

1. Summary

- 1.1 To introduce charges for the street naming and numbering functions and to update the street naming and numbering policy

2. Background

- 2.1 The Street Naming and Numbering Service maintains the Local Land and Property Gazetteer which is the only definitive source of property address data in England. Under national agreements, all addresses are created and maintained by Local Authorities in accordance with agreed standards (BS7666) and are uploaded on a daily basis to a national hub. Information is shared with a wide range of internal and external service providers and data sets are continually updated to ensure accuracy and matching.
- 2.2 Councils are the only body with the authority to create and amend addresses (other than providing post codes the Royal Mail has no role in relation to addressing properties). As part of the street naming process, the Council does encourage developers to work with Parish Councils in agreeing new street names. Information from the Gazetteer is used for services such as the Electoral Roll, Council Tax and Business Rates, Waste Collection, emergency services, Ordnance Survey and the Royal Mail.

3. Current position

- 3.1 The service currently employs one full time post which is responsible for the street naming and number function together with maintaining the gazetteer. To date the Council has not charged for any part of this service other than the provision of street nameplates for new streets, however this is usually undertaken by the developer themselves.
- 3.2 The streets naming and numbering function involves the following activities:
 - Naming of streets on new developments
 - Allocation of property numbers on new developments
 - Naming and numbering of commercial developments
 - Re numbering of schemes following amendments to layouts
 - Re naming or re numbering of existing properties
 - Re naming of existing roads
 - Confirmation of official addresses.
- 3.3 The above activities involve liaising with Parish Councils and Royal Mail and notification of the outcome to a range of organisations including the emergency services.
- 3.4 Over the last 12 months, the Council has received 170 applications for the naming and numbering of properties and new road with requests ranging from single properties to large housing developments. There are a number of significant residential developments which have recently been granted planning permission and where development has now commenced. As such, it is likely that the

demand for the service is likely to increase and it is therefore reasonable for the Authority to seek to recover the costs of providing this service. Appendix 1 shows the nature and number of applications the Council receives on an annual basis for the numbering of properties and naming of streets. The table also includes the charges which are proposed, which has been based on an analysis of the time taken to undertake these functions, together with the predicted income based on the annual number of applications.

- 3.5 Attached at Appendix 2 is an analysis of the charges which are levied by the neighbouring Authorities and comparable Authorities. There is a wide variety in the charging schedules, but to allow for comparison, each Authority's charges has been shown relative to Broadland District Council's proposed charges. The suggested fees are based on a 'not for profit' fee which relates the level of fee to the work required to provide the service.
- 3.6 If it is agreed to introduce charges for the street naming and numbering service, it will be necessary to update the street naming and numbering policy to set out the circumstances where charges will apply and the scale of those charges. It is therefore proposed to take the opportunity to update the policy, to include further details relating to the information required with applications, encouraging discussion with Town and Parish Councils and the approach taken to naming and numbering conventions
- 3.7 A copy of the amended street naming and numbering policy is attached at Appendix 3

4. Proposed action

- 4.1 It is proposed to introduce the charges set out in Appendix 1 from April 2022 and to implement the updated policy from that date.

5. Other options

- 5.1 The Council could continue to provide the street naming and numbering service for free. This would not help to reduce the operating costs of this service which are likely to rise in future due to increased demand.
- 5.2 With regard to the revisions to the street naming and numbering policy, the Council could continue with the current policy.

6. Issues and risks

- 6.1 Charging for the street naming and numbering service has become common practice as indicated by the comparison details shown in Appendix 2. The major housebuilders will be used to charges for this service through their contact with other charging Authorities.
- 6.2 There is a minor risk that small scale developers and individual householders will not notify the Authority, particularly in relation to changing the name of a property,

however, it is likely that the householder would soon encounter difficulties with deliveries, credit checks etc. In addition, where it is identified that a property has not formally changed its name, this is enforceable under the provisions of the Town Improvement Clauses Act 1847.

- 6.3 The proposed updates to the policy clarify the street naming and numbering process and will reduce uncertainty should the Council need to enforce addressing issues in the future.
- 6.4 **Resource Implications** – The proposals have the potential to generate an income. Additional resources will not be required.
- 6.5 **Legal Implications** – There are no legal implications
- 6.6 **Equality Implications** – There are no equality implications
- 6.7 **Environmental Impact** – There are no environmental impact implications
- 6.8 **Crime and Disorder** – There are no crime and disorder implications
- 6.9 **Risks** – There no other risks associated with these proposals.

7. Conclusion

- 7.1 The introduction of charges will generate an income which will help to cover the cost of this service and the updated policy will add further clarity to the process

8. Recommendations

- 8.1 That Cabinet recommends to Council the introduction of charges from 1 April 2022 as set out in Appendix 1; and
- 8.2 That Cabinet recommends to Council the adoption of the Street Naming and Numbering Policy as set out in Appendix 3 with effect from 1 April 2022.

	No received in 12 months	BDC Proposed charges	Potential BDC income
New Developments			
1 plot	36	£126.00	£4,536
2-5 plots	15	£252.00	£3,780
6-10 plots	7	£379.00	£2,653
11-20 plots	1	£631.00	£631
21-50 plots	1	£1,262.00	£1,262
51-100 plots	0	£1,893.00	£0
101+ plots	8	£1,893.00	£15,144
Naming New Street		No charge	
Property Name change / add alias	102	£63	£6,426
Changes to Layouts after SNN process completed	1	No charge	£0
Confirmation of Address	8	No charge	
Renaming Street	1	No charge	
Potential income			£34,432

							Appendix 2
	BDC Proposed charges	South Norfolk Council	North Norfolk	Norwich City Council	Kings Lynn & West Norfolk	Great Yarmouth	Breckland
New Developments							
1 plot	£126.00	£126.00	£80	No charges	£45	£48.00	no charges
2-5 plots	£252.00	£252.00	£80	No charges	£45 (1-4 Plots)	£230.00	no charges
6-10 plots	£379.00	£379.00	(£70 per plot) £420- £700	No charges	£90	£300.00	no charges
11-20 plots	£631.00	£631.00	(£60 per plot) £660- £1,200	No charges	£135	£400.00	no charges
21-50 plots	£1,262.00	£1,262.00	(£60 per plot) £1,260- £1,500	No charges	£135	£800.00	no charges
51-100 plots	£1,893.00	£1,893.00	£1,500	No charges	£180	£1,100.00	no charges
101+ plots	£1,893.00	£1,893.00	£1,500	No charges	£180	£1,400.00	no charges
Naming New Street	no charges	no charges	£125.00	No charges	no charges	No charges	no charges
Property Name change / add alias	£63.00	£63.00	£25	No charges	£45	£48.50	£95.95
Changes to Layouts after SNN process completed	no charges	no charges	No charges	No charges	Up to £180	No charges	£143.93 upto 10 plots £239.88 10 plots or more
Confirmation of Address	no charges	no charges	No charges	No charges	£45	No charges	£95.95
Renaming Street	no charges	no charges	No charges	No charges	£400	No charges	£95.95
	East Suffolk	Babergh	East Cambridge	Mid Suffolk	Derbyshire Dales		
New Developments							
1 plot	£39.00	£103	£52.00	£103	£75		
2-5 plots	£78.00	£206	£78.00	£206	£100		
6-10 plots	£150.00	£309	£104.00	£309	£150		
11-20 plots	£300.00	£515	£156 (11 to 25 plots)	£515	£200		
21-50 plots	£800.00	£1,030	£250 (26-50 Plots)	£1,030	£250		
51-100 plots	£1,200.00	£1,545	£416.00	£1,545	£400		
101+ plots	£1200 + £10 per plot over 101	£1,545 +£11 per plot over a 100	£520 +£10.50 per plot over 101	£1,545 +£11 per plot over a 100	£750		
Naming New Street	No charges	No charges	£156.00	No charges	£150		
Property Name change / add alias	£39.00	£100	£50.00	£100	£50		
Changes to Layouts after SNN process completed	£78 per plot	no charges	102 + £10 per property	no charges	£101 + £10 per plot		
Confirmation of Address	£78.00	no charges	£52.00	no charges	£25		
Renaming Street	no charges	no charges	no charges	no charges	£150 + numbering charge per plot affected		

Street Naming and Numbering Policy

Summary

The document describes the Council's policy for its functions regarding Street Naming and Numbering and give details on our standards for street name plates.

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1 Introduction

- 1.1 Any new development or alterations to existing developments will require Planning and/or Building Regulations approval. This will also give rise for the need to name streets and number properties by South Norfolk Council (hereafter known as “the Council”), the only authority with the powers to do these tasks.
- 1.2 The naming and numbering of streets and buildings is a Statutory Function of the Council and the Council has adopted Sections 17- 18 of the Public Health Acts 1925 and Sections 64 & 65 of the Towns Improvement Clauses Act 1847. The purpose of this control is to make sure that any new street names, building names and numbers are allocated logically with a view to ensuring, amongst other things, that emergency service vehicles are able to speedily locate any address to which they may be summoned; and the effective delivery of mail. The council has introduced a scale of charges for this function, under Section 93 of the Local Government Act 2003.

The charges cover:-

- Consultation and liaising with external organisations such as Royal Mail.
 - The process of naming or numbering of new properties (including conversions & alias).
 - Alterations in either name or numbers to new developments after initial naming and numbering has been undertaken.
 - Notifications to organisations listed in Section 3.5.
 - Confirmation of addresses.
- 1.3 These charges are to be paid in advance. Changes made without contacting the Council will not be entered onto either the National Gazetteer or the Postal Address file and therefore may not be registered with services and organisations listed in Section 3.5. Please see Section 11 for current fees.
 - 1.4 The purpose of this document is to provide advice to developers and building occupiers on the naming and numbering policy of the Council. The Council is happy for developers or occupiers to propose names for consideration, and encourages early engagement with the parish council to discuss proposed names. Alternatively the council can contact the relevant parish or town council for their road name suggestions on the developer’s behalf. It is suggested that more than one new name is submitted, and that the names proposed meet the criteria set out in Sections 4 – 6 below. The Council’s decision ultimately is final.

2 Applying for a new address

- 2.1 Names for new roads should be jointly agreed between the developer and parish council
- 2.2 Applications should be made by individuals or developers covering all new buildings, including new houses, commercial or industrial premises,
Or:
Individuals or developers undertaking conversions of existing residential, commercial or industrial premises which will result in the creation of new properties or premises.
- 2.3 Applications for new addresses should be submitted as soon as possible after planning permission has been granted. This is important, as utility companies are

often reluctant to install services where an official address has not been allocated.

2.4 Applications can be made by completing the application form that can be downloaded from <https://www.southnorfolkandbroadland.gov.uk/planning/street-naming-numbering>.

2.5 The following information should be provided by the developer:

- A location plan clearly identifying the new scheme, in relation to any existing streets or means of access.
- A detailed approved plan of the development (site layout plan) clearly marked with the plot numbers of the proposed scheme. This plan must indicate the postal delivery point for each property and the main entrance (if different) in relation to the adjacent highway.
- An internal layout, if appropriate, for developments that are sub-divided at unit or floor level, e.g. a block of flats annotated with individual plot numbers. The main entrance to the flats shall be clearly marked in relation to the adjacent highway.
- One set of central Eastings and Northings for each building

2.6 The completed form & plans should be sent to

streetnaming.bdc@southnorfolkandbroadland.gov.uk or posted to Street Naming

and Numbering

Broadland District Council

Thorpe Lodge

1 Yarmouth Road

Norwich

NR7 0DU

2.7 Where possible, we are happy to take location plans and site layout plans from the associated planning application, but to do this, you must send us the appropriate planning application number & the correct approved drawing numbers.

2.8 Developers must be aware that marketing names for developments are not to be confused with street names. It should be made clear in the literature distributed to purchasers that marketing names for the development may not form part of the final official address for the property. The Council reserves the right in all circumstances to replace a marketing name with a street name of its choosing. If an application for naming and/or numbering is submitted at a late stage of the development, problems could arise, especially if the application is rejected and purchasers have bought properties marketed under an unofficial marketing title.

3 Procedure

3.1 Once an application for naming has been received, the Council will check that there is no duplication or similar existing street names within the geographic location.

3.2 The Council will check that the proposed street names accord with the General Naming Conventions, Street Naming Conventions and Building Naming and Numbering Conventions as outlined in Sections 4 – 6 of this document.

3.3 Where a name is not proposed by a developer, the Council will request the relevant Parish or Town Council to suggest street names. A temporary holding objection may be lodged by the Council in the meantime. We aim to have a reply back within 21 days.

3.4 For new streets the Council will inform the Royal Mail of the name(s) that has/have

been agreed and the numbering of the properties on the street(s). The Royal Mail is responsible for allocating appropriate post code(s) & post town.

- 3.5 Please note that Royal Mail have strict criteria for issuing postal addresses that do not cover agricultural buildings and land, ancillary buildings and some public buildings.
- 3.6 The Council will also notify the following organisation of changes to property names, property numbering and new streets
- The Emergency Services
 - Norfolk County Council
 - The Valuation Office
 - Ordnance Survey
 - CNC Building Control
 - SNC Departments
- 3.7 We will not normally inform utility companies, they are commercial organisations and can obtain information from other sources.
- 3.8 Ultimately, the Council has the right to object to any name proposed for a new street by the owner or developer by giving notice of objection within one month. The proposer may then within 21 days after service of the notice of objection appeal to a Magistrates Court.

4 **General Naming Conventions**

- Street names should not be difficult to pronounce or awkward to spell.
- In order to avoid offence either by inclusion or exclusion of an individual's name, the name of living persons should be avoided. Where the naming is proposed posthumously, agreement from the person's family or estate administrators should be obtained by the applicant and a copy sent to the Council attached to the application. Only the first or last name will be used and not both to avoid the possible occurrence of future information coming to light that may taint that specific road name and give rise to costly street name procedures for both residents and council alike.
- The street names should, where possible, reflect the history or geography of the site or area.
- Street names that could be construed as advertising should be avoided.
- Street names that could be considered offensive must be avoided.
- The use of North, South, East or West (as in Norwich Road North and Norwich Road South) should be avoided when the road is in two separate parts. In such a case, one half should be completely renamed.
- Phonetically similar names within an area should be avoided (i.e. Norwich Road and Norwich Close, or Churchill Road and Birchill Road).

5 **Street Naming Conventions**

- 5.1 When naming new streets, the following conventions should be considered.

All new street names should end with one of the following:

- Avenue (for residential roads)
- Circus (for a roundabout only)

- Close (for a cul-de-sac only)
- Court (for a cul-de-sac only)
- Crescent (for a crescent shaped road)
- Drive (for residential roads)
- Gardens (for residential roads – subject to there being no confusion with local open space)
- Grove (for residential roads)
- Hill (usually for residential roads, particularly if there is a hill in the area)
- Lane (for development of a historic by-way or residential roads)
- Mead (for residential roads)
- Mews (for residential roads)
- Place (for residential roads)
- Rise (for residential roads)
- Road (for any thoroughfare)
- Row (for residential roads)
- Square (for a square only)
- Street (for any thoroughfare)
- Vale (for residential roads in exceptional circumstances)
- Walk (for residential roads in exceptional circumstances)
- Way (for major roads and residential roads)

5.2 All pedestrian ways should have the following suffixes:

- Walk
- Path
- Way

5.3 In addition to the above, we are happy to use historic names as the suffix for a road, such as Loke, Pightle, Drift and others with a Norfolk connection.

5.4 The use of names with royal connotations. The consent of the Lord Chamberlain's office must be received if a name with any reference to the royal family or the use of word 'Royal' is proposed.

6. Building Naming and Numbering Conventions

6.1 When naming / numbering a new building, the following conventions should be considered:

- Main roads should be numbered so that when travelling away from the centre of the settlement.
- A new street should be numbered with even numbers on one side and odd numbers on the other. A proper sequence should be maintained using all numbers without omissions.
- Properties (including those on corner sites) are numbered according to the street on which the main entrance is found. The manipulation of numbering in order to secure a "prestige" address or to avoid an address will not be

sanctioned.

- For dwellings in existing unnumbered roads it is essential that they are officially allocated names, which are registered with the emergency services. Anyone wishing to change the name of an unnumbered property must also apply to this Council using the renaming application form (See Section 7).
- Where a property has a number, it must be clearly displayed. Where a name has been chosen for a property with a number, only the number will form part of the official address. The name cannot be regarded officially as an alternative. This is enforceable under Towns Improvement Clauses Act 1847.
- Where an existing street or similar is to be extended, it would normally be appropriate to continue to use the same street name. This would include the continuation of the street numbering.
- If a building has entrances in more than one street and is a multi-occupied building with each entrance leading to a separate occupier, then each entrance should be numbered in the appropriate road. Exceptions may be made, depending on circumstances, for a house divided into flats or with flat conversions
- The use of numbers followed by letters is permissible. These may be needed, for example, when one large property is demolished and replaced by a number of new properties. The Council is reluctant to renumber existing properties (see Section 7); therefore, the new premises will be given a number followed by a letter. This will be allocated by adding a letter to the lower of the two numbers on either side of the development. For example, a new property between 4 and 6 (evens only) would be allocated 4A, not 6A.
- The use of letters will not be sanctioned if the new development were to be situated before the numbering scheme commencing. For example, if 4 houses were built prior to the first property number 2, the new dwellings would not become 2A, 2B, 2C and 2D, but four individual property names would be requested.
- Private garages and ancillary buildings used for housing cars, etc, will not be numbered.

7 Changing a Property Name

- 7.1 Where there is no formal street numbering system a property name forms part of the postal address. Occasionally, requests are made to change this name.
- 7.2 In these cases, the owner should fill out an application form and send to the Council indicating:
 - The existing house name, address and postcode.
 - The proposed new name.
 - A plan showing the exact location of the property.
- 7.3 A check will be made to ensure there is no other property in the geographic area with the name or similar name. It is normal practice to seek the views of Royal Mail for their advice on the proposed name. This may result in the proposal not being supported.
- 7.4 Once approved the council will inform Royal Mail of the revised name and appropriate other services will also be informed, see Section 3

7.5 We will accept only applications for renaming if you are the freeholder of the property. If you are the leaseholder, tenant, occupant or one of a number of occupants we will require written confirmation from the freeholder giving consent for the property to be renamed. Please note when you complete the application form you are confirming that you have the legal right to request renaming. It will be necessary to submit any written consent required at the same time the application is submitted.

8. **Renaming and Renumbering of Existing Streets and Buildings**

8.1 On rare occasions, it may be necessary to rename or renumber an existing street. This is usually only done as a last resort when:

- There is either no official name or there is confusion over a street's name and/or numbering
- A group of residents are unhappy with their street name- (costs incurred by this process will be payable to the Council by each of the residents of the streets before the renaming is completed, please see section 11)
- New properties are built and there is a need for other properties to be renumbered to accommodate the new properties

8.2 The number of named-only properties in a street is deemed to be causing confusion for visitors, delivery or emergency services.

8.3 Residents of the affected street will be consulted, and their views will be taken into account. We will also consult the Royal Mail.

9. **Naming of unnamed roads**

9.1 The Council has a duty to ensure all roads within the district are officially named.

9.2 If there are any unnamed roads within the district the Council will informally consult with the appropriate parish/town council to agree the name for such roads.

9.3 We will also informally consult town and parish councils where necessary when there is the need for local knowledge regarding anything to do with existing street names, e.g. where specified streets start and finish.

9.4 There are also many instances where a road has been formally named by the Council but does not appear on Royal Mail's Postal Address file. We will try and resolve these discrepancies wherever possible.

9.5 We will formally publicise in accordance with the Public Health Act 1925 any alteration of a name or any assigning of a name being proposed by the Council by order. Any person aggrieved may appeal to a Magistrates Court within 21 days of posting up of the notice.

9.6 In all cases we will keep the Royal Mail informed of any changes which need to be reflected in their Postal Address file.

10. **Street Nameplates**

10.1 Every street must be clearly signposted with nameplates positioned at principal junctions so as to be easily readable by both pedestrians and drivers.

10.2 Developers can either provide and install these plates themselves, in accordance with the Council's Design Guide and Specification, or can have them produced and installed and be re-charged for the cost of doing so.

10.3 The need to avoid unnecessary street furniture will always be a key consideration

where practical. The site and location of street nameplates will, therefore, be carefully considered by officers for appropriateness.

10.4 The Council's standard for street name plates is

11g aluminium pressed street nameplate 6" deep, with 3½" Kindersley letters in white and ½" white border on a black non-reflective background. The nameplate to include the "No through road" symbol, where appropriate.

Stands are manufactured from 40mm x 40mm x 3mm angle mild steel, galvanised.

As an alternative, nameplates can be fixed on black (recycled) plastic posts and boards

10.5 The Council will provide replacement nameplates where these have become severely damaged or illegible

10.6 The Council will also attempt to ensure that, in due course and subject to available resources, every populated road in the district will have nameplates

10.7 Developers will normally be expected to pay for and install nameplates for all new streets to the Council's design standard. The developer to also agree the proposed locations of the nameplates in consultation with the Council.

11. Fees (including VAT)

New Developments	
1 plot	£126
2-5 plots	£252
6-10 plots	£379
11-20 plots	£631
21-50 plots	£1262
51 + plots	£1893
Naming New Street	No charge
Property Name change / add alias	£63
Changes to Layouts after SNN process completed	No charge
Confirmation of Address	No charge
Renaming Street	No charge

12 The NLPG and LLPG

12.1 The Council is responsible for maintaining information relating to South Norfolk the National Land and Property Gazetteer (NLPG). This is done by maintaining a Local Land and Property Gazetteer (LLPG) covering just the area of Broadland Council.

12.2 The LLPG and NLPG will be updated to include all authorised new street names, building names and numbering. These will be made in accordance with British Standard BS7666 "Spatial Data-sets for geographical referencing".

12.3 The Council is not responsible for assigning post codes or post towns to addresses. The Royal Mail does this. Any queries about post codes or post towns can be dealt with by the Royal Mail by calling 0906 302 1222 (Postcode Enquiries) or via their website at <http://www.royalmail.com/portal/rm/>

Further information and Advice

For further advice on any aspect of street naming and numbering, please contact the System Administrator on 01603 430328

or email : streetnaming.bdc@southnorfolkandbroadland.gov.uk

LEGISLATION

PUBLIC HEALTH ACT 1925 (SECTIONS 17-18)

NAMING OF STREETS

Section 17 – Notice To Urban Authority Before A Street Is Named

1. Before any street is given a name, notice of the proposed name shall be sent to the urban authority by the person proposing to name the street.
2. The urban authority, within one month after the receipt of such notice, may, by notice in writing served on the person by whom notice of the proposed name of the street was sent, object to the proposed name.
3. It shall not be lawful to be set up in any street an inscription of the name thereof:-
 - a) Until the expiration of one month after the notice of the proposed name has been sent to the urban authority under this section; and
 - b) Where the urban authority have objected to the proposed name, unless and until such objection has been withdrawn by the urban authority or overruled on appeal;

and any person acting in contravention of this provision shall be liable to a penalty not exceeding [level 1 on the standard scale] and to a daily penalty not exceeding [£1].

4. Where the urban authority serve a notice of objection under this section, the person proposing to name the street may, within 21 days after the service of the notice, appeal against the objection to a petty sessional court.

Section 18 – Alteration Of Name Of Street

1. The urban authority by order may alter the name of any street, or part of a street, or may assign a name to any street, or part of a street, to which a name has not been given.
2. Not less than one month before making an order under this section, the urban authority shall cause notice of the intended order to be posted at each end of the street, or part of the street, or in some conspicuous position in the street or part affected.
3. Every such notice shall contain a statement that the intended order may be made by the urban authority on or at any time after the day named in the notice, and that an appeal will lie under this Act to a petty sessional court against the intended order at the instance of any person aggrieved.
4. Any person aggrieved by the intended order of the local authority may, within 21 days of the posting of the notice, appeal to a sessional court.

TOWN IMPROVEMENT CLAUSES ACT 1847 (SECTIONS 64-65)

Naming Streets

And with respect to naming the streets and numbering the houses, be it enacted as follows:-

Numbering Of Houses

Section 64: The commissioners shall from time to time cause the houses and buildings in all or any of the streets to be marked with numbers as they think fit, and shall cause to be put up or painted on a conspicuous part of some house, building, or place, at or near each end, corner, or entrance of every such street, the name by which such street is to be known; and every person who destroys, pulls down, or defaces any such number or name, or puts up any number or name different from the number or name put up by the commissioners, shall be liable to a penalty not exceeding £25 [level 1 on the standard scale] for every such offence.

Renewal Of Numbers

Section 65: The occupiers of houses and other buildings in the streets shall mark their houses with such numbers as the commissioners approve of, and shall renew such numbers as often as they become obliterated or defaced; and every such occupier who fails, within one week after notice for that purpose from the commissioners, to mark his house with a number approved of by the commissioners, or to renew such number when obliterated, shall be liable to a penalty not exceeding £20 [level 1 on the standard scale], and the commissioners shall cause such numbers to be marked or to be renewed, as the case may require, and the expense thereof shall be repaid to them by such occupier, and shall be recoverable as damages.

INTRODUCTION OF MONITORING FEES FOR S106 AGREEMENTS

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Portfolio: Planning

Wards Affected: All

Purpose of the Report:

This report recommends the introduction of monitoring fees on developers in relation to developments granted planning permission, to cover the Council's cost of overseeing compliance with legal obligations under section 106 agreements. This proposal reflects the changes enacted by the Community Infrastructure Levy (Amendment) (England) (No2) Regulations 2019, which came into force on 1 September 2019.

Recommendations:

1. That Cabinet recommend to Council that the monitoring fees for section 106 agreements, as set out in Appendix 1, are adopted from 1 April 2022.

1. Summary

- 1.1 This report proposes the introduction of s106 monitoring fees on developers in relation to developments granted planning permission following the legislative amendments implemented by the Community Infrastructure Levy (Amendment) (England) (No 2) Regulations 2019, which came into force on 1 September 2019.

2. Background

- 2.1 The report reflects the monitoring fee reforms that have been ratified through legislation, Government consultation and Government practice guidance.
- 2.2 The Government's Technical Consultation on [Reforming Developer Contributions](#) (December 2018) notes at paragraph 55 that:
- “...the Government proposes to specifically permit authorities to seek a monitoring fee through section 106 planning obligations. Any fee should be ‘proportionate and reasonable’ and reflect the actual cost of monitoring”.
- 2.3 [Regulation 10](#) of the amendment Community Infrastructure Levy Regulations 2019 inserted a new paragraph 2A to Regulation 122 of the Community Infrastructure Levy Regulations 2010. The inserted clause 2A specifies that the test laid out in Regulation 122 does not apply to planning obligations which require a sum to be paid to a local planning authority in respect of the cost of monitoring delivery of planning obligations, provided:
- “(a) the sum to be paid fairly and reasonably relates in scale and kind to the development; and
- (b) the sum to be paid to the authority does not exceed the authority's estimate of its cost of monitoring the development over the lifetime of the planning obligations which relate to that development”
- 2.4 The Government's [Planning Practice Guidance](#) on Planning Obligations explicitly states: “Authorities can charge a monitoring fee through section 106 planning obligations, to cover the cost of monitoring and reporting on delivery of that section 106 obligation”. It further outlines that monitoring fees can be used to monitor any type of planning obligation, for the lifetime of that obligation.
- 2.5 The Government Guidance further suggests that monitoring fees could be: a fixed percentage of the value of s106 obligations; a fixed monetary amount per agreement obligation; or authorities may set fees using alternative method. Provided always that “in all cases, monitoring fees must be proportionate and reasonable and reflect the actual costs of monitoring”.

3. Current position

- 3.1 Broadland District Council is currently actively monitoring 43 s106 agreements on commenced development sites, involving the monitoring of some 137 obligations

with an approximate total of 667 triggers. Fees are not currently sought to cover the related costs of ensuring these obligations are complied with and fulfilled.

- 3.2 The monitoring of s106 agreements includes, but is not limited to: conducting site visits to determine progress, occupancy rates and occurrence of triggers; reviewing and formally approving schemes for affordable housing, open space, play areas and other on-site amenities; calculating financial contributions for off-site provisions and commuted sums for affordable housing clawbacks; raising invoices and following up overdue payments; ensuring contributions are spent within stipulated timescales and projects comply with legal obligations; issuing formal letters to developers confirming discharge of obligations; involvement in open space land transfers; working closely with developers and parishes with all matters relating to the s106; answering general enquiries and FOIs; annual completion of the Infrastructure Funding Statement.

4. Proposed action

- 4.1 The following charges are proposed to cover the costs involved in the monitoring of s106 agreements: £200 per obligation for developments of 1-10 dwellings, £300 per obligation for developments of 11-50 dwellings, £400 per obligation for developments of 51-200 dwellings, and £500 per obligation for developments of 201-400 dwellings.

4.1.1 Proposed monitoring fees summary table:

Development Size	1 – 10 Dwellings	11 – 50 Dwellings	51 – 200 Dwellings	201 – 400 Dwellings	400+ Dwellings or Multi-Phase/Strategic Site
Fee per Obligation	£200	£300	£400	£500	Bespoke
Maximum Total Fee	£2,000	£3,000	£4,000	£5,000	Bespoke

- 4.1.2 The charges proposed will be levied per obligation/infrastructure item. For example, there will be 3 x obligations charges for a s106 agreement that incorporates the following 3 obligations: 1. on-site affordable housing; 2. on-site green infrastructure; and 3. off-site open space commuted sum. Further examples are included in Appendix 3.

- 4.1.3 Based on the proposed tiered fees, the following typical total charges would be expected per agreement:
- 1-10 dwellings: £400 (2 obligation average)
 - 11-50 dwellings: £900 (3 obligation average)
 - 51-200 dwellings: £1,200 (3 obligation average)
 - 201-400 dwellings: £2,500 (5 obligation average)

- 4.1.4 Appendix 2 includes a table set identifying the fee applicable per agreement, had the proposed monitoring charges been applied to the sites currently monitored in Broadland. Excluding sites over 400 dwellings and multi-phased agreements, a total sum of £41,200 would have been received for the monitoring of these 37 agreements.
- 4.1.5 On major strategic housing sites, sites over 400 dwellings, or multi-phase s106 agreements, monitoring fees will be negotiated on a case-by-case basis. This allows parties to agree a charge in light of the potential numerous triggers, site-based complexities and significantly prolonged monitoring periods.
- 4.1.6 The Government's Planning Practice Guidance suggests the setting of a monitoring fee cap to ensure calculated fees are not excessive. An upper limit has therefore been incorporated into the suggested monitoring fees, calculated as 10x the applicable charge per obligation.
- 4.1.7 The monitoring charge will typically be payable on commencement of the development.
- 4.1.8 The monitoring fees levied will be reported in the annual Infrastructure Funding Statement.
- 4.2 The proposed fees are set at a nominal level, mitigating the potential of developer concerns. The proposed fees are at the lower end of the implemented fees among other proximate authorities, for example:
 - 4.2.1 £500/obligation is charged by Norfolk County Council.
 - 4.2.2 £412/trigger is charged by Suffolk County Council (N.B. a single obligation in Broadland s106 agreements typically has 3 triggers).
 - 4.2.3 £408/trigger is charged by East Suffolk Council.
 - 4.2.4 £250/agreement for 2-9 dwellings, £1,500/agreement for 10-49 dwellings and £3,000/agreement for 50+ dwellings is charged by South Cambridgeshire District Council.
- 4.3 Charges per agreement are not proposed as the degree of monitoring required directly correlates to the number of obligations included in the respective s106 agreement. For example, charging the same fee for an agreement containing one obligation versus five obligations is neither fair nor rational, and does not reflect the actual cost of monitoring. As such, charging per agreement would be contrary to the test laid out in the Community Infrastructure Levy Regulations 2019 (as amended).
- 4.4 The charges are tiered according to development size to ensure monitoring charges are reasonable and proportionate, and directly reflect the increased work involved in overseeing larger sites over extended time periods. A greater degree of monitoring is also required in the financial recording and spend allocation of the

considerable commuted sums typically received from substantial development sites. The s106 agreements associated with these sites also tend to incorporate more triggers per obligation, complicating the respective monitoring and increasing the associated workload. Tiered costings therefore comply with the test provided by Regulation 10 of the 2019 amendments to the Community Infrastructure Levy Regulations.

- 4.5 Charges per trigger are not proposed. Charging per trigger complicates the calculation of fees causing difficulty for financial forecast, and also risks charging fees in excess of the actual cost of monitoring, contrary to legislation. In some instances, for example with the payment of off-site contributions on smaller sites, multiple triggers are included to alleviate the financial burden of a single lump sum; to then multiply the monitoring fee per trigger is potentially unreasonable. As highlighted in 4.4, the proposed tiered costings already acknowledge the greater number of triggers usually contained within obligations relating to larger sites.
- 4.6 In the Government's response to its technical consultation on reforming developer contributions, published June 2019, it details that for obligations where the district council is the local planning authority, but where obligations will require monitoring by the county council, "the Government considers that it is a matter for agreement between the district and county councils as to how the monitoring fee will be shared".
 - 4.6.1 Norfolk County Council outline at paragraph 3.10 of their Planning Obligations Standards that a charge will generally be levied at a rate of £500 per obligation covering each infrastructure item sought. A charge per obligation/infrastructure item is similarly proposed in this report to avoid unfairly conferring liability on developers for both an overall agreement fee to the District Council, plus additional specific obligation fees to the County Council, potentially strictly double paying.
 - 4.6.2 The maximum charge per obligation proposed in this report (applicable for developments of 201+ dwellings) is also set at £500 to avoid unreasonably exceeding the charge applied by Norfolk County Council.

5. Other options

- 5.1 A flat rate charge per obligation, applicable to all developments of up to 400 dwellings, could be applied. To ensure the fee levied complies with the amended Community Infrastructure Levy Regulations, this should be set at the lower limit of £200/obligation so that the fee is not unreasonably high in relation to smaller developments.
- 5.2 The fee relating to developments of 1-10 dwellings could be removed so that smaller scale developments are not burdened with liability for monitoring fees where the financial impact may be proportionately greater.

6. Issues and risks

6.1 **Resource Implications** – There are no immediate resource implications.

6.2 **Legal Implications** – The monitoring fees sought must comply with the legal test laid out in Regulation 10 of The Community Infrastructure Levy (Amendment) (England) (No 2) Regulations 2019. Specifically that the sum to be paid to the local planning authority fairly and reasonably relates in scale and kind to the development, and does not exceed the authority's estimate of its cost of monitoring the development over the lifetime of the planning obligations which relate to that development.

6.3 **Equality Implications** – No grounds have been identified that would require an equality impact assessment to be undertaken.

6.4 **Environmental Impact** – There are no immediate environmental implications.

6.5 **Crime and Disorder** – There are no crime and disorder implications.

6.6 **Risks** – There is a potential risk of developer concerns in response to the introduction of monitoring fees. This has been mitigated by proposing fees at a nominal level, that are proportionate to both development size and aggregate of obligations involved. Following the 2019 amendments to the Community Infrastructure Levy Regulations, the levying of monitoring fees is now explicit in law, diminishing potential disputes.

7. Conclusion

7.1 The implementation of s106 monitoring fees is proposed to cover the costs involved in overseeing compliance with obligations. Ensuring s106 obligations are fulfilled requires time and precision, and monitoring often occurs over substantial time periods where triggers are initiated pre-commencement and extend beyond completion.

7.2 The monitoring fees proposed will align the Council's practice relating to planning obligations with recent legislation and Government guidance.

8. Recommendations

That Cabinet recommend to Council that the monitoring fees for section 106 agreements, as set out in Appendix 1, are adopted from 1 April 2022.

Background papers

[The Community Infrastructure Levy Regulations 2010, Regulation 122](https://www.legislation.gov.uk/ukdsi/2010/9780111492390/regulation/122)

(<https://www.legislation.gov.uk/ukdsi/2010/9780111492390/regulation/122>)

[The Community Infrastructure Levy \(Amendment\) \(No 2\) Regulations 2019 \[September 2019\], Regulation 10](https://www.legislation.gov.uk/ukdsi/2019/9780111187449/regulation/10)

(<https://www.legislation.gov.uk/ukdsi/2019/9780111187449/regulation/10>)

[Government Response to Reforming Developer Contributions \[June 2019\]](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/806284/Developer_contributions_government_response.pdf)

(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/806284/Developer_contributions_government_response.pdf)

[Norfolk County Council Planning Obligations Standards \[February 2021\]](https://www.norfolk.gov.uk/-/media/norfolk/downloads/rubbish-recycling-planning/planning/planning-obligations-standards-february-2021.pdf)

(<https://www.norfolk.gov.uk/-/media/norfolk/downloads/rubbish-recycling-planning/planning/planning-obligations-standards-february-2021.pdf>)

[Planning Practice Guidance, Planning Obligations](https://www.gov.uk/guidance/planning-obligations)

(<https://www.gov.uk/guidance/planning-obligations>)

[Reforming Developer Contributions, Technical Consultation on Draft Regulations \[December 2018\]](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/767292/CIL_Amendment_Regulations_Consultation_Paper.pdf)

(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/767292/CIL_Amendment_Regulations_Consultation_Paper.pdf)

Appendix 1

Proposed monitoring fees:

Development Size	1 – 10 Dwellings	11 – 50 Dwellings	51 – 200 Dwellings	201 – 400 Dwellings	400+ Dwellings or Multi-Phase/Strategic Site
Monitoring Charge per Obligation Type	£200	£300	£400	£500	Bespoke
Maximum Total Fee per Agreement	£2,000	£3,000	£4,000	£5,000	Bespoke

Appendix 2

Monitoring fees that would have applied to the relevant 37 agreements currently monitored by Broadland District Council (sites with <400 dwellings)

Number of dwellings	Fee per Obligation	Number of s106 Obligations	Fee Charged
5	£200	1	£200
6	£200	1	£200
6	£200	2	£400
6	£200	1	£200
6	£200	1	£200
7	£200	2	£400
7	£200	2	£400
8	£200	1	£200
9	£200	2	£400
10	£200	2	£400
11	£300	2	£600
12	£300	2	£600
12	£300	3	£900
15	£300	2	£600
15	£300	3	£900
18	£300	3	£900
22	£300	2	£600
30	£300	3	£900
35	£300	3	£900
36	£300	3	£900
58	£400	2	£800
64	£400	2	£800
69	£400	3	£1,200
71	£400	3	£1,200
84	£400	4	£1,600
93	£400	3	£1,200
137	£400	4	£1,600
155	£400	3	£1,200
157	£400	4	£1,600
163	£400	3	£1,200
225	£500	3	£1,500
267	£500	7	£3,500
272	£500	4	£2,000
300	£500	9	£4,500
304	£500	4	£2,000
324	£500	3	£1,500
365	£500	6	£3,000

Total: £41,200

Appendix 3

Example total monitoring fee based on typical section 106 agreements:

Development Size (dwellings)	On-Site Affordable Housing	Affordable Housing Commuted Sum	On-Site Informal Open Space	On-Site Play	Other On-Site Amenity	Off-Site Commuted Sum	Facilities Commuted Sum	Total Fee
1 – 10	-	-	-	-	-	£200	-	£200
1 – 10	£200	-	-	-	-	£200	-	£400
11 – 50	£300	-	-	-	-	£300	-	£600
11 – 50	£300	-	£300	-	-	£300	-	£900
51 – 200	£400	-	£400	-	-	£400	-	£1,200
51 – 200	£400	-	£400	£400	-	£400	-	£1,600
201 – 400	£500	-	£500	-	-	£500	-	£1,500
201 – 400	£500	-	£500	£500	-	£500	-	£2,000
201 – 400	£500	£500	£500	-	-	£500	-	£2,000
201 – 400	£500	-	£500	£500	£500	£500	-	£2,500
201 – 400	£500	-	£500	£500	£500	-	£500	£2,500