

Report on	Proposal for changes to Property Certificate charges
Date of Meeting	12 th June 2023
Reporting Officer	Dr Chris Boomer
Contact Officer	Jean Connolly

Is this report restricted for confidential business? If 'Yes', confirm below the exempt information category relied upon	Yes	
	No	x

1.0	Purpose of Report
1.1	To seek approval for revisions to the charges for Regional Property Certificates (RPC) processed by the Planning Department.
2.0	Background
2.1	When Planning functions were devolved to local authorities in April 2015, the RPC process was administered by Fermanagh & Omagh Council, on behalf of all 11 councils.
2.2	When Mid Ulster Council implemented their own new planning computer system, independent of the other councils and the Department in 2022, the RPC function passed to Council's Planning Department to provide this service for the Mid Ulster area.
2.3	From June 2022 the Planning Department began issuing RPCs on the same basis as those issued by Fermanagh & Omagh, including the £70 fee (inclusive of VAT) charged for the service. However, Fermanagh & Omagh have now increased their charges for the Property certificate to £80.50. MUDC has to therefore to consider if we should do the same.
2.4	The Council's Building Control (BC) Department are responsible for the issue of Local Property Certificates (LPC). Up until now, the fee for the LPC matched that of the RPC at £70 incl VAT for a standard certificate. However, BC also charge an additional £10 administration fee if the application is submitted manually i.e. not through their on-line system Tascomi system. The fee for the LPC is due to be increased to £90 in July 2023 and will therefore no longer be in line with the fee for a RPC. The additional £10 admin fee will remain after the increase.

2.5	A recent audit of the Property Certificate function in MUDC recommended that the administration charged by Building Control for processing Property Certificates not received on-line should be extended to the Planning Department when the on-line facility becomes available.
2.6	Work is ongoing to introduce an improved on-line system for the processing of the RPC and it is expected that this will be achieved by August 2023 although the final date has yet to be announced.
3.0	Main Report
3.1	A revised fee for the RPC administered by Fermanagh & Omagh Council for all council areas except Mid Ulster has already been increased to £80.50 (incl VAT), with £7 per additional property included in the search. The revised fee for a standard LPC is £90, with an additional £10 fee if the application is submitted other than on-line through the Council's Tascomi system.
3.2	It is clear then that there is a requirement for MUDC to amend the fee for the RPC processed by the Planning Department and there are various options to be considered.
	<u>OPTION 1</u>
3.3	The basic fee could be increased to £80.50 in line with the that implemented by Fermanagh & Omagh Council who are administering RPC's for all the other Councils' This would keep MUDC in line with the charge for the RPC in all the other Council areas
3.4	<u>OPTION 2</u> The fee could be increased to £80.50 in line with the that implemented by Fermanagh & Omagh Council who are administering RPC's for all the other Councils'. However, a £10 administration fee could be introduced for those applications not received on-line when this facility becomes available. This would keep the parity with the other Council areas but would also meet the audit requirement that Council policy on claims not made on line have an additional administrative charge
3.5	<u>OPTION 3</u> The fee could be increased to £90 in line with what is charged by Building Control for processing the LPC, with the £10 additional fee for those applications not received on-line when this facility becomes available. Whilst this would provide uniformity within MUDC, we could be criticized for charging more for the same service than that received for other council areas.

3.6	The aim would be to align the fee increase with the improvements to the computer system.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: This will affect the income generated for the Council
	Human: N/A
	Risk Management:
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: N/A
	Rural Needs Implications: N/A
5.0	Recommendation(s)
5.1	It is recommended that Option 2 be considered the preferred option and that the increases be introduced alongside the improved system implementation.
6.0	Documents Attached & References
6.1	Appendix 1 - Notice of increase in RPC fees

Regional Property Certificates Unit

	
<p>Process of a Regional Property Certificate</p>	<p>Purpose of a Property Certificate</p>
<p>Read More</p>	<p>Read More</p>

The new online Regional Property Certificates & Planning portal is now LIVE and here are the links to the new system!

[Regional Property Certificates Link \(Log- In\)](#)


[Submissions site \(to submit applications online\)](#)


[Planning Register \(new version of Public Access\)](#)

[Consultee Hub](#)

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**** Proposed changes to fees for Regional Property Certificates**

There is a proposed change to the fee structure for Regional Property Certificates that will come in to effect from **Thursday 06 April 2023.**

By way of background, Fermanagh and Omagh District Council co-ordinate and manage this service on behalf of the sector and other statutory partners and the net fee is distributed by us to your Council representing their work on this.

The new increase reflects some elements of the additional costs in relation to this service. Other aspects of charges, including the charge for additional sites and maximum fee will remain unchanged.

The change to the fee structure is as follows:

Enquiry Submission	Fee (excluding VAT)	Total Cost (including VAT)
Single Property	£67.08	£80.50
Each additional property on the same map	£7.00	£67.08 + (£7 x number of additional properties)
Up to a maximum of 30 properties or	£324.10	

Current Fees: Regional Property Certificates

Enquiry submission	Fee (excluding VAT)	Total cost
Single property	£58.33 + VAT	£70
Each additional property on the same map	£7 + VAT	£58.33 + (£7 x number of additional properties) + VAT
* Up to a maximum of 30 properties or £313.60		

You can go to the Mid Ulster District Council's website to find out details about the costs of Mid Ulster District Council's certificates.

How to apply for a Regional Property Certificate

Regional Property Certificates are usually sought by solicitors on behalf of their clients who are buying or selling property. Application details are listed below.

Method of contacts	Information
Address	Regional Property Certificate Unit, 2 Townhall Street, Enniskillen, BT74 7BA
Telephone	028 66 321 828

Method of contacts	Information
Email	propcerts@fermanaghomagh.com
Website	https://planningregister.planningsystemni.gov.uk
* You will need to click the new Portal website link to create an account.	