

# MERSEYSIDE ENVIRONMENTAL ADVISORY SERVICE CHARGING POLICY



Merseyside  
Environmental  
Advisory Service

**EFFECTIVE FROM 1 APRIL 2022**

*Our services and data products include:*



## Document Control

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# Contents

Document Control .....	2
Section 1 - Principles for MEAS Charging Policy .....	4
Section 2 - Merseyside EAS Data Product Policy .....	5
MEAS Databases .....	5
Personal Data – MEAS Privacy Notice.....	6
MEAS Charging policy – Scope and Fees .....	6
Section 3 - MEAS Discretionary Advisory Services .....	7
Table 1 – MEAS Discretionary Advisory Services .....	7
Section 4 - MEAS Pre-Application Advice.....	8
Table 2 – MEAS Pre-Application Advice charges to be incorporated into the Local Planning Authority pre-application charging schedule. ....	9
Section 5 - Other MEAS Fees and Charges .....	10
Merseyside BioBank LERC .....	10
Table 3 – Merseyside BioBank Local Environmental Record Centre data product (search) .....	11
Merseyside Historic Environment Record .....	11
Table 4 – Merseyside Historic Environment Record data product (search) .....	11
Joint Merseyside and Halton Waste Local Plan .....	12
Table 5 – Merseyside and Halton Waste Local Plan services .....	12
Other Technical Services.....	13
Table 6 – Other MEAS Technical Advisory Services .....	13
Section 6 – Daily and Hourly Fee Rates .....	15
Table 7 – MEAS Charges effective from 01 April 2020 .....	15
Section 7 – MEAS Standards of Service.....	17
Appendix 1: Procedures for Merseyside EAS Pre-Application Advice, Discretionary Services and Data Products .....	19
Appendix 1.1 - I want MEAS Discretionary Advisory Services .....	19
Appendix 1.2 - I want MEAS Pre-Application Advice.....	20
Appendix 1.3 - I Want Other MEAS Technical Advisory Services .....	22
Appendix 1.4 - I Want a Merseyside BioBank Local Environmental Record Centre (LERC) Data Product / Search .....	23
Appendix 1.5 - I Want a Historic Environment Record (HER) Data Product / Search .....	24
Appendix 1.6 - I Want a Merseyside and Halton Waste Local Plan (WLP) Data Product .....	25
Appendix 2: MEAS Charging Policies .....	26
Appendix 2.1: Merseyside BioBank Local Environment Record Centre (LERC) Data Products and Services – Charging Policy.....	26
Appendix 2.2 - Merseyside Historic Environment Record Products and Services Charging Policy .....	29
Appendix 2.3 - The Joint Merseyside and Halton Waste Local Plan Data Products and Services Charging Policy.....	31

## Section 1 - Principles for MEAS Charging Policy

1. Merseyside Environmental Advisory Service (MEAS) is a specialist unit which provides advice on specific environmental matters to the six District Councils making up the Liverpool City Region. First formed in 1986, our role and remit have developed substantially in recent years and continue to evolve. Find out more here: [www.meas.org.uk](http://www.meas.org.uk)
2. MEAS is a Local Government “not-for-profit” technical advisory service and from 2016 we provide services and data products to commercial and non-commercial customers. Income from fees charged does not exceed the cost of provision. All MEAS staff are employees of Local Authority (Sefton Council). MEAS charges for providing discretionary services, including pre-application advice, are made under [section 93 of the Local Government Act 2003](#).
3. MEAS provide advice on the basis of the information before us on a case by case basis. Any fees charged are re-invested in efficient service delivery for wider public good and to meet the objectives of our Local Authority customers.
4. In charging for advisory services and data services MEAS is seeking to ensure that our Local Authorities have access to high-quality, professional, technical environmental advice to inform policy making and decision-taking for the benefit of the environment, places, communities and businesses of the Liverpool City Region.
5. It is entirely at the discretion of the person or organisations making a request (**requester**) whether they choose to use and/or act upon the advisory services and data services provided by MEAS. As specialist technical advisors the advisory services and data services that we provide should be weighed alongside other considerations for a project, policy or proposal. MEAS, Sefton Council or any of the Local Authorities to whom MEAS provides core services accept no liability whatsoever from the advisory services and data services that we provide through this charging policy.
6. MEAS will seek to identify significant procedural, legal and policy risks on the basis of the information available and technical expertise to inform the planning and decision processes of the requester. In line with our technical remit, we will seek to improve the quality and environmental sustainability of any plan or project that we provide advisory services and data services through this policy. We will apply, on a case by case basis, a hierarchy to seek to avoid impact and significant harm in the first instance through alternatives and then, minimise, mitigate and compensate for adverse effects as appropriate.
7. The procedures that MEAS will follow in providing its pre-application advice, discretionary services and data products is set out in a series of flow diagrams which can be found in [Appendix 1](#).
8. MEAS do not charge for environmental data and information. We charge for advisory services and data products only. This Charging Policy is effective from 01 April 2021.



Merseyside  
Environmental  
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## Section 2 - Merseyside EAS Data Product Policy

9. MEAS assembles, manages and maintains a range of databases which contain environmental information. We do this primarily for the Local Authorities that comprise the Liverpool City Region namely: **Halton; Knowsley; Liverpool; Sefton; St. Helens and Wirral**. These databases are also available more generally to the public, non-for-profit organisations, educational establishments, Liverpool City Region partners and the private sector.
10. Bespoke and unique information products and services can be provided by MEAS in response to enquiries from commercial customers such as private companies and consultancy. Our policy and fee schedule for the provision of these products and services is set out in this policy document. For the avoidance of doubt MEAS fees for these products and services exclude any costs associated with database assembly, data collection, and database maintenance and database management.

### **MEAS Databases**

11. MEAS actively maintains, manages and operates **four principal databases** as follows:

1.	<a href="#">Merseyside BioBank</a> – the Local Environment Record Centre for North Merseyside (Knowsley, Liverpool, Sefton and St. Helens).	
2.	<a href="#">The Merseyside Historic Environment Record</a> – the HER for Knowsley, Liverpool, Sefton, St. Helens and Wirral.	
3.	<a href="#">The Joint Merseyside and Halton Waste Local Plan evidence base</a> – the adopted Waste Local Plan for Halton, Knowsley, Liverpool, Sefton, St. Helens and Wirral.	
4.	<a href="#">The Liverpool City Region Ecological Network</a> – the ecological evidence base for Halton, Knowsley, Liverpool, Sefton, St. Helens and Wirral to draw upon for Local Plan and other purposes.	

12. These databases have been assembled, maintained and managed using public funding and are for evidential purposes. A wide range of public, private, voluntary and academic sources of data have been incorporated into these databases. Intellectual copyright of those data remains with the data originator. MEAS has permission to use the databases to provide the products and services as set out in this policy document and according to other individual agreements.

### ***Personal Data – MEAS Privacy Notice***

13. MEAS uses personal data in accordance the [General Data Protection Regulations 2018](#). A privacy notice setting out how we use personal data is available on our website here: [www.meas.org.uk/1312](http://www.meas.org.uk/1312)

### ***MEAS Charging policy – Scope and Fees***

14. The scope of the MEAS Charging Policy, effective from 01 April 2021, is set out in the following list. The geographical coverage of our data products and advisory services varies depending on technical scope. Clicking on the link will take you to the appropriate section of this policy:

- [I want Discretionary Advisory Services](#)
- [I want Pre-Application advice](#)
- [I want a Merseyside BioBank LERC data product \(search\)](#)
- [I want a Historic Environment Record data product \(search\)](#)
- [I want a Waste Local Plan data product](#)
- [I want other MEAS Technical Advisory Services](#)

## Section 3 - MEAS Discretionary Advisory Services

14. This chargeable service comprises discretionary advice before any pre-application process begins with the Local Planning Authority. Table 1 sets out full details of what is included in this service and chargeable fee rates based on the scale of the development proposal. [Appendix 1.1](#) provides detail of the procedure we follow for this service.

**Table 1 – MEAS Discretionary Advisory Services**

Discretionary Advisory Services	Description	Standard of Service	Charges
<p>Discretionary advice before Pre-Application process begins with the Local Planning Authority</p>	<p>Normally at a very early stage of option appraisal / site or scheme planning.</p> <p>Scope of pre-application advice are those planning matters within the technical remit of MEAS – archaeology, contaminated land, ecology and biodiversity, EIA scoping, historic environment, low carbon energy, minerals, nature conservation, sustainable waste management and waste matters.</p> <p>MEAS does not charge for EIA screening and/or an EIA scoping opinion where this forms part of the statutory duty of the Local Planning Authority (LPA) under the EIA Regulations. MEAS will charge for informal EIA scoping where a request has been made for discretionary advice that <u>does not</u> form part of an application to the LPA for a scoping opinion under the EIA Regulations.</p> <p>MEAS has 4 fixed charge rates that apply as set out in the right-hand column for a single piece of written, integrated advice.</p> <p>For more complex cases where discretionary advice is sought and / or where additional advice is required beyond the single piece of written, integrated advice, MEAS may enter into a bespoke agreement with the requester on the basis of hourly fee rates (see Table 7).</p> <p>For the avoidance of doubt the scope of discretionary advice excludes the fees for Merseyside BioBank Local Environmental Record Centre Data Product Service, Historic Environment Record Standard Data Product and Waste Local Plan Standard Data Product as these are all separate services and charged accordingly.</p> <p>Advice will be provided without the benefit of a site visit. Advice is confidential between requester and MEAS.</p>	<p>15 working days from written acceptance of quotation by requester.</p>	<p>Single household / dwelling extension - fixed fee £60.00 exclusive of VAT.</p> <p>Householder application demolition, rebuild of 1 dwelling within existing curtilage or 1 new dwelling - fixed fee £125 exclusive of VAT.</p> <p>Minor applications - fixed fee £250 exclusive of VAT.</p> <p>Major applications – fixed fee £450 exclusive of VAT.</p> <p>More complex cases agreed on a case by case basis, chargeable time as per fee rates 2 and 3, in Table 7, exclusive of VAT.</p>

## Section 4 - MEAS Pre-Application Advice

15. MEAS are specialist technical advisors to the 6 Liverpool City Region Local Planning Authorities and West Lancashire Borough Council. MEAS is a shared local government service for the Liverpool City Region. The planning fee paid by the requester to Halton, Knowsley, Liverpool, St. Helens, Sefton and Wirral Councils for pre-application advice, from 01 April 2018, should include the additional fee for MEAS advice as set out in this policy, **Table 2** below. The procedure we follow is set out at [Appendix 1.2](#).
16. For the avoidance of doubt, MEAS will not charge a prospective applicant a fee for pre-application advice, as specified in **Table 2**, where this forms part of a pre-application request to the Local Planning Authority.
17. All the Liverpool City Region Local Planning Authorities and West Lancashire Borough Council strongly advocate consultation with MEAS and have embedded that within the scope of their pre-application process. This is necessary to ensure that environmental issues, risks and opportunities to the proposed development are identified very early in the development management process – this is commonly called “front-loading”. The Local Planning Authorities will include consultation with MEAS within the fee charged to applicants and their advisors when it is necessary to consult MEAS for pre-application advice.
18. The scope of pre-application advice from MEAS is those planning matters within the technical remit of MEAS – aggregates, archaeology, contaminated land, ecology, historic environment, low carbon energy, minerals, nature conservation, sustainable waste management and waste. Advice on EIA will be provided where appropriate. More detail on the scope of MEAS technical services can be found at: <http://www.meas.org.uk/1070>
19. Early consultation with MEAS will assist applicants in planning for required information and assessments, including the scope and timing of environmental surveys that are likely to be needed before you submit a planning application or other application for consent. This will help reduce the risk in working up your proposal and may lead to a faster decision. For example, we wish to avoid planning applications being submitted which are not supported by the required environmental surveys as this could lead to a delay in determining the application as further evidence (e.g. survey) is gathered or result in an application being refused because of insufficient environmental information.

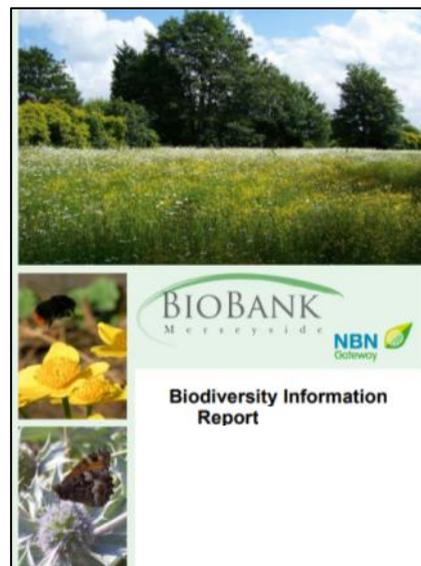
**Table 2 – MEAS Pre-Application Advice charges to be incorporated into the Local Planning Authority pre-application charging schedule.**

Pre-Application Advice	Description	Standard of Service	Charges
<p>Pre-Application advice once a request has been submitted to the Local Planning Authority for pre-application advice.</p>	<p>Scope of pre-application advice are those planning matters within the technical remit of MEAS – archaeology, contaminated land, ecology and biodiversity, historic environment, low carbon energy, minerals, nature conservation, sustainable waste management and waste matters.</p> <p>MEAS does not charge for EIA screening and/or an EIA scoping opinion where this forms part of the statutory duty of the Local Planning Authority (LPA) under the EIA Regulations.</p> <p>Chargeable when pre-application advice is sought from the Local Planning Authority and MEAS advice is included. Advice will include information that would be expected to be included in a planning application including: scope of evidence / data required; type of surveys including duration of baseline survey required / seasonality; desk-based assessments required; options to avoid impact.</p> <p>MEAS has 4 fixed charge rates that apply as set out in the right-hand column for a single piece of written, integrated advice.</p> <p>For more complex cases where discretionary advice is sought and / or where additional advice is required beyond the single piece of written, integrated advice, MEAS may enter into a bespoke agreement with the requester on the basis of hourly fee rates (see Table 7).</p> <p>For the avoidance of doubt the scope of discretionary advice excludes the fees for Merseyside BioBank Local Environmental Record Centre Data Product Service, Historic Environment Record Standard Data Product and Waste Local Plan Standard Data Product as these are all separate services and charged accordingly.</p> <p>Advice will be provided without the benefit of a site visit. MEAS pre-application advice is provided to both requester and Local Planning Authority.</p>	<p>15 working days from written acceptance of quotation by requester.</p>	<p>Single household / dwelling extension - fixed fee £60 exclusive of VAT.</p> <p>Householder application demolition, rebuild of 1 dwelling within existing curtilage or 1 new dwelling - fixed fee £125 exclusive of VAT.</p> <p>Minor applications - fixed fee £250 exclusive of VAT.</p> <p>Major applications – fixed fee £450 exclusive of VAT.</p> <p>More complex cases agreed on a case by case basis, chargeable time as per fee rates 2 and 3, in Table 7, exclusive of VAT.</p>

## Section 5 - Other MEAS Fees and Charges

### **Merseyside BioBank LERC**

20. [Merseyside BioBank](#) is the Local Environmental Records Centre (LERC), an environmental information service, for North Merseyside. We cover the authority districts of Liverpool, Sefton, Knowsley and St Helens. As a member of the Association of Local Environmental Records Centres (ALERC) and part of the National Biodiversity Network (NBN), we collect and collate information on wildlife within our region, on a not-for-profit basis, and encourage and support the recording of wildlife.
21. The Merseyside BioBank database holds electronic copies of wildlife records provided from a wide range of sources, including; local naturalists, volunteer recorders, local natural history groups, professional consultants and national recording schemes and societies.
22. The wildlife records we hold are available to help others better understand the biodiversity of North Merseyside.
23. Records shared with us are held alongside thousands of others which together form an evidence base that underpins conservation, decision making, forward planning and development throughout Merseyside so helping to conserve and protect biodiversity in our rapidly developing region and beyond.
24. Our services are usually free to not-for-profit organisations, the public and local naturalists. There is a charge for consultancies, developers, other commercial bodies and funded work.
25. If you require one or more of our services or are unsure about whether we can help you, please do not hesitate to get in contact with us. We are expanding on our services in response to the needs of our customers and welcome any feedback that you are able to provide.
26. If you would like to know about the distribution of a species or be provided with a list of species/habitats for a particular site, let us know and we will search through our database for the relevant records and provided them to you in a variety of forms such as our Biodiversity Information Reports (picture right).
27. Table 3 below sets out details of the scope of Merseyside BioBank data, products, services and charging.



**Table 3 – Merseyside BioBank Local Environmental Record Centre data product (search)**

BioBank Local Environmental Record Centre data product (search)	Description	Standard of Service	Charges
Desk Based Data products: Merseyside BioBank Local Environment Record Centre	Data products and services as per <a href="#">Appendix 2.1</a> and are restricted to Knowsley, Liverpool, Sefton and St. Helens. The procedure that we follow is set out in <a href="#">Appendix 1.4</a>	10 working days from written acceptance of quotation by requester.	As per <a href="#">MBB published charging policy (Appendix 2.1)</a>

**Merseyside Historic Environment Record**

28. MEAS adopted the Historic Environment Record (HER) in April 2014. A three-year process of digitising, validating and enhancing the HER, working with the paper Sites and Monuments Record files dating back to the 1970s and with the grey literature of archaeological reports for Merseyside, means it is now usable as a digital source of sound planning evidence.



29. From June 2016 a full service for archaeological advice relating to planning and development management is available to the local authorities of Knowsley, Liverpool, Sefton, St. Helens and Wirral. Archaeological advice is integrated into our wider development management and planning policy advisory services.

**Table 4 – Merseyside Historic Environment Record data product (search)**

Historic Environment Record data product (search)	Description	Standard of Service	Charges
Desk Based Data products: Merseyside Historic Environment Record	Data products and services as per <a href="#">Appendix 2.2</a> and are restricted to Knowsley, Liverpool, Sefton, St. Helens and Wirral. The procedure that we follow is set out in <a href="#">Appendix 1.5</a> .	7 working days from written acceptance of quotation by requester.	As per <a href="#">MHER published charging policy (Appendix 2.2)</a>

## **Joint Merseyside and Halton Waste Local Plan**

30. The [Waste Local Plan](#) (WLP) was adopted in July 2013 by all the Merseyside and Halton districts. Upon adoption the WLP policies and allocations became part of the individual districts Local Plans and, must be taken into account for relevant planning applications. MEAS has a key role in ensuring that the WLP policies are implemented for relevant applications, and that the site allocations are also monitored. MEAS monitors use of the WLP and waste planning applications each year and prepares an [annual report](#) that is integrated into the Local Authority Monitoring Reports.



31. Table 5 provides details of data products and services associated with the WLP.

**Table 5 – Merseyside and Halton Waste Local Plan services**

<b>Waste Local Plan data product</b>	<b>Description</b>	<b>Standard of Service</b>	<b>Charges</b>
Waste Local Plan Standard Data Product	Data products as per <a href="#">Appendix 2.3</a> . All LCR Councils Halton, Knowsley, Liverpool, Sefton, St. Helens and Wirral. The procedure that we follow is set out in <a href="#">Appendix 1.6</a> .	10 working days from written acceptance of quotation by requester.	As per <a href="#">WLP published charging policy (Appendix 2.3)</a>

## Other Technical Services

31. MEAS offers a range of other technical services which are not covered within the scope of the earlier sections. The 2021/22 fee rates have been amended on the basis of:
- (i) Inflationary pressures (CPI and pay wards);
  - (ii) Cost base of uncontrollable costs such as premises and IT solutions;
  - (iii) Core local authority requirements.
  - (iv) Staffing levels.
32. MEAS has a 4-tier fee structure that are defined in Table 6 below. These services for 2021/22 are chargeable in accordance with our [daily and hourly fee rates \(Section 6, Table 7\)](#). The procedure that we follow in agreeing to provide Other Technical Services is set out at [Appendix 1.3](#).

**Table 6 – Other MEAS Technical Advisory Services**

Other MEAS Technical Advisory Services	Description	Standard of Service	Charges
Planning Performance Agreements	Agreements for enhanced MEAS service. MEAS is happy to enter into dialogue with requesters who are seeking an enhance level of service e.g. Planning Performance Agreement for major applications on a case by case basis.	Normally within 15 working days from written acceptance of quotation by requester. 30 working days for EIA development.	Chargeable time as per Fee Rate 4, in Table 7, exclusive of VAT.
Core work (e.g. planning applications, local plans, and Part IIA contaminated land) within LCR where allocated annual core service time threshold has been exceeded by a Local Authority.	Charged on basis of agreed scope and time taken to complete work over and above the annual core service time threshold. Invoices evidenced by time recording to 15-minute periods and supported by regular reporting.	Levels of service are exactly the same as those specified in core service level legal agreements.	Fee Rate 1 for Core Service Agreements within LCR. Fee Rate 2 for Service Level Agreements and Contract Agreements. Fee Rate 3, for exceedance hours and DAS within LCR. All rates shown in Table 7.
Discretionary Advice Services including Pay-by-project work for LCR Local Authority non-core work.	Scope to be agreed with individual requester but will be dependent on available capacity within MEAS. Written estimate provided – charges on basis of time taken and evidenced by time recording to 15-minute periods. The scope of the work is outside the scope of the core services which are agreed with each Local Authority	Agreed in writing on a case by case basis with the Local Authority service / department requesting the service.	Chargeable time basis as per Fee Rate 4, in Table 7.
Commissioned work from non-core partners such as LCR LEP, LCR	Scope to be agreed with individual requester but will be dependent on available capacity within MEAS.	Agreed in writing on a case by case basis.	Chargeable time basis as per Fee Rate 3, in Table 7.

<b>Other MEAS Technical Advisory Services</b>	<b>Description</b>	<b>Standard of Service</b>	<b>Charges</b>
Combined Authority, Merseytravel and MRWA	Written estimate provided – charges on basis of time taken and evidenced by time recording to 15-minute periods.		
Commissioned work from Local Authorities or other public bodies outside of the LCR	Scope to be agreed with individual requester but will be dependent on available capacity within MEAS. Written estimate provided – charges on basis of time taken and evidenced by time recording to 15-minute periods.	Agreed in writing on a case by case basis.	Chargeable time basis as per Fee Rate 4, in Table 7.
Site visits	Not normally undertaken. Scope to be agreed with individual requester but will be dependent on available capacity within MEAS. Written estimate provided – charges on basis of actual time taken and evidenced by time recording to 15-minute periods.	Agreed in writing on a case by case basis – may be seasonally and weather determined.	Chargeable time basis as per Fee Rate 3, in Table 7 and for <a href="#">MHER in Appendix 2.2</a> .

## Section 6 – Daily and Hourly Fee Rates

32. MEAS comprises a team of environmental technical specialists covering a wide range of [expertise](#). Daily (7.2 hours) and hourly fee rates for MEAS advice in 2021/22 are set out in Table 7 below. These rates apply to our discretionary advice services, pre-application advice services and other technical services as set out in this policy document. The Fee Rates are effective from 01 April 2021, reviewed annually.

**Table 7 – MEAS Charges effective from 01 April 2021**

Staff Level – refer to Note 1	Fee Rate 1 Core Service agreements within LCR Hourly	Fee Rate 1 Daily - refer to Note 2	Fee Rate 2 Service Level Agreements and Contract Agreements Hourly	Fee Rate 2 Daily - refer to Note 2
Support Staff	£26.15	£188.28	£28.77	£207.11
Technical Officer	£30.35	£218.55	£33.39	£240.40
Senior e.g. Ecologist, HER, Contamination land officer	£34.67	£249.62	£38.14	£274.58
Principal e.g. Principal Ecologist, Principal CL Officer, MBB Manager	£39.91	£287.36	£43.90	£316.10
Team Leader	£46.04	£331.50	£50.65	£364.65
Development Management Lead, Policy Lead	£48.08	£346.14	£52.88	£380.76
Director / Head of Service	£71.87	£517.45	£79.05	£569.19
Average	<b>£38.62</b>		<b>£42.48</b>	
Staff Level	Fee Rate 3 Exceedance hours and DAS within the LCR Hourly – refer to Note 3	Fee Rate 3 Daily - refer to Notes 2 & 3	Fee Rate 4 All other DAS and projects Hourly - refer to Note 3	Fee Rate 4 Daily - refer to Notes 2 & 3
Support Staff	£31.38	£225.94	£34.00	£244.77
Technical Officer	£36.42	£262.26	£39.46	£284.11
Senior e.g. Ecologist, HER, Contamination land officer	£41.60	£299.54	£45.07	£324.50
Principal e.g. Principal Ecologist, Principal CL Officer, MBB Manager	£47.89	£344.83	£51.88	£373.57
Team Leader	£55.25	£397.80	£59.85	£430.95
Development Management Lead, Policy Lead	£57.69	£415.37	£62.50	£449.98
Director / Head of Service	£86.24	£620.94	£93.43	£672.68
Average	<b>£46.34</b>	<b>refer to Note 4</b>	<b>£50.20</b>	
Notes				
<p><b>1: Support staff</b> e.g. administration officer; <b>Technical officer</b> e.g. Business Support Officer, Assistant Ecologist; Senior e.g. Planning Archaeologist, Contaminated Land Officer; Ecologist; <b>Principal</b> e.g. Contaminated Land Principal Officer, LERC Manager, Principal Ecologist.</p> <p><b>2:</b> All working days are 7.2 hour working days    <b>3:</b> VAT charged on Fee Rates 3 &amp; 4    <b>4:</b> Used to calculate Core Exceedance Fees.</p>				

33. MEAS fee rates may be amended at any time during the financial year at the discretion of MEAS. The charging policy detailing current fee rates is published at: <http://www.meas.org.uk/1282>. Should any fee rate change during the year, fee rates for existing contracts and Discretionary Advice Services will be honoured unless a

variation is agreed otherwise in writing. MEAS also reserves the right to vary the fee rates from those in the published charging policy on the basis of the technical demands, capacity and timescale pressure but only with prior the written agreement of the requester.

## Section 7 – MEAS Standards of Service

34. MEAS will provide a quotation, for agreement in writing with the requester, for completion of the work. The quotation will be based on our understanding of the needs of the requester on the basis of information supplied by the requester. For services provided on a chargeable time basis MEAS will, in its quotation provide information in writing and for agreement in writing with the requester, which may include:
- Our understanding of the scope of services / advice to be provided and our technical ability to provide those advisory services and data products;
  - Fee rates and payment schedule and this will usually be through our published charging policy at <http://www.meas.org.uk/1282>. With the exception of our fixed charges, this will include a non-binding, estimate of a charge ceiling. We operate a time recording cost-recovery system and the charge will be calculated on the basis of the time taken (to the nearest 15 minutes) to provide the requested advisory services and data products and not the estimated charge;
  - Identify a lead officer undertaking the work;
  - List of deliverables such as reports, recommendations, mapped outputs, brief or scope of work and format for those deliverables;
  - Timescale for delivery, taking into account other work demands on MEAS;
  - List of assumptions and information to be provided by the requester;
  - Format of required outputs e.g. paper, electronic, Microsoft Office format, GIS data etc;
  - Information on copyright, intellectual property rights and user restrictions for the services and data provided; and
  - Description of advisory services and data limitations.
35. The procedure that MEAS follows in the provision of discretionary services and data products is set out [in a series of flow diagrams](#) (Appendix 1).
36. No work will be undertaken until such time as written acceptance (normally email, occasionally letter) has been received from the requester on the basis of the quotation or published charging policy provided by MEAS. Payment terms - payment is due immediately upon commencement of work and should be paid within 14 days from completion unless otherwise agreed in writing e.g. for work that may be undertaken over a longer period.
37. **Confidentiality** - MEAS data products, advisory services and planning application advice are subject to public disclosure unless agreed otherwise:
- Pre-application advice provided by MEAS through the Local Planning Authority will be kept confidential to the Local Planning Authority and the requester. A copy of MEAS pre-application advice will be provided to both the requester and Local Planning Authority. That advice may be publicly disclosed according to the requirements of Environmental Information Regulations, Freedom of Information and the Information Commissioner because MEAS is acting on behalf of the Local Planning Authority and not the requester in the provision of that advice;

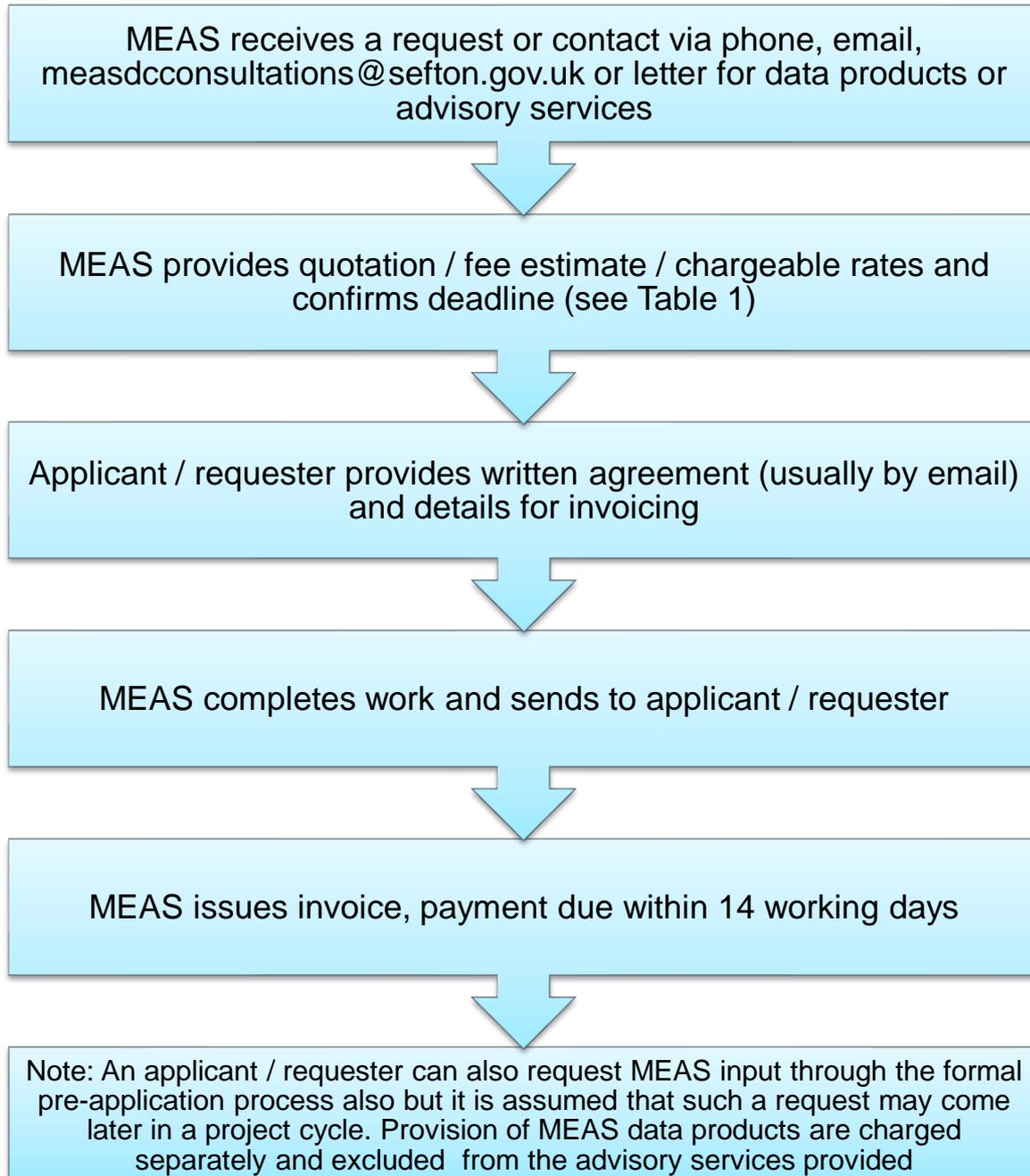
- Discretionary advice not directly associated with a planning application or an application to the Local Planning Authority for pre-application advice will remain confidential to the requester.

38. **Conflict of Interest** - MEAS will seek to avoid any potential conflict of interest and fully disclose any such matters. MEAS has an existing system in place to ensure that there is clear separation of responsibilities and roles between discretionary advice services and the formal, fully disclosed, planning process. For the avoidance of doubt, MEAS can decide at any time to cease the provision of data services and advisory services.
39. As a Local Government service MEAS carries appropriate employer liability and third-party insurances which can be provided to requesters.
40. **Payment Terms** - The requester will, in the exchange of correspondence, be required to provide necessary financial information to enable payment to be made. This will usually be through provision of a Purchase Order Number or Purchase Requisition to enable MEAS to invoice. VAT will be chargeable on all discretionary advice and data services provided and for more complex requests an invoicing schedule will be agreed with the requester. Payment of invoices will be required within 14 working days of completion unless agreed otherwise between MEAS and the requester.

# Appendix 1: Procedures for Merseyside EAS Pre-Application Advice, Discretionary Services and Data Products

## Appendix 1.1 - I want MEAS Discretionary Advisory Services

Request for Discretionary services that is not part of the Formal Pre-Application process with a Council. In this instance, the applicant or requester chooses to consult MEAS before any formal request has been made to the Local Planning Authority for pre-application advice and/or an EIA scoping opinion under the EIA Regulations. It is also assumed that the applicant / requester will have access to the MEAS website. There could be many reasons why such a request could be made but it is potentially a very important tool for risk reduction e.g. planning, procurement, timescale, costs and investment risk management.



## **Appendix 1.2 - I want MEAS Pre-Application Advice**

The applicant or requester has already made a formal request to the Local Planning Authority (LPA) for pre-application advice and that this is being dealt with according to the Council's published policy and fees. The Council will already have included the MEAS charges within their fees and it is a matter for that authority to recover those costs via pre-application fees charged. Nonetheless, a link to the MEAS website charging policy from an appropriate location within the Planning Services website, paper and e-form will be available.

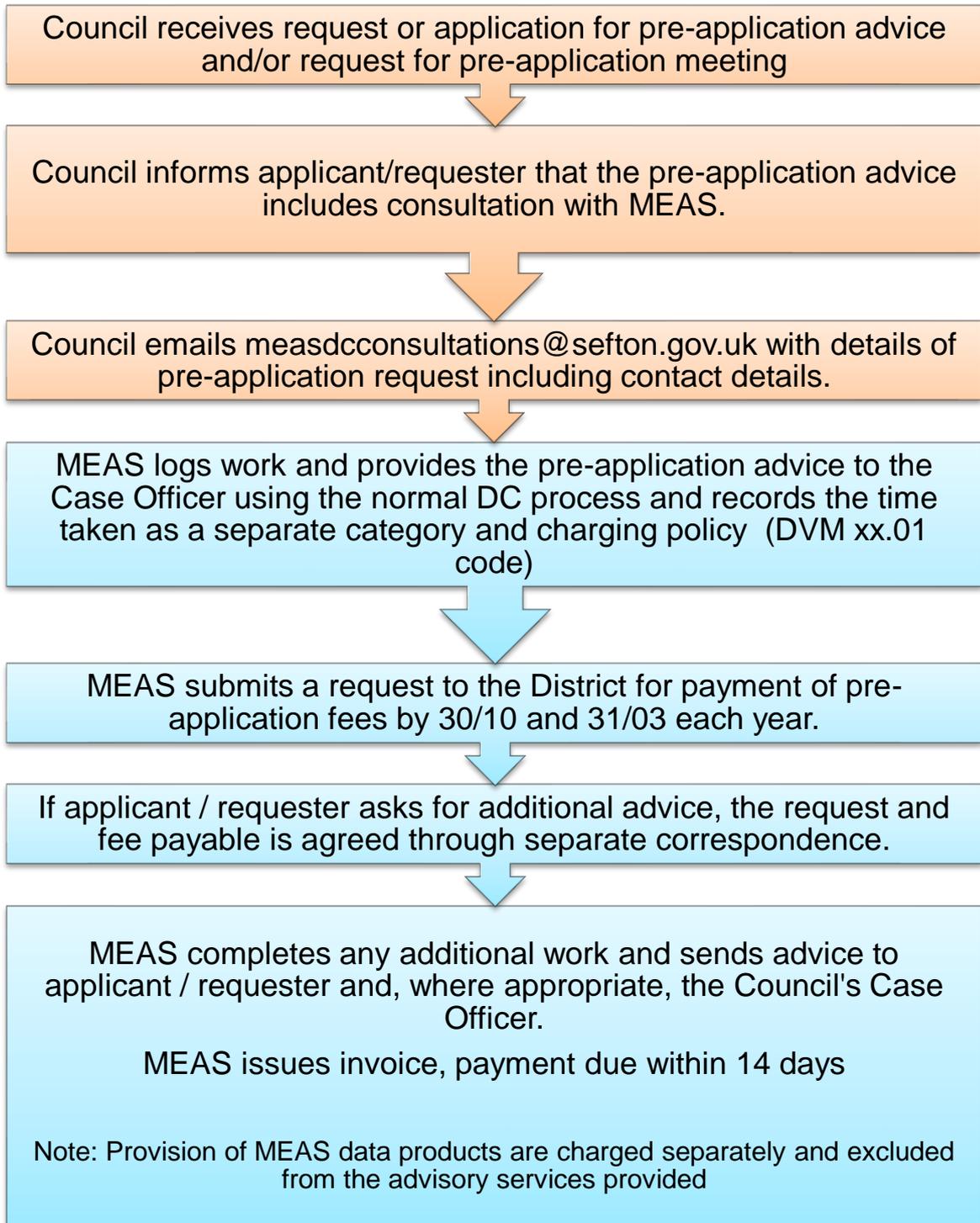
In the fees and charges documentation (paper and online) it is the Council's responsibility to state that it is normal practice to include MEAS advice within the Council's pre-application response and incorporated into the fees charged for that case. For the avoidance of doubt, the Council is strongly advocating to an applicant that the scope of pre-application advice includes MEAS as part of the Council's team as it is an important opportunity for the applicant to identify and reduce risks at an early stage of the development process.

When the Council informs the applicant / requester of the scope and cost of pre-application advice this communication will include the following, or similar text:

*"Your request for pre-application advice includes a fee for Merseyside Environmental Advisory Service, who is the Council's specialist environmental advisor on archaeology, contaminated land, ecology and biodiversity, historic environment, low carbon energy, minerals, nature conservation, sustainable waste management and waste matters.*

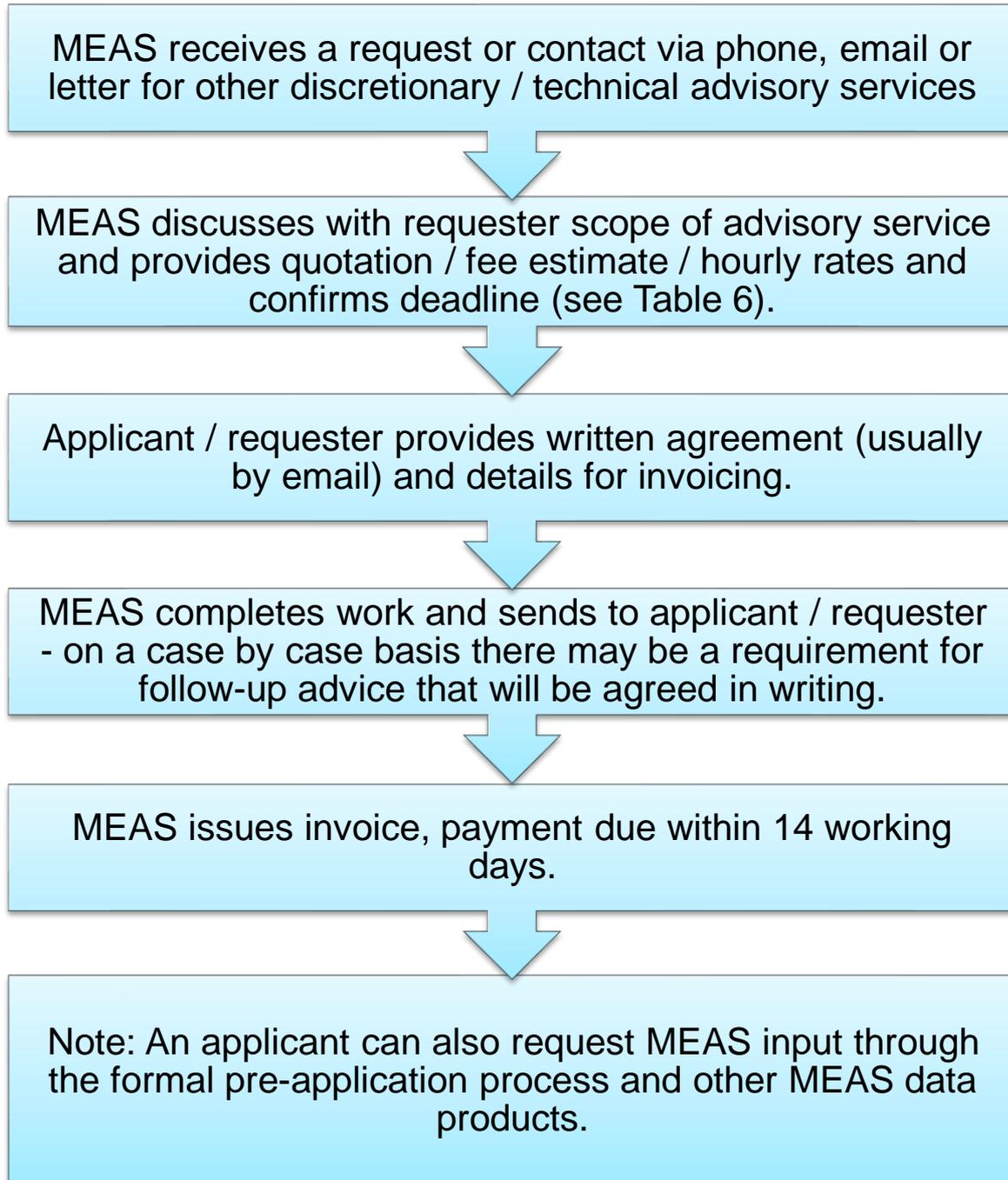
*Early consultation with MEAS will assist applicants in planning for required information and assessments, including environmental surveys that are likely to be needed before you submit a planning application or other application for consent. This will help reduce the risk in working up your proposal and may lead to a faster decision.*

*The scope of pre-application advice from MEAS is those planning matters within the technical remit of MEAS – aggregates, archaeology, contaminated land, ecology, historic environment, low carbon energy, minerals, nature conservation, sustainable waste management and waste. MEAS may be contacted directly by emailing [measdconsultations@sefton.gov.uk](mailto:measdconsultations@sefton.gov.uk) or calling 0151 934 4951. More detail on the scope of MEAS technical services can be found at: <http://www.meas.org.uk/1070>*



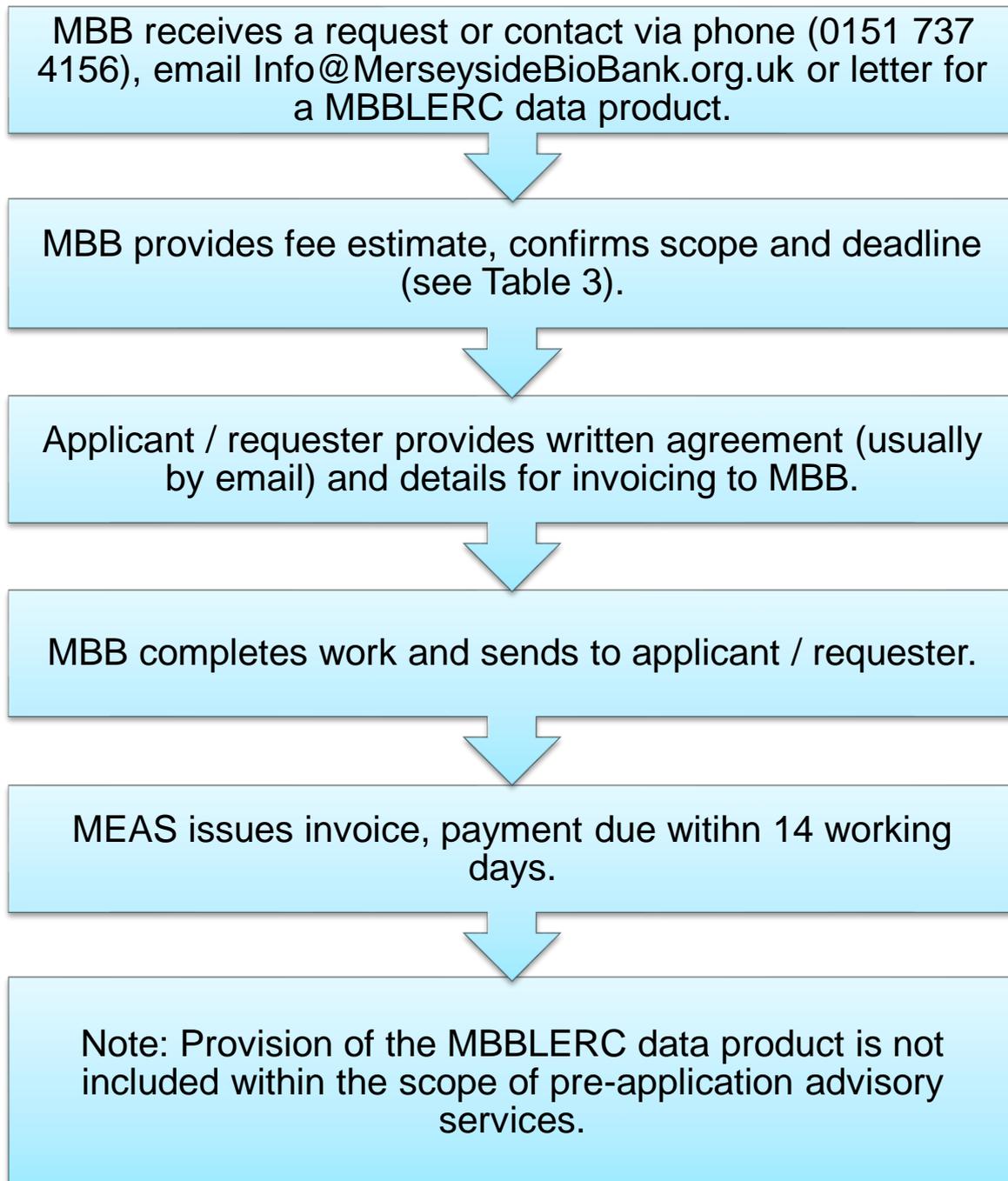
### **Appendix 1.3 - I Want Other MEAS Technical Advisory Services**

This could include all other discretionary and technical advisory services provided by MEAS included those detailed in Table 6 of the Charging Policy and are within the technical scope of MEAS. The key part of the process is agreement of scope of the advice. MEAS will use its best endeavours to provide the advisory services through a swift and efficient process and according to the timescales of the applicant / requester.



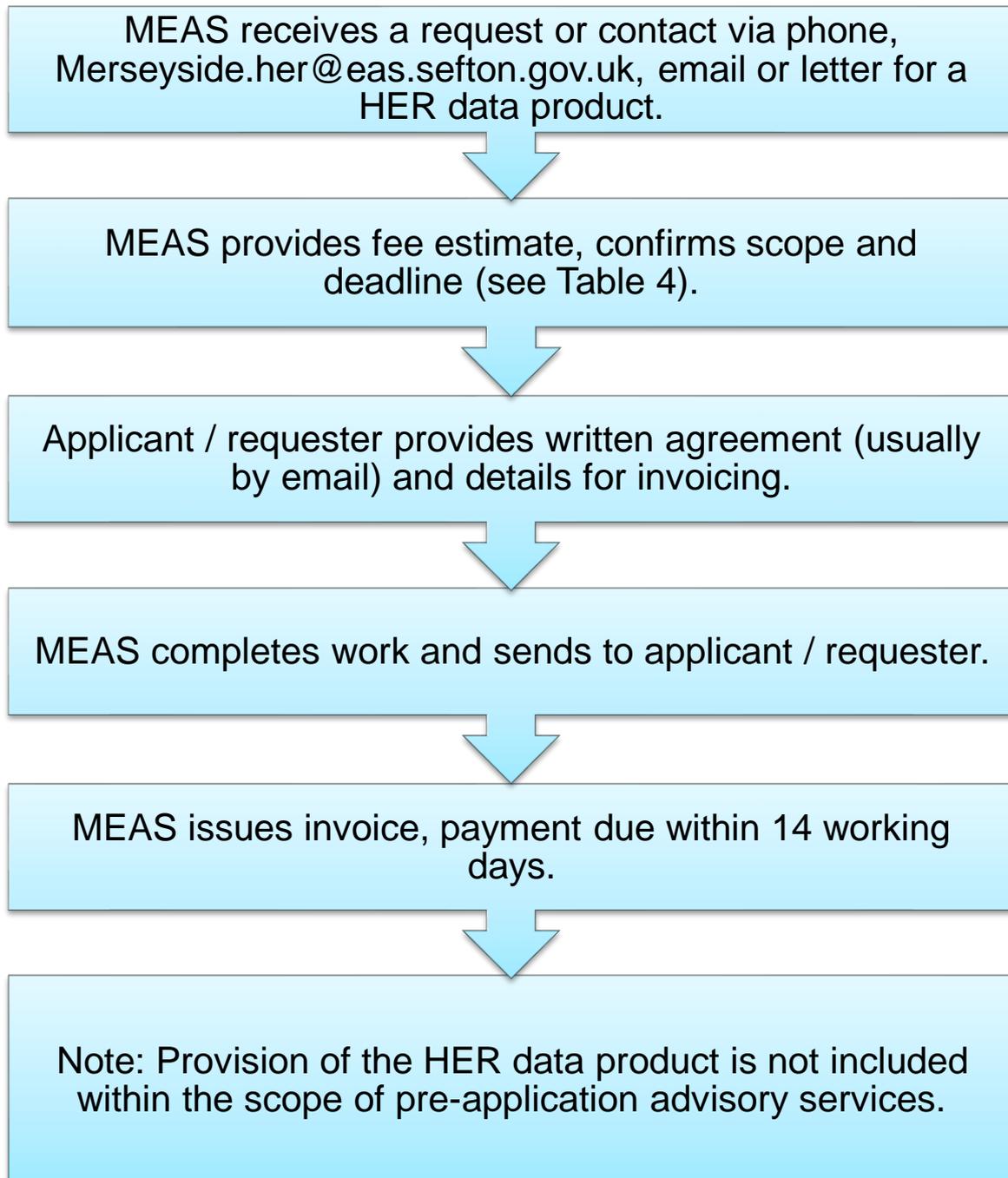
## **Appendix 1.4 - I Want a Merseyside BioBank Local Environmental Record Centre (LERC) Data Product / Search**

When the applicant or requester contacts MEAS this may or may not be in conjunction with a planning case. This data product is excluded from the scope of pre-application advice.



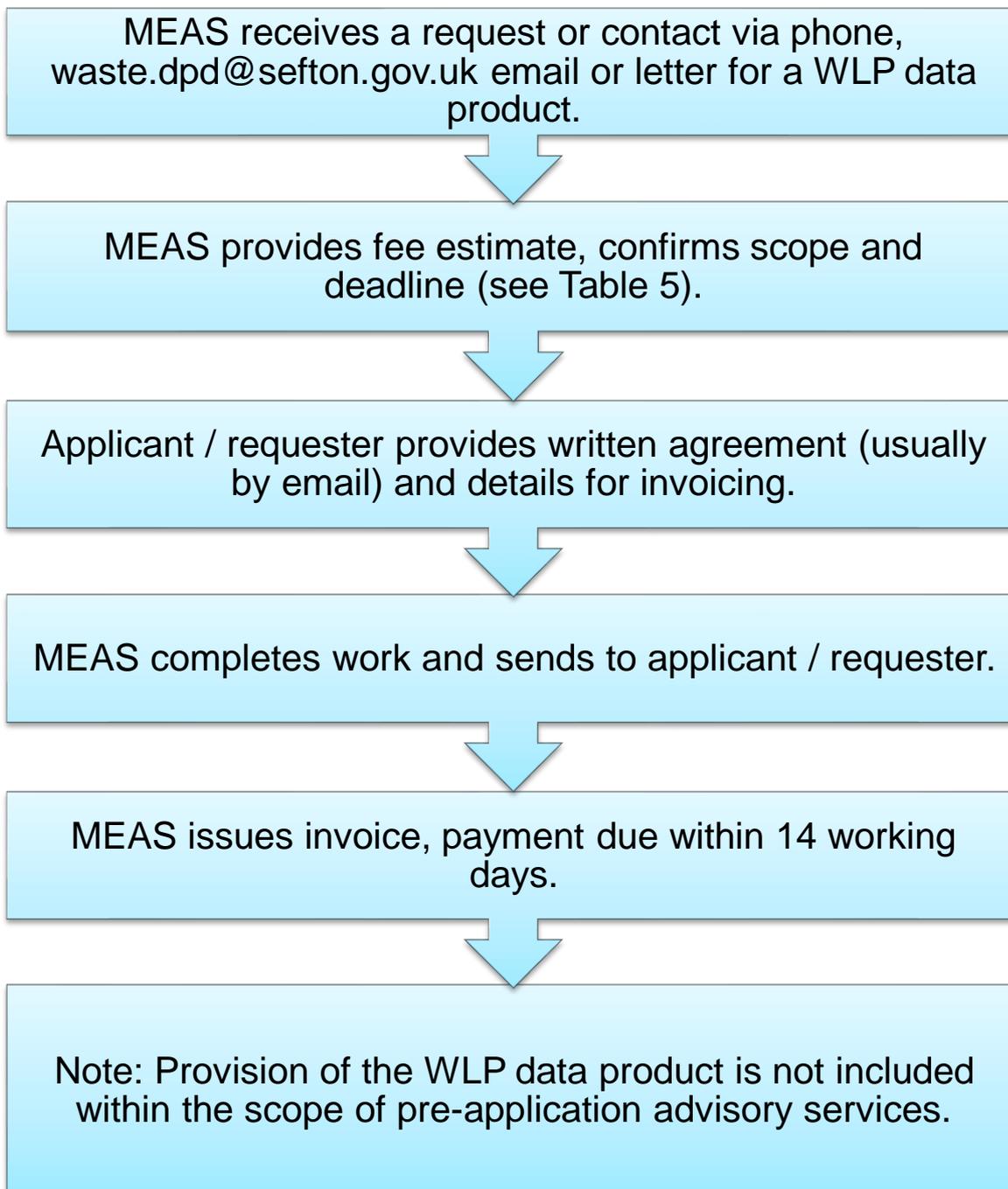
## **Appendix 1.5 - I Want a Historic Environment Record (HER) Data Product / Search**

When the applicant or requester contacts MEAS this may or may not be in conjunction with a planning case. This data product is excluded from the scope of pre-application advice.



## **Appendix 1.6 - I Want a Merseyside and Halton Waste Local Plan (WLP) Data Product**

When the applicant or requester contacts MEAS this may or may not be in conjunction with a planning case. This data product is excluded from the scope of pre-application advice.



## Appendix 2: MEAS Charging Policies

### **Appendix 2.1: Merseyside BioBank Local Environment Record Centre (LERC) Data Products and Services – Charging Policy**

#### **Commercial users**

We define commercial users thus: commercial bodies, consultants, non-supporting bodies, those undertaking sponsored research and any other user that does not qualify as a non-commercial user (see below).

The fee is for the provision of a licence to reuse the data returned from the Merseyside BioBank Local Environment Record Centre data products and services (the products and services) as set out in the schedule below. The licence provides permission to reproduce the Merseyside BioBank data for commercial purposes (such as commercial advice, services and/or publications) restricted solely to that specific, unique Merseyside BioBank commercial enquiry. The permission excludes use or interpretation of those data for any other commercial purpose or commercial uses whatsoever.

For the avoidance of doubt, the licence fee does not include any element of Merseyside BioBank database assembly, data collection, and database maintenance or database management and relates solely to the licence for the re-use and interpretation of those data for unique commercial purposes.

**Standard data product fee is £175 + 60\* (excl VAT) - this includes:**

- A standard report of all designated species within the search area to 2000 metres from a user defined point;
- Priority Habitat coverage;
- Detailed Phase 1 and NVC information where available to 500m;
- The provision of Local Site citations where available to 2000m;
- Liverpool Ecological Network elements of Core Biodiversity Area, Stepping Stones, Habitat Linkages, and Nature Improvement Areas to 2000 metres; and
- \*Priority Bird data from the Lancashire Bird Group

**Data product fee for single householder application is £125 (excl VAT) - this includes:**

- A standard report of all designated species within the search area to 1000 metres from a user defined point;
- Priority Habitat coverage;
- Detailed Phase 1 and NVC information where available to 200m;
- The provision of Local Site citations where available to 1000m; and
- Liverpool Ecological Network elements of Core Biodiversity Area, Stepping Stones, Habitat Linkages, and Nature Improvement Areas to 1000 metres.



**Reduced data product fee of £90 (excl VAT)** may be applied for searches that only require records for certain restricted taxonomic groups with a search radius of 2000 metres or less.

Data searches will normally be scheduled, and products supplied within 5 working days following confirmation of quotation. If a faster turnaround is required, please contact Merseyside BioBank to discuss your requirements.

**Overlapping Data Product Requests** - Instances of data requests where a Search Area falls outside the boundary covered by Merseyside BioBank may, at the discretion of Merseyside BioBank staff, be reduced in cost to reflect costs of approaching an alternate LERC. Reduced charges will be proportionate to the area omitted from the search but will not be less than £90 (excl VAT).

### **Additional Service Rates and Non-Standard Products**

Merseyside BioBank is able to provide other bespoke and unique data services and products beyond the scope of our standard product. An indication of these products and services are outlined below. Please contact Merseyside BioBank (0151 737 4156 or [Info@MerseysideBioBank.org.uk](mailto:Info@MerseysideBioBank.org.uk)) to detail your requirements and for a quote:

- **Non-Standard Search** – Requests for a search in excess of 12.56km<sup>2</sup> will be charged at £175 then £8 per additional km<sup>2</sup> up to 78km<sup>2</sup> then £5 per additional km<sup>2</sup>. Data provided as a summary report (standard product) and as spatial layers (GIS).

**The Liverpool City Region Ecological Network Data Products services** - the Liverpool City Region Ecological Network is included within the Local Environmental Record Centre standard data product fee:

- **Liverpool City Region Ecological Network-only** data product services are charged at £100 (excl VAT) for commercial users.

### **Local Wildlife Sites**

Merseyside BioBank provides Local Site information for North Merseyside free of charge on behalf of the *North Merseyside Local Sites Partnership* for both commercial and non-commercial requests. Information includes citation and boundary information where available.

### **Non-commercial users**

We define non-commercial users thus: non-sponsored researchers, teachers, students; members of the public; charitable or voluntary nature conservation organisations and natural history societies and other organisations, including recording groups who have either service level agreements or data exchange agreements with Merseyside BioBank. Enquirers may be asked to provide credentials.



Information to *bona fide* inquirers, who will use the data for non-commercial purposes, is normally supplied free of charge. However, if a significant amount of staff time and/or resources are required for an enquiry then a handling charge may be necessary but will be kept to a minimum. This will be specific to the nature of the enquiry.

### **Payment of Fees**

The requester will, in the exchange of correspondence, be required to provide necessary financial information to enable payment to be made. This will usually be through provision of a Purchase Order Number or Purchase Requisition to enable MEAS to invoice. VAT will be chargeable on all discretionary advice; pre-application advice and data services provided and for more complex requests an invoicing schedule will be agreed with the requester. Payment of invoices will be required within 14 working days unless otherwise agreed between MEAS and the requester.

### **Changes to the Policy**

MEAS reserves the right to amend or update this policy at any time and will normally review the policy annually. Fees for data products may change when a significant enhancement to that product has been implemented and incorporated into the products available.

Whilst this policy provides guidance on the most frequently used database products, we will, from time to time, agree product fees and deadlines for bespoke enquiries that fall outside the scope of the policy. This is subject to resources being available to provide data products to meet bespoke enquiries.

*How can we help you? Please e-mail your questions, queries, and requirements to Merseyside BioBank at: [Info@MerseysideBioBank.org.uk](mailto:Info@MerseysideBioBank.org.uk)*



## **Appendix 2.2 - Merseyside Historic Environment Record Products and Services Charging Policy**

### **Commercial users**

We define commercial users thus: commercial bodies, consultants, non-supporting bodies, those undertaking sponsored research and any other user that does not qualify as a non-commercial user (see below).

The fee is for the provision of a licence to reuse the data returned from the Merseyside Historic Environment Record (HER) data products and services (the products and services) as set out in the schedule below. The licence provides permission to reproduce the Merseyside HER data for commercial purposes (such as commercial advice, services and/or publications) restricted solely to that specific, unique Merseyside HER commercial enquiry. The permission excludes use or interpretation of those data for any other commercial purpose or commercial uses whatsoever.

For the avoidance of doubt, the licence fee does not include any element of Merseyside HER database assembly, data collection, and database maintenance or database management and relates solely to the licence for the re-use and interpretation of those data for unique commercial purposes.

**Standard data product fee is £175 (excl VAT).** This includes: a standard report of all designated and non-designated heritage assets along with information on previous archaeological interventions within the specified search area. Also provided are GIS files for these HER entries.

**HER check.** No fee is charged for a simple check of the HER, to confirm the presence of HER entries within a specified area or the existence of an entry for a given building or site.

Data searches will normally be scheduled, and products supplied within 7 working days following confirmation of quotation acceptance e.g. through email. Current service turnaround is typically same day.

### **Non-commercial users**

We define non-commercial users thus: non-sponsored researchers, teachers, students; members of the public; charitable or voluntary heritage conservation or archaeological organisations and local societies and other organisations. Enquirers may be asked to provide credentials.

Information to *bona fide* enquirers, who will use the data for non-commercial purposes, is supplied free of charge.

### **Payment of Fees**

The requester will, in the exchange of correspondence, be required to provide necessary financial information to enable payment to be made. This will usually be through provision of a Purchase Order Number or Purchase Requisition to enable MEAS to invoice. VAT will be chargeable on all discretionary advice; pre-application advice and data services

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provided and for more complex requests an invoicing schedule will be agreed with the requester. Payment of invoices will be required within 14 working days unless otherwise agreed between MEAS and the requester.

### **Changes to the Policy**

MEAS reserves the right to amend or update this policy at any time and will normally review the policy annually. Fees for data products may change when a significant enhancement to that product has been implemented and incorporated into the products available.

Whilst this policy provides guidance on the most frequently used database products, we will, from time to time, agree product fees and deadlines for bespoke enquiries that fall outside the scope of the policy. This is subject to resources being available to provide data products to meet bespoke enquiries.

*How can we help you? Please e-mail your questions, queries, and requirements to Merseyside HER at: [Merseyside.her@eas.sefton.gov.uk](mailto:Merseyside.her@eas.sefton.gov.uk)*



## **Appendix 2.3 - The Joint Merseyside and Halton Waste Local Plan Data Products and Services Charging Policy**

We define commercial users thus: commercial bodies, consultants, non-supporting bodies, those undertaking sponsored research and any other user that does not qualify as a non-commercial user (see below).

The fee is for the provision of a licence to reuse the data returned from the joint Merseyside and Halton Waste Local Plan data products and services as set out in the schedule below. The licence provides permission to reproduce the Waste Local Plan data for commercial purposes (such as commercial advice, services and/or publications) restricted only to that specific, unique Waste Local Plan commercial enquiry. The permission excludes use or interpretation of those data returned for any other commercial purpose or commercial uses what-so-ever.

In response to a Waste Local Plan search request, the site centre NGR and site boundary (e.g. Red-line) are checked by a MEAS officer to ensure the enquirer has supplied the right information (e.g. comparing site name to actual location of the co-ordinates) and that we have an accurate understanding of what is being requested. MEAS may liaise with the enquirer regarding the search radius (e.g. will not bring in too many irrelevant records or omit important sites outside their specified radius).

**Standard data product of £175 (excl VAT) for potential Waste Site Enquiries.** An area selected using the site centre NGR and site boundary supplied is carried out in MapInfo and the selected Waste Local Plan entries called up on the database. These are quickly checked to ensure there are no obvious errors (e.g. positional or naming). Standard data product includes the following:

- Digital report with site score results based on the Waste Local Plan site scoring method;
- Standard report identifying significant constraints for the site;
- Whether the site falls within an Area of Search.

### **Non-Commercial Users**

We define non-commercial users thus: non-sponsored researchers, teachers, students; members of the public; charitable or voluntary organisations and societies and other organisations, who have either service level agreements or data exchange agreements with Merseyside EAS. Enquirers may be asked to provide credentials.

### **Payment of Fees**

The requester will, in the exchange of correspondence, be required to provide necessary financial information to enable payment to be made. This will usually be through provision of a Purchase Order Number or Purchase Requisition to enable MEAS to invoice. VAT will be chargeable on all discretionary advice; pre-application advice and data services provided and for more complex requests an invoicing schedule will be agreed with the requester. Payment of invoices will be required within 14 working days unless otherwise agreed between MEAS and the requester.

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## **Changes to the Policy**

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Whilst this policy provides guidance on the most frequently used database products, we will, from time to time, agree product fees and deadlines for bespoke enquiries that fall outside the scope of the policy. This is subject to resources being available to provide data products to meet bespoke enquiries.

*How can we help you? Please e-mail your questions, queries, and requirements to Waste Local Plan at: [waste.dpd@sefton.gov.uk](mailto:waste.dpd@sefton.gov.uk)*

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