

# Catalogue of costs

Guidance and estimated costs for projects in public spaces



Your Vote, Your Community, £1.6 million to Improve It.

# Introduction

This document is to help residents and Voluntary, community and faith sector (VCFS) organisations applying for funding from People Powered Places to budget their project.

## Who is this document for?

This guidance is for all project applicants whose project idea is set to be fully or partly delivered in a public space. Public spaces include two main categories:

- **Public pathways**

This includes all projects set to happen in Newham's streets, paths, sidewalks, etc. The team responsible for this in Newham Council is the Highways team.

- **Parks**

This includes all projects set to be fully or partly delivered in Newham's parks or green spaces. The team responsible for this in Newham Council is the Parks team.

## How do I use this document?

### Step 1: Identify what you are planning to do

If your project involves installing equipment, furniture, adding greenery or paint/murals, you will need to refer to the catalogue of costs to estimate how much your project will cost.

If your project doesn't involve adding any of the above but you are planning an event in a public pathway or a park, you will need to refer to the catalogue of costs for permission, licencing and insurance costs.

### Step 2: Choose how you want to deliver your project

There are two ways of delivering your project:

- The council delivers your project on your behalf. In this case, you co-design your project with the Highways or the Parks team. You will have to stay in touch with council officers throughout the delivery period to check designs, approve some purchases, and help find solutions wherever delivery issues may arise. Council officers work with term contractors and suppliers on the Council's approved suppliers list and place orders for the project. Please note, officers can only purchase products from the Council's pre-approved suppliers list.
- You deliver your project independently. In this case, you deliver the project and make purchases yourself with the funding allocated. You will still need to liaise with Highways and Parks teams for approval. You will also need to liaise directly with other services from Newham Council such as the Network Management team and apply for licenses.

## Step 3: Use the catalogue of costs to estimate your project costs

Use the catalogue of costs below to fill in the budget section of your application form and make sure your project costs are as accurate as possible.

There are two types of costs:

- **Direct costs**

These are the costs of the equipment that you would like to install. For example, refer to the planters' costs and choose which planter you will add to your budget.

- **Indirect costs**

All projects need to account for project administration costs and installation costs. Project administration costs include insurance, licences and other requirements. Installation costs include temporary traffic regulation orders, traffic management and survey information.

Add both direct and indirect costs to your project budget to make sure that your project application is feasible. Also add 15% contingency to your budget to account for any changes in costs. This is particularly important due to the current inflation rates.

## Need some support?

If you are still unsure of how to cost your project after reading this document, contact your Community Neighbourhood team (find contact details on the application guidance document).

## What next?

Once you have sent your project application, council officers and working groups will be assessing and scoring your project application. If the costs you have included in your budget are inaccurate or if some costs are missing, council officers might be in touch to ask for more information or ask you to adjust your budget to make your project feasible.

All projects will be assessed and scored at the shortlisting stage and projects that are not feasible will not be going to the voting stage.

## Direct costs

### Typical costs for street furniture (supply and install to Highways Specification)

£1,500-£2,650	Timber bench (price varies)
£5,000	Cycle hangar
£250	Cycle stand
£2,500	Notice board (residential area)
£300	Bollard
£500	Boulder
£12,000-£20,000	Parklet (price varies depending on design and materials)

### Typical costs for adding greenery (supply and install to Highways Specification)

£4,000	Typical 10 square meter x 40cm deep in-ground (floor level) planter
£3,800	New tree pit in-ground (including tree and all tree pit components)
£800	New tree planted into existing tree pit
£1,200	Timber Freestanding Planter (including delivery soil and plants) Residential Road
£3,200	Timber Freestanding Planter (including delivery soil and plants) High Streets/ Main roads (higher specification, more robust planter)

Be sure to add 15% to costs for any contingencies

All costs exclude VAT (works are undertaken excluding VAT if implemented by term contractor)

All costs exclude maintenance of plants (only People Powered Projects where residents maintain will thrive)

# Highways delivered project (Indirect Costs)

Depending on location or size or type of infrastructure project, the following may be necessary during construction and costs will generally be lower if implemented by term contractors (estimated as new contract out to tender):



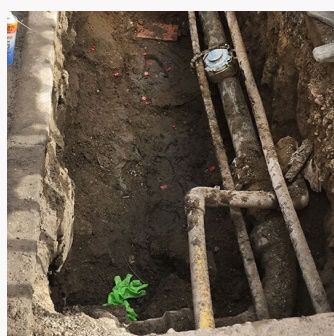
A. Temporary Traffic Regulation Order/Parking Suspension (legal process to temporarily stop or limit vehicles or pedestrians on the highway).

£0 (If one already active - dependent on location)      £1,570 (Up to 5 days construction works)



B. Traffic Management – Permits, TM drawing, risk assessment barriers and temporary signage for construction works (where using term contractor TM is usually included).

£900 (Typical 5 days – simple TM)      £3,970 approx. (Complex TM possible use of temporary traffic signal lights, lane closures – price may vary)



C. Ground Survey Information: e.g. statutory searches, utilities tracing and trial holes to check for underground utilities if there is excavation planned and/or topographical survey to map the area if design work requires detailed site information.

£500 (searches/tracing)      £1,200 approx. (Typical topographical survey for small project – price may vary)



D. Traffic regulation order – Where legal changes to signs and lines proposed e.g. to change a parking bay to a cycle hangar.

£1,400 (simple)      £3,100



# Choose route to deliver project

## **The Council's Highways team delivers your project – Co-design your project with Highway officers**

Highways officers work with term contractors and suppliers on the Council's Approved suppliers list and places orders for the project. Please note, Newham officers can only purchase products from the Council's pre-approved suppliers list.

Or

## **Delivering project independently – Proposals will need to be agreed by Highways officers**

Licence fees applies and separate application process with Network Management team for installing any items onto Highways land e.g. planters.

# Delivering community events and activities

A booking form FOR events in parks can be downloaded from the council website [newham.gov.uk/community-parks-leisure/outdoors/2](http://newham.gov.uk/community-parks-leisure/outdoors/2)

All community events and activities taking place in a park or open space will be required to pay a booking fee between £210 - £560 dependent on number of participants.

Please ensure that you have sent in these documents to us before your event (send to [parksbookings@newham.gov.uk](mailto:parksbookings@newham.gov.uk))

<b>Required</b>	Application form
<b>Required</b>	Your Public Liability Insurance Certificate £10 million
<b>Required</b>	Site map (where your activities will be located within the park)
<b>Required</b>	Risk assessment for your Event
<b>Required</b>	Events Management Plan (EMP)
<b>Completed once approved</b>	Booking contract – confirmation of event and payment
<b>TBC (pending attendance)</b>	SAG (Safety Advice Group) Meeting may be required depending on size and type of event

# Delivering projects on highway independently (indirect costs)

To independently deliver a project (subject to receiving approval from Highways team), application for a license can be made through LBN Network Management team.

## Requirements

Proof of public liability insurance, technical drawings, traffic management drawings and specification information required.

## License fees

APPLICATION FOR PERMISSION TO PLACE STRUCTURES OR OBJECTS ON THE HIGHWAY - SECTION 115B & 115E. Fee permission granted for one year at approximately £248.00 (processing) and £63.00 per structure and payment required annually thereafter to renew the license.

OR:

APPLICATION FOR PERMISSION TO UNDERTAKE WORKS (OR EXCAVATE) ON THE HIGHWAY - SECTION 171. The approximate licence (one-time fee) cost is £698 (OR £888 to excavate); then £180 for 3 x inspections and an admin fee of £118 = £996 to £1,186 total.

OR:

APPLICATION FOR PERMISSION TO PLACE MOBILE APPARATUS ON THE HIGHWAY - SECTION 174-177. The approximate cost for permission to place e.g. a cherry picker on footway is £555 to £660 for up to 3 days PER SITE.

OR:

APPLICATION FOR A SPECIAL EVENT ORDER ON THE HIGHWAY - SECTION 16(A). The approximate cost for permission to run a special event is £5,050 plus advertising costs.

**Note: These costs are approximate as we await confirmation of recent increases.**

For any information regarding licenses and what is required, please contact Network Management Team at [NRSWA.admin@newham.gov.uk](mailto:NRSWA.admin@newham.gov.uk)

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**Places**

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