

People  
Powered  
Places

# CATALOGUE OF COSTS

Guidance and estimated costs for project applications in public spaces



YOUR VOICES.  
YOUR CHOICES.  
YOUR NEIGHBOURHOOD.

# 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, watch the recording of the Support Clinic 'How to cost your project' held in July: [www.youtube.com/watch?v=nRN22f1Aesg](https://www.youtube.com/watch?v=nRN22f1Aesg)

You can also find support by contacting your Community Neighbourhood team (find contact details on the application form).

## 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)

£2,500	Timber bench (Main Road locations)
£1,600	Bench (Secondary Road)
£250	Cycle stand
£2,500	Notice board (residential area)
£250	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)

£3,500	Typical 10 square meter x 40cm deep in-ground (floor level) planter
£3,200	New tree pit in-ground (including tree and all tree pit components)
£650	New tree planted into existing tree pit
£1,000	Timber Freestanding Planter (including delivery soil and plants) Residential Road
£3,000	Timber Freestanding Planter (including delivery soil and plants) High Streets/ Main roads (higher specification, more robust planter)

Add 15% to costs for any contingencies!

Item: Bench 1 No. (Residential Area)	£1,600
Item: Bench 1 No. (Park)	£1,000
Item: Play Equipment 1 No. say Timber Balance Beam NOTE: Play equipment on highways to not exceed 0.6m fall height and have no moving parts Approximate estimate as depends on type and installation involved	£2,000
Item: Freestanding Planter 1 No. (Town Centre quality based on typical timber 1.6 x 1 x 0.7m)	£2,900
Item: Freestanding Planter 1 No. (Residential Street based on typical timber 1.2 x 0.6m)	£740
Item: Noticeboard 1 No. (Town Centre quality)	£4,300
Item: Noticeboard 1 No. (Residential area including parks)	£2,300
Item: Directional/ Street Name Signage 1 No. Typical Supply Cost ex. VAT (incl Estimated Delivery) £70 Typical Contractor Costs (Installation on posts root fixed) £660 OR Typical Contractor Costs (Installation on wall) £35	
Item: Parklet 1 No. Typical Supply Cost ex. VAT (incl Estimated Delivery) & Installation	£13,000-£19,000
Item: In-ground Planting Bed (Costs based on Typical 10m <sup>2</sup> @ 450mm depth in paved areas)	£3,335
Item: Tree in NEW Pit Medium Sized (in paved footway area)	£3,000
Item: Tree in EXISTING Pit Tree and Labour (estimated as supplied and installed by Greenspace)	£500
Play equipment costs and install	Costs tbc in consultation with Parks team

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

# INDIRECT COSTS

<b>All Projects Require:</b>	
<b>Temporary Traffic Regulation Notice (TTRO) or Parking Suspension</b>	
TTRO (Typical 5 working days). NB. If there is an already active TTRO, cost is £0	£1,100
OR in some cases just parking suspension x 2 bays (Typical for 5 working days)	£900
TTRO (Typical 2 weeks). NB. If there is an already active TTRO, cost is £0	av. £6000

<b>Some Projects May Require:</b>	
<b>Traffic Management if not using a term contractor (where using term contractor TM is included in rates)</b>	
Traffic Management TM (Typical for 5 working days):	
Permits and TM drawings	£350
SIMPLE Traffic Management (Set up, Duration, Take down);	£400
OR COMPLEX Traffic Management with signals if required (Set up, Duration, Take down)	£2,560
Traffic order - Can combine traffic orders	£2,000
RAMS (Risk Assessments)	£250
<b>Survey Information</b>	
Typical 1 No. Trial Hole in Paved area, depth 1.2m. NB More than 1 many be required.	£235
Utilities tracing (if GPR survey not required)	£350
Topographical survey (typical estimate for small scheme but can vary)	£1,000
Statutory Services Pack	£150
<b>Typical Installed Elements (NB all supply prices are subject to significant increases)</b>	
Item: Bin 1 No.	£505
Item: Bench 1 No. (Town Centre)	£2,500

# HIGHWAYS DELIVERED PROJECT (HIDDEN COSTS)

Depending on location or size or type of infrastructure project, the following may be necessary during construction:



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)

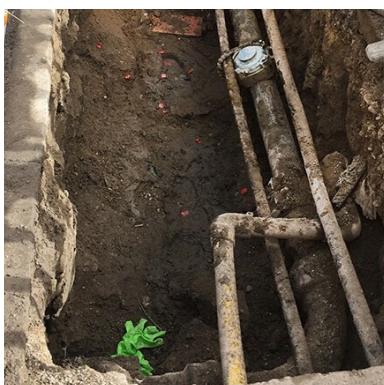
£1,100 (Typical 5 days construction works)



B. Traffic Management – barriers and temporary signage for construction works.

£400 (Typical 2 days – simple TM)

£2,000 approx. (Complex TM possible use of temporary traffic signal lights, lane closures - price may vary)



C. Ground Survey Information: e.g. 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.

£250 (trial holes)

£1,000 approx. (Typical Topographical survey for small project – price may vary)



## 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 PROJECT INDEPENDENTLY (HIDDEN 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 £206.00 (processing) and £52.00 per structure and payment required annually thereafter to renew the license.

Or:

APPLICATION FOR PERMISSION TO EXCAVATE ON THE HIGHWAY - SECTION 171. The licence (one-time fee) cost is £740; then £150 for 3 x inspections and an admin fee of £98 = £988 total.

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)

Newham London