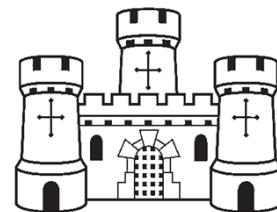


Public Document Pack

Date of meeting Monday, 12th December, 2016
Time 7.00 pm
Venue Committee Room 1, Civic Offices, Merrial Street, Newcastle-under-Lyme, Staffordshire, ST5 2AG
Contact Jayne Briscoe 2250



**NEWCASTLE
UNDER LYME**
BOROUGH COUNCIL

Civic Offices
Merrial Street
Newcastle-under-Lyme
Staffordshire
ST5 2AG

Finance, Resources and Partnerships Scrutiny Committee

AGENDA

PART 1 – OPEN AGENDA

- 1 Apologies
- 2 **DECLARATIONS OF INTEREST**
To receive Declarations of Interest from Members on items included in the agenda
- 3 **MINUTES OF PREVIOUS MEETING** (Pages 3 - 4)
To consider the minutes of the previous meeting(s)
- 4 **Communications - Moving Forward** (Pages 5 - 12)
- 5 **Scale of Fees and Charges** (Pages 13 - 56)
- 6 **PUBLIC QUESTION TIME**
Any member of the public wishing to submit a question must serve two clear days' notice, in writing, of any such question to the Borough Council.
- 7 **URGENT BUSINESS**
To consider any business which is urgent within the meaning of Section 100B (4) of the Local Government Act 1972.
- 8 **Date of next meeting -25 January 2017**
- 9 **DISCLOSURE OF EXEMPT INFORMATION**

To resolve that the public be excluded from the meeting during consideration of the attached report, because it is likely that there will be disclosure of exempt information as defined in paragraphs 1, 2 and 7 in Part 1 of Schedule 12A of the Local Government Act 1972.

10 Trade Refuse Scale of Fees and Charges

(Pages 57 - 58)

Members: Councillors Fear, Frankish, T Hambleton, Loades, Pickup, Proctor, Spence (Vice-Chair), Waring, Wilkes, Winfield (Chair) and Wright

PLEASE NOTE: The Council Chamber and Committee Room 1 are fitted with a loop system. In addition, there is a volume button on the base of the microphones. A portable loop system is available for all other rooms. Should you require this service, please contact Member Services during the afternoon prior to the meeting.

Members of the Council: If you identify any personal training/development requirements from any of the items included in this agenda or through issues raised during the meeting, please bring them to the attention of the Democratic Services Officer at the close of the meeting.

Meeting Quorums :- 16+= 5 Members; 10-15=4 Members; 5-9=3 Members; 5 or less = 2 Members.

FIELD_TITLE

Officers will be in attendance prior to the meeting for informal discussions on agenda items.

FINANCE, RESOURCES AND PARTNERSHIPS SCRUTINY COMMITTEE

Wednesday, 2nd November, 2016

Time of Commencement: 7.00 pm

Present:-	Councillor C Spence – In the Chair
Councillors	Frankish, T Hambleton, Loades, Pickup, Proctor, Spence, Waring, Wilkes and Wright
Officers	Jayne Briscoe (Scrutiny Officer) and Executive Director
Apologies	(Resources and Support Services) - Kelvin Turner

1. APOLOGIES

An apology was received from Councillor Winfield.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETINGS

Resolved: That the minutes of the meeting held on 8 September 2016 be agreed as a correct record.

4. DRAFT SCALE OF FEES AND CHARGES

The Executive Director (Resources and Support Services) presented this report which provided an opportunity for members to scrutinise the draft proposals of the scale of fees and charges to apply from 1 April 2017.

Members asked for further information to be presented for consideration by this Scrutiny Committee regarding the annual levels of income against each of the budget headings; they also requested that officers undertake a further review with a view to increasing charges to maximise income; and there were specific requests for further information in respect of charges for car park enforcement, the hire of rooms and pitch hire.

It was agreed that an additional meeting of the committee would be held to consider these issues.

5. REVENUE BUDGET 2017/18 - FIRST DRAFT SAVINGS PLAN

The report was presented by the Executive Director (Resources and Support Services) and informed members of the Scrutiny Committee of the current proposals being considered to balance the 2017/18 revenue budget.

It was noted that there was a budget gap for 2017/18 of £2.731m and the Committee was asked to suggest any further areas of savings. In response it was suggested that:-

The Reporter cease publication

Full details of the vacant post review to be submitted to this Committee for information.

6. PUBLIC QUESTION TIME

There were no public questions.

7. URGENT BUSINESS

There was no Urgent Business.

8. DATE OF NEXT MEETING

It was agreed that a further meeting be held to consider additional information in respect of fees and charges.

9. DISCLOSURE OF EXEMPT INFORMATION

That the public be excluded from the meeting during consideration of the following matter because it is likely that there will be disclosure of exempt information as defined in paragraph 3 in Part 1 of Schedule 12A of the Local Government Act, 1972.

10. TRADE REFUSE SCALE OF FEES AND CHARGES 1 APRIL 2017 TO 31 MARCH 2018 WASTE

That assurance be sought that the level of income from the Trade Refuse Collection Service was at the optimum level bearing in mind market forces

**Councillor C Spence
Vice Chair in the Chair**

Meeting concluded at 8.15 pm

COMMUNICATIONS – MOVING FORWARD

Submitted by: Head of Communications

Portfolio: Finance, IT and Customer

Ward(s) affected: All

Purpose of the Report

To outline proposals for enhancing the way the Council communicates with residents, elected members and staff while at the same time delivering efficiency savings as part of the budget proposals for 2017/18.

Recommendations

- a) **Cabinet supports the proposals outlined in the report for developing the Council's external and internal communications.**

Reasons

Research from the Local Government Association has shown that residents who feel involved and informed with their council are likely to be more satisfied. Good internal communications are an essential tool in maintaining strong working relationships, output and morale.

1. **Background**

- 1.1 The Council's "communications mix" comprises a number of different elements for external and internal audiences. Requirements for communications and audience demands change and evolve quicker than in many other service areas provided by the Council due mainly to technological advances.
- 1.2 Existing external communications involve:-
 - (i) The Council's newspaper The Reporter.
 - (ii) Our website www.newcastle-staffs.gov.uk
 - (iii) Social media – Twitter, Facebook, YouTube etc.
 - (iv) Press and public relations – press releases, interviews, statements.
 - (v) Leaflets, posters, booklets and banners.
 - (vi) Councillors.
- 1.3 Our existing internal communications requirements involve:-
 - (i) Intranet
 - (ii) Monthly team meetings.
 - (iii) Monthly Core Brief from Executive Management Team.
 - (iv) Ad hoc communications via e-mail.
 - (v) Posters
 - (vi) Presentations and workshops.
- 1.4 The most up-to-date annual figures available show 78 per cent of borough residents who responded felt they were kept informed by the Council. The latest staff survey at the Council revealed 66 per cent of staff who responded felt they were kept informed by the Council.

- 1.5 Both these figures compare favourably with the national picture for both audiences.
- 1.6 In October 2016, the Local Government Association produced the latest in a series of regular reports on resident satisfaction with local councils. It showed 66 per cent of respondents said their local council kept residents “very” or “fairly well” informed about the services and benefits it provides.
- 1.7 In terms of staff satisfaction, it is more difficult to find comparable data as councils tend to treat results from staff surveys as internal documents and not for wider publication via the internet. However, some data is collected by Ipsos Mori and this reveals the percentage of staff in local authorities who feel they are kept informed by their employers in 58 per cent.

2. **Issues**

- 2.1 The Communications Service at the Council has evolved and changed in recent years to cope with a variety of pressures including financial, customer expectations and technological advances.
- 2.2 Staff numbers within the team have been halved during the last six years and savings in excess of £560,000 have been achieved as a contribution towards tackling the very significant financial pressures the Council continues to experience.
- 2.3 As members know, these financial pressures continue to have an impact and as part of the draft savings put forward for 2017/18, the service is expected to make further savings of £41,000. Details on how this will be achieved are outlined in section seven.
- 2.4 In addition to financial pressures, the ways in which people choose to receive information continues to develop at a rapid pace. An illustration is that just over three years ago the Council did not have any social media accounts at all. It now has several and a total of more than 17,000 people interact with the Council using channels including Twitter and Facebook.
- 2.5 The Council’s website has also gone from strength-to-strength and more than 40,000 unique users now use this channel to do business with the Council or to receive information – this is double the figure from just 12 months ago.
- 2.6 While technology is playing a greater part in communications, printed materials are becoming less well-used although it must be stressed they still have a place in the overall “communications mix.” The Council’s current contracts for the print and distribution of the civic newspaper The Reporter are due to end in March 2017.
- 2.7 As well as changes to the channels for communication, there have also been changes impacting on the personnel landscape within the Communications Service. A senior officer with 40 years’ local government experience has retired from the team; the Council is exploring new ways of procuring its print requirements via external sources; a restructure has been completed which will enable the realignment of resources.
- 2.8 This has resulted in a number of staff going through the job evaluation process in recognition of the fact their duties have changed to mirror the fact new skills will have to be developed to meet the demands of the proposals outlined below.

3. Proposals

- 3.1 As mentioned earlier in this report, technological advances impact constantly on the world of communications. The Council is looking to respond to this with a greater emphasis on digital communications and less reliance on what can be described as more traditional channels.
- 3.2 This is reflected in the proposals which are outlined below. However, there is recognition that some of the traditional channels still have a place in the “communications mix” and elected members are being asked to consider whether the shift in emphasis outlined below is one that they recognise and also endorse.
- 3.3 *News sign-up service* – this proposal involves production of a round-up of key news issues, decisions and information from the Council on its services, policies, events and activities. Residents will be encouraged to sign-up to receive this new service and they will be alerted to new bulletins via e-mail or text alerts. This was highlighted as an issue in the recent independent report on recycling and waste and was already under consideration by the Communications Service. It is now proposed to press ahead with the design and implementation of this initiative.
- 3.4 *Website* – the revolving banner on the home page of the Council’s website is already used on an ad-hoc basis to promote key messages, news and decisions to residents. As usage of the website continues to grow, this channel can be developed further with key messages supported by a scheduled programme of other messages such as those which could bring financial benefit to the Council commercially. The banner can effectively be an electronic “shop window” to highlight and promote Council services while at the same time raising awareness of commercial activities as the authority seeks to bolster its income to compensate for reductions in grant funding.
- 3.5 *Intranet* – as we develop and promote self-serve options for residents via the website, the same principle will be adopted for staff with regards to an intranet. A new intranet will be introduced ready for the move to the public sector hub and this will be designed and developed to meet staff needs as the Council moves towards a more mobile and modern workforce. Self-serve principles will support staff by ensuring key corporate documents; shared file storage areas; organisational structures and telephone contacts and a host of other features to support agile staff in a modern workplace are available on an intranet. In addition, it is proposed to work alongside the Council’s ICT team to develop and improve an intranet area for elected members.
- 3.6 *Social media* – in 2.4 (above) the growth in usage of the Council’s social media accounts has been highlighted and there is nothing to suggest the upwards surge in popularity experienced in recent years will change. The demands from these channels are more resource intensive because during office times customers expect virtually instantaneous communications with corporate channels. The Council needs to embrace and improve the way it uses these channels as more and more customers use them as their information channel of choice. Failure to meet this expectation can be damaging to the Council’s reputation. Because such huge numbers of customers feel comfortable with these communication channels it would seem prudent to try and increase staff resource in this area to improve effectiveness.
- 3.7 *Monthly Core Brief* - this is produced each month and forms the basis of all team meetings which take place across the Council. The brief contains corporate information from the management team. It is proposed to change the format with one new style serving two purposes. Each message will have a headline which will also act as an active hyperlink and underneath the headline will be a brief introduction to the

news item. Staff with digital access can access more detailed information if they wish via the hyperlink. Staff who have limited access to a PC can simply be provided with printed copies of these “summary” sheets to give them a working knowledge of corporate information with the opportunity for more detailed inputs from team meetings.

- 3.8 *Monthly Core Brief for elected members* – this will be developed in a similar format to the Core Brief which is produced for staff. It will be produced by the Communications Service working in partnership with the Democratic Services’ staff. The proposal is to round-up corporate news and information; key decisions; training and development issues etc. This will be available electronically via the members’ intranet area so can be used in the same way as the brief mentioned above. An active link will form the headline and below will be a short summary of the item. For elected members who wish to access more than the summary the active link will take them to a fuller online version of the item.
- 3.9 *The Reporter* – it is proposed to change production and distribution when current contractual arrangements finish with the March 2017 edition. It is proposed to produce two editions each year instead of the current four – one in May/June and one in November/December. These will be available for collection from borough-wide access points rather than through letterbox delivery. A new A4 magazine format will be introduced instead of the A3 newspaper format which has been in place since The Reporter began around 20 years ago.
- 3.10 *Walk the Job* – this will involve all members of Cabinet and Executive Management Team. The idea is to organise sessions in a variety of service areas as part of a “visible leadership” programme. These sessions will be organised each summer. As well as visible leadership, the sessions encourage communications in a “bottom up and top down” style rather than just top down. They can also help to generate greater awareness of roles and challenges within the organisation and can boost morale.
- 3.11 *Meet the Leadership* – it is proposed to hold these once a year with one session taking place at the Civic Offices (public sector hub) and the other at the Depot. These question and answer sessions can reinforce “visible leadership” and improve connections between all levels of the organisation. They will be relatively informal and ideally will involve the Leader of the Council and the Chief Executive.
- 3.12 *Monthly team meetings* – Executive Management Team will be asked to attend team Meetings within their directorates at least twice a year.
- 3.13 In addition to the above, the Communications Service will continue to:-
- Provide a day-to-day media relations/management service – this involves producing official comments on behalf of the Council, organising and overseeing interviews, working with Cabinet members on media briefings etc. This will be balanced with a reduced focus on press releases.
 - Graphic design and print – the team will produce all corporate graphic design materials and oversee the procurement of all print requirements via a managed service.
 - Photography and video – continue to meet corporate photographic requirements and further develop video services to meet the requirements of channels such as YouTube.

- Research and consultation – ensuring all consultations meet standards laid down in the corporate framework as well as providing research and intelligence to services using data models such as Experian.
- Internal communications – the production and management of information for internal audiences such as such as executive bulletins from management team and everyone@..... e-mails on important corporate issues to all staff.

3.14 In addition to its “day job” as a support service at the Council, the Communications Service also makes an important contribution to “corporate leadership” within the Organisation through its support to Executive Management Team, Wider Management Team and also Cabinet on a variety of initiatives such as the change management programme linked to the public sector hub. .

4. Reason for preferred solution

- 4.1 There are a number of reasons why changes to the “communications mix” at the Council should be implemented at this moment in time.
- 4.2 Contractual arrangements linked to The Reporter come to an end in March 2017 and although it is proposed to retain the civic publication as part of the “mix” moving forward it will no longer be distributed four times each year to homes throughout the borough. The format will change to an A4 magazine and it will be available twice each year for collection from a range of outlets including civic buildings. All content, design work and photography and graphics will be carried out in-house.
- 4.3 The Council’s print room is situated in the lower level of the Civic Offices. The Council’s impending move to the Civic Hub has resulted in a number of options being explored for ensuring the Council’s print requirements can continue to be met. This is because the hub will be made up primarily of office space with no capacity to house a light industrial council print section. Also, the Borough Council will occupy only around one third of the hub and will therefore have significantly reduced space available to it.
- 4.4 A six-month pilot project with Stoke-on-Trent City Council for print involving co-location at its Swift House B building in Stoke has been undertaken but it was decided not to pursue this for a variety of reasons. These included a degree of difficulty over integrating the two teams and the human resources issues this resulted in combined with the fact a co-location financial agreement would not have been as beneficial to the Council as it would have liked in terms of the efficiencies the terms would have generated.
- 4.5 However, benchmarking work undertaken since the pilot has shown than using existing staff to manage print procurement from external providers can result in efficiency savings while at the same time meeting the Council’s print requirements and also enabling these staff to be retrained so they can help to deliver some of the new work streams which are required to meet the communications demands outlined in this report which the Council faces moving forwards.
- 4.6 Trying to evaluate the impact of a senior officer’s retirement – and the loss of extensive experience to the team – combined with the new duties and responsibilities is a challenge.

- 4.7 However, detailed performance management arrangements are being put in place to monitor the situation and an evaluation of new systems and workloads will be carried out during the first year to determine whether proposed staffing arrangements are appropriate, efficient and effective.
- 4.8 To mitigate the impacts of the loss of a senior officer within the team, a design apprentice has been taken on permanently. This supports the Council's goal of providing meaningful apprenticeships to young people who are recruited annually.
- 4.9 Linked to the points above is the ongoing requirement for the Council to save money whenever and wherever it can. While the proposals outlined in this report are believed to be the best way of meeting the demands of the "communications mix" they will also deliver £41,000 in savings towards the 2017/18 budget requirements.

5. Legal and Statutory Implications

- 5.1 There are no legal or statutory duties on the Council to communicate with residents, service users, elected members, staff or partner organisations. However, as the Council's current Communications Strategy points out, there are good business reasons for making sure all key audiences are kept involved and informed.

6. Equality Impact Assessment

- 6.1 It is not anticipated that the recommendations in this report will have any significant adverse effects on any protected groups. However, the implications of changes to The Reporter – both in terms of frequency of production and also in the method of distribution – may have some effect on some groups who rely on more traditional methods of communication.
- 6.2 The impacts of these will be monitored via research and consultation work which already takes place at the Council.

7. Financial and Resource Implications

- 7.1 See table below for a breakdown of the financial implications of the proposals.

	Proposed expenditure	Current budget	Net
	££	££	££
The Reporter	12,210	31,150	18,940 saving
Print	27,000	57,200	30,200 saving
Combined corporate print/publicity budget	79,700	85,000	5,300 saving
Service savings – various			600 saving
Staffing			7,134 cost
Equipment, training, SMS bulk purchase etc.			7,000 cost
Total			40,906 saving

8. Major Risks

- 8.1 Failure to proactively and effectively manage print procurement could result in an overspend and jeopardise projected financial savings.
- 8.2 Paper is a volatile commodities market and fluctuating prices could affect pricing of The Reporter.
- 8.3 Staff development fails to raise skills and impacts on the quality of work produced moving forward.

9. Key decision information

- 9.1 The report raises issues affecting more than two wards so this is a key decision and has been included on the Forward Plan.

10. Earlier Cabinet/Committee Resolutions

- 10.1 None

11. List of Appendices

- 11.1 None

12. Background Papers

- 12.1 None.

This page is intentionally left blank

Report to the Finance Resources and Partnerships Scrutiny Committee

12 December 2016

DRAFT Scale of Fees and Charges 2017/18



Report Author: Kelvin Turner
Job Title: Executive Director (Resources and Support Services)
Email: kelvin.turner@newcastle-staffs.gov.uk
Telephone: 01782 742105

Introduction

To provide the Committee with a further opportunity to scrutinise the draft proposals of the scale of fees and charges to apply from 1 April 2017. This is due to be considered by the Cabinet at their meeting on 18 January 2017.

Background

At the last meeting of the Committee on 2 November 2016 members received the draft scale of fees and charges report for 2017/18. Members should refer to that report for the overall background as to how the various fees and charges are formulated.

Members raised a number of issues at the meeting and this report seeks to address them. The issues have been categorised as follows:

- Budget Information
- Further Review of Proposals
- Specific Queries

1. Budget Information

A request was made for details of how much income is generated from each of the main headings to help members focus on the most relevant areas.

The table below shows the actual income figures for the 2015/16 financial year together with the budgeted income figures for the 2016/17 financial year:

Table – Fees and Charges - Income Figures

Service	2015/16 Actual £'000	2016/17 Budget £'000
Allotments		
Allotment Rents	9	10
Bus Departure		
Bus Departure Charge	47	45
Car Parks		
Car Parking - Off Street	796	935
Car Parking - Permits	121	147
Cemeteries		
Burial Fees	226	240
Reservation of Burial Rights	169	180
Cremations		
Cremation Fees	941	990
Sales of Memorial Items	15	36
Dog Wardens		
Fines	7	7
Elections		
Supply of information	2	2
Environmental Health		
Pollution Control	4	7
Environmental Protection	15	24
Litter	43	40
Garden Waste Recycling		
Green waste sales	31	24
Hire of Rooms		
Room Hire	11	9
Land Charges		
Search Fees	220	230
Leisure Charges		
Pool / Hall / Room Hire	102	124
Fitness Income	947	1,045
General Swimming	224	264
Swimming Lessons	284	297
Climbing Wall	8	70
Sport Pitch / Court fees	56	70

Service	2015/16 Actual £'000	2016/17 Budget £'000
Licences		
Licences - Lotteries	2	2
Gaming Licences (Sec 34)	6	18
Temporary Event Notices	6	6
Personal Licences	4	5
Premises Licences	80	90
Licences - Regulatory	17	14
Licences - Non Regulatory	3	3
Private Hire / Hackney Carriage	309	250
Markets		
Market Rents	162	200
MOT's		
MOT's	16	20
Museum		
Exhibition sales	7	6
Museum Room Hire	4	3
Souvenir sales	8	7
Workshop / Training income	17	15
Naming & Numbering		
Naming & Numbering	8	6
Pest Control		
Pest Control income	69	82
Planning		
Planning Apps Fees	419	430

2. Further Review of Proposals

The Committee felt that some of the charges that were in the Council's control had not been increased enough and requested that officers undertake a further review of all the non-statutory charges for the committee to then consider at this additional meeting.

The attached Appendices show all the non-statutory charges and indicate the following for each charge:

- a.) the fee / charge for 2016/17;
- b.) the original fee / charge for 2017/18 (as submitted to the meeting of the Committee on 2 November 2016);
- c.) the proposed 2017/18 fee / charge following further review (this has been undertaken by officers in consultation with the relevant portfolio holders). Those fees where there has been a change have been highlighted in grey shading;
- d.) increase from 2016/17 to 2017/18 (ie c-a)

3. Specific Queries

A number of specific queries were raised at the last meeting and the answers to these are detailed below:

i.) Car Parks Enforcement Charge

The Council already charges the maximum amount allowed by the Government and therefore cannot propose any increase. There would need to be a Commons Transport Committee recommendation with the Secretary of State for Transport supporting the proposal.

ii.) Hire of Rooms

Members will note from the table in section 1 above that there is only a small budget associated with this.

The majority of rooms are already let as detailed below:

Civic Room 1 – North Staffs Wellbeing Service (Mon – Fri all day)
Civic Room 2 – Planning (Mon – Fri)
Civic Room 3 – Taxi Licensing (Mon – Fri all day)
Civic Room 4 – Available for hire (predominantly used for internal meetings)
Civic Room 5 – North Staffs Wellbeing Service (Mon – Fri all day)
Civic Room 6 – Available for hire (predominantly used for internal meetings)

Guildhall Room 10 – Police
Guildhall Room 14 – Money Line (Mon and Fri all day)
Guildhall Room 14 – Building Control (Tues and Fri 9 – 10)

Kidsgrove Room 1 – CAB (Mon AM, and Thurs PM)
Kidsgrove Room 2 – CAB (Mon AM, and Thurs PM)
Kidsgrove Room 3 – Social Services (All day)
Kidsgrove Room 4 – Police (All day)
Kidsgrove Room 5 – Generator

Committee Room 1 & 2 and Chambers Room – are available, but we have had very little interest for these rooms due to the design and layout.

In respect of promotion and marketing there are leaflets available at the Customer Service Centres. In the past flyers and e-mails have been sent to all local businesses in the Newcastle area but this did not generate any interest. As part of the drive to work closer with partners and voluntary organisations they were all e-mailed offering a free taster session. There were two interested parties but neither went on to make a booking.

iii.) Pitch Hire

An analysis of current usage and prices has shown that the Council's current pitch hire rates are towards the higher end of the price range of other providers in the locality. There is also considerable under usage with not all available pitches or slots being currently booked. Demand for senior 11-a-side football is declining and the current pitch stock has not been hired to its full capacity for a number of years.

Accordingly, it is felt that increasing prices significantly will therefore increase the risk of a further decline in bookings and may put current income levels at risk.

iv.) Trade Refuse

Collection charges are proposed to be increased in excess of inflation for 2017/18 and in some cases significantly more. This service is subject to robust market competition. A small additional increase is proposed for some business user collection charges, however, it is felt that any further additional increases at this time are likely to impact on service take-up and consequently income levels would be at risk.

Question to be addressed by the Committee

Do members have any comments to make in respect of the draft proposals of the Scale of Fees and Charges to apply from 1 April 2017?

Outcomes

That the Scrutiny Committee recommends to the Cabinet approval of the proposed Scale of Fees and Charges for 2017/18.

That any comments on the proposals are reported back to the Cabinet.

Supporting Information

Report presented to the Committee at its meeting on 2 November 2016.

Relevant Portfolio Holder(s)

Councillor Turner – Portfolio holder for Finance IT and Customer

Local Ward Member (if applicable)

All

This page is intentionally left blank

Non-Statutory Fees and Charges

	Original Fee / Charge 2016/17	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16)	Proposed 2017/18 Fee Following Further Review	Increase from 2016/17 to 2017/18 Fee
	£.p	£.p	£.p	£.p
ALLOTMENTS				
Rent (per annum) per square metre	N/A	0.40	0.40	0.00
Note: 20% concession for Junior/60+/Unemployed				
BULKY RECYCLING SERVICE (Furniture Mine)				
1-3 Items non reusable/waste items	35.00	35.00	35.00	0.00
4-6 Items non reusable/waste items	55.00	55.00	55.00	0.00
7-9 Items non reusable/waste items	70.00	70.00	70.00	0.00
Additional items non reusable/waste items	10.00	10.00	10.00	0.00
Reusable items	Free	Free	Free	0.00
BUS DEPARTURE CHARGES				
Fee per departure	0.19	0.20	0.20	0.01
CAR PARKS				
Bankside				
Season ticket - per quarter	150.00	150.00	150.00	0.00
Overnight 8pm to 8am	N/A	1.00	1.00	0.00
Overnight quarterly permit	N/A	60.00	60.00	0.00
Blackfriars (Zone C)				
Up to 1 hour	0.80	1.00	1.00	0.20
Up to 2 hours	1.50	1.50	1.50	0.00

	Original Fee / Charge 2016/17	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16)	Proposed 2017/18 Fee Following Further Review	Increase from 2016/17 to 2017/18 Fee
	£.p	£.p	£.p	£.p
Up to 3 hours	2.00	2.00	2.00	0.00
Up to 4 hours	2.50	2.50	2.50	0.00
Up to 6 hours	3.00	3.00	3.00	0.00
6 hours to 24 hours	3.50	3.50	3.50	0.00
Season ticket - per quarter	150.00	150.00	150.00	0.00
Overnight 8pm to 8am	N/A	1.00	1.00	0.00
Overnight quarterly permit	N/A	60.00	60.00	0.00
Cherry Orchard (Zone B)				
Up to 1 hour	1.00	1.00	1.00	0.00
Up to 2 hours	1.90	1.90	1.90	0.00
Up to 3 hours	2.80	2.80	2.80	0.00
Up to 4 hours	4.00	4.00	4.00	0.00
4 hours to 24 hours	5.20	5.20	5.20	0.00
Season ticket - per quarter	230.00	230.00	230.00	0.00
Overnight 8pm to 8am	N/A	1.00	1.00	0.00
Overnight quarterly permit	N/A	60.00	60.00	0.00
Civic Offices - Saturdays Only (Zone A)				
Up to 1 hour	1.00	1.00	1.00	0.00
Up to 2 hours	1.90	1.90	1.90	0.00
Up to 3 hours	2.80	2.80	2.80	0.00
Up to 4 hours	4.00	4.00	4.00	0.00
Corporation Street/Merrial Street (Zone A)				
Up to 1/2 hour	0.80	0.80	0.80	0.00
Up to 1 hour	1.50	1.50	1.50	0.00

	Original Fee / Charge 2016/17	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16)	Proposed 2017/18 Fee Following Further Review	Increase from 2016/17 to 2017/18 Fee
	£.p	£.p	£.p	£.p
Overnight 8pm to 8am	N/A	1.00	1.00	0.00
Overnight quarterly permit	N/A	60.00	60.00	0.00
Fogg Street East (Zone A)				
Season ticket - per quarter	230.00	230.00	230.00	0.00
Each additional permit for the same numbered bay - per quarter	25.00	25.00	25.00	0.00
Overnight 8pm to 8am	N/A	1.00	1.00	0.00
Overnight quarterly permit	N/A	60.00	60.00	0.00
Goose Street (Zone B)				
Up to 1 hour	1.00	1.00	1.00	0.00
Up to 2 hours	1.90	1.90	1.90	0.00
Up to 3 hours	2.80	2.80	2.80	0.00
Up to 4 hours	4.00	4.00	4.00	0.00
4 hours to 24 hours	5.20	5.20	5.20	0.00
Season ticket - per quarter	230.00	230.00	230.00	0.00
Overnight 8pm to 8am	N/A	1.00	1.00	0.00
Overnight quarterly permit	N/A	60.00	60.00	0.00
Hassell Street (Zone B)				
Up to 1 hour	1.00	1.00	1.00	0.00
Up to 2 hours	1.90	1.90	1.90	0.00
Up to 3 hours	2.80	2.80	2.80	0.00
Up to 4 hours	4.00	4.00	4.00	0.00
4 hours to 24 hours	5.20	5.20	5.20	0.00
Season ticket - per quarter	230.00	230.00	230.00	0.00
Resident permit - per quarter	50.00	50.00	50.00	0.00

	Original Fee / Charge 2016/17	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16)	Proposed 2017/18 Fee Following Further Review	Increase from 2016/17 to 2017/18 Fee
	£.p	£.p	£.p	£.p
Overnight 8pm to 8am	N/A	1.00	1.00	0.00
Overnight quarterly permit	N/A	60.00	60.00	0.00
High Street (Rear of)				
Season ticket - per quarter	230.00	230.00	230.00	0.00
Each additional permit for the same numbered bay - per quarter	25.00	25.00	25.00	0.00
Overnight 8pm to 8am	N/A	1.00	1.00	0.00
Overnight quarterly permit	N/A	60.00	60.00	0.00
King Street (Zone C)				
Up to 1 hour	1.00	1.00	1.00	0.00
Up to 2 hours	1.50	1.50	1.50	0.00
Up to 3 hours	2.00	2.00	2.00	0.00
Up to 6 hours	3.00	3.00	3.00	0.00
6 hours to 24 hours	3.50	3.50	3.50	0.00
Season Ticket - per quarter	150.00	150.00	150.00	0.00
Overnight 8pm to 8am	N/A	1.00	1.00	0.00
Overnight quarterly permit	N/A	60.00	60.00	0.00
Midway (Zone A)				
Up to 1 hour	1.10	1.10	1.10	0.00
Up to 2 hours	2.10	2.10	2.10	0.00
Up to 3 hours	3.20	3.20	3.20	0.00
Up to 4 hours	4.25	4.25	4.25	0.00
Up to 24 hours	6.00	6.00	6.00	0.00
Season ticket - per quarter	230.00	230.00	230.00	0.00
Overnight 8pm to 8am (restricted floors)	N/A	1.00	1.00	0.00
Overnight quarterly permit	N/A	60.00	60.00	0.00

	Original Fee / Charge 2016/17	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16)	Proposed 2017/18 Fee Following Further Review	Increase from 2016/17 to 2017/18 Fee
	£.p	£.p	£.p	£.p
Ryecroft (Zone B)				
Up to 1 hour	1.10	1.10	1.10	0.00
Up to 2 hours	2.10	2.10	2.10	0.00
Up to 3 hours	3.20	3.20	3.20	0.00
Up to 4 hours	4.25	4.25	4.25	0.00
Up to 24 hours	6.00	6.00	6.00	0.00
School Street (Zone B)				
Up to 1 hour	1.00	1.00	1.00	0.00
Up to 2 hours	1.90	1.90	1.90	0.00
Up to 3 hours	2.80	2.80	2.80	0.00
Up to 4 hours	4.00	4.00	4.00	0.00
4 hours to 24 hours	5.20	5.20	5.20	0.00
Season ticket - per quarter	230.00	230.00	230.00	0.00
Overnight 8pm to 8am	N/A	1.00	1.00	0.00
Overnight quarterly permit	N/A	60.00	60.00	0.00
Silverdale Road (Zone C)				
Up to 1 hour	1.00	1.00	1.00	0.00
Up to 2 hours	1.50	1.50	1.50	0.00
Up to 3 hours	2.00	2.00	2.00	0.00
Up to 6 hours	3.00	3.00	3.00	0.00
6 hours to 24 hours	3.50	3.50	3.50	0.00
Season ticket - per quarter	150.00	150.00	150.00	0.00
Resident permit - per quarter	50.00	60.00	60.00	10.00
Overnight 8pm to 8am	N/A	1.00	1.00	0.00
Overnight quarterly permit	N/A	60.00	60.00	0.00
Windsor Street (Zone B)				

	Original Fee / Charge 2016/17	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16)	Proposed 2017/18 Fee Following Further Review	Increase from 2016/17 to 2017/18 Fee
	£.p	£.p	£.p	£.p
Up to 1 hour	1.00	1.00	1.00	0.00
Up to 2 hours	2.00	2.00	2.00	0.00
Season ticket - half hour after school	3.00	3.00	3.00	0.00
Overnight 8pm to 8am	N/A	1.00	1.00	0.00
Overnight quarterly permit	N/A	60.00	60.00	0.00
CEMETERIES				
Interment Fees				
Under 16 years of age	Free	Free	Free	0.00
16 years & over	808.00	832.00	832.00	24.00
Woodland burial - Keele Cemetery (1 full interment only in each grave)	430.00	443.00	443.00	13.00
Cremated remains at 2 feet	353.00	364.00	364.00	11.00
Woodland burial cremated remains at 2 feet - Keele Cemetery (4 interments only in each grave)	353.00	364.00	364.00	11.00
Additional depth for cremated remains over 2 feet	126.00	130.00	130.00	4.00
Additional depth over 6 feet per foot	136.00	140.00	140.00	4.00
Purchase of Graves				
(Inclusive of right to erect a memorial for a single grave)				
Lawn graves/reservation	1,088.00	1,121.00	1,121.00	33.00
Woodland grave/reservation - Keele Cemetery (1 full interment only in each grave plus memorial tree)	802.00	826.00	826.00	24.00
Cremated remains graves/reservation	538.00	554.00	554.00	16.00
Woodland grave cremated remains at 2 feet/reservation - Keele Cemetery (4 interments only in each grave plus memorial shrub)	538.00	554.00	554.00	16.00

	Original Fee / Charge 2016/17	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16)	Proposed 2017/18 Fee Following Further Review	Increase from 2016/17 to 2017/18 Fee
	£.p	£.p	£.p	£.p
Reservation of shrubbery cremated remains grave/reservation - Keele Cemetery (allows for 1 full interment plus shrub)	538.00	554.00	554.00	16.00
Renewal of exclusive right of burial & memorialisation (full grave)	515.00	530.00	530.00	15.00
Renewal of exclusive right of burial & memorialisation (cremated remains grave)	258.00	266.00	266.00	8.00
Transfer of ownership of exclusive rights of burial & memorialisation	85.00	87.00	87.00	2.00
Duplicate deed of exclusive rights of burial & memorialisation	44.00	45.00	45.00	1.00
Erection of Memorials Where no Prior Right Was Given				
Memorial not exceeding 3 feet in height	132.00	136.00	136.00	4.00
Replacement memorial	45.00	46.00	46.00	1.00
Columbarium				
10 year lease including 1st interment	500.00	515.00	515.00	15.00
2nd interment	70.00	72.00	72.00	2.00
Renewal of 10 year lease	250.00	257.00	257.00	7.00
Additional 5 year lease	250.00	257.00	257.00	7.00
Use of Chapel & Community Room				
Newcastle cemetery chapel	75.00	75.00	75.00	0.00
Keele community room - service	75.00	75.00	75.00	0.00
Keele community room - full day hire	75.00	75.00	75.00	0.00
Keele community room - half day hire	40.00	40.00	40.00	0.00
Keele community room - per hour hire	15.00	15.00	15.00	0.00
Keele community room - evening hire per hour	20.00	20.00	20.00	0.00
Private Maintenance of Grave Non-Lawn Types Only				

	Original Fee / Charge 2016/17	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16)	Proposed 2017/18 Fee Following Further Review	Increase from 2016/17 to 2017/18 Fee
	£.p	£.p	£.p	£.p
Turfing	44.00	45.00	45.00	1.00
Spring/summer planting & maintenance	93.00	96.00	96.00	3.00
Sundry Items				
Single abstract information from registrar	62.00	64.00	64.00	2.00
Family history research	20.00	20.00	20.00	0.00
Caskets	75.00	77.00	77.00	2.00
Wooden cross	43.00	44.00	44.00	1.00
Memorial benches	646.00	665.00	665.00	19.00
Memorial benches - maintenance By request (cleaning & staining)	150.00	154.00	154.00	4.00
Memorial trees	330.00	340.00	340.00	10.00
Barrier fob replacements	10.00	10.00	10.00	0.00
COVENANT CONSENTS (OFFICER APPROVAL)				
Covenant consents	115.00	120.00	120.00	5.00
CREMATORIUM				
Cremation Fees				
Under 16 years of age	Free	Free	Free	0.00
16 years & over 9.20am service time only	412.00	424.00	424.00	12.00
16 years & over from 10am	607.00	625.00	625.00	18.00
Cremation environmental charge	64.00	66.00	66.00	2.00
Use of TV for DVD photographs or 3-5 minute films during services	20.00	21.00	21.00	1.00
Burial of remains cremated elsewhere	186.00	192.00	192.00	6.00

	Original Fee / Charge 2016/17	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16)	Proposed 2017/18 Fee Following Further Review	Increase from 2016/17 to 2017/18 Fee
	£.p	£.p	£.p	£.p
Chapel hire - additional use to cremation service	75.00	77.00	77.00	2.00
Urns & Containers				
Oak casket	75.00	77.00	77.00	2.00
Postage & packaging	Cost	Cost	Cost	0.00
Memorialisation				
Book of remembrance per line (up to 3 lines)	28.00	29.00	29.00	1.00
Book of remembrance for 4 lines	94.00	97.00	97.00	3.00
Book of remembrance for 5 lines	121.00	125.00	125.00	4.00
Book of remembrance for 6 lines	148.00	152.00	152.00	4.00
Book of remembrance for 7 lines	175.00	180.00	180.00	5.00
Book of remembrance for 8 lines	203.00	209.00	209.00	6.00
Simple floral emblem	82.00	84.00	84.00	2.00
Coat of arms, badges, ornate floral emblem	113.00	116.00	116.00	3.00
Additional lines of inscription for cards/books	27.00	29.00	29.00	2.00
Plaques				
12" x 4" new plaque & 10 year hire	306.00	315.00	315.00	9.00
Each succeeding 10 year hire	122.00	126.00	126.00	4.00
12" x 8" new plaque & 10 year hire	614.00	632.00	632.00	18.00
Each succeeding 10 year hire	246.00	253.00	253.00	7.00
24" x 8" each succeeding 10 year hire	490.00	505.00	505.00	15.00
Adding to existing plaque per letter or figure	6.00	6.00	6.00	0.00
Regilding existing letters	4.00	4.00	4.00	0.00
Additional Memorials				
Memorial benches	646.00	665.00	665.00	19.00
Memorial benches maintenance by request (cleaning & staining)	150.00	154.00	154.00	4.00

	Original Fee / Charge 2016/17	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16)	Proposed 2017/18 Fee Following Further Review	Increase from 2016/17 to 2017/18 Fee
	£.p	£.p	£.p	£.p
Memorial vases	300.00	309.00	309.00	9.00
Each succeeding 5 year hire	180.00	185.00	185.00	5.00
Vases various - small	Various	Various	Various	0.00
Planters	693.00	714.00	714.00	21.00
Each succeeding 5 year hire	282.00	290.00	290.00	8.00
Trees	592.00	610.00	610.00	18.00
Each succeeding 10 year hire	308.00	317.00	317.00	9.00
Additional plaques	75.00	77.00	77.00	2.00
Shrubs (inclusive of aluminium vase)	328.00	338.00	338.00	10.00
Each succeeding 5 year hire	141.00	145.00	145.00	4.00
CIRCUSES & FAIRS				
Hire rate per day of site presence (based on an 8 hour day - 1 day to set up & 1 day to dismantle free of charge)	520.00	600.00	600.00	80.00
Returnable deposit - cleaning	840.00	900.00	900.00	60.00
Returnable deposit - damage	840.00	900.00	900.00	60.00
COPYRIGHT MAPPING				
Up to 4 - A4/A3 1:1250 mapping	25.00	25.00	25.00	0.00
Up to 4 - A4/A3 1:500 mapping	25.00	25.00	25.00	0.00
Up to 4 - A4/A3 1:1250 aerial photo	45.00	45.00	45.00	0.00
DOG WARDEN SERVICE				
Dog training equipment loan	20.00	25.00	25.00	5.00
Event equipment hire	10% of cost	25% of cost	25% of cost	0.00
Recovery of Stray Dogs				
During normal working hours - reclaim fee	70.00	70.00	70.00	0.00

	Original Fee / Charge 2016/17 £.p	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16) £.p	Proposed 2017/18 Fee Following Further Review £.p	Increase from 2016/17 to 2017/18 Fee £.p
Daily kennelling fees	Cost	Cost	Cost	0.00
ENVIRONMENTAL HEALTH				
Commercial Hire of Monitoring equipment				
Salamander Gasclam & user software (per 7 days excluding carriage costs)	220.00	230.00	230.00	10.00
Phocheck PID (per 7 days exc carriage costs)	130.00	135.00	135.00	5.00
GA2000 portable landfill gas analyser (per 7 days excluding carriage costs)	130.00	135.00	135.00	5.00
Bruel & Kjaer Matron 2250 sound level meter, with sound recording & 1/1 & 1/3 octave frequency analysis module &	200.00	210.00	210.00	10.00
Outdoor gear for use with matron 2250 (per 7 days excluding carriage costs)	45.00	50.00	50.00	5.00
Bruel & Kjaer Matron Type 4231 Calibrator with calibration certificate (per 7 days excluding carriage costs)	10.00	11.00	11.00	1.00
Environmental Offences - Fixed Penalty Notices				
Failure to comply with a dog control order in respect of dog fouling, dogs on leads, dogs on leads by direction, dog exclusion - if paid within 10 days	50.00	50.00	50.00	0.00
Failure to comply with a dog control order in respect of dog fouling, dogs on leads, dogs on leads by direction, dog exclusion - if paid within 14 days	75.00	75.00	75.00	0.00
Failure to comply with a Community Protection Notice or Public Spaces Protection Order - if paid within 10 days	75.00	75.00	75.00	0.00
Failure to comply with a Community Protection Notice or Public Spaces Protection Order - if paid within 14 days	100.00	100.00	100.00	0.00
FPN for abandoned vehicles	N/A	200.00	200.00	0.00
Environmental Protection Act 1990 - Part 1				

	Original Fee / Charge 2016/17	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16)	Proposed 2017/18 Fee Following Further Review	Increase from 2016/17 to 2017/18 Fee
	£.p	£.p	£.p	£.p
Pollution Prevention & Control Act 1999 Register of Permits				
Copy of list of applications received	15.00	15.00	16.00	1.00
Copy of a register entry	15.00	15.00	16.00	1.00
Copy of tape/CD recorded interviews	13.00	13.00	15.00	2.00
Noise monitoring service for Registered Social Landlords & Private Landlords for 1 period of up to 7 days & subsequent report & copy of recording	255.00	260.00	260.00	5.00
Noise monitoring service for Aspire Housing for 1 period of up to 7 days & subsequent report & copy of recording	205.00	260.00	260.00	55.00
Environmental Health Licences				
Pet shop - first licence	275.00	285.00	285.00	10.00
Pet shop - renewal	115.00	120.00	120.00	5.00
Dog breeding establishment - first licence	275.00	285.00	285.00	10.00
Dog breeding establishment - renewal	115.00	120.00	120.00	5.00
Animal boarding establishment - first licence	275.00	285.00	285.00	10.00
Animal boarding establishment - renewal	115.00	120.00	120.00	5.00
Riding establishment - first licence	500.00	520.00	520.00	20.00
Riding establishment – renewal	275.00	285.00	285.00	10.00
Dangerous wild animals - first licence	450.00	470.00	470.00	20.00
Dangerous wild animals - renewal	250.00	260.00	260.00	10.00
Zoo - first licence	On request	On Request	On Request	0.00
Zoo - renewal	On request	On Request	On Request	0.00
Registration of premises for acupuncture, tattooing, cosmetic piercing, electrolysis & semi-permanent skin colouring	130.00	135.00	135.00	5.00
Registration of each operative	80.00	82.50	82.50	2.50
Additional treatment registration	65.00	67.50	67.50	2.50
Export health certificates	140.00	145.00	145.00	5.00

	Original Fee / Charge 2016/17	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16)	Proposed 2017/18 Fee Following Further Review	Increase from 2016/17 to 2017/18 Fee
	£.p	£.p	£.p	£.p
Factual Statements (Food Safety Act, Health & Safety at Work Act, Environmental Protection Act)				
Charge for factual statements - additional time	122.40	125.00	125.00	2.60
Charge for factual statements - disclosure of documents	63.75	65.00	65.00	1.25
Swimming Pools				
Sampling of pool water - per annum	510.00	520.00	520.00	10.00
Sampling of pool water - one sample	51.00	55.00	55.00	4.00
Training Courses				
CIEH Level 2 - food safety in catering	71.40	73.00	73.00	1.60
CIEH Level 2 - health & safety in the workplace	71.40	73.00	73.00	1.60
CIEH Level 4 - food safety in catering	214.20	220.00	220.00	5.80
CIEH Level 2 - food safety in catering (charge for businesses booking 5 employees on the same course)	285.60	295.00	295.00	9.40
GARDEN WASTE RECYCLING (EXTRA SERVICE)				
Delivery of new additional garden waste bin in addition to sticker	24.00	25.00	25.00	1.00
Sticker for 240 litre bin - (with 6 week winter shut down) if purchased March to June	37.00	37.50	38.00	1.00
Sticker for 240 litre bin - (with 6 week winter shut down) if purchased July to September	26.50	27.00	28.00	1.50
Sticker for 240 litre bin - (with 6 week winter shut down) if purchased October to March	16.50	17.00	17.00	0.50
HIRE OF ROOMS				
Hire of Civic Suite Rooms				

	Original Fee / Charge 2016/17	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16)	Proposed 2017/18 Fee Following Further Review	Increase from 2016/17 to 2017/18 Fee
	£.p	£.p	£.p	£.p
Hire of council chamber – per day	95.00	95.00	95.00	0.00
Hire of council chamber – per half day	50.00	50.00	50.00	0.00
Hire of committee room 1 or 2 – per day	45.00	45.00	45.00	0.00
Hire of committee room 1 or 2 – per half day	25.00	25.00	25.00	0.00
Hire of Civic Offices Rooms				
Standard rates:				
Room 1 or 3 – per day	15.50	15.50	15.50	0.00
Room 1 or 3 – per half day	8.00	8.00	8.00	0.00
Room 4 or 6 – per day	25.50	25.50	25.50	0.00
Room 4 or 6 – per half day	13.00	13.00	13.00	0.00
Local statutory bodies rates:				
Room 1 – per day	13.50	13.50	13.50	0.00
Room 1 – per half day	7.00	7.00	7.00	0.00
Room 3 – per day	12.50	12.50	12.50	0.00
Room 3 – per half day	6.50	6.50	6.50	0.00
Room 4 – per day	18.50	18.50	18.50	0.00
Room 4 – per half day	9.50	9.50	9.50	0.00
Room 6 – per day	21.50	21.50	21.50	0.00
Room 6 – per half day	11.00	11.00	11.00	0.00
Voluntary & community sector rates:				
Room 1 – per day	7.50	7.50	7.50	0.00
Room 3 – per day	6.50	6.50	6.50	0.00
Room 4 – per day	9.50	9.50	9.50	0.00
Room 6 – per day	11.50	11.50	11.50	0.00
Room 1, 3, 4 or 6 – per half day	5.50	5.50	5.50	0.00

	Original Fee / Charge 2016/17	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16)	Proposed 2017/18 Fee Following Further Review	Increase from 2016/17 to 2017/18 Fee
	£.p	£.p	£.p	£.p
Hire of Training Rooms				
Standard rates:				
Hire of training room 1 - per day	45.00	45.00	45.00	0.00
Hire of training room 1 - per half day	25.00	25.00	25.00	0.00
Training room 2 - per day	25.50	25.50	25.50	0.00
Training room 2 - per half day	13.00	13.00	13.00	0.00
Hire of training rooms 1 & 2 - per day	70.50	70.50	70.50	0.00
Hire of training rooms 1 & 2 - per half day	38.00	38.00	38.00	0.00
Local statutory bodies rates:				
Hire of training room 1 - per day	38.00	38.00	38.00	0.00
Hire of training room 1 - per half day	21.00	21.00	21.00	0.00
Training room 2 - per day	21.50	21.50	21.50	0.00
Training room 2 - per half day	11.00	11.00	11.00	0.00
Hire of training rooms 1 & 2 - per day	60.00	60.00	60.00	0.00
Hire of training rooms 1 & 2 - per half day	32.00	32.00	32.00	0.00
Voluntary & community sector rates:				
Hire of training room 1 - per day	20.00	20.00	20.00	0.00
Hire of training room 1 - per half day	11.00	11.00	11.00	0.00
Training room 2 - per day	11.50	11.50	11.50	0.00
Training room 2 - per half day	5.50	5.50	5.50	0.00
Hire of training rooms 1 & 2 - per day	31.50	31.50	31.50	0.00
Hire of training rooms 1 & 2 - per half day	17.00	17.00	17.00	0.00
Hire of Guildhall Rooms				
Standard rates:				
Room 14 – per day	15.50	15.50	15.50	0.00
Room 14 – per half day	8.00	8.00	8.00	0.00

	Original Fee / Charge 2016/17	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16)	Proposed 2017/18 Fee Following Further Review	Increase from 2016/17 to 2017/18 Fee
	£.p	£.p	£.p	£.p
Local statutory bodies rates:				
Room 14 – per day	11.50	11.50	11.50	0.00
Room 14 – per half day	6.00	6.00	6.00	0.00
Voluntary & community sector rates:				
Room 14 – per day	7.50	7.50	7.50	0.00
Room 14 – per half day	5.50	5.50	5.50	0.00
Hire of Kidsgrove Rooms				
Standard rates:				
Room 1 or 5 - per day	15.50	15.50	15.50	0.00
Room 1 or 5 - per half day	8.00	8.00	8.00	0.00
Room 2 per day	25.50	25.50	25.50	0.00
Room 2 per half day	13.00	13.00	13.00	0.00
Local statutory bodies:				
Room 1 per day	13.50	13.50	13.50	0.00
Room 1 per half day	7.00	7.00	7.00	0.00
Room 2 per day	18.50	18.50	18.50	0.00
Room 2 per half day	9.50	9.50	9.50	0.00
Room 5 per day	10.50	10.50	10.50	0.00
Room 5 per half day	5.50	5.50	5.50	0.00
Voluntary & community sector:				
Room 1 per day	7.50	7.50	7.50	0.00
Room 2 per day	9.50	9.50	9.50	0.00
Room 5 per day	5.50	5.50	5.50	0.00

	Original Fee / Charge 2016/17	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16)	Proposed 2017/18 Fee Following Further Review	Increase from 2016/17 to 2017/18 Fee
	£.p	£.p	£.p	£.p
Room 1, 2 or 5 per half day	5.50	5.50	5.50	0.00
LAND CHARGES				
Residential LLC1 – local land charges register only	22.00	27.00	27.00	5.00
Commercial LLC1 – local land charges register only	61.00	71.00	71.00	10.00
Residential – Con 29R	72.25	81.00	81.00	8.75
Commercial – Con 29R	192.25	212.00	212.00	19.75
Residential – full standard search (LLC1 & Con 29R)	94.25	108.00	108.00	13.75
Commercial – full standard search (LLC1 & Con 29R)	253.25	283.00	283.00	29.75
Con 290 – (optional form) each enquiry	21.00	25.00	25.00	4.00
Each additional enquiry	Cost	Cost	Cost	0.00
Residential – additional parcel of land	41.00	54.00	54.00	13.00
Commercial – additional parcel of land	86.00	142.00	142.00	56.00
LEISURE CHARGES				
Sport & Football Development				
Mini kickers per block	22.00	22.00	22.00	0.00
Sports Development Activities per/hour, up to 2 hours (first 6 week trial price)	N/A	2.50	2.50	0.00
Sports Development Activities per/hour, up to 2 hours	N/A	3.00	3.00	0.00
Kidsgrove Sports Centre				
Equipment Resale				
Saleable items	Market value	Market value	Market value	0.00
Lyme Card Concession Scheme				

	Original Fee / Charge 2016/17	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16)	Proposed 2017/18 Fee Following Further Review	Increase from 2016/17 to 2017/18 Fee
	£.p	£.p	£.p	£.p
Lyme card concession scheme membership	4.00	5.00	5.00	1.00
Astroturf				
Astroturf pitch - adult per court	27.00	27.00	27.00	0.00
Astroturf pitch - junior per court	20.00	20.00	20.00	0.00
Classes				
Adult - standard	5.50	5.50	5.50	0.00
Adult - lyme card	5.00	5.00	5.00	0.00
Adult - concession scheme	3.80	3.80	3.80	0.00
Junior class - lyme card	2.50	2.50	2.50	0.00
Health Suite				
Sauna – Adult (18+) - Lyme card	5.00	5.00	5.00	0.00
Sauna – Adult (18+) - Concession scheme	3.75	3.75	3.75	0.00
Gym				
Pay & Play Entry Fees (must have lyme card & have had an induction)				
Adult - Lyme Card	4.00	4.15	4.15	0.15
Concession - Lyme Card	3.00	3.10	3.10	0.10
Junior - Lyme Card	2.00	2.05	2.05	0.05
Membership Charges (Including gym, classes, swim, sauna)				
Direct debit monthly payments - new single member (one month's notice)	16.99	17.99	17.99	1.00
Equipment Hire/Sale				
Hire	1.50	1.50	1.50	0.00
Deposit (fully refundable)	2.00	2.00	2.00	0.00

	Original Fee / Charge 2016/17	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16)	Proposed 2017/18 Fee Following Further Review	Increase from 2016/17 to 2017/18 Fee
	£.p	£.p	£.p	£.p
Sports Halls				
Sports hall hire (peak)	46.50	46.50	46.50	0.00
Sports hall hire (off peak)	34.50	34.50	34.50	0.00
Sports hall hire (off peak) - educational use/socially excluded group use	26.00	26.00	26.00	0.00
Court Hire (per 55 minutes booking) – peak per court	9.30	9.30	9.30	0.00
Court Hire (per 55 minutes booking) - off peak per court	6.90	6.90	6.90	0.00
Court Hire - per person (concession minimum of 2 people - weekends only)	2.20	2.20	2.20	0.00
Sports Hall Court per person, per hour (Term time off peak, Monday - Friday)	N/A	2.00	2.00	0.00
Table tennis (per person, per hour)	N/A	2.00	2.00	0.00
Spectators	1.00	1.00	1.00	0.00
Studio Hire				
Studio hire – weekdays (peak)	19.00	19.00	19.00	0.00
Studio hire – weekends (off peak)	15.50	15.50	15.50	0.00
Instructional courses	Market value	Market value	Market value	0.00
Swimming Fees				
Swimming Pay & Play				
Adult swim - standard	4.40	4.50	4.50	0.10
Adult swim - lyme card	4.00	4.15	4.15	0.15
Adult swim - concession (including Keele University card)	3.00	3.10	3.10	0.10
Junior swim - standard	2.20	2.25	2.25	0.05
Junior swim - lyme card	2.00	2.05	2.05	0.05
Children 3 years & under	Free	Free	Free	0.00
Spectators - standard	1.00	1.00	1.00	0.00

	Original Fee / Charge 2016/17	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16)	Proposed 2017/18 Fee Following Further Review	Increase from 2016/17 to 2017/18 Fee
	£.p	£.p	£.p	£.p
Spectators - lyme card	Free	Free	Free	0.00
Swimming Instruction				
Swimming Lessons				
Adult swimming lesson (per 30 minutes) - minimum 6 week course	8.00	8.00	8.00	0.00
Junior swimming lesson (per 30 minutes) - lyme card	5.20	5.20	5.20	0.00
Private Lessons				
1:1 lesson (per 30 minutes) - lyme card	20.80	20.80	20.80	0.00
Additional person - lyme card	8.35	8.35	8.35	0.00
Pool Courses				
Rookie lifeguards (per 2 hour session) - lyme card	6.80	6.80	6.80	0.00
Other courses	Market value	Market value	Market value	0.00
Swimming Pool Hire				
Teaching pool hire	45.00	46.00	46.00	1.00
Main pool lane hire - (6 lane) (per lane per hour)	15.00	16.00	16.00	1.00
Additional staff for pool hire (per staff member)	22.00	22.00	22.00	0.00
Sub aqua main pool hire per hour	Negotiable	Negotiable	Negotiable	0.00
Jubilee 2				
Equipment Resale				
Saleable items	Market value	Market value	Market value	0.00
Lyme Card Concession Scheme				
Lyme card concession scheme yearly membership	4.00	5.00	5.00	1.00

	Original Fee / Charge 2016/17	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16)	Proposed 2017/18 Fee Following Further Review	Increase from 2016/17 to 2017/18 Fee
	£.p	£.p	£.p	£.p
Aqua Sauna (includes access to swimming pool)				
Adult - lyme card	10.00	10.00	10.00	0.00
Concession (18+) - lyme card	7.50	7.50	7.50	0.00
Climbing				
Uninstructed Pay & Play Entry Fees - (must have lyme card & be registered & have had a competency test)				
Adult - lyme card	4.00	4.00	4.00	0.00
Concession - lyme card	3.00	3.00	3.00	0.00
Junior - lyme card	2.00	2.00	2.00	0.00
Pre-school climb (3-5 year olds)	1.25	1.25	1.25	0.00
Parent & child climb	6.35	6.35	6.35	0.00
Equipment Hire				
Belay - lyme card	1.00	1.00	1.00	0.00
Harness - lyme card	2.00	2.00	2.00	0.00
Instructed Party Sessions - 90 minutes				
Up to 6 people	70.00	45.00	45.00	-25.00
Up to 12 people	130.00	65.00	65.00	-65.00
Up to 18 people	180.00	85.00	85.00	-95.00
Instructed Courses				
Junior - 6 x 45 minute sessions	35.00	35.00	35.00	0.00
Adult - 3 x 45 minute sessions	30.00	30.00	30.00	0.00
Gym				
Pay & Play Entry Fees (must have lyme card & have had an induction)				

	Original Fee / Charge 2016/17	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16)	Proposed 2017/18 Fee Following Further Review	Increase from 2016/17 to 2017/18 Fee
	£.p	£.p	£.p	£.p
Adult - Lyme Card	4.00	4.15	4.15	0.15
Concession - Lyme Card	3.00	3.10	3.10	0.10
Junior - Lyme Card	2.00	2.05	2.05	0.05
Active2 Membership Charges Junior (4-17 years)				
(including swim, climbing)				
Active2 membership - 4-17 years - monthly direct debit; inclusive of 1 swimming lesson per week, 1 Born2Move class per week, 1 climbing lesson per week, access to climbing wall and public swimming and gym for over 12's (minimum initial period of 3 months, 1 month notice period, conditions apply)	N/A	23.00	23.00	0.00
Active2 Membership - 4-17 years - 12 month membership for price of 11 months	N/A	253.00	253.00	0.00
ClubLyme Membership Charges Adults				
(including gym, classes, swim, climbing, aqua sauna, table tennis)				
Joining fee (includes inductions) (16 years +) (one off fee - includes key)	20.00	20.00	20.00	0.00
Off peak (Monday to Friday 6.30am-5pm & weekends) - 6 month minimum contract - payment monthly by direct debit	22.00	23.00	23.00	1.00
Off peak (Monday to Friday 6.30am-5pm & weekends) - no contract - per month	27.00	28.00	28.00	1.00
Off peak (Monday to Friday 6.30am-5pm & weekends) - 12 month membership for price of 11 months - payable in advance	242.00	253.00	253.00	11.00
Peak (Monday to Friday 6.30am-11pm & weekends) - 6 month minimum contract - payment monthly by direct debit.	29.50	30.50	30.50	1.00
Peak (Monday to Friday 6.30am-11pm & weekends) - no contract - per month	35.00	36.00	36.00	1.00
Peak (Monday to Friday 6.30am-11pm & weekends) - 12 month membership for price of	324.50	335.50	335.50	11.00

	Original Fee / Charge 2016/17	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16)	Proposed 2017/18 Fee Following Further Review	Increase from 2016/17 to 2017/18 Fee
	£.p	£.p	£.p	£.p
11 months - payable in advance				
Corporate membership - peak (minimum of 5 members - per month per member)	28.00	28.00	28.00	0.00
Corporate membership - off peak (minimum of 5 members - per month per member)	21.00	21.50	21.50	0.50
Corporate Budget Membership (restricted hours) (including gym, swim, climbing and classes)	N/A	10.00	10.00	0.00
Three day pass (to be used within 10 days from issue)	10.00	10.00	10.00	0.00
Jointing fee if joining within a week of three day pass expiry	10.00	10.00	10.00	0.00
Student Membership (on production of valid student card)				
Off Peak (Monday to Friday 6.30am-5pm & weekends) - no contract - per month	21.00	21.50	21.50	0.50
Peak (Monday to Friday 6.30am-11pm & weekends) - no contract - per month	28.00	28.00	28.00	0.00
Replacement technogym key (new key)	10.00	10.00	10.00	0.00
Replacement technogym key (used key)	5.00	5.00	5.00	0.00
Technogym key (corporate members)	10.00	10.00	10.00	0.00
Studio Hire				
Activity zone	20.00	21.00	21.00	1.00
Studio 1	24.00	25.00	25.00	1.00
Studio 2	24.00	25.00	25.00	1.00
Multi activity space (both studios)	48.00	50.00	50.00	2.00
Party set up/clean up	12.00	12.00	12.00	0.00
Classes				
Adult - standard	5.50	5.50	5.50	0.00
Adult - lyme card	5.00	5.00	5.00	0.00

	Original Fee / Charge 2016/17	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16)	Proposed 2017/18 Fee Following Further Review	Increase from 2016/17 to 2017/18 Fee
	£.p	£.p	£.p	£.p
Adult - concession scheme	3.80	3.80	3.80	0.00
Adult - off peak	3.80	3.80	3.80	0.00
Junior class - lyme card	2.50	2.50	2.50	0.00
Osteo class - adult only	2.60	2.60	2.60	0.00
Swimming Fees				
Swimming Pay & Play				
Adult swim - standard	4.40	4.50	4.50	0.10
Adult swim - lyme card	4.00	4.15	4.15	0.15
Adult swim - concession (including Keele University card)	3.00	3.10	3.10	0.10
Junior swim - standard	2.20	2.25	2.25	0.05
Junior swim - lyme card	2.00	2.05	2.05	0.05
Children 3 years & under	Free	Free	Free	0.00
Spectators - standard	1.00	1.00	1.00	0.00
Spectators - lyme card	Free	Free	Free	0.00
Swimming Instruction				
Swimming Lessons				
Adult swimming lesson (per 30 minutes) - minimum 6 week course (minimum 6 lessons)	8.00	8.00	8.00	0.00
Junior swimming lesson (per 30 minutes) - lyme card	5.20	5.40	5.40	0.20
Private Lessons				
1:1 lesson (per 30 minutes) - lyme card	20.80	20.80	20.80	0.00
Additional person - lyme card	8.35	8.35	8.35	0.00
Pool Courses				
Rookie lifeguards (per 2 hour session) - lyme card	6.80	6.80	6.80	0.00

	Original Fee / Charge 2016/17	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16)	Proposed 2017/18 Fee Following Further Review	Increase from 2016/17 to 2017/18 Fee
	£.p	£.p	£.p	£.p
Other courses	Market value	Market value	Market value	0.00
Swimming Pool Hire				
Teaching Pool Hire	55.00	55.00	55.00	0.00
Main Pool Hire - (8 lane) (per lane per hour)	15.00	15.00	15.00	0.00
Additional staff for pool hire (per staff member)	22.00	22.00	22.00	0.00
Newcastle Amateur Swimming Club - per lane - coaching	Negotiable	Negotiable	Negotiable	0.00
Shelton Therapy Club - 60 minute session - teaching pool	55.00	55.00	55.00	0.00
Octopush - 90 minute session	Negotiable	Negotiable	Negotiable	0.00
Set up fee - galas	22.00	22.00	22.00	0.00
Time equipment hire - galas	22.00	22.00	22.00	0.00
Bowls				
Adult	4.00	4.00	4.00	0.00
Junior/60+	2.00	2.00	2.00	0.00
Summer season ticket - adult	56.00	57.00	57.00	1.00
Summer season ticket - junior/60+/unemployed	37.00	37.50	37.50	0.50
Joint with Stoke-on-Trent City Council	72.00	74.00	74.00	2.00
Winter season ticket	13.50	14.00	14.00	0.50
Summer & winter season ticket - adult	66.00	67.00	67.00	1.00
Summer & winter season ticket - Junior/60+/Unemployed	46.50	47.00	47.00	0.50
Merit competition per player - per hour	7.50	7.50	7.50	0.00
Greenage fees for prebooking (plus playing fee per person)	9.30	9.30	9.30	0.00
Tennis Class A (Westlands, Wolstanton)				
Adult 30 minutes (per person)	2.00	2.50	2.50	0.50

	Original Fee / Charge 2016/17	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16)	Proposed 2017/18 Fee Following Further Review	Increase from 2016/17 to 2017/18 Fee
	£.p	£.p	£.p	£.p
Adult 1 hour (per person)	4.00	4.50	4.50	0.50
Adult 1 hour (group ticket 4 persons)	12.00	14.00	14.00	2.00
Family ticket 1 hour (up to 4 adults & or 4 children with 2 adults)	8.00	8.50	8.50	0.50
Family ticket 1 hour (1/2 adults & 2/3 children)	5.00	5.50	5.50	0.50
Junior/60+/unemployed 30 minutes (per person)	1.00	1.00	1.00	0.00
Junior/60+/unemployed 1 hour (per person)	2.00	2.00	2.00	0.00
Junior/60+/unemployed 1 hour (group ticket 4 persons)	6.00	6.00	6.00	0.00
Annual tickets - adult (per person)	94.00	95.00	95.00	1.00
Annual tickets - junior/60+/unemployed (per person)	68.00	69.00	69.00	1.00
Monthly ticket - adult (per person)	25.00	26.00	26.00	1.00
Monthly ticket - junior/60+/unemployed (per person)	20.00	20.00	20.00	0.00
Summer ticket (August only) - junior (per person)	15.00	15.00	15.00	0.00
Tennis Class B (Chesterton, Silverdale, Birchenwood, Bradwell, Clough Hall)	Free	Free	Free	0.00
Football (alternate weekly use per season)				
Birchenwood	750.00	757.50	757.50	7.50
Wye Road/Black Bank/Clough Hall	660.00	667.00	667.00	7.00
Wolstanton Marsh Pavilion	520.00	525.00	525.00	5.00
All other pitches	360.00	364.00	364.00	4.00
Junior pitch	60% of fee	60% of fee	60% of fee	0.00
Mini soccer pitch (unmarked)	210.00	212.00	212.00	2.00
Mini soccer pitch (marked)	295.00	298.00	298.00	3.00
Rugby (alternate weekly use per season)				
Bathpool	730.00	737.50	737.50	7.50

	Original Fee / Charge 2016/17	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16)	Proposed 2017/18 Fee Following Further Review	Increase from 2016/17 to 2017/18 Fee
	£.p	£.p	£.p	£.p
Lyme Valley	390.00	394.00	394.00	4.00
Rugby (casual use per match)				
Roe Lane/Bathpool	85.00	86.00	86.00	1.00
Concessionary Licences				
Brampton Park ice cream sales	717.50	717.50	717.50	0.00
Brampton Park use of bouncy castle	717.50	717.50	717.50	0.00
4 Large Parks Northern Section of Borough ice cream sales	615.00	615.00	615.00	0.00
4 Large Parks Southern Section of Borough ice cream sales	615.00	615.00	615.00	0.00
Community Events				
Wedding Photos within a park setting	40.00	40.00	40.00	0.00
Advertising within parks	10.00 to 5125.00	10.00 to 5125.00	10.00 to 5125.00	0.00
Hire of display boards (delivery, set up & collection)	30.00	30.00	30.00	0.00
Booking large events - more than 6 months planning (Midsummer Mayhem)	160.00	160.00	160.00	0.00
Booking medium events - more than 6 months planning (firework displays, carnivals etc.)	80.00	80.00	80.00	0.00
Booking small events - more than 6 months planning (competitions, fun days, picnics etc.)	30.00	30.00	30.00	0.00
LICENCES				
General				
Sex establishments - application fee	3,000.00	3,000.00	3,000.00	0.00
Sex establishments - Renewal	2,000.00	2,000.00	2,000.00	0.00
Sex establishments - variation	1,000.00	1,000.00	1,000.00	0.00
Sex establishments - transfer	1,000.00	1,000.00	1,000.00	0.00

	Original Fee / Charge 2016/17	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16)	Proposed 2017/18 Fee Following Further Review	Increase from 2016/17 to 2017/18 Fee
	£.p	£.p	£.p	£.p
Gambling Act 2005				
Bingo – application for transfer	N/A	1,200.00	1,200.00	0.00
Copy of any of the above licences (lost, stolen, damaged)	N/A	25.00	25.00	0.00
Licensed Premises Gaming Machine Permits – more than 2 machines – Copy (lost, stolen, damaged)	N/A	15.00	15.00	0.00
Club Gaming/Club Machine Permit – Copy (lost, stolen, damaged)	N/A	15.00	15.00	0.00
Prize Gaming Permit – Copy (lost, stolen, damaged)	N/A	15.00	15.00	0.00
Temporary Use Notice (TUN)	N/A	125.00	125.00	1.00
Casino Small – New application	N/A	6,000.00	6,000.00	2.00
Casino Small – Annual Fee	N/A	3,000.00	3,000.00	3.00
Casino Small - Variation	N/A	2,000.00	2,000.00	4.00
Casino Small – Application for Transfer	N/A	1,300.00	1,300.00	5.00
Private Hire/Hackney Carriage (subject to consultation)				
Private hire operators 5 year licence				
<i>1 Vehicle</i>	170.00	175.00	175.00	5.00
<i>2 – 5 Vehicles</i>	340.00	350.00	350.00	10.00
<i>6 – 15 Vehicles</i>	600.00	615.00	615.00	15.00
<i>16 – 25 Vehicles</i>	1600.00	1650.00	1650.00	50.00
<i>26 – 35 Vehicles</i>	2600.00	2655.00	2655.00	55.00
<i>36 – 50 Vehicles</i>	3600.00	3675.00	3675.00	75.00
<i>More than 50 Vehicles (per vehicle)</i>	20.00	22.00	22.00	2.00
Dual Driver Badge (Hackney Carriage and Private Hire) 3 years	223.00	230.00	230.00	7.00
Replacement badge	14.00	15.00	15.00	1.00
Hackney carriage – vehicles	285.00	295.00	295.00	10.00

	Original Fee / Charge 2016/17	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16)	Proposed 2017/18 Fee Following Further Review	Increase from 2016/17 to 2017/18 Fee
	£.p	£.p	£.p	£.p
Private hire - vehicles	280.00	290.00	290.00	10.00
Private hire - vehicles 8+ seats	285.00	295.00	295.00	10.00
Transfer of vehicle	38.00	40.00	40.00	2.00
Failure to attend for vehicle test	102.00	105.00	105.00	3.00
Retest	36.00	38.00	38.00	2.00
Replacement plate & carrier - front	5.00	10.00	10.00	5.00
Replacement plate & carrier - rear	5.00	15.00	15.00	10.00
Copy of paper part of licence	N/A	10.50	10.50	0.00
Exception Vehicle Test	65.00	67.50	67.50	2.50
6 Monthly Test following an Exception Test	110.00	115.00	115.00	5.00
MARKETS				
Open market - stall (per day) Monday,	20.00	20.00	20.00	0.00
Open market - second stall (per day) Monday,	10.00	10.00	10.00	0.00
Open market - stall (per day) Wednesday	11.00	11.00	11.00	0.00
Open market - second stall (per day) Wednesday	10.00	10.00	10.00	0.00
Open market - stall (per day) Fri/Sat Zone A	21.00	21.00	21.00	0.00
Open market - stall (per day) Fri/Sat Zone B	20.00	20.00	20.00	0.00
Open market - additional space (per day) Fri/Sat	10.00	10.00	10.00	0.00
Market stall extension	N/A	5.00	5.00	0.00
Farmers market - stall (per day)	20.00	20.00	20.00	0.00
Antique market - stall (per day)	7.50	8.00	8.00	0.50
Craft fair (bric-a-brac) - stall (per day)	5.00	5.50	5.50	0.50
Catering Pitches - minimum charge (per day)	25.00	30.00	30.00	5.00
MOT				

	Original Fee / Charge 2016/17	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16)	Proposed 2017/18 Fee Following Further Review	Increase from 2016/17 to 2017/18 Fee
	£.p	£.p	£.p	£.p
MOT - car	40.00	41.00	42.50	2.50
MOT - car (for discounted partner, including lyme card holders)	35.00	36.00	37.50	2.50
MOT - class 7 (up to 3.5 tonnes)	49.00	50.00	50.00	1.00
Retest	12.00	14.00	13.50	1.50
MUSEUM & ART GALLERY				
Other prints not on www.staffordshire.org.uk	Cost +100%	Cost +100%	Cost +100%	0.00
A4 - copies (black & white)	0.50	0.50	0.50	0.00
A3 - copies (black & white)	0.70	0.70	0.70	0.00
A4 - copies (colour)	1.50	1.50	1.50	0.00
A3 - copies (colour)	2.00	2.00	2.00	0.00
A4 - scanned images	5.00	5.00	5.00	0.00
CD Rom - image/emailed image (per image)	14.00	14.00	14.00	0.00
Subsequent images each	4.00	4.00	4.00	0.00
Community publication	13.00	13.00	13.00	0.00
Additional	5.00	5.00	5.00	0.00
Commercial publication	45.00	45.00	45.00	0.00
Additional	12.50	12.50	12.50	0.00
Regional TV, film & video - per item	75.00	75.00	75.00	0.00
UK network TV - per item	95.00	95.00	95.00	0.00
Overseas TV - per item	190.00	190.00	190.00	0.00
Commission of picture sales from exhibitions	30% of price	30% of price	30% of price	0.00
Education session per pupil - half day	2.75	3.00	3.00	0.25
Education session per pupil - full day	4.75	5.00	5.00	0.25
Education session (Romans) per pupil	N/A	6.50	6.50	0.00
Education sessions - minimum charge half day (20 pupils or fewer)	50.00	50.00	50.00	0.00

	Original Fee / Charge 2016/17	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16)	Proposed 2017/18 Fee Following Further Review	Increase from 2016/17 to 2017/18 Fee
	£.p	£.p	£.p	£.p
Education sessions - minimum charge full day (20 pupils or fewer)	95.00	95.00	95.00	0.00
Adult history courses - 10 weeks	75.00	75.00	75.00	0.00
Adult history courses - 10 weeks - concession	70.00	70.00	70.00	0.00
Adult object handling/reminiscence sessions per hour	25.00	25.00	25.00	0.00
Outreach fee	25.00	25.00	25.00	0.00
Outreach education – schools per session	50.00	60.00	60.00	10.00
Hire of meeting room - half day	23.00	25.00	25.00	2.00
Hire of meeting room - half day - community/charity rate	16.00	18.00	18.00	2.00
Hire of meeting room - full day	45.00	45.00	45.00	0.00
Hire of meeting room - full day - community/charity rate	30.00	32.00	32.00	2.00
Refreshment Charges - tea/coffee & biscuits per head	1.00	1.50	1.50	0.50
Education item loan	10.00	10.00	10.00	0.00
Saleable items	Market value	Market value	Market value	0.00
Open art registration - per item	4.00	4.00	4.00	0.00
Open art registration - three items	10.50	10.50	10.50	0.00
Open art registration - per item concession	3.50	3.50	3.50	0.00
Open art registration - three items concession	9.00	9.00	9.00	0.00
Open art registration - per item under 16	1.00	1.00	1.00	0.00
Event Fees				
Craft fairs per table - per day	15.00	15.00	15.00	0.00
Hall gallery weekly charge (non Newcastle artists/organisations)	10.00	10.00	10.00	0.00
Winter wonders - adult sessions (for a maximum of 12 persons)	35.00	35.00	35.00	0.00
Visit to Father Christmas	4.00	4.00	4.00	0.00

	Original Fee / Charge 2016/17	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16)	Proposed 2017/18 Fee Following Further Review	Increase from 2016/17 to 2017/18 Fee
	£.p	£.p	£.p	£.p
NAMING/NUMBERING OF STREETS/PROPERTIES				
<i>New or Redevelopment</i>				
Charge for naming of a street	170.00	175.00	175.00	5.00
Charge for naming of a commercial building	85.00	90.00	90.00	5.00
Single residential property on existing street	113.00	120.00	120.00	7.00
Number/name 2-5 properties (includes first property)	170.00	175.00	175.00	5.00
Plus - per plot	57.00	60.00	60.00	3.00
Number/name 6-25 properties per phase (includes first property)	170.00	175.00	175.00	5.00
Plus - per plot	45.00	47.50	47.50	2.50
Number/name >25 properties per phase (included first property)	170.00	175.00	175.00	5.00
Plus - per plot	34.00	35.00	35.00	1.00
Change to layout after notification	225.00	230.00	230.00	5.00
Plus - per plot	28.00	30.00	30.00	2.00
<i>Existing Properties/Streets</i>				
Adding or alteration of a house/building name	57.00	60.00	60.00	3.00
Renaming of a street	On request	On request	On request	0.00
House or building renumbering (including sub division to flats)	225.00	230.00	230.00	5.00
Confirmation of postal address	34.00	35.00	35.00	1.00
Requests not included in above fees per hour	34.00	37.50	37.50	3.50
PEST CONTROL				
Treatment of rats (domestic) - prepayment (up to 4 visits)	40.00	45.00	45.00	5.00

	Original Fee / Charge 2016/17	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16)	Proposed 2017/18 Fee Following Further Review	Increase from 2016/17 to 2017/18 Fee
	£.p	£.p	£.p	£.p
Treatment of rats (domestic) - payment by invoice (up to 4 visits)	60.00	65.00	65.00	5.00
Treatment of mice (domestic) – prepayment (up to 3 visits)	40.00	45.00	45.00	5.00
Treatment of mice (domestic) – payment by invoice (up to 3 visits)	60.00	65.00	65.00	5.00
Treatment of pests of public health significance (domestic) e.g. bed bugs & cockroaches – prepayment	67.50	70.00	70.00	2.50
Treatment of pests of public health significance (domestic) e.g. bed bugs & cockroaches – payment by invoice	87.50	90.00	90.00	2.50
Insect control treatments (domestic) including wasps, ants & fleas - prepayment	67.50	70.00	70.00	2.50
Insect control treatments (domestic) including wasps, ants & fleas - payment by invoice	87.50	90.00	90.00	2.50
3 treatment scheme (3 for 2 offer) – prepayment	135.00	140.00	140.00	5.00
3 treatment scheme (3 for 2 offer) – payment by invoice	155.00	160.00	160.00	5.00
Ants – prepayment	40.00	40.00	40.00	0.00
Ants – payment by invoice	60.00	60.00	60.00	0.00
Pest control commercial (other) - first hour	87.50	90.00	90.00	2.50
Pest control commercial (other) - per 1/4 additional hour	21.00	22.00	22.00	1.00
Mole & Rabbit control (per treatment course, max 3 visits) - prepayment	165.00	170.00	170.00	5.00
Mole & Rabbit control (per treatment course, max 3 visits) - payment by invoice	185.00	190.00	190.00	5.00
Squirrel control - prepayment (up to 4 visits)	105.00	110.00	110.00	5.00
Squirrel control - payment by invoice (up to 4 visits)	125.00	130.00	130.00	5.00
Advice Visit (no treatment) - prepayment	40.00	45.00	45.00	5.00
Advice Visit (no treatment) - payment by invoice	60.00	65.00	65.00	5.00
Fixed term pest control treatment agreements (commercial premises)	On request	On request	On request	0.00

	Original Fee / Charge 2016/17 £.p	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16) £.p	Proposed 2017/18 Fee Following Further Review £.p	Increase from 2016/17 to 2017/18 Fee £.p
Works in default (Prevention of Damage by Pests Act 1949) first hour (invoiced)	As per formulae for works in default	As per formulae for works in default	As per formulae for works in default	0.00
Works in default (Prevention of Damage by Pests Act 1949) per additional 1/4 hour (invoiced)				0.00
PLANNING SERVICES				
Postage & packaging	0.75	0.80	0.80	0.05
Copies up to £1 are free of charge				
Paper copies of planning/building control decisions & documents - per sheet (A4 black & white)	0.15	0.16	0.16	0.01
Paper copies of planning/building control decisions & documents - per sheet (A3 black & white)	0.26	0.27	0.27	0.01
Paper copies of plans - planning files - per sheet (A4 black & white)	0.15	0.16	0.16	0.01
Paper copies of plans - planning files - per sheet (A3 black & white)	0.30	0.31	0.31	0.01
Paper colour copies of an A4 sheet of planning/building control decision, planning documents or plan from a planning file	0.35	0.36	0.36	0.01
Paper colour copies of an A3 sheet of planning/building control decision, planning documents or plan from a planning file	0.60	0.62	0.62	0.02
Scanned copies of documents - charge per hour of scanning (where legal to charge)	32.00	32.60	32.60	0.60
Paper copies of plans - planning files - each plan (A2)	2.00	2.10	2.10	0.10
Paper copies of plans - planning files - each plan (A1)	3.00	3.10	3.10	0.10
Paper copies of plans - planning files - each plan (A0)	4.00	4.10	4.10	0.10

	Original Fee / Charge 2016/17	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16)	Proposed 2017/18 Fee Following Further Review	Increase from 2016/17 to 2017/18 Fee
	£.p	£.p	£.p	£.p
Weekly lists - statutory consultees	Free	Free	Free	0.00
Requests for information/site history - commercial organisations (per hour)	69.00	70.00	70.00	1.00
Requests for information/site history - private individuals	Cost	Cost	Cost	0.00
Pre Planning Application Advice				
Large Scale Major Developments (residential developments over 200 dwellings or where number not known, a site area of 4 ha or more. Non-residential developments over 10,000m2 of floor space or where floor space not known, a site area of 2ha or more)	484.00	555.00	555.00	71.00
Small Scale Major Developments (residential developments of between 10 & 200 dwellings or where number not known, a site area of between 0.5ha & 4 ha. Non-residential developments of between 1000m2 & 10,000m2 of floor space or where floor space not known, a site area of between 1ha & 2ha)	242.00	275.00	275.00	33.00
1 dwelling	72.00	80.00	80.00	8.00
Minor Developments (residential developments of between 2 & 9 dwellings or where number not known, a site area of less than 0.5ha. Non-residential developments of under 1000m2 of floor space or where floor space not known, a site area of less than 1ha)	110.00	125.00	125.00	15.00
Householder Development. Half hour appointment	N/A	20.00	20.00	0.00
Appointment in excess of 30 minutes	N/A	30.00	30.00	0.00
Other Development (excluding householder development but including changes of use, advertisements, prior approval proposals & listed building proposals)	39.00	45.00	45.00	6.00
Building Control fees (North Staffs Building Control Partnership)	Per Board	Per Board	Per Board	0.00
Planning & development briefs (as & when prepared)	Free	Free	Free	0.00
Core spatial strategy	31.00	32.00	32.00	1.00

	Original Fee / Charge 2016/17	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16)	Proposed 2017/18 Fee Following Further Review	Increase from 2016/17 to 2017/18 Fee
	£.p	£.p	£.p	£.p
Local development framework proposals map - north or south	5.50	5.60	5.60	0.10
Local development framework proposals map - north & south	10.50	10.70	10.70	0.20
Strategic housing land availability assessment (SHLAA)	31.00	32.00	32.00	1.00
PRIVATE SECTOR HOUSING				
Houses in multiple occupation licence fee	550.00	575.00	575.00	25.00
Each additional bedroom	7.25	7.50	7.50	0.25
Renewal of houses in multiple occupation licence	410.00	425.00	425.00	15.00
Immigration Inspections	115.00	120.00	120.00	5.00
Provision of accommodation for homeless households	Cost	Cost	Cost	0.00
Production of plans for Disabled Facility Grants	N/A	350.00	350.00	0.00
Charges for work in default notices to remedy Housing Health & Safety issues				
Officer time (per hour)	31.41	34.37	34.37	2.96
Travelling costs (per mile)	0.65	0.66	0.66	0.01
Management costs (per hour)	46.07	50.22	50.22	4.15
Inspection by qualified electrician or gas engineers	Cost	Cost	Cost	0.00
Other costs (stated as per individual case)	Cost	Cost	Cost	0.00
Administration fee (to cover corporate service recharges)	0.12	0.12	0.12	0.00
RADAR KEYS				
Cost of providing keys for disabled toilets	3.00	3.00	3.00	0.00

	Original Fee / Charge 2016/17 £.p	Original Fee / Charge 2017/18 (per FRAPS report 02/11/16) £.p	Proposed 2017/18 Fee Following Further Review £.p	Increase from 2016/17 to 2017/18 Fee £.p
REMOVAL OF DOMESTIC ANIMAL CARCASSES				
Removal of domestic animal carcasses	35.00	35.00	35.00	0.00
SALE OF SANDBAGS				
5 sand bags	35.00	35.00	35.00	0.00
10 sand bags	40.00	40.00	40.00	0.00
15 sand bags	45.00	45.00	45.00	0.00
20 sand bags	50.00	50.00	50.00	0.00
STREET TRADING (OFFICER APPROVAL)				
Newcastle Town Centre (daily)	20.00	25.00	25.00	5.00
Consent trading (daily, electricity)	4.00	4.00	4.00	0.00
Eastbound layby A500 (per annum)	8,920.00	9,200.00	9,200.00	280.00
Northbound layby A500 (per annum)	8,920.00	9,200.00	9,200.00	280.00
TOWN CENTRE DISPLAYS (OFFICER APPROVAL)				
Local promotions (minimum charge)	22.00	25.00	25.00	3.00
Charity & local community groups	Free	Free	Free	0.00
National promotions (minimum charge)	65.00	75.00	75.00	10.00
TREE PRESERVATION ORDERS				
Single copy of a tree preservation order	31.00	31.00	31.00	0.00

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank