

SCALE OF FEES AND CHARGES

Submitted by: Executive Director – Resources and Support Services

Portfolio: Finance and Resources

Ward(s) affected: All

Purpose of the Report

To obtain approval for the proposed scale of fees and charges to apply from 1 April 2014.

Recommendations

(a) That the fees and charges proposed to apply from 1 April 2014, as set out in Appendix 1 be approved and be submitted to the Transformation and Resources Overview and Scrutiny Committee for comment.

Reasons

It is necessary to review the fees and charges which the Council makes in order to keep them in line with the cost of service provision and to establish the amounts to be included in the 2014/15 budget.

1. Background

- 1.1 The Cabinet is asked annually to consider proposals for the fees and charges to be applied during the following financial year. It is proposed that the new fees and charges set out at Appendix 1 should take effect from 1 April 2014 and remain in force until 31 March 2015.
- 1.2 The Council has an approved Charging Policy, which is followed when fees and charges are proposed and agreed. This sets out the criteria that should be taken into consideration when determining the amounts to be charged.

2. Issues

- 2.1 The preparation of the 2014/15 budget assumes an overall 2.0% increase in the amount of income raised from fees and charges in 2014/15 in line with assumptions about the rate of inflation over the period that these charges will be in force, reflecting the real increases in costs being incurred by services. The proposals have been drawn up taking account of this requirement. However, this does not mean that each charge has been increased by 2.0%, rather that charges have been amended selectively in order to achieve the desired increase in income, a great number of charges are, in fact, recommended to be frozen at their current levels.
- 2.2 Most of the fees and charges are inclusive of VAT but in some cases no VAT is chargeable. The VAT status of individual fees and charges is shown on the attached schedule, Appendix 1.
- 2.3 When considering the level of fees and charges the principles contained in the Charging Policy should be followed. In drawing up the proposed charges for 2014/15 these have been considered and evidenced by the completion of a simple pro-forma

document indicating the answers to a series of questions linked to the Charging Policy principles, principally in relation to those set out below:

- The income which is being collected at current charging levels and whether this is in line with budget forecasts
- The cost of service provision compared to the charges being made
- The use being made of the service, including by classes of user, and whether this shows they are using the service to the extent intended or if any are being deterred from using it
- Whether concessions are being taken up by the people at whom they are targeted
- The impact of charges on local people
- Where the charges are set to either encourage or deter activity, whether this is happening
- Comparisons with charges being made by neighbouring or similar councils or by other organisations providing similar services

2.4 It is perfectly acceptable for charges to be set at a level where costs are not fully recovered. There may be particular reasons for doing so, such as a desire to encourage take up of a service by specified groups, for example young people or the unemployed, or to encourage particular forms of behaviour by charging less than cost. However, the decision to charge less than cost ought to be a conscious one, taken by members and justified by reference to the reasons for setting charges at less than cost as set out in the charging principles contained in section 5 of the Charging Policy. These are shown in full, for reference, at Appendix 2.

2.5 The Scale of Fees and Charges at Appendix 1 shows the current and proposed fees for 2014/15 and indicates those which have been frozen at current levels.

2.6 There are a number of new charges proposed for 2014/15 whilst some charges previously made are proposed for deletion. The tables below set out the more significant of these changes.

New Charges

Description of Charge	Proposed Fee/Charge 2014/15
	£ p
CEMETERIES AND CREMATORIUM	
Memorial Benches - Maintenance By Request (Cleaning & Staining)	150.00
Cremation Fees - 16 years and over 9.20 a.m. service time only	400.00
Crematorium - Use of TV for DVD photographs or 3-5 min films during services	20.00
Entries in Book of Remembrance instead of standard charge per line (£26.00)	
4 lines	90.00
5 lines	116.00
6 lines	142.00
7 lines	168.00
8 lines	194.00
ENVIRONMENTAL HEALTH	
Fixed Penalty Notice - Failure to comply with a dog control order	

Reduced penalty if paid within 10 days	50.00
Payable within 14 days	75.00
Noise monitoring service for housing providers	200.00
Environmental Health Licences	
Zoo - first licence	550.00
Zoo - renewal	550.00
JUBILEE 2	
Climbing Courses - Juniors under 18: 6 x 45 min sessions	30.00
Climbing Courses - Adults: 3 x 45 min sessions	24.00
ClubLyme Membership Charges:	
Three day pass, week gym pass	9.00
If joined in week get reduced registration	11.00
Young Persons Membership - Off Peak 6 mth minimum contract	15.00
Health Check 4 per year (pay and play usage)	10.00
Studio Classes Adult - Off Peak	3.70
TENNIS CLASS A (WESTLANDS, WOLSTANTON)	
Summer junior ticket August only per person	15.00
Monthly ticket adult	25.00
Monthly ticket junior/60+	20.00
LICENCES	
Scrap metal dealer site licence	200.00
Scrap metal dealer collectors licence	200.00
Private Hire/Hackney Carriage	
DBS (CRB)	44.00
Retest	33.00
PEST CONTROL	
Treatment of rats (domestic properties) prepayment by card, cheque or cash	30.00
Treatment of rats (domestic properties) payment by invoice	48.00
Works in default - first hour (invoiced at end of treatment)	83.00
Works in default per additional 1/4 hour (invoiced at end of treatment)	20.00

The majority of the new charges are to be made where no charge was previously made for the service concerned. However, a number are put forward as a means of targeting particular types of customers by offering a more flexible pricing structure, thereby seeking to increase use of the service and therefore income. Examples of the latter are the new charges proposed for books of remembrance and tennis.

In respect of Jubilee 2 a number of new charges are recommended together with a number of deletions. These are predominantly to encourage greater take up of certain activities following an evaluation of current user numbers and also to simplify certain pricing structures, e.g. in respect of the climbing wall.

Deleted Charges

Description of Charge	Fee/Charge 2013/14 £.p
GARDEN WASTE RECYCLING	
80 litre sacks (roll of 10)	10.00
JUBILEE 2	
Climbing:	

Registration/Induction:	
Adult - Lyme Card	10.00
Concession - Lyme Card	8.00
Junior - Lyme Card	6.00
Pay & Play Entry Fees:	
Adult Belay Only-Lyme Card	2.50
Adult 30 Day Pass-Lyme Card	35.00
Junior 30 Day Pass-Lyme Card	20.00
Adult 12 Session Pass (pay for 10)-Lyme Card	45.00
Junior 12 Session Pass (pay for 10)-Lyme Card	30.00
Equipment Hire - Shoes - Lyme Card	3.00
Instructed Activities: Have-a-Go Abseil session per descent Lyme Card	1.00
Instructed Sessions - Parties 90 mins - Up to 18	180.00
Instructed Groups - Up to 8	76.00
Instructed Groups - Up to 16	152.00
Instructed Groups - Up to 24	228.00
Junior Clubs	
Limestones (Age 4-7) single visit	9.50
Limestones (Age 4-7) Half term session (multiply by no.weeks)	8.00
J2 Climb Team (age 7+) single visit	9.50
J2 Climb Team (age 7+) (multiply by no.weeks)	8.00
R:Rock (Age 14+) single visit	9.50
R:Rock (Age 14+) (multiply by no.weeks)	8.00
Beginners (3 x 45 mins)	30.00
Partners in Climb (3 x 45 mins) (2 people)	50.00
Junior Course (3 x 45 mins)	5.00
ClubLyme Membership Charges Adults - Studio Hire Tae Kwondo	20.00
PRIVATE SECTOR HOUSING	
Fee to change or vary a house in multiple occupation licence	58.00
MUSEUM AND ART GALLERY	
Reproduction prints of items in collection - 7"x 5"	5.00
Reproduction prints of items in collection - 8"x 6"	7.50
Reproduction prints of items in collection - 10"x 8"	12.50
Reproduction prints of items in collection - 12"x 10"	17.50

- 2.7 The Council recognises the need to promote and maintain economic activity within its town and district centres. The provision of car parking facilities and the level of charges made for parking are factors which influence the number of visitors, particularly to Newcastle town centre. Accordingly, fees charged at all of the Council operated car parks available for use by visitors to Newcastle town centre are recommended to be frozen at their current levels.
- 2.8 Market stall charges have been reviewed in advance of the introduction of new stalls of a different design to the present ones. The basic charge for a stall has been fixed at £20.00. This compares to the current basic charge of £17.80. However, currently most stall holders pay an additional £3.45 in respect of extensions to the basic stall, making a total charge of £21.25. Once the new stalls are in use most will not require an extension, so will in fact see a reduction to the amount they pay. In a few cases an extension charge may still be payable so this charge remains for 2014/15 at its current rate of £3.45. The charges for stalls on Wednesdays have been reduced because attendance on this day has been significantly less than other days and lower charges

may encourage better take-up. Additionally, stallholders are offered discounted rates to encourage attendance during the winter months.

- 2.9 It is proposed to commence charging for the control of Rats. There is a separate report about this elsewhere on your agenda.
- 2.10 Appendix 3 sets out a report in relation to Pre-Planning Application Advice Fees. These were introduced for the first time in 2013/14. Cabinet requested information on the implementation of these charges, the feedback received and the impact of them.
- 2.11 Bus Station departure charges have been increased from 12p to 16p to cover the cost of supervision of activities at the bus station.
- 2.12 Some Leisure charges, applying at Jubilee 2, Kidsgrove Sports Centre and to Football Development are proposed to be based on "market forces", rather than cost plus a percentage.
- 2.13 Due to the commercial sensitivity of the proposed charges for the trade waste service, these are not included on part 1 of the agenda and are exempt from publication by reasons of paragraph 3 of part 1 of schedule 12a of the Local Government Act 1972. The proposed charges can be found in part 2 of the agenda.

3. **Options Considered**

- 3.1 No price increase, increase in line with inflation or increase above inflation.

4. **Proposal**

- 4.1 To increase income from fees and charges for 2014/15 sufficiently to result in additional income in line with the assumptions in the Medium Term Financial Strategy (MTFS). This can be achieved by selectively varying individual charges, freezing some which are sensitive to customer demand and introducing some new charges.

5. **Reason for Preferred Solution**

- 5.1 Applying selective increases to fees and charges so that overall an increase in income equivalent to the 2.0% assumption contained in the MTFS will contribute to the delivery of a sustainable budget for 2014/15 and later years and should help to keep them in line with the cost of service provision.

6. **Legal and Statutory Implications**

- 6.1 Statutory charges are included in the scale of fees and charges, and are noted as such. These are set by the government rather than by this Council. Land Charges fees are set in accordance with a statutory requirement to balance income with expenditure. All the other charges may be set by the Council in accordance with its Charging Policy.

7. **Equality Impact Assessment**

- 7.1 In compiling the proposed fees and charges for 2014/15, service managers have considered the differential impact, if any, upon users of Council services, for example between adults and young persons.

8. **Financial and Resource Implications**

- 8.1 The approved levels of fees and charges will be incorporated in the General Fund Budget for 2014/15.
- 8.2 The Medium Term Financial Strategy (MTFS) assumes increased income of £96,000 in total from fees and charges, based on an average increase of 2.0 per cent across the existing range of fees and charges.
- 8.3 An assessment has been made of whether the application of the proposed fees and charges will achieve the amount of income assumed in the MTFS for 2014/15. Overall, it appears that this should happen but this depends upon the level of activity not reducing significantly in 2014/15 in relation to the major sources of income. As the last few years have shown, the current economic situation makes it difficult to predict with any degree of confidence what the likely trends in income will be.

9. **Major Risks**

- 9.1 A major risk is that the current depressed economic situation leads to less demand from users of Council services, resulting in significant loss of income. The level of charges will in some cases influence this demand.

10. **Key Decision Information**

- 10.1 This is a key decision; it has been included in the Forward Plan.

11. **Earlier Cabinet/Committee Resolutions**

- 11.1 Last reviewed at Cabinet meeting on 16 January 2013.

12. **List of Appendices**

Appendix 1 listing proposed charges from 1 April 2014.

Appendix 2 charging principles included in Charging Policy.

Appendix 3 Report in relation to Pre-Planning Application Fees

Appendix is 4 Restricted.

Scale of Fees and Charges 2014/15**INDEX**

Type of Fee/Charge	Page No's
Allotments	1
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Cemeteries	2-3
Crematorium	3-4
Circuses and Fairs	4
Copy Charges	4
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Data Protection	4
Dog Warden Service	4
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Museum and Art Gallery	17-18
Naming/Numbering of Streets/Properties	18
Pest Control	18-19
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Private Sector Housing	20
Removal of Domestic Animal Carcasses	20
Sale of Sandbags	20
Street Trading	20
Town Centre Displays	20
Tree Preservation Orders	20
Waiver Permits (Parking)	20

Page 2	Fee/ Charge 2013/14 £.p	Proposed Fee/ Charge 2014/15 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
4 hours to 24 hours	5.20	5.20	Freeze		
Season Ticket - per quarter	230.00	230.00	Freeze		
Resident Permit - per quarter	50.00	50.00	Freeze		
High Street (Rear of)					
Season Ticket - per quarter	150.00	150.00	Freeze		VAT Inc *see note
King Street (Zone C)					
Up to 1 hour	0.80	0.80	Freeze		VAT Inc *see note
Up to 2 hours	1.50	1.50	Freeze		
Up to 3 hours	2.00	2.00	Freeze		
Up to 6 hours	3.00	3.00	Freeze		
6 hours to 24 hours	3.50	3.50	Freeze		
Season Ticket - per quarter	150.00	150.00	Freeze		
Midway (Zone A)					
Up to 1/2 hour	0.70	0.70	Freeze		VAT Inc *see note
Up to 1 hour	1.10	1.10	Freeze		
Up to 2 hours	2.10	2.10	Freeze		
Up to 3 hours	3.20	3.20	Freeze		
Up to 4 hours	4.25	4.25	Freeze		
Up to 24 hours	6.00	6.00	Freeze		
Season Ticket - per quarter	230.00	230.00	Freeze		
Ryecroft (Zone B)					
Up to 1/2 hour	0.70	0.70	Freeze		*see note
Up to 1 hour	1.10	1.10	Freeze		
Up to 2 hours	2.10	2.10	Freeze		
Up to 3 hours	3.20	3.20	Freeze		
Up to 4 hours	4.25	4.25	Freeze		
Up to 24 hours	6.00	6.00	Freeze		
School Street (Zone B)					
Up to 1 hour	1.00	1.00	Freeze		VAT Inc *see note
Up to 2 hours	1.90	1.90	Freeze		
Up to 3 hours	2.80	2.80	Freeze		
Up to 4 hours	4.00	4.00	Freeze		
4 hours to 24 hours	5.20	5.20	Freeze		
Season Ticket - per quarter	230.00	230.00	Freeze		
Silverdale Road (Zone C)					
Up to 1 hour	0.80	0.80	Freeze		VAT Inc *see note
Up to 2 hours	1.50	1.50	Freeze		
Up to 3 hours	2.00	2.00	Freeze		
Up to 6 hours	3.00	3.00	Freeze		
6 hours to 24 hours	3.50	3.50	Freeze		
Season Ticket - per quarter	150.00	150.00	Freeze		
Resident Permit - per quarter	50.00	50.00	Freeze		
Windsor Street (Zone B)					
Up to 1 hour	1.00	1.00	Freeze		VAT Inc *see note
Up to 2 hours	2.00	2.00	Freeze		
Season Ticket - Half hour after school	3.00	3.00	Freeze		
*HMRC guidance states, off street car parking provided by local authorities is subject to VAT. This is currently the subject of a legal challenge					
CEMETERIES					
Interment Fees					
Under 16 years of age	Free	Free			No VAT
16 years & over	735.00	750.00	15.00		
Woodland Burial -Keele Cemetery (allows for 1 full interment only in each grave)	400.00	400.00	Freeze		
Cremated remains at 2ft	322.00	328.00	6.00		
Woodland Burial cremated remains at 2ft - Keele Cemetery (allows for 4 interments in each grave)	322.00	322.00	Freeze		
Additional depth for cremated remains over 2 ft	115.00	117.00	2.00		
Additional depth over 6 ft per foot	124.00	126.00	2.00		
				Cabinet	

Page 3	Fee/ Charge 2013/14 £.p	Proposed Fee/ Charge 2014/15 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Purchase of Graves (Inclusive of right to erect a memorial for a single grave)					
Lawn graves	991.00	1,011.00	20.00		
Woodland Grave-Keele Cemetery (allows for 1 full interment in each grave + memorial tree)	745.00	745.00	Freeze		
Cremated remains graves	490.00	500.00	10.00		
Woodland Grave Cremated remains at 2ft -Keele Cemetery (allows for 4 interment in each grave + memorial shrub)	500.00	500.00	Freeze		
Reservation of lawn graves	991.00	1,011.00	20.00		
Reservation of Woodland Graves -Keele Cemetery (allows for 1 full interment in each grave + memorial tree)	745.00	745.00	Freeze		
Reservation of cremated remains graves	490.00	500.00	10.00		
Reservation of Shrubbery Cremated Remains Grave - Keele Cemetery (allows for 1 full interment + shrub)	500.00	500.00	Freeze		
Renewal of Exclusive Right of Burial & Memorialisation (Full Graves)	500.00	500.00	Freeze		
Renewal of Exclusive Right of Burial & Memorialisation (Cremated Remains Graves)	250.00	250.00	Freeze		
Transfer of Ownership of Exclusive Rights of Burial & Memorialisation	81.00	83.00	2.00		
Duplicate Deed of Exclusive Rights of Burial & Memorialisation	40.00	41.00	1.00		
Erection of Memorials Where no Prior Right Was Given					
Memorial not exceeding 3ft in height	121.00	123.00	2.00		
Replacement memorial	41.00	42.00	1.00		
Use of Chapel & Community Room					
Newcastle cemetery chapel	70.00	70.00	Freeze		
Keele community room - service	70.00	70.00	Freeze		
Keele community room - Full day hire	100.00	100.00	Freeze		
Keele community room - Half day hire	50.00	50.00	Freeze		
Keele community room - Per Hour hire	15.00	15.00	Freeze		
Keele community room-Evening hire per hour	20.00	20.00	Freeze		
Private Maintenance of Grave (Non-Lawn)					
Turfing	40.00	41.00	1.00		
Spring/summer planting & maintenance	84.00	86.00	2.00		
Sundry Items					
Single abstract information from registrar	57.00	58.00	1.00		
Family History Research	19.00	19.00	Freeze		
Caskets	69.00	70.00	1.00		
Wooden Cross	35.00	40.00	5.00		
Memorial Benches	600.00	612.00	12.00		
Memorial Benches - Maintenance By Request (Cleaning & Staining)	0.00	150.00	150.00		
Memorial Trees	300.00	306.00	6.00		
Barrier Fob Replacements	10.00	10.00	Freeze		
CREMATORIUM					
Cremation Fees				Cabinet	No VAT
Under 16 years of age	Free	Free			
16 years & over 9.20am service time only	0.00	400.00	400.00	Agreed at stakeholders	
16 years and over from 10.00am	553.00	564.00	11.00		
Cremation Environmental Charge	58.00	59.00	1.00		
Use of TV for DVD photographs or 3-5 min films during services	0.00	20.00	20.00	Agreed at stakeholders	
Burial of remains cremated elsewhere	170.00	173.00	3.00		
Chapel Hire - Additional Use to Cremation Service	69.00	70.00	1.00		
Urns & Containers					VAT Inc
Oak casket	69.00	70.00	1.00		
Postage & package	Cost	Cost	NA		
Memorialisation					VAT inc
Book of remembrance per line	25.00	26.00	1.00		
Book of remembrance for 4 lines	0.00	90.00	90.00		
Book of remembrance for 5 lines	0.00	116.00	116.00		
Book of remembrance for 6 lines	0.00	142.00	142.00		
Book of remembrance for 7 lines	0.00	168.00	168.00		
Book of remembrance for 8 lines	0.00	194.00	194.00		
Simple floral emblem	76.00	77.00	1.00		
Coat of arms, badges, ornate floral emblem	106.00	108.00	2.00		
Additional Lines of Inscription for Cards/Books	25.00	26.00	1.00		

Page 4	Fee/ Charge 2013/14 £.p	Proposed Fee/ Charge 2014/15 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Plaques					VAT inc
12" x 4" new plaque & 10 year hire	293.00	299.00	6.00		
Each succeeding 10 year hire	117.00	119.00	2.00		
12" x 8" new plaque & 10 year hire	587.00	599.00	12.00		
Each succeeding 10 year hire	235.00	240.00	5.00		
24" x 8" each succeeding 10 year hire	460.00	469.00	9.00		
Adding to existing plaque per letter or figure	6.00	6.00	Freeze		
Regilding existing letters	4.00	4.00	Freeze		
Additional Memorials					VAT inc
Memorial Benches	600.00	612.00	12.00		
Memorial Benches maintenance by request (cleaning & staining)	0.00	150.00	150.00		
Memorial Vases	300.00	300.00	Freeze		
Each succeeding 5 year hire	180.00	180.00	Freeze		
Planters	631.00	644.00	13.00		
Each succeeding 5 year hire	262.00	267.00	5.00		
Trees	539.00	550.00	11.00		
Each succeeding 10 year hire	280.00	286.00	6.00		
Additional plaques	69.00	70.00	1.00		
Shrubs (Inclusive of Aluminium Vase)	300.00	306.00	6.00		
Each succeeding 5 year hire	128.00	131.00	3.00		
CIRCUSES & FAIRS				Cabinet	No VAT
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)	250.00	500.00	250.00		
Returnable deposit - cleaning	800.00	800.00	Freeze		
Returnable deposit - damage	800.00	800.00	Freeze		
COPY CHARGES				Cabinet	VAT inc
A4 - Copies in multiples of 5	2.50	2.50	Freeze		
A3 - Copies in multiples of 5	3.50	3.50	Freeze		
Difficult documents to copy (per copy)	12.50	12.50	Freeze		
COPYRIGHT MAPPING				Cabinet	No VAT
Up to 4 X A4/A3 1:1250 Mapping	22.00	25.00	3.00		
Up to 4 X A4/A3 1:500 Mapping	22.00	25.00	3.00		
Up to 4 X A4/A3 1:1250 Aerial Photo	43.00	45.00	2.00		
COVENANT CONSENTS					No VAT
Covenant consents (officer approval required)	105.00	105.00	Freeze		
DATA PROTECTION				Statutory	No VAT
Subject Access Request	10.00	10.00	Freeze		
DOG WARDEN SERVICE				Cabinet	No VAT No VAT VAT inc
Recovery of stray dogs (during normal working hours) - reclaim fee	66.00	70.00	4.00		
Recovery of stray dogs - daily kennelling fees	Actual Cost	Actual Cost	NA		
Dog Training Equipment Loan	15.00	20.00	5.00		
Microchipping service	10.00	10.00	Freeze		
ELECTIONS				Statutory	No VAT
Rule 9(1) Parliamentary Election Reg's & Rule 9 (1) European Parliamentary Election Reg's - Candidates Deposits					
Parliamentary election candidate	500.00	500.00	Freeze		
European parliamentary election candidate/party	5,000.00	5000.00	Freeze		
Regulations 48 & 49 Representation of the People Reg's 2001					
Sale of register & lists (printed)	20.00	20.00	Freeze		
Plus per 1,000 names or part 1,000	5.00	5.00	Freeze		
Sale of register & lists (data)	10.00	10.00	Freeze		
Plus per 1,000 names or part 1,000	1.50	1.50	Freeze		
Supply of list of overseas electors (printed)	20.00	20.00	Freeze		
Plus per 100 names or part 100	1.50	1.50	Freeze		
Supply of list of overseas electors (data)	10.00	10.00	Freeze		
Plus per 100 names or part 100	1.50	1.50	Freeze		
Supply of marked registers (printed)	20.00	20.00	Freeze		
Plus per 1,000 entries or part 1,000	1.50	1.50	Freeze		
Supply of marked registers (data)	10.00	10.00	Freeze		
Plus per 1,000 entries or part 1,000	1.50	1.50	Freeze		

Page 5	Fee/ Charge 2013/14 £.p	Proposed Fee/ Charge 2014/15 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Inspection & Copies of Documents Regulation 10 representation of the people regulations 2001 - inspection of candidates election expenses Copies (A4)	5.00 0.45	5.00 0.45	Freeze Freeze		
ENVIRONMENTAL HEALTH Works in default of statutory notice Calculated in accordance with the following formula - a) Contractor costs b) Officer costs (per hour at actual rate) c) Car mileage & subsistence d) On costs (b+c) + 25% e) Disbursements (e.g. warrant application, postage, printing, cost of invoice etc) Total =a+d+e+ interest on outstanding balance as determined by council at start of financial year	Case dependant	Case dependant		Cabinet	No VAT
Environmental Offences - Fixed Penalty Notices Offences in relation to waste receptacles - Section 47ZA(2) Reduced Penalty if paid within 10 days Payable within 14 days	75.00 100.00	75.00 100.00	Freeze Freeze		
Failure to produce authority (waste transfer notes) - section 5B2 Control of Pollution (Amendment Act) 1989	300.00	300.00	Freeze		
Failure to furnish documentation (waste carrier's licence) - Section 34(2) Environmental Protection Act 1990	300.00	300.00	Freeze		
Litter - Section 88(1) Environmental Protection Act 1990 Reduced Penalty if paid within 10 days Payable within 14 days	50.00 75.00	50.00 75.00	Freeze Freeze		
Street Litter Control Notices & Litter Clearing Notices - Section 94A(2) Environmental Protection Act 1990 Reduced Penalty if paid within 10 days Payable within 14 days	75.00 100.00	75.00 100.00	Freeze Freeze		
Graffiti & Fly Posting - S43 Anti Social Behaviour Act 2003 Reduced Penalty if paid within 10 days Payable within 14 days	75.00 100.00	75.00 100.00	Freeze Freeze		
Nuisance Vehicles - Section 6(1) Clean Neighbourhoods & Environment Act 2005	100.00	100.00	Freeze		
Abandoning a vehicle - Section 2A Refuse Disposal (Amenity Act 1978)	200.00	200.00	Freeze		
Unauthorised distribution of literature on designated land - Schedule 3A, para 7(2) Environmental Protection Act 1990 Reduced Penalty if paid within 10 days Payable within 14 days	50.00 75.00	50.00 75.00	Freeze Freeze		
Failure to comply with a dog control order in respect of dog fouling, dogs on leads, dogs on leads by direction, dog exclusion. Reduced penalty if paid within 10 days Payable within 14 days		50.00 75.00	50.00 75.00		
Environmental Protection Act 1990 - Part 1 Pollution Prevention & Control Act 1999 Register of Permits Copy of list of applications received Copy of a register entry Copy of tape/CD recorded interviews Environmental Information Regulations 1992 (requests for information) Noise monitoring service for housing providers	14.00 65.00 13.00 85.00	15.00 70.00 13.00 110.00 200.00	1.00 5.00 Freeze 25.00 200.00		
Register of Food Premises (electronic copies available) Whole register Per entry Single classification Per entry Hard copy per entry	235.00 1.10 62.50 1.10 14.00	235.00 1.25 65.00 1.25 15.00	Freeze 0.15 2.50 0.15 1.00		

Page 6	Fee/ Charge 2013/14 £.p	Proposed Fee/ Charge 2014/15 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Environmental Health Licences					
Pet shop - first licence	267.00	275.00	8.00		
Pet shop - renewal	105.50	115.00	9.50		
Dog breeding establishment - first licence	267.00	275.00	8.00		
Dog breeding establishment - renewal	105.50	115.00	9.50		
Animal boarding establishment - first licence	267.00	275.00	8.00		
Animal boarding establishment - renewal	105.50	115.00	9.50		
Riding establishment - first licence	466.00	500.00	34.00		
Riding establishment - renewal	260.00	275.00	15.00		
Dangerous wild animals - first licence	435.00	450.00	15.00		
Dangerous wild animals - renewal	217.00	250.00	33.00		
Zoo - first licence		550.00	550.00	Report to go to Public Protection as enquiries from zoo in borough	
Zoo - renewal		550.00	550.00		
Registration of Premises for: acupuncture, tattooing, cosmetic piercing, electrolysis & semi-permanent skin colouring	130.00	130.00	Freeze		
Registration of each Operative	80.00	80.00	Freeze		
Additional treatment registration	65.00	65.00	Freeze		
Export health certificates	140.00	140.00	Freeze		
Charges for Authorised Process - Local Authority Pollution Prevention Control Act				* Statutory - To be advised by DEFRA Feb 2014	
Application Fees:					
Standard process	1,579.00		*		
Additional fee, operating without a permit	1,137.00		*		
Reduced fee activities (except VRs)	148.00		*		
PVR I & II combined	246.00		*		
Vehicle refinishers (VRs)	346.00		*		
Reduced fee activities: Additional fee for operating without a permit	68.00		*		
Mobile plant (e.g. screening & crushing/ cement batching etc.)	1,579.00		*		
for the third to seventh applications	943.00		*		
for the eighth & subsequent applications	477.00		*		
<i>Where an application for any of the above is for a combined Part B & waste application, add an extra £297 to the above amounts</i>					
Annual Subsistence Charge:					
Standard process Low	739.00		*		
Standard process Medium	1,111.00		*		
Standard process High	1,672.00		*		
Combined Part B & Waste Installation:					
Standard process Low	838.00		*		
Standard process Medium	1,260.00		*		
Standard process High	1,870.00		*		
Reduced fee activities:					
Low	76.00		*		
Medium	151.00		*		
High	227.00		*		
PVR I & II combined:					
Low	108.00		*		
Medium	216.00		*		
High	326.00		*		
Vehicle refinishers:					
Low	218.00		*		
Medium	349.00		*		
High	524.00		*		
Mobile screening & crushing plant, for first & second permits:					
Low	618.00		*		
Medium	989.00		*		
High	1,484.00		*		
for the third to seventh permits:					
Low	368.00		*		
Medium	590.00		*		
High	884.00		*		
eighth & subsequent permits:					
Low	189.00		*		
Medium	302.00		*		
High	453.00		*		
Late payment fee (applies when an invoice remains unpaid 8 weeks from the date the invoice was issued)	50.00		*		
Note: Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts					

Page 7	Fee/ Charge 2013/14 £.p	Proposed Fee/ Charge 2014/15 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Transfer & Surrender:					
Standard process transfer	162.00		*		
Standard process partial transfer	476.00		*		
New operator at low risk reduced fee activity	75.00		*		
Surrender: all Part B activities	Nil		*		
Reduced fee activities: transfer	Nil		*		
Reduced fee activities: partial transfer	45.00		*		
Temporary Transfer for Mobiles:					
First transfer	51.00		*		
Repeat following enforcement or warning	51.00		*		
Substantial change:					
Standard process	1,005.00		*		
Standard process where the substantial change results in a new PPC activity	1,579.00		*		
Reduced fee activities	98.00		*		
LAPPC Mobile Plant Charges:					
Application Fee:					
1 to 2 Permits	1,579.00		*		
3 to 7 Permits	943.00		*		
8 Permits & Over	477.00		*		
Subsistence Fee:					
1 to 2 Permits:					
Low	618.00		*		
Medium	989.00		*		
High	1,484.00		*		
3 to 7 Permits					
Low	368.00		*		
Medium	590.00		*		
High	884.00		*		
8 Permits & Over					
Low	189.00		*		
Medium	302.00		*		
High	453.00		*		
LA - IPPC Charges:					
<i>NB - every subsistence charge listed below includes the additional £99 charge to cover Local Authority extra costs in dealing with reporting under the E-PRTR Regulation.</i>					
Application	3,218.00		*		
Additional fee, operating without a permit	1,137.00		*		
Annual Subsistence:					
Low	1,384.00		*		
Medium	1,541.00		*		
High	2,233.00		*		
Late payment fee (applies when an invoice remains unpaid 8 weeks from the date the invoice was issued)	50.00		*		
Substantial Variation	1,309.00		*		
Transfer	225.00		*		
Partial transfer	668.00		*		
Surrender	668.00		*		
Notes:					
<i>The fees are published by the relevant government department (DEFRA). http://www.defra.gov.uk/environment/quality/industrial/las-regulations/charges-risk</i>					
<i>Subsistence charges can be paid in four equal quarterly instalments paid on 1/4, 1/7, 1/10 & 1.1. Where paid quarterly the total amount payable to the local authority will be increased by £36.</i>					
<i>Reduced fee activities are; Service Stations, Vehicle Refinishers, Dry Cleaners & Small Waste Oil Burners under 0.4MW</i>					
<i>Newspaper adverts may be required under EPR at the discretion of the Local Authority (LA) as part of the consultation process when considering an application (see Chapter 9 of the General Guidance Manual). This will be undertaken & paid for by the LA & the charging scheme contains a provision for the LA to recoup its costs</i>					
Factual Statements (Food Safety Act, Health & Safety at Work Act, Environmental Protection Act)				Cabinet	
Charge for factual statements - additional time	120.00	120.00	Freeze		

Page 8	Fee/ Charge 2013/14 £.p	Proposed Fee/ Charge 2014/15 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Charge for factual statements - disclosure of documents	62.50	62.50	Freeze		
Private Water Supplies				Statutory	
Risk Assessment	14.50 hr + Mileage	14.50 hr + Mileage	Statutory cost		
Sampling	100.00	100.00	Freeze		
Investigation	100.00	100.00	Freeze		
Authorisation	100.00	100.00	Freeze		
Analysis - during Regulation 10	25.00	25.00	Freeze		
- during check monitoring	100.00	100.00	Freeze		
- during audit monitoring	500.00	500.00	Freeze		
Swimming Pools				Cabinet	
Sampling of Pool Water - per annum	500.00	500.00	Freeze		
Sampling of Pool Water - one sample	50.00	50.00	Freeze		
Training Courses				Cabinet	
CIEH Level 2 - Food Safety in Catering	70.00	70.00	Freeze		
CIEH Level 2 - Health & Safety in the Workplace	70.00	70.00	Freeze		
CIEH Level 4 - Food Safety in Catering	210.00	210.00	Freeze		
CIEH Level 2 - Food Safety in Catering (charge for businesses booking 5 employees on the same course)	280.00	280.00	Freeze		
GARDEN WASTE RECYCLING (ADDITIONAL)				Cabinet Deleted	No VAT
80 litre sacks (roll of 10)	10.00	0.00	-10.00		
Sticker for 240 litre bin - (with 6 week Winter Shut down) if purchase sticker between March & June	35.00	36.00	1.00		
Sticker for 240 litre bin - (with 6 week Winter Shut down) if purchase sticker between July & September	25.00	26.00	1.00		
Sticker for 240 litre bin - (with 6 week Winter Shut down) if purchase sticker between October & March	15.00	16.00	1.00		
HIRE OF ROOMS				Cabinet	No VAT
Hire of Civic Suite Rooms					
Hire of Council Chamber – per day	95.00	95.00	Freeze		
Hire of Council Chamber – per half day	50.00	50.00	Freeze		
Hire of Committee Room 1 – per day	45.00	45.00	Freeze		
Hire of Committee Room 1 – per half day	25.00	25.00	Freeze		
Hire of Committee Room 2 – per day	45.00	45.00	Freeze		
Hire of Committee Room 2 – per half day	25.00	25.00	Freeze		
Hire of Civic Offices Rooms					
Standard Rates:					
Room 1 – per day	15.50	15.50	Freeze		
Room 1 – per half day	8.00	8.00	Freeze		
Room 3 – per day	15.50	15.50	Freeze		
Room 3 – per half day	8.00	8.00	Freeze		
Room 4 – per day	25.50	25.50	Freeze		
Room 4 – per half day	13.00	13.00	Freeze		
Room 6 – per day	25.50	25.50	Freeze		
Room 6 – per half day	13.00	13.00	Freeze		
Local Statutory Bodies Rates:					
Room 1 – per day	13.50	13.50	Freeze		
Room 1 – per half day	7.00	7.00	Freeze		
Room 3 – per day	12.50	12.50	Freeze		
Room 3 – per half day	6.50	6.50	Freeze		
Room 4 – per day	18.50	18.50	Freeze		
Room 4 – per half day	9.50	9.50	Freeze		
Room 6 – per day	21.50	21.50	Freeze		
Room 6 – per half day	11.00	11.00	Freeze		
Voluntary & Community Sector Rates:					
Room 1 – per day	7.50	7.50	Freeze		
Room 1 – per half day	5.50	5.50	Freeze		
Room 3 – per day	6.50	6.50	Freeze		
Room 3 – per half day	5.50	5.50	Freeze		
Room 4 – per day	9.50	9.50	Freeze		
Room 4 – per half day	5.50	5.50	Freeze		
Room 6 – per day	11.50	11.50	Freeze		
Room 6 – per half day	5.50	5.50	Freeze		

Page 9	Fee/ Charge 2013/14 £.p	Proposed Fee/ Charge 2014/15 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Hire of Training Rooms				Cabinet	
Standard Rates:					
Hire of Training Room 1 - per day	45.00	45.00	Freeze		
Hire of Training Room 1 - per half day	25.00	25.00	Freeze		
Training Room 2 - per day	25.50	25.50	Freeze		
Training Room 2 - per half day	13.00	13.00	Freeze		
Hire of Training Rooms 1 & 2 - per day	70.50	70.50	Freeze		
Hire of Training Rooms 1 & 2 - per half day	38.00	38.00	Freeze		
Local Statutory Bodies Rates:					
Hire of Training Room 1 - per day	38.00	38.00	Freeze		
Hire of Training Room 1 - per half day	21.00	21.00	Freeze		
Training Room 2 - per day	21.50	21.50	Freeze		
Training Room 2 - per half day	11.00	11.00	Freeze		
Hire of Training Rooms 1 & 2 - per day	60.00	60.00	Freeze		
Hire of Training Rooms 1 & 2 - per half day	32.00	32.00	Freeze		
Voluntary & Community Sector Rates:					
Hire of Training Room 1 - per day	20.00	20.00	Freeze		
Hire of Training Room 1 - per half day	11.00	11.00	Freeze		
Training Room 2 - per day	11.50	11.50	Freeze		
Training Room 2 - per half day	5.50	5.50	Freeze		
Hire of Training Rooms 1 & 2 - per day	31.50	31.50	Freeze		
Hire of Training Rooms 1 & 2 - per half day	17.00	17.00	Freeze		
Rooms can be booked by the hour at pro rata rates subject to a minimum booking charge of £5					
Hire of Guildhall Rooms					
Standard Rates:					
Room 14 – per day	15.50	15.50	Freeze		
Room 14 – per half day	8.00	8.00	Freeze		
Local Statutory Bodies Rates:					
Room 14 – per day	11.50	11.50	Freeze		
Room 14 – per half day	6.00	6.00	Freeze		
Voluntary & Community Sector Rates:					
Room 14 – per day	7.50	7.50	Freeze		
Room 14 – per half day	5.50	5.50	Freeze		
Rooms can be booked by the hour at pro rata rates subject to a minimum booking charge of £5					
Hire of Kidsgrove Rooms					
Standard Rates:					
Room 1 per day	15.50	15.50	Freeze		
Room 1 per half day	8.00	8.00	Freeze		
Room 2 per day	25.50	25.50	Freeze		
Room 2 per half day	13.00	13.00	Freeze		
Room 5 per day	15.50	15.50	Freeze		
Room 5 per half day	8.00	8.00	Freeze		
Local Statutory Bodies:					
Room 1 per day	13.50	13.50	Freeze		
Room 1 per half day	7.00	7.00	Freeze		
Room 2 per day	18.50	18.50	Freeze		
Room 2 per half day	9.50	9.50	Freeze		
Room 5 per day	10.50	10.50	Freeze		
Room 5 per half day	5.50	5.50	Freeze		
Voluntary & Community Sector:					
Room 1 per day	7.50	7.50	Freeze		
Room 1 per half day	5.50	5.50	Freeze		
Room 2 per day	9.50	9.50	Freeze		
Room 2 per half day	5.50	5.50	Freeze		
Room 5 per day	5.50	5.50	Freeze		
Room 5 per half day	5.50	5.50	Freeze		
Rooms can be booked by the hour at pro rata rates subject to a minimum booking charge of £5					
LAND CHARGES				Cabinet	No VAT
Residential * LLC1 – Local Land Charges Register only	31.00	31.00	Freeze		
Commercial ** LLC1 – Local Land Charges Register Only	82.00	82.00	Freeze		
Residential * Con 29R (required form)	61.00	61.00	Freeze		

Page 10	Fee/ Charge 2013/14 £.p	Proposed Fee/ Charge 2014/15 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Commercial ** Con 29R (required form)	178.00	178.00	Freeze		
Residential * full standard search (LLC1 + Con 29R)	92.00	92.00	Freeze		
Commercial ** full standard search (LLC1 + Con 29R)	260.00	260.00	Freeze		
Con 290 (optional form) each enquiry	18.00	18.00	Freeze		
Each additional enquiry (your own question, per hour)	Actual cost	Actual cost	NA		
Additional parcel of land	37.00	37.00	Freeze		
LEASE LICENCES				Cabinet	No VAT
Silverdale Angling Club - Boggs Wood Pool, Keele Road (3 years from 12/6/00, reviewed annually on 12 th June)	85.00	87.00	2.00		
Kidsgrove Angling Club - Bathpool Lake, Clough Hall Lake, Target Lake (10 years from 1/9/03, reviewed annually on 1st April)	830.00	850.00	20.00		
Mrs SJ Hancock - Oaklands Park Pool, Bradwell (3 years from 1/3/02, reviewed annually on 1st March)	85.00	87.00	2.00		
Newcastle & Hartshill Cricket Club - Lilleshall (20 years from 1/4/92, reviewed annually on 1st April)	1,920.00	1,960.00	40.00		
Audley & District Football Club - Townsfield, Audley (5 years from 1/4/05, reviewed every 5 years on 1st April)	1,240.00	1,240.00	Freeze		
Redgate Clayton Football Club - Northwood Lane, Clayton (5 years from 1/7/97, reviewed annually on 1st July)	732.00	750.00	18.00		
Kidsgrove Athletic Football Club - Clough Hall Park (20 years from 1/4/05, reviewed annually on 1st April)	2,450.00	2,500.00	50.00		
Newcastle Rugby Union Football Club - Lyme Valley (25 years from 1/11/06, reviewed every five years on 1st November)	1,970.00	2,010.00	40.00		
Newcastle Track Cycling Association - Lyme Valley (n.b. this fee is paid to Newcastle Town F.C.) (1 year from 1/4/08, reviewed annually on 1st April)	1,768.00	1,804.00	36.00		
LEISURE CHARGES				Cabinet	No VAT
Sport & Football Development					
Mini Soccer per session	3.00	3.10	0.10		
Sports development courses - market forces in consultation with Portfolio Holder	Cost +25%		NA		
NHS Commissioned Coaching Charges					
One day coaching	3.50	3.60	0.10		
One day coaching Family (maximum 2 siblings)	5.00	5.20	0.20		
Two day coaching	7.00	7.20	0.20		
Two day coaching Family (maximum 2 siblings)	10.00	10.40	0.40		
Three day coaching	10.50	10.80	0.30		
Three day coaching Family (maximum 2 siblings)	15.00	15.60	0.60		
Football fun weeks	17.50	18.00	0.50		
Football fun weeks Family (maximum 2 siblings)	25.00	26.00	1.00		
Player development sessions	1.50	1.60	0.10		
Just Play per session	2.00	2.10	0.10		
Girls Coaching per session	2.00	2.10	0.10		
Mini Kickers per block	20.00	21.00	1.00		
Knutton Recreation Centre					
Astroturf					VAT inc
Astroturf pitch-adult full pitch	40.70	42.00	1.30		
Astroturf pitch-junior full pitch	25.50	27.00	1.50		
Astroturf pitch-youth fee full pitch-(under 16s) (Mon-Fri 4-6pm, Sat-Sun 3-5pm)	15.50	17.00	1.50		
Astroturf pitch-adult (per court)	20.35	21.50	1.15		
Astroturf pitch-junior (per court)	12.75	13.50	0.75		
Astroturf pitch-youth fee (per court)-(under 16s) (Mon-Fri 4-6pm, Sat-Sun 3-5pm)	7.75	8.50	0.75		
Kidsgrove Sports Centre					
Equipment Resale					VAT inc
Saleable items - market forces in consultation with Portfolio Holder	Cost + 60%		NA		
Lyme Card Concession Scheme					VAT inc
Lyme Card Concession Scheme Membership	3.50	3.60	0.10		
Astroturf					VAT inc
Astroturf Pitch – adult (per court)	24.50	25.50	1.00		
Astroturf play area – junior (per court)	17.90	18.50	0.60		
Fitness Classes					No VAT
Trampoline class per hour	4.50	4.70	0.20		

Page 11	Fee/ Charge 2013/14 £.p	Proposed Fee/ Charge 2014/15 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Fitness Class - Standard	5.00	5.20	0.20	In line with J2	No VAT
Fitness Class - Lyme Card	4.50	4.70	0.20	In line with J2	No VAT
Fitness Class - Concession	3.60	3.70	0.10	In line with J2	No VAT
Fitness Class - Junior 12 - 17	2.50	2.60	0.10	In line with J2	No VAT
Climbing Wall					
Climbing Wall (per hour)	10.60	11.00	0.40		VAT inc
Health Suite					VAT inc
Sauna/steam – Adult (18+) - Lymecard	6.00	6.10	0.10		
Sauna/steam – Adult (18+) - Concession scheme	4.30	4.40	0.10		
Gym					
Pay & Play Entry Fees					VAT inc
Adult - Lyme Card	4.50	4.70	0.20		
Concession - Lyme Card	3.60	3.70	0.10		
Junior - Lyme Card	3.00	3.10	0.10		
Membership Charges - (Includes Gym, Swim, Sauna, Classes)					VAT inc
Direct debit monthly payments-new single member (Three months notice)	16.99	16.99	Freeze	Due to condition of the facility propose to freeze the fees	
Direct debit monthly payments - single member (No contract)	21.99	21.99	Freeze		
Equipment Hire/Sale					
Hire	1.50	1.50	Freeze		VAT inc
Deposit (fully refundable)	2.00	2.00	Freeze		No VAT
Sports Halls					VAT inc
Sports hall hire (peak)	44.00	45.50	1.50		
Sports hall hire (off peak)	33.00	34.00	1.00		
Sports hall hire (off peak) - Educational use/socially excluded group use	24.30	25.00	0.70		
Badminton (per 55 minutes booking) – peak per court	8.80	9.10	0.30		
Badminton (per 55 minutes booking) - off peak per court	6.60	6.80	0.20		
Badminton court - per person (Concession minimum of 2 people - Weekends Only)	2.00	2.10	0.10		
Table Tennis (per table, per hour)	5.00	5.20	0.20		
Spectators	1.00	1.00	Freeze	In line with J2	
Studio Hire					
Studio hire – weekdays (peak)	17.00	18.00	1.00		VAT inc
Studio hire – weekends (off peak)	13.75	14.80	1.05		VAT inc
Instructional courses - market forces in consultation with Portfolio Holder	Cost + 25%		NA		No VAT
Swimming Fees					
Swimming					VAT inc
Adult swim entry fee - standard	4.00	4.10	0.10		
Adult swim entry fee - Lyme Card	3.60	3.70	0.10		
Lyme Card Concession Adult Swim	2.20	2.40	0.20		
Junior swim entry fee - standard	2.20	2.30	0.10		
Junior swim entry fee - Lyme Card	2.00	2.10	0.10		
Children 3 years & under	Free	Free	NA		
Spectators - standard	1.00	1.00	Freeze		
Spectators - Lyme Card	Free	Free	NA		
Keele University Card	2.00	2.40	0.40		
Family Swimming (standard fees only)					VAT inc
Family Swim 1 Adult & 1 Child	5.90	6.10	0.20		
Family Swim 1 Adult & 2 Children	8.00	8.30	0.30		
Family Swim 1 Adult & 3 Children	10.10	10.50	0.40		
Swimming Instruction					
Swimming Lessons					No VAT
Adult swimming lesson (per 45 minutes) - Lyme Card	12.00	9.00	-3.00	Local competition & low uptake	
Junior swimming lesson (per 30 minutes) - Lyme Card - includes free swim to the child	5.00	5.10	0.10		
Private Lessons					
1:1 lesson (per 30 minutes) - Lyme Card	20.00	20.40	0.40		
Additional Person - Lyme Card	8.00	8.15	0.15		

Page 12	Fee/ Charge 2013/14 £.p	Proposed Fee/ Charge 2014/15 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Pool Courses					
Rookie Lifeguards (per 2 hour session) - Lyme Card	6.00	6.50	0.50		
Other Courses - Lyme Card - market forces in consultation with Portfolio Holder	Cost + 25%		NA		
Fitness Classes Pool					
Aqua fit - standard	5.00	5.20	0.20		
Aqua fit - Lyme Card	4.50	4.70	0.20		
Aqua fit - concession	3.60	3.70	0.10		
Swimming Pool Hire					VAT inc
Teaching Pool Hire	42.50	43.50	1.00		
Main Pool Lane Hire - (6 lane)	14.00	14.30	0.30		
Additional Staff for pool hire (per staff member)	20.00	21.00	1.00		
Sub Aqua Main Pool Hire per hour	52.50		-52.50	Negotiable with the Portfolio Holder	
Jubilee 2					
Equipment Resale					
Saleable items - market forces in consultation with Portfolio Holder	Cost + 60%		NA		VAT inc
Lyme Card Concession Scheme					
Lyme Card Concession Scheme yearly membership	3.50	3.60	0.10		VAT inc
Aqua Sauna (includes access to swimming pool)					VAT inc
Adult-Lyme Card	9.00	9.50	0.50		
Concession (18+) - Lyme Card	6.00	6.50	0.50		
Climbing Registration/Induction					No VAT
Adult - Lyme Card	10.00		-10.00	Delete - market forces show these are acting as a barrier to participation	
Concession - Lyme Card	8.00		-8.00		
Junior - Lyme Card	6.00		-6.00		
Pay & Play Entry Fees - (Must have Lyme Card & be registered & have had a competency test)					VAT inc
Adult - Lyme Card	4.50	4.70	0.20		
Concession - Lyme Card	3.60	3.70	0.10		
Junior under 16 - Lyme Card	3.00	3.10	0.10		
Adult Belay Only-Lyme Card	2.50		-2.50	Delete	
Group Adult (minimum 4 people) - Lyme Card	4.00	4.20	0.20		
Group Junior (minimum 4 people) - Lyme Card	2.50	2.80	0.30		
Student Club Climbing per session	2.00	2.50	0.50		
Prepay Rates					VAT inc
Adult 30 Day Pass-Lyme Card	35.00		-35.00	Delete	
Junior 30 Day Pass-Lyme Card	20.00		-20.00	Delete	
Adult 12 Session Pass (pay for 10)-Lyme Card	45.00		-45.00	Delete	
Junior 12 Session Pass (pay for 10)-Lyme Card	30.00		-30.00	Delete	
Equipment Hire					VAT inc
Belay-Lyme Card	1.00	1.00	Freeze		
Shoes-Lyme Card	3.00		-3.00	Delete	
Harness-Lyme Card	2.00	2.00	Freeze		
Climbing - (Instructed Activities)					
Have-a-go Abseil Session					VAT inc
Per descent-Lyme Card	1.00		-1.00	Delete	
Instructed Sessions					No VAT
Parties 90 mins					VAT inc
Up to 6	60.00	65.00	5.00		
Up to 12	120.00	120.00	Freeze		
Up to 18	180.00		-180.00	Delete	
Instructed Groups					No VAT
Up to 8	76.00		-76.00	Delete	
Up to 16	152.00		-152.00	Delete	
Up to 24	228.00		-228.00	Delete	
Courses					No VAT
Juniors u18 6 x 45 min sessions		30.00	30.00	New	
Adults 3 x 45 min sessions		24.00	24.00	New	

Page 13	Fee/ Charge 2013/14 £.p	Proposed Fee/ Charge 2014/15 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Junior Clubs					VAT inc
Limestones (Age 4-7) single visit	9.50		-9.50	Delete	
Limestones (Age 4-7) Half term session (multiply by no.weeks)	8.00		-8.00	Delete	
J2 Climb Team (age 7+) single visit	9.50		-9.50	Delete	
J2 Climb Team (age 7+) (multiply by no.weeks)	8.00		-8.00	Delete	
R:Rock (Age 14+) single visit	9.50		-9.50	Delete	
R:Rock (Age 14+) (multiply by no.weeks)	8.00		-8.00	Delete	
Beginners (3 x 45 mins)	30.00		-30.00	Delete	
Partners in Climb (3 x 45 mins) (2 people)	50.00		-50.00	Delete	
Junior Course (3 x 45 mins)	5.00		-5.00	Delete	
Taster Session Adult (18+) 1/2 hour session	6.00	7.00	1.00		
Taster Session Junior (4 - 17) 1/2 hour session	3.00	3.50	0.50		
Private Instruction					No VAT
One to One per hour	20.00	20.40	0.40		
Per additional person (maximum 8) per hour	8.00	8.20	0.20		
Gym Only					
Pay & Play Entry Fees (Must have Lyme Card & have had an induction)					VAT inc
Adult - Lyme Card	4.60	4.80	0.20		
Concession - Lyme Card	3.60	3.80	0.20		
Junior - Lyme Card	3.00	3.10	0.10		
ClubLyme Membership Charges Junior 4-11 years (including swim, climbing) or can be combined with adult membership fees to form Family Membership					VAT inc
Junior Activity Membership - Joining Fee (includes inductions) (4-11 years) free to existing Jets Members. One off fee.	5.00	5.00	Freeze		
Junior Membership - 4-11 years minimum up front 2 months - monthly DD	10.00	10.00	Freeze		
Junior Membership - 4-11 years 5 months payment for 6 months	50.00	50.00	Freeze		
ClubLyme Membership Charges Junior 12-15 years (including gym, swim, climbing) or can be combined with adult membership fees to form Family Membership					VAT inc
Junior Activity Membership - Joining Fee (includes inductions) (12-15 years) free to existing Jets Members. One off fee.	10.00	10.00	Freeze		
Junior Membership - 12-15 years minimum up front 2 months - monthly DD	15.00	15.00	Freeze		
Junior Membership - 12-15 years 5 months payment for 6 months	75.00	75.00	Freeze		
ClubLyme Membership Charges Adults (including gym, classes, swim, climbing, aqua sauna)					VAT inc
Joining fee (includes inductions) 16+ One off fee	20.00	20.00	Freeze		
Off Peak (Mon-Fri 6.30am to 5pm & weekends) 6 month minimum contract. Payment monthly by direct debit.	21.00	21.00	Freeze		
Off Peak (Mon-Fri 6.30am to 5pm & weekends) Prepayment (receive 1 month free when pay up front for a year)	231.00	231.00	Freeze		
Peak (Mon-Fri 6.30am to 11pm, Sat 8am to 8pm, Sun 8am to 10pm) 6 month minimum contract. Payment monthly by direct debit.	28.50	28.50	Freeze		
Peak (Mon-Fri 6.30am to 11pm, Sat 8am to 8pm, Sun 8am to 10pm) Prepayment (receive 1 month free when pay up front for a year)	313.50	313.50	Freeze		
No contract - Peak (price per month)	34.00	34.00	Freeze		
No contract - Off Peak (price per month)	26.00	26.00	Freeze		
Corporate Membership (minimum of 5) Peak (price per month)	27.00	27.00	Freeze		
Corporate Membership (minimum of 5) Off Peak (price per month)	20.00	20.00	Freeze		
Three day pass, week gym pass		9.00	9.00	New	
If joined in week (above) get reduced registration		11.00	11.00	New	
Young Persons Membership (16 to 23 yrs in full time education or on a nationally recognised training programme i.e. modern apprentice)					
Off Peak (Mon-Fri 6.30am to 5pm & weekends) 6 month minimum contract. Payment monthly by direct debit.		15.00	15.00	New	
Health Check (free to direct debit & annual members) 4 per year, pay and play usage		10.00	10.00	New	
Junior Membership Day Pass	5.00		-5.00	Delete	
Technogym Key Deposit	10.00	10.00	Freeze		
Technogym Key Refund (Fully refundable on return of Key)	-10.00	-10.00	Freeze		
Technogym Key Buy Back (Old Jubilee Pool Members)	-3.00	-3.00	Freeze		

Page 14	Fee/ Charge 2013/14 £.p	Proposed Fee/ Charge 2014/15 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Hire					VAT inc
Activity Zone	16.00	17.00	1.00		
Studio 1	21.00	22.00	1.00		
Studio 2	21.00	22.00	1.00		
Multi Activity Space (both studios)	42.00	44.00	2.00		
Party Set/Clean up	10.00	11.00	1.00		
Tae Kwondo	20.00		-20.00	Delete	No VAT
Classes					No VAT
Adult-standard	5.00	5.20	0.20		
Adult-Lyme Card	4.50	4.70	0.20		
Adult - Concession Scheme	3.60	3.70	0.10		
Adult - Off Peak		3.70	3.70	New	
Junior Class - Lyme Card	2.50	2.60	0.10		
Osteo Class - Adult only	2.20	2.40	0.20		
Anti-natal - Teaching Pool	4.50	4.70	0.20		
Post-natal - Teaching Pool	4.50	4.70	0.20		
Pre Payment classes					No VAT
Adult-Lyme Card (Buy 10 get 1 free)	45.00	47.00	2.00		
Junior/Concession-Lyme Card (Buy 10 get 1 free)	36.00	37.00	1.00		
Junior - Lyme Card (Buy 10 get 1 free)	25.00	26.00	1.00		
Swimming Fees					VAT inc
Swimming Pay & Play					
Adult swim - standard	4.00	4.10	0.10		
Adult swim - Lyme Card	3.60	3.70	0.10		
Adult swim - Concession	2.20	2.40	0.20		
Junior swim - standard	2.20	2.30	0.10		
Junior swim - Lyme Card	2.00	2.10	0.10		
Children 3 years & under	Free	Free	NA		
Spectators - standard	1.00	1.00	Freeze		
Spectators - Lyme Card	Free	Free	NA		
Keele University Card	2.00	2.40	0.40		
Family Swimming - Standard Only					
Family Swim 1 Adult & 1 Child	5.90	6.10	0.20		
Family Swim 1 Adult & 2 Children	8.00	8.30	0.30		
Family Swim 1 Adult & 3 Children	10.10	10.50	0.40		
Swimming Instruction					No VAT
Swimming Lessons					
Adult swimming lesson (per 45 minutes) - Lyme Card	12.00	9.00	-3.00	Local competition & low uptake	
Junior swimming lesson (per 30 minutes) - Lyme Card	5.00	5.10	0.10		
Private Lessons					
1:1 lesson (per 30 minutes) - Lyme Card	20.00	20.40	0.40		
Additional person - Lyme Card	8.00	8.20	0.20		
Pool Courses					
Rookie Lifeguards (per 2 hour session) - Lyme Card	6.00	6.50	0.50		
Other Courses - Lyme Card - market forces in consultation with Portfolio Holder	Cost + 25%	Cost + 25%	NA		
Fitness Classes Pool					
Aqua gym - standard	5.00	5.20	0.20		
Aqua gym - Lyme Card	4.50	4.70	0.20		
Aqua gym - concession	3.60	3.70	0.10		
Aqua fit - standard	5.00	5.20	0.20		
Aqua fit - Lyme Card	4.50	4.70	0.20		
Aqua fit - concession	3.60	3.70	0.10		
Swimming Pool Hire					VAT inc
Teaching Pool Hire	42.50	43.50	1.00		
Main Pool Hire - (8 lane) (per lane per hour)	14.00	14.30	0.30		
Pool Party - Teaching Pool	62.50	63.90	1.40		
Additional staff for pool hire (per staff member)	20.00	21.00	1.00		
Newcastle Amateur Swimming Club - per lane - Coaching	7.00		-7.00	Negotiable with Portfolio Holder	No VAT
Shelton Therapy Club 1 hr session - teaching pool	53.00	54.10	1.10	Block booking	No VAT
Octopush 1.5 hr session	84.00		-84.00	Negotiable with Portfolio Holder	No VAT

Page 15	Fee/ Charge 2013/14 £.p	Proposed Fee/ Charge 2014/15 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Set Up Fee Galas	20.00	21.00	1.00		
Time Equipment Hire per gala	20.00	21.00	1.00		
Bowls				Cabinet	VAT inc
Adult	3.80	3.90	0.10		
Junior/60+	2.00	2.00	Freeze		
Summer season ticket - adult	52.00	53.00	1.00		
Summer season ticket - junior/60+/unemployed	34.00	35.00	1.00		
Joint with Stoke-on-Trent City Council	66.50	68.00	1.50		
Winter season ticket	11.50	12.00	0.50		
Summer & winter season ticket - adult	60.50	62.00	1.50		
Summer & winter season ticket - Junior/60+/Unemployed	43.00	44.00	1.00		
Merit competition per player - per hour	6.00	6.25	0.25		
Greenage fees for prebooking (plus playing fee per person)	8.25	8.50	0.25		
Reissues of season ticket	25% of ticket price	25% of ticket price	NA		
Tennis Class A (Westlands, Wolstanton)				Cabinet	VAT inc
Adult 1 hr (group ticket 4 adults)	12.00	12.00	Freeze		
Family Ticket 1 hr (up to 4 adults & or 4 children with 2 adults)	8.00	8.00	Freeze		
Family ticket (1/2 adults, 2/3 children)	5.00	5.00	Freeze		
1 hour ticket (per person) – adult	4.00	4.00	Freeze		
Junior 60 + unemployment 1 hr group ticket	6.00	6.00	Freeze		
1 hour ticket (per person) - junior/60+/unemployed	2.00	2.00	Freeze		
1/2 hour ticket (per person) – adult	2.00	2.00	Freeze		
1/2 hour ticket (per person) - junior/60+/unemployed	1.00	1.00	Freeze		
Annual tickets (per person) – adult	90.00	92.00	2.00		
Annual tickets (per person) - junior/60+/unemployed	65.00	66.50	1.50		
Summer junior ticket August only per person		15.00	15.00	New charge to encourage youth play	
Monthly ticket adult		25.00	25.00	New charge to encourage youth play	
Monthly ticket junior/60+		20.00	20.00	New charge to encourage youth play	
Tennis Class B (Chesterton, Silverdale, Birchenwood, Bradwell, Clough Hall)					
1 hour ticket (per person) - adult	Free	Free	Freeze		
1 hour ticket (per person) - junior/60+/unemployed	Free	Free	Freeze	No charge due to low usage & disproportionate cost of collection	
1/2 hour ticket (per person) - adult	Free	Free	Freeze		
1/2 hour ticket (per person) - junior/60+/unemployed	Free	Free	Freeze		
Annual tickets (per person) - adult	Free	Free	Freeze		
Annual tickets (per person) - junior/60+/unemployed	Free	Free	Freeze		
Football (Alternate weekly use per season)				Cabinet	
Birchenwood	700.00	715.00	15.00		No VAT
Roe Lane	700.00	715.00	15.00		VAT inc
Wye Road/Black Bank/Clough Hall	620.00	633.00	13.00		No VAT
Wolstanton Marsh Pavilion	486.00	496.00	10.00		No VAT
All other pitches	335.00	342.00	7.00		No VAT
Junior pitch	60% of pitch fee	60% of pitch fee	NA		No VAT except Roe Lane which inc VAT
Mini soccer pitch (unmarked)	196.00	200.00	4.00		No VAT
Mini soccer pitch (marked)	274.00	280.00	6.00		No VAT
Football (Casual use per match)					
Roe Lane/Birchenwood	80.00	80.00	Freeze		VAT inc
Rugby (Alternate weekly use per season)					
Bathpool	680.00	694.00	14.00		No VAT
Lyme Valley	368.00	375.00	7.00		No VAT
Rugby (Casual user per match)					
Roe Lane/Bathpool	80.00	80.00	Freeze		
Concessionary Licences					
Brampton Park ice cream sales	700.00	700.00	Freeze		
Brampton Park use of bouncy castle	700.00	700.00	Freeze		
4 Large Parks Northern Section of Borough ice cream sales	600.00	600.00	Freeze		
4 Large Parks Southern Section of Borough ice cream sales	600.00	600.00	Freeze		

Page 16	Fee/ Charge 2013/14 £.p	Proposed Fee/ Charge 2014/15 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Community Events					
Wedding Photos within a Park Setting	15.00	25.00	10.00		
Advertising within Parks	10.00 to 5000.00	10.00 to 5000.00	NA		
Hire of Display Boards including delivery, setting up & collection	25.00	25.00	Freeze		
Hire of Gazebos including delivery, setting up & collection	75.00	75.00	Freeze		
Hire of Trailer Stage including delivery, setting up & collection	150.00	150.00	Freeze		
Hire of Tables and Chairs (2 tables and 2 chairs) including delivery, setting up & collection	15.00	20.00	5.00		
Booking Large Events which take more than 6 months planning through the section (Midsummer Mayhem)	150.00	150.00	Freeze		
Booking Medium Events which take more than 6 months planning through the section (firework displays, carnivals etc)	75.00	75.00	Freeze		
Booking Small Events which take more than 6 months planning through the section (competitions, fun days, picnics etc)	25.00	25.00	Freeze		
LICENCES				Statutory	No VAT
General					
Sex establishments - application fee	3,000.00	3,000.00	Freeze		
Sex establishments - annual fee	2,000.00	2,000.00	Freeze		
Scrap metal dealer site licence		200.00	200.00		
Scrap metal dealer collectors licence		200.00	200.00		
Gambling Act 2005					
Lotteries - application fee	40.00	40.00	Freeze		
Lotteries - annual fee	20.00	20.00	Freeze		
Bingo - application fee	3,500.00	3,500.00	Freeze		
Bingo - annual fee	1,000.00	1,000.00	Freeze		
Bingo - application to vary	1,750.00	1,750.00	Freeze		
Track betting - application fee	2,500.00	2,500.00	Freeze		
Track betting - annual fee	1,000.00	1,000.00	Freeze		
Track betting - application to vary	1,250.00	1,250.00	Freeze		
Track betting - application to transfer	950.00	950.00	Freeze		
Club machine permit - application fee	200.00	200.00	Freeze		
Club machine permit - renewal fee	200.00	200.00	Freeze		
Club machine permit - annual fee	50.00	50.00	Freeze		
Betting premises - application fee	3,000.00	3,000.00	Freeze		
Betting premises - annual fee	600.00	600.00	Freeze		
Betting premises - application to vary	1,500.00	1,500.00	Freeze		
Betting premises - application to transfer	1,200.00	1,200.00	Freeze		
Family entertainment centre - application fee	2,000.00	2,000.00	Freeze		
Family entertainment centre - annual fee	750.00	750.00	Freeze		
Family entertainment centre - application to vary	1,000.00	1,000.00	Freeze		
Family entertainment centre - application to transfer	950.00	950.00	Freeze		
Adult gaming centre - application fee	2,000.00	2,000.00	Freeze		
Adult gaming centre - annual fee	1,000.00	1,000.00	Freeze		
Adult gaming centre - application to vary	1,000.00	1,000.00	Freeze		
Adult gaming centre - application to transfer	1,200.00	1,200.00	Freeze		
Private Hire/Hackney Carriage				Cabinet Charges subject to consultation	
Private hire operators (plus £100 per additional vehicle up to a maximum 50 vehicles)	82.00	150.00	68.00		
Hackney carriage - drivers badge (3 years)	184.00	210.00	26.00		
Private hire - drivers badge (3 years)	184.00	210.00	26.00		
Replacement badge	11.00	13.00	2.00		
DBS (CRB)		44.00	44.00		
Hackney carriage - vehicles	235.00	300.00	65.00		
Private hire - vehicles	225.00	290.00	65.00		
Private hire - vehicles 8+ seats	235.00	300.00	65.00		
Transfer of vehicle	36.00	36.00	Freeze		
Failure to attend for vehicle test	41.00	97.00	56.00		
Retest		33.00	33.00		
Replacement plate & carrier - front	23.00	23.00	Freeze		
Replacement plate & carrier - rear	33.00	33.00	Freeze		
Licensing Act 2003 - New Application				Statutory	
Premise Licence, band A (rateable value of up to £4,300)	100.00	100.00	Freeze		
Premise Licence, band B (rateable value of £4,301 to £33,000)	190.00	190.00	Freeze		
Premise Licence, band C (rateable value of £33,001 to £87,000)	315.00	315.00	Freeze		
Premise Licence, band D (rateable value of £87,001 to £125,000)	450.00	450.00	Freeze		
Premise Licence, band E (rateable value of £125,001 and above)	635.00	635.00	Freeze		
Additional fee (number of patrons 5,000 to 9,999)	1,000.00	1,000.00	Freeze		
Additional fee (number of patrons 10,000 to 14,999)	2,000.00	2,000.00	Freeze		

Page 17	Fee/ Charge 2013/14 £.p	Proposed Fee/ Charge 2014/15 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Additional fee (number of patrons 15,000 to 19,999)	4,000.00	4,000.00	Freeze	Statutory	
Additional fee (number of patrons 20,000 to 29,999)	8,000.00	8,000.00	Freeze		
Additional fee (number of patrons 30,000 to 39,999)	16,000.00	16,000.00	Freeze		
Additional fee (number of patrons 40,000 to 49,999)	24,000.00	24,000.00	Freeze		
Additional fee (number of patrons 50,000 to 59,999)	32,000.00	32,000.00	Freeze		
Additional fee (number of patrons 60,000 to 69,999)	40,000.00	40,000.00	Freeze		
Additional fee (number of patrons 70,000 to 79,999)	48,000.00	48,000.00	Freeze		
Additional fee (number of patrons 80,000 to 89,999)	56,000.00	56,000.00	Freeze		
Additional fee (number of patrons 90,000 & above)	64,000.00	64,000.00	Freeze		
Licensing Act 2003 - Annual Fee					
Premise Licence, band A (rateable value of up to £4,300)	70.00	70.00	Freeze		
Premise Licence, band B (rateable value of £4,301 to £33,000)	180.00	180.00	Freeze		
Premise Licence, band C (rateable value of £33,001 to £87,000)	295.00	295.00	Freeze		
Premise Licence, band D (rateable value of £87,001 to £125,000)	320.00	320.00	Freeze		
Premise Licence, band E (rateable value of £125,001 & above)	350.00	350.00	Freeze		
Additional fee (number of patrons 5,000 to 9,999)	500.00	500.00	Freeze		
Additional fee (number of patrons 10,000 to 14,999)	1,000.00	1,000.00	Freeze		
Additional fee (number of patrons 15,000 to 19,999)	2,000.00	2,000.00	Freeze		
Additional fee (number of patrons 20,000 to 29,999)	4,000.00	4,000.00	Freeze		
Additional fee (number of patrons 30,000 to 39,999)	8,000.00	8,000.00	Freeze		
Additional fee (number of patrons 40,000 to 49,999)	12,000.00	12,000.00	Freeze		
Additional fee (number of patrons 50,000 to 59,999)	16,000.00	16,000.00	Freeze		
Additional fee (number of patrons 60,000 to 69,999)	20,000.00	20,000.00	Freeze		
Additional fee (number of patrons 70,000 to 79,999)	24,000.00	24,000.00	Freeze		
Additional fee (number of patrons 80,000 to 89,999)	28,000.00	28,000.00	Freeze		
Additional fee (number of patrons 90,000 & above)	32,000.00	32,000.00	Freeze		
Licensing Act 2003 - Miscellaneous Fees (Application or Notice)				Statutory	
Section 25 (theft, loss, etc. of premises licence or summary)	10.50	10.50	Freeze		
Section 29 (application for a provisional statement where premises being built, etc.)	315.00	315.00	Freeze		
Section 33 (notification of change of name or address)	10.50	10.50	Freeze		
Section 37 (application to vary licence to specify individual as premises supervisor)	23.00	23.00	Freeze		
Section 42 (application for transfer of premises licence)	23.00	23.00	Freeze		
Section 47 (interim authority notice following death etc. of licence holder)	23.00	23.00	Freeze		
Section 79 (theft, loss etc. of certificate or summary)	10.50	10.50	Freeze		
Section 82 (notification of change of name or alteration of rules of club)	10.50	10.50	Freeze		
Licensing Act 2003 - Miscellaneous Fees (Application or Notice)					
Section 83 (1) or (2) (change of relevant registered address of club)	10.50	10.50	Freeze		
Section 100 (temporary event notice)	21.00	21.00	Freeze		
Section 110 (theft, loss etc. of temporary event notice)	10.50	10.50	Freeze		
Section 117 (application for a grant or renewal of personal licence)	37.00	37.00	Freeze		
Section 126 (theft, loss etc. of personal licence)	10.50	10.50	Freeze		
Section 127 (duty to notify change of name or address)	10.50	10.50	Freeze		
Section 178 (right of freeholder to be notified of licensing matters)	21.00	21.00	Freeze		
MARKETS				Cabinet	No VAT
Open market - stall (per day) Monday, Friday, Saturday	17.80	20.00	2.20		
Open market - second stall (per day) Monday, Friday, Saturday		10.00	10.00		
Open market - stall (per day) Wednesday		10.00	10.00		
Open market - additional space (per day) Wednesday		10.00	10.00		
Open market - extension to stall (per day)	3.45	3.45	Freeze		
Farmers market - stall (per day)	20.00	20.00	Freeze		
Antique market - stall (per day)	7.50	7.50	Freeze		
Craft fair (bric-a-brac) - stall (per day)	5.00	5.00	Freeze		
Catering Pitches minimum charge (per day)	25.00	25.00	Freeze		
M.O.T.				Cabinet	No VAT
M.O.T. – car	40.00	40.00	Freeze		
M.O.T. for discounted partner	35.00	35.00	Freeze		
M.O.T. – class 7 (up to 3.5 tonnes)	49.00	49.00	Freeze		
Retest	12.00	12.00	Freeze		
MUSEUM & ART GALLERY				Cabinet	Prices as Staffordshire Prints - various options not only size but type of paper, framing etc
Reproduction prints of items in collection - 7"x 5"	5.00		-5.00		
Reproduction prints of items in collection - 8"x 6"	7.50		-7.50		
Reproduction prints of items in collection - 10"x 8"	12.50		-12.50		VAT inc

Page 18	Fee/ Charge 2013/14 £.p	Proposed Fee/ Charge 2014/15 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Other prints not on www.staffordshire.org.uk	Cost +100%	Cost +100%	70% of cost		VAT inc
Photocopies (per A4 sheet) black & white	0.50	0.50	Freeze		VAT inc
Photocopies (per A3 sheet) black & white	0.70	0.70	Freeze		
Colour photocopy (per A4 sheet)	1.50	1.50	Freeze		
Colour photocopy (per A3 sheet)	2.00	2.00	Freeze		
Scanned images A4	4.75	5.00	0.25		VAT inc
CD Rom image/emailed image - one image on CD/emailed	10.00	12.50	2.50		
Subsequent images each	3.00	3.50	0.50		
Community publication	12.50	13.00	0.50		VAT inc
Additional	5.00	5.00	Freeze		VAT inc
Commercial publication	35.00	40.00	5.00		VAT inc
Additional	10.00	10.00	Freeze		VAT inc
Regional TV, film & video (per item)	65.00	70.00	5.00		VAT inc
UK network TV (per item)	90.00	95.00	5.00		VAT inc
Overseas TV (per item)	175.00	185.00	10.00		VAT inc
Commission of picture sales from exhibitions	30% of Price	30% of Price	Freeze		Plus VAT
Education Session (per pupil) Half Day - Borough schools (school rates harmonised)	2.75	2.75	Freeze		No VAT
Education Session (per pupil) - Full day - Borough schools (school rates harmonised)	4.75	4.75	Freeze		No VAT
Education sessions – minimum charge half day (20 pupils or fewer)	50.00	50.00	Freeze		No VAT
Education sessions – minimum charge full day (20 pupils or fewer)	95.00	95.00	Freeze		No VAT
Holiday activities per child	1.50	1.50	Freeze		No VAT
Mini makes	0.75	0.10	-0.65		No VAT
Adult history courses (10 weeks)	70.00	75.00	5.00		No VAT
Adult history courses (10 weeks) - Concession	65.00	70.00	5.00		No VAT
Adult object handling/reminiscence sessions (per hour)	25.00	25.00	Freeze		VAT inc
Outreach Fee (new)	25.00	25.00	Freeze		No VAT
Outreach education – schools (per session) (previously per hour)	50.00	50.00	Freeze		No VAT
Hire of meeting room (per half day)	20.00	22.50	2.50		No VAT
Refreshment Charges (tea/coffee & biscuits, per head)	0.90	1.00	0.10		VAT inc
Education Item Loan	10.00	10.00	Freeze		No VAT
Saleable items	Market Val.	Market Val.	NA		
Open Art Registration (per item)	4.00	4.00	Freeze		VAT inc
Open Art Registration (three items)	10.50	10.50	Freeze		VAT inc
Open Art Registration - Concession (per item)	3.50	3.50	Freeze		VAT inc
Open Art Registration - Concession (three items)	9.00	9.00	Freeze		VAT inc
Event Fees:			Freeze		
Craft Fairs per Table - One Day	15.00	15.00	Freeze		VAT inc
Hall Gallery weekly charge (non Newcastle artists/organisations)	10.00	10.00	Freeze		VAT inc
NAMING/NUMBERING OF STREETS/PROPERTIES				Cabinet	No VAT
New or Redevelopment					
Charge for naming of a street	150.00	157.50	7.50		
Charge for naming of a commercial building	75.00	79.00	4.00		
Single residential property on an existing street	100.00	105.00	5.00		
Number / name 2-5 properties	150.00	157.50	7.50		
plus - per plot	50.00	52.50	2.50		
Number / name 6-25 properties per phase	150.00	157.50	7.50		
plus - per plot	40.00	42.00	2.00		
Number / name >25 properties per phase	150.00	157.50	7.50		
plus - per plot	30.00	31.50	1.50		
Change to layout after notification	200.00	210.00	10.00		
plus - per plot	25.00	26.00	1.00		
Existing Properties/Streets					
Adding or alteration of a house / building name	50.00	52.50	2.50		
Renaming of a Street	Price on application	Price on application			
House or building renumbering (inc. sub division to flats)	200.00	210.00	10.00		
Confirmation of Postal Address	30.00	31.50	1.50		
Requests not included in above fees	30.00 per hr	31.50 per hr	1.50 per hr		
PEST CONTROL				Cabinet	
Treatment of rats (domestic properties) prepayment by card, cheque or cash	Free	30.00	30.00	Subject to approval at Public Protection &/or Cabinet	
Treatment of rats (domestic properties) payment by invoice	Free	48.00	48.00		
Treatment of mice (domestic properties) – prepayment by card, cheque or cash	25.00	30.00	5.00		VAT inc

Page 19	Fee/ Charge 2013/14 £.p	Proposed Fee/ Charge 2014/15 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Treatment of mice (domestic properties) – payment by invoice	43.00	48.00	5.00		VAT inc
Treatment of pests of public health significance (domestic properties) e.g. bed bugs & cockroaches – prepayment by card, cheque or cash	50.00	50.00	Freeze		VAT inc
Treatment of pests of public health significance (domestic properties) e.g. bed bugs & cockroaches – payment by invoice	68.00	68.00	Freeze		VAT inc
Insect control treatments (including wasps, ants & fleas) - prepayment by card, cheque or cash	65.00	65.00	Freeze		VAT inc
Insect control treatments (including wasps, ants & fleas) - payment by invoice	83.00	83.00	Freeze		VAT inc
3 treatment scheme (3 for 2 offer) – prepayment by card, cheque or cash	130.00	130.00	Freeze		VAT inc
3 treatment scheme (3 for 2 offer) – payment by invoice	148.00	148.00	Freeze		VAT inc
Pest control & commercial (other) - first hour	75.00	83.00	8.00		VAT inc
Pest control & commercial (other) - per 1/4 additional hour (inc. VAT)	18.75	20.00	1.25		VAT inc
Mole & Rabbit control (per treatment visit) - prepayment rate (inc. VAT)	Quotation on request	160.00	NA		VAT inc
Mole & Rabbit control (per treatment visit) - payment by invoice (inc. VAT)	Quotation on request	178.00	NA		VAT inc
Squirrel Control - first hour (invoiced at end of treatment)	93.00	83.00	-10.00		
Squirrel Control - per additional 1/4 hour	18.75	20.00	1.25		
Advice Visit (no treatment) - payment by card, cheque or cash	30.00	30.00	Freeze		
Advice Visit (no treatment) - payment by invoice	48.00	48.00	Freeze		
Fixed term pest control treatment agreements (commercial premises) - actual cost (minimum one hour)	from 275.00	Quotation on request	NA		VAT inc
Works in default (Prevention of Damage by Pests Act 1949) first hour (invoiced at end of treatment)		83.00	83.00		
Works in default (Prevention of Damage by Pests Act 1949) per additional 1/4 hour (invoiced at end of treatment)		20.00	20.00		
PLANNING SERVICES				Cabinet	No VAT
Postage & packing	0.65	0.65	Freeze		
<i>Copies up to £1 are free of charge</i>					
Paper copies of Planning decisions & documents - per sheet (A4) (Black & White) - for orders of £1 or more in value	0.10	0.10	Freeze		
Paper copies of Planning decisions & documents - per sheet (A3) (Black & White) - for orders of £1 or more in value	0.20	0.20	Freeze		
Paper copies of Plans - planning files per sheet (A4) (Black & White) - for orders of £1 or more in value	0.10	0.10	Freeze		
Paper copies of Plans - planning files per sheet (A3) (Black & White) - for orders of £1 or more in value	0.20	0.20	Freeze		
Paper Colour Copies of an A4 sheet of planning decision, planning documents or plan from a planning file - for orders of £1 or more in value	0.25	0.25	Freeze		
Paper Colour Copies of an A3 sheet of planning decision, planning documents or plan from a planning file - for orders of £1 or more in value	0.50	0.50	Freeze		
Scanned copies of documents - per sheet - charge per hour of scanning (where legal to charge)	30.00	30.00	Freeze		
Paper copies of Plans - planning files - each plan (A2)	1.75	1.75	Freeze		
Paper copies of Plans - planning files - each plan (A1)	2.75	2.75	Freeze		
Paper copies of Plans - planning files - each plan (A0)	3.85	3.85	Freeze		
Building Control decisions & documents - per document	As per Planning documents	As per Planning document	NA		
Building Control decisions & documents - research into archive files	Actual Cost	Actual Cost	NA		
Weekly lists - posted	100.00	100.00	Freeze		
Weekly lists - collected	75.00	75.00	Freeze		
Weekly lists - statutory consultees	Free	Free	NA		
Information/site history - commercial organisations (per hour)	65.00	65.00	Freeze		
Requests for information/site history - private individuals	Actual Cost	Actual Cost	NA		
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 floorspace or where floorspace not known, a site area of 2ha or more)	400.00	400.00	Freeze		VAT inc
Small Scale Major Developments (residential developments of between 10 & 200 dwellings or where number not known, a site area of between 0.5ha & 4ha. Non residential developments of between 1000m2 & 10,000m2 of floorspace or where floorspace not known, a site area of between 1ha & 2ha)	200.00	200.00	Freeze		VAT inc

Page 20	Fee/ Charge 2013/14 £.p	Proposed Fee/ Charge 2014/15 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Minor Developments (residential developments of between 1 & 9 dwellings or where number not known, a site area of less than 0.5ha. Non residential developments of under 1000m2 of floorspace or where floorspace not known, a site area of less than 1ha)	60.00	60.00	Freeze		VAT inc
Householder Development. (30 minutes free advice can be given. For time spent in excess of 30 minutes there will be a charge)	20.00	20.00	Freeze		VAT inc
Other Development (excluding householder development but including changes of use, advertisements, prior approval proposals & listed building proposals)	30.00	30.00	Freeze		VAT inc
Planning Application Fees <i>Due to the complexity of the fee structure it is not shown here. Details of Fees payable may be obtained from the Planning Section or via the fee calculator available at the Planning Portal website. See link below:</i> http://www.planningportal.gov.uk/pins/FeeCalculatorStandalone	Statutory	Statutory	NA	Statutory	
Building Control fees (service provided by North Staffs Building Control Partnership)	As per Partnership Board	As per Partnership Board	NA	Partnership Board	
George Riley walking guides	2.00	2.00	Freeze	Cabinet	
Business directory Newcastle-under-Lyme	Free	Free	NA		
Planning & development briefs (as & when prepared)	Free	Free	NA		
Core Spatial Strategy	30.00	30.00	Freeze		
Local Development Framework Proposals Map - North or South	5.00	5.00	Freeze		
Local Development Framework Proposals Map - Both North & South	10.00	10.00	Freeze		
Strategic Housing Land Availability Assessment	25.00	27.50	2.50		
Colour version Draft Options Report Site Allocations & Policies Local Plan (yet to be published)	5.00		-5.00	Draft Options Report will not be prepared now	
PRIVATE SECTOR HOUSING					No VAT
Houses in multiple occupation licence fee	540.00	540.00	Freeze	Cabinet	
Re-submission of returned applications	85.00	85.00	Freeze		
Fee to change or vary a house in multiple occupation licence	58.00		-58.00	No longer chargeable	
Renewal of houses in multiple occupation licence	405.00	405.00	Freeze		
Immigration Inspections	100.00	108.00	8.00		
Charges for Work in Default Notices - Officer Time	£22 hour	£24 hour	2.00		
Travelling Costs	65p mile	65p mile	Freeze		
Management Costs	£35 hour	£35 hour	Freeze		
Land Registry Fee	4.00	4.00	Freeze	Set externally	
Inspection by qualified electrician or gas engineers	As quote	As quote	NA		
Recorded Delivery	1.06	1.06	Freeze	Royal Mail cost	
Other Costs (stated as per individual case)	As actual	As actual	NA		
Administration fee (to cover corporate service recharges)	12%	12%	Freeze		
REMOVAL OF DOMESTIC ANIMAL CARCASSES					VAT inc
Removal of domestic animal carcasses (including VAT)	27.00	29.70	2.70	Cabinet	
SALE OF SANDBAGS					VAT inc
5 Sand bags	26.00	28.60	2.60	Cabinet	
10 Sand bags	31.00	34.10	3.10		
15 Sand bags	36.00	39.60	3.60		
20 sand bags	41.00	45.41	4.41		
STREET TRADING (OFFICER APPROVAL REQUIRED)					No VAT
Newcastle Town Centre (daily)	18.20	20.00	1.80	Cabinet	
Consent trading (daily, electricity)	3.60	3.60	Freeze		
Eastbound layby A500 (per annum)	8,745.00	8,745.00	Freeze		
Northbound layby A500 (per annum)	8,745.00	8,745.00	Freeze		
Northbound layby A34 (per annum)	8,745.00	8,745.00	Freeze		
TOWN CENTRE DISPLAYS (OFFICER APPROVAL REQUIRED)					No VAT
Market traders & local promotions (per metre)	7.00	7.00	Freeze	Cabinet	
Charity & local community groups	Free	Free	NA		
National promotions (minimum charge)	60.00	60.00	Freeze		
TREE PRESERVATION ORDERS					No VAT
Single copy of a tree preservation order	30.00	30.00	Freeze	Cabinet	
WAIVER PERMITS					No VAT
Parking waiver permit (day one)	15.00	15.00	Freeze	Cabinet	
Parking Waiver Permit (additional days exc Sunday up to 7 days)	5.00	5.00	Freeze		

5. CHARGING PRINCIPLES

- 5.1 Charges should be made for services whenever the Council has a power or duty to do so.
- 5.2 There will be an initial presumption that charges to be made for the provision of a service will be set at a level intended to recover the cost of providing the service.
- 5.3 However, this presumption may be modified by the application of the charging principles set out at 5.5 below, which may result in no charge being made or a lesser charge being made or in some cases a charge being made which is greater than that required for cost recovery.
- 5.4 No charge will be made in cases where the Council is not permitted to charge by law. Where charges are set by external bodies, those charges will be applied. Where maximum or minimum charges are specified externally, charges will be set in compliance with those requirements.
- 5.5 The following matters will be considered when deciding whether to set a charge, which is not to be based on cost recovery. The headings in bold indicate general areas for consideration and the bullet points below them are particular factors which should be taken into account where relevant.

The cost of providing the service

- All direct costs are to be included.
- All overheads related to the provision of the service, which may be attributed to the cost of the service, are to be included.
- Best estimates may be made of costs where it is not practical to obtain precise data or identify precisely those overheads attributable to the service.
- Unit costs are to be calculated by reference to realistic user numbers based on actual experience, either in relation to this Council or, if appropriate comparable services elsewhere.

How much income is it desired to generate and why?

- Is the service required to make a surplus or break-even?
- Does income from the service make a significant contribution to reducing the net amount of the Council's revenue budget?
- Have any targets been set for the income or class of income of which it is a component?
- Is income needed to fund future investment?

Comparison of charges made by neighbouring or similar councils or other providers of similar services

- In making this comparison it will be necessary to establish whether the services being provided by these other bodies are comparable to those provided by the Council and to make adjustments where this is not so.
- Is there a logical reason for significant differences between this Council's charges and those of others?
- Will customers be lost to other service providers if charges are set too high?

Whose use of services is it desired to subsidise and by how much?

- Can all potential users afford to pay the full cost of the service or the same charges as other users?
- Is it desirable to subsidise all users of the service, for example because there is likely to be a desirable outcome for the community as a result

- Are there particular classes of users that should be subsidised, such as the unemployed, benefits recipients, the elderly, disabled persons or children?
- Should subsidies be given by reducing the charges payable or by offering concessions to offset the charge?

Whose behaviour is it desired to influence and in what ways?

- Is it desirable to influence users to use particular facilities, for example where they are under-used, by charging less for their use than for other similar ones?
- Is it desirable to persuade users to behave in a way which is more acceptable to the community in preference to any other or others less acceptable and can this be promoted by setting charges at a level which might achieve this?
- Is it desired to promote a particular pattern of use, for example short stay parking as opposed to another, such as long stay parking or to discourage peak time use of facilities?
- Should some behaviour or activities be discouraged by setting high charges or penalties?
- Can anti-social behaviour be reduced by charging for services which discourage people from behaving irresponsibly at a level which they will find attractive, for example charges for the collection of bulky waste to discourage fly-tipping?
- Are there desirable outcomes which the Council wishes to see realised, in line with its corporate objectives, which could be assisted through the charging regime, for example maintaining the economic vitality of the town centres through the provision of reasonably priced facilities such as car parking?

How will charges help to improve value for money, equity and access to services?

- What are users' perceptions with regard to what constitutes a fair and reasonable charge?
- Are there any issues relating to social inclusion or equalities?

Will the cost (including staff time) of collecting the income due outweigh the amount of income likely to be collected?

- Is it worth making a charge?
- Should a charge be made anyway as a matter of principle?

Any other relevant factors

It will be a matter for the Council to determine what the charge will be, based on its consideration of the above factors.

5.6 Where, without prior agreement by the Council, individuals or organisations engage in activities that result in a cost to the Council, the Council will seek to recover this cost, wherever possible.

CHARGING FOR PRE-APPLICATION PLANNING ADVICE

At its meeting on the 6th February 2013 Cabinet received a report on whether or not the Council should agree to introduce charging for planning advice, and the means by which this could be done. Cabinet resolved

- (1) That provision of “free” informal written advice as to whether or not planning permission is required for development proposals be discontinued;
- (2) That, subject to (3) below, the introduction of charging of fees for pre-application advice, as set out in the report be approved;
- (3) That, solely in relation to householder development, the provision one half-hour meeting per case be allowed without charge, but a charge be levied in the event of any further meeting or if written confirmation of the advice given is sought; and
- (4) That the Head of Planning and Development be requested to report back after 6 months on the implementation of these changes, the feedback received and the impact of them

The agreed fees

- **£400 for ‘large scale Major developments’** (for residential developments of over 200 dwellings or, when the number of dwellings is not known, a site area of 4 ha. or more; and for non-residential developments of over 10,000 m² of floorspace or, when the floorspace is not known, a site area of 2 ha. or more)
- **£200 for ‘small scale Major developments’** (for residential developments of between 10 and 200 dwellings, or when the number of dwellings is not known, a site area of between 0.5 ha. and 4 ha; and for non-residential developments of between 1,000 and 10,000 m² floorspace or, when the floorspace is not known, a site area between 1 ha. and 2 ha.)
- **£60 for ‘Minor’ developments** (for residential developments of between 1 and 9 dwellings or, when the number of dwellings is not known, a site area of less than 0.5 ha., and for non- residential developments of under 1,000m² floorspace or, when the floorspace is not known, a site area of less than 1 ha)
- **£20 for ‘householder development’** other than for the holding of one half hour meeting for which there is no fee
- **£30 for all ‘Other development’**, excluding householder developments but including changes of use, advertisements, prior approval proposals, and listed building proposals

Implementation of the changes

The changes agreed by Cabinet were brought into effect as from 1st April 2013. The implementation involved several meetings between Planning and Customer Services to ensure that ‘front line’ staff were aware of the changes. Training was also provided for staff within the Planning Service, who provided useful feedback on detailed issues that arose during the implementation of the changes. The principal area that required clarification was the treatment of cases which were already within the system. Officers have worked to ensure that in terms of the speed with which meetings can be set up, the introduction of fees has had a minimal effect.

Feedback received

Very little written feedback regarding the changes has been received from users of the service. In one case where there was initially negative feedback when it was explained what

the giving of pre-application advice was likely to involve the party concerned acknowledged that it was understandable why a fee might have to be charged. One party (a High Street town centre commercial property owner) did express serious concern about the introduction of the £60 charge, expressing the view that the Borough Council should be “straining every sinew to encourage fresh tenants into the town centre not placing handicaps in the way”. No formal complaints have been made concerning the changes. Several agents have indicated that it is understandable why the Council has introduced charging and that they have expressed the view that the Borough Council’s fees are “very reasonable compared with those of neighbouring authorities”.

Impact of the changes

The February 2013 Cabinet report (which recommended the introduction of fees for all enquiries including those concerning householder development) did suggest that a number of questions needed also to be considered

- Would the introduction of charges in this area deter potential applicants from seeking that advice?
- Would less pre-application discussions result in un-discussed and unacceptable proposals, leading to more refusals and appeals as a result?
- Would the proposal result in a drop in customer satisfaction levels in the service overall?
- Would an applicant, having paid for pre-application discussion, be inclined to expect greater certainty and a quicker decision, and would they, therefore, be more aggrieved if their application is refused and ;
- How does the introduction of pre-application charging “fit” with the decision of Cabinet to seek to aspire to obtain the Local Enterprise Planning Charter Mark?

Whether or not the introduction of charges, at the level set last February, has deterred potential applicants from seeking advice is extremely difficult to estimate. Any comparison of the number and type of pre-application enquiries in the 9 months leading up to the change and the 9 months has to be qualified by changes that may have occurred associated with the state of the wider economy, but it can be noted that

- the number of enquiries which are the subject of fees has reduced somewhat, but not significantly so,
- some 59% of enquiries are not the subject of any charge (as a result of Cabinet's decision to exclude initial householder enquiries from the charging regime) and
- the number of applications for certificates of lawfulness has not risen as was expected (with consequential fee implications).

The other impacts are more long term ones and would not yet be apparent.

Conclusion and recommendation

The ‘acceptance’ of the changes by developers, householders (when paying) and agents is strongly determined by the level of the fees. At this point in time the level of the fee feels appropriate and reasonable, particularly bearing in mind that payees are increasingly questioning what they are getting for their money and are expressing concern about the standard of service that is being provided to them. The Service needs now to focus on these aspects. **No change in the level of fees for 2014/15 is accordingly recommended.**