

## 1. SCALE OF FEES AND CHARGES

**Submitted by:** Executive Director – Resources and Support Services

**Portfolio:** Finance IT and Customer

**Ward(s) affected:** All

### **Purpose of the Report**

To obtain approval for the proposed scale of fees and charges to apply from 1 April 2016.

### **Recommendation**

**(a) That the fees and charges proposed to apply from 1 April, 2016, as set out in Appendix 1 be approved.**

### **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, ensure compliance with the Charging Policy and to establish the amounts to be included in the 2016/17 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 2016 and remain in force until 31 March 2017.
- 1.2 The Council has an approved Charging Policy (the most recent version of which was approved by Cabinet on 10<sup>th</sup> September 2014), which is followed when fees and charges are proposed and agreed. This sets out the criteria that should be taken into consideration when establishing the amounts to be charged.

## 2. **Issues**

- 2.1 The Medium Term Financial Strategy assumed an overall 2% increase in the amount of income raised from fees and charges in 2016/17 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.
- 2.2 The proposals made by Heads of Service vary between minimal decreases, freezes in fees and charges and increases. When these proposals are applied to the appropriate income budgets a shortfall of approximately £30,000 exists in comparison to the assumed overall 2% increase. The shortfall, which is net of increases in fees and charges which are above 2%, was incurred as a result of freezes in fees and charges (i.e. planning applications and leisure) and changes in regulations regarding charging for environmental information (i.e. land charges). The shortfall will need to be addressed as an additional pressure in the 2016/17 budget preparation process.
- 2.3 Most of the fees and charges are inclusive of VAT but in some cases no VAT is chargeable or VAT is added to the fee or charge. The VAT status of individual fees and charges is shown in Appendix 1.

- 2.4 When considering the level of fees and charges the principles contained in the Charging Policy, as approved by Cabinet on 10<sup>th</sup> September 2014, should be followed.
- 2.5 In drawing up the proposed fees and charges for 2016/17 these have been considered by Heads of Service who were provided with a copy of the Charging Policy and were requested to ensure that their charges were set in accordance with the Charging Policy, taking into account:
- The cost of providing the service
  - How much income it is desired to generate and why
  - Comparison of charges made by other Councils or providers of similar services
  - Whose use of services it is desired to subsidise and by how much
  - Whose behaviour it is desired to influence and in what ways
  - How will charges help to improve value for money, equity and access to services
  - Will the cost of collecting the income outweigh the income likely to be collected
  - Any other relevant factors
- 2.6 It is 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 the unemployed, benefits recipients, the elderly, disabled persons or children, or to influence particular forms or patterns of behaviour.
- 2.7 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 principles are shown in Appendix 2.
- 2.8 The Scale of Fees and Charges (Appendix 1) shows the current and proposed fees and charges for 2016/17 and indicates those which have been frozen at current levels.
- 2.9 There are a number of new charges proposed for 2016/17. The table below shows these:

<b>New Charges - Description of Charge</b>	<b>Fee/Charge 2016/17 £.p</b>
<b>CAR PARKS</b> <b>Fog Street East (Zone A)</b> Season ticket - per quarter 230.00 Charge per quarter for each additional permit for the same numbered bay 25.00 <b>High Street (Rear of) (Zone A)</b> Charge per quarter for each additional permit for the same numbered bay 25.00	
<b>ENVIRONMENTAL HEALTH</b> <b>Environmental Protection Act 1990</b> Environmental Information Regulations 1992 (requests for information) – Per Hour 25.00	
<b>LEISURE</b> <b>Jubilee2</b> Active2 Membership Charges Junior (4-17 years) Active2 Membership - 4-17 years - monthly direct debit (initial 2 month payment) 16.00 Active2 Membership - 4-17 years - 6 months for price of 5 months 80.00	

<b>LICENCES</b>	
Private Hire Operators 5 Year Licence	1 Vehicle - £170 2-5 Vehicles - £340 6 - 15 Vehicles- £600 16 -25 Vehicles - £1600 26 - 35 Vehicles - £2600 36 - 50 Vehicles - £3600 £20 per additional vehicle after 50 223.00
Dual Driver Badge (Hackney Carriage and Private Hire) 3 years	
<b>PEST CONTROL</b>	
Ants	£40.00
<b>RADAR KEYS</b>	
Key for disabled toilets	3.00
<b>TOWN CENTRE DISPLAYS (Officer Approval)</b>	
Local promotions (minimum charge)	22.00

- 2.10 A number of the new fees and charges are to be made where a charge was previously in place, albeit for a slightly different service. Only the charge in relation to Radar Keys, which allow disabled people access to disabled toilets around the country, is an entirely new charge for 2016/17 that has not been included in any previous fees and charges.
- 2.11 The charge that has been added for Active2 Membership Charges Junior (4-17 years) at Jubilee2 is replacing two previous separate ClubLyme membership charges that were for 4-11 and 12-15 year olds. In effect these two charges have now been absorbed into the single charge as Active2.
- 2.12 In respect of the new fees for licenses, the Private Hire Operators 5 year licence has been introduced in order to comply with new legislation that amends the Miscellaneous Provisions Act 1976. The new legislation specifies that Private Hire Operator's licences must be granted for a period of 5 years, as such this new charge replaces the previous 3 year licence. The Dual Driver Badge charge (Hackney Carriage and Private Hire) for 3 years is replacing the two separate charges for Hackney Carriage Driver Badges and Private Hire Drive Badges, the new charge now includes an additional badge to be displayed in the vehicle.
- 2.13 Pest Control has separated treatments for ants from other higher cost insect controls, offering this simpler treatment at a lower tariff. This is to encourage take up of the service.
- 2.14 As per the report presented to and agreed by Cabinet on 16<sup>th</sup> September 2015 charges have been included in relation to season tickets for car parking at Fogg Street East and High Street (Rear of). The report highlighted the need for these new parking fees due to the increasing number of instances whereby the lack of control on these car parks causes problems with vehicles and private accesses being blocked in by other car park users.
- 2.15 The final new fee is in relation to Town Centre Displays, specifically in relation to local promotions. Previously a charge has been in place for each metre of a display that is exhibited. This new charge aims to ensure that there is a minimum fee in order to ensure administrative overheads are covered.
- 2.16 A number of fees and charges approved for 2015/16 have been deleted from the proposed fees and charges for 2016/17. The table below shows these:

<b>Deleted Charges - Description of Charge</b>	<b>Fee/Charge 2015/16 £.p</b>
<b>CAR PARKS</b>	
<b>Midway (Zone A)</b> Up to ½ hour	0.70
<b>Ryecroft (Zone B)</b> Up to ½ hour	0.70
<b>ENVIRONMENTAL HEALTH</b>	
<b>Environmental Protection Act 1990</b> Environmental Information Regulations 1992 (requests for information) – Per Day	200.00
<b>JUBILEE2</b>	
<b>ClubLyme Membership Charges Junior (4-11 years)</b> Junior membership - joining fee (includes inductions) (4-11 years) (one off fee - free to existing JETS)	5.00
Junior membership - 4-11 years - monthly direct debit (minimum initial payment of 2 months)	11.00
Junior Membership - 4-11 years - 6 month membership for price of 5 months	55.00
<b>ClubLyme Membership Charges Junior (12-15 years)</b> Junior membership - joining fee (includes inductions) (12-15 years) (one off fee - free to existing JETS)	12.00
Junior membership - 12-15 years - monthly direct debit (minimum initial payment of 2 months)	16.00
Junior Membership - 12-15 years - 6 month membership for price of 5 months	80.00
<b>Swimming Pool Hire</b> Pool Party – teaching pool	65.00
<b>KIDSGROVE SPORTS CENTRE</b>	
<b>Membership Charges(Including gym, classes, swim, sauna)</b> Direct Debit monthly payments – single member (no contract)	21.99
<b>LICENCES</b>	
Private hire operators (£100 per additional vehicle - maximum of 50)	85.00
Hackney Carriage – Drivers Badge (3 years)	214.00
Private Hire – Drivers Badge (3 years)	214.00
<b>PRIVATE SECTOR HOUSING</b>	
Re-submission of returned applications	50.00
<b>TOWN CENTRE DISPLAYS (OFFICER APPROVAL)</b>	
Market traders & local promotions (per metre)	7.00

2.17 As highlighted above at 2.10 a number of new charges are to be included for 2016/17 that in fact replace existing charges, but the service varies slightly. The charges that are to be removed due to this include ClubLyme Membership Charges Junior for both 4-11 and 12-15 year olds, separate charges for Hackney Carriage and Private Hire driver badges and market traders and local promotions (per metre).

- 2.18 Pool parties held in the teaching pool at Jubilee2 are to be removed as a separate charge, and now are incorporated into the general teaching pool hire charge, as these two charges were deemed to be the same in practice.
- 2.19 The Direct Debit membership charge at Kidsgrove Sports Centre with no contract has also been removed due to members utilising the cheaper equivalent membership that includes a 3 month contract notice.
- 2.20 The charge for a re-submission of returned applications under private sector housing has been removed due to case law.
- 2.21 The Council recognises the need to promote and maintain economic activity within its town centres. The provision of car parking facilities and the level of charges made for parking are factors which may influence the number of visitors, particularly to Newcastle town centre. It is proposed that the half an hour charge is removed in order to encourage visitors to stay longer in the town.
- 2.22 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.
- 2.23 Following a review of the fees in relation to Land Charges by the Information Commissioner's Office, it has been identified that no charge is allowable for maintaining an environmental database. The removal of the charge for maintaining the database ensures that the Council complies with the Environmental Information Regulations which class these costs as an unreasonable overhead to pass on to the public. The annual overheads in relation to maintaining this database total £18,000. The overheads have therefore been removed from the calculation of the fees for 2016/17.
- 2.24 Due to the underutilisation of Roe Lane football pitches, the fees for the hire of this pitch have been reduced in order to encourage users to make use of the facility.
- 2.25 The report was considered by the Finance, Resources and Partnerships Scrutiny Committee at their meeting on 3 December when their comments were requested. There were two points that the Committee wished to be fed back to the Cabinet:
- i.) Concern about the number of Leisure charges that were being frozen.

The Committee were told that a wider review of Leisure Services was being undertaken which would also look at opening hours and the various services that were provided.

ii.) The Committee felt that the prices charged for the hire of rooms were very competitive and requested that additional marketing and promotion should be considered to encourage additional usage.

Your officers are looking into how best this can be done.

### 3. **Proposal**

- 3.1 That the fees and charges proposed to apply from 1 April 2016, as set out in Appendix 1 be approved.

#### 4. **Reason for Preferred Solution**

- 4.1 Applying selective increases to fees and charges will enable economic activity to be promoted within the Borough. It will also contribute to the delivery of a sustainable budget for 2016/17 and later years and will help to keep fees and charges in line with the cost of service provision.

#### 5. **Legal and Statutory Implications**

- 5.1 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 and Licensing fees are set in accordance with a statutory requirement to balance income with expenditure. All other charges may be set by the Council in accordance with its Charging Policy.

#### 6. **Financial and Resource Implications**

- 6.1 The approved levels of fees and charges will be incorporated in the General Fund Budget for 2016/17.
- 6.2 The Medium Term Financial Strategy (MTFS) assumes increased income of £115,000 from an average increase of 2% across the existing range of fees and charges.
- 6.3 The proposals made vary between minimal decreases to increases. When these proposals are applied to the appropriate income budgets a shortfall of approximately £30,000 exists in comparison to the assumed overall 2% increase. This shortfall, incurred as a result of below inflation increases, freezes in fees and charges (i.e. planning applications and leisure) and changes in regulation regarding charging for environmental information (i.e. land charges), will need to be addressed as an additional pressure in the 2016/17 preparation process.

#### 7. **Major Risks**

- 7.1 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.

#### 8. **Key Decision Information**

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

#### 9. **List of Appendices**

Appendix 1 - Proposed charges from 1 April 2016

Appendix 2 - Charging principles included in Charging Policy

**SCALE OF FEES AND CHARGES 2016/17****INDEX**

<b>TYPE OF FEE / CHARGE</b>	<b>PAGE</b>
ALLOTMENTS	2
BULKY RECYCLING SERVICE (Furniture Mine)	2
BUS DEPARTURE CHARGES	2
CAR PARKS	2
CEMETERIES	4
CREMATORIUM	5
CIRCUSES & FAIRS	6
COPY CHARGES	6
COPYRIGHT MAPPING	6
COVENANT CONSENTS (Officer Approval)	7
DATA PROTECTION	7
DOG WARDEN SERVICE	7
ELECTIONS	7
ENVIRONMENTAL HEALTH	8
GARDEN WASTE RECYCLING (Extra Service)	10
HIRE OF ROOMS	11
LAND CHARGES	12
LEISURE CHARGES	13
<i>Knutton Recreation Centre</i>	13
<i>Kidsgrove Sports Centre</i>	13
<i>Jubilee 2</i>	15
LICENCES	20
MARKETS	23
MOT	23
MUSEUM & ART GALLERY	24
NAMING/NUMBERING OF STREETS/PROPERTIES	25
PEST CONTROL	25
PLANNING SERVICES	26
PRIVATE SECTOR HOUSING	28
RADAR KEYS	29
REMOVAL OF DOMESTIC ANIMAL CARCASSES	29
SALE OF SANDBAGS	29
STREET TRADING (Officer Approval)	29
TOWN CENTRE DISPLAYS (Officer Approval)	29
TREE PRESERVATION ORDERS	29

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
<b>ALLOTMENTS</b>				Cabinet	No VAT
Rent (per annum) full plot	70.80	77.88	7.08	£82.00 - 2017/18	
Rent (per annum) half plot	35.40	38.94	3.54	£41.00 - 2017/18	
<i>Note: 20% concession for Junior/60+/Unemployed</i>					
<b>BULKY RECYCLING SERVICE (Furniture Mine)</b>				Cabinet	No VAT
1-3 Items non reusable/waste items	35.00	35.00	Freeze		
4-6 Items non reusable/waste items	55.00	55.00	Freeze		
7-9 Items non reusable/waste items	70.00	70.00	Freeze		
Additional items non reusable/waste items	10.00	10.00	Freeze		
Reusable items	Free	Free	Freeze		
<b>BUS DEPARTURE CHARGES</b>				Cabinet	Plus VAT
Fee per departure	0.18	0.19	0.01		
<b>CAR PARKS</b>					
<b>Charges for Infringements</b>				Parking Board	No VAT
Civic parking enforcement - higher charge	70.00	70.00	Freeze		
Civic parking enforcement - lower charge	50.00	50.00	Freeze		
<b>Bankside</b>				Cabinet	VAT Incl.
Season ticket - per quarter	150.00	150.00	Freeze		
<b>Blackfriars (Zone C)</b>				Cabinet	VAT Incl.
Up to 1 hour	0.80	1.00	0.20		
Up to 2 hours	1.50	1.50	Freeze		
Up to 3 hours	2.00	2.00	Freeze		
Up to 4 hours	2.50	2.50	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		
<b>Cherry Orchard (Zone B)</b>				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	Freeze		
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		
<b>Civic Offices - Saturdays Only (Zone A)</b>				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	Freeze		
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		



	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
<b>Corporation Street/Merrial Street (Zone A)</b>				Cabinet	VAT Incl.
Up to ½ hour	0.80	0.80	Freeze		
Up to 1 hour	1.50	1.50	Freeze		
<b>Fog Street East (Zone A)</b>				Cabinet	VAT Incl.
Season ticket – per quarter	NEW	230.00	N/A		
Each additional permit for the same numbered bay – per quarter	NEW	25.00	N/A		
<b>Goose Street (Zone B)</b>				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	Freeze		
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		
<b>Hassell Street (Zone B)</b>				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	Freeze		
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		
Resident permit - per quarter	50.00	50.00	Freeze		
<b>High Street (Rear of) (Zone A)</b>				Cabinet	VAT Incl.
Season ticket - per quarter	150.00	150.00	Freeze		
Each additional permit for the same numbered bay – per quarter	NEW	25.00	N/A		
<b>King Street (Zone C)</b>				Cabinet	VAT Incl.
Up to 1 hour	0.80	1.00	0.20		
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		
<b>Midway (Zone A)</b>				Cabinet	VAT Incl.
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		
<b>Ryecroft (Zone B)</b>				Cabinet	VAT Incl.
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		
<b>School Street (Zone B)</b>				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	Freeze		
Up to 2 hours	1.90	1.90	Freeze		
Up to 3 hours	2.80	2.80	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Up to 4 hours	4.00	4.00	Freeze	Cabinet	VAT Incl.
4 hours to 24 hours	5.20	5.20	Freeze		
Season ticket - per quarter	230.00	230.00	Freeze		
<b>Silverdale Road (Zone C)</b>					
Up to 1 hour	0.80	1.00	0.20	Cabinet	VAT Incl.
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		
<b>Windsor Street (Zone B)</b>					
Up to 1 hour	1.00	1.00	Freeze	Cabinet	VAT Incl.
Up to 2 hours	2.00	2.00	Freeze		
Season ticket - half hour after school	3.00	3.00	Freeze		
<b>CEMETERIES</b>					
<b>Interment Fees</b>				Cabinet	No VAT
Under 16 years of age	Free	Free	Freeze		
16 years & over	784.00	808.00	24.00		
Woodland burial - Keele Cemetery (1 full interment only in each grave)	418.00	430.00	12.00		
Cremated remains at 2 feet	343.00	353.00	10.00		
Woodland burial cremated remains at 2 feet - Keele Cemetery (4 interments only in each grave)	343.00	353.00	10.00		
Additional depth for cremated remains over 2 feet	122.00	126.00	4.00		
Additional depth over 6 feet per foot	132.00	136.00	4.00		
<b>Purchase of Graves (Inclusive of right to erect a memorial for a single grave)</b>				Cabinet	No VAT
Lawn graves/reservation	1,056.00	1,088.00	32.00		
Woodland grave/reservation - Keele Cemetery (1 full interment only in each grave plus memorial tree)	778.00	802.00	24.00		
Cremated remains graves/reservation	522.00	538.00	16.00		
Woodland grave cremated remains at 2 feet/reservation - Keele Cemetery (4 interments only in each grave plus memorial shrub)	522.00	538.00	16.00		
Reservation of shrubbery cremated remains grave/reservation - Keele Cemetery (allows for 1 full interment plus shrub)	522.00	538.00	16.00		
Renewal of exclusive right of burial & memorialisation (full grave)	500.00	515.00	15.00		
Renewal of exclusive right of burial & memorialisation (cremated remains grave)	250.00	258.00	8.00		
Transfer of ownership of exclusive rights of burial & memorialisation	83.00	85.00	2.00		
Duplicate deed of exclusive rights of burial & memorialisation	43.00	44.00	1.00		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
<b>Erection of Memorials Where no Prior Right Was Given</b> Memorial not exceeding 3 feet in height Replacement memorial	128.00 44.00	132.00 45.00	4.00 1.00	Cabinet	No VAT
<b>Columbarium</b> 10 year lease including 1st interment 2nd interment Renewal of 10 year lease Additional 5 year lease	500.00 70.00 250.00 250.00	500.00 70.00 250.00 250.00	Freeze Freeze Freeze Freeze	Cabinet	No VAT
<b>Use of Chapel &amp; Community Room</b> Newcastle cemetery chapel Keele community room - service Keele community room - full day hire Keele community room - half day hire Keele community room - per hour hire Keele community room - evening hire per hour	73.00 73.00 75.00 40.00 15.00 20.00	75.00 75.00 75.00 40.00 15.00 20.00	2.00 2.00 Freeze Freeze Freeze Freeze	Cabinet	No VAT
<b>Private Maintenance of Grave Non-Lawn Types Only</b> Turfing Spring/summer planting & maintenance	43.00 90.00	44.00 93.00	1.00 3.00	Cabinet	No VAT
<b>Sundry Items</b> Single abstract information from registrar Family history research Caskets Wooden cross Memorial benches Memorial benches - maintenance By request (cleaning & staining) Memorial trees Barrier fob replacements	62.00 20.00 73.00 42.00 627.00 150.00 320.00 10.00	62.00 20.00 75.00 43.00 646.00 150.00 330.00 10.00	Freeze Freeze 2.00 1.00 19.00 Freeze 10.00 Freeze	Cabinet	VAT Incl.
<b>CREMATORIUM</b> <b>Cremation Fees</b> Under 16 years of age 16 years & over 9.20am service time only 16 years & over from 10am Cremation environmental charge Use of TV for DVD photographs or 3-5 minute films during services Burial of remains cremated elsewhere Chapel hire - additional use to cremation service	Free 400.00 589.00 62.00 20.00 181.00 73.00	Free 412.00 607.00 64.00 20.00 186.00 75.00	Freeze 12.00 18.00 2.00 Freeze 5.00 2.00	Cabinet	No VAT
<b>Urns &amp; Containers</b> Oak casket Postage & packaging	73.00 Cost	75.00 Cost	2.00 Freeze	Cabinet	VAT Incl.
<b>Memorialisation</b>				Cabinet	VAT Incl.

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Book of remembrance per line (up to 3 lines)	27.00	28.00	1.00		
Book of remembrance for 4 lines	94.00	94.00	Freeze		
Book of remembrance for 5 lines	121.00	121.00	Freeze		
Book of remembrance for 6 lines	148.00	148.00	Freeze		
Book of remembrance for 7 lines	175.00	175.00	Freeze		
Book of remembrance for 8 lines	202.00	203.00	1.00		
Simple floral emblem	80.00	82.00	2.00		
Coat of arms, badges, ornate floral emblem	113.00	113.00	Freeze		
Additional lines of inscription for cards/books	27.00	27.00	Freeze		
<b>Plaques</b>				Cabinet	VAT Incl.
12" x 4" new plaque & 10 year hire	306.00	306.00	Freeze		
Each succeeding 10 year hire	122.00	122.00	Freeze		
12" x 8" new plaque & 10 year hire	614.00	614.00	Freeze		
Each succeeding 10 year hire	246.00	246.00	Freeze		
24" x 8" each succeeding 10 year hire	490.00	490.00	Freeze		
Adding to existing plaque per letter or figure	6.00	6.00	Freeze		
Regilding existing letters	4.00	4.00	Freeze		
<b>Additional Memorials</b>				Cabinet	VAT Incl.
Memorial benches	627.00	646.00	19.00		
Memorial benches maintenance by request (cleaning & staining)	150.00	150.00	Freeze		
Memorial vases	300.00	300.00	Freeze		
Each succeeding 5 year hire	180.00	180.00	Freeze		
Vases various - small	Various	Various	Freeze		
Planters	673.00	693.00	20.00		
Each succeeding 5 year hire	279.00	282.00	3.00		
Trees	575.00	592.00	17.00		
Each succeeding 10 year hire	299.00	308.00	9.00		
Additional plaques	73.00	75.00	2.00		
Shrubs (inclusive of aluminium vase)	319.00	328.00	9.00		
Each succeeding 5 year hire	137.00	141.00	4.00		
<b>CIRCUSES &amp; FAIRS</b>				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)	510.00	520.00	10.00		
Returnable deposit - cleaning	820.00	840.00	20.00		
Returnable deposit - damage	820.00	840.00	20.00		
<b>COPY CHARGES</b>				Cabinet	VAT Incl.
A4 - copies in multiples of 5 (black & white)	2.50	2.50	Freeze		
A3 - copies in multiples of 5 (black & white)	3.50	3.50	Freeze		
Difficult documents to copy (per copy)	12.50	12.50	Freeze		
<b>COPYRIGHT MAPPING</b>				Cabinet	No VAT
Up to 4 - A4/A3 1:1250 mapping	25.00	25.00	Freeze		
Up to 4 - A4/A3 1:500 mapping	25.00	25.00	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Up to 4 - A4/A3 1:1250 aerial photo	45.00	45.00	Freeze		
<b>COVENANT CONSENTS (Officer Approval)</b>				Cabinet	No VAT
Covenant consents	110.00	115.00	5.00		
<b>DATA PROTECTION</b>				Statutory	No VAT
Subject access request	10.00	10.00	Freeze		
<b>DOG WARDEN SERVICE</b>				Cabinet	VAT Incl.
Dog training equipment loan	20.00	20.00	Freeze		
Microchipping service	10.00	10.00	Freeze		
Event equipment hire	10% of cost	10% of cost	Freeze		
<b>Recovery of Stray Dogs</b>				Cabinet	No VAT
During normal working hours - reclaim fee	70.00	70.00	Freeze		
Daily kennelling fees	Cost	Cost	Freeze		
<b>ELECTIONS</b>					
<b>Rule 9(1) Parliamentary Election Regulations &amp; Rule/Reg 9 (1) European Parliamentary Election Regulations - Candidates' Deposits</b>				Statutory	No VAT
Parliamentary election candidate	500.00	500.00	Freeze		
European parliamentary election candidate/party	5000.00	5000.00	Freeze		
<b>Regulations 48 &amp; 49 Representation of the People Regulations 2001</b>				Statutory	No VAT
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		
<b>Inspection &amp; Copies of Documents</b>				Statutory	No VAT
Regulation 10 representation of the people regulations 2001 - inspection of candidates election expenses	5.00	5.00	Freeze		
A4 - copies (black & white)	0.50	0.50	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
<b>ENVIRONMENTAL HEALTH</b>					
<b>Works in default of statutory notice</b> 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	Per formula	Per formula	Freeze	Cabinet	No VAT
<b>Commercial Hire of Monitoring equipment</b>				Head of Service	Plus VAT
Salamander Gasclam & user software (per 7 days excluding carriage costs)	220.00	220.00	Freeze		
Phocheck PID (per 7 days exc carriage costs)	130.00	130.00	Freeze		
GA2000 portable landfill gas analyser (per 7 days excluding carriage costs)	130.00	130.00	Freeze		
Bruel & Kjaer Matron 2250 sound level meter, with sound recording & 1/1 & 1/3 octave frequency analysis module & calibrating certificate (memory card to be supplied by client)	200.00	200.00	Freeze		
Outdoor gear for use with matron 2250 (per 7 days excluding carriage costs)	45.00	45.00	Freeze		
Bruel & Kjaer Matron Type 4231 Calibrator with calibration certificate (per 7 days excluding carriage costs)	10.00	10.00	Freeze		
<b>Environmental Offences - Fixed Penalty Notices</b>				Statutory	No VAT
Waste receptacles - Section 47ZA (2) - if paid within 10 days	75.00	75.00	Freeze		
Waste receptacles - Section 47ZA (2) - if paid within 14 days	100.00	100.00	Freeze		
Failure to produce authority (waste transfer notes) - section 5B2	300.00	300.00	Freeze		
Failure to furnish documentation (waste carrier licence) - Section 34(2)	300.00	300.00	Freeze		
Litter - Section 88(1) - if paid within 10 days	50.00	50.00	Freeze		
Litter - Section 88(1) - if paid within 14 days	75.00	75.00	Freeze		
Unauthorised distribution of literature on designated land - Schedule 3A (7)2 - if paid within 10 days	50.00	50.00	Freeze		
Unauthorised distribution of literature on designated land - Schedule 3A (7)2 - if paid within 14 days	75.00	75.00	Freeze		
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	Freeze	Public Protection	No VAT

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
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	Freeze	Public Protection	No VAT
Failure to comply with a Community Protection Notice or Public Spaces Protection Order - if paid within 10 days	75.00	75.00	Freeze	Council	No VAT
Failure to comply with a Community Protection Notice or Public Spaces Protection Order - if paid within 14 days	100.00	100.00	Freeze	Council	No VAT
<b>Environmental Protection Act 1990 - Part 1 Pollution Prevention &amp; Control Act 1999 Register of Permits</b>				Cabinet	Plus VAT
Copy of list of applications received	15.00	15.00	Freeze		
Copy of a register entry	70.00	15.00	-55.00		
Copy of tape/CD recorded interviews	13.00	13.00	Freeze		
Environmental Information Regulations 1992 (requests for information), Charge per Hour (ICO guidance)	New	25.00	Change in policy	ICO Guidance	
Noise monitoring service for Registered Social Landlords & Private Landlords for 1 period of up to 7 days & subsequent report & copy of recording	250.00	255.00	5.00		
Noise monitoring service for Aspire Housing for 1 period of up to 7 days & subsequent report & copy of recording	200.00	205.00	5.00		
<b>Environmental Health Licences</b>				Cabinet	No VAT
Pet shop - first licence	275.00	275.00	Freeze		
Pet shop - renewal	115.00	115.00	Freeze		
Dog breeding establishment - first licence	275.00	275.00	Freeze		
Dog breeding establishment - renewal	115.00	115.00	Freeze		
Animal boarding establishment - first licence	275.00	275.00	Freeze		
Animal boarding establishment - renewal	115.00	115.00	Freeze		
Riding establishment - first licence	500.00	500.00	Freeze		
Riding establishment - renewal	275.00	275.00	Freeze		
Dangerous wild animals - first licence	450.00	450.00	Freeze		
Dangerous wild animals - renewal	250.00	250.00	Freeze		
Zoo - first licence	On request	On request	N/A		
Zoo - renewal	On request	On request	N/A		
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		
<b>Charges for Authorised Process - Local Authority Pollution Prevention Control Act</b>				Statutory	No VAT
Under the 'polluter pays principle' the operators of industrial plant are levied a fee for their permits to operate. The scale of charges is set by DEFRA				To be advised by DEFRA in February 2015	

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
<p>annually after consultation with Local Authorities, representatives of industry and other stakeholders. The scale of charges is designed to cover the regulatory and administrative costs (including visits, administration, advice and time) to the regulator arising from each process. Full details of the 2014/15 PPC fees and charges can be found on DEFRA's website via the link below. The 2015/16 charges are to be advised by DEFRA in February 2015 <a href="http://www.defra.gov.uk/industrial-emissions/files/List-of-Charges-2014.pdf">http://www.defra.gov.uk/industrial-emissions/files/List-of-Charges-2014.pdf</a></p> <p><b>Factual Statements (Food Safety Act, Health &amp; Safety at Work Act, Environmental Protection Act)</b></p> <p>Charge for factual statements - additional time</p> <p>Charge for factual statements - disclosure of documents</p> <p><b>Private Water Supplies</b></p> <p>Risk assessment (per hour, plus mileage)</p> <p>Sampling Investigation</p> <p>Authorisation</p> <p>Analysis - during Regulation 10</p> <p>Analysis - during check monitoring</p> <p>Analysis - during audit monitoring</p> <p><b>Swimming Pools</b></p> <p>Sampling of pool water - per annum</p> <p>Sampling of pool water - one sample</p> <p><b>Training Courses</b></p> <p>CIEH Level 2 - food safety in catering</p> <p>CIEH Level 2 - health &amp; safety in the workplace</p> <p>CIEH Level 4 - food safety in catering</p> <p>CIEH Level 2 - food safety in catering (charge for businesses booking 5 employees on the same course)</p>					
	120.00	122.40	2.40	Cabinet	No VAT
	62.50	63.75	1.25		
				Statutory	No VAT
	14.50	18.70 per hour + mileage costs	Freeze		
	100.00	100.00	Freeze		
	100.00	100.00	Freeze		
	100.00	100.00	Freeze		
	25.00	25.00	Freeze		
	100.00	100.00	Freeze		
	500.00	500.00	Freeze		
				Cabinet	No VAT
	500.00	510.00	10.00		
	50.00	51.00	1.00		
				Cabinet	No VAT
	70.00	71.40	1.40		
	70.00	71.40	1.40		
	210.00	214.20	4.20		
	280.00	285.60	5.60		
<b>GARDEN WASTE RECYCLING (Extra Service)</b>				Cabinet	No VAT
Delivery of new additional garden waste bin in addition to sticker	24.00	24.00	Freeze		
Sticker for 240 litre bin - (with 6 week winter shut down) if purchased March to June	36.00	37.00	1.00		



	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status		
Sticker for 240 litre bin - (with 6 week winter shut down) if purchased July to September	26.00	26.50	0.50				
Sticker for 240 litre bin - (with 6 week winter shut down) if purchased October to March	16.00	16.50	0.50				
<b>HIRE OF ROOMS</b>							
<b>Hire of Civic Suite Rooms</b>							
Hire of council chamber – per day	95.00	95.00	Freeze	Cabinet	No VAT		
Hire of council chamber – per half day	50.00	50.00	Freeze				
Hire of committee room 1 or 2 – per day	45.00	45.00	Freeze				
Hire of committee room 1 or 2 – per half day	25.00	25.00	Freeze				
<b>Hire of Civic Offices Rooms</b>							
Standard rates:							
Room 1 or 3 – per day	15.50	15.50	Freeze	Cabinet	No VAT		
Room 1 or 3 – per half day	8.00	8.00	Freeze				
Room 4 or 6 – per day	25.50	25.50	Freeze				
Room 4 or 6 – per half day	13.00	13.00	Freeze				
Local statutory bodies rates:							
Room 1 – per day	13.50	13.50	Freeze	Cabinet	No VAT		
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	Cabinet	No VAT		
Room 3 – per day	6.50	6.50	Freeze				
Room 4 – per day	9.50	9.50	Freeze				
Room 6 – per day	11.50	11.50	Freeze				
Room 1, 3, 4 or 6 – per half day	5.50	5.50	Freeze				
<b>Hire of Training Rooms</b>							
Standard rates:							
Hire of training room 1 - per day	45.00	45.00	Freeze	Cabinet	No VAT		
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			Cabinet	No VAT
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				

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
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		
<b>Hire of Guildhall Rooms</b>				Cabinet	No VAT
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		
<b>Hire of Kidsgrove Rooms</b>				Cabinet	No VAT
Standard rates:					
Room 1 or 5 - per day	15.50	15.50	Freeze		
Room 1 or 5 - 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		
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 2 per day	9.50	9.50	Freeze		
Room 5 per day	5.50	5.50	Freeze		
Room 1, 2 or 5 per half day	5.50	5.50	Freeze		
<i>All rooms can be booked by the hour at pro rata rates, subject to a minimum booking charge of £5.00.</i>					
<b>LAND CHARGES</b>				Cabinet	No VAT
Residential LLC1 – local land charges register only	28.00	22.00	-6.00	Review of fees undertaken to ensure compliance with charging permitted per Environmental Information Regulations	
Commercial LLC1 – local land charges register only	65.00	61.00	-4.00		
Residential – Con 29R	67.00	65.00	-2.00		
Commercial – Con 29R	195.00	185.00	-10.00		
Residential – full standard search (LLC1 & Con 29R)	95.00	87.00	-8.00		
Commercial – full standard search (LLC1 & Con 29R)	260.00	246.00	-14.00		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Con 290 – (optional form) each enquiry	20.00	20.50	0.50		
Each additional enquiry	Cost	Cost	N/A		
Residential – additional parcel of land	40.00	40.50	0.50		
Commercial – additional parcel of land	85.00	85.50	0.50		
<b>LEISURE CHARGES</b>					
<b>Sport &amp; Football Development</b>					
Mini soccer per session	3.20	3.20	Freeze	Cabinet	No VAT
Sports development courses	Market value	Market value	N/A	Portfolio holder	No VAT
<b>Coaching Charges</b>					
One day coaching	8.00	8.00	Freeze		
Two day coaching	16.00	16.00	Freeze		
Three day coaching	24.00	24.00	Freeze		
Football fun weeks	40.00	40.00	Freeze		
Football fun weeks plus trip	50.00	50.00	Freeze		
Player development sessions	3.20	3.20	Freeze		
Just play per session	2.20	2.20	Freeze		
Girls coaching per session	2.20	2.20	Freeze		
Mini kickers per block	22.00	22.00	Freeze		
<b>Knutton Recreation Centre</b>					
<b>Astroturf</b>					
Astroturf pitch - adult full pitch	44.00	44.00	Freeze	Cabinet	VAT Incl.
Astroturf pitch - junior full pitch	28.00	28.00	Freeze		
Astroturf pitch - youth fee full pitch (under 16's) (Monday to Friday 4-6pm, Saturday to Sunday 3-5pm)	18.00	18.00	Freeze		
Astroturf pitch - adult per court	23.00	23.00	Freeze		
Astroturf pitch - junior per court	15.00	15.00	Freeze		
Astroturf pitch - youth fee per court (under 16's) (Monday to Friday 4-6pm, Saturday to Sunday 3-5pm)	10.00	10.00	0.00		
<b>Kidsgrove Sports Centre</b>					
<b>Equipment Resale</b>					
Saleable items	Market value	Market value	N/A	Portfolio holder	VAT Incl.
<b>Lyme Card Concession Scheme</b>					
Lyme card concession scheme membership	4.00	4.00	Freeze	Cabinet	VAT Incl.
<b>Astroturf</b>					
Astroturf pitch - adult per court	27.00	27.00	Freeze	Cabinet	VAT Incl.
Astroturf pitch - junior per court	20.00	20.00	Freeze		
<b>Classes</b>					
Adult - standard	5.50	5.50	Freeze	Cabinet	No VAT
Adult - Lyme card	5.00	5.00	Freeze		
Adult - concession scheme	3.80	3.80	Freeze		
Junior class - Lyme card	2.50	2.50	Freeze		
<b>Climbing Wall</b>					
Climbing Wall Hire (per hour)	12.00	12.00	Freeze	Cabinet	VAT Incl.

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
<b>Health Suite</b>				Cabinet	VAT Incl.
Sauna/steam – Adult (18+) - Lyme card	6.20	5.00	-1.20		
Sauna/steam – Adult (18+) - Concession scheme	4.65	3.75	-0.90		
<b>Gym</b>				Cabinet	VAT Incl.
<b>Pay &amp; Play Entry Fees (must have Lyme card &amp; have had an induction)</b>					
Adult - Lyme Card	6.00	5.00	-1.00		
Concession - Lyme Card	4.50	3.75	-0.75		
Junior - Lyme Card	3.00	2.50	-0.50		
<b>Membership Charges (Including gym, classes, swim, sauna)</b>				Cabinet	VAT Incl.
Direct debit monthly payments - new single member (one month's notice)	16.99	16.99	Freeze		
<b>Equipment Hire/Sale</b>				Cabinet	VAT Incl. No VAT
Hire	1.50	1.50	Freeze		
Deposit (fully refundable)	2.00	2.00	Freeze		
<b>Sports Halls</b>				Cabinet	VAT Incl.
Sports hall hire (peak)	46.50	46.50	Freeze		
Sports hall hire (off peak)	34.50	34.50	Freeze		
Sports hall hire (off peak) - educational use/socially excluded group use	26.00	26.00	Freeze		
Badminton (per 55 minutes booking) – peak per court	9.30	9.30	Freeze		
Badminton (per 55 minutes booking) - off peak per court	6.90	6.90	Freeze		
Badminton court - per person (concession minimum of 2 people - weekends only)	2.20	2.20	Freeze		
Table tennis (per table, per hour)	5.30	5.30	Freeze		
Spectators	1.00	1.00	Freeze		
<b>Studio Hire</b>				Cabinet	VAT Incl. VAT Incl. No VAT
Studio hire – weekdays (peak)	19.00	19.00	Freeze		
Studio hire – weekends (off peak)	15.50	15.50	Freeze		
Instructional courses	Market	Market	N/A	Portfolio Holder	
<b>Swimming Fees</b>				Cabinet	VAT Incl.
<b>Swimming Pay &amp; Play</b>					
Adult swim - standard	4.40	4.40	Freeze		
Adult swim - Lyme card	4.00	4.00	Freeze		
Adult swim - concession (including Keele University card)	3.00	3.00	Freeze		
Junior swim - standard	2.20	2.20	Freeze		
Junior swim -Lyme card	2.00	2.00	Freeze		
Children 3 years & under	Free	Free	Freeze		
Spectators - standard	1.00	1.00	Freeze		
Spectators - Lyme card	Free	Free	Freeze		
<b>Swimming Instruction</b>				Cabinet	No VAT
<b>Swimming Lessons</b>					
Adult swimming lesson (per 30 minutes) - minimum 6 week course	8.00	8.00	Freeze		
Junior swimming lesson (per 30 minutes) - Lyme card	5.20	5.20	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
<b>Private Lessons</b>				Cabinet	No VAT
1:1 lesson (per 30 minutes) - Lyme card	20.80	20.80	Freeze		
Additional person - Lyme card	8.35	8.35	Freeze		
<b>Pool Courses</b>				Cabinet	No VAT
Rookie lifeguards (per 2 hour session) - Lyme card	6.80	6.80	Freeze		
Other courses	Market value	Market value	N/A	Portfolio Holder	No VAT
<b>Swimming Pool Hire</b>				Cabinet	VAT Incl.
Teaching pool hire	45.00	45.00	Freeze		
Main pool lane hire - (6 lane) (per lane per hour)	15.00	15.00	Freeze		
Additional staff for pool hire (per staff member)	22.00	22.00	Freeze		
Sub aqua main pool hire per hour	Negotiable	Negotiable	N/A	Portfolio Holder	VAT Incl.
<b>Jubilee 2 Equipment Resale</b>					
Saleable items	Market value	Market value	N/A	Portfolio Holder	VAT Incl.
<b>Lyme Card Concession Scheme</b>				Cabinet	VAT Incl.
Lyme card concession scheme yearly membership	4.00	4.00	Freeze		
<b>Aqua Sauna (includes access to swimming pool)</b>				Cabinet	VAT Incl.
Adult - Lyme card	10.00	10.00	Freeze		
Concession (18+) - Lyme card	7.50	7.50	Freeze		
<b>Climbing Uninstructed Pay &amp; Play Entry Fees - (must have Lyme card &amp; be registered &amp; have had a competency test)</b>				Cabinet	VAT Incl.
Adult - Lyme card	5.50	5.50	Freeze		
Concession - Lyme card	4.10	4.10	Freeze		
Junior - Lyme card	2.25	2.25	Freeze		
Pre-school climb (3-5 year olds)	1.25	1.25	Freeze		
Parent & child climb	6.35	6.35	Freeze		
<b>Equipment Hire</b>				Cabinet	VAT Incl.
Belay - Lyme card	1.00	1.00	Freeze		
Harness - Lyme card	2.00	2.00	Freeze		
<b>Instructed Party Sessions - 90 minutes</b>				Cabinet	VAT Incl.
Up to 6 people	70.00	70.00	Freeze		
Up to 12 people	130.00	130.00	Freeze		
Up to 18 people	180.00	180.00	Freeze		
<b>Instructed Courses</b>				Cabinet	No VAT
Junior - 6 x 45 minute sessions	35.00	35.00	Freeze		
Adult - 3 x 45 minute sessions	30.00	30.00	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
<b>Gym</b>					
<b>Pay &amp; Play Entry Fees (must have Lyme card &amp; have had an induction)</b>				Cabinet	VAT Incl.
Adult - Lyme Card	6.00	5.00	-1.00		
Concession - Lyme Card	4.50	3.75	-0.75		
Junior - Lyme Card	3.00	2.50	-0.50		
<b>Active2 Membership Charges Junior (4-17 years) (including swim, climbing)</b>				Cabinet	VAT Incl.
Active2 membership - 4-17 years - monthly direct debit (minimum initial payment of 2 months)	NEW	16.00	N/A		
Active2 Membership - 4-17 years - 6 month membership for price of 5 months	NEW	80.00	N/A		
<b>ClubLyme Membership Charges Adults (including gym, classes, swim, climbing, aqua sauna, table tennis)</b>				Cabinet	VAT Incl.
Joining fee (includes inductions) (16 years +) (one off fee - includes technogym key)	20.00	20.00	Freeze		
Off peak (Monday to Friday 6.30am-5pm & weekends) - 6 month minimum contract - payment monthly by direct debit	22.00	22.00	Freeze		
Off peak (Monday to Friday 6.30am-5pm & weekends) - no contract - per month	27.00	27.00	Freeze		
Off peak (Monday to Friday 6.30am-5pm & weekends) - 12 month membership for price of 11 months - payable in advance	242.00	242.00	Freeze		
Peak (Monday to Friday 6.30am-11pm & weekends) - 6 month minimum contract - payment monthly by direct debit.	29.50	29.50	Freeze		
Peak (Monday to Friday 6.30am-11pm & weekends) - no contract - per month	35.00	35.00	Freeze		
Peak (Monday to Friday 6.30am-11pm & weekends) - 12 month membership for price of 11 months - payable in advance	324.50	324.50	Freeze		
Corporate membership - peak (minimum of 5 members - per month per member)	28.00	28.00	Freeze		
Corporate membership - off peak (minimum of 5 members - per month per member)	21.00	21.00	Freeze		
Three day pass (to be used within 10 days from issue)	10.00	10.00	Freeze		
Joining fee if joining within a week of three day pass expiry	10.00	10.00	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
<b>Student Membership (on production of valid student card)</b>				Cabinet	VAT Incl.
Off Peak (Monday to Friday 6.30am-5pm & weekends) - no contract - per month	21.00	21.00	Freeze		
Peak (Monday to Friday 6.30am-11pm & weekends) - no contract - per month	28.00	28.00	Freeze		
Health Check (free to direct debit & annual members ) 4 per year, pay & play usage	12.00	12.00	Freeze		
Replacement technogym key (new key)	10.00	10.00	Freeze		
Replacement technogym key (used key)	5.00	5.00	Freeze		
Technogym key (corporate members)	10.00	10.00	Freeze		
<b>Studio Hire</b>				Cabinet	VAT Incl.
Activity zone	19.00	20.00	1.00		
Studio 1	23.00	24.00	1.00		
Studio 2	23.00	24.00	1.00		
Multi activity space (both studios)	46.00	48.00	2.00		
Party set up/clean up	12.00	12.00	Freeze		
<b>Classes</b>				Cabinet	No VAT
Adult - standard	5.50	5.50	Freeze		
Adult - Lyme card	5.00	5.00	Freeze		
Adult - concession scheme	3.80	3.80	Freeze		
Adult - off peak	3.80	3.80	Freeze		
Junior class - Lyme card	2.50	2.50	Freeze		
Osteo class - adult only	2.60	2.60	Freeze		
<b>Swimming Fees</b>					
<b>Swimming Pay &amp; Play</b>				Cabinet	VAT Incl.
Adult swim - standard	4.40	4.40	Freeze		
Adult swim - Lyme card	4.00	4.00	Freeze		
Adult swim - concession (including Keele University card)	3.00	3.00	Freeze		
Junior swim - standard	2.20	2.20	Freeze		
Junior swim - Lyme card	2.00	2.00	Freeze		
Children 3 years & under	Free	Free	Freeze		
Spectators - standard	1.00	1.00	Freeze		
Spectators - Lyme card	Free	Free	Freeze		
<b>Swimming Instruction</b>					
<b>Swimming Lessons</b>				Cabinet	No VAT
Adult swimming lesson (per 30 minutes) - minimum 6 week course	8.00	8.00	Freeze		
Junior swimming lesson (per 30 minutes) - Lyme card	5.20	5.20	Freeze		
<b>Private Lessons</b>				Cabinet	No VAT
1:1 lesson (per 30 minutes) - Lyme card	20.80	20.80	Freeze		
Additional person - Lyme card	8.35	8.35	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
<b>Pool Courses</b>				Cabinet	No VAT
Rookie lifeguards (per 2 hour session) - Lyme card	6.80	6.80	Freeze		
Other courses	Market value	Market value	N/A	Portfolio Holder	No VAT
<b>Swimming Pool Hire</b>				Cabinet	VA T Incl.
Teaching Pool Hire	45.00	55.00	10.00		
Main Pool Hire - (8 lane) (per lane per hour)	15.00	15.00	Freeze		
Additional staff for pool hire (per staff member)	22.00	22.00	Freeze		
Newcastle Amateur Swimming Club - per lane - coaching	Negotiable	Negotiable	N/A	Portfolio Holder	No VAT
Shelton Therapy Club - 60 minute session - teaching pool	55.00	55.00	Freeze		No VAT
Octopush - 90 minute session	Negotiable	Negotiable	N/A	Portfolio Holder	No VAT
Set up fee - galas	22.00	22.00	Freeze		
Time equipment hire - galas	22.00	22.00	Freeze		
<b>Bowls</b>				Cabinet	VAT Incl.
Adult	4.00	4.00	Freeze		
Junior/60+	2.00	2.00	Freeze		
Summer season ticket - adult	54.00	56.00	2.00		
Summer season ticket - junior/60+/unemployed	36.00	37.00	1.00		
Joint with Stoke-on-Trent City Council	70.00	72.00	2.00		
Winter season ticket	13.00	13.50	0.50		
Summer & winter season ticket - adult	64.00	66.00	2.00		
Summer & winter season ticket - Junior/60+/Unemployed	45.00	46.50	1.50		
Merit competition per player - per hour	7.00	7.50	0.50		
Greenage fees for prebooking (plus playing fee per person)	9.00	9.30	0.30		
<b>Tennis Class A (Westlands, Wolstanton)</b>				Cabinet	VAT Incl.
Adult 30 minutes (per person)	2.00	2.00	Freeze		
Adult 1 hour (per person)	4.00	4.00	Freeze		
Adult 1 hour (group ticket 4 persons)	12.00	12.00	Freeze		
Family ticket 1 hour (up to 4 adults & or 4 children with 2 adults)	8.00	8.00	Freeze		
Family ticket 1 hour (1/2 adults & 2/3 children)	5.00	5.00	Freeze		
Junior/60+/unemployed 30 minutes (per person)	1.00	1.00	Freeze		
Junior/60+/unemployed 1 hour (per person)	2.00	2.00	Freeze		
Junior/60+/unemployed 1 hour (group ticket 4 persons)	6.00	6.00	Freeze		
Annual tickets - adult (per person)	94.00	94.00	Freeze		
Annual tickets - junior/60+/unemployed (per person)	68.00	68.00	Freeze		
Monthly ticket - adult (per person)	25.00	25.00	Freeze		
Monthly ticket - junior/60+/unemployed (per person)	20.00	20.00	Freeze		
Summer ticket (August only) - junior (per person)	15.00	15.00	Freeze		



	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
<b>Tennis Class B (Chesterton, Silverdale, Birchenwood, Bradwell, Clough Hall)</b>	Free	Free	Freeze		
<b>Football (alternate weekly use per season)</b>				Cabinet	No VAT
Birchenwood	733.00	750.00	17.00		
Roe Lane	733.00	500.00	-233.00		VAT Incl.
Wye Road/Black Bank/Clough Hall	649.00	660.00	11.00		
Wolstanton Marsh Pavilion	508.00	520.00	12.00		
All other pitches	351.00	360.00	9.00		
Junior pitch	60% of fee	60% of fee	Freeze		Roe Lane is VAT Incl.
Mini soccer pitch (unmarked)	205.00	210.00	5.00		
Mini soccer pitch (marked)	287.00	295.00	8.00		
<b>Football (casual use per match)</b>				Cabinet	VAT Incl.
Roe Lane/Birchenwood	82.00	82.00	Freeze		
<b>Rugby (alternate weekly use per season)</b>				Cabinet	No VAT
Bathpool	711.00	730.00	19.00		
Lyme Valley	384.00	390.00	6.00		
<b>Rugby (casual use per match)</b>				Cabinet	VAT Incl.
Roe Lane/Bathpool	82.00	85.00	3.00		
<b>Concessionary Licences</b>				Cabinet	No VAT
Brampton Park ice cream sales	717.50	717.50	Freeze		
Brampton Park use of bouncy castle	717.50	717.50	Freeze		
4 Large Parks Northern Section of Borough ice cream sales	615.00	615.00	Freeze		
4 Large Parks Southern Section of Borough ice cream sales	615.00	615.00	Freeze		
<b>Community Events</b>				Cabinet	Plus VAT
Wedding Photos within a park setting	36.00	40.00	4.00		
Advertising within parks	10.00 to 5125.00	10.00 to 5125.00	Freeze		
Hire of display boards (delivery, set up & collection)	26.00	30.00	4.00		
Hire of gazebos (delivery, set up & collection)	77.00	80.00	3.00		
Hire of trailer stage (delivery, set up & collection)	154.00	160.00	6.00		
Hire of tables & chairs (2 tables & 2 chairs) (delivery, set up & collection)	20.50	25.00	4.50		
Booking large events - more than 6 months planning (Midsummer Mayhem)	154.00	160.00	6.00		
Booking medium events - more than 6 months planning (firework displays, carnivals etc.)	77.00	80.00	3.00		
Booking small events - more than 6 months planning (competitions, fun days, picnics etc.)	26.00	30.00	4.00		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
<b>LICENCES</b>					
<b>General</b>					
Sex establishments - application fee	3,000.00	3,000.00	Freeze	Licensing Committee - 22/10/15	No VAT
Sex establishments - Renewal	3,000.00	3,000.00	Freeze		
Sex establishments - variation	1,000.00	1,000.00	Freeze		
Sex establishments - transfer	1,000.00	1,000.00	Freeze		
Scrap metal dealer site licence	250.00	255.00	5.00		
Scrap metal dealer collectors licence	200.00	204.00	4.00		
<b>Gambling Act 2005</b>					
Lotteries - application fee	40.00	40.00	Freeze	Licensing Committee - 22/10/15	No VAT
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	920.00	-30.00		
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		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
<b>Private Hire/Hackney Carriage (subject to consultation)</b> Private hire operators 5 year licence	NEW	1 Vehicle - £170 2-5 Vehicles - £340 6 - 15 Vehicles- £600 16 -25 Vehicles - £1600 26 - 35 Vehicles - £2600 36 - 50 Vehicles - £3600 Plus £20 per additional vehicle after 50 vehicles.	N/A	Public Protection/Cabinet - 03/11/15	No VAT
Dual Driver Badge (Hackney Carriage and Private Hire) 3 years	NEW	223.00	9.00	Replaces single badges Includes additional badge to be displayed in vehicle	
Transfer of single badge to dual badge	NEW	30.00		Public Protection/Cabinet - 03/11/15	
Replacement badge	13.00	14.00	1.00		
DBS (CRB check)	44.00	44.00	Freeze	Statutory Licensing Committee - 22/10/15	
Hackney carriage - vehicles	280.00	285.00	5.00		
Private hire - vehicles	275.00	280.00	5.00		
Private hire - vehicles 8+ seats	280.00	285.00	5.00		
Transfer of vehicle	37.00	38.00	1.00		
Failure to attend for vehicle test	100.00	102.00	2.00		
Retest	35.00	36.00	1.00		
Replacement plate & carrier - front	5.00	5.00	Freeze		
Replacement plate & carrier - rear	5.00	5.00	Freeze		
<b>Licensing Act 2003 - New Application</b>				Statutory	No VAT
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 & above)	635.00	635.00	Freeze		
Additional fee (5,000 to 9,999 patrons)	1,000.00	1,000.00	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Additional fee (10,000 to 14,999 patrons)	2,000.00	2,000.00	Freeze		
Additional fee (15,000 to 19,999 patrons)	4,000.00	4,000.00	Freeze		
Additional fee (20,000 to 29,999 patrons)	8,000.00	8,000.00	Freeze		
Additional fee (30,000 to 39,999 patrons)	16,000.00	16,000.00	Freeze		
Additional fee (40,000 to 49,999 patrons)	24,000.00	24,000.00	Freeze		
Additional fee (50,000 to 59,999 patrons)	32,000.00	32,000.00	Freeze		
Additional fee (60,000 to 69,999 patrons)	40,000.00	40,000.00	Freeze		
Additional fee (70,000 to 79,999 patrons)	48,000.00	48,000.00	Freeze		
Additional fee (80,000 to 89,999 patrons)	56,000.00	56,000.00	Freeze		
Additional fee (90,000 patrons & above)	64,000.00	64,000.00	Freeze		
<b>Licensing Act 2003 - Annual Fee</b>				Statutory	No VAT
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	150.00	-30.00		
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 (5,000 to 9,999 patrons)	500.00	500.00	Freeze		
Additional fee (10,000 to 14,999 patrons)	1,000.00	1,000.00	Freeze		
Additional fee (15,000 to 19,999 patrons)	2,000.00	2,000.00	Freeze		
Additional fee (20,000 to 29,999 patrons)	4,000.00	4,000.00	Freeze		
Additional fee (30,000 to 39,999 patrons)	8,000.00	8,000.00	Freeze		
Additional fee (40,000 to 49,999 patrons)	12,000.00	12,000.00	Freeze		
Additional fee (50,000 to 59,999 patrons)	16,000.00	16,000.00	Freeze		
Additional fee (60,000 to 69,999 patrons)	20,000.00	20,000.00	Freeze		
Additional fee (70,000 to 79,999 patrons)	24,000.00	24,000.00	Freeze		
Additional fee (80,000 to 89,999 patrons)	28,000.00	28,000.00	Freeze		
Additional fee (90,000 patrons & above)	32,000.00	32,000.00	Freeze		
<b>Licensing Act 2003 - Miscellaneous Fees (Application or Notice)</b>				Statutory	No VAT
Section 25 (theft, loss, etc. of premises licence or summary)	10.50	10.50	Freeze		
Section 29 (application for a provisional statement)	315.00	315.00	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
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 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		
<b>Licensing Act 2003 - Miscellaneous Fees (Application or Notice)</b>				Statutory	No VAT
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 etc. to be notified of licensing matters)	21.00	21.00	Freeze		
<b>MARKETS</b>				Cabinet	No VAT
Open market - stall (per day) Monday,	20.00	20.00	Freeze		
Open market - second stall (per day) Monday,	10.00	10.00	Freeze		
Open market - stall (per day) Wednesday	10.00	11.00	1.00		
Open market - second stall (per day) Wednesday	10.00	10.00	Freeze		
Open market - stall (per day) Fri/Sat Zone A	20.00	21.00	1.00		
Open market - stall (per day) Fri/Sat Zone B	20.00	20.00	Freeze		
Open market - additional space (per day) Fri/Sat	10.00	10.00	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		
<b>MOT</b>				Cabinet	No VAT
MOT - car	40.00	40.00	Freeze		
MOT - car (for discounted partner, including Lyme card holders)	35.00	35.00	Freeze		
MOT - class 7 (up to 3.5 tonnes)	49.00	49.00	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Retest	12.00	12.00	Freeze		
<b>MUSEUM &amp; ART GALLERY</b>				Cabinet	VAT Incl.
Reproduction prints of items in collection	N/A	N/A	Freeze	Per Staffordshire Prints	
Other prints not on www.staffordshire.org.uk	Cost +100%	Cost +100%	Freeze		
A4 - copies (black & white)	0.50	0.50	Freeze		
A3 - copies (black & white)	0.70	0.70	Freeze		
A4 - copies (colour)	1.50	1.50	Freeze		
A3 - copies (colour)	2.00	2.00	Freeze		
A4 - scanned images	5.00	5.00	Freeze		
CD Rom - image/emailed image (per image)	14.00	14.00	Freeze		
Subsequent images each	4.00	4.00	Freeze		
Community publication	13.00	13.00	Freeze		
Additional	5.00	5.00	Freeze		
Commercial publication	45.00	45.00	Freeze		
Additional	12.50	12.50	Freeze		
Regional TV, film & video - per item	75.00	75.00	Freeze		
UK network TV - per item	95.00	95.00	Freeze		
Overseas TV - per item	190.00	190.00	Freeze		
Commission of picture sales from exhibitions	30% of price	30% of price	Freeze		Plus VAT
Education session per pupil - half day	2.75	2.75	Freeze		No VAT
Education session per pupil - full day	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	4.00	4.00	Freeze	Maximum charge	No VAT
Adult history courses - 10 weeks	75.00	75.00	Freeze		No VAT
Adult history courses - 10 weeks - concession	70.00	70.00	Freeze		No VAT
Adult object handling/reminiscence sessions per hour	25.00	25.00	Freeze		
Outreach fee	25.00	25.00	Freeze		No VAT
Outreach education – schools per session	50.00	50.00	Freeze		No VAT
Hire of meeting room - half day	23.00	23.00	Freeze		No VAT
Hire of meeting room - half day - community/charity rate	16.00	16.00	Freeze		No VAT
Hire of meeting room - full day	45.00	45.00	Freeze		No VAT
Hire of meeting room - full day - community/charity rate	30.00	30.00	Freeze		No VAT
Refreshment Charges - tea/coffee & biscuits per head	1.00	1.00	Freeze		
Education item loan	10.00	10.00	Freeze		No VAT
Saleable items	Market value	Market value	Freeze		
Open art registration - per item	4.00	4.00	Freeze		
Open art registration - three items	10.50	10.50	Freeze		
Open art registration - per item concession	3.50	3.50	Freeze		
Open art registration - three items concession	9.00	9.00	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Open art registration - per item under 16	1.00	1.00	Freeze	Cabinet	VAT Incl.
<b>Event Fees</b>					
Craft fairs per table - per day	15.00	15.00	Freeze		
Hall gallery weekly charge (non Newcastle artists/organisations)	10.00	10.00	Freeze		
Winter wonders - adult sessions (for a maximum of 12 persons)	35.00	35.00	Freeze		
Visit to Father Christmas	4.00	4.00	Freeze		
<b>NAMING/NUMBERING OF STREETS/PROPERTIES</b>					
<b>New or Redevelopment</b>				Cabinet	No VAT
Charge for naming of a street	166.00	170.00	4.00		
Charge for naming of a commercial building	83.00	85.00	2.00		
Single residential property on existing street	110.00	113.00	3.00		
Number/name 2-5 properties (includes first property)	166.00	170.00	4.00		
Plus - per plot	55.00	57.00	2.00		
Number/name 6-25 properties per phase (includes first property)	166.00	170.00	4.00		
Plus - per plot	44.00	45.00	1.00		
Number/name >25 properties per phase (included first property)	166.00	170.00	4.00		
Plus - per plot	33.00	34.00	1.00		
Change to layout after notification	220.00	225.00	5.00		
Plus - per plot	27.00	28.00	1.00		
<b>Existing Properties/Streets</b>					
Adding or alteration of a house/building name	55.00	57.00	2.00		
Renaming of a street	On request	On request	Freeze		
House or building renumbering (including sub division to flats)	220.00	225.00	5.00		
Confirmation of postal address	33.00	34.00	1.00		
Requests not included in above fees per hour	33.00	34.00	1.00		
<b>PEST CONTROL</b>				Cabinet	VAT Incl.
Treatment of rats (domestic) - residents in receipt of qualifying benefits	Free	Free	Freeze		
Treatment of rats (domestic) - prepayment (up to 4 visits)	35.00	40.00	5.00		
Treatment of rats (domestic) - payment by invoice (up to 4 visits)	53.00	60.00	7.00		
Treatment of mice (domestic) – prepayment (up to 3 visits)	35.00	40.00	5.00		
Treatment of mice (domestic ) – payment by invoice (up to 3 visits)	53.00	60.00	7.00		
Treatment of pests of public health significance (domestic ) e.g. bed bugs & cockroaches – prepayment	65.00	67.50	2.50		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Treatment of pests of public health significance (domestic ) e.g. bed bugs & cockroaches – payment by invoice	83.00	87.50	4.50		
Insect control treatments (domestic) including wasps, ants & fleas - prepayment	65.00	67.50	2.50		
Insect control treatments (domestic) including wasps, ants & fleas - payment by invoice	83.00	87.50	4.50		
3 treatment scheme (3 for 2 offer) – prepayment	130.00	135.00	5.00		
3 treatment scheme (3 for 2 offer) – payment by invoice	148.00	155.00	7.00		
Ants – prepayment	NEW	40.00	N/A		
Ants – payment by invoice	NEW	60.00	N/A		
Pest control commercial (other) - first hour	83.00	87.50	4.50		
Pest control commercial (other) - per 1/4 additional hour	20.00	21.00	1.00		
Mole & Rabbit control (per treatment course, max 3 visits) - prepayment	160.00	165.00	5.00		
Mole & Rabbit control (per treatment course, max 3 visits) - payment by invoice	178.00	185.00	7.00		
Squirrel control - prepayment (up to 4 visits)	100.00	105.00	5.00		
Squirrel control - payment by invoice (up to 4 visits)	118.00	125.00	7.00		
Advice Visit (no treatment) - prepayment	35.00	40.00	5.00		
Advice Visit (no treatment) - payment by invoice	53.00	60.00	7.00		
Fixed term pest control treatment agreements (commercial premises)	On request	On request	Freeze		
Works in default (Prevention of Damage by Pests Act 1949) first hour (invoiced)	83.00	As per formulae for works in default	N/A		
Works in default (Prevention of Damage by Pests Act 1949) per additional 1/4 hour (invoiced)	20.00	As per formulae for works in default	N/A		
<b>PLANNING SERVICES</b>				Cabinet	No VAT
Postage & packaging <i>Copies up to £1 are free of charge</i>	0.70	0.75	0.05		
Paper copies of planning/building control decisions & documents - per sheet (A4 black & white)	0.15	0.15	0.00		
Paper copies of planning/building control decisions & documents - per sheet (A3 black & white)	0.25	0.26	0.01		
Paper copies of plans - planning files - per sheet (A4 black & white)	0.15	0.15	0.00		
Paper copies of plans - planning files - per sheet (A3 black & white)	0.25	0.30	0.05		



	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Paper colour copies of an A4 sheet of planning/building control decision, planning documents or plan	0.30	0.35	0.05		
Paper colour copies of an A3 sheet of planning/building control decision, planning documents or plan	0.55	0.60	0.05		
Scanned copies of documents - charge per hour of scanning (where legal to charge)	31.00	32.00	1.00		
Paper copies of plans - planning files - each plan (A2)	1.80	2.00	0.20		
Paper copies of plans - planning files - each plan (A1)	2.80	3.00	0.20		
Paper copies of plans - planning files - each plan (A0)	3.90	4.00	0.10		
Weekly lists - statutory consultees	Free	Free	Freeze		
Requests for information/site history - commercial organisations (per hour)	67.50	69.00	1.50		
Requests for information/site history - private individuals	Cost	Cost	Freeze		
<b>Pre Planning Application Advice</b>					
<b>Large Scale Major Developments</b> (residential developments over 200 dwellings or where number not known, a site area of 4 ha or more. Non-residential developments over 10,000m <sup>2</sup> of floorspace or where floorspace not known, a site area of 2ha or more)	440.00	484.00	44.00	Cabinet	VAT Incl.
<b>Small Scale Major Developments</b> (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 1000m <sup>2</sup> & 10,000m <sup>2</sup> of floorspace or where floorspace not known, a site area of between 1ha & 2ha)	220.00	242.00	22.00		
<b>1 dwelling</b>	65.00	72.00	7.00		
<b>Minor Developments</b> (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 1000m <sup>2</sup> of floorspace or where floorspace not known, a site area of less than 1ha)	100.00	110.00	10.00		
<b>Householder Development.</b> (30 minutes free advice can be given. For time spent in excess of 30 minutes there will be a charge)	25.00	28.00	3.00		
<b>Other Development</b> (excluding householder development but including changes of use, advertisements, prior approval proposals & listed building proposals)	35.00	39.00	4.00		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
<b>Planning Application Fees</b> Owing to the complexity of the fee structure, it is not shown here. Details of Fees payable may be obtained from the Council's Planning Section. Alternatively the fee calculator available at the Planning Portal website can be used to determine the fees payable in respect of individual applications. Please see the link below. <a href="http://www.planningportal.gov.uk/PpApplications/genpub/en/StandaloneFeeCalculator">http://www.planningportal.gov.uk/PpApplications/genpub/en/StandaloneFeeCalculator</a>	Statutory		N/A	Statutory	No VAT
Building Control fees (North Staffs Building Control Partnership)	Per Board	Per Board	N/A	Partnership Board	VAT Incl.
George Riley walking guides	2.00	2.10	0.10	Cabinet	No VAT
Business directory - Newcastle-under-Lyme	Free	Free	N/A		
Planning & development briefs (as & when prepared)	Free	Free	N/A		
Core spatial strategy	30.00	31.00	1.00		
Local development framework proposals map - north or south	5.00	5.50	0.50		
Local development framework proposals map - north & south	10.00	10.50	0.50		
Strategic housing land availability assessment (SHLAA)	30.00	31.00	1.00		
<b>PRIVATE SECTOR HOUSING</b>				Cabinet	No VAT
Houses in multiple occupation licence fee	540.00	550.00	10.00		
Each additional bedroom	7.00	7.25	New		
Renewal of houses in multiple occupation licence	405.00	410.00	5.00		
Immigration Inspections	110.00	115.00	5.00		
Provision of accommodation for homeless households	Cost	Cost	Freeze		
<b>Charges for work in default notices to remedy Housing Health &amp; Safety issues</b>				Cabinet	No VAT
Officer time (per hour)	30.79	31.41	0.62		
Travelling costs (per mile)	0.65	0.65	Freeze		
Management costs (per hour)	45.17	46.07	0.90		
Land registry fee	4.00	Cost	Freeze	Set externally	
Inspection by qualified electrician or gas engineers	Cost	Cost	Freeze		
Recorded delivery	1.06	Cost	Freeze	Royal Mail cost	
Other costs (stated as per individual case)	Cost	Cost	Freeze		
Administration fee (to cover corporate service recharges)	12%	12%	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
<b>RADAR KEYS</b>  Cost of providing keys for disabled toilets	NEW	3.00	N/A	Cabinet	No VAT
<b>REMOVAL OF DOMESTIC ANIMAL CARCASSES</b>  Removal of domestic animal carcasses	31.50	35.00	3.50	Cabinet	VAT Incl.
<b>SALE OF SANDBAGS</b>  5 sand bags 10 sand bags 15 sand bags 20 sand bags	30.00 35.50 41.00 47.00	35.00 40.00 45.00 50.00	5.00 4.50 4.00 3.00	Cabinet	VAT Incl.
<b>STREET TRADING (Officer Approval)</b>  Newcastle Town Centre (daily) Consent trading (daily, electricity) Eastbound layby A500 (per annum) Northbound layby A500 (per annum)	20.00 3.60 8,745.00 8,745.00	20.00 4.00 8,920.00 8,920.00	Freeze 0.40 175.00 175.00	Cabinet	No VAT
<b>TOWN CENTRE DISPLAYS (Officer Approval)</b>  Local promotions (minimum charge) Charity & local community groups National promotions (minimum charge)	New Free 60.00	22.00 Free 65.00	N/A Freeze 5.00	Cabinet	No VAT
<b>TREE PRESERVATION ORDERS</b>  Single copy of a tree preservation order	31.00	31.00	Freeze	Cabinet	No VAT

**Charging Principles Included in the Charging Policy**

**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 a 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.
- 5.7 Consideration may be given to offering a discount or other reduction, in appropriate cases, where it is felt that this may improve take up of the service or to encourage prompt payment, following consultation with the Executive Director (Resources and Support Services) who must approve all such initiatives.
- 5.8 Penalties, in the form of fines, may also be imposed in order to deter inappropriate or antisocial behaviour, for example littering. The amount of the fine will be set at a level designed to deter such behaviour.
- 5.9 Activities carried out by the Council will be continually reviewed in order to identify any new areas where it would be appropriate to make a charge to persons or organisations benefiting (actually or potentially) from those activities. The level of the charge will be determined in accordance with these charging principles.