

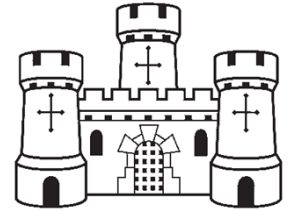
Public Document Pack

Date of meeting Monday, 17th December, 2018

Time 7.00 pm

Venue Astley Room - Castle House

Contact Jayne Briscoe 2250



**NEWCASTLE
UNDER LYME**
BOROUGH COUNCIL

Castle House
Barracks Road
Newcastle-under-Lyme
Staffordshire
ST5 1BL

Finance, Assets & Performance Scrutiny Committee

SUPPLEMENTARY AGENDA

PART 1 – OPEN AGENDA

5a REVENUE AND CAPITAL BUDGET 2019/20 (Pages 3 - 8)

6a SCALE OF FEES AND CHARGES 2019-20 (Pages 9 - 48)

*** the following item is to be taken after item 11 of the main agenda:*

PART 2 – CLOSED AGENDA

13 TRADE REFUSE FEES AND CHARGES (Confidential) (Pages 49 - 50)

Members: Councillors G. Burnett, J. Cooper, A. Fear, A. Fox-Hewitt, D. Harrison, B. Johnson, T. Kearon, S. Pickup (Vice-Chair), B. Proctor, M. Stubbs (Chair) and P Waring

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

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

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

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REVENUE BUDGET 2019/20 – FIRST DRAFT SAVINGS PLANS

Submitted by: Executive Director (Resources and Support Services)

Portfolio: Finance and Efficiency

Wards(s) affected: All

Purpose of the Report

To inform the Committee of the current proposals being considered to balance the 2019/20 revenue budget.

Recommendations

- a) That the Committee note the proposals as set out in the appendix to the report.
- b) That the Committee identify any areas where further information is required.
- c) That the Committee suggest any further areas of savings that should be considered.

Reasons

To enable the Committee to review the proposals and to determine whether further information is required on any of the proposals.

1. Background

1.1 The Council's Medium Term Financial Strategy for 2019/20 to 2023/24 was approved by Cabinet on 17 October 2018 and considered at your last meeting on 20 September. It indicated that there will be a budget "gap" of £1.891m in respect of 2019/20 and that this will need to be closed in order to produce a balanced budget.

1.2 Since the Medium Term Financial Strategy was compiled further budget pressures have been identified:

- The proposed contractor for the operation of the Council's markets has decided not to proceed with their offer as proposed in the 2018/19 budget, resulting in a cost of £27,000 needing to be reinstated into the budget.
- Income from the raising of summons relating to Council Tax debtors is considerably below that budgeted for due to the increased Council Tax collection rates of the Council. (i.e. increased collection results in less debts summonsed for). The income shortfall is forecast to be £108,000, £55,000 of which has already been provided for via the existing pressures in the Medium Term Financial Strategy, £53,000 remains as an additional pressure.
- Income relating to the recycling of plastics and glass has fallen due to fluctuations in the prices within the recycling market, this has resulted in a significant shortfall in income. £187,500 is required to reflect the reduced income from this source.

The revised budget “gap” for 2019/20 is therefore £2.159m.

- 1.3 Over the 10 years from 2009/10 to 2018/19 £22.456m of “gaps” will have been met via a combination of savings, efficiencies and additional income, as shown in the table below:

Year	£m
2009/10	2.572
2010/11	2.389
2011/12	2.655
2012/13	2.621
2013/14	1.783
2014/15	2.100
2015/16	2.078
2016/17	1.834
2017/18	2.728
2018/19	1.696

2. Proposed Savings and Funding Strategies to eliminate the Budget Gap for 2019/20

- 2.1 The Efficiency Board and your officers have been identifying and considering ways of eliminating this gap. As a result of this work, a number of savings and funding strategies have been identified and agreed with managers as being feasible and sustainable. The proposals are outlined in the table below and set out in detail in the attached Appendix to enable the Committee to review them and determine whether any further information is required on any of the proposals.

Category	Amount	Comments
	£'000	
Income	500	Additional sources of income generation and an increased demand for services that the Council charges for.
Staffing Efficiencies	410	No redundancies are anticipated to arise from these proposals.
Good Housekeeping Efficiencies, General Other Savings, Changes in Base Budgets	442	Various savings arising from more efficient use of budgets.
Alternative Sources of Finance/ Other Savings	1,055	New Homes Bonus funding, savings from negotiated contribution rates and advanced payments of superannuation contributions, effect of forecast Council Tax Base increase, savings from Parish Council concurrent functions contributions. An assumed 2.99% (per band D equivalent) increase in Council Tax. Flexible use of capital receipts for the purposes of restructuring, digital delivery, equipment and the generation of ongoing efficiencies.
Total	2,407	

2.2 The savings and funding strategies identified in the table above and the attached Appendix will result in £248,000 over and above the budget 'gap' being made available for investment in the Council's key priorities and the addressing of any further capacity issues deemed necessary.

3. Timetable

3.1 Set out in the table below are the key dates of the events still to take place before the budget for 2019/20 is finally approved.

When	Who	What
6 December	All	Local Government Financial Settlement
16 January	Cabinet	Consideration of draft budget proposals
6 February	Cabinet	Final budget proposals to be recommended for approval by Full Council
20 February	Full Council	To approve the budget

4. List of Appendices

Appendix 1: Savings and Funding Strategies

Ref	Service Area	Description	£000's	% of Budget Line	Detail
Income					
I1	Communications	Advertising Income	20	44.4%	Additional income from advertising income project (i.e. billboards and car parks). Sites have been identified to be pursued further
I2	Environmental Health	Licensing Income	80	20.0%	Increased demand in licensing requirements from customers, based on the number of licences forecast to be applied for during 2019/20
I3	Operational Services	Bereavement Services Income	100	5.9%	Increased demand in Bereavement Services requirements from customers, based on the number of cremations forecast to be undertaken during 2019/20
I4	Planning and Development	Development Control Income	100	20.7%	Increase in planning income as a result of the 20% national increase in fees chargeable
I5	Recycling and Fleet	Green Waste Income	200	N/A	Introduction of a fee of £36 per initial bin for subscribing households for the collection of green waste, resulting from the withdrawal of green waste recycling credits payments received from Staffordshire County Council
			500		
Staffing Related Efficiencies					
S1	All	Vacant Posts and Flexible Retirements	159	TBC	A review of vacant posts and service. A number of employees have been approved for flexible retirement within the Revenues and Benefits and Customer Services
S2	Finance	Car Leasing Scheme	36	76.2%	Staff car leases to which the Council previously contributed not renewed following expiry
S3	Housing, Regeneration and Assets	Transfer of Disabled Facilities Function	72	29.9%	The transfer and retirement of Housing Officers following the transfer of the disabled facilities function to Millbrook Healthcare
S4	Housing, Regeneration and Assets	Restructure	26	6.0%	Minor restructure of the Facilities Management section and a reduction in hours of the Head of Housing, Regeneration and Assets
S5	Executive Management Team	Restructure	117	24.2%	A restructure of the Executive Management Team following a review of the Council's Senior Management structure
			410		
Good Housekeeping/General Other Savings/Changes in Base Budgets					
G1	Central Services	Whole Council Elections	50	44.6%	Following the move to all out, 4 yearly Elections, an annual saving in the amount set aside for Elections can be made. A contribution will be made into a reserve from the remaining budget to allow for the required budget at the next all out Election (including printing costs)
G2	Finance	External Audit Fees	13	20.6%	A reduction in the fees charged to the Council by Grant Thornton for the audit of the Council's statement of accounts

G3	Leisure and Cultural	Community Centres	14	27.2%	As a result of the successful granting of full leases to Community Centre committees, agreed as part of the 2015/16 budget setting process
G4	Leisure and Cultural	New Victoria Theatre Grant	10	17.5%	Phased reduction of grant given over a 5 year period agreed as part of the 2015/16 budget setting process
G5	Leisure and Cultural	Kidsgrove Sports Centre	100	100.0%	Reduction in base budgets required relating to the re-opening and running of the centre by a Community Interest Group. This is net of the borrowing costs associated with the initial contribution to the Community Interest Group from the Council
G6	Leisure and Cultural	Castle Sport/Sports Council	19	100.0%	The reserves that are held on behalf of Castle Sport are sufficient to enable the organisation to work towards becoming self-sufficient in the medium term
G7	Housing, Regeneration and Assets	Public Toilets Business Rates	5	100.0%	Introduction of Government legislation to grant a 100% relief from business rates for all standalone public toilets
G8	All	Good Housekeeping Savings	231	TBC	Reductions in budgetary requirements for supplies and services following a review of areas of underspend (e.g. printing, training, fuel, fees for services)

442

Alternative Sources of Finance/Other

A1	Corporate	Superannuation Lump Sum	140	7.7%	Negotiation of the contribution rate relating to pensions contributions and a discount for the advanced payment to the Pensions Actuary of superannuation lump sums
A2	Corporate	Council Tax Base	58	0.8%	An increase in the Council Tax Base resulting from new properties, an increase in collection rate and a reduction in residents eligible for Council Tax Reduction (increase of 305 residential properties)
A3	Corporate	New Homes Bonus contribution	131	10.4%	Further additional New Homes Bonus funding to be received in 2019/20 as a result of new properties and a reduction in the number of empty properties within the Borough.
A4	Corporate	Council Tax Increase	211	2.99%	Assumed increase of 2.99% per Band D equivalent property, any increase above this amount would be subject to a referendum
A5	Corporate	Parish Council Section 136 Contributions	15	25.0%	Following on from the previous administrations policy, regarding the payment made to Parish Councils for concurrent functions, as agreed as part of the 2017/18 budget setting process
A6	Corporate	Flexible Use of Capital Receipts	500	N/A	The flexible use of capital receipts direction allows certain types of expenditure to be charged to capital rather than revenue, examples of these include, restructuring, digital delivery, generation of ongoing efficiencies and equipment

1055

Grand Total 2,407

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SCALE OF FEES AND CHARGES

Submitted by: Executive Director – Resources and Support Services

Portfolio: Finance and Efficiency

Ward(s) affected: All

Purpose of the Report

To obtain approval for the proposed scale of fees and charges to apply from 1 April 2019.

Recommendation

(a) That the fees and charges proposed to apply from 1 April 2019, 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 2019/20 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 2019 and remain in force until 31 March 2020.
- 1.2 The Council has an approved Charging Policy (the most recent version of which was approved by Cabinet on 10 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, agreed by the Cabinet on 19 September 2018, assumed an overall 2% increase in the amount of income raised from fees and charges in 2019/20 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. In reality, the assumed 2% increase is in fact less than the current rate of inflation (2.4% as at October 2018).
- 2.2 The proposals made vary between minimal decreases, freezes in fees and charges and increases. When these proposals are applied to the appropriate income budgets they fall broadly in line with the assumed overall 2% increase.
- 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 September 2014, should be followed.

2.5 In drawing up the proposed fees and charges for 2019/20 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; and
- 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, shown in Appendix 2.

2.8 The Scale of Fees and Charges (Appendix 1) shows the current and proposed fees and charges for 2019/20 and indicates those which have been frozen at current levels. There are a number of new charges proposed for 2019/20. The table below shows these:

New / Amended Charges - Description of Charge	Fee / Charge 2019/20 (£)
CAR PARKS	
Blackfriars (Zone C)	
Overnight 3pm to 8am	1.00
Bank Holiday	1.00
Event Parking	1.00
Cherry Orchard (Zone B)	
Overnight 3pm to 8am	1.00
Bank Holiday	1.00
Event Parking	1.00
Civic Offices – Saturdays Only (Zone A)	
Event Parking	1.00
Corporation Street / Merrial Street (Zone A)	
Overnight 3pm to 8am	1.00
Bank Holiday	1.50
Event Parking	1.50
Goose Street (Zone B)	
Overnight 3pm to 8am	1.00
Bank Holiday	1.00
Event Parking	1.00

New / Amended Charges - Description of Charge	Fee / Charge 2019/20 (£)
Hassell Street (Zone B)	
Overnight 3pm to 8am	1.00
Bank Holiday	1.00
Event Parking	1.00
King Street (Zone C)	
Overnight 3pm to 8am	1.00
Event Parking	1.00
Lyme Valley	
Up to 3 hours – Buckmaster Ave	Free
4 – 24 hours	6.00
Lyme Valley A34 Season Ticket - per quarter	150.00
Lyme Valley Buckmaster Ave - Season Ticket - per quarter	150.00
Lyme Valley - LymeValley Road Season Ticket - per quarter	150.00
Bank Holiday	Free
Midway (Zone A)	
Overnight 3pm to 8am	1.00
Bank Holiday	1.10
Event Parking	1.10
Ryecroft (Zone B)	
Overnight 3pm to 8am	1.10
Business Improvement District Permits (Area C)	170.00
Bank Holiday	1.10
Event Parking	1.10
School Street / Barracks Road (Zone B)	
Overnight 3pm to 8am	1.00
Bank Holiday	1.00
Event Parking	1.00
Silverdale Road (Zone C)	
Overnight 3pm to 8am	1.00
Bank Holiday	1.00
Event Parking	1.00
Windsor Street (Zone B)	
Overnight 3pm to 8am	1.00
Bank Holiday	1.00
Event Parking	1.00
ELECTIONS	
Parish Elections	
<i>Borough Council Election taking place on the same day:</i>	
- Parish specific printing / postage costs	Market rate + 5% admin
- room hire	50% of cost
- staffing costs (polling & count)	50% of staffing cost
<i>Parish Election on different day i.e. by-election</i>	
- printing, postage, stationery, room hire costs and other associated costs	Market rate + 5% admin
- polling station / count staff cost	Standard NBC staffing rates
Uncontested Parish Election Administration Fee	100.00

New / Amended Charges - Description of Charge	Fee / Charge 2019/20 (£)
<p>ENVIRONMENTAL HEALTH Fixed Penalty Notices* Littering from a vehicle - paid within 10 days 75.00 Littering from a vehicle - paid in 14 days 100.00 Graffiti and fly posting (Anti-Social Behaviour Act 2003) 100.00 Fly tipping – paid in 10 days 350.00 Fly tipping – paid in 14 days 400.00 Vehicle repair & sale offence (Clean Neighbourhoods and Environment Act 2005) 100.00 Industrial and Commercial Waste Offences (Environmental Protection Act 1990) 100.00 <i>*subject to Public Protection Committee approval</i></p> <p>Environmental Health Licences Selling animals as Pets Animal Boarding Hiring out horses Breeding Dogs Keeping or training animals for exhibition</p> <p>Environmental Health Commercial Support (SRS) Food Safety Direct 195.00 Licensing Direct Officer Hourly rate</p>	<p>Awaiting DEFRA guidance on fee setting to be published following new regulations</p>
<p>GARDEN WASTE Garden waste service - one bin 36.00 Every additional garden waste bin 30.00 Delivery of each additional garden waste bin 25.00</p>	
<p>LEISURE Jubilee2 Memberships Active1 5-11 years: Swimming and climbing sessions (parental supervision) 12.00 Active2 12-16 years: Swimming, gym* and appropriate classes (14 years and above with a paying Adult) 16.00 <i>*Access between the hours Monday – Thursday 3.30-4.30 pm, Friday, 3.00-8.00 pm. Saturday & Sunday 1.00-8.00pm</i> Couple Membership % discount on standard 15%</p> <p>Classes 10 Class Pass (valid for 30 days) 42.50</p> <p>Casual Usage (Gym, Swim or Climb)</p> <ul style="list-style-type: none"> - Standard Price 5.10 - Lyme Card Price 4.60 - Concession Price 3.45 - Junior Price 2.30 - Children under 3 - - 10 Visit Casual Pass (valid for 30 days) 39.00 	

New / Amended Charges - Description of Charge	Fee / Charge 2019/20 (£)
<i>Swim Instruction</i> 1:1 Swim Lessons – Minimum of 6 lessons	90.00
<i>Parties</i> Pool Party inclusive of 1 hour studio use Climbing Party (six people) inclusive of studio use Additional instructor per six children	70.00 70.00 22.00
LICENCES Gambling Act 2005 Bingo – application to reinstate Track betting – application to reinstate Betting premises – application to reinstate Family entertainment centre – application to reinstate Adult gaming centre – application to reinstate Private Hire/Hackney Carriage – Drivers Replacement Safeguarding training certificate	1,200.00 950.00 1,200.00 950.00 1,200.00 5.00
MUSEUM & ART GALLERY Talks	15.00
PRIVATE SECTOR HOUSING Houses in multiple occupation licence fee for a member of the North Staffs Landlord Accreditation Scheme Each additional bedroom Renewal of houses in multiple occupation licence or a member of the North Staffs Landlord Annual interest to be applied to unpaid debts for enforcement action	498.50 7.80 342.50 8%

- 2.9 Some of the new / amended fees and charges are to be made where a charge was previously in place, albeit for a slightly different service.
- 2.10 A number of car parking charges have changed following a review of town centre car parks that was submitted to Cabinet on 17 October 2018. This has included amending the start time for overnight parking from 8pm to 3pm, introducing a flat rate charge for all day parking on all town centre car parks for events, a flat rate charge for all day parking on bank holidays and additional season tickets for both Lyme Valley and the Ryecroft. Following the review being approved, issues were identified with regards to charging £1.00 a day and therefore the proposal is to charge the minimum price for an hours parking on the respective car parks for the Bank Holiday. This affects the Midway, Ryecroft and Corporation Street / Merrial Street car parks. Free parking at Buckmaster Avenue for up to three hours has also been included to facilitate rugby and football matches.
- 2.11 The Council has previously absorbed the additional costs when a Parish election has taken place at the time of another election. In addition, where a Parish election has taken place outside of the Council's election timetable, for example a Parish By-election, the Council has historically incurred this expenditure in full. The Council does not have a responsibility for this expenditure. The introduction of charges to Parish Councils when they require an election

aims to ensure that the Council is no longer incurring costs that are not the Council's to incur. For Parish Councils to continue to utilise the Council to procure the services they need ensures that the Parish gains access to the economies of scale the Council obtain. In essence the Council would only be passing on the actual cost to the Parish Council.

- 2.12 Once guidance issued by the Department for Environment, Food and Rural Affairs (DEFRA) is available (expected February 2019), additional fees are expected to be introduced around the sale / hire of animals. This guidance is also required before some of the Council's existing license fees can be confirmed, in line with the regulations. In addition, the Council's Environmental Health Service is also aiming to offer a new commercial service.
- 2.13 From 1 January 2019 the Council is commencing a new garden waste service, as previously reported to and approved by Cabinet. Collections of garden waste will commence from 11 February 2019, but residents will be required to pay in order for their bin to be collected. A reduced fee per bin is proposed for customers who require more than one bin.
- 2.14 Fees in relation to Jubilee2 have in the main been simplified, with a core policy on the pricing structure being applied across 'casual usage' that includes gym, swim or climbing sessions. Parties have also been simplified, with the fee for the hire of 1 hour studio use being incorporated in to the fee for both a pool and climbing party.
- 2.15 The existing Active2 membership has also been split into an Active1 and an Active2 membership, aimed at two separate age groups (5 – 11 years and 12 – 16 years) due to the different activities the age groups are permitted to undertake. The Jubilee2 additions mentioned, plus any changes to the value will need to be communicated to members with three months' notice. In order to do this it is intended for members to be contacted in the first week of January, prior to final approval. This will allow the fees to be implemented by the start of 2019/20. A caveat will be included within the letter stating that the fees are subject to Cabinet approval.
- 2.16 A new couple's membership at Jubilee2 is also to be introduced whereby if a couple sign up via direct debit from the same account, the second membership is discounted by 15%. The membership also requires a new 6 month minimum contract term to commence.
- 2.17 A number of application to reinstate licences in line with the Gambling Act 2005 have been included within the 2019/20 fees. These supplement the existing charges in relation to bingo, track betting, betting premises, family entertainment centre and adult gaming centre licences.
- 2.18 The Museum and Art Gallery have introduced a maximum fee that will be charged whenever a talk is provided by a speaker.
- 2.19 Additional private sector housing charges have been included in the updated fees and charges. These were however previously approved by Cabinet on 18 July 2018.
- 2.20 A number of fees and charges approved for 2018/19 have been deleted from the proposed fees and charges for 2019/20. The table below shows these:

Deleted Charges - Description of Charge	Fee/Charge 2018/19 (£)
COPYRIGHT MAPPING	
Up to 4 - A4/A3 1:1250 mapping	25.00
Up to 4 - A4/A3 1:500 mapping	25.00
Up to 4 - A4/A3 1:1250 aerial photo	45.00

Deleted Charges - Description of Charge	Fee/Charge 2018/19 (£)
DATA PROTECTION Subject access request	10.00
ELECTIONS European parliamentary election candidate/party Confirmation of residency letter	5,000.00 20.00
ENVIRONMENTAL HEALTH Commercial Hire of Monitoring Equipment Salamander Gasclam & user software (per 7 days excl. carriage costs) GA2000 portable landfill gas analyser (per 7 days excl. carriage costs)	234.00 138.00
GARDEN WASTE RECYCLING (EXTRA) Delivery of new additional garden waste bin in addition to sticker Sticker for 240 litre bin - (with 6 week winter shut down) if purchased March to June - Online charge Sticker for 240 litre bin - (with 6 week winter shut down) if purchased March to June - Non online charge	25.00 38.00 40.00
HIRE OF ROOMS (KIDSGROVE) Room 2 per day Room 2 per half day Room 5 per day Room 5 per half day	25.50 13.00 10.50 5.50
LEISURE CHARGES Jubilee 2 Climbing Uninstructed Pay & Play Entry Fees - (must have Lyme Card & be registered & have had a competency test) Adult - Lyme Card Concession - Lyme Card Junior - Lyme Card Equipment Hire Belay and harness - Lyme Card Instructed Party Sessions – 90 minutes Up to 6 people (> than 6 at multiples of this charge) Gym Pay & Play Entry Fees (must have Lyme Card & have had an induction) Adult – Lyme Card Concession – Lyme Card Junior – Lyme Card	4.40 3.30 2.20 3.00 50.00 4.40 3.30 2.20

Deleted Charges - Description of Charge	Fee/Charge 2018/19 (£)
Active2 membership - 4-17 years - monthly direct debit; inclusive of 1 swimming lesson per week, 1 Born2Move class per week, 1 climbing lesson per week, access to climbing wall and public swimming and gym for over 12's (minimum initial period of 3 months, 1 month notice period, conditions apply)	23.50
Active2 Membership - 4-17 years - 12 month membership for price of 11 months	258.50
Replacement Technogym key (new key)	Market value
Technogym key (corporate members)	Market value
Studio Hire	
Multi activity space (both studios)	51.00
Private Lessons	
1:1 lesson (per 30 minutes) - Lyme Card	21.00
Additional person - Lyme Card	10.50
Bowls	
Joint with Stoke-on-Trent City Council	76.00
MUSEUM AND ART GALLERY	
Winter wonders - adult sessions (max. of 12 persons)	36.00
PEST CONTROL	
Treatment of pests of public health significance (domestic) e.g. bed bugs – prepayment	71.50
Treatment of pests of public health significance (domestic) e.g. bed bugs & cockroaches – payment by invoice	91.50
Ants – prepayment	40.00
Ants – payment by invoice	60.00
PRIVATE SECTOR HOUSING	
Production of plans for Disabled Facility Grants	357.00
RADAR KEYS	
Cost of providing keys for disabled toilets	3.00

- 2.21 As highlighted above at 2.9 a number of new charges are to be included for 2019/20 that in fact replaces existing charges, but the service varies slightly. The charges that are to be removed merely due to amendments to the service/charge include garden waste recycling (2.12) and Jubilee2 memberships (2.14) and pay and play usage (2.13).
- 2.22 Copyright mapping is a service that the Council no longer offers to customers. The decision to no longer provide this has been made due to the Council's supplier being unable to compete on price with dedicated online sites, customer numbers are negligible and there is also a considerable overhead to providing the service.
- 2.23 Two fees that the Council has historically charged have been removed due to the impact of the General Data Protection Regulations. We can no longer charge for subject access

requests and confirmation of residency letters. In addition, the Elections fee for European Parliamentary Elections has also been removed due to Britain exiting the European Union prior to 2019/20.

- 2.24 Previously there have been three rooms available for hire at Kidsgrove, however in future rooms 2 and 5 are no longer available for hire, but room 1 will continue to be available.
- 2.25 The Council is no longer selling or making available for hire radar keys, environmental health monitoring equipment and winter wonders adult sessions at the museum.
- 2.26 Pest Control fees have been simplified and these are covered by other lines on the existing fees and charges.
- 2.27 Since the 2018/19 fees were agreed, works in relation to Disabled Facilities Grants have been transferred to Millbrook Healthcare.
- 2.28 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.
- 2.29 An assumption has been made that a 2% increase should be proposed with regards to miscellaneous fees relating to Planning, in line with the Charging Policy. Statutory fees have remained the same as 2018/19.

3. **Proposal**

- 3.1 That the fees and charges proposed to apply from 1 April 2019, 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 2019/20 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 the 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 2019/20.
- 6.2 The Medium Term Financial Strategy (MTFS) assumes increased income of £94,000 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 they fall broadly in line with the assumed overall 2% increase.

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 2019

Appendix 2 – Charging principles included in Charging Policy

SCALE OF FEES AND CHARGES 2019/20

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	Fee/ Charge 2018/19 £.p	Fee/ Charge 2019/20 £.p	Increase / Decrease £.p	Committee Approval/ Comments	VAT Status
ALLOTMENTS				Cabinet	No VAT
Rent (per annum) per square metre Note: 20% concession for Junior/60+/Unemployed	0.42	0.44	0.02		
BULKY RECYCLING				Cabinet	No VAT
1-3 Items non reusable/waste items	35.00	37.50	2.50		
4-6 Items non reusable/waste items	55.00	60.00	5.00		
7-9 Items non reusable/waste items	70.00	75.00	5.00		
Additional items non reusable/waste items	10.00	11.00	1.00		
Reusable items	Free	Free	N/A		
BUS DEPARTURE CHARGES				Cabinet	Plus VAT
Fee per departure	0.21	0.22	0.01		
CAR PARKS					
Charges for Infringements					No VAT
Civic parking enforcement - higher charge	70.00	70.00	-		
Civic parking enforcement - lower charge	50.00	50.00	-		
Discount for block purchase of permits					
Discount for purchase of 10 or more permits	10%	10%	-		
Discount for purchase of 20 or more permits	20%	20%	-		
Cost per quarterly permit if 100 plus Band A permits purchased (subject to minimum 1 year term)	170.00	170.00	-		VAT Incl.
Cost per quarterly permit if 100 plus Band C permits purchased (subject to minimum 1 year term)	110.00	110.00	-		VAT Incl.
Construction permit (max of 1 week permit)					VAT Incl.
Initial day rate	15.00	15.00	-		
Additional days	6.00	6.00	-		
Bankside				Cabinet	VAT Incl.
Season ticket - per quarter	150.00	150.00	-		
Each additional permit for the same numbered bay - per quarter	25.00	25.00	-		
Overnight quarterly permit	60.00	60.00	-		
Blackfriars (Zone C)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	-		
Up to 2 hours	1.50	1.50	-		
Up to 3 hours	2.00	2.00	-		
Up to 4 hours	2.50	2.50	-		

	Fee/ Charge 2018/19 £.p	Fee/ Charge 2019/20 £.p	Increase / Decrease £.p	Committee Approval/ Comments	VAT Status
Up to 6 hours	3.00	3.00	-		
6 hours to 24 hours	3.50	3.50	-		
Season ticket - per quarter	150.00	150.00	-		
Overnight 3pm to 8am	1.00	1.00	-		
Overnight quarterly permit	60.00	60.00	-		
Bank Holiday	N/A	1.00	New		
Event Parking	N/A	1.00	New		
Cherry Orchard (Zone B)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	-		
Up to 2 hours	1.90	1.90	-		
Up to 3 hours	2.80	2.80	-		
Up to 4 hours	4.00	4.00	-		
4 hours to 24 hours	5.20	5.20	-		
Season ticket - per quarter	230.00	230.00	-		
Overnight 3pm to 8am	1.00	1.00	-		
Overnight quarterly permit	60.00	60.00	-		
Bank Holiday	N/A	1.00	New		
Event Parking	N/A	1.00	New		
Civic Offices - Saturdays Only (Zone A)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	-		
Up to 2 hours	1.90	1.90	-		
Up to 3 hours	2.80	2.80	-		
Up to 4 hours	4.00	4.00	-		
Event Parking	N/A	1.00	New		
Corporation Street/Merrial Street (Zone A)				Cabinet	VAT Incl.
Up to 1/2 hour	0.80	0.80	-		
Up to 1 hour	1.50	1.50	-		
Overnight 3pm to 8am	1.00	1.00	-		
Overnight quarterly permit	60.00	60.00	-		
Bank Holiday	N/A	1.50	New		
Event Parking	N/A	1.50	New		
Fogg Street East (Zone A)					
Season ticket - per quarter	230.00	230.00	-	Cabinet	VAT Incl.
Each additional permit for the same numbered bay - per quarter	25.00	25.00	-		
Overnight quarterly permit	60.00	60.00	-		
Goose Street (Zone B)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	-		
Up to 2 hours	1.90	1.90	-		
Up to 3 hours	2.80	2.80	-		
Up to 4 hours	4.00	4.00	-		
4 hours to 24 hours	5.20	5.20	-		
Season ticket - per quarter	230.00	230.00	-		

	Fee/ Charge 2018/19	Fee/ Charge 2019/20	Increase / Decrease	Committee Approval/ Comments	VAT Status
	£.p	£.p	£.p		
Overnight 3pm to 8am	1.00	1.00	-		
Overnight quarterly permit	60.00	60.00	-		
Bank Holiday	N/A	1.00	New		
Event Parking	N/A	1.00	New		
Hassell Street (Zone B)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	-		
Up to 2 hours	1.90	1.90	-		
Up to 3 hours	2.80	2.80	-		
Up to 4 hours	4.00	4.00	-		
4 hours to 24 hours	5.20	5.20	-		
Season ticket - per quarter	230.00	230.00	-		
Resident permit - per quarter	50.00	50.00	-		
Overnight 3pm to 8am	1.00	1.00	-		
Overnight quarterly permit	60.00	60.00	-		
Bank Holiday	N/A	1.00	New		
Event Parking	N/A	1.00	New		
High Street (Rear of)				Cabinet	VAT Incl.
Season ticket - per quarter	230.00	230.00	-		
Each additional permit for the same numbered bay - per quarter	25.00	25.00	-		
Overnight quarterly permit	60.00	60.00	-		
King Street (Zone C)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	-		
Up to 2 hours	1.50	1.50	-		
Up to 3 hours	2.00	2.00	-		
Up to 4 hours	2.50	2.50	-		
Up to 6 hours	3.00	3.00	-		
6 hours to 24 hours	3.50	3.50	-		
Season Ticket - per quarter	150.00	150.00	-		
Overnight 3pm to 8am	1.00	1.00	-		
Overnight quarterly permit	60.00	60.00	-		
Bank Holiday	N/A	1.00	New		
Event Parking	N/A	1.00	New		
Lyme Valley				Cabinet	VAT Incl.
Up to 2 hours	Free	Free	N/A		
Up to 3 hours	3.20	3.20	-		
Up to 3 hours – Buckmaster Ave	N/A	Free	New		
Up to 4 hours	4.25	4.25	-		
4 - 24 hours	6.00	6.00	-		
Lyme Valley A34 Season Ticket - per quarter	N/A	1500.00	New		
Lyme Valley Buckmaster Ave - Season Ticket - per quarter	N/A	150.00	New		
Lyme Valley - LymeValley Road Season Ticket - per quarter	N/A	150.00	New		

	Fee/ Charge 2018/19	Fee/ Charge 2019/20	Increase / Decrease	Committee Approval/ Comments	VAT Status
	£.p	£.p	£.p		
Bank Holiday	N/A	Free	New		
Midway (Zone A)				Cabinet	VAT Incl.
Up to 1 hour	1.10	1.10	-		
Up to 2 hours	2.10	2.10	-		
Up to 3 hours	3.20	3.20	-		
Up to 4 hours	4.25	4.25	-		
Up to 24 hours	6.00	6.00	-		
Season ticket - per quarter	230.00	230.00	-		
Overnight 3pm to 8am (closed at 9pm Mon-Sat and 5.30pm on Sunday))	1.00	1.00	-		
Overnight quarterly permit	60.00	60.00	-		
Bank Holiday	N/A	1.10	New		
Event Parking	N/A	1.10	New		
Ryecroft (Zone B)				Cabinet	VAT Incl.
Up to 1 hour	1.10	1.10	-		
Up to 2 hours	2.10	2.10	-		
Up to 3 hours	3.20	3.20	-		
Up to 4 hours	4.25	4.25	-		
Up to 24 hours	6.00	6.00	-		
Overnight 3pm to 8am	N/A	1.10	New		
Bank Holiday	N/A	1.10	New		
Business Improvement District Permits (Area C)	N/A	170.00	New		
Event Parking	N/A	1.10	New		
School Street/Barracks Road (Zone B)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	-		
Up to 2 hours	1.90	1.90	-		
Up to 3 hours	2.80	2.80	-		
Season ticket - per quarter	230.00	230.00	-		
Overnight 3pm to 8am	1.00	1.00	-		
Overnight quarterly permit	60.00	60.00	-		
Bank Holiday	N/A	1.00	New		
Event Parking	N/A	1.00	New		
Silverdale Road (Zone C)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	-		
Up to 2 hours	1.50	1.50	-		
Up to 3 hours	2.00	2.00	-		
Up to 6 hours	3.00	3.00	-		
6 hours to 24 hours	3.50	3.50	-		
Season ticket - per quarter	150.00	150.00	-		
Resident permit - per quarter	60.00	60.00	-		
Overnight 3pm to 8am	1.00	1.00	-		
Overnight quarterly permit	60.00	60.00	-		
Bank Holiday	N/A	1.00	New		
Event Parking	N/A	1.00	New		

	Fee/ Charge 2018/19 £.p	Fee/ Charge 2019/20 £.p	Increase / Decrease £.p	Committee Approval/ Comments	VAT Status
Windsor Street (Zone B)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	-		
Up to 2 hours	2.00	2.00	-		
Season ticket - after school (30 minutes)	30.00	30.00	-		
Overnight 3pm to 8am	1.00	1.00	-		
Overnight quarterly permit	60.00	60.00	-		
Bank Holiday	N/A	1.00	New		
Event Parking	N/A	1.00	New		
CEMETERIES					
Interment Fees				Cabinet	No VAT
Under 16 years of age	Free	Free	N/A		
16 years & over	857.00	896.00	39.00		
Woodland burial - Keele Cemetery (1 full interment only in each grave)	456.00	477.00	21.00		
Cremated remains at 2 feet	375.00	392.00	17.00		
Woodland burial cremated remains at 2 feet - Keele Cemetery (4 interments only in each grave)	375.00	392.00	17.00		
Additional depth for cremated remains over 2 feet	134.00	140.00	6.00		
Additional depth over 6 feet per foot	144.00	150.00	6.00		
Purchase of Graves (includes right to erect memorial for single grave)				Cabinet	No VAT
Exclusive Right of Burial & Memorialisation for a Single Grave	1,155.00	1,207.00	52.00		
Lawn Graves Reservation	1,155.00	1,207.00	52.00		
Exclusive Right of Burial in a Woodland Grave at Keele Cemetery (1 full interment only in each grave plus memorial tree)	851.00	889.00	38.00		
Reservation of Woodland Grave	851.00	889.00	38.00		
Exclusive Right of Burial and Memorialisation in a Cremated Remains Grave at 2ft	571.00	597.00	26.00		
Reservation of a Cremated Remains Grave	571.00	597.00	26.00		
Exclusive Right of Burial in a Woodland Cremated Remains Grave, Keele Cemetery at 2ft Inclusive of a Shrub	571.00	597.00	26.00		
Reservation of Woodland Cremated Remains Grave	571.00	597.00	26.00		
Renewal of exclusive right of burial & memorialisation (full grave)	546.00	571.00	25.00		
Renewal of exclusive right of burial & memorialisation (cremated remains grave)	274.00	286.00	12.00		
Transfer of ownership of exclusive rights of burial & memorialisation	87.00	91.00	4.00		
Duplicate deed of exclusive rights of burial & memorialisation	46.00	48.00	2.00		
Erection of Memorials (no prior right given)				Cabinet	No VAT
Memorial not exceeding 3 feet in height	140.00	146.00	6.00		
Replacement memorial	47.00	49.00	2.00		

	Fee/ Charge 2018/19 £.p	Fee/ Charge 2019/20 £.p	Increase / Decrease £.p	Committee Approval/ Comments	VAT Status
Columbarium				Cabinet	No VAT
10 year lease including 1st interment	530.00	554.00	24.00		
2nd interment	74.00	77.00	3.00		
Renewal of 10 year lease	265.00	277.00	12.00		
Additional 5 year lease	265.00	277.00	12.00		
Use of Chapel & Community Room				Cabinet	No VAT
Newcastle cemetery chapel	77.00	77.00	-		
Keele community room - service	77.00	77.00	-		
Keele community room - full day hire	75.00	75.00	-		
Keele community room - half day hire	40.00	40.00	-		
Keele community room - per hour hire	15.00	15.00	-		
Private Maintenance of Grave Non-Lawn Types				Cabinet	No VAT
Turfing	46.00	48.00	2.00		
Spring/summer planting & maintenance	96.00	100.00	4.00		
Sundry Items				Cabinet	VAT Incl.
Single abstract information from registrar	66.00	69.00	3.00		
Family history research	21.00	22.00	1.00		
Caskets	79.00	83.00	4.00		
Wooden cross	45.00	47.00	2.00		
Memorial benches	685.00	716.00	31.00		
Memorial benches - maintenance By request (cleaning & staining)	159.00	166.00	7.00		
Memorial trees	350.00	366.00	16.00		
Barrier fob replacements	10.00	10.00	-		
COVENANT CONSENTS				Cabinet	No VAT
Covenant consents	125.00	130.00	5.00		
CREMATORIUM					
Cremation Fees				Cabinet	No VAT
Under 16 years of age	Free		N/A		
16 years & over 9.20am service time only	437.00	457.00	20.00		
16 years & over from 10am	644.00	673.00	29.00		
Cremation environmental charge	68.00	71.00	3.00		
Use of TV for DVD photographs or 3-5 minute films	22.00	23.00	1.00		
Burial of remains cremated elsewhere	198.00	207.00	9.00		
Chapel hire - additional use to cremation service	77.00	77.00	-		
Urns & Containers				Cabinet	VAT Incl.
Oak casket	79.00	83.00	4.00		
Postage & packaging	Cost	Cost	N/A		

	Fee/ Charge 2018/19 £.p	Fee/ Charge 2019/20 £.p	Increase / Decrease £.p	Committee Approval/ Comments	VAT Status
Memorialisation				Cabinet	VAT Incl.
Book of remembrance per line (up to 3 lines)	30.00	31.00	1.00		
Book of remembrance for 4 lines	100.00	105.00	5.00		
Book of remembrance for 5 lines	129.00	135.00	6.00		
Book of remembrance for 6 lines	157.00	164.00	7.00		
Book of remembrance for 7 lines	185.00	193.00	8.00		
Book of remembrance for 8 lines	215.00	225.00	10.00		
Simple floral emblem	87.00	91.00	4.00		
Coat of arms, badges, ornate floral emblem	120.00	125.00	5.00		
Additional lines of inscription for cards/books	30.00	31.00	1.00		
Plaques				Cabinet	VAT Incl.
12" x 4" new plaque & 10 year hire	325.00	340.00	15.00		
Each succeeding 10 year hire	130.00	136.00	6.00		
12" x 8" new plaque & 10 year hire	651.00	680.00	29.00		
Each succeeding 10 year hire	261.00	273.00	12.00		
24" x 8" each succeeding 10 year hire	520.00	543.00	23.00		
Adding to existing plaque per letter or figure	6.00	6.00	-		
Regilding existing letters	4.00	4.00	-		
Additional Memorials				Cabinet	VAT Incl.
Memorial benches	685.00	716.00	31.00		
Memorial benches maintenance by request (cleaning & staining)	159.00	166.00	7.00		
Memorial vases	318.00	332.00	14.00		
Each succeeding 5 year hire	191.00	200.00	9.00		
Vases various – small	Various	Various	N/A		
Planters	735.00	768.00	33.00		
Each succeeding 5 year hire	299.00	312.00	13.00		
Trees	628.00	656.00	28.00		
Each succeeding 10 year hire	327.00	342.00	15.00		
Additional plaques	79.00	83.00	4.00		
Shrubs (inclusive of aluminium vase)	348.00	364.00	16.00		
Each succeeding 5 year hire	149.00	156.00	7.00		
Donations Memorial Fish/Bulbs	Various	Various	N/A		
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)	620.00	640.00	20.00		
Returnable deposit - cleaning	900.00	920.00	20.00		
Returnable deposit - damage	900.00	920.00	20.00		
DOG WARDEN SERVICE					
Event equipment hire	25% of cost	25% of cost	N/A	Cabinet	VAT Incl.

	Fee/ Charge 2018/19 £.p	Fee/ Charge 2019/20 £.p	Increase / Decrease £.p	Committee Approval/ Comments	VAT Status
Recovery of Stray Dogs During normal working hours - reclaim fee Daily kennelling fees	70.00 Cost	70.00 Cost	- N/A	Cabinet	No VAT
ELECTIONS					
Rule 9(1) Parliamentary Election Regulations & Rule/Reg 9 (1) European Parliamentary Election Regulations - Candidates' Deposits Parliamentary election candidate	500.00	500.00	-	Statutory	No VAT
Regulations 48 & 49 Representation of the People Regulations 2001 Supply of Full Register Sale of full register (printed) Plus per 1,000 names or part 1,000 (printed) Sale of full register (data) Plus per 1,000 names or part 1,000 (data) List of overseas electors (printed) Plus per 100 names or part 100 (printed) List of overseas electors (data) Plus per 100 names or part 100 (data)	10.00 5.00 20.00 1.50 10.00 5.00 20.00 1.50	10.00 5.00 20.00 1.50 10.00 5.00 20.00 1.50	- - - - - - - -	Statutory	No VAT
Supply of Edited Register Sale of edited register (printed) Plus per 1,000 names or part 1,000 (printed) Sale of register (data) Plus per 1,000 names or part 1,000 (data)	10.00 5.00 20.00 1.50	10.00 5.00 20.00 1.50	- - - -	Statutory	No VAT
Regulations 120 Representation of the People Regulations 2001 Supply of Marked Register Supply of marked registers (printed) Plus per 1,000 entries or part 1,000 Supply of marked registers (data) Plus per 1,000 entries or part 1,000	10.00 2.00 10.00 1.00	10.00 2.00 10.00 1.00	- - - -	Statutory	No VAT
Inspection & Copies of Documents Regulation 10 representation of the people regulations 2001 - inspection of candidates expenses A4 - copies (black & white)	5.00 0.50	5.00 0.20	- -0.30	Statutory	No VAT
Parish Elections <i>Borough Council Election taking place on the same day:</i> - Parish specific printing / postage costs	N/A	Market rate + 5% admin	New		No VAT

	Fee/ Charge 2018/19 £.p	Fee/ Charge 2019/20 £.p	Increase / Decrease £.p	Committee Approval/ Comments	VAT Status
- Room hire		50% of cost			
- Staffing costs (polling & count)		50% of staffing rate			
<i>Parish Election on different day i.e. by-election</i>					
- printing, postage, stationery, room hire costs and other associated costs	N/A	Market rate + 5% admin	New		
- polling station / count staff cost	N/A	Standard NULBC staffing rates	New		
Uncontested Parish Election Administration Fee	N/A	100.00	New		
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	Per Formula	Per Formula	N/A	Cabinet	No VAT
Commercial Hire of Monitoring equipment Phocheck PID (per 7 days exc carriage costs)	138.00	141.00	3.00	Cabinet	Plus VAT
Bruel & Kjaer Matron 2250 sound level meter, with sound recording & 1/1 & 1/3 octave frequency analysis module & calibration certificate (memory card to be supplied by client)	214.00	218.00	4.00		
Outdoor gear for use with matron 2250 (per 7 days excl. carriage costs)	51.00	52.00	1.00		
Bruel & Kjaer Matron Type 4231 Calibrator with calibration certificate (per 7 days excl. carriage costs)	11.20	11.40	0.20		
Environmental Offences - Fixed Penalty Notices				Statutory	No VAT
Waste receptacles - Section 47ZA(2) (paid in 10 days)	75.00	60.00	- 15.00		
Waste receptacles - Section 47ZA(2) (paid in 14 days)	100.00	80.00	- 20.00		
Failure to produce authority (waste transfer notes) - section 5B2	300.00	300.00	-		
Failure to furnish documentation (waste carrier licence) - Section 34(2)	300.00	300.00	-		
Litter - Section 88(1) (paid in 10 days)	50.00	75.00	25.00		
Litter - Section 88(1) (paid in 14 days)	75.00	100.00	25.00		

	Fee/ Charge 2018/19 £.p	Fee/ Charge 2019/20 £.p	Increase / Decrease £.p	Committee Approval/ Comments	VAT Status
Unauthorised distribution of literature on designated land - Schedule 3A (7)2 (paid in 10 days)	50.00	75.00	25.00		
Unauthorised distribution of literature on designated land - Schedule 3A (7)2 (paid in 14 days)	75.00	100.00	25.00		
Failure to comply with a Community Protection Notice or Public Spaces Protection Order (paid in 10 days)	75.00	75.00	-	Cabinet	
Failure to comply with a Community Protection Notice or Public Spaces Protection Order (paid in 14 days)	100.00	100.00	-	Cabinet	
Littering from vehicles outside of London (Keepers: Civil Penalties) Regulations 2018 , Regulation 6 (Paid in 10 days)	N/A	75.00	New	Subject to approval by Pubic Protection Committee	
Littering from vehicles outside of London (Keepers: Civil Penalties) Regulations 2018 , Regulation 6 (Paid in 14 days)	N/A	100.00	New		
Graffiti and Fly Posting (Anti-Social Behaviour Act 2003 - Section 43)	N/A	100.00	New		
Fly tipping (The Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016 which amends Environmental Protection Act 1990 "33ZA Fixed penalty notices for contravention of section 33(1)(a): England (paid in 10 days)	N/A	350.00	New		
Fly tipping (The Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016 which amends Environmental Protection Act 1990 "33ZA Fixed penalty notices for contravention of section 33(1)(a): England (paid in 14 days)	N/A	400.00	New		
Vehicle repair & sale offences (Clean Neighbourhoods and Environment Act 2005, Sections 3 & 4	N/A	100.00	New		
Industrial and Commercial Waste Offences (Environmental Protection Act 1990 - Section 47ZA	N/A	100.00	New		
FPN for abandoned vehicles	200.00	200.00	-		
Environmental Protection Act 1990 - Part 1 Pollution Prevention & Control Act 1999 Register of Permits				Cabinet	No VAT
Copy of list of applications received	16.40	17.00	0.60		
Copy of a register entry	16.40	17.00	0.60		
Copy of tape/CD recorded interviews	15.30	16.00	0.70		
Environmental Information Regulations 1992 (requests for information), Charge per Hour (ICO guidance)	25.00	25.00	-	ICO Guidance	
Noise monitoring service for Registered Social Landlords & Private Landlords for 1 period of up to 7 days & subsequent report & copy of recording	266.00	270.00	4.00		
Noise monitoring service for Aspire Housing for 1 period of up to 7 days & subsequent report & copy of recording	266.00	270.00	4.00		

	Fee/ Charge 2018/19 £.p	Fee/ Charge 2019/20 £.p	Increase / Decrease £.p	Committee Approval/ Comments	VAT Status
Environmental Health Licences				Cabinet	No VAT
Pet shop - first licence	290.00		New		
Pet shop - renewal	122.00		New		
Dog breeding establishment - first licence	290.00		New		
Dog breeding establishment - renewal	122.00		New		
Animal boarding establishment - first licence	290.00		New		
Animal boarding establishment - renewal	122.00		New		
Riding establishment - first licence	530.00		New		
Riding establishment - renewal	290.00		New		
Dangerous wild animals - first licence	480.00		New		
Dangerous wild animals - renewal	265.00		New		
Zoo - first licence	On request		New		
Zoo - renewal	On request		New		
Selling animals as Pets – Grant new licence	N/A	Awaiting DEFRA guidance	New		
Selling animals as Pets – Renew licence	N/A		New		
Selling animals as Pets – Variation	N/A		New		
Animal Boarding: Grant new licence	N/A		New		
Animal Boarding: Renew licence	N/A		New		
Animal Boarding: Variation	N/A		New		
Hiring out horses – Grant new licence Exc Vet Fee	N/A		New		
Hiring out horses – Renew licence Exc Vet Fee	N/A		New		
Hiring out horses – Annual Check or Variation	N/A		New		
Breeding Dogs – Grant new licence	N/A		New		
Breeding Dogs – Renew licence	N/A		New		
Breeding Dogs – Variation	N/A		New		
Keeping or training animals for exhibition - Grant new licence (3yrs)	N/A		New		
Keeping or training animals for exhibition - Renew licence (3yrs)	N/A		New		
Keeping or training animals for exhibition - Variation	N/A		New		
Reinspection	N/A		New		
Registration of premises for acupuncture, tattooing, cosmetic piercing, electrolysis & semi-permanent skin colouring	140.00	143.00	3.00		
Registration of each operative	85.00	87.00	2.00		
Additional treatment registration	70.00	72.00	2.00		
Export health certificates	150.00	153.00	3.00		
Charges for Authorised Process - Local Authority Pollution Prevention Control Act				Statutory	

	Fee/ Charge 2018/19 £.p	Fee/ Charge 2019/20 £.p	Increase / Decrease £.p	Committee Approval/ Comments	VAT Status
The scale of charges is set by DEFRA 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. The 2018/19 charges are to be advised by DEFRA in February 2018.				To be advised by DEFRA	
Factual Statements (Food Safety Act, Health & Safety at Work Act, Environmental Protection Act)				Cabinet	
Charge for factual statements - additional time	130.00	135.00	5.00		
Charge for factual statements - disclosure of documents	67.50	70.00	2.50		
Private Water Supplies				Statutory	No VAT
	18.70/ hour + mileage	Hourly charge out rate for officer plus mileage			
Risk assessment (per hour, plus mileage)			N/A		
Sampling	100.00		N/A		
Investigation	100.00		N/A		
Authorisation	100.00		N/A		
Analysis - during Regulation 10	25.00		N/A		
Analysis - during check monitoring	100.00	Laboratory cost	N/A		
Analysis - during audit monitoring	500.00		N/A		
Swimming Pools				Cabinet	No VAT
Sampling of pool water - per annum	645.00	657.00	12.00		
Sampling of pool water - one sample	64.50	65.50	1.00		
Food Hygiene Rating Scheme				Public Protection	No VAT
Food Hygiene Rating Scheme inspection	160.00	195.00	35.00		
Environmental Health Commercial Support (SRS)					
Food Safety Direct	N/A	195.00 Officer	New		VAT
Licensing Direct	N/A	Hourly rate	New		VAT
FACILITIES MANAGEMENT					
NULBC delivery of Facilities Management services to Community Centres on full repairing leases and Kidsgrove Town Council. Calculated in accordance with the following formula - a) Contractor costs + b) Officer costs for administration and management + c) Car mileage & subsistence + d) On costs + 3%	As per formula	As per formula	N/A	Cabinet	Plus VAT

	Fee/ Charge 2018/19 £.p	Fee/ Charge 2019/20 £.p	Increase / Decrease £.p	Committee Approval/ Comments	VAT Status
GARDEN WASTE RECYCLING				Cabinet	No VAT
Garden waste service - one bin	N/A	36.00	New		
Every additional garden waste bin	N/A	30.00	New		
Delivery of each additional garden waste bin	N/A	25.00	New		
HIRE OF ROOMS (KIDSGROVE)				Cabinet	VAT Incl.
Standard rates:					
Room 1 – per day (Mon & Fri)	15.50	20.00	4.50		
Room 1 – per half day (Tues & Thurs pm)	8.00	10.00	2.00		
Local statutory bodies:					
Room 1 – per day (Mon & Fri)	13.50	15.00	1.50		
Room 1 – per half day (Tues & Thurs pm)	7.00	8.50	1.50		
Voluntary & community sector:					
Room 1 – per day (Mon & Fri)	7.50	10.00	2.50		
Room 1 – per half day (Tues & Thurs pm)	5.50	7.00	1.50		
LAND CHARGES				Cabinet	CON29 – Plus VAT, LLC1 – No VAT
Residential LLC1 – land charges register search only	29.00	33.00	4.00		
Commercial LLC1 – land charges register search only	76.00	82.75	6.75		
Residential – Con 29R (conveyancer search)	87.00	99.00	12.00		
Commercial – Con 29R (conveyancer search)	228.00	248.25	20.25		
Residential – full standard search (LLC1 & Con 29R)	116.00	132.00	16.00		
Commercial – full standard search (LLC1 & Con 29R)	304.00	331.00	27.00		
Con 290 – (conveyancer optional form) each enquiry	25.00	28.50	3.50		
Each additional enquiry	Cost	Cost	N/A		
Residential – additional parcel of land	58.00	66.00	8.00		
Commercial – additional parcel of land	152.00	165.00	13.00		
LEISURE CHARGES					
Sport & Football Development				Cabinet	No VAT
Mini kickers per block	24.00	25.00	1.00		
Sports Development Activities up to 2 hours	3.30	3.50	0.20		
Jubilee 2					
Equipment Resale				Portfolio Holder	
Saleable items	Market value	Market Value	N/A		VAT Incl.

	Fee/ Charge 2018/19 £.p	Fee/ Charge 2019/20 £.p	Increase / Decrease £.p	Committee Approval/ Comments	VAT Status
Equipment Hire	N/A	Market Value	New		
<i>Lyme Card Concession Scheme</i> Lyme Card concession scheme yearly membership	5.10	5.50	0.40	Cabinet	VAT Incl.
<i>Aqua Sauna (includes access to swimming pool)</i> Adult - Lyme Card	10.20	10.50	0.30	Cabinet	VAT Incl.
Concession (18+) - Lyme Card	7.65	7.90	0.25		
Instructed Courses				Cabinet	No VAT
Junior – 6 x 45 minute sessions	36.00	37.00	1.00		
Adult – 3 x 45 minute sessions	36.00	37.00	1.00		
Active1 5-11 years: Swimming and climbing sessions (parental supervision)	N/A	12.00	New		VAT Incl.
Active2 12-16 years: Swimming , gym*, and appropriate classes (14 years and above with a paying Adult)	N/A	16.00	New		VAT Incl.
*Access between the hours Monday – Thursday 3.30-4.30 pm, Friday, 3.00-8.00 pm. Saturday & Sunday 1.00-8.00pm					
<i>ClubLyme Membership Charges Adults (including gym, classes, swim, climbing, aqua sauna, table tennis)</i>				Cabinet	VAT Incl.
Joining fee (includes inductions) (16 years +) (one off fee - includes key)	20.00	20.00	-		
Off peak (Monday to Friday 6.30am-5pm & weekends) - 6 month minimum contract - payment monthly by direct debit	23.50	24.50	1.00		
Off peak (Monday to Friday 6.30am-5pm & weekends) - no contract - per month	28.50	29.00	0.50		
Off peak (Monday to Friday 6.30am-5pm & weekends) - 12 month membership for price of 11 months - payable in advance	258.50	269.50	11.00		
Peak (Monday to Friday 6.30am-11pm & weekends) - 6 month minimum contract - payment monthly by direct debit.	31.00	31.50	0.50		
Peak (Monday to Friday 6.30am-11pm & weekends) - no contract - per month	36.50	37.50	1.00		
Peak (Monday to Friday 6.30am-11pm & weekends) - 12 month membership for price of 11 months - payable in advance	341.00	346.50	5.50		
Corporate membership – peak (includes Students)	28.00	28.00	-		
Corporate membership - off peak (includes Students)	21.50	21.50	-		
Corporate Budget Membership (restricted hours) (including gym, swim, climbing and classes)	10.00	11.00	1.00		

	Fee/ Charge 2018/19 £.p	Fee/ Charge 2019/20 £.p	Increase / Decrease £.p	Committee Approval/ Comments	VAT Status
Couple membership 1 DD Minimum Six DD payments membership 15% of standard DD price (new contract must be entered into)	N/A	15%	New		
Three day pass (to be used within 10 days from issue)	10.00	11.00	1.00		
<i>Studio Hire</i>				Cabinet	VAT Incl.
Studio 1	25.50	27.00	1.50		
Studio 2	25.50	27.00	1.50		
Party set up/clean up	12.25	13.00	0.75		
<i>Classes</i>					
Adult - standard	5.50	5.50	-		
Adult - Lyme Card	5.00	5.00	-		
Adult - concession scheme	3.80	3.80	-		
Adult – off peak	3.80	3.80	-		
Junior class - Lyme Card	2.50	2.50	-		
Osteo class - adult only	3.80	3.80	-		
10 class pass 85% of Lyme Card price valid for 30 days from date of purchase	N/A	42.50	New		
<i>Casual Usage (Gym, Swim or Climb)</i>					
Lyme Card Holder % of Standard Price	N/A	90%	New		VAT incl.
10 Visit Pass % of Lyme Card Price (use within 30 days from date of purchase)	N/A	85%	New		
Concession % of Lyme Card price	N/A	75%	New		
Junior % of Lyme Card price	N/A	50%	New		
Standard Price	4.80	5.10	0.30		
Lyme Card Price	4.40	4.60	0.20		
Concession Price	3.30	3.45	0.15		
Junior Price	2.20	2.30	0.10		
Children u3	-	-	-		
10 visit pass any activity 85% of Lyme Card price valid for 30 days from date of purchase	N/A	39.00	New		
Spectators - Lyme Card	Free	Free	N/A		
<i>Swimming Instruction</i>					
<i>Swimming Lessons</i>				Cabinet	No VAT
Adult swimming lesson (30 minutes) - 6 week course	8.25	8.40	0.15		
Junior swimming lesson (30 minutes) - Lyme Card	5.50	5.60	0.10		
<i>Private Lessons</i>				Cabinet	No VAT
1:1 lesson (per 30 minutes) - minimum six lessons	N/A	90.00	New		
<i>Pool Courses</i>				Cabinet	No VAT
Rookie lifeguards (per 2 hour session) - Lyme Card	7.00	9.00	2.00		
Other courses	Market value	Market value	N/A	Portfolio Holder	
<i>Swimming Pool Hire</i>				Cabinet	VAT Incl.

	Fee/ Charge 2018/19	Fee/ Charge 2019/20	Increase / Decrease	Committee Approval/ Comments	VAT Status
	£.p	£.p	£.p		
Teaching Pool Hire	55.00	57.50	2.50		
Main Pool Hire - (8 lane) (per lane per hour)	15.00	15.50	0.50		
Additional staff for pool hire (per staff member)	22.00	22.00	-		
Newcastle Amateur Swimming Club - per lane	Negotiable	Negotiable	N/A	Portfolio Holder	
Shelton Therapy Club 60 minute	55.00	55.00	-		
Octopush - 90 minute session	Negotiable	Negotiable	N/A	Portfolio Holder	
Set up fee - galas	22.00	22.00	-		
Time equipment hire - galas	22.00	22.00	-		
Entrust school swimming per half hour per school	30.00	30.00	-		
Parties					VAT Incl.
Pool Party inclusive of 1 hour studio use	N/A	70.00	New		
Climbing Party (six people) inclusive of studio use	N/A	70.00	New		
Additional instructor per six children	N/A	22.00	New		
Bowls				Cabinet	VAT Incl.
Adult	4.10	4.20	0.10		
Junior/60+	2.05	2.10	0.05		
Summer season ticket - adult	58.50	59.50	1.00		
Summer season ticket - junior/60_/unemployed	38.50	39.25	0.75		
Winter season ticket	14.40	14.70	0.30		
Summer/winter season ticket - adult	69.00	70.50	1.50		
Summer/winter season ticket - junior/60+/unemployed	48.50	49.50	1.00		
Merit competition per player - per hour	7.75	8.00	0.25		
Greenage fees for pre-booking (plus playing fee per person)	9.50	9.75	0.25		
Tennis Class A (Westlands, Wolstanton)				Cabinet	VAT Incl.
Adult 30 minutes (per person)	2.55	2.60	0.05		
Adult 1 hour (per person)	4.65	4.75	0.10		
Adult 1 hour (group ticket 4 persons)	14.25	14.55	0.30		
Family ticket 1 hour (up to 4 adults & or 4 children with 2 adults)	8.75	8.95	0.20		
Family ticket 1 hour (1/2 adults & 2/3 children)	5.65	5.75	0.10		
Junior/60+/unemployed 30 minutes (per person)	1.00	1.05	0.05		
Junior/60+/unemployed 1 hour (per person)	2.05	2.10	0.05		
Junior/60+/unemployed 1 hour (group ticket 4 persons)	6.10	6.20	0.10		
Annual tickets - adult (per person)	98.00	100.00	2.00		
Annual tickets - junior/60+/unemployed (per person)	71.00	72.50	1.50		
Monthly ticket - adult (per person)	26.50	27.00	0.50		
Monthly ticket - junior/60+/unemployed (per person)	20.50	21.00	0.50		
Summer ticket (August only) - junior (per person)	15.25	15.50	0.25		
Tennis Class B (Chesterton, Silverdale,	Free	Free	N/A		

	Fee/ Charge 2018/19 £.p	Fee/ Charge 2019/20 £.p	Increase / Decrease £.p	Committee Approval/ Comments	VAT Status
Birchenwood, Bradwell, Clough Hall)					
Football (alternate weekly use per season)				Cabinet	No VAT
Birchenwood	780.00	-	N/A		
Wolstanton Marsh Pavilion	540.00	550.00	10.00		
All other pitches	374.50	382.00	7.50		
Junior pitch	60% of fee	60% of fee	N/A		
Mini soccer pitch (unmarked)	218.00	222.00	4.00		
Mini soccer pitch (marked)	306.50	312.50	6.00		
Rugby (alternate weekly use per season)				Cabinet	No VAT
Bathpool	759.00	775.00	16.00		
Lyme Valley	759.00	775.00	16.00		
Clough Hall	759.00	775.00	16.00		
Junior Pitch	60% of fee	60% of fee	N/A		
Rugby (casual use per match)	88.50	90	1.50	Cabinet	VAT Incl.
Concessionary Licences				Cabinet	No VAT
Brampton Park ice cream sales	738.00	750.00	12.00		
Brampton Park use of bouncy castle	738.00	750.00	12.00		
4 Large Parks Northern part of Borough – ice cream	633.00	645.00	12.00		
4 Large Parks Southern part of Borough – ice cream	633.00	645.00	12.00		
Community Events				Cabinet	Plus VAT
Wedding Photos within a park setting	41.00	42.00	1.00		
Advertising within parks	10.00 to 5125.00	10.00 to 5125.00	N/A		Plus VAT
Hire of display boards (delivery, set up & collection)	31.00	32.00	1.00		No VAT
Booking large events - more than 6 months planning	165.00	168.00	3.00		No VAT
Booking medium events - more than 6 months planning (firework displays, carnivals etc.)	82.00	84.00	2.00		No VAT
Booking small events - more than 6 months planning (competitions, fun days, picnics etc.)	31.00	31.50	0.50		No VAT
LICENCES					
General				Licensing Committee	No VAT
Sex establishments - application fee	3,000.00	3,100.00	100.00		
Sex establishments - Renewal	3,000.00	3,100.00	100.00		
Sex establishments - variation	1,000.00	1,050.00	50.00		
Sex establishments - transfer	1,000.00	1,050.00	50.00		
Scrap metal dealer site licence	265.00	270.00	5.00		
Scrap metal dealer collectors licence	210.00	215.00	5.00		
Gambling Act 2005					No VAT

	Fee/ Charge 2018/19	Fee/ Charge 2019/20	Increase / Decrease	Committee Approval/ Comments	VAT Status
	£.p	£.p	£.p		
Lotteries - application fee	40.00	40.00	-	Statutory fees - Licensing Committee	
Lotteries - annual fee	20.00	20.00	-		
Bingo - application fee	3,500.00	3,500.00	-		
Bingo - annual fee	1,000.00	1,000.00	-		
Bingo - application to vary	1,750.00	1,750.00	-		
Bingo – application for transfer	1,200.00	1,200.00	-		
Bingo - application to reinstate	N/A	1,200.00	New		
Track betting - application fee	2,500.00	2,500.00	-		
Track betting - annual fee	1,000.00	1,000.00	-		
Track betting - application to vary	1,250.00	1,250.00	-		
Track betting - application to transfer	920.00	950.00	30.00		
Track betting - application to reinstate	N/A	950.00	New		
Club machine permit - application fee	200.00	200.00	-		
Club machine permit - renewal fee	200.00	200.00	-		
Club machine permit - annual fee	50.00	50.00	-		
Betting premises - application fee	3,000.00	3,000.00	-		
Betting premises - annual fee	600.00	600.00	-		
Betting premises - application to vary	1,500.00	1,500.00	-		
Betting premises - application to transfer	1,200.00	1,200.00	-		
Betting premises - application to reinstate	N/A	1,200.00	New		
Family entertainment centre - application fee	2,000.00	2,000.00	-		
Family entertainment centre - annual fee	750.00	750.00	-		
Family entertainment centre - application to vary	1,000.00	1,000.00	-		
Family entertainment centre - application to transfer	950.00	950.00	-		
Family entertainment centre - application to reinstate	N/A	950.00	New		
Adult gaming centre - application fee	2,000.00	2,000.00	-		
Adult gaming centre - annual fee	1,000.00	1,000.00	-		
Adult gaming centre - application to vary	1,000.00	1,000.00	-		
Adult gaming centre - application to transfer	1,200.00	1,200.00	-		
Adult gaming centre - application to reinstate	N/A	1,200.00	New		
Copy of any of the above licences (lost, stolen, damaged)	25.00	25.00	-		
Notice of Intention – 2 or less gaming machines	50.00	50.00	-		
Licensed Premises Gaming Machine Permits – more than 2 machines	150.00	150.00	-		
Licensed Premises Gaming Machine Permits – more than 2 machines – Variation	100.00	100.00	-		
Licensed Premises Gaming Machine Permits – more than 2 machines – Transfer	25.00	25.00	-		
Licensed Premises Gaming Machine Permits – more than 2 machines – Annual Fee	50.00	50.00	-		
Licensed Premises Gaming Machine Permits – more than 2 machines – Change of Name	25.00	25.00	-		
Licensed Premises Gaming Machine Permits – more than 2 machines – Copy (lost, stolen, damaged)	15.00	15.00	-		
Club Gaming/Club Machine Permits –	200.00	200.00	-		

	Fee/ Charge 2018/19 £.p	Fee/ Charge 2019/20 £.p	Increase / Decrease £.p	Committee Approval/ Comments	VAT Status
New/Renew					
Club Gaming/Club Machine Permits for holders of Club Premises Certificates (under LA03) – New/Renew	100.00	100.00	-		
Club Gaming/Club Machine Permit – Annual Fee	50.00	50.00	-		
Club Gaming/Club Machine Permit – Variation	100.00	100.00	-		
Club Gaming/Club Machine Permit – Copy	15.00	15.00	-		
Unlicensed family entertainment centre – 10 years	300.00	300.00	-		
Prize Gaming Permit – New/Renewal	300.00	300.00	-		
Prize Gaming Permit – Change of Name	25.00	25.00	-		
Prize Gaming Permit – Copy (lost, stolen, damaged)	15.00	15.00	-		
Temporary Use Notice (TUN)	125.00	125.00	-		
Casino Small – New application	6,000.00	6,300.00	300.00		
Casino Small – Annual Fee	3,000.00	3,150.00	150.00		
Casino Small - Variation	2,000.00	2,100.00	100.00		
Casino Small – Application for Transfer	1,300.00	1,350.00	50.00		
Private Hire/Hackney Carriage OPERATORS				Public Protection	No VAT
Private hire operators 5 year licence					
1 vehicle	180.00	187.00	7.00		
2-5 vehicles	365.00	380.00	15.00		
6-15 vehicles	640.00	665.00	25.00		
16-25 vehicles	1,710.00	1,780.00	70.00		
26-35 vehicles	2,750.00	2,850.00	100.00		
36-50 vehicles	3,810.00	3,950.00	140.00		
Additional vehicle after 50 vehicles	23.00	24.00	1.00		
DRIVERS					No VAT
Dual Driver Badge - 3 years	240.00	250.00	10.00		
Change of address	20.00	21.00	1.00		
Replacement badge	16.00	17.00	1.00		
Reissue/replacement badge (with amended details)	35.00	36.50	1.50		
DBS (CRB check)	44.00	44.00	-		
DBS (CRB check) online	58.00	64.50	6.50		
Safeguarding training	35.00	36.50	1.50		
Exemption certificates	25.00	26.00	1.00		
Knowledge test	45.00	45.00	-		
Replacement Safeguarding training certificate	N/A	5.00	New		
VEHICLES					No VAT
Hackney carriage - vehicles	310.00	322.00	12.00		
Private hire – vehicles	305.00	317.00	12.00		
Transfer of vehicle	45.00	47.00	2.00		
Change of vehicle registration	45.00	47.00	2.00		
Failure to attend for vehicle test	110.00	114.00	4.00		
Retest	40.00	41.50	1.50		

	Fee/ Charge 2018/19	Fee/ Charge 2019/20	Increase / Decrease	Committee Approval/ Comments	VAT Status
	£.p	£.p	£.p		
Replacement plate carrier – front	10.00	10.00	-		
Replacement plate carrier – rear	15.00	15.00	-		
Replacement vehicle plate - front	10.00	10.50	0.50		
Replacement vehicle plate - rear	15.00	15.50	0.50		
Replacement vehicle sticker signage	3.00	3.00	-		
Copy of paper part of licence	11.00	11.50	0.50		
Exception Vehicle Test	70.00	73.00	3.00		
6 Monthly Test following an Exception Test	120.00	125.00	5.00		
Licensing Act 2003 - New Application				Statutory	No VAT
Premise licence, band A (rateable value of up to £4,300)	100.00	100.00	-		
Premise licence, band B (rateable value of £4,301 to £33,000)	190.00	190.00	-		
Premise licence, band C (rateable value of £33,001 to £87,000)	315.00	315.00	-		
Premise licence, band D (rateable value of £87,001 to £125,000)	450.00	450.00	-		
Premise licence, band E (rateable value of >£125,001)	635.00	635.00	-		
Additional fee (5,000 to 9,999 patrons)	1,000.00	1,000.00	-		
Additional fee (10,000 to 14,999 patrons)	2,000.00	2,000.00	-		
Additional fee (15,000 to 19,999 patrons)	4,000.00	4,000.00	-		
Additional fee (20,000 to 29,999 patrons)	8,000.00	8,000.00	-		
Additional fee (30,000 to 39,999 patrons)	16,000.00	16,000.00	-		
Additional fee (40,000 to 49,999 patrons)	24,000.00	24,000.00	-		
Additional fee (50,000 to 59,999 patrons)	32,000.00	32,000.00	-		
Additional fee (60,000 to 69,999 patrons)	40,000.00	40,000.00	-		
Additional fee (70,000 to 79,999 patrons)	48,000.00	48,000.00	-		
Additional fee (80,000 to 89,999 patrons)	56,000.00	56,000.00	-		
Additional fee (90,000 patrons & above)	64,000.00	64,000.00	-		
Licensing Act 2003 - Annual Fee				Statutory	No VAT
Premise licence, band A (rateable value of up to £4,300)	70.00	70.00	-		
Premise licence, band B (rateable value of £4,301 to £33,000)	180.00	180.00	-		
Premise licence, band C (rateable value of £33,001 to £87,000)	295.00	295.00	-		
Premise licence, band D (rateable value of £87,001 to £125,000)	320.00	320.00	-		
Premise licence, band E (rateable value of £125,001 & above)	350.00	350.00	-		
Additional fee (5,000 to 9,999 patrons)	500.00	500.00	-		
Additional fee (10,000 to 14,999 patrons)	1,000.00	1,000.00	-		
Additional fee (15,000 to 19,999 patrons)	2,000.00	2,000.00	-		
Additional fee (20,000 to 29,999 patrons)	4,000.00	4,000.00	-		
Additional fee (30,000 to 39,999 patrons)	8,000.00	8,000.00	-		
Additional fee (40,000 to 49,999 patrons)	12,000.00	12,000.00	-		
Additional fee (50,000 to 59,999 patrons)	16,000.00	16,000.00	-		

	Fee/ Charge 2018/19	Fee/ Charge 2019/20	Increase / Decrease	Committee Approval/ Comments	VAT Status
	£.p	£.p	£.p		
Additional fee (60,000 to 69,999 patrons)	20,000.00	20,000.00	-		
Additional fee (70,000 to 79,999 patrons)	24,000.00	24,000.00	-		
Additional fee (80,000 to 89,999 patrons)	28,000.00	28,000.00	-		
Additional fee (90,000 patrons & above)	32,000.00	32,000.00	-		
Licensing Act 2003 - Miscellaneous Fees (Application or Notice)				Statutory	No VAT
Section 25 (theft, loss, etc. of premises licence or summary)	10.50	10.50	-		
Section 29 (application for a provisional statement)	315.00	315.00	-		
Section 33 (notification of change of name or address)	10.50	10.50	-		
Section 37 (application to vary licence to specify individual as premises supervisor)	23.00	23.00	-		
Section 42 (application for transfer of premises licence)	23.00	23.00	-		
Section 47 (interim authority notice following death of licence holder)	23.00	23.00	-		
Section 79 (theft, loss etc. of certificate or summary)	10.50	10.50	-		
Section 82 (notification of change of name or alteration of rules of club)	10.50	10.50	-		
Licensing Act 2003 - Miscellaneous Fees (Application or Notice)				Statutory	No VAT
Section 83 (1) or (2) (change of relevant registered address of club)	10.50	10.50	-		
Section 100 (temporary event notice)	21.00	21.00	-		
Section 110 (theft, loss of temporary event notice)	10.50	10.50	-		
Section 117 (application for, or renewal of personal licence)	37.00	37.00	-		
Section 126 (theft, loss of personal licence)	10.50	10.50	-		
Section 127 (duty to notify change of name/address)	10.50	10.50	-		
Section 110 (theft or loss of temporary event notice)	10.50	10.50	-		
Section 126 (theft or loss of personal licence)	10.50	10.50	-		
Section 127 (duty to notify change of name/address)	10.50	10.50	-		
Section 178 (right of freeholder etc.)	21.00	21.00	-		
Minor Variation	89.00	89.00	-		
Removal of DPS at community premises	23.00	23.00	-		
MOT				Cabinet	No VAT
MOT - car	43.50	44.50	1.00		
MOT - car (for discounted partner incl. Lyme Card)	38.50	39.25	0.75		
MOT - class 7 (up to 3.5 tonnes)	55.00	56.00	1.00		
Retest	15.00	15.25	0.25		

	Fee/ Charge 2018/19 £.p	Fee/ Charge 2019/20 £.p	Increase / Decrease £.p	Committee Approval/ Comments	VAT Status
MUSEUM & ART GALLERY				Cabinet	
Reproduction prints of items in collection	N/A	N/A	N/A	Per Staffs Pasttrack	VAT Incl.
Other prints not on www.staffordshire.org.uk	Cost +100%	Cost +100%	N/A		VAT Incl.
Photocopies (black & white)	0.60	0.70	0.10		VAT Incl.
Photocopies (colour)	2.00	2.10	0.10		VAT Incl.
A4 - scanned images	5.00	5.00	-		VAT Incl.
CD Rom - image/emailed image (per image)	15.00	16.00	1.00		VAT Incl.
Subsequent images each	4.25	4.50	0.25		VAT Incl.
Community publication	13.50	14.00	0.50		VAT Incl.
Additional	5.25	5.50	0.25		VAT Incl.
Commercial publication	46.00	48.00	2.00		VAT Incl.
Additional	13.00	14.00	1.00		VAT Incl.
Regional TV, film & video - per item	77.00	80.00	3.00		VAT Incl.
UK network TV - per item	97.00	99.00	2.00		VAT Incl.
Overseas TV - per item	195.00	198.00	3.00		VAT Incl.
Commission of picture sales from exhibitions	30% of price	30% of price	N/A		Plus VAT
Education session per pupil - half day	3.10	3.50	0.40		No VAT
Education session per pupil - full day	5.25	5.50	0.25		No VAT
Education session (Romans) per pupil	6.75	6.75	-		No VAT
Education sessions - minimum charge half day (20 pupils or fewer)	50.00	70.00	20.00		No VAT
Education sessions - minimum charge full day (20 pupils or fewer)	95.00	110.00	15.00		No VAT
Holiday activities per child	4.50	10.00	5.50	Max charge	No VAT
Adult history courses - 8 weeks	62.00	68.00	6.00		No VAT
Adult history courses - 8 weeks - concession	58.00	62.00	4.00		No VAT
Adult object handling/remembrance sessions per hour	25.50	30.00	4.50		No VAT
Outreach fee	25.50	30.00	4.50		No VAT
Outreach education – schools per session	62.00	65.00	3.00		No VAT
Hire of meeting room - half day	26.00	27.00	1.00		No VAT
Hire of meeting room - half day - community/charity	19.00	20.00	1.00		No VAT
Hire of meeting room - full day	46.00	50.00	4.00		No VAT
Hire of meeting room - full day - community/charity	33.00	35.00	2.00		No VAT
Refreshment Charges - tea/coffee & biscuits per head	1.60	1.65	0.05		No VAT
Education item loan	11.00	12.00	1.00		No VAT
Saleable items	RRP	RRP	N/A		No VAT
Open art registration - per item	4.00	4.50	0.50		VAT Incl.
Open art registration - three items	10.50	12.00	1.50		VAT Incl.
Open art registration - per item concession	3.50	4.00	0.50		VAT Incl.
Open art registration - three items concession	9.00	10.50	1.50		VAT Incl.

	Fee/ Charge 2018/19 £.p	Fee/ Charge 2019/20 £.p	Increase / Decrease £.p	Committee Approval/ Comments	VAT Status
Event Fees				Cabinet	VAT Incl.
Craft fairs per table - per day	15.50	16.00	0.50		
Hall gallery weekly charge (non-Newcastle artists/organisations)	11.00	12.00	1.00		
Visit to Father Christmas	4.50	5.00	0.50		
Talks	N/A	15.00	New		
NAMING/NUMBERING OF STREETS/PROPERTIES					
New or Redevelopment				Cabinet	No VAT
Charge for naming of a street	178.50	183.00	4.50		
Charge for naming of a commercial building	92.00	94.00	2.00		
Single residential property on existing street	122.00	125.00	3.00		
Number/name 2-9 properties (includes first property)	178.00	182.00	4.00		
Plus - per plot	61.00	63.00	2.00		
Number/name 10 plus properties (includes first property)	178.00	182.00	4.00		
Plus - per plot	48.50	50.00	1.50		
Change to layout after notification	235.00	240.00	5.00		
Plus - per plot	31.00	32.00	1.00		
Existing Properties/Streets				Cabinet	No VAT
Adding or alteration of a house/building name	61.00	63.00	2.00		
Renaming of a street	On request	On request	N/A		
House or building renumbering (including sub division to flats)	234.00	239.00	5.00		
Confirmation of postal address	36.00	37.00	1.00		
Requests not included in above fees per hour	38.25	40.00	1.75		
Road closure	20.00	21.00	1.00		
PEST CONTROL				Cabinet	VAT Incl.
Treatment of rats (domestic) - prepayment (up to 4 visits)	46.00	47.00	1.00		
Treatment of rats (domestic) - payment by invoice (up to 4 visits)	66.00	67.00	1.00		
Treatment of mice (domestic) – prepayment (up to 3 visits)	46.00	47.00	1.00		
Treatment of mice (domestic) – payment by invoice (up to 3 visits)	66.00	67.00	1.00		
Insect control treatments (domestic) including wasps, ants & fleas - prepayment	71.50	73.00	1.50		
Insect control treatments (domestic) including wasps, ants & fleas - payment by invoice	91.50	93.00	1.50		
3 treatment scheme (3 for 2 offer) – prepayment	143.00	146.00	3.00		
3 treatment scheme (3 for 2 offer) – payment by invoice	163.00	166.00	3.00		
Pest control commercial (other) - first hour	95.00	100.00	5.00		

	Fee/ Charge 2018/19 £.p	Fee/ Charge 2019/20 £.p	Increase / Decrease £.p	Committee Approval/ Comments	VAT Status
Pest control commercial (other) - per 1/4 extra hour	25.00	25.00	-		
Mole & Rabbit control (per treatment course, max 3 visits) - prepayment	175.00	180.00	5.00		
Mole & Rabbit control (per treatment course, max 3 visits) - payment by invoice	195.00	200.00	5.00		
Squirrel control - prepayment (up to 4 visits)	112.00	115.00	3.00		
Squirrel control - payment by invoice (up to 4 visits)	132.00	135.00	3.00		
Telephone Advice (prepayment only)	10.00	10.00	-		
Advice Visit (no treatment) - prepayment	46.00	47.00	1.00		
Advice Visit (no treatment) - payment by invoice	66.00	67.00	1.00		
Fixed term pest control treatment agreements (commercial premises)	On request	On request	N/A		
Works in default (Prevention of Damage by Pests Act 1949) first hour (invoiced)	As per formulae for works in default	As per formulae for works in default	N/A		
Works in default (Prevention of Damage by Pests Act 1949) per additional 1/4 hour (invoiced)			N/A		
PLANNING SERVICES					
Postage & packaging Copies up to £1 are free of charge	0.85	0.87	0.02		No VAT No VAT
Paper copies of planning/building control decisions & documents - per sheet (A4 black & white)	0.17	0.18	0.01		No VAT
Paper copies of planning/building control decisions & documents - per sheet (A3 black & white)	0.28	0.29	0.01		No VAT
Paper copies of plans - planning files - per sheet (A4 black & white)	0.17	0.18	0.01		No VAT
Paper copies of plans - planning files - per sheet (A3 black & white)	0.32	0.33	0.01		No VAT
Paper colour copies of an A4 sheet of planning/building control decision, planning documents or plan	0.37	0.38	0.01		No VAT
Paper colour copies of an A3 sheet of decision, planning documents or plan	0.64	0.66	0.02		No VAT
Scanned copies of documents - charge per hour of scanning (where legal to charge)	33.30	33.97	0.67		No VAT
Paper copies of plans - planning files - each plan (A2)	2.15	2.20	0.05		No VAT
Paper copies of plans - planning files - each plan (A1)	3.20	3.27	0.07		No VAT
Paper copies of plans - planning files - each plan (A0)	4.20	4.29	0.09		No VAT
Weekly lists - statutory consultees	Free	Free	N/A		No VAT
Requests for site information – commercial per hour	71.40	72.83	1.43		No VAT
Requests for site information - individuals	Cost	Cost	N/A		No VAT
Pre Planning Application Advice				Cabinet	VAT Incl.

	Fee/ Charge 2018/19 £.p	Fee/ Charge 2019/20 £.p	Increase / Decrease £.p	Committee Approval/ Comments	VAT Status
Large Scale Major Developments (residential developments over 200 dwellings or where number not known, a site area of 4 ha or more. Non-residential developments over 10,000m2 of floor space or where floor space not known, a site area of 2ha or more)	567.00	680.00	113.00		
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 floor space or where floor space not known, a site area of between 1ha & 2ha)	281.00	337.00	56.00		
1 dwelling	82.00	100.00	18.00		
Minor Developments (residential developments of between 2 & 9 dwellings or where number not known, a site area of less than 0.5ha. Non-residential developments of under 1,000m2 of floor space or where floor space not known, a site area of less than 1ha)	128.00	154.00	26.00		
Householder Development.					
Half hour appointment	21.00	22.00	1.00		
Appointment in excess of 30 minutes	31.00	32.00	1.00		
Other Development (excluding householder development but including changes of use, advertisements, prior approval proposals & listed building proposals)	46.00	55.00	9.00		
Planning Application Fees				Statutory	No VAT
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.	Planning Portal	Planning Portal	N/A		
Building Control fees (North Staffs Building Control Partnership)	Per Board	Per Board	N/A	Partnership Board	
Planning & development briefs (as & when prepared)	Free	Free	N/A		
Core spatial strategy	33.00	34.00	1.00		
Local development framework proposals map - north or south	6.00	7.00	1.00		
Local development framework proposals map - north & south	11.00	12.00	1.00		
Strategic housing land availability assessment (SHLAA)	33.00	34.00	1.00		
PRIVATE SECTOR HOUSING				Cabinet	No VAT
Houses in multiple occupation licence fee	586.50	598.50	12.00		
Each additional bedroom	7.65	7.80	0.15		
Renewal of houses in multiple occupation licence	433.50	442.50	9.00		

	Fee/ Charge 2018/19	Fee/ Charge 2019/20	Increase / Decrease	Committee Approval/ Comments	VAT Status
	£.p	£.p	£.p		
Each additional bedroom	7.65	7.80	0.15		
Houses in multiple occupation licence fee for a member of the North Staffs Landlord Accreditation Scheme	486.50	498.50	12.00	Cabinet	
Each additional bedroom	7.65	7.80	0.15		
Renewal of houses in multiple occupation licence or a member of the North Staffs Landlord Immigration Inspections	333.50	342.50	9.00	Cabinet	
Provision of accommodation for homeless households	Cost	Cost	N/A		
Annual interest to be applied to unpaid debts for enforcement action	N/A	8%	New		
Charges for work in default notices to remedy Housing Health & Safety issues				Cabinet	No VAT
Officer time (per hour)	Cost	Cost	N/A		
Travelling costs (per mile)	Cost	Cost	N/A		
Management costs (per hour)	Cost	Cost	N/A		
Land registry fee	Cost	Cost	N/A		
Inspection by qualified electrician or gas engineers	Cost	Cost	N/A		
Recorded delivery	Cost	Cost	N/A		
Other costs (stated as per individual case)	Cost	Cost	N/A		
Administration fee (to cover service recharges)	0.12	0.12	-		
Annual interest to be applied to unpaid debts for enforcement action	N/A	8%	New		
REMOVAL OF DOMESTIC ANIMAL CARCASSES				Cabinet	VAT Incl.
Removal of domestic animal carcasses	36.00	37.00	1.00		
SALE OF SANDBAGS				Cabinet	VAT Incl.
5 sand bags	36.00	37.00	1.00		
10 sand bags	41.00	42.00	1.00		
15 sand bags	47.00	48.00	1.00		
20 sand bags	52.00	53.00	1.00		
STREET TRADING				Cabinet	No VAT
Newcastle Town Centre (daily)	26.00	26.00	-		
Consent trading (daily, electricity)	4.00	4.00	-		
Eastbound layby A500 (per annum)	9,400.00	9,400.00	-		
Northbound layby A500 (per annum)	9,400.00	9,400.00	-		
TOWN CENTRE DISPLAYS				Cabinet	No VAT

	Fee/ Charge 2018/19 £.p	Fee/ Charge 2019/20 £.p	Increase / Decrease £.p	Committee Approval/ Comments	VAT Status
Local promotions (minimum charge)	26.00	26.00	-		
Charity & local community groups	5.00	5.00	-		
National promotions (minimum charge)	75.00	75.00	-		
TREE PRESERVATION ORDERS				Cabinet	No VAT
Single copy of a tree preservation order	31.00	31.00	-		
WASTE & RECYCLING BINS/RECEPTACLES				Cabinet	No VAT
Bins/receptacles per property on new developments (to be paid by the developer)	60.00	62.00	2.00		

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.

By virtue of paragraph(s) 3, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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