

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

**EXECUTIVE MANAGEMENT TEAM'S
REPORT TO CABINET**

15 January, 2020

Report Title: Scale of Fees and Charges

Submitted by: Executive Director (Resources and Support Services)

Portfolio: Finance and Efficiency

Wards(s) affected: All

Purpose of the Report

To obtain approval for the proposed scale of fees and charges to apply from 1 April 2020.

Recommendation

(a) That the fees and charges proposed to apply from 1 April 2020, 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 2020/21 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 2020 and remain in force until 31 March 2021.
- 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, reviewed by the Cabinet on 16 October 2019, assumed an overall 3% increase in the amount of income raised from fees and charges in 2020/21 in line with assumptions about the rate of inflation over the period that these charges will be in force, reflecting the real increases in costs being incurred by services.
- 2.2 The proposals made 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 3% 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 2020/21 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 2020/21 and indicates those which have been frozen at current levels. There are a number of new charges proposed for 2020/21. The table below shows these:

New Charges - Description of Charge	Fee / Charge 2020/21 (£)
LEISURE CHARGES	
<u>Jubilee 2</u>	
<i>Junior Memberships</i>	
DJD Junior Dance - Daniel Jones Dance Junior Membership	21.00
<i>ClubLyme Membership Charges Adults:</i>	
(including gym, classes, swim, climbing, aqua sauna, table tennis)	3%
<i>Legacy Off Peak Memberships annual % increase (rounded to nearest 10p)</i>	
<i>Casual Usage (Gym, Climb, Dance or Classes - up to two hours)</i>	
Junior Lyme Card Price	3.60
<i>Swimming Lessons</i>	
Adult swimming lesson (30 minutes) monthly direct debit	36.00
Junior swimming lesson (30 minutes) monthly direct debit - minimum block of 12	24.00

New Charges - Description of Charge	Fee / Charge 2020/21 (£)
<i>Private Lessons</i>	
1:1 swim lesson (per 30 minutes)	20.00
1:1 dance lesson with DJD Dance - 30 minutes	20.00
1:1 dance lesson with DJD Dance - 30 minutes, block of four lessons	70.00
PEST CONTROL	
Bedbugs / Cockroaches (domestic) - prepayment	100.00
Bedbugs / Cockroaches (domestic) - payment by invoice	120.00

- 2.9 Although Pest Control fees for bedbugs and cockroaches is classed as a new charge, this service has previously been provided under the general insect treatment. However due to the additional materials, staff resources and higher costs associated with these treatments this has now been separated.
- 2.10 The Council has introduced a number of dance based classes at Jubilee 2, under the sub brand of DJD Dance. This includes a monthly dance membership for junior members plus the introduction of one to one lessons.
- 2.11 Due to the ability for swimming lessons fees to be collected by monthly direct debit, new fees have been introduced to facilitate this.
- 2.12 Finally Jubilee 2 has simplified the fee in relation to ClubLyme membership charges. Moving forward there will only be a peak membership charge, with the removal of any new off-peak memberships. Therefore an inflationary figure has been included in the fees and charges for legacy off-peak memberships, in line with the 3% increase within the Medium Term Financial Strategy. This annual increase is designed to encourage existing members to re-join on the peak membership.
- 2.13 A premium of 50% is proposed to be introduced for non-residents of the Borough of Newcastle-under-Lyme for Bereavement Services charges in relation to fees under the headings of internment fees and the purchase of graves contained within the Scale of Fees and Charges. The additional income raised via this premium will be utilised to enable increased levels of maintenance within the grounds of Cemeteries and the Crematorium.
- 2.14 A number of car parking charges have changed following the approval of the Council's Car Parking Strategy 2019 - 2029 that was submitted to Cabinet on 16 October 2019. This has included the introduction of a £1 after 1pm scheme which is already in force.
- 2.15 A number of fees and charges approved for 2019/20 have been deleted from the proposed fees and charges for 2020/21. The table below shows these:

Deleted Charges - Description of Charge	Fee/Charge 2019/20 (£)
CAR PARKS	
<u>Discount for block purchase of permits</u>	
Discount for purchase of 10 or more permits	10%
Cost per quarterly permit if 100 plus Band A permits purchased (subject to minimum 1 year term)	170.00
Cost per quarterly permit if 100 plus Band C permits purchased (subject to minimum 1 year term)	110.00

Deleted Charges - Description of Charge	Fee/Charge 2019/20 (£)
<u>Ryecroft (Zone B)</u>	
Business Improvement District Permits (Area C)	170.00
DOG WARDEN SERVICE	
Event Equipment Hire	25% of cost
LEISURE CHARGES	
<u>Sport & Football Development</u>	
Mini kickers per block	25.00
Sports Development Activities up to 2 hours	3.50
<u>Jubilee 2</u>	
<i>Instructed Courses</i>	
Junior – 6 x 45 minute sessions	37.00
Adult – 3 x 45 minute sessions	37.00
<i>ClubLyme Membership Charges Adults: (including gym, classes, swim, climbing, aqua sauna, table tennis)</i>	
Off peak (Monday to Friday 6.30am-5pm & weekends) - 6 month minimum contract - payment monthly by direct debit	24.50
Off peak (Monday to Friday 6.30am-5pm & weekends) - no contract - per month	29.00
Off peak (Monday to Friday 6.30am-5pm & weekends) - 12 month membership for price of 11 months - payable in advance	269.50
Corporate membership - off peak (includes Students)	21.50
Corporate Budget Membership (restricted hours) (including gym, swim, climbing and classes)	11.00
Couple membership 1 DD Minimum Six DD payments membership 15% of standard DD price (new contract must be entered into)	15%
Three day pass (to be used within 10 days from issue)	11.00
<i>Studio Hire:</i>	
Party set up/clean up	13.00
<i>Swim</i>	
Osteo class - adult only	3.80
<i>Casual Usage (Gym, Climb, Dance or Classes - up to two hours)</i>	
10 visit pass any activity 85% of Lyme Card price valid for 30 days from date of purchase	39.00

Deleted Charges - Description of Charge	Fee/Charge 2019/20 (£)
<i>Swimming Pool Hire</i> Shelton Therapy Club 60 minute	55.00
MUSEUM & ART GALLERY	
Other prints not on www.staffordshire.org.uk	Cost +100%
Photocopies (colour)	2.10
A4 - scanned images	5.00
CD Rom - image/emailed image (per image)	16.00
Community publication	14.00
Commercial publication	48.00
Regional TV, film & video - per item	80.00
UK network TV - per item	99.00
Overseas TV - per item	198.00
Education session (Romans) per pupil	6.75
Adult history courses - 8 weeks	68.00
Adult history courses - 8 weeks – concession	62.00
<u>Event Fees</u>	
Craft fairs per table - per day	16.00
Hall gallery weekly charge (non-Newcastle artists/organisations)	12.00
STREET TRADING	
Consent trading (daily, electricity)	4.00

- 2.13 As highlighted above at 2.13, Cabinet approved the Car Parking Strategy 2019 – 2029 in October 2019. This strategy made amendments to the car parking permits including a proposal for the Newcastle BID to take over the running of the Goose Street car park, and as a consequence the fees highlighted in the table above are no longer required.
- 2.14 Following the change in policy regarding the Jubilee 2 membership structure, any existing off-peak memberships have been removed. This in line with 2.12 above. In addition the budget corporate membership has been removed due to minimal uptake.
- 2.15 The remaining fees listed above relate to services and items that are no longer being provided and therefore have been removed.
- 2.16 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.
- 2.17 Pre Planning Advice fees have been increased by circa 3%, although a more detailed review of the planning fee structure (non-statutory) will be undertaken once the new Head of Service has commenced their role.

2.18 Charges in relation to licencing are currently in the process of being finalised due to an overall review that aims to achieve full cost recovery. These fees are to be presented at the meeting of Public Protection Committee on 8th January 2020. Following approval by the committee these fees will be subject to a 28 day consultation period.

3. **Proposal**

3.1 That the fees and charges proposed to apply from 1 April 2020, 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 2020/21 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 2020/21.

6.2 The Medium Term Financial Strategy (MTFS) assumes increased income of £120,000 from an average increase of 3% 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 3% 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 2020

Appendix 2 – Charging principles included in Charging Policy

SCALE OF FEES AND CHARGES 2020/21

ALLOTMENTS	8
BULKY RECYCLING	8
BUS DEPARTURE CHARGES	8
CAR PARKS	8
CEMETERIES	12
CIRCUSES & FAIRS	14
COVENANT CONSENTS	14
CREMATORIUM	14
DOG WARDEN SERVICE	16
ELECTIONS	16
ENVIRONMENTAL HEALTH	17
FACILITIES MANAGEMENT	21
GARDEN WASTE RECYCLING	21
HIRE OF ROOMS (KIDSGROVE)	22
LAND CHARGES	22
LEISURE CHARGES	22
LICENCES	27
MARKETS	32
MOT	32
MUSEUM & ART GALLERY	32
NAMING/NUMBERING OF STREETS/PROPERTIES	33
PEST CONTROL	34
PLANNING SERVICES	35
PRIVATE SECTOR HOUSING	37
REMOVAL OF DOMESTIC ANIMAL CARCASSES	37
SALE OF SANDBAGS	38
STREET TRADING	38
TOWN CENTRE DISPLAYS	38
TREE PRESERVATION ORDERS	38
WASTE & RECYCLING BINS / RECEPTACLES	38

	Fee / Charge 2019/20 £.p	Fee / Charge 2020/21 £.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	0.44	0.46	0.02		
BULKY RECYCLING				Cabinet	No VAT
1-3 Items non reusable/waste items	37.50	38.50	1.00		
4-6 Items non reusable/waste items	60.00	61.50	1.50		
7-9 Items non reusable/waste items	75.00	77.00	2.00		
Additional items non reusable/waste items	11.00	11.50	0.50		
Reusable items	Free	Free	N/A		
BUS DEPARTURE CHARGES				Cabinet	Plus VAT
Fee per departure	0.22	0.23	0.01		
CAR PARKS					
Charges for Infringements					No VAT
Civic parking enforcement - higher charge	70.00	70.00	Freeze		
Civic parking enforcement - lower charge	50.00	50.00	Freeze		
Discount for block purchase of permits					
Discount for purchase of 20 or more permits	0.20	20.00	19.80		
Construction permit (max of 1 week permit)					VAT Incl.
Initial day rate	15.00	15.00	Freeze		
Additional days	6.00	6.00	Freeze		
Bankside				Cabinet	VAT Incl.
Season ticket - per quarter	150.00	156.00	6.00		
Each additional permit for the same numbered bay - per quarter	25.00	25.00	Freeze		
Overnight quarterly permit	60.00	60.00	Freeze		
Blackfriars (Zone C)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	Freeze		
Up to 2 hours	1.50	1.50	Freeze		
Up to 3 hours	2.00	2.00	Freeze		
Up to 4 hours	2.50	2.50	Freeze		

	Fee / Charge 2019/20 £.p	Fee / Charge 2020/21 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Up to 6 hours	3.00	3.00	Freeze		
6 hours to 24 hours	3.50	3.50	Freeze		
Season ticket - per quarter	150.00	156.00	6.00		
Overnight 1pm to 8am	1.00	1.00	Freeze		
Overnight quarterly permit	60.00	60.00	Freeze		
Bank Holiday	1.00	1.00	Freeze		
Event Parking	1.00	1.00	Freeze		
Cherry Orchard (Zone B)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	Freeze		
Up to 2 hours	1.90	1.90	Freeze		
Up to 3 hours	2.80	2.80	Freeze		
Up to 4 hours	4.00	4.00	Freeze		
4 hours to 24 hours	5.20	5.20	Freeze		
Season ticket - per quarter	230.00	156.00	-74.00		
Overnight 1pm to 8am	1.00	1.00	Freeze		
Overnight quarterly permit	60.00	60.00	Freeze		
Bank Holiday	1.00	1.00	Freeze		
Event Parking	1.00	1.00	Freeze		
Civic Offices - Saturdays Only (Zone A)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	Freeze		
Up to 2 hours	1.90	1.90	Freeze		
Up to 3 hours	2.80	2.80	Freeze		
Up to 4 hours	4.00	4.00	Freeze		
Event Parking	1.00	1.00	Freeze		
Corporation Street/Merrial Street (Zone A)				Cabinet	VAT Incl.
Up to 1/2 hour	0.80	0.80	Freeze		
Up to 1 hour	1.50	1.50	Freeze		
Overnight 1pm to 8am	1.00	1.00	Freeze		
Overnight quarterly permit	60.00	60.00	Freeze		
Bank Holiday	1.50	1.50	Freeze		
Event Parking	1.50	1.50	Freeze		
Fogg Street East (Zone A)				Cabinet	VAT Incl.
Season ticket - per quarter	230.00	156.00	-74.00		
Each additional permit for the same numbered bay - per quarter	25.00	25.00	Freeze		
Overnight quarterly permit	60.00	60.00	Freeze		

	Fee / Charge 2019/20 £.p	Fee / Charge 2020/21 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Goose Street (Zone B)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	Freeze		
Up to 2 hours	1.90	1.90	Freeze		
Up to 3 hours	2.80	2.80	Freeze		
Up to 4 hours	4.00	4.00	Freeze		
4 hours to 24 hours	5.20	5.20	Freeze		
Season ticket - per quarter	230.00	156.00	-74.00		
Overnight 1pm to 8am	1.00	1.00	Freeze		
Overnight quarterly permit	60.00	60.00	Freeze		
Bank Holiday	1.00	1.00	Freeze		
Event Parking	1.00	1.00	Freeze		
Hassell Street (Zone B)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	Freeze		
Up to 2 hours	1.90	1.90	Freeze		
Up to 3 hours	2.80	2.80	Freeze		
Up to 4 hours	4.00	4.00	Freeze		
4 hours to 24 hours	5.20	5.20	Freeze		
Season ticket - per quarter	230.00	156.00	-74.00		
Resident permit - per quarter	50.00	60.00	10.00		
Overnight 1pm to 8am	1.00	1.00	Freeze		
Overnight quarterly permit	60.00	60.00	Freeze		
Bank Holiday	1.00	1.00	Freeze		
Event Parking	1.00	1.00	Freeze		
High Street (Rear of)				Cabinet	VAT Incl.
Season ticket - per quarter	230.00	156.00	-74.00		
Each additional permit for the same numbered bay - per quarter	25.00	25.00	Freeze		
Overnight quarterly permit	60.00	60.00	Freeze		
King Street (Zone C)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	Freeze		
Up to 2 hours	1.50	1.50	Freeze		
Up to 3 hours	2.00	2.00	Freeze		
Up to 4 hours	2.50	2.50	Freeze		
Up to 6 hours	3.00	3.00	Freeze		
6 hours to 24 hours	3.50	3.50	Freeze		
Season Ticket - per quarter	150.00	156.00	6.00		
Overnight 1pm to 8am	1.00	1.00	Freeze		
Overnight quarterly permit	60.00	60.00	Freeze		
Bank Holiday	1.00	1.00	Freeze		

	Fee / Charge 2019/20 £.p	Fee / Charge 2020/21 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Event Parking	1.00	1.00	Freeze		
Lyme Valley					
Up to 2 hours	Free	Free	N/A	Cabinet	VAT Incl.
Up to 3 hours	3.20	3.20	Freeze		
Up to 3 hours – Buckmaster Ave	Free	Free	N/A		
Up to 4 hours	4.25	4.25	Freeze		
4 - 24 hours	6.00	6.00	Freeze		
Lyme Valley A34 Season Ticket - per quarter	150.00	156.00	6.00		
Lyme Valley Buckmaster Ave - Season Ticket - per quarter	150.00	156.00	6.00		
Lyme Valley - LymeValley Road Season Ticket - per quarter	150.00	156.00	6.00		
Bank Holiday	Free	Free	N/A		
Midway (Zone A)				Cabinet	VAT Incl.
Up to 1 hour	1.10	1.10	Freeze		
Up to 2 hours	2.10	2.10	Freeze		
Up to 3 hours	3.20	3.20	Freeze		
Up to 4 hours	4.25	4.25	Freeze		
Up to 24 hours	6.00	6.00	Freeze		
Season ticket - per quarter	230.00	156.00	-74.00		
Overnight 1pm to 8am (closed at 9pm Mon-Sat and 5.30pm on Sunday))	1.00	1.00	Freeze		
Overnight quarterly permit	60.00	60.00	Freeze		
Bank Holiday	1.10	1.10	Freeze		
Event Parking	1.10	1.10	Freeze		
Ryecroft (Zone B)				Cabinet	VAT Incl.
Up to 1 hour	1.10	1.10	Freeze		
Up to 2 hours	2.10	2.10	Freeze		
Up to 3 hours	3.20	3.20	Freeze		
Up to 4 hours	4.25	4.25	Freeze		
Up to 24 hours	6.00	6.00	Freeze		
Overnight 1pm to 8am	1.10	1.10	Freeze		
Bank Holiday	1.10	1.10	Freeze		
Event Parking	1.10	1.10	Freeze		
School Street/Barracks Road (Zone B)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	Freeze		
Up to 2 hours	1.90	1.90	Freeze		
Up to 3 hours	2.80	2.80	Freeze		

	Fee / Charge 2019/20 £.p	Fee / Charge 2020/21 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Season ticket - per quarter	230.00	156.00	-74.00		
Overnight 1pm to 8am	1.00	1.00	Freeze		
Overnight quarterly permit	60.00	60.00	Freeze		
Bank Holiday	1.00	1.00	Freeze		
Event Parking	1.00	1.00	Freeze		
Silverdale Road (Zone C)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	Freeze		
Up to 2 hours	1.50	1.50	Freeze		
Up to 3 hours	2.00	2.00	Freeze		
Up to 6 hours	3.00	3.00	Freeze		
6 hours to 24 hours	3.50	3.50	Freeze		
Season ticket - per quarter	150.00	156.00	6.00		
Resident permit - per quarter	60.00	60.00	Freeze		
Overnight 1pm to 8am	1.00	1.00	Freeze		
Overnight quarterly permit	60.00	60.00	Freeze		
Bank Holiday	1.00	1.00	Freeze		
Event Parking	1.00	1.00	Freeze		
Windsor Street (Zone B)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	Freeze		
Up to 2 hours	2.00	2.00	Freeze		
Season ticket - after school (30 minutes)	30.00	30.00	Freeze		
Overnight 1pm to 8am	1.00	1.00	Freeze		
Overnight quarterly permit	60.00	60.00	Freeze		
Bank Holiday	1.00	1.00	Freeze		
Event Parking	1.00	1.00	Freeze		
CEMETERIES					
<i>*All fees listed under 'Interment Fees' are subject to a 50% premium for non-residents of the Borough of Newcastle-under-Lyme</i>					
*Interment Fees				Cabinet	No VAT
Under 16 years of age	Free	Free	N/A		
16 years & over	896.00	932.00	36.00		
Woodland burial - Keele Cemetery (1 full interment only in each grave)	477.00	497.00	20.00		
Cremated remains at 2 feet	392.00	408.00	16.00		
Woodland burial cremated remains at 2 feet - Keele Cemetery (4 interments only in each grave)	392.00	408.00	16.00		

	Fee / Charge 2019/20 £.p	Fee / Charge 2020/21 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Additional depth for cremated remains over 2 feet	140.00	146.00	6.00		
Additional depth over 6 feet per foot	150.00	156.00	6.00		
**All fees listed under 'Purchases of Graves' are subject to a 50% premium for non-residents of the Borough of Newcastle-under-Lyme					
**Purchase of Graves					
(includes right to erect memorial for single grave)				Cabinet	No VAT
Exclusive Right of Burial & Memorialisation for a Single Grave	1,207.00	1,256.00	49.00		
Lawn Graves Reservation	1,207.00	1,256.00	49.00		
Exclusive Right of Burial in a Woodland Grave at Keele Cemetery (1 full interment only in each grave plus memorial tree)	889.00	925.00	36.00		
Reservation of Woodland Grave	889.00	925.00	36.00		
Exclusive Right of Burial and Memorialisation in a Cremated Remains Grave at 2ft	597.00	621.00	24.00		
Reservation of a Cremated Remains Grave	597.00	621.00	24.00		
Exclusive Right of Burial in a Woodland Cremated Remains Grave, Keele Cemetery at 2ft Inclusive of a Shrub	597.00	621.00	24.00		
Reservation of Woodland Cremated Remains Grave	597.00	621.00	24.00		
Renewal of exclusive right of burial & memorialisation (full grave)	571.00	594.00	23.00		
Renewal of exclusive right of burial & memorialisation (cremated remains grave)	286.00	298.00	12.00		
Transfer of ownership of exclusive rights of burial & memorialisation	91.00	95.00	4.00		
Duplicate deed of exclusive rights of burial & memorialisation	48.00	50.00	2.00		
Erection of Memorials (no prior right given)					
Memorial not exceeding 3 feet in height	146.00	152.00	6.00	Cabinet	No VAT
Replacement memorial	49.00	51.00	2.00		
Columbarium					
10 year lease including 1st interment	554.00	577.00	23.00	Cabinet	No VAT
2nd interment	77.00	81.00	4.00		
Renewal of 10 year lease	277.00	289.00	12.00		
Additional 5 year lease	277.00	289.00	12.00		

	Fee / Charge 2019/20 £.p	Fee / Charge 2020/21 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Use of Chapel & Community Room				Cabinet	No VAT
Newcastle cemetery chapel	77.00	81.00	4.00		
Keele community room - service	77.00	81.00	4.00		
Keele community room - full day hire	75.00	78.00	3.00		
Keele community room - half day hire	40.00	42.00	2.00		
Keele community room - per hour hire	15.00	16.00	1.00		
Private Maintenance of Grave Non-Lawn Types				Cabinet	No VAT
Turfing	48.00	50.00	2.00		
Spring/summer planting & maintenance	100.00	104.00	4.00		
Sundry Items				Cabinet	VAT Incl.
Single abstract information from registrar	69.00	72.00	3.00		
Family history research	22.00	23.00	1.00		
Caskets	83.00	87.00	4.00		
Wooden cross	47.00	49.00	2.00		
Memorial benches	716.00	745.00	29.00		
Memorial benches - maintenance By request (cleaning & staining)	166.00	173.00	7.00		
Memorial trees	366.00	381.00	15.00		
Barrier fob replacements	10.00	11.00	1.00		
CIRCUSES & FAIRS				Cabinet	No VAT
Hire rate per day of site presence (based on an 8 hour day - 1 day to set up & 1 day to dismantle free of charge)	640.00	650.00	10.00		
Returnable deposit - cleaning	920.00	950.00	30.00		
Returnable deposit - damage	920.00	950.00	30.00		
COVENANT CONSENTS				Cabinet	No VAT
Covenant consents	130.00	150.00	20.00		
CREMATORIUM				Cabinet	No VAT
Cremation Fees					
Under 16 years of age	Free	Free	N/A		
16 years & over 9.20am service time only	457.00	471.00	14.00		
16 years & over from 10am	673.00	694.00	21.00		
Cremation environmental charge	71.00	73.00	2.00		

	Fee / Charge 2019/20 £.p	Fee / Charge 2020/21 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Use of TV for DVD photographs or 3-5 minute films	23.00	24.00	1.00		
Burial of remains cremated elsewhere	207.00	214.00	7.00		
Chapel hire - additional use to cremation service	77.00	79.00	2.00		
Urns & Containers				Cabinet	VAT Incl.
Oak casket	83.00	86.00	3.00		
Postage & packaging	Cost	Cost	N/A		
Memorialisation				Cabinet	VAT Incl.
Book of remembrance per line (up to 3 lines)	31.00	32.00	1.00		
Book of remembrance for 4 lines	105.00	108.00	3.00		
Book of remembrance for 5 lines	135.00	139.00	4.00		
Book of remembrance for 6 lines	164.00	169.00	5.00		
Book of remembrance for 7 lines	193.00	199.00	6.00		
Book of remembrance for 8 lines	225.00	232.00	7.00		
Simple floral emblem	91.00	94.00	3.00		
Coat of arms, badges, ornate floral emblem	125.00	129.00	4.00		
Additional lines of inscription for cards/books	31.00	32.00	1.00		
Plaques				Cabinet	VAT Incl.
12" x 4" new plaque & 10 year hire	340.00	351.00	11.00		
Each succeeding 10 year hire	136.00	140.00	4.00		
12" x 8" new plaque & 10 year hire	680.00	701.00	21.00		
Each succeeding 10 year hire	273.00	282.00	9.00		
24" x 8" each succeeding 10 year hire	543.00	560.00	17.00		
Adding to existing plaque per letter or figure	6.00	7.00	1.00		
Regilding existing letters	4.00	5.00	1.00		
Additional Memorials				Cabinet	VAT Incl.
Memorial benches	716.00	738.00	22.00		
Memorial benches maintenance by request (cleaning & staining)	166.00	171.00	5.00		
Memorial vases	332.00	342.00	10.00		
Each succeeding 5 year hire	200.00	206.00	6.00		
Vases various – small	Various	Various	N/A		
Planters	768.00	791.00	23.00		
Each succeeding 5 year hire	312.00	322.00	10.00		
Trees	656.00	676.00	20.00		
Each succeeding 10 year hire	342.00	353.00	11.00		
Additional plaques	83.00	86.00	3.00		
Shrubs (inclusive of aluminium vase)	364.00	375.00	11.00		

	Fee / Charge 2019/20 £.p	Fee / Charge 2020/21 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Each succeeding 5 year hire Donations Memorial Fish/Bulbs	156.00 Various	161.00 Various	5.00 N/A		
DOG WARDEN SERVICE					
Recovery of Stray Dogs During normal working hours - reclaim fee Daily kennelling fees	70.00 Cost	70.00 Cost	Freeze 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	Freeze	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	Freeze Freeze Freeze Freeze Freeze Freeze Freeze Freeze	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	Freeze Freeze Freeze Freeze	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	Freeze Freeze Freeze Freeze	Statutory	No VAT

	Fee / Charge 2019/20 £.p	Fee / Charge 2020/21 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Inspection & Copies of Documents Regulation 10 representation of the people regulations 2001 - inspection of candidates expenses A4 - copies (black & white)	5.00 0.20	5.00 0.20	Freeze Freeze	Statutory	No VAT
Parish Elections <i>Borough Council Election taking place on the same day:</i>					No VAT
- Parish specific printing / postage costs	Market rate + 5% admin	Market rate + 5% admin	N/A		
- Room hire	50% of cost	50% of cost	N/A		
- Staffing costs (polling & count)	50% of staffing rate	50% of staffing rate	N/A		
<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	Market rate + 5% admin	N/A		
- polling station / count staff cost	Standard NULBC staffing rates	Standard NULBC staffing rates	N/A		
Uncontested Parish Election Administration Fee	100.00	100.00	Freeze		
ENVIRONMENTAL HEALTH Works in default of statutory notice Calculated in accordance with the following formula - a) Contractor costs b) Officer costs (per hour at actual rate) c) Car mileage & subsistence d) On costs (b+c) + 25% e) Disbursements (e.g. warrant application, postage, printing, cost of invoice etc.) Total = a+d+e+ interest on outstanding balance as determined by council at start of financial year	Per Formula	Per Formula	N/A	Cabinet	No VAT

	Fee / Charge 2019/20 £.p	Fee / Charge 2020/21 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Commercial Hire of Monitoring equipment				Cabinet	Plus VAT
Phocheck PID (per 7 days exc carriage costs)	141.00	146.00	5.00		
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)	218.00	225.00	7.00		
Outdoor gear for use with matron 2250 (per 7 days excl. carriage costs)	52.00	54.00	2.00		
Bruel & Kjaer Matron Type 4231 Calibrator with calibration certificate (per 7 days excl. carriage costs)	11.40	12.00	0.60		
Environmental Offences - Fixed Penalty Notices				Statutory	No VAT
Waste receptacles - Section 47ZA(2) (paid in 10 days)	60.00	60.00	Freeze		
Waste receptacles - Section 47ZA(2) (paid in 14 days)	80.00	80.00	Freeze		
Failure to produce authority (waste transfer notes) - section 5B2	300.00	300.00	Freeze		
Failure to furnish documentation (waste carrier licence) - Section 34(2)	300.00	300.00	Freeze		
Litter - Section 88(1) (paid in 10 days)	75.00	75.00	Freeze		
Litter - Section 88(1) (paid in 14 days)	100.00	100.00	Freeze		
Unauthorised distribution of literature on designated land - Schedule 3A (7)2 (paid in 10 days)	75.00	75.00	Freeze		
Unauthorised distribution of literature on designated land - Schedule 3A (7)2 (paid in 14 days)	100.00	100.00	Freeze		
Failure to comply with a Community Protection Notice or Public Spaces Protection Order (paid in 10 days)	75.00	75.00	Freeze	Cabinet	
Failure to comply with a Community Protection Notice or Public Spaces Protection Order (paid in 14 days)	100.00	100.00	Freeze	Cabinet	
Littering from vehicles outside of London (Keepers: Civil Penalties) Regulations 2018 , Regulation 6 (Paid in 10 days)	75.00	75.00	Freeze		
Littering from vehicles outside of London (Keepers: Civil Penalties) Regulations 2018 , Regulation 6 (Paid in 14 days)	100.00	100.00	Freeze	Pubic Protection Committee	
Graffiti and Fly Posting (Anti-Social Behaviour Act 2003 - Section 43)	100.00	100.00	Freeze		

	Fee / Charge 2019/20 £.p	Fee / Charge 2020/21 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
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)	350.00	350.00	Freeze		
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)	400.00	400.00	Freeze		
Vehicle repair & sale offences (Clean Neighbourhoods and Environment Act 2005, Sections 3 & 4	100.00	100.00	Freeze		
Industrial and Commercial Waste Offences (Environmental Protection Act 1990 - Section 47ZA	100.00	100.00	Freeze		
FPN for abandoned vehicles	200.00	200.00	Freeze		
Environmental Protection Act 1990 - Part 1 Pollution Prevention & Control Act 1999 Register of Permits				Cabinet	No VAT
Copy of list of applications received	17.00	18.00	1.00		
Copy of a register entry	17.00	18.00	1.00		
Copy of tape/CD recorded interviews	16.00	16.50	0.50		
Environmental Information Regulations 1992 (requests for information), Charge per Hour (ICO guidance)	25.00	25.00	Freeze	ICO Guidance	
Noise monitoring service for Registered Social Landlords & Private Landlords for 1 period of up to 7 days & subsequent report & copy of recording	270.00	280.00	10.00		
Noise monitoring service for Aspire Housing for 1 period of up to 7 days & subsequent report & copy of recording	270.00	280.00	10.00		
Environmental Health Licences				Cabinet	No VAT
Dangerous wild animals - first licence	490.00	540.00	50.00		
Dangerous wild animals - renewal	270.00	290.00	20.00		
Zoo - first licence	Price on Application	Price on Application	N/A		
Zoo - renewal	Price on Application	Price on Application	N/A		
Selling animals as Pets – Grant new licence	295.00	315.00	20.00		
Selling animals as Pets – Renew licence	260.00	290.00	30.00		
Selling animals as Pets – Grading review (no visit)	55.00	60.00	5.00		
Selling animals as Pets – Variation	80.00	80.00	Freeze		

	Fee / Charge 2019/20 £.p	Fee / Charge 2020/21 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Animal Boarding – Grant new licence	295.00	315.00	20.00		
Animal Boarding – Renew licence	260.00	290.00	30.00		
Animal Boarding – Grading review (no visit)	55.00	60.00	5.00		
Animal Boarding – Variation	80.00	80.00	Freeze		
Hiring out horses – Grant new licence Exc Vet Fee	525.00	540.00	15.00		
Hiring out horses – Renew licence Exc Vet Fee	460.00	510.00	50.00		
Hiring out horses – Grading review (no visit)	55.00	60.00	5.00		
Hiring out horses – Variation	80.00	80.00	Freeze		
Hiring out horses – Annual horse check	260.00	260.00	Freeze		
Breeding Dogs – Grant new licence	475.00	540.00	65.00		
Breeding Dogs – Renew licence	410.00	290.00	-120.00		
Breeding Dogs – Grading review (no visit)	55.00	60.00	5.00		
Breeding Dogs – Variation	80.00	80.00	Freeze		
Keeping or training animals for exhibition - Grant new licence (3yrs)	160.00	215.00	55.00		
Keeping or training animals for exhibition - Renew licence (3yrs)	160.00	215.00	55.00		
Keeping or training animals for exhibition - Variation	80.00	80.00	Freeze		
Re-inspection	80.00	80.00	Freeze		
Registration of premises for acupuncture, tattooing, cosmetic piercing, electrolysis & semi-permanent skin colouring	143.00	147.00	4.00		
Registration of each operative	87.00	90.00	3.00		
Additional treatment registration	72.00	74.50	2.50		
Export health certificates	153.00	157.00	4.00		
Charges for Authorised Process - Local Authority Pollution Prevention Control Act				Statutory	
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	To be advised by DEFRA	N/A	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	135.00	140.00	5.00		
- Charge for factual statements - disclosure of documents	70.00	72.50	2.50		

	Fee / Charge 2019/20 £.p	Fee / Charge 2020/21 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Private Water Supplies				Statutory	No VAT
Risk assessment (per hour, plus mileage)	Hourly charge out rate for officer plus mileage	Hourly charge out rate for officer plus mileage	N/A		
Sampling			N/A		
Investigation			N/A		
Authorisation			N/A		
Analysis - during Regulation 10			N/A		
Analysis - during check monitoring	Laboratory cost	Laboratory cost	N/A		
Analysis - during audit monitoring			N/A		
Swimming Pools				Cabinet	No VAT
Sampling of pool water - per annum	657.00	657.00	Freeze		
Sampling of pool water - one sample	65.50	67.50	2.00		
Food Hygiene Rating Scheme				Public Protection	No VAT
Food Hygiene Rating Scheme inspection	195.00	200.00	5.00		
Environmental Health Commercial Support (SRS)					
Food Safety Direct	195.00	199.00	4.00		VAT
Licensing Direct	Officer Hourly rate	Officer Hourly rate	N/A		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
GARDEN WASTE RECYCLING				Cabinet	No VAT
Garden waste service - one bin	36.00	36.00	Freeze		
Every additional garden waste bin	30.00	30.00	Freeze		
Delivery of each additional garden waste bin	25.00	25.75	0.75		

	Fee / Charge 2019/20 £.p	Fee / Charge 2020/21 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
HIRE OF ROOMS (KIDSGROVE)				Cabinet	VAT Incl.
Standard rates:					
Room 1 – per day (Mon & Fri)	20.00	21.00	1.00		
Room 1 – per half day (Tues & Thurs pm)	10.00	11.00	1.00		
Local statutory bodies:					
Room 1 – per day (Mon & Fri)	15.00	16.00	1.00		
Room 1 – per half day (Tues & Thurs pm)	8.50	9.00	0.50		
Voluntary & community sector:					
Room 1 – per day (Mon & Fri)	10.00	11.00	1.00		
Room 1 – per half day (Tues & Thurs pm)	7.00	8.00	1.00		
LAND CHARGES				Cabinet	
Residential LLC1 – land charges register search only	33.00	36.50	3.50		LLC1 – No VAT
Commercial LLC1 – land charges register search only	82.75	91.00	8.25		LLC1 – No VAT
Residential – Con 29R (conveyancer search)	99.00	109.50	10.50		CON29 – Plus VAT,
Commercial – Con 29R (conveyancer search)	248.25	273.00	24.75		CON29 – Plus VAT,
Residential – full standard search (LLC1 & Con 29R)	132.00	146.00	14.00		Plus VAT on Con29 Element
Commercial – full standard search (LLC1 & Con 29R)	331.00	364.00	33.00		Plus VAT on Con29 Element
Con 290 – (conveyancer optional form) each enquiry	28.50	32.00	3.50		
Each additional enquiry	Cost	Cost	N/A		
Residential – additional parcel of land	66.00	73.00	7.00		
Commercial – additional parcel of land	165.00	182.00	17.00		
LEISURE CHARGES					
Jubilee 2					
Equipment Resale					
Saleable items	Market Value	Market Value	N/A	Portfolio Holder	VAT Incl.
Equipment Hire	Market Value	Market Value	N/A		

	Fee / Charge 2019/20 £.p	Fee / Charge 2020/21 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
<i>Lyme Card Concession Scheme</i> Lyme Card concession scheme yearly membership	5.50	6.00	0.50	Cabinet	VAT Incl.
<i>Aqua Sauna (includes access to swimming pool)</i> Adult - Lyme Card	10.50	10.50	Freeze	Cabinet	VAT Incl.
Concession (18+) - Lyme Card	7.90	8.00	0.10		
<i>Junior Memberships</i> Active1 5-11 years: Swimming and climbing sessions (parental supervision)	12.00	12.00	Freeze		VAT Incl.
Active2 12-16 years: Swimming , gym*, and appropriate classes (14 years and above with a paying Adult)	16.00	16.00	Freeze		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					
DJD Junior Dance - Daniel Jones Dance Junior Membership	N/A	21.00	New		
<i>ClubLyme Membership Charges Adults (including gym, classes, swim, climbing, aqua sauna, table tennis)</i> Joining fee (includes inductions) (16 years +) (one off fee - includes key)	20.00	20.00	Freeze	Cabinet	VAT Incl.
Peak (Monday to Friday 6.30am-11pm & weekends) - 12 month minimum contract - payment monthly by direct debit.	N/A	29.50	New		
Peak (Monday to Friday 6.30am-11pm & weekends) - no contract - per month	37.50	38.00	0.50		
Peak (Monday to Friday 6.30am-11pm & weekends) - 12 month membership for price of 11 months - payable in advance	346.50	324.50	-22.00		
Corporate membership – peak (includes Students), 12 month minimum contract	28.00	24.50	-3.50		
Corporate membership – peak (includes Students), no contract	28.00	29.99	1.99		
Promotions in line with Alliance Leisure	N/A	N/A	N/A		
Legacy Off Peak Memberships annual % increase (rounded to nearest 10p)	N/A	3%	New		
<i>Studio Hire</i> Studio 1	27.00	27.00	Freeze	Cabinet	VAT Incl.
Studio 2	27.00	27.00	Freeze		

	Fee / Charge 2019/20 £.p	Fee / Charge 2020/21 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
<i>Swim</i>					
Adult - standard	5.10	6.00	0.90		
Adult - Lyme Card	4.60	5.40	0.80		
Adult - concession scheme	3.45	4.00	0.55		
Junior	2.30	3.00	0.70		
Junior - Lyme Card	N/A	2.70	New		
Children u3	-	-	N/A		
10 class pass 85% of Lyme Card price valid for 3 months from date of purchase	42.50	45.90	3.40		
<i>Casual Usage (Gym, Climb, Dance or Classes - up to two hours)</i>					
			-		VAT incl.
Lyme Card Holder % of Standard Price	90%	90%	0%		
Concession % of Lyme Card price	75%	66%	-9%		
Junior % of Lyme Card price	50%	66%	16%		
Standard Price	5.10	6.00	0.90		
Lyme Card Price	4.60	5.40	0.80		
Concession Price	3.45	4.00	0.55		
Junior Price	2.30	4.00	1.70		
Junior Lyme Card Price	N/A	3.60	New		
<i>Swimming Instruction</i>					
<i>Swimming Lessons</i>					
Adult swimming lesson (30 minutes)	8.40	9.00	0.60	Cabinet	No VAT
Adult swimming lesson (30 minutes) monthly direct debit	N/A	36.00	New		
Junior swimming lesson (30 minutes) price per lesson - block of 12	5.60	6.00	0.40		
Junior swimming lesson (30 minutes) monthly direct debit - minimum block of 12	N/A	24.00	New		
Spectators - Lyme Card	Free	Free	N/A		
<i>Private Lessons</i>					
1:1 swim lesson (per 30 minutes)	N/A	20.00	New	Cabinet	No VAT
1:1 lesson (per 30 minutes) - minimum six lessons	90.00	100.00	10.00		
1:1 dance lesson with DJD Dance - 30 minutes	N/A	20.00	New		
1:1 dance lesson with DJD Dance - 30 minutes, block of four lessons	N/A	70.00	New		
<i>Pool Courses</i>					
Rookie lifeguards (per 2 hour session) - Lyme Card	9.00	9.00	Freeze	Cabinet	No VAT

	Fee / Charge 2019/20 £.p	Fee / Charge 2020/21 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
<i>Swimming Pool Hire</i>				Cabinet	VAT Incl.
Teaching Pool Hire	57.50	60.00	2.50		
Main Pool Hire - (8 lane) (per lane per hour)	15.50	16.00	0.50		
Additional staff for pool hire (per staff member)	22.00	25.00	3.00		
Newcastle Amateur Swimming Club - per lane	Negotiable	8.00	N/A	Portfolio Holder	
Octopush - 90 minute session	Negotiable	64.00	N/A	Portfolio Holder	
Set up fee - galas	22.00	22.00	Freeze		
Time equipment hire - galas	22.00	22.00	Freeze		
Entrust school swimming per half hour per school	30.00	30.00	Freeze		
<i>Parties</i>					VAT Incl.
Pool Party inclusive of 1 hour studio use	70.00	80.00	10.00		
Climbing Party (six people) inclusive of studio use	70.00	80.00	10.00		
Additional instructor per six children	22.00	25.00	3.00		
Bowls				Cabinet	VAT Incl.
Adult	4.20	4.32	0.12		
Junior/60+	2.10	2.16	0.06		
Summer season ticket - adult	59.50	61.29	1.79		
Summer season ticket - junior/60_/unemployed	39.25	40.43	1.18		
Winter season ticket	14.70	15.14	0.44		
Summer/winter season ticket - adult	70.50	72.62	2.12		
Summer/winter season ticket - junior/60+/unemployed	49.50	51.00	1.50		
Merit competition per player - per hour	8.00	8.24	0.24		
Greenage fees for pre-booking (plus playing fee per person)	9.75	10.00	0.25		
Tennis Class A (Westlands, Wolstanton)				Cabinet	VAT Incl.
Adult 30 minutes (per person)	2.60	Free	N/A		
Adult 1 hour (per person)	4.75	Free	N/A		
Adult 1 hour (group ticket 4 persons)	14.55	Free	N/A		
Family ticket 1 hour (up to 4 adults & or 4 children with 2 adults)	8.95	Free	N/A		
Family ticket 1 hour (1/2 adults & 2/3 children)	5.75	Free	N/A		
Junior/60+/unemployed 30 minutes (per person)	1.05	Free	N/A		
Junior/60+/unemployed 1 hour (per person)	2.10	Free	N/A		

	Fee / Charge 2019/20 £.p	Fee / Charge 2020/21 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Junior/60+/unemployed 1 hour (group ticket 4 persons)	6.20	Free	N/A		
Annual tickets - adult (per person)	100.00	Free	N/A		
Annual tickets - junior/60+/unemployed (per person)	72.50	Free	N/A		
Monthly ticket - adult (per person)	27.00	Free	N/A		
Monthly ticket - junior/60+/unemployed (per person)	21.00	Free	N/A		
Summer ticket (August only) - junior (per person)	15.50	Free	N/A		
Tennis Class B (Chesterton, Silverdale, Birchenwood, Bradwell, Clough Hall)	Free	Free	N/A		
Football (alternate weekly use per season)				Cabinet	No VAT
Birchenwood	-	-	N/A		
Wolstanton Marsh Pavilion	550.00	566.50	16.50		
All other pitches	382.00	393.50	11.50		
Junior pitch	60% of fee	60% of fee	N/A		
Mini soccer pitch (unmarked)	222.00	229.00	7.00		
Mini soccer pitch (marked)	312.50	322.00	9.50		
Rugby (alternate weekly use per season)				Cabinet	No VAT
Bathpool	775.00	798.50	23.50		
Lyme Valley	775.00	798.50	23.50		
Clough Hall	775.00	798.50	23.50		
Junior Pitch	60% of fee	60% of fee	N/A		
Rugby (casual use per match)	90.00	92.70	2.70	Cabinet	VAT Incl.
Concessionary Licences				Cabinet	No VAT
Brampton Park ice cream sales	750.00	772.50	22.50		
Brampton Park use of bouncy castle	750.00	772.50	22.50		
4 Large Parks Northern part of Borough – ice cream	645.00	664.00	19.00		
4 Large Parks Southern part of Borough – ice cream	645.00	664.00	19.00		
Community Events				Cabinet	Plus VAT
Wedding Photos within a park setting	42.00	43.00	1.00		
Advertising within parks	10.00 to 5,125.00	10.00 to 5,125.00	N/A		Plus VAT

	Fee / Charge 2019/20 £.p	Fee / Charge 2020/21 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Hire of display boards (delivery, set up & collection)	32.00	33.00	1.00		No VAT
Booking large events - more than 6 months planning	168.00	173.00	5.00		No VAT
Booking medium events - more than 6 months planning (firework displays, carnivals etc.)	84.00	86.50	2.50		No VAT
Booking small events - more than 6 months planning (competitions, fun days, picnics etc.)	31.50	32.45	0.95		No VAT
LICENCES					
General					No VAT
Sex establishments - application fee	3,100.00				
Sex establishments - Renewal	3,100.00				
Sex establishments - variation	1,050.00			Licensing Committee	
Sex establishments - transfer	1,050.00				
Scrap metal dealer site licence	270.00				
Scrap metal dealer collectors licence	215.00				
Gambling Act 2005					No VAT
Lotteries - application fee	40.00				
Lotteries - annual fee	20.00			Statutory fees - Licensing Committee	
Bingo - application fee	3,500.00				
Bingo - annual fee	1,000.00				
Bingo - application to vary	1,750.00				
Bingo – application for transfer	1,200.00				
Bingo - application to reinstate	1,200.00				
Track betting - application fee	2,500.00				
Track betting - annual fee	1,000.00				
Track betting - application to vary	1,250.00				
Track betting - application to transfer	950.00				
Track betting - application to reinstate	950.00				
Club machine permit - application fee	200.00				
Club machine permit - renewal fee	200.00				
Club machine permit - annual fee	50.00				
Betting premises - application fee	3,000.00				
Betting premises - annual fee	600.00				
Betting premises - application to vary	1,500.00				
Betting premises - application to transfer	1,200.00				
Betting premises - application to reinstate	1,200.00				
Family entertainment centre - application fee	2,000.00				
Family entertainment centre - annual fee	750.00				

	Fee / Charge 2019/20 £.p	Fee / Charge 2020/21 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Family entertainment centre - application to vary	1,000.00				
Family entertainment centre - application to transfer	950.00				
Family entertainment centre - application to reinstate	950.00				
Adult gaming centre - application fee	2,000.00				
Adult gaming centre - annual fee	1,000.00				
Adult gaming centre - application to vary	1,000.00				
Adult gaming centre - application to transfer	1,200.00				
Adult gaming centre - application to reinstate	1,200.00				
Copy of any of the above licences (lost, stolen, damaged)	25.00				
Notice of Intention – 2 or less gaming machines	50.00				
Licensed Premises Gaming Machine Permits – more than 2 machines	150.00				
Licensed Premises Gaming Machine Permits – more than 2 machines – Variation	100.00				
Licensed Premises Gaming Machine Permits – more than 2 machines – Transfer	25.00				
Licensed Premises Gaming Machine Permits – more than 2 machines – Annual Fee	50.00				
Licensed Premises Gaming Machine Permits – more than 2 machines – Change of Name	25.00				
Licensed Premises Gaming Machine Permits – more than 2 machines – Copy (lost, stolen, damaged)	15.00				
Club Gaming/Club Machine Permits – New/Renew	200.00				
Club Gaming/Club Machine Permits for holders of Club Premises Certificates (under LA03) – New/ Renew	100.00				
Club Gaming/Club Machine Permit – Annual Fee	50.00				
Club Gaming/Club Machine Permit – Variation	100.00				
Club Gaming/Club Machine Permit – Copy	15.00				
Unlicensed family entertainment centre – 10 years	300.00				
Prize Gaming Permit – New/Renewal	300.00				
Prize Gaming Permit – Change of Name	25.00				
Prize Gaming Permit – Copy (lost, stolen, damaged)	15.00				
Temporary Use Notice (TUN)	125.00				

	Fee / Charge 2019/20 £.p	Fee / Charge 2020/21 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Casino Small – New application	6,300.00				
Casino Small – Annual Fee	3,150.00				
Casino Small - Variation	2,100.00				
Casino Small – Application for Transfer	1,350.00				
Private Hire/Hackney Carriage OPERATORS				Public Protection	No VAT
Private hire operators 5 year licence					
1 vehicle	187.00				
2-5 vehicles	380.00				
6-15 vehicles	665.00				
16-25 vehicles	1,780.00				
26-35 vehicles	2,850.00				
36-50 vehicles	3,950.00				
Additional vehicle after 50 vehicles	24.00				
DRIVERS					No VAT
Dual Driver Badge - 3 years	250.00				
Change of address	21.00				
Replacement badge	17.00				
Reissue/replacement badge (with amended details)	36.50				
DBS (CRB check)	44.00				
DBS (CRB check) online	64.50				
Safeguarding training	36.50				
Exemption certificates	26.00				
Knowledge test	45.00				
Replacement Safeguarding training certificate	5.00				
VEHICLES					No VAT
Hackney carriage - vehicles	322.00				
Private hire – vehicles	317.00				
Transfer of vehicle	47.00				
Change of vehicle registration	47.00				
Failure to attend for vehicle test	114.00				
Retest	41.50				
Replacement plate carrier – front	10.00				
Replacement plate carrier – rear	15.00				
Replacement vehicle plate - front	10.50				
Replacement vehicle plate - rear	15.50				
Replacement vehicle sticker signage	3.00				
Copy of paper part of licence	11.50				

	Fee / Charge 2019/20 £.p	Fee / Charge 2020/21 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Exception Vehicle Test	73.00				
6 Monthly Test following an Exception Test	125.00				
Licensing Act 2003 - New Application				Statutory	No VAT
Premise licence, band A (rateable value of up to £4,300)	100.00				
Premise licence, band B (rateable value of £4,301 to £33,000)	190.00				
Premise licence, band C (rateable value of £33,001 to £87,000)	315.00				
Premise licence, band D (rateable value of £87,001 to £125,000)	450.00				
Premise licence, band E (rateable value of >£125,001)	635.00				
Additional fee (5,000 to 9,999 patrons)	1,000.00				
Additional fee (10,000 to 14,999 patrons)	2,000.00				
Additional fee (15,000 to 19,999 patrons)	4,000.00				
Additional fee (20,000 to 29,999 patrons)	8,000.00				
Additional fee (30,000 to 39,999 patrons)	16,000.00				
Additional fee (40,000 to 49,999 patrons)	24,000.00				
Additional fee (50,000 to 59,999 patrons)	32,000.00				
Additional fee (60,000 to 69,999 patrons)	40,000.00				
Additional fee (70,000 to 79,999 patrons)	48,000.00				
Additional fee (80,000 to 89,999 patrons)	56,000.00				
Additional fee (90,000 patrons & above)	64,000.00				
Licensing Act 2003 - Annual Fee				Statutory	No VAT
Premise licence, band A (rateable value of up to £4,300)	70.00				
Premise licence, band B (rateable value of £4,301 to £33,000)	180.00				
Premise licence, band C (rateable value of £33,001 to £87,000)	295.00				
Premise licence, band D (rateable value of £87,001 to £125,000)	320.00				
Premise licence, band E (rateable value of £125,001 & above)	350.00				
Additional fee (5,000 to 9,999 patrons)	500.00				
Additional fee (10,000 to 14,999 patrons)	1,000.00				

	Fee / Charge 2019/20 £.p	Fee / Charge 2020/21 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Additional fee (15,000 to 19,999 patrons)	2,000.00				
Additional fee (20,000 to 29,999 patrons)	4,000.00				
Additional fee (30,000 to 39,999 patrons)	8,000.00				
Additional fee (40,000 to 49,999 patrons)	12,000.00				
Additional fee (50,000 to 59,999 patrons)	16,000.00				
Additional fee (60,000 to 69,999 patrons)	20,000.00				
Additional fee (70,000 to 79,999 patrons)	24,000.00				
Additional fee (80,000 to 89,999 patrons)	28,000.00				
Additional fee (90,000 patrons & above)	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				
Section 29 (application for a provisional statement)	315.00				
Section 33 (notification of change of name or address)	10.50				
Section 37 (application to vary licence to specify individual as premises supervisor)	23.00				
Section 42 (application for transfer of premises licence)	23.00				
Section 47 (interim authority notice following death of licence holder)	23.00				
Section 79 (theft, loss etc. of certificate or summary)	10.50				
Section 82 (notification of change of name or alteration of rules of club)	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				
Section 100 (temporary event notice)	21.00				
Section 110 (theft, loss of temporary event notice)	10.50				
Section 117 (application for, or renewal of personal licence)	37.00				
Section 126 (theft, loss of personal licence)	10.50				
Section 127 (duty to notify change of name/address)	10.50				

	Fee / Charge 2019/20 £.p	Fee / Charge 2020/21 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Section 110 (theft or loss of temporary event notice)	10.50				
Section 126 (theft or loss of personal licence)	10.50				
Section 127 (duty to notify change of name/address)	10.50				
Section 178 (right of freeholder etc.)	21.00				
Minor Variation	89.00				
Removal of DPS at community premises	23.00				
MARKETS				Cabinet	No VAT
Open market - stall (per day) Monday,	20.00	20.00	Freeze		
Open market - second stall (per day) Monday,	10.00	10.00	Freeze		
Open market - stall (per day) Wednesday	11.00	11.00	Freeze		
Open market - second stall (per day) Wednesday	10.00	10.00	Freeze		
Open market - stall (per day) Fri/Sat Zone A	21.00	21.00	Freeze		
Open market - stall (per day) Fri/Sat Zone B	21.00	21.00	Freeze		
Open market - additional space (per day) Fri/Sat	10.00	10.00	Freeze		
Farmers market - stall (per day)	20.00	20.00	Freeze		
Antique market - stall (per day)	7.50	7.50	Freeze		
Craft fair (bric-a-brac) - stall (per day)	5.00	5.00	Freeze		
Catering Pitches - minimum charge (per day)	25.00	25.00	Freeze		
MOT				Cabinet	No VAT
MOT - car	44.50	45.75	1.25		
MOT - car (for discounted partner incl. Lyme Card)	39.25	40.25	1.00		
MOT - class 7 (up to 3.5 tonnes)	56.00	57.50	1.50		
Retest	15.25	15.75	0.50		
MUSEUM & ART GALLERY				Cabinet	
Reproduction prints of items in collection	N/A	N/A	N/A	Per Staffs Pasttrack	VAT Incl.
Photocopies (black & white)	0.70	1.00	0.30		VAT Incl.
Commission of picture sales from exhibitions	30% of price	30% of price	N/A		Plus VAT
Education session per pupil - half day	3.50	4.00	0.50		No VAT

	Fee / Charge 2019/20 £.p	Fee / Charge 2020/21 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Education session per pupil - full day	5.50	6.50	1.00		No VAT
Education sessions - minimum charge half day (20 pupils or fewer)	70.00	70.00	Freeze		No VAT
Education sessions - minimum charge full day (20 pupils or fewer)	110.00	110.00	Freeze		No VAT
Holiday activities per child	10.00	10.00	Freeze	Max charge	No VAT
Adult object handling/reminiscence sessions per hour	30.00	30.00	Freeze		
Outreach fee	30.00	40.00	10.00		No VAT
Outreach education – schools per session	65.00	75.00	10.00		No VAT
Hire of meeting room - half day	27.00	30.00	3.00		No VAT
Hire of meeting room - half day - community/charity	20.00	22.00	2.00		No VAT
Hire of meeting room - full day	50.00	60.00	10.00		No VAT
Hire of meeting room - full day - community/charity	35.00	37.00	2.00		No VAT
Refreshment Charges - tea/coffee & biscuits per head	1.65	2.00	0.35		
Education item loan	12.00	15.00	3.00		No VAT
Saleable items	RRP	RRP	N/A		
Open art registration - per item	4.50	5.00	0.50		VAT Incl.
Open art registration - three items	12.00	13.50	1.50		VAT Incl.
Open art registration - per item concession	4.00	4.50	0.50		VAT Incl.
Open art registration - three items concession	10.50	12.00	1.50		VAT Incl.
Event Fees				Cabinet	VAT Incl.
Visit to Father Christmas	5.00	5.00	Freeze		
Talks	15.00	15.00	Freeze		
NAMING/NUMBERING OF STREETS/PROPERTIES					
New or Redevelopment				Cabinet	No VAT
Charge for naming of a street	183.00	200.00	17.00		
Charge for naming of a commercial building	94.00	100.00	6.00		
Single residential property on existing street	125.00	130.00	5.00		
Number/name 2-9 properties (includes first property)	182.00	200.00	18.00		
Plus - per plot	63.00	70.00	7.00		
Number/name 10 plus properties (includes first property)	182.00	200.00	18.00		
Plus - per plot	50.00	70.00	20.00		

	Fee / Charge 2019/20 £.p	Fee / Charge 2020/21 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Change to layout after notification Plus - per plot	240.00 32.00	250.00 40.00	10.00 8.00	Cabinet	No VAT
Existing Properties/Streets					
Adding or alteration of a house/building name	63.00	70.00	7.00		
Renaming of a street	On request	On request	N/A		
House or building renumbering (including sub division to flats)	239.00	250.00	11.00		
Confirmation of postal address	37.00	40.00	3.00		
Requests not included in above fees per hour	40.00	50.00	10.00		
Road closure	21.00	30.00	9.00		
PEST CONTROL				Cabinet	VAT Incl.
Treatment of rats (domestic) - prepayment (up to 4 visits)	47.00	48.00	1.00		
Treatment of rats (domestic) - payment by invoice (up to 4 visits)	67.00	68.00	1.00		
Treatment of mice (domestic) – prepayment (up to 3 visits)	47.00	48.00	1.00		
Treatment of mice (domestic) – payment by invoice (up to 3 visits)	67.00	68.00	1.00		
Bedbugs / Cockroaches (domestic) - prepayment	N/A	100.00	New		
Bedbugs / Cockroaches (domestic) - payment by invoice	N/A	120.00	New		
Insect control treatments (domestic) including wasps, ants & fleas - prepayment	73.00	75.00	2.00		
Insect control treatments (domestic) including wasps, ants & fleas - payment by invoice	93.00	95.00	2.00		
3 treatment scheme (3 for 2 offer) – prepayment	146.00	150.00	4.00		
3 treatment scheme (3 for 2 offer) – payment by invoice	166.00	170.00	4.00		
Pest control commercial (other) - first hour	100.00	100.00	Freeze		
Pest control commercial (other) - per 1/4 extra hour	25.00	25.00	Freeze		
Mole & Rabbit control (per treatment course, max 3 visits) - prepayment	180.00	180.00	Freeze		
Mole & Rabbit control (per treatment course, max 3 visits) - payment by invoice	200.00	200.00	Freeze		
Squirrel control - prepayment (up to 4 visits)	115.00	120.00	5.00		

	Fee / Charge 2019/20 £.p	Fee / Charge 2020/21 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Squirrel control - payment by invoice (up to 4 visits)	135.00	140.00	5.00		
Telephone Advice (prepayment only)	10.00	10.00	Freeze		
Advice Visit (no treatment) - prepayment	47.00	48.00	1.00		
Advice Visit (no treatment) - payment by invoice	67.00	68.00	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)					
PLANNING SERVICES				Cabinet	
Postage & packaging	0.87	0.90	0.03		No VAT
Copies up to £1 are free of charge					No VAT
Paper copies of planning/building control decisions & documents - per sheet (A4 black & white)	0.18	0.20	0.02		No VAT
Paper copies of planning/building control decisions & documents - per sheet (A3 black & white)	0.29	0.30	0.01		No VAT
Paper copies of plans - planning files - per sheet (A4 black & white)	0.18	0.20	0.02		No VAT
Paper copies of plans - planning files - per sheet (A3 black & white)	0.33	0.40	0.07		No VAT
Paper colour copies of an A4 sheet of planning/building control decision, planning documents or plan	0.38	0.40	0.02		No VAT
Paper colour copies of an A3 sheet of decision, planning documents or plan	0.66	0.70	0.04		No VAT
Scanned copies of documents - charge per hour of scanning (where legal to charge)	33.97	35.00	1.03		No VAT
Paper copies of plans - planning files - each plan (A2)	2.20	2.30	0.10		No VAT
Paper copies of plans - planning files - each plan (A1)	3.27	3.40	0.13		No VAT
Paper copies of plans - planning files - each plan (A0)	4.29	4.50	0.21		No VAT
Weekly lists - statutory consultees	Free	Free	N/A		
Requests for site information – commercial per hour	72.83	76.00	3.17		No VAT
Requests for site information - individuals	Cost	Cost	N/A		No VAT

	Fee / Charge 2019/20 £.p	Fee / Charge 2020/21 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Pre Planning Application Advice				Cabinet	VAT Incl.
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)	680.00	701.00	21.00		
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)	337.00	348.00	11.00		
1 dwelling	100.00	103.00	3.00		
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)	154.00	159.00	5.00		
Householder Development.					
Half hour appointment	22.00	23.00	1.00		
Appointment in excess of 30 minutes	32.00	33.00	1.00		
Other Development (excluding householder development but including changes of use, advertisements, prior approval proposals & listed building proposals)	55.00	57.00	2.00		
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	34.00	36.00	2.00		
Local development framework proposals map - north or south	7.00	8.00	1.00		
Local development framework proposals map - north & south	12.00	13.00	1.00		
Strategic housing land availability assessment (SHLAA)	34.00	36.00	2.00		

	Fee / Charge 2019/20 £.p	Fee / Charge 2020/21 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
PRIVATE SECTOR HOUSING				Cabinet	No VAT
Houses in multiple occupation licence fee	598.50	610.50	12.00		
Each additional bedroom	7.80	8.00	0.20		
Renewal of houses in multiple occupation licence	442.50	451.50	9.00		
Each additional bedroom	7.80	8.00	0.20		
Houses in multiple occupation licence fee for a member of the North Staffs Landlord Accreditation Scheme	498.50	510.50	12.00	Cabinet	
Each additional bedroom	7.80	8.00	0.20		
Renewal of houses in multiple occupation licence or a member of the North Staffs Landlord	342.50	351.50	9.00	Cabinet	
Immigration Inspections	125.00	127.50	2.50		
Provision of accommodation for homeless households	Cost	Cost	N/A		
Annual interest to be applied to unpaid debts for enforcement action	8%	8%	0%		
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)	12%	12%	0%		
Annual interest to be applied to unpaid debts for enforcement action	8%	8%	0%		
REMOVAL OF DOMESTIC ANIMAL CARCASSES				Cabinet	VAT Incl.
Removal of domestic animal carcasses	37.00	38.00	1.00		

	Fee / Charge 2019/20 £.p	Fee / Charge 2020/21 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
SALE OF SANDBAGS				Cabinet	VAT Incl.
5 sand bags	37.00	38.00	1.00		
10 sand bags	42.00	43.00	1.00		
15 sand bags	48.00	49.00	1.00		
20 sand bags	53.00	55.00	2.00		
STREET TRADING				Cabinet	No VAT
Newcastle Town Centre (daily)	26.00	27.50	1.50		
Eastbound layby A500 (per annum)	9,400.00	9,400.00	Freeze		
Northbound layby A500 (per annum)	9,400.00	9,400.00	Freeze		
TOWN CENTRE DISPLAYS				Cabinet	No VAT
Local promotions (minimum charge)	26.00	27.50	1.50		
Charity & local community groups	5.00	5.50	0.50		
National promotions (minimum charge)	75.00	77.50	2.50		
TREE PRESERVATION ORDERS				Cabinet	No VAT
Single copy of a tree preservation order	31.00	31.00	Freeze		
WASTE & RECYCLING BINS / RECEPTACLES				Cabinet	No VAT
Bins/receptacles per property on new developments (to be paid by the developer)	62.00	65.00	3.00		
Replacement bin due to loss / theft	25.00	25.00	Freeze		

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.