

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

**EXECUTIVE MANAGEMENT TEAM'S
REPORT TO**

Finance Assets and Performance Scrutiny Committee
18 January 2021

Report Title: Scale of Fees and Charges 2021/22
Submitted by: Head of Finance (Section 151 Officer)
Portfolios: Finance and Efficiency
Ward(s) affected: All

Purpose of the Report

To enable the Committee to scrutinise the proposed scale of fees and charges to apply from 1 April 2021.

Recommendation

- (a) That the fees and charges proposed to apply from 1 April 2021, as set out in Appendix 1 be noted.
- (b) That following the completion of a review of Jubilee 2 by Alliance Leisure, the Executive Director (Commercial Development & Economic Growth) in conjunction with the Portfolio Holder (Leisure, Culture and Heritage be delegated authority to implement a revised membership pricing structure and offers to attract new memberships.

Reasons

It is necessary to scrutinise 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 2021/22 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 2021 and remain in force until 31 March 2022.
- 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 Cabinet on 11 November 2020, assumed an overall 3% increase in the amount of income raised from fees and charges in 2021/22 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 2021/22 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 For 2021/22 a considerable number of fees compared to previous years have remained frozen due to the impact of Covid-19. This is due to the negative impact it may have had on service uptake. In respect of Jubilee 2 memberships a review of the service is currently being undertaken by Alliance Leisure, until this review is completed it is recommended that membership fees remain unchanged. Following the completion of the review it is proposed that the Executive Director (Commercial Development & Economic Growth) in conjunction with the Portfolio Holder (Leisure, Culture and Heritage) be delegated authority to implement a revised membership pricing structure and offers to attract new memberships.
- 2.9 The Scale of Fees and Charges (Appendix 1) shows the current and proposed fees and charges for 2021/22 and indicates those which have been frozen at current levels. There are a number of new charges proposed for 2021/22. The table below shows these:

New Charges - Description of Charge	Fee / Charge 2020/21 (£)
ELECTIONS	
Police Fire and Crime Commissioner candidate	5,000.00
ENVIRONMENTAL HEALTH	

New Charges - Description of Charge	Fee / Charge 2020/21 (£)
Environmental Offences - Fixed Penalty Notices	
Household waste duty of care fixed penalty notices. Environmental protection Act 1990 Section 34(2)A (paid within 10 days)	120.00
Household waste duty of care fixed penalty notices. Environmental protection Act 1990 Section 34(2)A (paid within 14 days)	200.00
LEISURE CHARGES	
<u>Jubilee 2</u>	
Plus Membership – annual fee <i>entitles the holder to use the facilities with a £1.00 discount off the lite membership price, includes first session</i>	12.00
Friends and family membership (2 Adults) 12 month contract	50.00
Family Membership (2 adults and up to 2 children) 12 month contract	68.00
Family Membership (1 adult and up to 2 to children) 12 month contract	43.00
Blue light membership NHS, Armed Forces, Police, Fire Brigade) 12 month contract	19.99
PEST CONTROL	
Fleas / Bedbugs / Cockroaches (domestic) – prepayment	105.00
Fleas / Bedbugs / Cockroaches (domestic) – payment by invoice	125.00
Insect control treatments (domestic) including wasps, ants – prepayment	75.00
Insect control treatments (domestic) including wasps, ants – payment by invoice	95.00
WASTE & RECYCLING BINS/RECEPTACLES	
Replacement / additional Food waste Caddie	10.00
Replacement / additional recycling bag	5.00

- 2.10 The current Lyme Card scheme is to be replaced by an annual card that allows access to Plus Membership charges on casual gym, swim and class fees. This is in line with other local service providers and allows holders to save £1 per session attended.
- 2.11 New memberships are to be introduced in order to attract families to use the facility together and also a Blue Light membership. Both of these initiatives are aiming to assist in the recovery of the membership base post Covid-19.
- 2.12 The pest control fee structure has been amended slightly. Flea treatment has been moved to higher tariff insect control. This is due to the relevant treatment time and material costs.
- 2.13 Charges for fixed penalty notices for environmental offences have been introduced in line with statutory requirements.
- 2.14 Where residents require a replacement or additional food waste caddie or recycling bag, a charge will now be incurred. This is in line with other local authorities. Within the commercially

sensitive trade waste fees, a new service is being introduced for Business Recycling and Food Collection.

2.15 A number of fees and charges approved for 2020/21 have been deleted from the proposed fees and charges for 2021/22. The table below shows these:

Deleted Charges - Description of Charge	Fee/Charge 2020/21 (£)
CREMATORIUM	
Cremation Fees	
Use of TV for DVD photographs or 3-5 minute films	24.00
ENVIRONMENTAL HEALTH	
Environmental Health Commercial Support (SRS)	
Food Safety Direct	Officer hourly rate
Licensing Direct	Officer hourly rate
Environmental Protection Act 1990 - Part 1 Pollution Prevention & Control Act 1999 Register of Permits	
Copy of list of applications received	18.00
Copy of a register entry	18.00
LEISURE SERVICES	
Jubilee 2	
<i>Aqua Sauna (includes access to swimming pool)</i>	
Adult - Lyme Card	10.50
Concession (18+) - Lyme Card	8.00
<i>Junior Memberships</i>	
Active1 5-11 years: Swimming and climbing sessions (parental supervision)	12.00
Community Events	
Hire of display boards (delivery, set up & collection)	33.00
PEST CONTROL	
Bedbugs / Cockroaches (domestic) – prepayment	100.00
Bedbugs / Cockroaches (domestic) - payment by invoice	120.00
Insect control treatments (domestic) including wasps, ants & fleas – prepayment	75.00
Insect control treatments (domestic) including wasps, ants & fleas - payment by invoice	95.00
3 treatment scheme (3 for 2 offer) – prepayment	150.00
3 treatment scheme (3 for 2 offer) – payment by invoice	170.00

2.16 Fees in relation to the aqua sauna have been removed due to the facilities ongoing closure.

- 2.17 There has been a change to the structure of the pest control fees as highlighted above in 2.12, this has meant the previous fee is to be removed.
- 2.18 Under Environmental Protection Act 1990 - Part 1 Pollution Prevention & Control Act 1999 Register of Permits, applications are required to be publicly available and are disclosable under EIR regulations. Fees which can be charged are covered under Environmental Information Regulations - Regulation 8 and ICO Guidance on charging for Environmental Information
- 2.19 The remaining fees listed above are no longer being provided and therefore have been removed.
- 2.20 Charges in relation to the licencing of Private Hire / Hackney Carriage are, following consultation, to be presented at the meeting of Public Protection Committee on 26 January 2021.
- 2.21 Due to the commercial sensitivity of the proposed charges for the trade waste service, these are not included on part 1 of the agenda and are exempt from publication by reasons of paragraph 3 of part 1 of schedule 12a of the Local Government Act 1972. The proposed charges can be found in part 2 of the agenda.

3. **Proposal**

- 3.1 That the fees and charges proposed to apply from 1 April 2021, 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 2021/22 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 2021/22. The Medium Term Financial Strategy (MTFS) assumes increased income of £151,000 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 and general restrictions imposed due to the Covid-19 virus 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 2021

Appendix 2 – Charging principles included in Charging Policy

SCALE OF FEES AND CHARGES 2021/22

ALLOTMENTS	2
BULKY RECYCLING	2
BUS DEPARTURE CHARGES	2
CAR PARKS	2
CEMETERIES	6
CIRCUSES & FAIRS	9
COVENANT CONSENTS	9
CREMATORIUM	10
ELECTIONS	12
ENVIRONMENTAL HEALTH	13
FACILITIES MANAGEMENT	17
GARDEN WASTE RECYCLING	17
HIRE OF ROOMS (KIDSGROVE)	18
LAND CHARGES	18
LEISURE CHARGES	19
LICENCES	23
MARKETS	29
MOT	29
MUSEUM & ART GALLERY	30
NAMING/NUMBERING OF STREETS/PROPERTIES	31
PEST CONTROL	31
PLANNING SERVICES	32
PRIVATE SECTOR HOUSING	34
REMOVAL OF DOMESTIC ANIMAL CARCASSES	35
SALE OF SANDBAGS	35
STREET TRADING	35
TOWN CENTRE DISPLAYS	35
TREE PRESERVATION ORDERS	36
WASTE & RECYCLING BINS/RECEPTACLES	36

	Fee/ Charge 2020/21 £.p	Proposed Fee/ Charge 2021/22 £.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	0.46	0.48	0.02		
BULKY RECYCLING				Cabinet	No VAT
1-3 Items non reusable/waste items	38.50	39.30	0.80		
4-6 Items non reusable/waste items	61.50	62.75	1.25		
7-9 Items non reusable/waste items	77.00	78.60	1.60		
Additional items non reusable/waste items	11.50	11.75	0.25		
Reusable items	Free	Free	N/A		
BUS DEPARTURE CHARGES				Cabinet	Plus VAT
Fee per departure	0.23	0.23	Freeze		
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	20.00	20.00	Freeze		
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	156.00	156.00	Freeze		
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 2020/21 £.p	Proposed Fee/ Charge 2021/22 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
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		
Up to 6 hours	3.00	3.00	Freeze		
6 hours to 24 hours	3.50	3.50	Freeze		
Season ticket - per quarter	156.00	156.00	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		
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	156.00	156.00	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		
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		

	Fee/ Charge 2020/21 £.p	Proposed Fee/ Charge 2021/22 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Fogg Street East (Zone A)					
Season ticket - per quarter	156.00	156.00	Freeze	Cabinet	VAT Incl.
Each additional permit for the same numbered bay - per quarter	25.00	25.00	Freeze		
Overnight quarterly permit	60.00	60.00	Freeze		
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	156.00	156.00	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		
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	156.00	156.00	Freeze		
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		
High Street (Rear of)				Cabinet	VAT Incl.
Season ticket - per quarter	156.00	156.00	Freeze		
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		

	Fee/ Charge 2020/21	Proposed Fee/ Charge 2021/22	Increase/ Decrease	Committee Approval/ Comments	VAT Status
	£.p	£.p	£.p		
6 hours to 24 hours	3.50	3.50	Freeze		
Season Ticket - per quarter	156.00	156.00	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		
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	156.00	156.00	Freeze		
Lyme Valley Buckmaster Ave - Season Ticket - per quarter	156.00	156.00	Freeze		
Lyme Valley - LymeValley Road Season Ticket - per quarter	156.00	156.00	Freeze		
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	156.00	156.00	Freeze		
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		

	Fee/ Charge 2020/21	Proposed Fee/ Charge 2021/22	Increase/ Decrease	Committee Approval/ Comments	VAT Status		
	£.p	£.p	£.p				
Event Parking	1.10	1.10	Freeze	Cabinet	VAT Incl.		
School Street/Barracks Road (Zone B)							
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				
Season ticket - per quarter	156.00	156.00	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	Cabinet	VAT Incl.		
Silverdale Road (Zone C)							
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	156.00	156.00	Freeze				
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			Cabinet	VAT Incl.
Windsor Street (Zone B)							
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				Cabinet	No VAT		
Interment Fees - Resident Fees							
17 years and under	Free	Free	N/A				
18 years & over	932.00	960.00	28.00				
Woodland burial - Keele Cemetery (1 full interment only in each grave)	497.00	512.00	15.00				
Cremated remains at 2 feet	408.00	421.00	13.00				

	Fee/ Charge 2020/21 £.p	Proposed Fee/ Charge 2021/22 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Woodland burial cremated remains at 2 feet - Keele Cemetery (4 interments only in each grave)	408.00	421.00	13.00	Cabinet	No VAT
Additional depth for cremated remains over 2 feet	146.00	151.00	5.00		
Additional depth over 6 feet per foot	156.00	161.00	5.00		
Purchase of Graves - Resident Fees					
(includes right to erect memorial for single grave)					
Exclusive Right of Burial & Memorialisation for a Single Grave	1,256.00	1,294.00	38.00		
Lawn Graves Reservation	1,256.00	1,294.00	38.00		
Exclusive Right of Burial in a Woodland Grave at Keele Cemetery (1 full interment only in each grave plus memorial tree)	925.00	953.00	28.00		
Reservation of Woodland Grave	925.00	953.00	28.00		
Exclusive Right of Burial and Memorialisation in a Cremated Remains Grave at 2ft	621.00	640.00	19.00		
Reservation of a Cremated Remains Grave	621.00	640.00	19.00		
Exclusive Right of Burial in a Woodland Cremated Remains Grave, Keele Cemetery at 2ft Inclusive of a Shrub	621.00	640.00	19.00		
Reservation of Woodland Cremated Remains Grave	621.00	640.00	19.00		
Renewal of exclusive right of burial & memorialisation (full grave)	594.00	612.00	15.00		
Renewal of exclusive right of burial & memorialisation (cremated remains grave)	298.00	307.00	9.00		
Transfer of ownership of exclusive rights of burial & memorialisation	95.00	98.00	3.00		
Duplicate deed of exclusive rights of burial & memorialisation	50.00	51.00	1.00		
Interment Fees - Non-Resident Fees				Cabinet	No VAT
17 years and under	Free	Free	N/A		
18 years & over	1,398.00	1,440.00	42.00		
Woodland burial - Keele Cemetery (1 full interment only in each grave)	745.50	768.00	22.50		
Cremated remains at 2 feet	612.00	631.00	19.00		

	Fee/ Charge 2020/21 £.p	Proposed Fee/ Charge 2021/22 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Woodland burial cremated remains at 2 feet - Keele Cemetery (4 interments only in each grave)	612.00	631.00	19.00		
Additional depth for cremated remains over 2 feet	219.00	226.00	7.00		
Additional depth over 6 feet per foot	234.00	242.00	8.00		
Purchase of Graves - Non-Resident Fees (includes right to erect memorial for single grave)				Cabinet	No VAT
Exclusive Right of Burial & Memorialisation for a Single Grave	1,884.00	1,941.00	57.00		
Lawn Graves Reservation	1,884.00	1,941.00	57.00		
Exclusive Right of Burial in a Woodland Grave at Keele Cemetery (1 full interment only in each grave plus memorial tree)	1,387.50	1,430.00	42.50		
Reservation of Woodland Grave	1,387.50	1,430.00	42.50		
Exclusive Right of Burial and Memorialisation in a Cremated Remains Grave at 2ft	931.50	960.00	28.50		
Reservation of a Cremated Remains Grave	931.50	960.00	28.50		
Exclusive Right of Burial in a Woodland Cremated Remains Grave, Keele Cemetery at 2ft Inclusive of a Shrub	931.50	960.00	28.50		
Reservation of Woodland Cremated Remains Grave	931.50	960.00	28.50		
Renewal of exclusive right of burial & memorialisation (full grave)	891.00	918.00	27.00		
Renewal of exclusive right of burial & memorialisation (cremated remains grave)	447.00	461.00	14.00		
Transfer of ownership of exclusive rights of burial & memorialisation	142.50	147.00	4.50		
Duplicate deed of exclusive rights of burial & memorialisation	75.00	77.00	2.00		
Erection of Memorials (no prior right given)				Cabinet	No VAT
Memorial not exceeding 3 feet in height	152.00	157.00	5.00		
Replacement memorial	51.00	52.00	1.00		
Columbarium				Cabinet	No VAT
10 year lease including 1st interment	577.00	595.00	18.00		

	Fee/ Charge 2020/21 £.p	Proposed Fee/ Charge 2021/22 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
2nd interment	81.00	83.00	2.00	Cabinet	No VAT
Renewal of 10 year lease	289.00	298.00	9.00		
Additional 5 year lease	289.00	298.00	9.00		
Use of Chapel & Community Room Newcastle cemetery chapel	81.00	83.00	2.00		
Keele community room - service	81.00	83.00	2.00		
Keele community room - full day hire	78.00	80.00	2.00		
Keele community room - half day hire	42.00	43.00	1.00		
Keele community room - per hour hire	16.00	16.50	0.50		
Private Maintenance of Grave Non- Lawn Types					
Turfing	50.00	51.00	1.00	Cabinet	VAT Incl.
Spring/summer planting & maintenance	104.00	106.00	2.00		
Sundry Items					
Single abstract information from registrar	72.00	74.00	2.00		
Family history research	23.00	24.00	1.00		
Caskets	87.00	90.00	3.00		
Wooden cross	49.00	50.00	1.00		
Memorial benches	745.00	768.00	23.00		
Memorial benches - maintenance By request (cleaning & staining)	173.00	179.00	6.00		
Memorial trees	381.00	393.00	12.00	Cabinet	VAT Incl.
Barrier fob replacements	11.00	11.00	Freeze		
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)	650.00	650.00	Freeze	Cabinet	No VAT
Returnable deposit - cleaning	950.00	950.00	Freeze		
Returnable deposit - damage	950.00	950.00	Freeze		
COVENANT CONSENTS				Cabinet	No VAT
Covenant consents	150.00	150.00	Freeze		

	Fee/ Charge 2020/21 £.p	Proposed Fee/ Charge 2021/22 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
CREMATORIUM					
Cremation Fees				Cabinet	No VAT
17 years of age and under	Free	Free	N/A		
18 years & over 9.20am service time only	471.00	486.00	15.00		
18 years & over from 10am	694.00	715.00	21.00		
Cremation environmental charge	73.00	75.00	2.00		
Burial of remains cremated elsewhere	214.00	221.00	7.00		
Chapel hire - additional use to cremation service	79.00	81.00	2.00		
Obitus Fees					VAT Incl.
Webcast Live	30.00	31.00	1.00		
Webcast Live + 28 day + downloadable	45.00	46.00	1.00		
Webcast - Keepsake copy	50.00	51.00	1.00		
Single Photo	12.00	12.50	0.50		
Slideshow	38.00	39.00	1.00		
Pro Tribute	70.00	71.00	1.00		
Family-made Video Checking	18.00	19.00	1.00		
Keepsake copy of Pro Tribute	23.00	24.00	1.00		
Downloadable Pro Tribute	10.00	11.00	1.00		
Additional physical copies	23.00	24.00	1.00		
Each extra 25 photos	21.00	22.00	1.00		
Extra work	21.00	22.00	1.00		
Urns & Containers				Cabinet	VAT Incl.
Oak casket	87.00	90.00	3.00		
Postage & packaging	Cost	Cost	N/A		
Memorialisation				Cabinet	VAT Incl.
Book of remembrance per line (up to 3 lines)	32.00	33.00	1.00		
Book of remembrance for 4 lines	108.00	112.00	4.00		
Book of remembrance for 5 lines	139.00	144.00	5.00		
Book of remembrance for 6 lines	169.00	175.00	6.00		
Book of remembrance for 7 lines	199.00	205.00	6.00		
Book of remembrance for 8 lines	232.00	239.00	7.00		
Simple floral emblem	94.00	97.00	3.00		

	Fee/ Charge 2020/21 £.p	Proposed Fee/ Charge 2021/22 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Coat of arms, badges, ornate floral emblem	129.00	133.00	4.00		
Additional lines of inscription for cards/books	32.00	33.00	1.00		
Plaques				Cabinet	VAT Incl.
12" x 4" new plaque & 10 year hire	351.00	362.00	11.00		
Each succeeding 10 year hire	140.00	145.00	5.00		
12" x 8" new plaque & 10 year hire	701.00	723.00	22.00		
Each succeeding 10 year hire	282.00	291.00	9.00		
24" x 8" each succeeding 10 year hire	560.00	577.00	17.00		
Adding to existing plaque per letter or figure	7.00	7.00	Freeze		
Regilding existing letters	5.00	5.00	Freeze		
Additional Memorials				Cabinet	VAT Incl.
Memorial benches	745.00	768.00	23.00		
Memorial benches maintenance by request (cleaning & staining)	173.00	179.00	6.00		
Memorial vases	342.00	353.00	11.00		
Each succeeding 5 year hire	206.00	213.00	7.00		
Vases various – small	Various	Various	N/A		
Planters	791.00	815.00	24.00		
Each succeeding 5 year hire	322.00	332.00	10.00		
Trees	676.00	697.00	21.00		
Each succeeding 10 year hire	353.00	364.00	11.00		
Additional plaques	86.00	89.00	3.00		
Shrubs (inclusive of aluminium vase)	375.00	387.00	12.00		
Each succeeding 5 year hire	161.00	166.00	5.00		
Donations Memorial Fish/Bulbs	Various	Various	N/A		
DOG WARDEN SERVICE					
Recovery of Stray Dogs				Cabinet	No VAT
During normal working hours - reclaim fee	70.00	70.00	Freeze		
Daily kennelling fees	Cost	Cost	N/A		

	Fee/ Charge 2020/21 £.p	Proposed Fee/ Charge 2021/22 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
ELECTIONS					
Rule 9 (1) Parliamentary Election Regulations & Rule/Reg 9 (1) Police Fire and Crime Commissioner Election Regulations - Candidates' Deposits				Statutory	No VAT
Parliamentary election candidate	500.00	500.00	Freeze		
Police Fire and Crime Commissioner candidate	-	5,000.00	New		
Regulations 48 & 49 Representation of the People Regulations 2001				Statutory	No VAT
Supply of Full Register					
Sale of full register (printed)	10.00	10.00	Freeze		
Plus per 1,000 names or part 1,000 (printed)	5.00	5.00	Freeze		
Sale of full register (data)	20.00	20.00	Freeze		
Plus per 1,000 names or part 1,000 (data)	1.50	1.50	Freeze		
List of overseas electors (printed)	10.00	10.00	Freeze		
Plus per 100 names or part 100 (printed)	5.00	5.00	Freeze		
List of overseas electors (data)	20.00	20.00	Freeze		
Plus per 100 names or part 100 (data)	1.50	1.50	Freeze		
Supply of Edited Register				Statutory	No VAT
Sale of edited register (printed)	10.00	10.00	Freeze		
Plus per 1,000 names or part 1,000 (printed)	5.00	5.00	Freeze		
Sale of register (data)	220.00	220.00	Freeze		
Plus per 1,000 names or part 1,000 (data)	1.50	1.50	Freeze		
Regulations 120 Representation of the People Regulations 2001				Statutory	No VAT
Supply of Marked Register					
Supply of marked registers (printed)	10.00	10.00	Freeze		
Plus per 1,000 entries or part 1,000	2.00	2.00	Freeze		
Supply of marked registers (data)	10.00	10.00	Freeze		
Plus per 1,000 entries or part 1,000	1.00	1.00	Freeze		

	Fee/ Charge 2020/21 £.p	Proposed Fee/ Charge 2021/22 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Inspection & Copies of Documents				Statutory	No VAT
Regulation 10 representation of the people regulations 2001 - inspection of candidates expenses	5.00	5.00	Freeze		
A4 - copies (black & white)	0.20	0.20	Freeze		
Town & Parish Elections					No VAT
<i>Borough Council Election taking place on the same day:</i>					
Town or 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>Town or 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 Town or Parish Election Administration Fee	100.00	100.00	Freeze		
Room hire	Full costs	Full costs			
ENVIRONMENTAL HEALTH					
Works in default of statutory notice				Cabinet	No VAT
Calculated in accordance with the following formula -	Per Formula	Per Formula	N/A		
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					
Environmental Offences - Fixed Penalty Notices				Statutory	No VAT
Waste receptacles - Section 47ZA(2) (paid in 10 days)	60.00	60.00	Freeze		

	Fee/ Charge 2020/21 £.p	Proposed Fee/ Charge 2021/22 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Waste receptacles - Section 47ZA(2) (paid in 14 days)	80.00	80.00	Freeze		
Failure to Produce Waste Carrier Registration Documents – Control of Pollution (Amendment) Act 1989 – section 5B	300.00	300.00	Freeze		
Failure to furnish documentation (waste carrier authority - 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 14 days)	75.00	75.00	Freeze	Pubic Protection Committee	
Littering from vehicles outside of London (Keepers: Civil Penalties) Regulations 2018 , Regulation 6 (Paid in 28 days)	100.00	100.00	Freeze		
Graffiti and Fly Posting (Anti-Social Behaviour Act 2003 - Section 43)	100.00	100.00	Freeze		
Household waste duty of care fixed penalty notices. Environmental protection Act 1990 Section 34(2)A) (paid within 10 days)	-	120.00	New		
Household waste duty of care fixed penalty notices. Environmental protection Act 1990 Section 34(2)A) (paid within 14 days)	-	200.00	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)	350.00	350.00	Freeze		

	Fee/ Charge 2020/21 £.p	Proposed Fee/ Charge 2021/22 £.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 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		
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 tape/CD recorded interviews	16.50	16.50	Freeze		
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	280.00	285.00	5.00		
Noise monitoring service for Aspire Housing for 1 period of up to 7 days & subsequent report & copy of recording	280.00	285.00	5.00		
Environmental Health Licences				Cabinet	No VAT
Dangerous wild animals - first licence	540.00	600.00	60.00		
Dangerous wild animals - renewal	290.00	300.00	10.00		
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	315.00	330.00	15.00		
Selling animals as Pets – Renew licence	290.00	300.00	10.00		
Selling animals as Pets – Grading review (no visit)	60.00	80.00	20.00		
Selling animals as Pets – Variation	80.00	100.00	20.00		
Animal Boarding – Grant new licence	315.00	330.00	15.00		
Animal Boarding – Renew licence	290.00	300.00	10.00		
Animal Boarding – Grading review (no visit)	60.00	80.00	20.00		

	Fee/ Charge 2020/21 £.p	Proposed Fee/ Charge 2021/22 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Animal Boarding – Variation	80.00	100.00	20.00		
Hiring out horses – Grant new licence Exc Vet Fee	540.00	550.00	10.00		
Hiring out horses – Renew licence Exc Vet Fee	510.00	520.00	10.00		
Hiring out horses – Grading review (no visit)	60.00	80.00	20.00		
Hiring out horses – Variation	80.00	100.00	20.00		
Hiring out horses – Annual horse check	260.00	280.00	20.00		
Breeding Dogs – Grant new licence	540.00	550.00	10.00		
Breeding Dogs – Renew licence	290.00	300.00	10.00		
Breeding Dogs – Grading review (no visit)	60.00	80.00	20.00		
Breeding Dogs – Variation	80.00	100.00	20.00		
Keeping or training animals for exhibition - Grant new licence (3yrs)	215.00	220.00	5.00		
Keeping or training animals for exhibition - Renew licence (3yrs)	215.00	220.00	5.00		
Keeping or training animals for exhibition - Variation	80.00	100.00	20.00		
Re-inspection	80.00	100.00	20.00		
Registration of premises for acupuncture, tattooing, cosmetic piercing, electrolysis & semi-permanent skin colouring	147.00	150.00	3.00		
Registration of each operative	90.00	92.00	2.00		
Additional treatment registration	74.50	76.00	1.50		
Export health certificates	157.00	160.00	3.00		
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.	As per DEFRA Guidance	As per DEFRA Guidance	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	140.00	143.00	3.00		

	Fee/ Charge 2020/21 £.p	Proposed Fee/ Charge 2021/22 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Charge for factual statements - disclosure of documents	72.50	75.00	2.50		
Private Water Supplies				Statutory	No VAT
Risk assessment (per hour, plus mileage)	Hourly charge out rate for officer plus mileage or cost incurred if contractor (each LA sample visit to also include an additional £40 to cover UKAS accreditation)	Hourly charge out rate for officer plus mileage or cost incurred if contractor (each LA sample visit to also include an additional £40 to cover UKAS accreditation)	N/A		
Sampling			N/A		
Investigation			N/A		
Authorisation			N/A		
Analysis - during Regulation 10	Laboratory cost	Laboratory cost	N/A		
Analysis - during check monitoring			N/A		
Analysis - during audit monitoring			N/A		
Swimming Pools				Cabinet	No VAT
Sampling of pool water - per annum	657.00	668.00	11.00		
Sampling of pool water - one sample	67.50	69.00	1.50		
Food Hygiene Rating Scheme				Public Protection	No VAT
Food Hygiene Rating Scheme inspection	200.00	203.00	3.00		
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		

	Fee/ Charge 2020/21 £.p	Proposed Fee/ Charge 2021/22 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Delivery of each additional garden waste bin	25.75	26.25	0.50		
HIRE OF ROOMS (KIDSGROVE)				Cabinet	VAT Incl.
Standard rates:					
Room 1 – per day (Mon & Fri)	21.00	21.00	Freeze		
Room 1 – per half day (Tue & Thu pm)	11.00	11.00	Freeze		
Local statutory bodies:					
Room 1 – per day (Mon & Fri)	16.00	16.00	Freeze		
Room 1 – per half day (Tues & Thurs pm)	9.00	9.00	Freeze		
Voluntary & community sector:					
Room 1 – per day (Mon & Fri)	11.00	11.00	Freeze		
Room 1 – per half day (Tues & Thurs pm)	8.00	8.00	Freeze		
LAND CHARGES				Cabinet	
Residential LLC1 – land charges register search only	36.50	42.00	5.50		LLC1 – No VAT
Commercial LLC1 – land charges register search only	91.00	105.00	14.00		LLC1 – No VAT
Residential – Con 29R (conveyancer search)	109.50	125.50	16.00		CON29 – Plus VAT,
Commercial – Con 29R (conveyancer search)	273.00	315.00	42.00		CON29 – Plus VAT,
Residential – full standard search (LLC1 & Con 29R)	146.00	168.00	22.00		Plus VAT on Con29 Element
Commercial – full standard search (LLC1 & Con 29R)	364.00	419.00	55.00		Plus VAT on Con29 Element
Con 290 – (conveyancer optional form) each enquiry	32.00	36.70	4.70		
Each additional enquiry	Cost	Cost	N/A		
Residential – additional parcel of land	73.00	84.00	11.00		
Commercial – additional parcel of land	182.00	209.00	27.00		

	Fee/ Charge 2020/21 £.p	Proposed Fee/ Charge 2021/22 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
LEISURE CHARGES					
Sport Development				Cabinet	No VAT
Sports Development Activities up to 2 hours	3.50	4.00	0.50		
Jubilee 2					
Equipment Resale					
Saleable items	Market Value	Market Value	N/A	Portfolio Holder	VAT Incl.
Equipment Hire	Market Value	Market Value	N/A		
<i>Plus Membership</i>				Cabinet	VAT Incl.
Plus Membership - annual fee entitles the holder to use the facilities with a £1.00 discount off the lite membership price, includes first session	-	12.00	New		
Plus Membership (Concession scheme) yearly membership, entitles holder to concession prices, includes first session	6.00	7.00	1.00		
<i>Junior Memberships</i>					
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 – Friday 6.00 pm to 9.00pm with an appropriate adult. All other times individuals can attend unsupervised					
DJD Junior Dance - Daniel Jones Dance Junior Membership	21.00	21.00	Freeze		No VAT
<i>Premium Membership Charges Adults</i>				Cabinet	VAT Incl.
<i>(including gym, classes, swim, climbing, discount on retail)</i>					
Joining fee (includes inductions) (16 years +) (one off fee - includes key)	20.00	20.00	Freeze		
Single Membership - 12 month minimum contract - payment monthly by direct debit.	29.50	29.50	Freeze		
Single Membership - no contract - per month	37.50	37.50	Freeze		

	Fee/ Charge 2020/21 £.p	Proposed Fee/ Charge 2021/22 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Single Membership - 12 month membership for price of 11 months - payable in advance	346.50	346.50	Freeze		
Corporate membership – peak (includes Students)	25.00	25.00	Freeze		
Friends and family membership (2 Adults) 12 month contract	-	50.00	New		
Family Membership (2 adults and up to 2 children) 12 month contract	-	68.00	New		
Family Membership (1 adult and up to 2 to children) 12 month contract	-	43.00	New		
Blue light membership NHS, Armed Forces, Police, Fire Brigade) 12 month contract	-	19.99	New		
Promotions in line with Alliance Leisure	N/A	N/A	N/A		
Legacy Off Peak Memberships annual % increase (rounded to nearest 10p)	3%	0%	New		
<i>Studio Hire</i>				Cabinet	VAT Incl.
Studio 1	27.00	30.00	3.00		
Studio 2	27.00	30.00	3.00		
<i>Swim / Climbing Casual Fee</i>					
Adult - Lite membership	6.00	6.00	Freeze		
Adult - Plus membership	5.40	5.00	-0.40		
Adult - Plus Membership concession fee	4.00	4.00	Freeze		
Juniors	3.00	3.00	Freeze		
Children u4 (swim only)	Free	Free	N/A		
<i>Gym / Classes Casual Fee</i>			-		VAT incl.
Adult - Lite membership	6.00	7.00	1.00		
Adult - Plus membership	5.40	6.00	0.60		
Adult - Plus Membership concession fee	4.00	5.00	1.00		
Junior 12 and over - Activities accessed in accordance with Industry guidance	3.00	4.00	1.00		
<i>Swimming Instruction</i>					
<i>Swimming Lessons</i>				Cabinet	No VAT
Adult swimming lesson (30 minutes)	9.00	9.00	Freeze		

	Fee/ Charge 2020/21	Proposed Fee/ Charge 2021/22	Increase/ Decrease	Committee Approval/ Comments	VAT Status
	£.p	£.p	£.p		
Junior swimming lesson (30 minutes) price per lesson - block of 12	6.00	6.00	Freeze		
Spectators - Lyme Card	Free	Free	N/A		
<i>Private Lessons</i>				Cabinet	No VAT
1:1 swim lesson (per 30 minutes)	20.00	20.00	Freeze		
1:1 dance lesson with DJD Dance - 30 minutes	20.00	20.00	Freeze		
1:1 swim / dance lesson with DJD Dance - 30 minutes, block of four lessons	70.00	70.00	Freeze		
<i>Pool Courses</i>				Cabinet	No VAT
Rookie lifeguards (per 2 hour session) - Lyme Card	9.00	10.00	1.00		
Other courses	Market Value	Market Value	N/A	Portfolio Holder	
<i>Swimming Pool Hire</i>				Cabinet	VAT Incl.
Teaching Pool Hire	60.00	65.00	5.00		
Main Pool Hire - (8 lane) (per lane per hour)	16.00	18.00	2.00		
Additional staff for pool hire (per staff member)	25.00	28.00	3.00		
Set up fee - galas	22.00	28.00	6.00		
Time equipment hire - galas	22.00	28.00	6.00		
<i>Parties</i>					VAT Incl.
Pool Party inclusive of 1 hour studio use	80.00	90.00	10.00		
Climbing Party (six people) inclusive of studio use	80.00	90.00	10.00		
Additional instructor per six children	25.00	28.00	3.00		
Bowls				Cabinet	VAT Incl.
Adult	4.32	4.41	0.09		
Junior/60+	2.16	2.20	0.04		
Summer season ticket - adult	61.29	62.52	1.23		
Summer season ticket - junior/60_/unemployed	40.43	41.24	0.81		
Winter season ticket	15.14	15.44	0.30		
Summer/winter season ticket - adult	72.62	74.07	1.45		
Summer/winter season ticket - junior/60+/unemployed	51.00	52.02	1.02		
Merit competition per player - per hour	8.24	8.40	0.16		

	Fee/ Charge 2020/21 £.p	Proposed Fee/ Charge 2021/22 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Greenage fees for pre-booking (plus playing fee per person)	10.00	10.25	0.25		
Tennis Class A (Westlands, Wolstanton)				Cabinet	VAT Incl.
Adult 30 minutes (per person)	Free	Free	N/A		
Adult 1 hour (per person)	Free	Free	N/A		
Adult 1 hour (group ticket 4 persons)	Free	Free	N/A		
Family ticket 1 hour (up to 4 adults & or 4 children with 2 adults)	Free	Free	N/A		
Family ticket 1 hour (1/2 adults & 2/3 children)	Free	Free	N/A		
Junior/60+/unemployed 30 minutes (per person)	Free	Free	N/A		
Junior/60+/unemployed 1 hour (per person)	Free	Free	N/A		
Junior/60+/unemployed 1 hour (group ticket 4 persons)	Free	Free	N/A		
Annual tickets - adult (per person)	Free	Free	N/A		
Annual tickets - junior/60+/unemployed (per person)	Free	Free	N/A		
Monthly ticket - adult (per person)	Free	Free	N/A		
Monthly ticket - junior/60+/unemployed (per person)	Free	Free	N/A		
Summer ticket (August only) - junior (per person)	Free	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	566.50	578.00	11.50		
All other pitches	393.50	401.00	7.50		
Junior pitch	60% of fee	60% of fee	N/A		
Mini soccer pitch (unmarked)	229.00	234.00	5.00		
Mini soccer pitch (marked)	322.00	328.00	6.00		
Rugby (alternate weekly use per season)				Cabinet	No VAT
Bathpool	798.50	814.50	16.00		
Lyme Valley	798.50	814.50	16.00		
Clough Hall	798.50	814.50	16.00		
Junior Pitch	60% of fee	60% of fee	N/A		

	Fee/ Charge 2020/21 £.p	Proposed Fee/ Charge 2021/22 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Rugby (casual use per match)	92.70	94.60	1.90	Cabinet	VAT Incl.
Concessionary Licences				Cabinet	No VAT
Brampton Park ice cream sales	772.50	788.00	15.50		
Brampton Park use of bouncy castle	772.50	788.00	15.50		
4 Large Parks Northern part of Borough – ice cream	664.00	677.00	13.00		
4 Large Parks Southern part of Borough – ice cream	664.00	677.00	13.00		
Community Events				Cabinet	Plus VAT
Wedding Photos within a park setting	43.00	44.00	1.00		
Advertising within parks	10.00 to 5125	10.00 to 5125.00	N/A		Plus VAT
Booking large events - more than 6 months planning	173.00	176.00	3.00		No VAT
Booking medium events - more than 6 months planning (firework displays, carnivals etc.)	86.50	88.00	1.50		No VAT
Booking small events - more than 6 months planning (competitions, fun days, picnics etc.)	32.45	33.00	0.55		No VAT
LICENCES					
General					No VAT
Sex establishments - application fee	3,193.00	3,289.00	96.00	Licensing Committee	
Sex establishments - Renewal	3,193.00	3,289.00	96.00		
Sex establishments - variation	1,082.00	1,114.00	32.00		
Sex establishments - transfer	1,082.00	1,114.00	32.00		
Scrap metal dealer site licence	273.00	281.00	8.00		
Scrap metal dealer collectors licence	216.00	222.00	6.00		
Gambling Act 2005					No VAT
Lotteries - application fee	40.00	40.00	Freeze	Statutory fees - Licensing Committee	
Lotteries - annual fee	20.00	20.00	Freeze		
Bingo - application fee	3,500.00	3,500.00	Freeze		
Bingo - annual fee	1,000.00	1,000.00	Freeze		
Bingo - application to vary	1,750.00	1,750.00	Freeze		
Bingo – application for transfer	1,200.00	1,200.00	Freeze		
Bingo – application to reinstate	1,200.00	1,200.00	Freeze		
Track betting - application fee	2,500.00	2,500.00	Freeze		
Track betting - annual fee	1,000.00	1,000.00	Freeze		
Track betting - application to vary	1,250.00	1,250.00	Freeze		

	Fee/ Charge 2020/21	Proposed Fee/ Charge 2021/22	Increase/ Decrease	Committee Approval/ Comments	VAT Status
	£.p	£.p	£.p		
Track betting - application to transfer	950.00	950.00	Freeze		
Track betting – application to reinstate	950.00	950.00	Freeze		
Betting premises - application fee	3,000.00	3,000.00	Freeze		
Betting premises - annual fee	600.00	600.00	Freeze		
Betting premises - application to vary	1,500.00	1,500.00	Freeze		
Betting premises - application to transfer	1,200.00	1,200.00	Freeze		
Betting premises – application to reinstate	1,200.00	1,200.00	Freeze		
Family entertainment centre - application fee	2,000.00	2,000.00	Freeze		
Family entertainment centre - annual fee	750.00	750.00	Freeze		
Family entertainment centre - application to vary	1,000.00	1,000.00	Freeze		
Family entertainment centre - application to transfer	950.00	950.00	Freeze		
Family entertainment centre – application to reinstate	950.00	950.00	Freeze		
Adult gaming centre - application fee	2,000.00	2,000.00	Freeze		
Adult gaming centre - annual fee	1,000.00	1,000.00	Freeze		
Adult gaming centre - application to vary	1,000.00	1,000.00	Freeze		
Adult gaming centre - application to transfer	1,200.00	1,200.00	Freeze		
Adult gaming centre – application to reinstate	1,200.00	1,200.00	Freeze		
Copy of any of the above licences (lost, stolen, damaged)	25.00	25.00	Freeze		
Notice of Intention – 2 or less gaming machines	50.00	50.00	Freeze		
Licensed Premises Gaming Machine Permits – more than 2 machines	150.00	150.00	Freeze		
Licensed Premises Gaming Machine Permits – more than 2 machines – Variation	100.00	100.00	Freeze		
Licensed Premises Gaming Machine Permits – more than 2 machines – Transfer	25.00	25.00	Freeze		
Licensed Premises Gaming Machine Permits – more than 2 machines – Annual Fee	50.00	50.00	Freeze		
Licensed Premises Gaming Machine Permits – more than 2 machines – Change of Name	25.00	25.00	Freeze		

	Fee/ Charge 2020/21 £.p	Proposed Fee/ Charge 2021/22 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Licensed Premises Gaming Machine Permits – more than 2 machines – Copy (lost, stolen, damaged)	15.00	15.00	Freeze		
Club Gaming/Club Machine Permits – New/Renew	200.00	200.00	Freeze		
Club Gaming/Club Machine Permits for holders of Club Premises Certificates (under LA03) – New/Renew	100.00	100.00	Freeze		
Club Gaming/Club Machine Permit – Annual Fee	50.00	50.00	Freeze		
Club Gaming/Club Machine Permit – Variation	100.00	100.00	Freeze		
Club Gaming/Club Machine Permit – Copy (lost, stolen, damaged)	15.00	15.00	Freeze		
UFEC (Unlicensed family entertainment Centre – 10 year licence)	300.00	300.00	Freeze		
Prize Gaming Permit – New/Renewal	300.00	300.00	Freeze		
Prize Gaming Permit – Change of Name	25.00	25.00	Freeze		
Prize Gaming Permit – Copy (lost, stolen, damaged)	15.00	15.00	Freeze		
Temporary Use Notice (TUN)	-	-	Freeze		
Casino Small – New application	6,930.00	7,138.00	208.00		
Casino Small – Annual Fee	3,465.00	3,569.00	104.00		
Casino Small - Variation	2,310.00	2,379.00	69.00		
Casino Small – Application for Transfer	1,485.00	1,530.00	45.00		
Casino Small – application to reinstate	1,485.00	1,530.00	45.00		
Private Hire/Hackney Carriage OPERATORS				Public Protection	No VAT
PHO Application fee	250.00	266.00	16.00		
Add/Remove Director	38.00	41.00	3.00		
Copy/Replacement Licence	6.00	7.00	1.00		
Basic DBS	23.00	23.00	Freeze		
DRIVERS					No VAT
Dual Driver Badge - 3 years	257.00	273.00	16.00		
Change of address	16.00	17.00	1.00		
Replacement badge	12.00	13.00	1.00		
Replacement vehicle badge	12.00	13.00	1.00		
Reissue/replacement badge (with amended details)	26.00	28.00	2.00		
DBS (CRB check)	40.00	40.00	Freeze		

	Fee/ Charge 2020/21	Proposed Fee/ Charge 2021/22	Increase/ Decrease	Committee Approval/ Comments	VAT Status
	£.p	£.p	£.p		
DBS (CRB check) online	60.34	60.34	Freeze		
Safeguarding training	38.00	39.00	1.00		
Fail to attend Safeguarding Training	38.00	39.00	1.00		
Exemption certificates	12.00	12.00	Freeze		
Knowledge test	25.00	27.00	2.00		
Fail to attend Knowledge Test	25.00	27.00	2.00		
Replacement Safeguarding training certificate	6.00	7.00	1.00		
Change of Name	16.00	17.00	1.00		
Replacement vehicle badge holder	5.00	5.00	Freeze		
Disability Training	35.00	35.00	Freeze		VAT
Disability Training (fail to attend)	35.00	35.00	Freeze		VAT
DE Training replacement cert	0.00	0.00	Freeze		
Copy of Paper Licence	6.00	7.00	1.00		
VEHICLES					No VAT
Transfer of vehicle	38.00	41.00	3.00		
Change of vehicle registration	43.00	46.00	3.00		
Failure to attend for vehicle test	104.00	104.00	Freeze		
Retest	42.00	42.00	Freeze		
Replacement plate carrier – front	8.00	9.00	1.00		
Replacement plate carrier – rear	10.00	11.00	1.00		
Replacement vehicle plate - front	7.00	7.00	Freeze		
Replacement vehicle plate - rear	10.00	10.00	Freeze		
Replacement vehicle sticker signage	5.00	5.00	Freeze		
Copy of paper part of licence	6.00	7.00	1.00		
Change of Vehicle Colour	43.00	46.00	3.00		
HCV test	108.00	109.00	1.00		
HCV test 10yrs+	108.00	109.00	1.00		
PHV test	108.00	109.00	1.00		
PHV test 10yrs+	108.00	109.00	1.00		
HCV application fee	230.00	242.00	12.00		
PHV application fee	228.00	240.00	12.00		
Basic DBS	£23.00	23.00	Freeze		
Change of Name/Address	38.00	41.00	3.00		
Spot check	25.00	26.00	1.00		
Replacement Internal Plate	7.00	8.00	1.00		
Licensing Act 2003 - New Application				Statutory	No VAT
Premise licence, band A (rateable value of up to £4,300)	100.00	100.00	Freeze		
Premise licence, band B (rateable value of £4,301 to £33,000)	190.00	190.00	Freeze		

	Fee/ Charge 2020/21 £.p	Proposed Fee/ Charge 2021/22 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Premise licence, band C (rateable value of £33,001 to £87,000)	315.00	315.00	Freeze		
Premise licence, band D (rateable value of £87,001 to £125,000)	450.00	450.00	Freeze		
Premise licence, band E (rateable value of >£125,001)	635.00	635.00	Freeze		
Additional fee (5,000 to 9,999 patrons)	1,000.00	1,000.00	Freeze		
Additional fee (10,000 to 14,999 patrons)	2,000.00	2,000.00	Freeze		
Additional fee (15,000 to 19,999 patrons)	4,000.00	4,000.00	Freeze		
Additional fee (20,000 to 29,999 patrons)	8,000.00	8,000.00	Freeze		
Additional fee (30,000 to 39,999 patrons)	16,000.00	16,000.00	Freeze		
Additional fee (40,000 to 49,999 patrons)	24,000.00	24,000.00	Freeze		
Additional fee (50,000 to 59,999 patrons)	32,000.00	32,000.00	Freeze		
Additional fee (60,000 to 69,999 patrons)	40,000.00	40,000.00	Freeze		
Additional fee (70,000 to 79,999 patrons)	48,000.00	48,000.00	Freeze		
Additional fee (80,000 to 89,999 patrons)	56,000.00	56,000.00	Freeze		
Additional fee (90,000 patrons & above)	64,000.00	64,000.00	Freeze		
Licensing Act 2003 - Annual Fee				Statutory	No VAT
Premise licence, band A (rateable value of up to £4,300)	70.00	70.00	Freeze		
Premise licence, band B (rateable value of £4,301 to £33,000)	180.00	180.00	Freeze		
Premise licence, band C (rateable value of £33,001 to £87,000)	295.00	295.00	Freeze		
Premise licence, band D (rateable value of £87,001 to £125,000)	320.00	320.00	Freeze		
Premise licence, band E (rateable value of £125,001 & above)	350.00	350.00	Freeze		
Additional fee (5,000 to 9,999 patrons)	500.00	500.00	Freeze		
Additional fee (10,000 to 14,999 patrons)	1,000.00	1,000.00	Freeze		
Additional fee (15,000 to 19,999 patrons)	2,000.00	2,000.00	Freeze		
Additional fee (20,000 to 29,999 patrons)	4,000.00	4,000.00	Freeze		

	Fee/ Charge 2020/21 £.p	Proposed Fee/ Charge 2021/22 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Additional fee (30,000 to 39,999 patrons)	8,000.00	8,000.00	Freeze		
Additional fee (40,000 to 49,999 patrons)	12,000.00	12,000.00	Freeze		
Additional fee (50,000 to 59,999 patrons)	16,000.00	16,000.00	Freeze		
Additional fee (60,000 to 69,999 patrons)	20,000.00	20,000.00	Freeze		
Additional fee (70,000 to 79,999 patrons)	24,000.00	24,000.00	Freeze		
Additional fee (80,000 to 89,999 patrons)	28,000.00	28,000.00	Freeze		
Additional fee (90,000 patrons & above)	32,000.00	32,000.00	Freeze		
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	Freeze		
Section 29 (application for a provisional statement)	315.00	315.00	Freeze		
Section 33 (notification of change of name or address)	10.50	10.50	Freeze		
Section 37 (application to vary licence to specify individual as premises supervisor)	23.00	23.00	Freeze		
Section 42 (application for transfer of premises licence)	23.00	23.00	Freeze		
Section 47 (interim authority notice following death of licence holder)	23.00	23.00	Freeze		
Section 79 (theft, loss etc. of certificate or summary)	10.50	10.50	Freeze		
Section 82 (notification of change of name or alteration of rules of club)	10.50	10.50	Freeze		
Licensing Act 2003 - Miscellaneous Fees (Application or Notice)				Statutory	No VAT
Section 83 (1) or (2) (change of relevant registered address of club)	10.50	10.50	Freeze		
Section 100 (temporary event notice)	21.00	21.00	Freeze		
Section 110 (theft, loss of temporary event notice)	10.50	10.50	Freeze		
Section 117 (application for, or renewal of personal licence)	37.00	37.00	Freeze		
Section 126 (theft, loss of personal licence)	10.50	10.50	Freeze		

	Fee/ Charge 2020/21 £.p	Proposed Fee/ Charge 2021/22 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Section 127 (duty to notify change of name/address)	10.50	10.50	Freeze		
Section 110 (theft or loss of temporary event notice)	10.50	10.50	Freeze		
Section 126 (theft or loss of personal licence)	10.50	10.50	Freeze		
Section 127 (duty to notify change of name/address)	10.50	10.50	Freeze		
Section 178 (right of freeholder etc.)	21.00	21.00	Freeze		
Minor Variation	89.00	89.00	Freeze		
Removal of DPS at community premises	23.00	23.00	Freeze		
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	45.75	46.70	0.95		
MOT - car (for discounted partner incl. Lyme Card)	40.25	41.10	0.85		
MOT - class 7 (up to 3.5 tonnes)	57.50	58.65	1.15		
Retest	15.75	16.10	0.35		

	Fee/ Charge 2020/21 £.p	Proposed Fee/ Charge 2021/22 £.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.
Photocopies (black & white)	1.00	1.00	Freeze		VAT Incl.
Commission of picture sales from exhibitions	30% of price	30% of price	N/A		Plus VAT
Education session per pupil - half day	4.00	4.15	0.15		No VAT
Education session per pupil - full day	6.50	6.75	0.25		No VAT
Education sessions - minimum charge half day (20 pupils or fewer)	70.00	71.50	1.50		No VAT
Education sessions - minimum charge full day (20 pupils or fewer)	110.00	112.00	2.00		No VAT
Holiday activities per child	10.00	10.50	0.50	Max charge	No VAT
Adult object handling/reminiscence sessions per hour	30.00	30.75	0.75		
Outreach fee	40.00	40.75	0.75		No VAT
Outreach education – schools per session	75.00	76.50	1.50		No VAT
Hire of meeting room - half day	30.00	30.50	0.50		No VAT
Hire of meeting room - half day - community/charity	22.00	22.50	0.50		No VAT
Hire of meeting room - full day	60.00	60.00	Freeze		No VAT
Hire of meeting room - full day - community/charity	37.00	37.75	0.75		No VAT
Refreshment Charges - tea/coffee & biscuits per head	2.00	2.25	0.25		
Education item loan	15.00	15.75	0.75		No VAT
Saleable items	RRP	RRP	N/A		
Open art registration - per item	5.00	5.25	0.25		VAT Incl.
Open art registration - three items	13.50	14.00	0.50		VAT Incl.
Open art registration - per item concession	4.50	4.75	0.25		VAT Incl.
Open art registration - three items concession	12.00	12.50	0.50		VAT Incl.
Event Fees				Cabinet	VAT Incl.
Visit to Father Christmas	5.00	5.50	0.50		
Talks	15.00	15.50	0.50		

	Fee/ Charge 2020/21 £.p	Proposed Fee/ Charge 2021/22 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
NAMING/NUMBERING OF STREETS/PROPERTIES					
New or Redevelopment				Cabinet	No VAT
Charge for naming of a street	200.00	200.00	Freeze		
Charge for naming of a commercial building	100.00	100.00	Freeze		
Single residential property on existing street	130.00	130.00	Freeze		
Number/name 2-9 properties (includes first property)	200.00	200.00	Freeze		
Plus - per plot	70.00	70.00	Freeze		
Number/name 10 plus properties (includes first property)	200.00	200.00	Freeze		
Plus - per plot	70.00	70.00	Freeze		
Change to layout after notification	250.00	250.00	Freeze		
Plus - per plot	40.00	40.00	Freeze		
Existing Properties/Streets				Cabinet	No VAT
Adding or alteration of a house/building name	70.00	70.00	Freeze		
Renaming of a street	On request	On request	N/A		
House or building renumbering (including sub division to flats)	250.00	250.00	Freeze		
Confirmation of postal address	40.00	40.00	Freeze		
Requests not included in above fees per hour	50.00	50.00	Freeze		
Road closure	30.00	30.00	Freeze		
PEST CONTROL				Cabinet	VAT Incl.
Treatment of rats (domestic) - prepayment (up to 4 visits)	48.00	50.00	2.00		
Treatment of rats (domestic) - payment by invoice (up to 4 visits)	68.00	70.00	2.00		
Treatment of mice (domestic) – prepayment (up to 3 visits)	48.00	50.00	2.00		
Treatment of mice (domestic) – payment by invoice (up to 3 visits)	68.00	70.00	2.00		
Fleas / Bedbugs / Cockroaches (domestic) - prepayment	-	105.00	New		
Fleas / Bedbugs / Cockroaches (domestic) - payment by invoice	-	125.00	New		
Insect control treatments (domestic) including wasps, & ants - prepayment	-	75.00	New		

	Fee/ Charge 2020/21 £.p	Proposed Fee/ Charge 2021/22 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Insect control treatments (domestic) including wasps & ants - payment by invoice	-	95.00	New		
Pest control commercial (other) - first hour	100.00	105.00	5.00		
Pest control commercial (other) - per 1/4 extra hour	25.00	26.25	1.25		
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)	120.00	125.00	5.00		
Squirrel control - payment by invoice (up to 4 visits)	140.00	145.00	5.00		
Telephone Advice (prepayment only)	10.00	10.00	Freeze		
Advice Visit (no treatment) - prepayment	48.00	50.00	2.00		
Advice Visit (no treatment) - payment by invoice	68.00	70.00	2.00		
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)			N/A		
Works in default (Prevention of Damage by Pests Act 1949) per additional 1/4 hour (invoiced)	As per formulae for works in default	As per formulae for works in default	N/A		
PLANNING SERVICES					
Postage & packaging	0.90	1.00	0.10		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)	0.20	0.25	0.05		No VAT
Paper copies of planning/building control decisions & documents - per sheet (A3 black & white)	0.30	0.35	0.05		No VAT
Paper copies of plans - planning files - per sheet (A4 black & white)	0.20	0.25	0.05		No VAT
Paper copies of plans - planning files - per sheet (A3 black & white)	0.40	0.45	0.05		No VAT
Paper colour copies of an A4 sheet of planning/building control decision, planning documents or plan	0.40	0.45	0.05		No VAT

	Fee/ Charge 2020/21	Proposed Fee/ Charge 2021/22	Increase/ Decrease	Committee Approval/ Comments	VAT Status
	£.p	£.p	£.p		
Paper colour copies of an A3 sheet of decision, planning documents or plan	0.70	0.75	0.05		No VAT
Scanned copies of documents - charge per hour of scanning (where legal to charge)	35.00	36.00	1.00		No VAT
Paper copies of plans - planning files - each plan (A2)	2.30	2.40	0.10		No VAT
Paper copies of plans - planning files - each plan (A1)	3.40	3.50	0.10		No VAT
Paper copies of plans - planning files - each plan (A0)	4.50	4.60	0.10		No VAT
Weekly lists - statutory consultees	Free	Free	N/A		
Requests for site information – commercial per hour	76.00	78.00	2.00		No VAT
Requests for site information - individuals	Cost	Cost	N/A		No VAT
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 10,000m ² of floor space or where floor space not known, a site area of 2ha or more)	701.00	715.00	14.00		
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 1000m ² & 10,000m ² of floor space or where floor space not known, a site area of between 1ha & 2ha)	348.00	360.00	12.00		
1 dwelling	103.00	105.00	2.00		
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 1,000m ² of floor space or where floor space not known, a site area of less than 1ha)	159.00	162.00	3.00		
Householder Development.					
Half hour appointment	23.00	24.00	1.00		
Appointment in excess of 30 minutes	33.00	34.00	1.00		

	Fee/ Charge 2020/21 £.p	Proposed Fee/ Charge 2021/22 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Other Development (excluding householder development but including changes of use, advertisements, prior approval proposals & listed building proposals)	57.00	58.00	1.00		
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	36.00	37.00	1.00		
Local development framework proposals map - north or south	8.00	8.25	0.25		
Local development framework proposals map - north & south	13.00	13.50	0.50		
Strategic housing land availability assessment (SHLAA)	36.00	37.00	1.00		
PRIVATE SECTOR HOUSING				Cabinet	No VAT
Houses in multiple occupation licence fee	610.50	623.00	12.50		
Each additional bedroom	8.00	8.25	0.25		
Renewal of houses in multiple occupation licence	451.50	461.00	9.50		
Each additional bedroom	8.00	8.25	0.25		
Houses in multiple occupation licence fee for a member of the North Staffs Landlord Accreditation Scheme	510.50	523.00	12.50	Cabinet	
Each additional bedroom	8.00	8.25	0.25		
Renewal of houses in multiple occupation licence or a member of the North Staffs Landlord	351.50	361.00	9.50	Cabinet	
Immigration Inspections	127.50	130.00	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%		

	Fee/ Charge 2020/21 £.p	Proposed Fee/ Charge 2021/22 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
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	38.00	39.00	1.00		
SALE OF SANDBAGS				Cabinet	VAT Incl.
5 sand bags	38.00	40.00	2.00		
10 sand bags	43.00	55.00	12.00		
15 sand bags	49.00	70.00	21.00		
20 sand bags	55.00	85.00	30.00		
STREET TRADING				Cabinet	No VAT
Newcastle Town Centre (daily)	27.50	27.50	Freeze		
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)	27.50	27.50	Freeze		
Charity & local community groups	5.50	5.50	Freeze		
National promotions (minimum charge)	77.50	77.50	Freeze		

	Fee/ Charge 2020/21 £.p	Proposed Fee/ Charge 2021/22 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
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)	65.00	66.30	1.30		
Replacement bin due to loss / theft	25.00	25.50	0.50		
Replacement / additional Food waste Caddie. (new item)	-	10.00	New		
Replacement / additional recycling bag. (new item)	-	5.00	New		

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 Head of Finance (S151 Officer) 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.