

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S
REPORT TO

Cabinet
12 January 2022

Report Title: Scale of Fees and Charges 2022/23
Submitted by: Head of Finance (Section 151 Officer)
Portfolios: Finance, Town Centres and Growth
Ward(s) affected: All

Purpose of the Report

To obtain approval for the proposed scale of fees and charges to apply from 1 April 2022.

Recommendation

1. That the fees and charges proposed to apply from 1 April 2022, 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 2022/23 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 2022 and remain in force until 31 March 2023.
- 1.2 The Council has an approved Charging Policy (the most recent version of which was approved by Cabinet on 10 September 2014, shown at Appendix 2), 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 1 December 2021, assumed a 3% increase in the amount of income raised from fees and charges in 2022/23 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 should be followed.
- 2.5 In drawing up the proposed fees and charges for 2022/23 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 2022/23 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. This has been factored into the Medium Term Financial Strategy assumptions.
- 2.9 The Scale of Fees and Charges (Appendix 1) shows the current and proposed fees and charges for 2022/23 and indicates those which have been frozen at current levels. There are a number of new charges proposed for 2022/23. The table below shows these:

New Charges - Description of Charge	Fee / Charge 2022/23 (£)
CEMETERIES / CREMATORIUM	
Sundry Items	
Casket Plaque for Crematorium Boxes	15.00
Double Casket	118.00
MUSEUM & ART GALLERY	
Hire of Alder Room per hour (Function/Corporate)	20.00
Hire of Alder Room per hour (Not for profit/Charity)	14.00
Hire of Willow Room per hour (Function/Corporate)	30.00
Hire of Willow Room per hour (Not for profit/Charity)	20.00

- 2.10 Following the Museum’s refurbishment, the Alder room and Willow room have been added as new fees for 2022/23. These replace the previous meeting room fees that are shown in the table of deletions below.
- 2.11 A new product category is being provided by bereavement services, allowing for double caskets and plaques for crematorium boxes.
- 2.12 A number of fees and charges approved for 2021/22 have been deleted from the proposed fees and charges for 2022/23. The table below shows these:

Deleted Charges - Description of Charge	Fee / Charge 2021/22 (£)
HIRE OF ROOMS (KIDSGROVE)	
Standard rates:	
Room 1 - per day (Mon & Fri)	21.00
Room 1 - per half day (Tues & Thurs pm)	11.00
Local statutory bodies:	
Room 1 - per day (Mon & Fri)	16.00
Room 1 - per half day (Tues & Thurs pm)	9.00
Voluntary & community sector:	
Room 1 - per day (Mon & Fri)	11.00
Room 1 - per half day (Tues & Thurs pm)	8.00
MUSEUM & ART GALLERY	
Hire of meeting room - half day	30.50
Hire of meeting room - half day - community/charity	22.50
Hire of meeting room - full day	60.00
Hire of meeting room - full day - community/charity	37.75

- 2.13 Fees in relation to the Hire of Rooms (Kidsgrove) have been removed as the rooms are no longer available for hire.
- 2.14 The removal of meeting room hire fees at the Museum & Art Gallery have been replaced with specific fees for each of the rooms available following the building extension and refurbishment. The fees for the Alder and Willow room are highlighted above in the table of new charges.
- 2.15 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 2022, 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 2022/23 and later years and will help to keep fees and charges in line with the cost of service provision.

5. **Options Considered**

5.1 None.

6. **Legal and Statutory Implications**

6.1 Statutory charges are included in the scale of fees and charges, and are noted as such. These are set by the government rather than by 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.

7. **Equality Impact Assessment**

7.1 Local authorities have a responsibility to meet the Public Sector Duty of the Equality Act 2010. The Act gives people the right not to be treated less favourably due to protected characteristics. It is important to consider the potential impact on such groups and individuals when designing or delivering services and budgets. Budget proposals requiring changes or new services and policies will be subject to Equality Impact Assessments including consultation with affected people and organisations.

8. **Financial and Resource Implications**

8.1 The approved levels of fees and charges will be incorporated in the General Fund Budget for 2022/23. The Medium Term Financial Strategy (MTFS) assumes increased income of £158,000 from an average increase of 3% across the existing range of fees and charges.

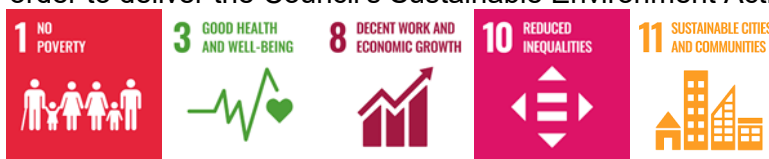
8.2 The proposals made vary between minimal decreases to increases. When these proposals are applied to the appropriate income budgets they fall broadly in line with the assumed overall 3% increase.

9. **Major Risks**

9.1 A major risk is that the current depressed economic situation 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.

10. **UN Sustainable Development Goals (UNSDG)**

10.1 In shaping detailed budget proposals consideration will be given to the need for investment in order to deliver the Council's Sustainable Environment Action Plan.



11. **Key Decision Information**

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

12. **Earlier Cabinet / Committee Resolutions**

12.1 Medium Term Financial Strategy 2022/23 to 2026/27, Cabinet 13 October 2021.

13. **List of Appendices**

13.1 Appendix 1 – Proposed charges from 1 April 2022.

Appendix 2 – Charging principles included in Charging Policy.

14. **Background Papers**

14.1 None.

SCALE OF FEES AND CHARGES 2022/23

ALLOTMENTS	2
BULKY RECYCLING.....	2
BUS DEPARTURE CHARGES	2
CAR PARKS	2
CEMETERIES.....	6
CIRCUSES & FAIRS.....	9
COVENANT CONSENTS	10
CREMATORIUM	10
DOG WARDEN SERVICE	12
ELECTIONS.....	12
ENVIRONMENTAL HEALTH	13
FACILITIES MANAGEMENT.....	18
GARDEN WASTE RECYCLING	18
LAND CHARGES.....	18
LEISURE CHARGES	19
LICENCES	23
MARKETS.....	28
MOT	29
MUSEUM & ART GALLERY	29
NAMING/NUMBERING OF STREETS/PROPERTIES	30
PEST CONTROL	30
PLANNING SERVICES.....	31
PRIVATE SECTOR HOUSING	33
REMOVAL OF DOMESTIC ANIMAL CARCASSES	34
SALE OF SANDBAGS	34
STREET TRADING.....	34
TOWN CENTRE DISPLAYS	35
TREE PRESERVATION ORDERS.....	35
WASTE & RECYCLING BINS/RECEPTACLES	35

	Fee/ Charge 2021/22 £.p	Proposed Fee/ Charge 2022/23 £.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	0.48	0.50	0.02		
BULKY RECYCLING				Cabinet	No VAT
1-3 Items non reusable/waste items	39.30	40.50	1.20		
4-6 Items non reusable/waste items	62.75	64.75	2.00		
7-9 Items non reusable/waste items	78.60	81.00	2.40		
Additional items non reusable/waste items	11.75	12.10	0.35		
Reusable items	Free	Free	Freeze		
BUS DEPARTURE CHARGES				Cabinet	Plus VAT
Fee per departure	0.23	0.24	0.01		
CAR PARKS				Cabinet	No VAT
Charges for Infringements					
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					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 2021/22	Proposed Fee/ Charge 2022/23	Increase/ (Decrease)	Committee Approval / Comments	VAT Status
	£.p	£.p	£.p		
Blackfriars (Zone C)					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)					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)					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)					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 2021/22 £.p	Proposed Fee/ Charge 2022/23 £.p	Increase/ (Decrease) £.p	Committee Approval / Comments	VAT Status
Fogg Street East (Zone A)					
Season ticket - per quarter	156.00	156.00	Freeze		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)					
Up to 1 hour	1.00	1.00	Freeze		VAT Incl.
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)					
Up to 1 hour	1.00	1.00	Freeze		VAT Incl.
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)					
Season ticket - per quarter	156.00	156.00	Freeze		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		
King Street (Zone C)					
Up to 1 hour	1.00	1.00	Freeze		VAT Incl.
Up to 2 hours	1.50	1.50	Freeze		
Up to 3 hours	2.00	2.00	Freeze		

	Fee/ Charge 2021/22	Proposed Fee/ Charge 2022/23	Increase/ (Decrease)	Committee Approval / Comments	VAT Status
	£.p	£.p	£.p		
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		
Lyme Valley					
Up to 2 hours	Free	Free	Freeze		VAT Incl.
Up to 3 hours	3.20	3.20	Freeze		
Up to 3 hours – Buckmaster Ave	Free	Free	Freeze		
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	Freeze		
Midway (Zone A)					
Up to 1 hour	1.10	1.10	Freeze		VAT Incl.
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)					
Up to 1 hour	1.10	1.10	Freeze		VAT Incl.
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		

	Fee/ Charge 2021/22	Proposed Fee/ Charge 2022/23	Increase/ (Decrease)	Committee Approval / Comments	VAT Status
	£.p	£.p	£.p		
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)					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		
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		
Silverdale Road (Zone C)					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	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		
Windsor Street (Zone B)					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				Cabinet	
Interment Fees - Resident Fees					No VAT
17 years and under	Free	Free	Freeze		
18 years & over	960.00	989.00	29.00		

	Fee/ Charge 2021/22	Proposed Fee/ Charge 2022/23	Increase/ (Decrease)	Committee Approval / Comments	VAT Status
	£.p	£.p	£.p		
Woodland burial - Keele Cemetery (1 full interment only in each grave)	512.00	527.00	15.00		
Cremated remains at 2 feet Woodland burial cremated remains at 2 feet - Keele Cemetery (4 interments only in each grave)	421.00	434.00	13.00		
Additional depth for cremated remains over 2 feet	421.00	434.00	13.00		
Additional depth over 6 feet per foot	151.00	156.00	5.00		
	161.00	166.00	5.00		
Purchase of Graves - Resident Fees (includes right to erect memorial for single grave)					No VAT
Exclusive Right of Burial & Memorialisation for a Single Grave	1,294.00	1,333.00	39.00		
Lawn Graves Reservation Exclusive Right of Burial in a Woodland Grave at Keele Cemetery (1 full interment only in each grave plus memorial tree)	1,294.00	1,333.00	39.00		
Reservation of Woodland Grave	953.00	982.00	29.00		
Exclusive Right of Burial and Memorialisation in a Cremated Remains Grave at 2ft	953.00	982.00	29.00		
Reservation of a Cremated Remains Grave	640.00	659.00	19.00		
Exclusive Right of Burial in a Woodland Cremated Remains Grave, Keele Cemetery at 2ft Inclusive of a Shrub	640.00	659.00	19.00		
Reservation of Woodland Cremated Remains Grave	640.00	659.00	19.00		
Renewal of exclusive right of burial & memorialisation (full grave)	612.00	630.00	18.00		
Renewal of exclusive right of burial & memorialisation (cremated remains grave)	307.00	316.00	9.00		
Transfer of ownership of exclusive rights of burial & memorialisation	98.00	101.00	3.00		
Duplicate deed	51.00	53.00	2.00		
Interment Fees - Non-Resident Fees					No VAT
17 years and under	Free	Free	Freeze		
18 years & over	1,440.00	1,483.00	43.00		

	Fee/ Charge 2021/22 £.p	Proposed Fee/ Charge 2022/23 £.p	Increase/ (Decrease) £.p	Committee Approval / Comments	VAT Status
Woodland burial - Keele Cemetery (1 full interment only in each grave)	768.00	791.00	23.00		
Cremated remains at 2 feet Woodland burial cremated remains at 2 feet - Keele Cemetery (4 interments only in each grave)	631.00	650.00	19.00		
Additional depth for cremated remains over 2 feet	226.00	233.00	7.00		
Additional depth over 6 feet per foot	242.00	249.00	7.00		
Purchase of Graves - Non-Resident Fees (includes right to erect memorial for single grave)					No VAT
Exclusive Right of Burial & Memorialisation for a Single Grave	1,941.00	2,000.00	59.00		
Lawn Graves Reservation Exclusive Right of Burial in a Woodland Grave at Keele Cemetery (1 full interment only in each grave plus memorial tree)	1,941.00	2,000.00	59.00		
Reservation of Woodland Grave	1,430.00	1,473.00	43.00		
Exclusive Right of Burial and Memorialisation in a Cremated Remains Grave at 2ft	960.00	989.00	29.00		
Reservation of a Cremated Remains Grave	960.00	989.00	29.00		
Exclusive Right of Burial in a Woodland Cremated Remains Grave, Keele Cemetery at 2ft Inclusive of a Shrub	960.00	989.00	29.00		
Reservation of Woodland Cremated Remains Grave	960.00	989.00	29.00		
Renewal of exclusive right of burial & memorialisation (full grave)	918.00	946.00	28.00		
Renewal of exclusive right of burial & memorialisation (cremated remains grave)	461.00	475.00	14.00		
Transfer of ownership of exclusive rights of burial & memorialisation	147.00	152.00	5.00		
Duplicate deed of exclusive rights of burial & memorialisation	77.00	80.00	3.00		
Erection of Memorials (no prior right given)					No VAT
Memorial not exceeding 3 feet in height	157.00	162.00	5.00		

	Fee/ Charge 2021/22 £.p	Proposed Fee/ Charge 2022/23 £.p	Increase/ (Decrease) £.p	Committee Approval / Comments	VAT Status
Replacement memorial	52.00	54.00	2.00		
Columbarium					No VAT
10 year lease including 1st interment	595.00	613.00	18.00		
2nd interment	83.00	86.00	3.00		
Renewal of 10 year lease	298.00	307.00	9.00		
Additional 5 year lease	298.00	307.00	9.00		
Use of Chapel & Community Room					No VAT
Newcastle cemetery chapel	83.00	86.00	3.00		
Keele community room - service	83.00	86.00	3.00		
Keele community room - full day hire	80.00	80.00	Freeze		
Keele community room - half day hire	43.00	43.00	Freeze		
Keele community room - per hour hire	16.50	16.50	Freeze		
Private Maintenance of Grave Non-Lawn Types					No VAT
Turfing	51.00	53.00	2.00		
Spring/summer planting & maintenance	106.00	109.00	3.00		
Sundry Items					VAT Incl.
Single abstract information from registrar	74.00	76.00	2.00		
Family history research	24.00	25.00	1.00		
Casket - Single	90.00	93.00	3.00		
Casket - Double	-	118.00	New		
Casket Plaque for Crematorium Boxes	-	15.00	New		
Wooden cross	50.00	51.00	1.00		
Memorial benches	768.00	791.00	23.00		
Memorial benches - maintenance By request (cleaning & staining)	179.00	184.00	5.00		
Memorial trees	393.00	405.00	12.00		
Barrier fob replacements	11.00	12.00	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)	650.00	670.00	20.00		
Returnable deposit - cleaning	950.00	980.00	30.00		

	Fee/ Charge 2021/22 £.p	Proposed Fee/ Charge 2022/23 £.p	Increase/ (Decrease) £.p	Committee Approval / Comments	VAT Status
Returnable deposit - damage	950.00	980.00	30.00		
COVENANT CONSENTS				Cabinet	No VAT
Covenant consents	150.00	155.00	5.00		
CREMATORIUM				Cabinet	No VAT
Cremation Fees					No VAT
17 years of age and under	Free	Free	Freeze		
18 years & over 9.20am service time only	486.00	501.00	15.00		
18 years & over from 10am	715.00	736.00	21.00		
Cremation environmental charge	75.00	77.00	2.00		
Burial of remains cremated elsewhere	221.00	228.00	7.00		
Chapel hire - additional use to cremation service	81.00	86.00	5.00		
Obitus Fees					VAT Incl.
Webcast Live	31.00	32.00	1.00		
Webcast Live + 28 day + downloadable	46.00	47.00	1.00		
Webcast - Keepsake copy	51.00	53.00	2.00		
Single Photo	12.50	13.00	0.50		
Slideshow	39.00	40.00	1.00		
Pro Tribute	71.00	73.00	2.00		
Family-made Video Checking	19.00	20.00	1.00		
Keepsake copy of Pro Tribute	24.00	25.00	1.00		
Downloadable Pro Tribute	11.00	11.00	Freeze		
Additional physical copies	24.00	24.00	Freeze		
Each extra 25 photos	22.00	23.00	1.00		
Extra work	22.00	23.00	1.00		
Urns & Containers					VAT Incl.
Casket - Single	90.00	93.00	3.00		
Casket - Double	-	118.00	New		
Casket Plaque for Crematorium Boxes	-	15.00	New		
Postage & packaging	Cost	Cost	Freeze		
Memorialisation					VAT Incl.
Book of remembrance per line (up to 3 lines)	33.00	34.00	1.00		

	Fee/ Charge 2021/22	Proposed Fee/ Charge 2022/23	Increase/ (Decrease)	Committee Approval / Comments	VAT Status
	£.p	£.p	£.p		
Book of remembrance for 4 lines	112.00	115.00	3.00		
Book of remembrance for 5 lines	144.00	148.00	4.00		
Book of remembrance for 6 lines	175.00	180.00	5.00		
Book of remembrance for 7 lines	205.00	211.00	6.00		
Book of remembrance for 8 lines	239.00	246.00	7.00		
Simple floral emblem	97.00	100.00	3.00		
Coat of arms, badges, ornate floral emblem	133.00	137.00	4.00		
Additional lines of inscription for cards/books	33.00	34.00	1.00		
Plaques					VAT Incl.
12" x 4" new plaque & 10 year hire	362.00	373.00	11.00		
Each succeeding 10 year hire	145.00	149.00	4.00		
12" x 8" new plaque & 10 year hire	723.00	745.00	22.00		
Each succeeding 10 year hire	291.00	300.00	9.00		
24" x 8" each succeeding 10 year hire	577.00	594.00	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					VAT Incl.
Memorial benches	768.00	791.00	23.00		
Memorial benches maintenance by request (cleaning & staining)	179.00	184.00	5.00		
Memorial vases	353.00	364.00	11.00		
Each succeeding 5 year hire	213.00	220.00	7.00		
Vases various – small	Various	Various	Freeze		
Planters	815.00	839.00	24.00		
Each succeeding 5 year hire	332.00	342.00	10.00		
Trees	697.00	718.00	21.00		
Each succeeding 10 year hire	364.00	375.00	11.00		
Additional plaques	89.00	92.00	3.00		
Shrubs (inclusive of aluminium vase)	387.00	399.00	12.00		
Each succeeding 5 year hire	166.00	171.00	5.00		
Donations Memorial Fish/Bulbs	Various	Various	Freeze		

	Fee/ Charge 2021/22 £.p	Proposed Fee/ Charge 2022/23 £.p	Increase/ (Decrease) £.p	Committee Approval / Comments	VAT Status
DOG WARDEN SERVICE				Cabinet	
Recovery of Stray Dogs					No VAT
During normal working hours - reclaim fee	70.00	70.00	Freeze		
Daily kennelling fees	Cost	Cost	Freeze		
ELECTIONS				Statutory	
Regulations 48 & 49 Representation of the People Regulations 2001					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					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					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 2021/22 £.p	Proposed Fee/ Charge 2022/23 £.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		No VAT
Town & Parish Elections <i>Borough Council Election taking place on the same day:</i> Town or Parish specific printing / postage costs - Room hire - Staffing costs (polling & count) <i>Town or Parish Election on different day i.e. by-election</i> - printing, postage, stationery, room hire costs and other associated costs - polling station / count staff cost Uncontested Town or Parish Election Administration Fee Room hire	Market rate + 5% admin 50% of cost 50% of staffing rate Market rate + 5% admin Standard NULBC staffing rates 100.00 Full costs	Market rate + 5% admin 50% of cost 50% of staffing rate Market rate + 5% admin Standard NULBC staffing rates 100.00 Full costs	N/A N/A N/A N/A N/A Freeze N/A		No VAT
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 Environmental Offences - Fixed Penalty Notices Waste receptacles - Section 47ZA(2) (paid in 10 days) Waste receptacles - Section 47ZA(2) (paid in 14 days)	Per Formula	Per Formula	Freeze	Cabinet	No VAT
	60.00 80.00	60.00 80.00	Freeze Freeze	Statutory	No VAT

	Fee/ Charge 2021/22 £.p	Proposed Fee/ Charge 2022/23 £.p	Increase/ (Decrease) £.p	Committee Approval / Comments	VAT Status
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	Public 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	120.00	Freeze		
Household waste duty of care fixed penalty notices. Environmental protection Act 1990 Section 34(2)A) (paid within 14 days)	200.00	200.00	Freeze		

	Fee/ Charge 2021/22 £.p	Proposed Fee/ Charge 2022/23 £.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		
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	17.00	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	285.00	295.00	10.00		
Noise monitoring service for Aspire Housing for 1 period of up to 7 days & subsequent report & copy of recording	285.00	295.00	10.00		
Environmental Health Licences				Cabinet	No VAT
Dangerous wild animals - first licence	600.00	625.00	25.00		
Dangerous wild animals - renewal	300.00	310.00	10.00		
Zoo - first licence	Price on Application	Price on Application	Freeze		
Zoo - renewal	Price on Application	Price on Application	Freeze		
Selling animals as Pets – Grant new licence	330.00	350.00	20.00		

	Fee/ Charge 2021/22	Proposed Fee/ Charge 2022/23	Increase/ (Decrease)	Committee Approval / Comments	VAT Status
	£.p	£.p	£.p		
Selling animals as Pets – Renew licence	300.00	310.00	10.00		
Selling animals as Pets – Grading review (no visit)	80.00	80.00	Freeze		
Selling animals as Pets – Variation	100.00	100.00	Freeze		
Animal Boarding – Grant new licence	330.00	350.00	20.00		
Animal Boarding – Renew licence	300.00	310.00	10.00		
Animal Boarding – Grading review (no visit)	80.00	80.00	Freeze		
Animal Boarding – Variation	100.00	100.00	Freeze		
Hiring out horses – Grant new licence Exc Vet Fee	550.00	560.00	10.00		
Hiring out horses – Renew licence Exc Vet Fee	520.00	510.00	10.00		
Hiring out horses – Grading review (no visit)	80.00	80.00	Freeze		
Hiring out horses – Variation	100.00	100.00	Freeze		
Hiring out horses – Annual horse check	280.00	350.00	70.00		
Breeding Dogs – Grant new licence	550.00	580.00	30.00		
Breeding Dogs – Renew licence	300.00	310.00	10.00		
Breeding Dogs – Grading review (no visit)	80.00	80.00	Freeze		
Breeding Dogs – Variation	100.00	100.00	Freeze		
Keeping or training animals for exhibition - Grant new licence (3yrs)	220.00	240.00	20.00		
Keeping or training animals for exhibition - Renew licence (3yrs)	220.00	240.00	20.00		
Keeping or training animals for exhibition - Variation	100.00	100.00	Freeze		
Re-inspection	100.00	100.00	Freeze		
Registration of premises for acupuncture, tattooing, cosmetic piercing, electrolysis & semi-permanent skin colouring	150.00	155.00	5.00		
Registration of each operative	92.00	95.00	3.00		
Additional treatment registration	76.00	79.00	3.00		
Export health certificates	160.00	165.00	5.00	Statutory	
Charges for Authorised Process - Local Authority Pollution Prevention Control Act					

	Fee/ Charge 2021/22 £.p	Proposed Fee/ Charge 2022/23 £.p	Increase/ (Decrease) £.p	Committee Approval / Comments	VAT Status
The scale of charges is set by DEFRA annually after consultation with Local Authorities, representatives of industry and other stakeholders. The scale of charges is designed to cover the 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	Freeze	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	143.00	150.00	7.00		
Charge for factual statements - disclosure of documents	75.00	80.00	5.00		
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)	Freeze		
Sampling					
Investigation					
Authorisation					
Analysis - during Regulation 10			Freeze		
Analysis - during check monitoring	Laboratory cost	Laboratory cost			
Analysis - during audit monitoring					
Swimming Pools				Cabinet	No VAT
Sampling of pool water - per annum	668.00	690.00	22.00		
Sampling of pool water - one sample	69.00	72.00	3.00		
Food Hygiene Rating Scheme				Public Protection Committee	
Food Hygiene Rating Scheme inspection	203.00	210.00	7.00		No VAT

	Fee/ Charge 2021/22 £.p	Proposed Fee/ Charge 2022/23 £.p	Increase/ (Decrease) £.p	Committee Approval / Comments	VAT Status
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 admin and management + c) Car mileage & subsistence + d) On costs + 5% For any exceptional requests/project related works to Bus Station on-cost 3%	As per formula	As per formula	Freeze	Cabinet	Plus VAT
GARDEN WASTE RECYCLING Garden waste service - one bin 36.00 Every additional garden waste bin 30.00 Delivery of each additional garden waste bin 26.25				Cabinet	No VAT
LAND CHARGES Residential LLC1 – land charges register search only 42.00 Commercial LLC1 – land charges register search only 105.00 Residential – Con 29R (conveyancer search) 125.50 Commercial – Con 29R (conveyancer search) 315.00 Residential – full standard search (LLC1 & Con 29R) 168.00 Commercial – full standard search (LLC1 & Con 29R) 419.00 Con 290 – (conveyancer optional form) each enquiry 36.70 Each additional enquiry Cost Residential – additional parcel of land 84.00				Cabinet	LLC1 – No VAT LLC1 – No VAT CON29 – Plus VAT, CON29 – Plus VAT, Plus VAT on Con29 Element Plus VAT on Con29 Element

	Fee/ Charge 2021/22 £.p	Proposed Fee/ Charge 2022/23 £.p	Increase/ (Decrease) £.p	Committee Approval / Comments	VAT Status
Commercial – additional parcel of land	209.00	215.30	6.30		
LEISURE CHARGES				Cabinet	
Sport Development Sports Development Activities up to 2 hours	4.00	4.00	Freeze		No VAT
Jubilee 2 Equipment Resale					
Saleable items	Market Value	Market Value	N/A		VAT Incl.
Equipment Hire	Market Value	Market Value	N/A		
<i>Plus Membership</i>					VAT Incl.
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	10.00	(2.00)		
Plus Membership (Concession) <i>yearly membership, entitles holder to concession prices, includes first session</i>	7.00	6.00	(1.00)		
<i>Junior Memberships</i>					
Active2 12-16 years: Swimming , gym*, and appropriate classes (14 years and above with a paying Adult) *Access between the hours Monday – Friday 6.00 pm to 9.00pm with an appropriate adult. All other times individuals can attend unsupervised	16.00	16.00	Freeze		VAT Incl.
DJD Junior Dance - Daniel Jones Dance Junior Membership	21.00	21.00	Freeze		No VAT
<i>Premium Membership Charges Adults (including gym, classes, swim, climbing, discount on retail)</i>					VAT Incl.
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		

	Fee/ Charge 2021/22	Proposed Fee/ Charge 2022/23	Increase/ (Decrease)	Committee Approval / Comments	VAT Status
	£.p	£.p	£.p		
Single Membership - no contract - per month	37.50	37.50	Freeze		
Single Membership - 12 month membership for price of 11 months - payable in advance	346.50	346.50	Freeze		
Corporate membership – peak (includes Students) monthly contract	25.00	29.99	4.99		
Corporate membership - peak (includes Students) 12 month contract	25.00	25.00	Freeze		
Swim and aquatic membership 12 month contract	24.50	24.50	Freeze		
Swim and aquatic membership monthly contract	32.50	32.50	Freeze		
Gym and group exercise classes 12 month contract	24.50	24.50	Freeze		
Gym and group exercise classes monthly contract	32.50	32.50	Freeze		
Climbing only membership 12 month contract	15.00	15.00	Freeze		
Blue light membership NHS, Armed Forces, Police, Fire Brigade) 12 month contract	19.99	19.99	Freeze		
Promotions in line with Alliance Leisure	N/A	N/A	Freeze		
Legacy Off Peak Memberships annual % increase (rounded to nearest 10p)	3%	3%	Freeze		
<i>Studio Hire</i>					
Studio 1	30.00	40.00	10.00		VAT Incl.
Studio 2	30.00	40.00	10.00		
<i>Swim / Climbing Casual Fee</i>					
Adult - Lite membership	6.00	6.00	Freeze		
Adult - Plus membership	5.00	5.00	Freeze		
Adult - Plus Membership concession fee	4.00	4.00	Freeze		
Juniors	3.00	3.00	Freeze		
Children u4 (swim only)	Free	Free	Freeze		
<i>Gym / Classes Casual Fee</i>					
Adult - Lite membership	7.00	7.00	Freeze		VAT incl.
Adult - Plus membership	6.00	6.00	Freeze		
Adult - Plus Membership concession fee	5.00	5.00	Freeze		
Junior 12 and over - Activities accessed in accordance with Industry guidance	4.00	4.00	Freeze		

	Fee/ Charge 2021/22	Proposed Fee/ Charge 2022/23	Increase/ (Decrease)	Committee Approval / Comments	VAT Status
	£.p	£.p	£.p		
<i>Swimming Instruction</i>					
<i>Swimming Lessons</i>					
Adult swimming lesson (30 minutes)	9.00	9.00	Freeze		No VAT
Junior swimming lesson (30 minutes) price per lesson - block of 12	6.00	6.00	Freeze		
Spectators - Lyme Card	Free	Free	Freeze		
<i>Private Lessons</i>					
1:1 swim lesson (per 30 minutes)	20.00	20.00	Freeze		No VAT
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>					
Rookie lifeguards (per 2 hour session) - Lyme Card	10.00	10.00	Freeze		No VAT
Other courses	Market Value	Market Value	Freeze		
<i>Swimming Pool Hire</i>					
Teaching Pool Hire	65.00	65.00	Freeze		VAT Incl.
Main Pool Hire - (8 lane) (per lane per hour)	18.00	18.00	Freeze		
Additional staff for pool hire (per staff member)	28.00	28.00	Freeze		
Set up fee - galas	28.00	30.00	2.00		
Time equipment hire - galas	28.00	30.00	2.00		
<i>Parties</i>					
Pool Party inclusive of 1 hour studio use	90.00	90.00	Freeze		VAT Incl.
Climbing Party (six people) inclusive of studio use	90.00	90.00	Freeze		
Additional instructor per six children	28.00	30.00	2.00		
Bowls					
Adult	4.41	4.54	0.13		VAT Incl.
Junior/60+	2.20	2.27	0.07		
Summer season ticket - adult	62.52	64.40	1.88		
Summer season ticket - junior/60_/unemployed	41.24	42.48	1.24		
Winter season ticket	15.44	15.90	0.46		
Summer/winter season ticket - adult	74.07	76.29	2.22		
Summer/winter season ticket - junior/60+/unemployed	52.02	53.58	1.56		

	Fee/ Charge 2021/22	Proposed Fee/ Charge 2022/23	Increase/ (Decrease)	Committee Approval / Comments	VAT Status
	£.p	£.p	£.p		
Merit competition per player - per hour	8.40	8.65	0.25		
Greenage fees for pre-booking (plus playing fee per person)	10.25	10.56	0.31		
Tennis (Westlands, Wolstanton, Chesterton, Silverdale, Birchenwood, Bradwell, Clough Hall)	Free	Free	Freeze		
Football (alternate weekly use per season)					No VAT
Wolstanton Marsh Pavilion	578.00	595.00	17.00		
All other pitches	401.00	413.00	12.00		
Junior pitch	60% of fee	60% of fee	Freeze		
Mini soccer pitch (unmarked)	234.00	241.00	7.00		
Mini soccer pitch (marked)	328.00	338.00	10.00		
Rugby (alternate weekly use per season)					No VAT
Bathpool	814.50	839.00	24.50		
Lyme Valley	814.50	839.00	24.50		
Clough Hall	814.50	839.00	24.50		
Junior Pitch	60% of fee	60% of fee	Freeze		
Rugby (casual use per match)	94.60	97.00	2.40		VAT Incl.
Concessionary Licences					No VAT
Brampton Park ice cream sales	788.00	812.00	24.00		
Brampton Park use of bouncy castle	788.00	812.00	24.00		
4 Large Parks Northern part of Borough – ice cream	677.00	697.00	20.00		
4 Large Parks Southern part of Borough – ice cream	677.00	697.00	20.00		
Community Events					Plus VAT
Wedding Photos within a park setting	44.00	45.00	1.00		
Advertising within parks	10.00 to 5,125.00	10.00 to 5,125.00	Freeze		Plus VAT
Booking large events - more than 6 months planning	176.00	181.00	5.00		No VAT
Booking medium events - more than 6 months planning (firework displays, carnivals etc.)	88.00	91.00	3.00		No VAT
Booking small events - more than 6 months planning (competitions, fun days, picnics etc.)	33.00	34.00	1.00		No VAT

	Fee/ Charge 2021/22	Proposed Fee/ Charge 2022/23	Increase/ (Decrease)	Committee Approval / Comments	VAT Status
	£.p	£.p	£.p		
LICENCES				Licensing Committee	
General					No VAT
Sex establishments - application fee	3,289.00	3,388.00	99.00		
Sex establishments - Renewal	3,289.00	3,388.00	99.00		
Sex establishments - variation	1,114.00	1,147.00	33.00		
Sex establishments - transfer	1,114.00	1,147.00	33.00		
Scrap metal dealer site licence	281.00	289.00	8.00		
Scrap metal dealer collectors licence	222.00	289.00	67.00		
Gambling Act 2005					No VAT
Lotteries - application fee	40.00	40.00	Freeze		
Lotteries - annual fee	20.00	20.00	Freeze		
Bingo - application fee	3,500.00	3,500.00	Freeze		
Bingo - annual fee	1,000.00	1,000.00	Freeze		
Bingo - application to vary	1,750.00	1,750.00	Freeze		
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		
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		

	Fee/ Charge 2021/22	Proposed Fee/ Charge 2022/23	Increase/ (Decrease)	Committee Approval / Comments	VAT Status
	£.p	£.p	£.p		
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		
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)	-	200.00	200.00		
Casino Small – New application	7,138.00	7,352.00	214.00		
Casino Small – Annual Fee	3,569.00	3,676.00	107.00		

	Fee/ Charge 2021/22	Proposed Fee/ Charge 2022/23	Increase/ (Decrease)	Committee Approval / Comments	VAT Status
	£.p	£.p	£.p		
Casino Small - Variation	2,379.00	2,450.00	71.00		
Casino Small – Application for Transfer	1,530.00	1,576.00	46.00		
Casino Small – application to reinstate	1,530.00	1,576.00	46.00		
Private Hire/Hackney Carriage OPERATORS				Public Protection	No VAT
PHO Application fee	250.00	267.00	17.00		
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	29.00	3.00		
DBS (CRB check)	40.00	40.00	Freeze		
DBS (CRB check) online	60.34	60.34	Freeze		
Safeguarding training	38.00	33.00	(5.00)		
Fail to attend Safeguarding Training	38.00	33.00	(5.00)		
Exemption certificates	12.00	13.00	1.00		
Knowledge test	25.00	25.00	Freeze		
Fail to attend Knowledge Test	25.00	25.00	Freeze		
Replacement Safeguarding training certificate	6.00	7.00	1.00		
Change of Name	16.00	18.00	2.00		
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	-	-	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	47.00	4.00		
Failure to attend for vehicle test	104.00	66.00	(38.00)		
Retest	42.00	30.00	(12.00)		
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	8.00	1.00		

	Fee/ Charge 2021/22	Proposed Fee/ Charge 2022/23	Increase/ (Decrease)	Committee Approval / Comments	VAT Status
	£.p	£.p	£.p		
Replacement vehicle plate - rear	10.00	10.00	Freeze		
Replacement vehicle sticker	5.00	5.00	Freeze		
Copy of paper part of licence	6.00	7.00	1.00		
Change of Vehicle Colour	43.00	47.00	4.00		
HCV test	108.00	70.00	(38.00)		
HCV test 10yrs+	108.00	70.00	(38.00)		
PHV test	108.00	70.00	(38.00)		
PHV test 10yrs+	108.00	70.00	(38.00)		
HCV application fee	230.00	234.00	4.00		
PHV application fee	228.00	231.00	3.00		
Basic DBS	23.00	24.00	1.00		
Change of Name/Address	38.00	41.00	3.00		
Spot check	25.00	19.00	(6.00)		
Replacement Internal Plate	7.00	7.00	Freeze		
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		
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		

	Fee/ Charge 2021/22	Proposed Fee/ Charge 2022/23	Increase/ (Decrease)	Committee Approval / Comments	VAT Status
	£.p	£.p	£.p		
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		
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		

	Fee/ Charge 2021/22 £.p	Proposed Fee/ Charge 2022/23 £.p	Increase/ (Decrease) £.p	Committee Approval / Comments	VAT Status
Section 47 (interim authority notice following death of licence holder)	23.00	23.00	Freeze	Statutory	No VAT
Section 79 (theft, loss etc. of certificate or summary)	10.50	10.50	Freeze		
Section 82 (notification of change of name or alteration of rules of club)	10.50	10.50	Freeze		
Licensing Act 2003 - Miscellaneous Fees (Application or Notice)					
Section 83 (1) or (2) (change of relevant registered address of club)	10.50	10.50	Freeze		
Section 100 (temporary event notice)	21.00	21.00	Freeze		
Section 110 (theft, loss 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		
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		

	Fee/ Charge 2021/22	Proposed Fee/ Charge 2022/23	Increase/ (Decrease)	Committee Approval / Comments	VAT Status
	£.p	£.p	£.p		
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	46.70	46.70	Freeze		
MOT - car (for discounted partner incl. Lyme Card)	41.10	41.10	Freeze		
MOT - class 7 (up to 3.5 tonnes)	58.65	58.65	Freeze		
Retest	16.10	16.10	Freeze		
MUSEUM & ART GALLERY				Cabinet	
Reproduction prints of items in collection	N/A	N/A	Freeze		VAT Incl.
Photocopies (black & white)	1.00	1.00	Freeze		VAT Incl.
Commission of picture sales from exhibitions	30% of price	0.30	Freeze		Plus VAT
Education session per pupil - half day	4.15	5.00	0.85		No VAT
Education session per pupil - full day	6.75	7.00	0.25		No VAT
Education sessions - minimum charge half day (20 pupils or fewer)	71.50	75.00	3.50		No VAT
Education sessions - minimum charge full day (20 pupils or fewer)	112.00	120.00	8.00		No VAT
Holiday activities per child	10.50	11.00	0.50		No VAT
Adult object handling/reminiscence sessions per hour	30.75	32.00	1.25		
Outreach fee	40.75	50.00	9.25		No VAT
Outreach education – schools per session	76.50	80.00	3.50		No VAT
Hire of Red Room per hour (Function/Corporate)	30.50	12.00	(18.50)		No VAT
Hire of Red Room per hour (Not for profit/Charity)	22.50	8.00	(14.50)		No VAT
Hire of Alder Room per hour (Function/Corporate)	-	20.00	New		No VAT
Hire of Alder Room per hour (Not for profit/Charity)	-	14.00	New		No VAT
Hire of Willow Room per hour (Function/Corporate)	-	30.00	New		No VAT
Hire of Willow Room per hour (Not for profit/Charity)	-	20.00	New		No VAT
Refreshments	2.25	2.60	0.35		

	Fee/ Charge 2021/22	Proposed Fee/ Charge 2022/23	Increase/ (Decrease)	Committee Approval / Comments	VAT Status
	£.p	£.p	£.p		
Education item loan	15.75	20.00	4.25		No VAT
Saleable items	RRP	RRP	Freeze		
Open art registration - up to 2 items	5.25	10.00	4.75		VAT Incl.
Open art registration - per item concession	4.75	8.00	3.25		VAT Incl.
Event Fees					VAT Incl.
Visit to Father Christmas	5.50	7.50	2.00		
Talks & Classes	15.50	20.00	4.50		
NAMING/NUMBERING OF STREETS/PROPERTIES				Cabinet	
New or Redevelopment					No VAT
Charge for naming of a street	200.00	206.00	6.00		
Charge for naming of a commercial building	100.00	103.00	3.00		
Single residential property on existing street	130.00	134.00	4.00		
Number/name 2-9 properties (includes first property)	200.00	206.00	6.00		
Plus - per plot	70.00	72.00	2.00		
Number/name 10 plus properties	200.00	206.00	6.00		
Plus - per plot	70.00	72.00	2.00		
Change to layout after notification	250.00	258.00	8.00		
Plus - per plot	40.00	41.00	1.00		
Existing Properties/Streets					No VAT
Adding or alteration of a house/building name	70.00	72.00	2.00		
Renaming of a street	On request	On request	Freeze		
House or building renumbering (including sub division to flats)	250.00	258.00	8.00		
Confirmation of postal address	40.00	41.00	1.00		
Requests not included in above fees per hour	50.00	51.00	1.00		
Road closure	30.00	31.00	1.00		
PEST CONTROL				Cabinet	VAT Incl.
Treatment of rats (domestic) - prepayment (up to 4 visits)	50.00	55.00	5.00		
Treatment of rats (domestic) - payment by invoice (up to 4 visits)	70.00	75.00	5.00		
Treatment of mice (domestic) – prepayment (up to 3 visits)	50.00	55.00	5.00		

	Fee/ Charge 2021/22 £.p	Proposed Fee/ Charge 2022/23 £.p	Increase/ (Decrease) £.p	Committee Approval / Comments	VAT Status
Treatment of mice (domestic) – payment by invoice (up to 3 visits)	70.00	75.00	5.00		
Fleas / Bedbugs / Cockroaches (domestic) - prepayment	105.00	115.00	10.00		
Fleas / Bedbugs / Cockroaches (domestic) - payment by invoice	125.00	135.00	10.00		
Insect control treatments (domestic) including wasps, & ants - prepayment	75.00	75.00	Freeze		
Insect control treatments (domestic) including wasps & ants - payment by invoice	95.00	95.00	Freeze		
Pest control commercial (other) - first hour	105.00	110.00	5.00		
Pest control commercial (other) - per 1/4 extra hour	26.25	27.50	1.25		
Mole & Rabbit control (per treatment course, max 3 visits) - prepayment	180.00	190.00	10.00		
Mole & Rabbit control (per treatment course, max 3 visits) - payment by invoice	200.00	210.00	10.00		
Squirrel control - prepayment (up to 4 visits)	125.00	140.00	15.00		
Squirrel control - payment by invoice (up to 4 visits)	145.00	160.00	15.00		
Telephone Advice (prepayment only)	10.00	10.00	Freeze		
Advice Visit (no treatment) - prepayment	50.00	55.00	5.00		
Advice Visit (no treatment) - payment by invoice	70.00	75.00	5.00		
Fixed term pest control treatment agreements (commercial premises)	On request	On request	Freeze		
Works in default (Prevention of Damage by Pests Act 1949) first hour (invoiced)			Freeze		
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			
PLANNING SERVICES				Cabinet	
Postage & packaging Copies up to £1 are free of charge	1.00	1.10	0.10		No VAT No VAT
Paper copies of planning/building control decisions & documents - per sheet (A4 black & white)	0.25	0.25	Freeze		No VAT

	Fee/ Charge 2021/22 £.p	Proposed Fee/ Charge 2022/23 £.p	Increase/ (Decrease) £.p	Committee Approval / Comments	VAT Status
Paper copies of planning/building control decisions & documents - per sheet (A3 black & white)	0.35	0.40	0.05		No VAT
Paper copies of plans - planning files - per sheet (A4 black & white)	0.25	0.25	Freeze		No VAT
Paper copies of plans - planning files - per sheet (A3 black & white)	0.45	0.50	0.05		No VAT
Paper colour copies of an A4 sheet of planning/building control decision, planning documents or plan	0.45	0.50	0.05		No VAT
Paper colour copies of an A3 sheet of decision, planning documents or plan	0.75	0.80	0.05		No VAT
Scanned copies of documents - charge per hour of scanning (where legal to charge)	36.00	38.00	2.00		No VAT
Paper copies of plans - planning files - each plan (A2)	2.40	2.50	0.10		No VAT
Paper copies of plans - planning files - each plan (A1)	3.50	3.70	0.20		No VAT
Paper copies of plans - planning files - each plan (A0)	4.60	4.80	0.20		No VAT
Weekly lists - statutory consultees	Free	Free	Freeze		
Requests for site information – commercial per hour	78.00	82.00	4.00		No VAT
Requests for site information - individuals	Cost	Cost	Freeze		No VAT
Pre Planning Application Advice					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)	715.00	735.00	20.00		
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)	360.00	370.00	10.00		
1 dwelling	105.00	110.00	5.00		

	Fee/ Charge 2021/22 £.p	Proposed Fee/ Charge 2022/23 £.p	Increase/ (Decrease) £.p	Committee Approval / Comments	VAT Status
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) Householder Development. Half hour appointment Appointment in excess of 30 minutes Other Development (excluding householder development but including changes of use, advertisements, prior approval proposals & listed building proposals)	162.00	167.00	5.00		
Planning Application Fees 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. Building Control fees (North Staffs Building Control Partnership) Planning & development briefs (as & when prepared) Core spatial strategy Local development framework proposals map - north or south Local development framework proposals map - north & south Strategic housing land availability assessment (SHLAA)				Statutory	No VAT
	Planning Portal	Portal	Freeze		
	Per Board	Per Board	Freeze	Partnership Board	
	Free	Free	Freeze		
	37.00	38.00	1.00		
	8.25	8.50	0.25		
	13.50	14.00	0.50		
	37.00	40.00	3.00		
PRIVATE SECTOR HOUSING				Cabinet	No VAT
Houses in multiple occupation licence fee	623.00	642.00	19.00		
Each additional bedroom	8.25	8.50	0.25		
Renewal of houses in multiple occupation licence	461.00	475.00	14.00		
Each additional bedroom	8.25	8.20	0.05		

	Fee/ Charge 2021/22 £.p	Proposed Fee/ Charge 2022/23 £.p	Increase/ (Decrease) £.p	Committee Approval / Comments	VAT Status	
Houses in multiple occupation licence fee for a member of the North Staffs Landlord Accreditation Scheme	523.00	539.00	16.00		No VAT	
Each additional bedroom	8.25	8.50	0.25			
Renewal of houses in multiple occupation licence or a member of the North Staffs Landlord	361.00	372.00	11.00			
Immigration Inspections	130.00	134.00	4.00			
Provision of accommodation for homeless households	Cost	Cost	Freeze			
Annual interest to be applied to unpaid debts for enforcement action	0.08	0.08	Freeze			
Charges for work in default notices to remedy Housing Health & Safety issues						
Officer time (per hour)	Cost	Cost	Freeze			
Travelling costs (per mile)	Cost	Cost	Freeze			
Management costs (per hour)	Cost	Cost	Freeze			
Land registry fee	Cost	Cost	Freeze			
Inspection by qualified electrician or gas engineers	Cost	Cost	Freeze			
Recorded delivery	Cost	Cost	Freeze			
Other costs (stated as per individual case)	Cost	Cost	Freeze			
Administration fee (to cover service recharges)	12% Cost	12% Cost	Freeze			
Annual interest to be applied to unpaid debts for enforcement action	0.08	0.08	Freeze			
REMOVAL OF DOMESTIC ANIMAL CARCASSES				Cabinet		VAT Incl.
Removal of domestic animal carcasses	39.00	40.00	1.00			
SALE OF SANDBAGS				Cabinet	VAT Incl.	
5 sand bags	40.00	41.00	1.00			
10 sand bags	55.00	57.00	2.00			
15 sand bags	70.00	72.00	2.00			
20 sand bags	85.00	88.00	3.00			
STREET TRADING				Cabinet	No VAT	
Newcastle Town Centre (daily)	27.50	28.50	1.00			
Eastbound layby A500 (per annum)	9,400.00	9,700.00	300.00			

	Fee/ Charge 2021/22 £.p	Proposed Fee/ Charge 2022/23 £.p	Increase/ (Decrease) £.p	Committee Approval / Comments	VAT Status
Northbound layby A500 (per annum)	9,400.00	9,700.00	300.00		
TOWN CENTRE DISPLAYS				Cabinet	No VAT
Local promotions (minimum charge)	27.50	28.00	0.50		
Charity & local community groups	5.50	6.00	0.50		
National promotions (minimum charge)	77.50	80.00	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)	66.30	70.00	3.70		
Replacement bin due to loss / theft	25.50	27.00	1.50		
Replacement / additional Food waste Caddy. (new item)	10.00	10.00	Freeze		
Internal food caddy	5.00	5.00	Freeze		
Maximum Delivery Charge	27.00	27.00	Freeze		
New property - resident	27.00	27.00	Freeze		
Replacement / additional recycling bag. (new item)	5.00	5.00	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 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.