

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

**EXECUTIVE MANAGEMENT TEAM'S
REPORT TO**

Finance Assets and Performance Scrutiny Committee
19 January 2023

Report Title: Scale of Fees and Charges 2023/24
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 2023.

Recommendation

- (a) That the fees and charges proposed to apply from 1 April 2023, as set out in Appendix 1 be noted.
- (b) Note that fees and charges in relation to Bereavement Services come into effect from the 16 February 2023.

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 2023/24 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 2023 and remain in force until 31 March 2024.
- 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 6 December 2022, assumed an overall 4% increase in the amount of income raised from fees and charges in 2023/24 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 4% 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 2023/24 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 2023/24 a considerable number of fees compared to previous years have remained frozen due to the ongoing impact of Covid-19 and current cost of living situation. 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 2023/24 and indicates those which have been frozen at current levels. There are a number of new charges proposed for 2023/24. The table below shows these:

New Charges - Description of Charge	Fee / Charge 2023/24 (£)
CEMETERIES	
Interment Fees – Resident Fees	
17 years and under	1,030.00
18 years & over 4ft 6	1,030.00
Interment Fees – Non Resident Fees	
17 years and under	1,560.00
18 years & over 4ft 6	1,560.00
Sundry items	
Late arrival of Funeral Directors	30.00
Late paperwork	50.00

New Charges - Description of Charge	Fee / Charge 2023/24 (£)
Incorrect coffin size	50.00
CREMATORIUM	
Cremation Fees	
17 years of age and under	845.00
Direct cremation no service or family, before 9.00am, Tues, Thursday, Friday	350.00
Sundry items	
Chapel service 40 mins	470.00
Temporary deposit of ashes (per week after the first 4 weeks)	15.00
Genealogy enquiry per deceased	30.00
Service overrun at Bradwell Crem charge to be made to the funeral director	30.00
Late Paperwork	50.00
Incorrect coffin size	50.00
Early/late arrival at cemeteries by more than 15 minutes, charge to be made to the funeral directors	200.00
LEISURE	
DJ Dance Memberships	
DJ Dance membership DJ classes and live steam only, 12 month contract	22.50
Student membership month to month NUS card, college card letter form school 16+ month to month	20.00
Private Lessons	
1:1 swim Lessons 5 consecutive sessions in payable in advance	90.00
DJ Wedding Package	200.00
LICENCING	
Joint Disability and Safeguarding Training	48.00
MARKETS	
New Trader - Introductory Price (16 weeks only / per day)	5.00
Catering Pitches - Secondary offer (16 weeks / weekly charge - up to 4 days trading)	25.00
Catering Pitches - minimum charge (per day) Mon / Weds	13.00
Small Stalls (adjacent to Guildhall)	10.00
Antique Market - second stall (per day)	4.00
Craft fair (bric-a-brac) - second stall (per day)	2.50
Service Charge (for licensed markets)	29.00
Events Markets - per stall / pitch (e.g. CAM / Vegan)	5.00
MUSEUM & ART GALLERY	
Early entry or late stay - per hour	25.00
Room set up	25.00

- 2.10 With regard to Bereavement Service charges, Officers have undertaken a robust benchmarking exercise with other local Council services and private operators to ensure that the Council can keep costs as low as possible for the residents of the Borough.

One benchmarking example is an additional uplift in cost for services taking place for non-residents, however it should be noted that the differentiation between residents and non-resident fees is significantly lower than those of other Councils / providers.

A review of our charging policy for comparable services the Council provides has also taken place, to ensure parity in the charges dependent on the deceased's chosen burial location. For example a woodland burial will now be the same price as a traditional lawn grave. Officers are also taking the opportunity to review memorial sales to ensure that full cost recovery is achieved. This review is expected to be completed by February 2023, with the proposed 2023/24 fees being presented for Portfolio Holder approval at this time

In relation to burial and cremation fees for under 17's, a new charge has been introduced. This will not be passed on to the family, but instead will be recovered from the children's funeral fund. If a fee is not documented, then this claim from the fund cannot take place.

Bereavement Services charges are to be implemented from 15 February 2023 to enable new services to commence as soon as possible. This includes the facility to provide direct cremations.

- 2.11 A number of fees and charges approved for 2022/23 have been deleted from the proposed fees and charges for 2023/24. The table below shows these:

Deleted Charges - Description of Charge	Fee / Charge 2022/23 (£)
CEMETERIES	
Interment Fees – Resident Fees	
Additional depth for cremated remains over 2 feet	156.00
Additional depth over 6 feet per foot	166.00
Private Maintenance of Grave Non-Lawn Types	
Turfing	53.00
Spring/summer planting & maintenance	109.00
Sundry Items	
Memorial benches	791.00
Late paperwork	50.00
Incorrect coffin size	50.00
LAND CHARGES	
Residential LLC1 – land charges register search only	43.30
Commercial LLC1 – land charges register search only	108.20
LEISURE	
Tennis Class A (Westlands, Wolstanton)	
Annual Household Pass	52.00
Linked Jubilee 2 Annual Household Pass	34.50
Adult Pay as you Go (per hour per court)	7.00
Junior / Concession (per hour per court)	5.00

Deleted Charges - Description of Charge	Fee / Charge 2022/23 (£)
Education / Not for Profit Organisations	5.00
LTA Tennis Development Initiatives	Free
Coaching / Competitions	Negotiable
MARKETS	
Open market - stall (per day) Fri/Sat Zone B	21.00
MUSEUM & ART GALLERY	
Open art registration - per item concession	8.00
WASTE & RECYCLING BINS/RECEPTACLES	
Replacement / additional Food waste Caddie. (new item)	10.00
Internal food caddy	5.00
Replacement / additional recycling bag. (new item)	5.00

- 2.12 In relation to Land Charges, all LLC1 Requests are now conducted online via HM Land Registry using their national register. Therefore the Council are no longer responsible for providing this service. This change took place during 2022/23.
- 2.13 Changes have also taken place with the market setup. Market zones are no longer in situ, and therefore charges for separate zones are no longer required.
- 2.14 Tennis fees in relation to class A sites are no longer applicable. Casual usage fees of these courts will not be applicable, but options will be considered for charges to coaching companies who wish to use the facilities once capital investment is undertaken, funded through the Lawn Tennis Association.
- 2.15 The remaining fees listed above are no longer being provided and therefore have been removed.
- 2.16 Taxi Licensing fees proposed went to the Licencing and Public Protection Committee on 13 December, with subsequent consultation for 28 days to follow.
- 2.17 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 2023, as set out in Appendix 1 be noted.
- 3.2 Note that fees and charges in relation to Bereavement Services come into effect from the 16 February 2023.

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 2023/24 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 2023/24. The Medium Term Financial Strategy (MTFS) assumes increased income of £253,000 from an average increase of 4% 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 4% increase.

7. **Major Risks**

- 7.1 A major risk is that the current depressed economic situation leads to less demand from users of Council services, resulting in significant loss of income. The level of charges will in some cases influence this demand.

8. **Key Decision Information**

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

9. **List of Appendices**

Appendix 1 – Proposed charges from 1 April 2023

Appendix 2 – Charging principles included in Charging Policy

SCALE OF FEES AND CHARGES 2023/24

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	Fee/ Charge 2022/23 £.p	Proposed Fee/ Charge 2023/24 £.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	0.50	0.52	0.02		
BULKY RECYCLING				Cabinet	No VAT
1-3 Items non reusable/waste items	40.50	42.50	2.00		
4-6 Items non reusable/waste items	64.75	67.50	2.75		
7-9 Items non reusable/waste items	81.00	84.00	3.00		
Additional items non reusable/waste items	12.10	12.70	0.60		
Reusable items	Free	Free	Freeze		
BUS DEPARTURE CHARGES				Cabinet	Plus VAT
Fee per departure	0.24	0.30	0.06		
CAR PARKS					
Charges for Infringements				Cabinet	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				Cabinet	
Discount for purchase of 20 or more permits	20.00	20.00	Freeze		
Construction permit (max of 1 week permit)				Cabinet	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 2022/23	Proposed Fee/ Charge 2023/24	Increase/ Decrease	Committee Approval / Comments	VAT Status
	£.p	£.p	£.p		
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		
Fogg Street East (Zone A)				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 2022/23	Proposed Fee/ Charge 2023/24	Increase/ Decrease	Committee Approval / Comments	VAT Status
	£.p	£.p	£.p		
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		
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		

	Fee/ Charge 2022/23	Proposed Fee/ Charge 2023/24	Increase/ Decrease	Committee Approval / Comments	VAT Status
	£.p	£.p	£.p		
Lyme Valley				Cabinet	VAT Incl.
Up to 2 hours	Free	Free	Freeze		
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)				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		
Event Parking	1.10	1.10	Freeze		
School Street/Barracks Road (Zone B)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	Freeze		
Up to 2 hours	1.90	1.90	Freeze		
Up to 3 hours	2.80	2.80	Freeze		
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		

	Fee/ Charge 2022/23 £.p	Proposed Fee/ Charge 2023/24 £.p	Increase/ Decrease £.p	Committee Approval / Comments	VAT Status
Silverdale Road (Zone C)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	Freeze		
Up to 2 hours	1.50	1.50	Freeze		
Up to 3 hours	2.00	2.00	Freeze		
Up to 6 hours	3.00	3.00	Freeze		
6 hours to 24 hours	3.50	3.50	Freeze		
Season ticket - per quarter	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)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	Freeze		
Up to 2 hours	2.00	2.00	Freeze		
Season ticket - after school (30 minutes)	30.00	30.00	Freeze		
Overnight 1pm to 8am	1.00	1.00	Freeze		
Overnight quarterly permit	60.00	60.00	Freeze		
Bank Holiday	1.00	1.00	Freeze		
Event Parking	1.00	1.00	Freeze		
CEMETERIES					
Interment Fees - Resident Fees				Cabinet	No VAT
17 years and under	N/A	1,030.00	New	Children's Funeral Fund	
18 years & over 7ft	989.00	1,230.00	241.00		
18 years & over 4ft 6	N/A	1,030.00	New		
Woodland burial - Keele Cemetery (1 full interment only in each grave)	527.00	1,030.00	503.00		
Cremated remains at 2 feet	434.00	450.00	16.00		
Woodland burial cremated remains at 2 feet - Keele Cemetery (4 interments only in each grave)	434.00	450.00	16.00		
Exhumation fee	Cost	Cost	Freeze		
Purchase of Graves - Resident Fees (includes right to erect memorial for single grave)				Cabinet	No VAT
Exclusive Right of Burial & Memorialisation for a Single Grave	1,333.00	1,390.00	57.00		
Lawn Graves Reservation	1,333.00	1,990.00	657.00		

	Fee/ Charge 2022/23 £.p	Proposed Fee/ Charge 2023/24 £.p	Increase/ Decrease £.p	Committee Approval / Comments	VAT Status
Exclusive Right of Burial in a Woodland Grave at Keele Cemetery (1 full interment only in each grave plus memorial tree)	982.00	1,450.00	468.00		
Reservation of Woodland Grave	982.00	2,050.00	1,068.00		
Exclusive Right of Burial and Memorialisation in a Cremated Remains Grave at 2ft	659.00	685.00	26.00		
Reservation of a Cremated Remains Grave	659.00	985.00	326.00		
Exclusive Right of Burial in a Woodland Cremated Remains Grave, Keele Cemetery at 2ft Inclusive of a Shrub	659.00	685.00	26.00		
Reservation of Woodland Cremated Remains Grave	659.00	1,045.00	386.00		
Renewal of exclusive right of burial & memorialisation (full grave)	630.00	400.00	-230.00		
Renewal of exclusive right of burial & memorialisation (cremated remains grave)	316.00	200.00	-116.00		
Transfer of ownership of exclusive rights of burial & memorialisation	101.00	105.00	4.00		
Duplicate deed of exclusive rights of burial & memorialisation	53.00	55.00	2.00		
Memorial fee permit	N/A	55.00	New		
Interment Fees - Non-Resident Fees				Cabinet	No VAT
17 years and under	N/A	1,560.00	New		
18 years & over 7ft	1,483.00	1,760.00	277.00		
18 years & over 4ft 6	N/A	1,560.00	New		
Woodland burial - Keele Cemetery (1 full interment only in each grave)	791.00	1,560.00	769.00		
Cremated remains at 2 feet	650.00	675.00	25.00		
Woodland burial cremated remains at 2 feet - Keele Cemetery (4 interments only in each grave)	650.00	675.00	25.00		
Additional depth for cremated remains over 2 feet	233.00	240.00	7.00		
Additional depth over 6 feet per foot	249.00	260.00	11.00		
Exhumation fee	Cost	Cost	Freeze		

	Fee/ Charge 2022/23 £.p	Proposed Fee/ Charge 2023/24 £.p	Increase/ Decrease £.p	Committee Approval / Comments	VAT Status
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	2,000.00	2,780.00	780.00		
Lawn Graves Reservation	2,000.00	2,780.00	780.00		
Exclusive Right of Burial in a Woodland Grave at Keele Cemetery (1 full interment only in each grave plus memorial tree)	1,473.00	2,780.00	1,307.00		
Reservation of Woodland Grave	1,473.00	2,780.00	1,307.00		
Exclusive Right of Burial and Memorialisation in a Cremated Remains Grave at 2ft	989.00	1,370.00	381.00		
Reservation of a Cremated Remains Grave	989.00	1,370.00	381.00		
Exclusive Right of Burial in a Woodland Cremated Remains Grave, Keele Cemetery at 2ft Inclusive of a Shrub	989.00	1,370.00	381.00		
Reservation of Woodland Cremated Remains Grave	989.00	1,370.00	381.00		
Memorial permit	946.00	950.00	4.00		
Renewal of exclusive right of burial & memorialisation (cremated remains grave)	475.00	500.00	25.00		
Transfer of ownership of exclusive rights of burial & memorialisation	152.00	160.00	8.00		
Duplicate deed of exclusive rights of burial & memorialisation	80.00	85.00	5.00		
Erection of Memorials (no prior right given)				Cabinet	No VAT
Memorial not exceeding 3 feet in height	162.00	170.00	8.00		
Replacement memorial	54.00	55.00	1.00		
Columbarium					
10 year lease including 1st interment	613.00	613.00	Freeze	Memorialisation fees currently under review to ensure full cost recovery.	No VAT
2nd interment	86.00	86.00	Freeze		
Renewal of 10 year lease	307.00	307.00	Freeze		
Additional 5 year lease	307.00	307.00	Freeze		

	Fee/ Charge 2022/23 £.p	Proposed Fee/ Charge 2023/24 £.p	Increase/ Decrease £.p	Committee Approval / Comments	VAT Status	
Use of Chapel & Community Room						
Newcastle cemetery chapel	86.00	200.00	114.00		No VAT	
Keele community room - service	86.00	200.00	114.00			
Keele community room - full day hire	80.00	150.00	70.00			
Keele community room - half day hire	43.00	75.00	32.00			
Keele community room - per hour hire	16.50	25.00	8.50			
Sundry Items						
Single abstract information from registrar	76.00	80.00	4.00		VAT Incl.	
Family history research	25.00	25.00	Freeze	Memorialisation fees currently under review to ensure full cost recovery.		
Casket - Single	93.00	93.00	Freeze			
Casket - Double	118.00	118.00	Freeze			
Casket Plaque for Crematorium Boxes	15.00	15.00	Freeze			
Wooden cross	51.00	51.00	Freeze			
Memorial benches	791.00	791.00	Freeze			
Memorial benches - maintenance By request (cleaning & staining)	184.00	184.00	Freeze			
Memorial trees	405.00	405.00	Freeze			
Barrier fob replacements	12.00	12.00	Freeze			
Late arrival of Funeral Directors	N/A	30.00	New			
Late Paperwork	N/A	50.00	New			
Incorrect coffin size	N/A	50.00	New			
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)	670.00	700.00	30.00			
Returnable deposit - cleaning	980.00	1000.00	20.00			
Returnable deposit - damage	980.00	1000.00	20.00			
COVENANT CONSENTS				Cabinet	No VAT	
Covenant consents	155.00	160.00	5.00			

	Fee/ Charge 2022/23 £.p	Proposed Fee/ Charge 2023/24 £.p	Increase/ Decrease £.p	Committee Approval / Comments	VAT Status
CREMATORIUM				Cabinet	No VAT
Cremation Fees				Children's Funeral Fund	
17 years of age and under	N/A	845.00	New		
Direct cremation no service or family, before 9.00am, Tues, Thursday, Friday	N/A	350.00	New		
18 years & over 9.20am service time only	501.00	600.00	99.00		
18 years & over from 10am	736.00	845.00	109.00		
Cremation environmental charge	77.00	80.00	3.00		
Burial of remains cremated elsewhere	228.00	250.00	22.00		
Chapel hire - additional use to cremation service	86.00	200.00	114.00		
Chapel service 40 mins	N/A	470.00	New		
Temporary deposit of ashes (per week after the first 4 weeks)	N/A	15.00	New		
Genealogy enquiry per deceased	N/A	30.00	New		
Obitus Fees				Memorialisation fees currently under review to ensure full cost recovery.	VAT Incl.
Webcast Live	32.00	32.00	Freeze		
Webcast Live + 28 day + downloadable	47.00	47.00	Freeze		
Webcast - Keepsake copy	53.00	53.00	Freeze		
Single Photo	13.00	13.00	Freeze		
Slideshow	40.00	40.00	Freeze		
Pro Tribute	73.00	73.00	Freeze		
Family-made Video Checking	20.00	20.00	Freeze		
Keepsake copy of Pro Tribute	25.00	25.00	Freeze		
Downloadable Pro Tribute	11.00	11.00	Freeze		
Additional physical copies	24.00	24.00	Freeze		
Each extra 25 photos	23.00	23.00	Freeze		
Extra work	23.00	23.00	Freeze		
Urns & Containers				Cabinet	VAT Incl.
Casket - Single	93.00	93.00	Freeze		
Casket - Double	118.00	118.00	Freeze		
Casket plaque for Crematorium Boxes	15.00	15.00	Freeze		
Postage & packaging	Cost	Cost	Freeze		
Memorialisation				Cabinet	VAT Incl.
Book of remembrance per line (up to 3 lines)	34.00	34.00	Freeze		
Book of remembrance for 4 lines	115.00	115.00	Freeze		

	Fee/ Charge 2022/23 £.p	Proposed Fee/ Charge 2023/24 £.p	Increase/ Decrease £.p	Committee Approval / Comments	VAT Status
Book of remembrance for 5 lines	148.00	148.00	Freeze		
Book of remembrance for 6 lines	180.00	180.00	Freeze		
Book of remembrance for 7 lines	211.00	211.00	Freeze		
Book of remembrance for 8 lines	246.00	246.00	Freeze		
Simple floral emblem	100.00	100.00	Freeze		
Coat of arms, badges, ornate floral emblem	137.00	137.00	Freeze		
Additional lines of inscription for cards/books	34.00	34.00	Freeze		
Plaques				Cabinet	VAT Incl.
12" x 4" new plaque & 10 year hire	373.00	373.00	Freeze		
Each succeeding 10 year hire	149.00	149.00	Freeze		
12" x 8" new plaque & 10 year hire	745.00	745.00	Freeze		
Each succeeding 10 year hire	300.00	300.00	Freeze		
24" x 8" each succeeding 10 year hire	594.00	594.00	Freeze		
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	791.00	791.00	Freeze		
Memorial benches maintenance by request (cleaning & staining)	184.00	184.00	Freeze		
Memorial vases	364.00	364.00	Freeze		
Each succeeding 5 year hire	220.00	220.00	Freeze		
Vases various – small	Various	Various	Freeze		
Planters	839.00	839.00	Freeze		
Each succeeding 5 year hire	342.00	342.00	Freeze		
Trees	718.00	718.00	Freeze		
Each succeeding 10 year hire	375.00	375.00	Freeze		
Additional plaques	92.00	92.00	Freeze		
Shrubs (inclusive of aluminium vase)	399.00	399.00	Freeze		
Each succeeding 5 year hire	171.00	171.00	Freeze		
Donations Memorial	Various	200.00	New		
Fish/Bulbs					
Service overrun at Bradwell Crematorium charge to be made to the funeral director	N/A	30.00	New		
Late Paperwork	N/A	50.00	New		
Incorrect coffin size	N/A	50.00	New		

	Fee/ Charge 2022/23 £.p	Proposed Fee/ Charge 2023/24 £.p	Increase/ Decrease £.p	Committee Approval / Comments	VAT Status
Early/late arrival at cemeteries by more than 15 minutes, charge to be made to the funeral directors	N/A	200.00	New		
DOG WARDEN SERVICE				Cabinet	No VAT
Recovery of Stray Dogs					
During normal working hours - reclaim fee	70.00	75.00	5.00		
Daily kennelling fees	Cost	Cost	Freeze		
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	5,000.00	Freeze		
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)	20.00	20.00	Freeze		
Plus per 1,000 names or part 1,000 (data)	1.50	1.50	Freeze		

	Fee/ Charge 2022/23 £.p	Proposed Fee/ Charge 2023/24 £.p	Increase/ Decrease £.p	Committee Approval / Comments	VAT Status
Regulations 120				Statutory	No VAT
Representation of the People Regulations 2001					
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		
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				Cabinet	No VAT
<i>Borough Council Election taking place on the same day:</i>					
Town or Parish specific printing / postage costs - Room hire - Staffing costs (polling & count)	Market rate + 5% admin 50% of cost 50% of staffing rate	Market rate + 5% admin costs 50% of cost 50% of staffing rate on the same day, or full costs if the count is taking place on a different day	Freeze		
<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	Full costs for each election per ward or parish	Freeze		
- polling station / count staff cost	Standard NULBC staffing rates	Standard NULBC staffing rates	Freeze		
Uncontested Town or Parish Election Administration Fee (per ward / parish)	100.00	100.00 per election	Freeze		
Room hire	Full costs	Full costs	Freeze		

	Fee/ Charge 2022/23 £.p	Proposed Fee/ Charge 2023/24 £.p	Increase/ Decrease £.p	Committee Approval / Comments	VAT Status
ENVIRONMENTAL HEALTH					
Works in default of statutory notice Calculated in accordance with the following formula - a) Contractor costs b) Officer costs (per hour at actual rate) c) Car mileage & subsistence d) On costs (b+c) + 25% e) Disbursements (e.g. warrant application, postage, printing, cost of invoice etc.) Total = a+d+e+ interest on outstanding balance as determined by council at start of financial year	Per Formula	Per Formula	Freeze	Cabinet	No VAT
Environmental Offences - Fixed Penalty Notices				Statutory	No VAT
Waste receptacles - Section 47ZA(2) (paid in 10 days)	60.00	60.00	Freeze		
Waste receptacles - Section 47ZA(2) (paid in 14 days)	80.00	80.00	Freeze		
Failure to Produce 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	

	Fee/ Charge 2022/23 £.p	Proposed Fee/ Charge 2023/24 £.p	Increase/ Decrease £.p	Committee Approval / Comments	VAT Status
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		
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	17.00	18.00	1.00		
Environmental Information Regulations 1992 (requests for information), Charge per Hour (ICO guidance)	25.00	26.00	1.00		

	Fee/ Charge 2022/23 £.p	Proposed Fee/ Charge 2023/24 £.p	Increase/ Decrease £.p	Committee Approval / Comments	VAT Status
Noise monitoring service for Registered Social Landlords & Private Landlords for 1 period of up to 7 days & subsequent report & copy of recording	295.00	310.00	15.00		
Noise monitoring service for Aspire Housing for 1 period of up to 7 days & subsequent report & copy of recording	295.00	310.00	15.00		
Environmental Health Licences				Cabinet	No VAT
Dangerous wild animals - first licence	625.00	650.00	25.00		
Dangerous wild animals - renewal	310.00	323.00	13.00		
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	350.00	364.00	14.00		
Selling animals as Pets – Renew licence	310.00	323.00	13.00		
Selling animals as Pets – Grading review (no visit)	80.00	83.00	3.00		
Selling animals as Pets – Variation	100.00	104.00	4.00		
Animal Boarding – Grant new licence	350.00	364.00	14.00		
Animal Boarding – Renew licence	310.00	323.00	13.00		
Animal Boarding – Grading review (no visit)	80.00	83.00	3.00		
Animal Boarding – Variation	100.00	104.00	4.00		
Hiring out horses – Grant new licence Exc Vet Fee	560.00	583.00	23.00		
Hiring out horses – Renew licence Exc Vet Fee	510.00	531.00	21.00		
Hiring out horses – Grading review (no visit)	80.00	83.00	3.00		
Hiring out horses – Variation	100.00	104.00	4.00		
Hiring out horses – Annual horse check	350.00	364.00	14.00		
Breeding Dogs – Grant new licence	580.00	603.00	23.00		
Breeding Dogs – Renew licence	310.00	323.00	13.00		
Breeding Dogs – Grading review (no visit)	80.00	83.00	3.00		
Breeding Dogs – Variation	100.00	104.00	4.00		
Keeping or training animals for exhibition - Grant new licence (3yrs)	240.00	250.00	10.00		

	Fee/ Charge 2022/23 £.p	Proposed Fee/ Charge 2023/24 £.p	Increase/ Decrease £.p	Committee Approval / Comments	VAT Status
Keeping or training animals for exhibition - Renew licence (3yrs)	240.00	250.00	10.00		
Keeping or training animals for exhibition - Variation	100.00	104.00	4.00		
Re-inspection	100.00	104.00	4.00		
Registration of premises for acupuncture, tattooing, cosmetic piercing, electrolysis & semi-permanent skin colouring	155.00	160.00	5.00		
Registration of each operative	95.00	100.00	5.00		
Additional treatment registration	79.00	83.00	4.00		
Export health certificates	165.00	172.00	7.00	Statutory	
Charges for Authorised Process - Local Authority Pollution Prevention Control Act					
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	Freeze	DEFRA	
Factual Statements (Food Safety Act, Health & Safety at Work Act, Environmental Protection Act)					
Charge for factual statements - additional time	150.00	150.00	Freeze	Cabinet	
Charge for factual statements - disclosure of documents	80.00	80.00	Freeze		
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					

	Fee/ Charge 2022/23 £.p	Proposed Fee/ Charge 2023/24 £.p	Increase/ Decrease £.p	Committee Approval / Comments	VAT Status
Analysis - during Regulation 10	Laboratory cost	Laboratory cost	Freeze		
Analysis - during check monitoring	Laboratory cost	Laboratory cost	Freeze		
Analysis - during audit monitoring	Laboratory cost	Laboratory cost	Freeze		
Swimming Pools				Cabinet	No VAT
Sampling of pool water - per annum	690.00	720.00	30.00		
Sampling of pool water - one sample	72.00	75.00	3.00		
Food Hygiene Rating Scheme				Public Protection	No VAT
Food Hygiene Rating Scheme inspection	210.00	220.00	10.00		
FACILITIES MANAGEMENT				Cabinet	
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 + 5% For any exceptional requests/project related works to Bus Station on-cost 3%	As per formula	As per formula	Freeze		Plus VAT
GARDEN WASTE RECYCLING				Cabinet	No VAT
Garden waste service - one bin	36.00	38.50	2.50		
Every additional garden waste bin	30.00	38.50	8.50		
Delivery of each additional garden waste bin	26.25	28.50	2.25		

	Fee/ Charge 2022/23 £.p	Proposed Fee/ Charge 2023/24 £.p	Increase/ Decrease £.p	Committee Approval / Comments	VAT Status
LAND CHARGES				Cabinet	
Residential – Con 29 only (conveyancer search)	129.30	144.00	14.70		Plus VAT
Residential – additional parcel of land - each	86.50	90.00	3.50		
Residential - Con290 optional enquiries - each	37.80	38.00	0.20		
Commercial – Con 29 only (conveyancer search)	324.50	360.00	35.50		
Commercial – additional parcel of land - each	215.30	216.00	0.70		
Commercial – Con290 optional enquiries - each	37.80	38.00	0.20		
LEISURE CHARGES					
Sport Development				Cabinet	No VAT
Sports Development Activities up to 2 hours	4.00	4.50	0.50		
Jubilee 2					
Equipment Resale Saleable items	Market Value	Market Value	Freeze	Cabinet	VAT Incl.
Equipment Hire	Market Value	Market Value	Freeze		
<i>Plus Membership</i>				Cabinet	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>	10.00	10.00	Freeze		
Plus Membership (Concession scheme) <i>yearly membership, entitles holder to concession prices, includes first session</i>	6.00	6.00	Freeze		
<i>Junior Memberships</i>					
Active2 12-16 years: Swimming , gym*, and appropriate classes (14 years and above with a paying Adult)	16.00	16.50	0.50	Cabinet	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					

	Fee/ Charge 2022/23 £.p	Proposed Fee/ Charge 2023/24 £.p	Increase/ Decrease £.p	Committee Approval / Comments	VAT Status
<i>Premium Membership Charges Adults (including gym, classes, swim, climbing, discount on retail)</i>				Cabinet	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	30.00	0.50		
Single Membership - no contract - per month	37.50	39.50	2.00		
Single Membership - 12 month membership for price of 11 months - payable in advance	324.50	330.00	5.50		
Corporate membership – peak (includes Students) monthly contract	29.99	31.99	2.00		
Corporate membership - peak (includes Students) 12 month contract	25.00	25.50	0.50		
Swim and aquatic membership 12 month contract	24.50	25.00	0.50		
Swim and aquatic membership monthly contract	32.50	34.00	1.50		
Gym and group exercise classes 12 month contract	24.50	25.00	0.50		
Gym and group exercise classes monthly contract	32.50	34.00	1.50		
Climbing only membership 12 month contract	15.00	17.00	2.00		
Blue light membership NHS, Armed Forces, Police, Fire Brigade) 12 month contract	19.99	19.99			
DJ Dance membership DJ classes and live steam only, 12 month contract	N/A	22.50	New	Cabinet	No VAT
DJ Dance Membership existing customers only	25.00	26.00	1.00		
student membership month to month NUS card, college card letter form school 16+ month to month	N/A	20.00	New		
Legacy Off Peak Memberships annual % increase (rounded to nearest 10p)	3%	4%	1%		

	Fee/ Charge 2022/23	Proposed Fee/ Charge 2023/24	Increase/ Decrease	Committee Approval / Comments	VAT Status
	£.p	£.p	£.p		
<i>Studio Hire</i>				Cabinet	VAT Incl.
Studio 1	40.00	42.00	2.00		
Studio 2	40.00	42.00	2.00		
<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	4.00	1.00		
Children u4 (swim only)	Free	1.00	New		
<i>Gym / Classes Casual Fee</i>				Cabinet	VAT incl.
Adult - Lite membership	7.00	6.00	-1.00		
Adult - Plus membership	6.00	6.00	Freeze		
Adult - Plus Membership concession fee	5.00	4.00	-1.00		
Junior 12 and over - Activities accessed in accordance with Industry guidance	4.00	4.00	Freeze		
<i>Swimming Instruction</i>					
<i>Swimming Lessons</i>				Cabinet	No VAT
Adult swimming lesson (30 minutes)	9.00	9.50	0.50		
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>				Cabinet	No VAT
1:1 swim lesson (per 30 minutes)	20.00	21.00	1.00		
1:1 Lessons 5 consecutive sessions in payable in advance	N/A	90.00	New		
1:1 dance lesson with DJD Dance - 30 minutes	20.00	22.50	2.50		
1:1 swim / dance lesson with DJD Dance - 30 minutes, block of four lessons	70.00	80.00	10.00		
DJ Wedding Package	N/A	200.00	New		
<i>Pool Courses</i>				Cabinet	No VAT
Rookie lifeguards (per 2 hour session) - Lyme Card	10.00	10.00	Freeze		
Other courses	Market value	Market value	Freeze		
<i>Swimming Pool Hire</i>				Cabinet	VAT Incl.
Teaching Pool Hire	65.00	70.00	5.00		
Main Pool Hire - (8 lane) (per lane per hour)	18.00	19.00	1.00		

	Fee/ Charge 2022/23	Proposed Fee/ Charge 2023/24	Increase/ Decrease	Committee Approval / Comments	VAT Status
	£.p	£.p	£.p		
Additional staff for pool hire (per staff member)	28.00	30.00	2.00		
Set up fee - galas	30.00	35.00	5.00		
Time equipment hire - galas	30.00	35.00	5.00		
<i>Parties</i>				Cabinet	VAT Incl.
Pool Party inclusive of 1 hour studio use	90.00	95.00	5.00		
Climbing Party (six people) inclusive of studio use	90.00	95.00	5.00		
Additional instructor per six children	30.00	35.00	5.00		
Bowls				Cabinet	VAT Incl.
Adult	4.54	4.73	0.19		
Junior/60+	2.27	2.36	0.09		
Summer season ticket - adult	64.40	66.98	2.58		
Summer season ticket - junior/60_/unemployed	42.48	44.18	1.70		
Winter season ticket	15.90	16.54	0.64		
Summer/winter season ticket - adult	76.29	79.34	3.05		
Summer/winter season ticket - junior/60+/unemployed	53.58	55.72	2.14		
Merit competition per player - per hour	8.65	9.00	0.35		
Greenage fees for pre- booking (plus playing fee per person)	10.56	10.98	0.42		
Tennis Class A (Westlands, Wolstanton)				Cabinet	VAT Incl.
Adult Pay as you Go (per hour per court)	7.00	Free	-7.00		
Junior / Concession (per hour per court)	5.00	Free	-5.00		
Education / Not for Profit Organisations	5.00	Free	-5.00		
LTA Tennis Development Initiatives	Free	Free	Freeze		
Coaching / Competitions	Negotiable	Negotiable	Freeze		
Tennis Class B (Chesterton, Silverdale, Birchenwood, Bradwell, Clough Hall)	Free	Free	Freeze	Cabinet	
Football (alternate weekly use per season)				Cabinet	No VAT
Wolstanton Marsh Pavilion	595.00	619.00	24.00		
All other pitches	413.00	430.00	17.00		
Junior pitch	60% of fee	60% of Fee	Freeze		
Mini soccer pitch (unmarked)	241.00	251.00	10.00		

	Fee/ Charge 2022/23 £.p	Proposed Fee/ Charge 2023/24 £.p	Increase/ Decrease £.p	Committee Approval / Comments	VAT Status
Mini soccer pitch (marked)	338.00	352.00	14.00		
Rugby (alternate weekly use per season)				Cabinet	No VAT
Bathpool	839.00	873.00	34.00		
Lyme Valley	839.00	873.00	34.00		
Clough Hall	839.00	873.00	34.00		
Junior Pitch	60% of fee	60% of fee	Freeze		
Rugby (casual use per match)	97.00	101.00	4.00	Cabinet	VAT Incl.
Concessionary Licences				Cabinet	No VAT
Brampton Park ice cream sales	812.00	845.00	33.00		
Brampton Park use of bouncy castle	812.00	845.00	33.00		
4 Large Parks Northern part of Borough – ice cream	697.00	725.00	28.00		
4 Large Parks Southern part of Borough – ice cream	697.00	725.00	28.00		
Community Events				Cabinet	Plus VAT
Wedding Photos within a park setting	45.00	47.00	2.00		
Advertising within parks	10.00 to 5125.00	10.00 to 5125.00	Freeze		
Booking large events - more than 6 months planning	181.00	188.00	7.00		No VAT
Booking medium events - more than 6 months planning (firework displays, carnivals etc.)	91.00	95.00	4.00		
Booking small events - more than 6 months planning (competitions, fun days, picnics etc.)	34.00	35.00	1.00		
LICENCES					
General				Licencing Committee	No VAT
Sex establishments - application fee	3,388.00	3,524.00	136.00		
Sex establishments - Renewal	3,388.00	3,524.00	136.00		
Sex establishments - variation	1,147.00	1,193.00	46.00		
Sex establishments - transfer	1,147.00	1,193.00	46.00		
Scrap metal dealer site licence	289.00	301.00	12.00		
Scrap metal dealer collectors licence	229.00	238.00	9.00		

	Fee/ Charge 2022/23 £.p	Proposed Fee/ Charge 2023/24 £.p	Increase/ Decrease £.p	Committee Approval / Comments	VAT Status
Gambling Act 2005				Statutory	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		
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		

	Fee/ Charge 2022/23 £.p	Proposed Fee/ Charge 2023/24 £.p	Increase/ Decrease £.p	Committee Approval / Comments	VAT Status
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	Freeze		
Casino Small – New application	7,352.00	7,646.00	294.00		
Casino Small – Annual Fee	3,676.00	3,823.00	147.00		
Casino Small - Variation	2,450.00	2,548.00	98.00		
Casino Small – Application for Transfer	1,576.00	1,639.00	63.00		
Casino Small – application to reinstate	1,576.00	1,639.00	63.00		

	Fee/ Charge 2022/23 £.p	Proposed Fee/ Charge 2023/24 £.p	Increase/ Decrease £.p	Committee Approval / Comments	VAT Status
Private Hire/Hackney Carriage				Public Protection	No VAT
OPERATORS					
PHO Application fee	267.00	289.00	22.00		
Add/Remove Director	41.00	44.00	3.00		
Copy/Replacement Licence	7.00	8.00	1.00		
Basic DBS	18.00	18.00	Freeze		
DRIVERS				Public Protection	No VAT
Dual Driver Badge - 3 years	273.00	275.00	2.00		
Change of address	17.00	18.00	1.00		
Replacement badge	13.00	15.00	2.00		
Replacement vehicle badge	13.00	15.00	2.00		
Reissue/replacement badge (with amended details)	29.00	31.00	2.00		
DBS (CRB check)	40.00	38.00	-2.00		
DBS (CRB check) online	60.34	64.34	4.00		
Exemption certificates	13.00	15.00	2.00		
Knowledge test	25.00	20.00	-5.00		
Fail to attend Knowledge Test	25.00	20.00	-5.00		
Change of Name	18.00	21.00	3.00		
Replacement vehicle badge holder	5.00	6.00	1.00		
DE Training replacement cert	Free	Free	Freeze		
Copy of Paper Licence	7.00	8.00	1.00		
Joint Disability and Safeguarding Training	N/A	48.00	New		
VEHICLES				Public Protection	No VAT
Transfer of vehicle	41.00	44.00	3.00		
Change of vehicle registration	47.00	50.00	3.00		
Failure to attend for vehicle test	66.00	74.00	8.00		
Retest	30.00	33.00	3.00		
Replacement plate carrier – front	9.00	10.00	1.00		
Replacement plate carrier – rear	11.00	12.00	1.00		
Replacement vehicle plate - front	8.00	9.00	1.00		
Replacement vehicle plate - rear	10.00	11.00	1.00		
Replacement vehicle sticker signage	5.00	6.00	1.00		
Copy of paper part of licence	7.00	8.00	1.00		
Change of Vehicle Colour	47.00	50.00	3.00		
HCV test	70.00	79.00	9.00		
HCV test 10yrs+	70.00	79.00	9.00		
PHV test	70.00	79.00	9.00		

	Fee/ Charge 2022/23	Proposed Fee/ Charge 2023/24	Increase/ Decrease	Committee Approval / Comments	VAT Status
	£.p	£.p	£.p		
PHV test 10yrs+	70.00	79.00	9.00		
HCV application fee	234.00	242.00	8.00		
PHV application fee	231.00	238.00	7.00		
Basic DBS	24.00	18.00	-6.00		
Change of Name/Address	41.00	44.00	3.00		
Spot check	19.00	22.00	3.00		
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		
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		

	Fee/ Charge 2022/23 £.p	Proposed Fee/ Charge 2023/24 £.p	Increase/ Decrease £.p	Committee Approval / Comments	VAT Status
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		
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		

	Fee/ Charge 2022/23 £.p	Proposed Fee/ Charge 2023/24 £.p	Increase/ Decrease £.p	Committee Approval / Comments	VAT Status
Section 82 (notification of change of name or alteration of rules of club)	10.50	10.50	Freeze	Statutory	No VAT
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	21.00	1.00		
Open market - second stall (per day) Monday,	10.00	11.00	1.00		
Open market - stall (per day) Wednesday	11.00	12.00	1.00		
Open market - second stall (per day) Wednesday	10.00	11.00	1.00		
Open market - stall (per day) Fri/Sat	21.00	22.00	1.00		
Open market - additional space (per day) Fri/Sat	10.00	11.00	1.00		
Farmers market - stall (per day)	20.00	21.00	1.00		
Other Pitches - minimum charge (per day)	26.00	27.00	1.00		
Catering Pitches - minimum charge (per day) Fri / Sat	25.00	26.00	1.00		

	Fee/ Charge 2022/23 £.p	Proposed Fee/ Charge 2023/24 £.p	Increase/ Decrease £.p	Committee Approval / Comments	VAT Status
Catering Pitches - minimum charge (per day) Mon / Weds	N/A	13.00	New		
Small Stalls (adjacent to Guildhall)	N/A	10.00	New		
All stalls / pitches above are charged at 50% during winter period (1st Oct - 31st March)					
New Trader - Introductory Price (16 weeks only / per day)	N/A	5.00	New		
Catering Pitches - Secondary offer (16 weeks / weekly charge - up to 4 days trading)	N/A	25.00	New		
Antique market - stall (per day)	8.00	8.00	Freeze		
Antique Market - second stall (per day)	N/A	4.00	New		
Craft fair (bric-a-brac) - stall (per day)	5.50	5.50	Freeze		
Craft fair (bric-a-brac) - second stall (per day)	N/A	2.50	New		
Service Charge (for licensed markets)	N/A	29.00	New		
Events Markets - per stall / pitch (e.g. CAM / Vegan)	N/A	5.00	New		
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					VAT Incl.
Photocopies	1.00	1.10	0.10		
Commission of picture sales from exhibitions	30%	30%	Freeze		Plus VAT
Education session per pupil - half day	5.00	5.50	0.50		No VAT
Education session per pupil - full day	7.00	7.50	0.50		
Education sessions - minimum charge half day (20 pupils or fewer)	75.00	80.00	5.00		

	Fee/ Charge 2022/23 £.p	Proposed Fee/ Charge 2023/24 £.p	Increase/ Decrease £.p	Committee Approval / Comments	VAT Status
Education sessions - minimum charge full day (20 pupils or fewer)	120.00	125.00	5.00		
Holiday activities per child	11.00	12.00	1.00		
Adult object handling/reminiscence sessions per hour	32.00	34.00	2.00		
Outreach fee	50.00	60.00	10.00		
Outreach education – schools per session	80.00	85.00	5.00		
Hire of Drawing Room per hour (Function/Corporate)	12.00	15.00	3.00		
Hire of Drawing Room per hour (Not for profit/Charity)	8.00	10.00	2.00		
Hire of Alder Room per hour (Function/Corporate)	20.00	25.00	5.00		
Hire of Alder Room per hour (Not for profit/Charity)	14.00	20.00	6.00		
Hire of Willow Room per hour (Function/Corporate)	30.00	35.00	5.00		
Hire of Willow Room per hour (Not for profit/Charity)	20.00	27.00	7.00		
Hire of Event Space per hour (function/corporate/park business)	50.00	50.00	Freeze		
Hire of Event Space per hour (Not for Profit/charity/park)	34.00	36.00	2.00		
Early entry or late stay - per hour	N/A	25.00	New		
Room set up	N/A	25.00	New		
Education item loan	20.00	25.00	5.00		
Saleable items	RRP	RRP	Freeze		
Open art registration - up to 2 items	10.00	5.00	-5.00		VAT Incl.
Event Fees					
Visit to Father Christmas	7.50	10.00	2.50		
Talks & Classes	20.00	30.00	10.00		
NAMING / NUMBERING OF STREETS/PROPERTIES				Cabinet	No VAT
New or Redevelopment					
Charge for naming of a street	206.00	215.00	9.00		
Charge for naming of a commercial building	103.00	108.00	5.00		
Single residential property on existing street	134.00	140.00	6.00		
Number/name 2-9 properties (includes first property)	206.00	215.00	9.00		
Plus - per plot	72.00	75.00	3.00		

	Fee/ Charge 2022/23 £.p	Proposed Fee/ Charge 2023/24 £.p	Increase/ Decrease £.p	Committee Approval / Comments	VAT Status
Number/name 10 plus properties (includes first property)	206.00	215.00	9.00	Cabinet	No VAT
Plus - per plot	72.00	75.00	3.00		
Change to layout after notification	258.00	270.00	12.00		
Plus - per plot	41.00	43.00	2.00		
Existing Properties/Streets					
Adding or alteration of a house/building name	72.00	75.00	3.00		
Renaming of a street	On request				
House or building renumbering (including sub division to flats)	258.00	270.00	12.00		
Confirmation of postal address	41.00	43.00	2.00		
Requests not included in above fees per hour	51.00	54.00	3.00		
Road closure	31.00	33.00	2.00		
PEST CONTROL				Cabinet	VAT Incl.
Treatment of rats (domestic) - prepayment (up to 4 visits)	55.00	60.00	5.00		
Treatment of rats (domestic) - payment by invoice (up to 4 visits)	75.00	80.00	5.00		
Treatment of mice (domestic) – prepayment (up to 3 visits)	55.00	60.00	5.00		
Treatment of mice (domestic) – payment by invoice (up to 3 visits)	75.00	80.00	5.00		
Fleas / Bedbugs / Cockroaches (domestic) - prepayment	115.00	120.00	5.00		
Fleas / Bedbugs / Cockroaches (domestic) - payment by invoice	135.00	140.00	5.00		
Insect control treatments (domestic) including wasps, & ants - prepayment	75.00	80.00	5.00		
Insect control treatments (domestic) including wasps & ants - payment by invoice	95.00	100.00	5.00		
Pest control commercial (other) - first hour	110.00	120.00	10.00		
Pest control commercial (other) - per 1/4 extra hour	27.50	30.00	2.50		
Mole & Rabbit control (per treatment course, max 3 visits) - prepayment	190.00	195.00	5.00		

	Fee/ Charge 2022/23 £.p	Proposed Fee/ Charge 2023/24 £.p	Increase/ Decrease £.p	Committee Approval / Comments	VAT Status
Mole & Rabbit control (per treatment course, max 3 visits) - payment by invoice	210.00	215.00	5.00		
Squirrel control - prepayment (up to 4 visits)	140.00	145.00	5.00		
Squirrel control - payment by invoice (up to 4 visits)	160.00	165.00	5.00		
Telephone Advice (prepayment only)	10.00	15.00	5.00		
Advice Visit (no treatment) - prepayment	55.00	60.00	5.00		
Advice Visit (no treatment) - payment by invoice	75.00	80.00	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)	As per formulae for works in default	As per formulae for works in default	Freeze		
Works in default (Prevention of Damage by Pests Act 1949) per additional 1/4 hour (invoiced)					
PLANNING SERVICES				Cabinet	No VAT
Postage & packaging Copies up to £1 are free of charge	1.10	1.40	0.30		
Paper copies of planning/building control decisions & documents - per sheet (A4 black & white)	0.25	0.30	0.05		
Paper copies of planning/building control decisions & documents - per sheet (A3 black & white)	0.40	0.50	0.10		
Paper copies of plans - planning files - per sheet (A4 black & white)	0.25	0.30	0.05		
Paper copies of plans - planning files - per sheet (A3 black & white)	0.50	0.60	0.10		
Paper colour copies of an A4 sheet of planning/building control decision, planning documents or plan	0.50	0.60	0.10		
Paper colour copies of an A3 sheet of decision, planning documents or plan	0.80	0.90	0.10		
Scanned copies of documents - charge per hour of scanning (where legal to charge)	38.00	42.00	4.00		

	Fee/ Charge 2022/23 £.p	Proposed Fee/ Charge 2023/24 £.p	Increase/ Decrease £.p	Committee Approval / Comments	VAT Status
Paper copies of plans - planning files - each plan (A2)	2.50	2.80	0.30		
Paper copies of plans - planning files - each plan (A1)	3.70	4.10	0.40		
Paper copies of plans - planning files - each plan (A0)	4.80	5.30	0.50		
Weekly lists - statutory consultees	Free	Free	Freeze		
Requests for site information – commercial per hour	82.00	90.00	8.00		
Requests for site information - individuals	Cost	Cost	Freeze		
Pre Planning Application Advice				Cabinet	VAT Incl.
Large Scale Major Developments (residential developments over 200 dwellings or where number not known, a site area of 4 ha or more. Non-residential developments over 10,000m2 of floor space or where floor space not known, a site area of 2ha or more)	735.00	810.00	75.00		
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)	370.00	410.00	40.00		
1 dwelling	110.00	125.00	15.00		
Minor Developments (residential developments of between 2 & 9 dwellings or where number not known, a site area of less than 0.5ha. Non-residential developments of under 1,000m2 of floor space or where floor space not known, a site area of less than 1ha)	167.00	185.00	18.00		
Householder Development					
Half hour appointment	25.00	28.00	3.00		
Appointment in excess of 30 minutes	35.00	40.00	5.00		

	Fee/ Charge 2022/23 £.p	Proposed Fee/ Charge 2023/24 £.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)	60.00	66.00	6.00		
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.	Per Planning Portal	Per Planning Portal	Freeze	Cabinet	No VAT
Building Control fees (North Staffs Building Control Partnership)	Per Board	Per Board	Freeze		
Planning & development briefs (as & when prepared)	Free	Free	Freeze		
Core spatial strategy	38.00	42.00	4.00		
Local development framework proposals map - north or south	8.50	10.00	1.50		
Local development framework proposals map - north & south	14.00	16.00	2.00		
Strategic housing land availability assessment (SHLAA)	40.00	45.00	5.00		
PRIVATE SECTOR HOUSING				Cabinet	No VAT
Houses in multiple occupation licence fee	642.00	668.00	26.00		
Each additional bedroom	8.50	9.00	0.50		
Renewal of houses in multiple occupation licence	475.00	495.00	20.00		
Each additional bedroom	8.50	9.00	0.50		
Houses in multiple occupation licence fee for a member of the North Staffs Landlord Accreditation Scheme	539.00	568.00	29.00		
Each additional bedroom	8.50	9.00	0.50		
Renewal of houses in multiple occupation licence or a member of the North Staffs Landlord	372.00	395.00	23.00		
Immigration Inspections	134.00	140.00	6.00		

	Fee/ Charge 2022/23 £.p	Proposed Fee/ Charge 2023/24 £.p	Increase/ Decrease £.p	Committee Approval / Comments	VAT Status		
Provision of accommodation for homeless households	Cost	Cost	Freeze	Cabinet	No VAT		
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	40.00	41.60	1.60				
SALE OF SANDBAGS				Cabinet	VAT Incl.		
5 sand bags	41.00	42.64	1.64				
10 sand bags	57.00	59.28	2.28				
15 sand bags	72.00	74.88	2.88				
20 sand bags	88.00	91.52	3.52				
STREET TRADING				Cabinet	No VAT		
Eastbound layby A500 (per annum)	9,700.00	10,100.00	400.00				
Northbound layby A500 (per annum)	9,700.00	10,100.00	400.00				
TOWN CENTRE DISPLAYS				Cabinet	No VAT		
Local promotions (minimum charge)	28.00	30.00	2.00				
Charity & local community groups	6.00	6.50	0.50				
National promotions (minimum charge)	80.00	85.00	5.00				

	Fee/ Charge 2022/23 £.p	Proposed Fee/ Charge 2023/24 £.p	Increase/ Decrease £.p	Committee Approval / Comments	VAT Status
TREE PRESERVATION ORDERS				Cabinet	No VAT
Single copy of a tree preservation order	31.00	35.00	4.00		
WASTE & RECYCLING BINS/RECEPTACLES				Cabinet	No VAT
Bins/receptacles per property on new developments (to be paid by the developer)	70.00	74.00	4.00		
Replacement bin due to loss / theft	27.00	28.50	1.50		
Delivery Charge	27.00	28.50	1.50		
New property - resident	27.00	28.50	1.50		

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.