

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL
REPORT TO
FINANCE, ASSETS AND PERFORMANCE SCRUTINY COMMITTEE

18 January 2024

Report Title: **Scale of Fees and Charges 2024/25**

Submitted by: **Service Director for Finance (S151 Officer)**

Portfolios: **Finance, Town Centres and Growth**

Ward(s) affected: **All**

<u>Purpose of the Report</u>	<u>Key Decision</u>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
To enable the Committee to scrutinise the proposed scale of fees and charges to apply from 1 April 2024.			
<u>Recommendation</u>			
That Committee:			
<ol style="list-style-type: none"> 1. Note the proposed fees and charges, to apply from 1 April 2024, as set out in Appendix 1 2. Note the Charging Policy, as set out in Appendix 2 			
<u>Reasons</u>			
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 2024/25 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 2024 and remain in force until 31 March 2025.
- 1.2** The Council has an approved Charging Policy, 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 5 December 2023, assumed an overall 4% increase in the amount of income raised from fees and charges in 2024/25.
- 2.2** The proposals made vary between minimal decreases, increase, and freezes to the fees and charges for the year. 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 should be followed.
- 2.5** In drawing up the proposed fees and charges for 2024/25 these have been considered by Service Directors who were provided with a copy of the Charging Policy and were requested to ensure that their charges were set in accordance with the Policy, considering:
- 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.
 - 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 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 2024/25 a 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 Alongside the review of the Council's fees and charges, work has been undertaken to benchmark fees alongside those of other Authorities nationwide. This work has then been used as a basis to challenge officers' first fee proposals. In addition, there were no missed opportunities with regards the fees and charges that the Council is currently charging.

2.10 The Scale of Fees and Charges (Appendix 1) shows the current and proposed fees and charges for 2024/25 and indicates those which have been frozen at current levels. There are several new charges proposed for 2024/25. The table below shows these:

New Charges - Description of Charge	Fee / Charge 2024/25 (£)
CEMETERIES	
Interment Fees – Resident Fees	
Interment of body part	480.00
Double interment (two interments taking place at the same time)	Interment Fee + 50%
Interment Fees – Non Resident Fees	
Interment of body part	730.00
Double interment (two interments taking place at the same time)	Interment Fee + 50%
Sundry items	
Admin fee	85.00
Late removal of memorial resulting in a delay of grave excavation	150.00
Incorrect coffin size	50.00
COVENANT CONSENTS	
Initial purchase enquiry form for land smaller than 0.1ha (deducted from land transaction fee if completed otherwise non-refundable)	100.00
CREMATORIUM	
Cremation Fees	
Storage of ashes where burial is to be arranged (per week after 12 weeks)	20.00
Plaques	
Wall plaque purchase at end of lease (12" x 4")	100.00
Wall plaque purchase at end of lease (12" x 8")	200.00
Additional Memorials	
Individual memorial bench - 5-year renewal	500.00
Remembrance bench (up to 12 plaques) - initial lease of plaque 5 years	295.00
Remembrance bench (up to 12 plaques) - renewal for 5 years	175.00
Memorial leaf on tree initial 5-year lease	300.00
Memorial leaf on tree renewal for 5 years	250.00
Garden / Memorial Plaque - 5-year renewal	205.00
Admin Fee	85.00

New Charges - Description of Charge	Fee / Charge 2024/25 (£)
<p>ENVIRONMENTAL HEALTH</p> <p>Environmental Offences - Fixed Penalty Notices Domestic Waste Section 46 (Environmental Protection Act 1990)</p> <p>Environmental Health Licences Hiring out Horses - new licence Vet Fee Hiring out Horses - renew licence Vet Fee Breeding Dogs - New licence Vet Fee</p>	<p>60.00</p> <p>Price on Application Price on Application Price on Application</p>
<p>MARKETS</p> <p>Stalls - Secondary offer (16 weeks only / per day)</p> <p>Electricity Charge for pitches on AFG licensed markets Record Fair</p>	<p>50% stall rent 7.50 10.00</p>
<p>MUSEUM & ART GALLERY</p> <p>Complex collections/archive research per hour Object loans to Accredited Museums (outside the county) includes condition report 1:1 session with collections adviser (after 15 minutes) Archive/Object scans (paper or digital) A4 colour - First Scan Archive/Object scans (paper or digital) A4 colour - Subsequent Scan Archive/Object scans (paper or digital) A3 colour - First Scan Archive/Object scans (paper or digital) A3 colour - Subsequent Scan</p>	<p>25.00 200.00 12.50 10.00 5.00 15.00 5.00</p>
<p>PLANNING Section 106 Section 106 Monitoring for each obligation forming part of an agreement, excluding those elements the responsibility of Staffordshire County Council Additional time spent in monitoring over and above the expected 1 working day, per hour</p>	<p>300.00 40.25</p>

- 2.11** Regarding Bereavement Service charges, Officers have identified the need to include a fee in relation to the interment of bodies, or body parts. This is not something that is undertaken regularly and is included as a fee for those rare instances that it is required. A review of the memorialisation items available to residents from Bereavement Services also identified that several small amendments were required with regards to the period over which a memorial is leased.
- 2.12** Along with changes to the maximum chargeable Fixed Penalty Notice fees for waste offences that were increased following the Government's Anti-Social Behaviour Action Plan that was introduced in July 2023, a fee in relation to Domestic Waste Section 46 (Environmental Protection Act 1990).

- 2.13** A benchmarking exercise has been undertaken of the Museum fees and several archive related charges have been introduced following this.
- 2.14** It is recognised in national guidance that the formulation and then subsequent monitoring of the implementation of S106 planning obligations creates work for local planning authorities. From 1st April 2024, the Council will charge a fee for the monitoring, reporting and delivery of planning obligations.
- 2.15** Several fees and charges approved for 2023/24 have been deleted from the proposed fees and charges for 2024/25 The table below shows these:

Deleted Charges - Description of Charge	Fee / Charge 2023/24 (£)
CEMETERIES	
Purchase of Graves - Non-Resident Fees Memorial permit	950.00
Erection of Memorials (no prior right given) Replacement memorial	55.00
Sundry Items Memorial benches - maintenance by request (cleaning & staining)	184.00
CREMATORIUM	
Cremation Fees Genealogy enquiry per deceased	30.00
Obitus Fees Single Photo	13.00
Plaques Regilding existing letters	50.00
Additional Memorials Memorial benches maintenance by request (cleaning & staining)	184.00
Vases various – small	Various
Shrubs (inclusive of aluminium vase)	399.00
Each succeeding 5-year hire	171.00
ENVIRONMENTAL HEALTH	
Environmental Offences - Fixed Penalty Notices Household waste duty of care fixed penalty notices. Environmental protection Act 1990 Section 34(2)A) (paid within 10 days)	120.00
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

Deleted Charges - Description of Charge	Fee / Charge 2023/24 (£)
LEISURE	
Jubilee 2	
Plus Membership - annual fee	10.00
Plus Membership (Concession scheme) - yearly membership, entitles holder to concession prices, includes first session	6.00
<i>Swim / Climbing Casual Fee</i>	
Adult - Plus membership	5.00
Children u4 (swim only)	1.00
<i>Gym / Classes Casual Fee</i>	
Adult - Plus membership	6.00
Tennis Class A (Westlands, Wolstanton)	
LTA Tennis Development Initiatives	Free
Coaching / Competitions	Negotiable
LICENCES	
VEHICLES	
HCV test 10yrs+	79.00
PHV test 10yrs+	79.00
MUSEUM & ART GALLERY	
Event Fees	
Visit to Father Christmas	10.00
Talks & Classes	30.00
PRIVATE SECTOR HOUSING	
Houses in multiple occupation licence fee for a member of the North Staffs Landlord Accreditation Scheme	568.00
Each additional bedroom	9.00
Renewal of houses in multiple occupation licence or a member of the North Staffs Landlord	395.00

- 2.16** The fees and charges have been reviewed to identify where they do not align with the services being provided by the Bereavement Services team. This has led to a number of fees being removed, as alternative options are what is provided, or in the instance of services provided by Obitus are no longer provided.
- 2.17** Fixed Penalty Notices in relation to Environmental Offences have been subject to change due to the Government's Anti-Social Behaviour Action Plan that was introduced in July 2023. This has included the removal of a reduced fee for payment within ten days.

- 2.18** The decision has been made at Jubilee 2 to no longer provide the Plus Membership which provided casual users with a £1 discount off the fee. In turn this has meant the removal of the reduced fees as well.
- 2.19** Hackney Carriage and Private Hire Vehicle test fees have been removed specifically for those vehicles older than ten years. The fee is now set for Hackney Carriage and Private Hire Vehicles no matter the age of the vehicle.
- 2.20** The remaining fees listed above are no longer provided and therefore have been removed.
- 2.21** Due to the commercial sensitivity of the proposed charges for the trade waste service, these are not included on part 1 of the agenda and are exempt from publication by reasons of paragraph 3 of part 1 of schedule 12a of the Local Government Act 1972. The proposed charges can be found in part 2 of the agenda.

3. Recommendation

- 3.1** Note the proposed fees and charges to apply from 1 April 2024, as set out in Appendix 1 be approved.
- 3.2** Note the Charging Policy as set out in Appendix 2 be approved.

4. Reasons

- 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 2024/25 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.

8. Financial and Resource Implications

8.1 The approved levels of fees and charges will be incorporated in the General Fund Budget for 2024/25. The Medium Term Financial Strategy (MTFS) assumes increased income of £230,000 from an average increase of 4% across the existing range of fees and charges.

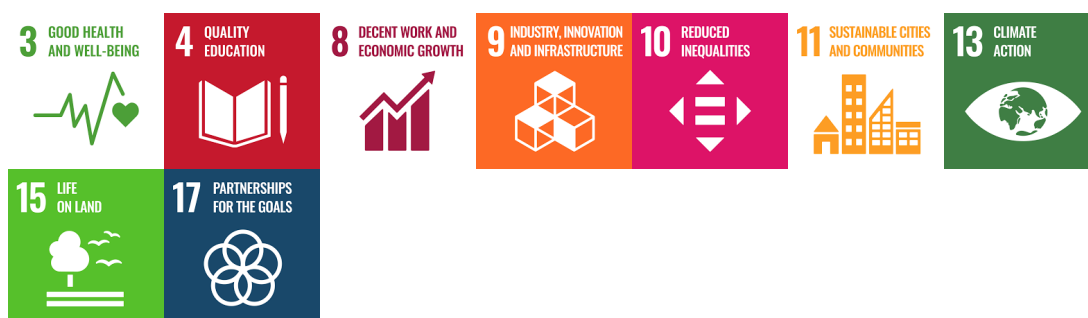
8.2 The proposals made vary between minimal decreases to increases. When these proposals are applied to the appropriate income budgets, they fall broadly in line with the assumed overall 4% increase.

9. Major Risks & Mitigation

9.1 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.

10. UN Sustainable Development Goals (UNSDG)

10.1 In shaping fees and charges proposals consideration will be given to the need for investment in order to deliver the Council's Sustainable Environment Action Plan and the regeneration projects detailed in the Council 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 None.

13. List of Appendices

13.1 Appendix 1 – Scale of Fees and Charges 2024/25 (Proposed)

13.2 Appendix 2 – Charging Policy

14. Background Papers

14.1 None.

SCALE OF FEES AND CHARGES 2024/25

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	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
ALLOTMENTS				No VAT	Cabinet
Rent (per annum) per square metre Note: 20% concession for Junior/60+/Unemployed	0.52	0.54	0.02		
BULKY RECYCLING				No VAT	Cabinet
1-3 Items non reusable/waste items	42.50	50.00	7.50		
4-6 Items non reusable/waste items	67.50	80.00	12.50		
7-9 Items non reusable/waste items	84.00	100.00	16.00		
Reusable items	Free	Free	Freeze		
BUS DEPARTURE CHARGES				Plus VAT	Cabinet
Fee per departure	0.30	0.35	0.05		
CAR PARKS					
Charges for Infringements				No VAT	
Civil parking enforcement - higher charge	70.00	70.00	Freeze		
Civil 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	16.00	1.00		
Additional days	6.00	7.00	1.00		
Bankside				VAT Incl.	Cabinet
Season ticket - per quarter	156.00	165.00	9.00		
Each additional permit for the same numbered bay - per quarter	25.00	26.00	1.00		
Overnight quarterly permit - 6pm to 7am	60.00	62.00	2.00		

	Fee/ Charge 2023/24	Proposed Fee/ Charge 2024/25	Increase/ Decrease	VAT Status	Committee Approval/ Comments
	£.p	£.p	£.p		
Blackfriars (Zone C)				VAT Incl.	Cabinet
Up to 1 hour	1.00	1.10	0.10		
Up to 2 hours	1.50	1.60	0.10		
Up to 3 hours	2.00	2.10	0.10		
Up to 4 hours	2.50	2.60	0.10		
Up to 6 hours	3.00	3.20	0.20		
6 hours to 24 hours	3.50	3.70	0.20		
Season ticket - per quarter	156.00	165.00	9.00		
Evening charge - 1pm to 8am	1.00	1.00	Freeze		
Overnight quarterly permit - 8pm to 8am	60.00	65.00	5.00		
Bank Holiday	1.00	1.00	Freeze		
Event Parking	1.00	1.00	Freeze		
Cherry Orchard (Zone B)				VAT Incl.	Cabinet
Up to 1 hour	1.00	1.10	0.10		
Up to 2 hours	1.90	2.00	0.10		
Up to 3 hours	2.80	3.00	0.20		
Up to 4 hours	4.00	4.20	0.20		
4 hours to 24 hours	5.20	5.50	0.30		
Season ticket - per quarter	156.00	165.00	9.00		
Evening charge - 1pm to 8am	1.00	1.00	Freeze		
Overnight quarterly permit - 8pm to 8am	60.00	65.00	5.00		
Bank Holiday	1.00	1.00	Freeze		
Event Parking	1.00	1.00	Freeze		
Corporation Street (Zone A)				VAT Incl.	Cabinet
Up to 1/2 hour	0.80	0.90	0.10		
Up to 1 hour	1.50	1.60	0.10		
Evening charge - 1pm to 8am	1.00	1.00	Freeze		
Overnight quarterly permit - 8pm to 8am	60.00	65.00	5.00		
Bank Holiday	1.50	1.50	Freeze		
Event Parking	1.50	1.50	Freeze		

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
Fogg Street East (Zone A)					
Season ticket - per quarter	156.00	165.00	9.00	VAT Incl.	Cabinet
Each additional permit for the same numbered bay - per quarter	25.00	26.00	1.00		
Overnight quarterly permit - 6pm to 7am	60.00	65.00	5.00		
Goose Street (Zone B)				VAT Incl.	Cabinet
Up to 1 hour	1.00	1.10	0.10		
Up to 2 hours	1.90	2.00	0.10		
Up to 3 hours	2.80	3.00	0.20		
Up to 4 hours	4.00	4.20	0.20		
4 hours to 24 hours	5.20	5.50	0.30		
Season ticket - per quarter	156.00	165.00	9.00		
Evening charge - 1pm to 8am	1.00	1.00	Freeze		
Overnight quarterly permit - 8pm to 8am	60.00	65.00	5.00		
Bank Holiday	1.00	1.00	Freeze		
Event Parking	1.00	1.00	Freeze		
Hassell Street (Zone B) (Bandings Subject to Review)				VAT Incl.	Cabinet
Up to 1 hour	1.00	1.10	0.10		
Up to 2 hours	1.90	2.00	0.10		
Up to 3 hours	2.80	3.00	0.20		
Up to 4 hours	4.00	4.20	0.20		
4 hours to 24 hours	5.20	5.50	0.30		
Season ticket - per quarter	156.00	165.00	9.00		
Resident permit - per quarter	60.00	65.00	5.00		
Evening charge - 1pm to 8am	1.00	1.00	Freeze		
Overnight quarterly permit - 8pm to 8am	60.00	65.00	5.00		
Bank Holiday	1.00	1.00	Freeze		
Event Parking	1.00	1.00	Freeze		
High Street (Rear of)				VAT Incl.	Cabinet
Season ticket - per quarter	156.00	165.00	9.00		
Each additional permit for the same numbered bay - per quarter	25.00	26.00	1.00		
Overnight quarterly permit - 6pm to 7am	60.00	65.00	5.00		

	Fee/ Charge 2023/24	Proposed Fee/ Charge 2024/25	Increase/ Decrease	VAT Status	Committee Approval/ Comments
	£.p	£.p	£.p		
King Street (Zone C)				VAT Incl.	Cabinet
Up to 1 hour	1.00	1.10	0.10		
Up to 2 hours	1.50	1.60	0.10		
Up to 3 hours	2.00	2.10	0.10		
Up to 4 hours	2.50	2.60	0.10		
Up to 6 hours	3.00	3.20	0.20		
6 hours to 24 hours	3.50	3.70	0.20		
Season Ticket - per quarter	156.00	165.00	9.00		
Evening charge - 1pm to 8am	1.00	1.00	Freeze		
Overnight quarterly permit - 8pm to 8am	60.00	65.00	5.00		
Bank Holiday	1.00	1.00	Freeze		
Event Parking	1.00	1.00	Freeze		
Lyme Valley / Buckmaster Ave					
Up to 3 hours	Free	Free	Freeze		
Up to 4 hours	4.25	4.50	0.25	VAT Incl.	Cabinet
4 - 24 hours	6.00	6.30	0.30		
Season Ticket - per quarter	156.00	165.00	9.00		
Lyme Valley / Lyme Valley Rd					
Up to 2 hours	Free	Free	Freeze		
Up to 3 hours	3.20	3.40	0.20		
Up to 4 hours	4.25	4.50	0.25		
4 - 24 hours	6.00	6.30	0.30		
Season Ticket - per quarter	156.00	165.00	9.00	VAT Incl.	Cabinet
Midway (Zone A)					
Up to 1 hour	1.10	1.20	0.10		
Up to 2 hours	2.10	2.20	0.10		
Up to 3 hours	3.20	3.40	0.20		
Up to 4 hours	4.25	4.50	0.25		
Up to 24 hours	6.00	6.30	0.30		
Season ticket - per quarter	156.00	165.00	9.00		
Evening charge - 1pm to 8am (closed at 9pm Mon-Sat and 5.30pm on Sunday)	1.00	1.00	Freeze	VAT Incl.	Cabinet
Overnight quarterly permit - 8pm to 8am	60.00	65.00	5.00		
Bank Holiday	1.10	1.10	Freeze		

	Fee/ Charge 2023/24	Proposed Fee/ Charge 2024/25	Increase/ Decrease	VAT Status	Committee Approval/ Comments
	£.p	£.p	£.p		
Event Parking	1.10	1.10	Freeze		
Ryecroft (Zone B)					
Up to 1 hour	1.10	1.20	0.10	VAT Incl.	Cabinet
Up to 2 hours	2.10	2.20	0.10		
Up to 3 hours	3.20	3.40	0.20		
Up to 4 hours	4.25	4.50	0.25		
Up to 24 hours	6.00	6.30	0.30		
Overnight 1pm to 8am	1.10	1.00	-0.10		
Bank Holiday	1.10	1.10	Freeze		
Event Parking	1.10	1.10	Freeze		
School Street/ Barracks Road (Zone B)					
Up to 1 hour	1.00	1.10	0.10	VAT Incl.	Cabinet
Up to 2 hours	1.90	2.00	0.10		
Up to 3 hours	2.80	3.00	0.20		
Season ticket - per quarter	156.00	165.00	9.00		
Evening charge - 1pm to 8am	1.00	1.00	Freeze		
Overnight quarterly permit - 8pm to 8am	60.00	65.00	5.00		
Bank Holiday	1.00	1.00	Freeze		
Event Parking	1.00	1.00	Freeze		
Silverdale Road (Zone C)					
Up to 1 hour	1.00	1.10	0.10	VAT Incl.	Cabinet
Up to 2 hours	1.50	1.60	0.10		
Up to 3 hours	2.00	2.10	0.10		
Up to 6 hours	3.00	3.20	0.20		
6 hours to 24 hours	3.50	3.70	0.20		
Season ticket - per quarter	156.00	165.00	9.00		
Resident permit - per quarter	60.00	65.00	5.00		
Evening charge - 1pm to 8am	1.00	1.00	Freeze		
Overnight quarterly permit - 8pm to 8am	60.00	65.00	5.00		
Bank Holiday	1.00	1.00	Freeze		
Event Parking	1.00	1.00	Freeze		

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
Windsor Street (Zone B)					
Up to 1 hour	1.00	1.10	0.10		
Up to 2 hours	2.00	2.10	0.10		
Season ticket - after school (30 minutes)	30.00	31.00	1.00		
Evening charge - 1pm to 8am	1.00	1.00	Freeze		
Overnight quarterly permit - 8pm to 8am	60.00	65.00	5.00		
Bank Holiday	1.00	1.00	Freeze		
Event Parking	1.00	1.00	Freeze		
CEMETERIES					
Interment Fees - Resident Fees				No VAT	Cabinet
17 years and under	1,030.00	1,085.00	55.00		
18 years & over 7ft	1,230.00	1,300.00	70.00		
18 years & over 4ft 6	1,030.00	1,085.00	55.00		
Woodland burial - Keele Cemetery (1 full interment only in each grave)	1,030.00	1,085.00	55.00		
Cremated remains at 2 feet	450.00	480.00	30.00		
Woodland burial cremated remains at 2 feet - Keele Cemetery (4 interments only in each grave)	450.00	480.00	30.00		
Additional depth for cremated remains over 2 feet	240.00	250.00	10.00		
Additional depth over 6 feet per foot	260.00	270.00	10.00		
Interment of body part	N/A	480.00	New		
Double interment (two interments taking place at the same time)	N/A	Interment fee + 50%	New		
Exhumation fee - cremated remains	Cost	1,500.00	-		
Exhumation fee	Cost	3,500.00	-		
Purchase of Graves - Resident Fees				No VAT	Cabinet
(Includes right to erect memorial for single grave)					
Exclusive Right of Burial & Memorialisation for a Single Grave	1,390.00	1,465.00	75.00		
Lawn Graves Reservation	1,990.00	2,084.00	94.00		
Exclusive Right of Burial in a Woodland Grave at Keele Cemetery (1 full interment only in each grave plus memorial tree)	1,450.00	1,465.00	15.00		
Reservation of Woodland Grave	2,050.00	2,085.00	35.00		

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
Exclusive Right of Burial and Memorialisation in a Cremated Remains Grave at 2ft	685.00	730.00	45.00	No VAT	Cabinet
Reservation of a Cremated Remains Grave	985.00	1,035.00	50.00		
Exclusive Right of Burial in a Woodland Cremated Remains Grave, Keele Cemetery at 2ft Inclusive of a Shrub	685.00	730.00	45.00		
Reservation of Woodland Cremated Remains Grave	1,045.00	1,095.00	50.00		
Renewal of exclusive right of burial & memorialisation (full grave)	400.00	450.00	50.00		
Renewal of exclusive right of burial & memorialisation (cremated remains grave)	200.00	250.00	50.00		
Transfer of ownership of exclusive rights of burial & memorialisation	105.00	115.00	10.00		
Duplicate deed of exclusive rights of burial & memorialisation	55.00	60.00	5.00		
Memorial fee permit	55.00	60.00	5.00		
Interment Fees - Non-Resident Fees					
17 years and under	1,560.00	1,645.00	85.00		
18 years & over 7ft	1,760.00	1,865.00	105.00		
18 years & over 4ft 6	1,560.00	1,645.00	85.00		
Woodland burial - Keele Cemetery (1 full interment only in each grave)	1,560.00	1,645.00	85.00		
Cremated remains at 2 feet	675.00	730.00	55.00		
Woodland burial cremated remains at 2 feet - Keele Cemetery (4 interments only in each grave)	675.00	730.00	55.00		
Interment of body part	N/A	730.00	New		
Additional depth for cremated remains over 2 feet	240.00	260.00	20.00		
Additional depth over 6 feet per foot	260.00	280.00	20.00		
Double interment (two interments taking place at the same time)	N/A	Interment fee + 50%	New		
Exhumation fee - cremated remains	Cost	1,500.00	-		
Exhumation fee	Cost	3,500.00	-		
Purchase of Graves - Non-Resident Fees				No VAT	Cabinet
(Includes right to erect memorial for single grave)					
Exclusive Right of Burial & Memorialisation for a Single Grave	2,780.00	2,930.00	150.00		
Lawn Graves Reservation	3,380.00	3,530.00	150.00		

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
Exclusive Right of Burial in a Woodland Grave at Keele Cemetery (1 full interment only in each grave plus memorial tree)	2,780.00	2,930.00	150.00		
Reservation of Woodland Grave	3,380.00	3,530.00	150.00		
Exclusive Right of Burial and Memorialisation in a Cremated Remains Grave at 2ft	1,370.00	1,450.00	80.00		
Reservation of a Cremated Remains Grave	1,970.00	2,050.00	80.00		
Exclusive Right of Burial in a Woodland Cremated Remains Grave, Keele Cemetery at 2ft Inclusive of a Shrub	1,370.00	1,450.00	80.00		
Reservation of Woodland Cremated Remains Grave	1,970.00	2,050.00	80.00		
Renewal of exclusive right of burial & memorialisation (cremated remains grave)	500.00	540.00	40.00		
Transfer of ownership of exclusive rights of burial & memorialisation	160.00	170.00	10.00		
Duplicate deed of exclusive rights of burial & memorialisation	85.00	95.00	10.00		
Erection of Memorials (no prior right given)				No VAT	Cabinet
Memorial not exceeding 3 feet in height	170.00	180.00	10.00		
Columbarium					
10-year lease including 1st interment	613.00	650.00	37.00	No VAT	Cabinet
2nd interment	86.00	100.00	14.00		
Renewal of 10-year lease	307.00	315.00	8.00		
Additional 5-year lease	307.00	315.00	8.00		
Use of Chapel & Community Room					
Newcastle cemetery chapel	200.00	200.00	Freeze	No VAT	Cabinet
Keele community room - service	200.00	200.00	Freeze		
Keele community room - full day hire	150.00	150.00	Freeze		
Keele community room - half day hire	75.00	75.00	Freeze		
Keele community room - per hour hire	25.00	25.00	Freeze		
Sundry Items				VAT Incl.	Cabinet
Single abstract information from registrar	80.00	30.00	-50.00		
Family history research	25.00	25.00	Freeze		
Casket - Single	93.00	95.00	2.00		
Casket - Double	118.00	120.00	2.00		
Casket Plaque for Crematorium Boxes	15.00	15.00	Freeze		

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
Wooden cross	51.00	55.00	4.00		
Memorial bench	1,100.00	1,500.00	400.00		
Memorial trees	405.00	420.00	15.00		
Barrier fob replacements	12.00	15.00	3.00		
Late arrival at cemeteries by more than 15 mins, Funeral Director charge	200.00	200.00	Freeze		
Late Paperwork	50.00	50.00	Freeze		
Incorrect coffin size	50.00	50.00	Freeze		
Admin fee	N/A	85.00	New		
Late removal of memorial resulting in a delay of grave excavation	N/A	150.00	New		
CIRCUSES & FAIRS				No VAT	Cabinet
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)	700.00	730.00	30.00		
Returnable deposit - cleaning	1,000.00	1,040.00	40.00		
Returnable deposit - damage	1,000.00	1,040.00	40.00		
COVENANT CONSENTS				No VAT	Cabinet
Covenant consents and any written responses to enquiries relating to land and property previously owned by the Council	160.00	165.00	5.00		
Initial purchase enquiry form for land smaller than 0.1ha (deducted from land transaction fee if completed otherwise non-refundable)	N/A	100.00	New		
CREMATORIUM					
Cremation Fees				No VAT	Cabinet
17 years of age and under	845.00	895.00	50.00		
Direct cremation no service or family before 9.00am, Tues, Thursday, Friday	350.00	350.00	Freeze		
18 years & over 9.20am service time only	600.00	650.00	50.00		
18 years & over from 10am	845.00	895.00	50.00		
Cremation environmental charge	80.00	85.00	5.00		
Burial of remains cremated elsewhere	250.00	260.00	10.00		
Chapel hire - additional use to cremation service	200.00	220.00	20.00		

	Fee/ Charge 2023/24	Proposed Fee/ Charge 2024/25	Increase/ Decrease	VAT Status	Committee Approval/ Comments
	£.p	£.p	£.p		
Chapel service 40 mins	470.00	490.00	20.00		
Temporary deposit of ashes (per week after the first 4 weeks)	15.00	20.00	5.00		
Storage of ashes where burial is to be arranged (per week after 12 weeks)	N/A	20.00	New		
Obitus Fees				VAT Incl.	
Webcast Live	35.00	40.00	5.00		
Webcast Live + 28 day + downloadable	55.00	60.00	5.00		
Keepsake DVD, USB, Blu-Ray, or Audio CD	60.00	65.00	5.00		
Basic Slideshow	45.00	50.00	5.00		
Music Slideshow (Pro-Tribute)	80.00	85.00	5.00		
Family-supplied tribute checking	25.00	30.00	5.00		
Bespoke tribute	400.00	400.00	Freeze		
Themed tribute	100.00	105.00	5.00		
Extra single photo	15.00	20.00	5.00		
Extra photo charge (each extra 25 photos on a visual tribute)	30.00	35.00	5.00		
Extra work charge	25.00	30.00	5.00		
Tribute download	15.00	20.00	5.00		
Video book	95.00	100.00	5.00		
Memory box	130.00	135.00	5.00		
Obitus bundle	175.00	180.00	5.00		
Urns & Containers				VAT Incl.	Cabinet
Casket - Single	93.00	95.00	2.00		
Casket - Double	118.00	120.00	2.00		
Casket plaque for Crematorium Boxes	15.00	15.00	Freeze		
Postage & packaging	Cost + £40	Cost + £40	Freeze		
Memorialisation				VAT Incl.	Cabinet
Book of remembrance up to 2 lines	80.00	85.00	5.00		
Book of remembrance for 5 lines	170.00	180.00	10.00		
Book of remembrance for 8 lines	260.00	270.00	10.00		
Simple flower or emblem with five lines or more	100.00	120.00	20.00		
Badges or coat of arms with five lines or more	150.00	160.00	10.00		
Memorial card to match inscription	34.00	50.00	16.00		

	Fee/ Charge 2023/24	Proposed Fee/ Charge 2024/25	Increase/ Decrease	VAT Status	Committee Approval/ Comments
	£.p	£.p	£.p		
Plaques				No VAT	Cabinet
12" x 4" new plaque & 10-year hire	500.00	520.00	20.00		
Each succeeding 5-year hire	200.00	210.00	10.00		
12" x 8" new plaque & 10-year hire	750.00	780.00	30.00		
Each succeeding 5-year hire	300.00	380.00	80.00		
Adding to existing plaque per letter or figure	12.00	12.00	Freeze		
Regilding of existing letters (per letter)	7.00	8.00	1.00		
Wall plaque purchase at end of lease (12"x4")	N/A	100.00	New		
Wall plaque purchase at end of lease (12"x8")	N/A	200.00	New		
Additional Memorials				No VAT	Cabinet
Memorial benches	1,100.00	1,500.00	400.00		
Individual memorial bench - 5-year renewal	N/A	500.00	New		
Remembrance bench (up to 12 plaques) - initial lease of plaque 5-years	N/A	295.00	New		
Remembrance bench (up to 12 plaques) - renewal for 5-years	N/A	175.00	New		
Memorial leaf on tree initial 5-year lease	N/A	300.00	New		
Memorial leaf on tree renewal for 5-years	N/A	250.00	New		
Memorial vases	500.00	520.00	20.00		
Additional characters for Kerb side vase	3.00	5.00	2.00		
Each succeeding 5-year hire	300.00	320.00	20.00		
Planters	839.00	870.00	31.00		
Each succeeding 5-year hire	342.00	355.00	13.00		
Trees	718.00	745.00	27.00		
Each succeeding 10-year hire	375.00	390.00	15.00		
Garden / Memorial Plaque	400.00	415.00	15.00		
Additional plaques in same location as family member in gardens	100.00	105.00	5.00		
Garden / Memorial Plaque - 5-year renewal	N/A	205.00	New		
Donations Memorial Fish/Bulbs	200.00	200.00	Freeze		
Service overrun at Bradwell Crem charge to be made to the Funeral Director	200.00	200.00	Freeze		
Late Paperwork	50.00	50.00	Freeze		
Incorrect coffin size	50.00	50.00	Freeze		
Early/late arrival at cemeteries by more than 15 minutes, charge to be made to the funeral directors	200.00	200.00	Freeze		
Admin Fee	N/A	85.00	New		

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
DOG WARDEN SERVICE					
Recovery of Stray Dogs				No VAT	Cabinet
During normal working hours - reclaim fee	75.00	80.00	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				No VAT	Statutory
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				No VAT	Statutory
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	Statutory
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		
Regulations 120 Representation of the People Regulations 2001					
Supply of Marked Register				No VAT	Statutory
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 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
Inspection & Copies of Documents				No VAT	Statutory
Regulation 10 representation of the people regulations 2001 - inspection of candidates' expenses	5.00	5.00	Freeze		
A4 - copies (black & white)	0.20	0.20	Freeze		
Town & Parish Elections				No VAT	
<i>Borough Council Election taking place on the same day:</i>					
Town or Parish specific printing / postage costs	Market rate + 5% admin costs	Market rate + 5% admin costs	Freeze		
- Room hire	50% of cost	50% of cost	Freeze		
- Staffing costs (polling & count)	50% of staffing rate on the same day, or full costs if the count is taking place on a different day	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	Full costs for each election per ward or parish	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	100.00 per election (if warded the cost is 100.00 for each ward or parish as they are classed as separate elections).	100.00 per election (if warded the cost is 100.00 for each ward or parish as they are classed as separate elections).	Freeze		
Room hires	Full Costs	Full Costs	Freeze		

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
ENVIRONMENTAL HEALTH					
Works in default of statutory notice					
Calculated in accordance with the following formula -	Per Formula	Per Formula	Freeze	No VAT	Cabinet
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)	60.00	60.00	Freeze	No VAT	Statutory
Waste receptacles - Section 47ZA(2) (paid in 14 days)	80.00	80.00	Freeze		
Failure to Produce Waste Carrier Registration Documents – Control of Pollution (Amendment) Act 1989 – section 5B	300.00	300.00	Freeze		
Failure to furnish documentation (waste carrier authority - Section 34(2))	300.00	300.00	Freeze		
Litter - Section 88(1) (paid in 10 days)	75.00	75.00	Freeze		
Litter - Section 88(1) (paid in 14 days)	100.00	100.00	Freeze		
Unauthorised distribution of literature on designated land - Schedule 3A (7)2 (paid in 10 days)	75.00	75.00	Freeze		
Unauthorised distribution of literature on designated land - Schedule 3A (7)2 (paid in 14 days)	100.00	100.00	Freeze		
Failure to comply with a Community Protection Notice or Public Spaces Protection Order (paid in 10 days)	75.00	75.00	Freeze		Cabinet
Failure to comply with a Community Protection Notice or Public Spaces Protection Order (paid in 14 days)	100.00	100.00	Freeze		Cabinet
Littering from vehicles outside of London (Keepers: Civil Penalties) Regulations 2018, Regulation 6 (Paid in 14 days)	75.00	75.00	Freeze		Public Protection Committee

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
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) (Domestic person)	100.00	200.00	100.00		
Graffiti and Fly Posting (Anti-Social Behaviour Act 2003 - Section 43) (Commercial business)	100.00	500.00	400.00		
Domestic Waste Section 46 (Environmental Protection Act 1990)	N/A	60.00	New		
Household waste duty of care fixed penalty notices. Environmental protection Act 1990 Section 34(2A)	400.00	600.00	200.00		
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 (from domestic property)	400.00	500.00	100.00		
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 (from motor vehicle)	400.00	1,000.00	600.00		
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 (from commercial business)	400.00	1,000.00	600.00		
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				No VAT	Cabinet
Copy of tape/CD recorded interviews	18.00	20.00	2.00		
Environmental Information Regulations 1992 (requests for information), Charge per Hour (ICO guidance)	26.00	26.00	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	310.00	360.00	50.00		

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
Environmental Health Licences				No VAT	Cabinet
Dangerous wild animals - first licence	650.00	676.00	26.00		
Dangerous wild animals - renewal	323.00	336.00	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	364.00	379.00	15.00		
Selling animals as Pets – Renew licence	323.00	336.00	13.00		
Selling animals as Pets – Grading review (no visit)	83.00	87.00	4.00		
Selling animals as Pets – Variation	104.00	109.00	5.00		
Animal Boarding – Grant new licence	364.00	379.00	15.00		
Animal Boarding – Renew licence	323.00	336.00	13.00		
Animal Boarding – Grading review (no visit)	83.00	87.00	4.00		
Animal Boarding – Variation	104.00	109.00	5.00		
Hiring out horses – Grant new licence Exc Vet Fee	583.00	607.00	24.00		
Hiring out Horses - new licence Vet Fee	N/A	Price on Application	New		
Hiring out horses – Renew licence exc. Vet Fee	531.00	553.00	22.00		
Hiring out Horses - renew licence Vet Fee	N/A	Price on Application	New		
Hiring out horses – Grading review (no visit)	83.00	87.00	4.00		
Hiring out horses – Variation	104.00	109.00	5.00		
Hiring out horses – Annual horse check	364.00	379.00	15.00		
Breeding Dogs – Grant new licence	603.00	628.00	25.00		
Breeding Dogs - New licence Vet Fee	N/A	Price on Application	New		
Breeding Dogs – Renew licence	323.00	336.00	13.00		
Breeding Dogs – Grading review (no visit)	83.00	87.00	4.00		
Breeding Dogs – Variation	104.00	109.00	5.00		
Keeping or training animals for exhibition - Grant new licence (3yrs)	250.00	260.00	10.00		
Keeping or training animals for exhibition - Renew licence (3yrs)	250.00	260.00	10.00		
Keeping or training animals for exhibition - Variation	104.00	109.00	5.00		
Re-inspection	104.00	109.00	5.00		

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
Registration of premises for acupuncture, tattooing, cosmetic piercing, electrolysis & semi-permanent skin colouring	160.00	168.00	8.00		
Registration of each operative	100.00	105.00	5.00		
Additional treatment registration	83.00	87.15	4.15		
Export health certificates	172.00	180.60	8.60		
Charges for Authorised Process - Local Authority Pollution Prevention Control Act					Statutory
The scale of charges is set by DEFRA annually after consultation with Local Authorities, representatives of industry and other stakeholders. The scale of charges is designed to cover the regulatory and administrative costs (including visits, administration, advice, and time) to the regulator arising from each process. The 2018/19 charges are to be advised by DEFRA in February 2018.	As per DEFRA Guidance	As per DEFRA Guidance	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	156.00	165.00	9.00		
Charge for factual statements - disclosure of documents	84.00	90.00	6.00		
Private Water Supplies				No VAT	Statutory
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	Laboratory cost	Laboratory cost	Freeze		
Analysis - during check monitoring					
Analysis - during audit monitoring					

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
Swimming Pools				No VAT	Cabinet
Sampling of pool water - per annum	720.00	756.00	36.00		
Sampling of pool water - one sample	75.00	78.75	3.75		
Food Hygiene Rating Scheme				No VAT	Public Protection
Food Hygiene Rating Scheme inspection	220.00	231.00	11.00		
FACILITIES MANAGEMENT				Plus VAT	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		
GARDEN WASTE RECYCLING				No VAT	Cabinet
Garden waste service - one bin	38.50	39.95	1.45		
Every additional garden waste bin	38.50	39.95	1.45		
Delivery of each additional garden waste bin	28.50	30.00	1.50		
LAND CHARGES				Plus VAT	
Residential – Con 29 only (conveyancer search)	144.00	138.00	-6.00		
Residential – additional parcel of land - each	90.00	90.00	Freeze		
Residential - Con290 optional enquiries - each	38.00	36.50	-1.50		
Commercial – Con 29 only (conveyancer search)	360.00	344.00	-16.00		
Commercial – additional parcel of land - each	216.00	210.00	-6.00		
Commercial – Con290 optional enquiries - each	38.00	36.50	-1.50		

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
LEISURE CHARGES					
Sport Development				No VAT	Cabinet
Sports Development Activities up to 2 hours	Quote based on staffing costs	Quote based on staffing costs	Freeze		
Jubilee 2					
<i>Equipment Resale</i>					
Saleable items	Market Value	Market Value	Freeze	VAT Incl.	Portfolio Holder
Equipment Hire	Market Value	Market Value	Freeze	No VAT	
<i>Junior Memberships</i>					
Active2 12-16 years: Swimming, gym*, and appropriate classes (14 years and above with a paying Adult)	16.50	18.00	1.50	No VAT	
*Access between the hours Monday – Friday 6.00 pm to 9.00pm with an appropriate adult. All other times individuals can attend unsupervised					
DJD Junior Dance - Daniel Jones Dance Junior Membership	23.00	20.00	-3.00	No VAT	
<i>Premium Membership Charges Adults</i> <i>(Including gym, classes, swim, climbing, discount on retail)</i>				No VAT	Cabinet
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.	30.00	32.00	2.00		
Single Membership - no contract - per month	39.50	41.50	2.00		
Single Membership - 12-month membership for price of 11 months - payable in advance	330.00	352.00	22.00		
Corporate membership – peak (includes Students) monthly contract	31.99	34.00	2.01		
Corporate membership - peak (includes Students) 12-month contract	25.50	27.50	2.00		
Swim and aquatic membership 12-month contract	25.00	27.00	2.00		
Swim and aquatic membership monthly contract	34.00	36.00	2.00		
Gym and group exercise classes 12-month contract	25.00	27.00	2.00		

	Fee/ Charge 2023/24	Proposed Fee/ Charge 2024/25	Increase/ Decrease	VAT Status	Committee Approval/ Comments
	£.p	£.p	£.p		
Gym and group exercise classes monthly contract	34.00	36.00	2.00		
Climbing only membership 12-month contract	17.00	19.00	2.00		
Blue light membership NHS, Armed Forces, Police, Fire Brigade) 12-month contract	19.99	23.00	3.01		
DJ Dance membership DJ classes and live steam only, 12-month contract	22.50	24.50	2.00	No VAT	
DJ Dance Membership existing customers only	26.00	28.00	2.00		
Student membership month to month NUS card, college card letter form school 16+ month to month	20.00	23.00	3.00		
Legacy Off Peak Memberships annual % increase (rounded to nearest 10p)	4%	8%	0.04		
<i>Studio Hire</i>				VAT Incl.	Cabinet
Studio 1	42.00	42.00	Freeze		
Studio 2	42.00	42.00	Freeze		
<i>Swim / Climbing Casual Fee</i>				No VAT	
Adult - Lite membership	6.00	6.30	0.30		
Adult - Concession	4.00	4.30	0.30		
Juniors	4.00	4.30	0.30		
<i>Gym / Classes Casual Fee</i>				No VAT	
Adult - Lite membership	6.00	6.30	0.30		
Adult - Concession	4.00	4.30	0.30		
Junior 12 and over - Activities accessed in accordance with Industry guidance	4.00	4.30	0.30		
<i>Swimming Instruction</i>					
<i>Swimming Lessons</i>				No VAT	Cabinet
Adult swimming lesson (30 minutes)	9.50	9.90	0.40		
Junior swimming lesson (30 minutes) price per lesson - block of 12	6.00	6.40	0.40		
<i>Private Lessons</i>				No VAT	Cabinet
1:1 swim lesson (per 30 minutes)	21.00	22.00	1.00		
1:1 Lessons 5 consecutive sessions in payable in advance	90.00	94.00	4.00		
1:1 dance lesson with DJD Dance - 30 minutes	22.50	24.00	1.50		

	Fee/ Charge 2023/24	Proposed Fee/ Charge 2024/25	Increase/ Decrease	VAT Status	Committee Approval/ Comments
	£.p	£.p	£.p		
1:1 swim / dance lesson with DJD Dance - 30 minutes, block of four lessons	80.00	84.00	4.00		
DJ Wedding Package	200.00	210.00	10.00		
<i>Pool Courses</i>				No VAT	Cabinet
Rookie lifeguards (per 2-hour session) - Lyme Card	10.00	12.00	2.00		
<i>Swimming Pool Hire</i>				VAT Incl.	Cabinet
Teaching Pool Hire	70.00	75.00	5.00		
Main Pool Hire - (8 lane) (per lane per hour)	19.00	20.00	1.00		
Additional staff for pool hire (per staff member)	30.00	35.00	5.00		
Setup fee - galas	35.00	45.00	10.00		
Time equipment hire - galas	35.00	45.00	10.00		
<i>Parties</i>				VAT Incl.	
Pool Party inclusive of 1 hour studio use	95.00	100.00	5.00		
Climbing Party (six people) inclusive of studio use	95.00	100.00	5.00		
Additional instructor per six children	35.00	40.00	5.00		
Bowls				No VAT	Cabinet
Adult	4.73	5.00	0.27		
Junior/60+	2.36	3.00	0.64		
Summer season ticket - adult	66.98	70.00	3.02		
Summer season ticket - junior/60+/unemployed	44.18	46.00	1.82		
Winter season ticket	16.54	18.00	1.46		
Summer/winter season ticket - adult	79.34	83.00	3.66		
Summer/winter season ticket - junior/60+/unemployed	55.72	58.00	2.28		
Merit competition per player - per hour	9.00	10.00	1.00		
Greenage fees for pre-booking (plus playing fee per person)	10.98	12.00	1.02		
Tennis Class A (Westlands, Wolstanton)				No VAT	Cabinet
Adult (per hour per court)	Free	Free	Freeze		
Junior / Concession (per hour per court)	Free	Free	Freeze		
Education / Not for Profit Organisations	Free	Free	Freeze		

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
Tennis Class B (Chesterton, Silverdale, Birchenwood, Bradwell, Clough Hall)	Free	Free	Freeze		
Football (alternate weekly use per season)				No VAT	Cabinet
Wolstanton Marsh Pavilion	619.00	645.00	26.00		
All other pitches	430.00	450.00	20.00		
Junior pitch	60% of Fee	60% of Fee	Freeze		
Mini soccer pitch (unmarked)	251.00	262.00	11.00		
Mini soccer pitch (marked)	352.00	368.00	16.00		
Rugby (alternate weekly use per season)				No VAT	Cabinet
Bathpool	873.00	908.00	35.00		
Lyme Valley	873.00	908.00	35.00		
Clough Hall	873.00	908.00	35.00		
Junior Pitch	60% of fee	60% of fee	Freeze		
Rugby (casual use per match)	101.00	106.00	5.00	No VAT	Cabinet
Concessionary Licences				No VAT	Cabinet
Brampton Park ice cream sales	845.00	879.00	34.00		
Brampton Park use of bouncy castle	845.00	879.00	34.00		
4 Large Parks Northern part of Borough – ice cream	725.00	754.00	29.00		
4 Large Parks Southern part of Borough – ice cream	725.00	754.00	29.00		
Community Events				Plus VAT	Cabinet
Wedding Photos within a park setting	47.00	49.00	2.00		
Advertising within parks	10.00 to 5125.00	11.00 to 5,330.00	1.00 to 205.00	Plus VAT	
Booking large events - more than 6 months planning	188.00	196.00	8.00	No VAT	
Booking medium events - more than 6 months planning (firework displays, carnivals etc.)	95.00	99.00	4.00	No VAT	
Booking small events - more than 6 months planning (competitions, fun days, picnics etc.)	35.00	37.00	2.00	No VAT	

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
LICENCES					
General				No VAT	
Sex establishments - application fee	3,524.00	3,665.00	141.00		Licensing Committee
Sex establishments - Renewal	3,524.00	3,665.00	141.00		
Sex establishments - variation	1,193.00	1,241.00	48.00		
Sex establishments - transfer	1,193.00	1,241.00	48.00		
Scrap metal dealer site licence	301.00	313.00	12.00		
Scrap metal dealer collectors' licence	238.00	248.00	10.00		
Gambling Act 2005				No VAT	
Lotteries - application fee	40.00	40.00	Freeze		Statutory fees - Licensing Committee
Lotteries - annual fee	20.00	20.00	Freeze		
Bingo - application fee	3,500.00	3,500.00	Freeze		
Bingo - annual fee	1,000.00	1,000.00	Freeze		
Bingo - application to vary	1,750.00	1,750.00	Freeze		
Bingo – application for transfer	1,200.00	1,200.00	Freeze		
Bingo – application to reinstate	1,200.00	1,200.00	Freeze		
Track betting - application fee	2,500.00	2,500.00	Freeze		
Track betting - annual fee	1,000.00	1,000.00	Freeze		
Track betting - application to vary	1,250.00	1,250.00	Freeze		
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		

	Fee/ Charge 2023/24	Proposed Fee/ Charge 2024/25	Increase/ Decrease	VAT Status	Committee Approval/ Comments
	£.p	£.p	£.p		
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	Freeze		
Casino Small – New application	7,646.00	7,952.00	306.00		
Casino Small – Annual Fee	3,823.00	3,976.00	153.00		
Casino Small - Variation	2,548.00	2,650.00	102.00		
Casino Small – Application for Transfer	1,639.00	1,705.00	66.00		
Casino Small – application to reinstate	1,639.00	1,705.00	66.00		

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
Private Hire/Hackney Carriage				No VAT	Public Protection
OPERATORS					
PHO Application fee	289.00	329.00	40.00		
Add/Remove Director	44.00	45.00	1.00		
Copy/Replacement Licence	8.00	8.00	Freeze		
Basic DBS	18.00	18.00	Freeze		
DRIVERS				No VAT	
Dual Driver Badge - 3 years	275.00	250.00	-25.00		
Change of address	18.00	18.00	Freeze		
Replacement badge	15.00	15.00	Freeze		
Replacement vehicle badge	15.00	15.00	Freeze		
Reissue/replacement badge (with amended details)	31.00	31.00	Freeze		
DBS (CRB check)	38.00	38.00	Freeze		
DBS (CRB check) online	64.34	64.34	Freeze		
Exemption certificates	15.00	15.00	Freeze		
Knowledge test	20.00	20.00	Freeze		
Fail to attend Knowledge Test	20.00	20.00	Freeze		
Change of Name	21.00	21.00	Freeze		
Replacement vehicle badge holder	6.00	6.00	Freeze		
DE Training replacement cert	Free	Free	Freeze		
Copy of Paper Licence	8.00	8.00	Freeze		
NEW Joint Disability and Safeguarding Training	48.00	48.00	Freeze		
VEHICLES				No VAT	
Transfer of vehicle	44.00	45.00	1.00		
Change of vehicle registration	50.00	52.00	2.00		
Failure to attend for vehicle test	74.00	73.00	-1.00		
Retest	33.00	31.00	-2.00		
Replacement plate carrier – front	10.00	11.00	1.00		
Replacement plate carrier – rear	12.00	13.00	1.00		
Replacement vehicle plate - front	9.00	9.00	Freeze		
Replacement vehicle plate - rear	11.00	12.00	1.00		
Replacement vehicle sticker signage	6.00	6.00	Freeze		
Copy of paper part of licence	8.00	8.00	Freeze		
Change of Vehicle Colour	50.00	52.00	2.00		
HCV test	79.00	79.00	Freeze		

	Fee/ Charge 2023/24	Proposed Fee/ Charge 2024/25	Increase/ Decrease	VAT Status	Committee Approval/ Comments
	£.p	£.p	£.p		
PHV test	79.00	79.00	Freeze		
HCV application fee	242.00	186.00	-56.00		
PHV application fee	238.00	173.00	-65.00		
Basic DBS	18.00	18.00	Freeze		
Change of Name/Address	44.00	45.00	1.00		
Spot check	22.00	23.00	1.00		
Replacement Internal Plate	8.00	8.00	Freeze		
Licensing Act 2003 - New Application				No VAT	Statutory
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				No VAT	Statutory
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		

	Fee/ Charge 2023/24	Proposed Fee/ Charge 2024/25	Increase/ Decrease	VAT Status	Committee Approval/ Comments
	£.p	£.p	£.p		
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)				No VAT	Statutory
Section 25 (theft, loss, etc. of premises licence or summary)	10.50	10.50	Freeze		
Section 29 (application for a provisional statement)	315.00	315.00	Freeze		
Section 33 (notification of change of name or address)	10.50	10.50	Freeze		
Section 37 (application to vary licence to specify individual as premises supervisor)	23.00	23.00	Freeze		
Section 42 (application for transfer of premises licence)	23.00	23.00	Freeze		
Section 47 (interim authority notice following death of licence holder)	23.00	23.00	Freeze		
Section 79 (theft, loss etc. of certificate or summary)	10.50	10.50	Freeze		
Section 82 (notification of change of name or alteration of rules of club)	10.50	10.50	Freeze		
Licensing Act 2003 - Miscellaneous Fees (Application or Notice)				No VAT	Statutory
Section 83 (1) or (2) (change of relevant registered address of club)	10.50	10.50	Freeze		
Section 100 (temporary event notice)	21.00	21.00	Freeze		
Section 110 (theft, loss of temporary event notice)	10.50	10.50	Freeze		
Section 117 (application for, or renewal of personal licence)	37.00	37.00	Freeze		
Section 126 (theft, loss of personal licence)	10.50	10.50	Freeze		

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
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				No VAT	Cabinet
Open market - stall (per day) Monday	21.00	22.00	1.00		
Open market - second stall (per day) Monday	11.00	11.50	0.50		
Open market - stall (per day) Wednesday	12.00	12.50	0.50		
Open market - second stall (per day) Wednesday	11.00	11.50	0.50		
Open market - stall (per day) Fri/Sat	22.00	23.00	1.00		
Open market - additional space (per day) Fri/Sat	11.00	11.50	0.50		
Farmers market - stall (per day)	21.00	22.00	1.00		
Other Pitches - minimum charge (per day)	27.00	28.00	1.00		
Catering Pitches - minimum charge (per day) Fri / Sat	26.00	27.00	1.00		
Catering Pitches - minimum charge (per day) Mon / Weds	13.00	13.50	0.50		
Small Stalls (adjacent to Guildhall)	10.00	10.50	0.50		
All stalls / pitches above are charged at 50% during winter period (1st Oct - 31st March)					
New Trader - Introductory Price (16 weeks only / per day)	5.00	5.25	0.25		
Stalls - Secondary offer (16 weeks only / per day)	N/A	50% stall rent	New		
Catering Pitches - Secondary offer (16 weeks / weekly charge - up to 4 days trading)	25.00	26.00	1.00		
Antique market - stall (per day)	8.00	8.00	Freeze		
Antique Market - second stall (per day)	4.00	4.00	Freeze		
Craft fair (bric-a-brac) - stall (per day)	5.50	5.50	Freeze		
Craft fair (bric-a-brac) - second stall (per day)	2.50	2.50	Freeze		

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
Service Charge (for licensed markets)	29.00	29.00	Freeze		
Events Markets - per stall / pitch (e.g., CAM / Vegan)	5.00	5.25	0.25		
Electricity Charge for pitches on AFG licensed markets	N/A	7.50	New		
Record Fair	N/A	10.00	New		
MOT				No VAT	Cabinet
MOT - car	46.70	48.60	1.90		
MOT - car (for discounted partner incl. Lyme Card)	41.10	42.74	1.64		
MOT - class 7 (up to 3.5 tonnes)	58.65	61.00	2.35		
Retest	16.10	16.80	0.70		
MUSEUM & ART GALLERY					Cabinet
<i>Reproduction prints of items in collection</i>				VAT Incl.	
Photocopies	1.10	1.20	0.10	VAT Incl.	
Commission of picture sales from exhibitions	30%	30%	Freeze	Plus VAT	
Education session per pupil - half day	5.50	5.75	0.25	No VAT	
Education session per pupil - full day	7.50	7.80	0.30	No VAT	
Education sessions - minimum charge half day (20 pupils or fewer)	80.00	84.00	4.00	No VAT	
Education sessions - minimum charge full day (20 pupils or fewer)	125.00	130.00	5.00	No VAT	
Holiday activities per child	12.00	12.50	0.50	No VAT	
Adult object handling/reminiscence sessions per hour	34.00	34.00	Freeze		
Outreach fee	60.00	62.50	2.50	No VAT	
Outreach education – schools per session	85.00	89.00	4.00	No VAT	
Hire of Drawing Room per hour (Function/Corporate)	15.00	16.00	1.00		
Hire of Drawing Room per hour (Not for profit/Charity)	10.00	10.50	0.50		
Hire of Alder Room per hour (Function/Corporate)	25.00	27.00	2.00		
Hire of Alder Room per hour (Not for profit/Charity)	20.00	21.00	1.00		
Hire of Willow Room per hour (Function/Corporate)	35.00	36.50	1.50		

	Fee/ Charge 2023/24	Proposed Fee/ Charge 2024/25	Increase/ Decrease	VAT Status	Committee Approval/ Comments
	£.p	£.p	£.p		
Hire of Willow Room per hour (Not for profit/Charity)	27.00	29.00	2.00		
Hire of Event Space per hour (function/corporate/park business)	50.00	55.00	5.00		
Hire of Event Space per hour (Not for Profit/charity/park)	36.00	38.00	2.00		
Early entry or late stay - per hour	25.00	25.00	Freeze		
Room set up	25.00	25.00	Freeze		
Education item loan	25.00	26.00	1.00	No VAT	
Saleable items	RRP	RRP	Freeze		
Open art registration - up to 2 items	5.00	5.00	Freeze	VAT Incl.	
Research/archive fees				VAT Incl.	
Complex collections/archive research per hour	N/A	25.00	New		
Object loans to Accredited Museums (outside the county) includes condition report	N/A	200.00	New		
1:1 session with collections adviser (after 15 minutes)	N/A	12.50	New		
Archive/Object scans (paper or digital) A4 colour - First Scan	N/A	10.00	New		
Archive/Object scans (paper or digital) A4 colour - Subsequent Scan	N/A	5.00	New		
Archive/Object scans (paper or digital) A3 colour - First Scan	N/A	15.00	New		
Archive/Object scans (paper or digital) A3 colour - Subsequent Scan	N/A	5.00	New		
NAMING/ NUMBERING OF STREETS/ PROPERTIES					
New or Redevelopment				No VAT	Cabinet
Charge for naming of a street	215.00	225.00	10.00		
Charge for naming of a commercial building	108.00	115.00	7.00		
Single residential property on existing street	140.00	150.00	10.00		
Number/name 2-9 properties (includes first)	215.00	225.00	10.00		
Plus - per plot	75.00	80.00	5.00		
Number/name 10 plus properties (includes first property)	215.00	225.00	10.00		
Plus - per plot	75.00	80.00	5.00		
Change to layout after notification	270.00	285.00	15.00		
Plus - per plot	43.00	45.00	2.00		

	Fee/ Charge 2023/24	Proposed Fee/ Charge 2024/25	Increase/ Decrease	VAT Status	Committee Approval/ Comments
	£.p	£.p	£.p		
Existing Properties/Streets				No VAT	Cabinet
Adding or alteration of a house/building name	75.00	80.00	5.00		
Renaming of a street	On request	On request	Freeze		
House or building renumbering (including subdivision to flats)	270.00	285.00	15.00		
Confirmation of postal address	43.00	45.00	2.00		
Requests not included in above fees per hour	54.00	60.00	6.00		
Road closure	33.00	35.00	2.00		
PEST CONTROL				VAT Incl.	Cabinet
Treatment of rats (domestic) - prepayment (up to 4 visits)	60.00	62.40	2.40		
Treatment of rats (domestic) - payment by invoice (up to 4 visits)	80.00	83.20	3.20		
Treatment of mice (domestic) – prepayment (up to 3 visits)	60.00	62.40	2.40		
Treatment of mice (domestic) – payment by invoice (up to 3 visits)	80.00	83.20	3.20		
Fleas / Bedbugs / Cockroaches (domestic) - prepayment	120.00	124.80	4.80		
Fleas / Bedbugs / Cockroaches (domestic) - payment by invoice	140.00	145.60	5.60		
Insect control treatments (domestic) including wasps, & ants - prepayment	80.00	83.20	3.20		
Insect control treatments (domestic) including wasps & ants - payment by invoice	100.00	104.00	4.00		
Pest control commercial (other) - first hour	120.00	124.80	4.80		
Pest control commercial (other) - per 1/4 extra hour	30.00	31.20	1.20		
Mole & Rabbit control (per treatment course, max 3 visits) - prepayment	195.00	202.80	7.80		
Mole & Rabbit control (per treatment course, max 3 visits) - payment by invoice	215.00	223.60	8.60		
Squirrel control - prepayment (up to 4 visits)	145.00	150.80	5.80		
Squirrel control - payment by invoice (up to 4 visits)	165.00	171.60	6.60		
Telephone Advice (prepayment only)	15.00	15.60	0.60		
Advice Visit (no treatment) - prepayment	60.00	62.40	2.40		
Advice Visit (no treatment) - payment by invoice	80.00	83.20	3.20		
Fixed term pest control treatment agreements (commercial premises)	On request	On request	Freeze		

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
Works in default (Prevention of Damage by Pests Act 1949) first hour (invoiced) 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	Freeze		
PLANNING SERVICES					
Postage & packaging Copies up to £1 are free of charge	1.40	1.47	0.07	No VAT	
Paper copies of planning/building control decisions & documents - per sheet (A4 black & white)	0.30	0.32	0.02	No VAT	
Paper copies of planning/building control decisions & documents - per sheet (A3 black & white)	0.50	0.52	0.02	No VAT	
Paper copies of plans - planning files - per sheet (A4 black & white)	0.30	0.32	0.02	No VAT	
Paper copies of plans - planning files - per sheet (A3 black & white)	0.60	0.63	0.03	No VAT	
Paper colour copies of an A4 sheet of planning/building control decision, planning documents or plan	0.60	0.63	0.03	No VAT	
Paper colour copies of an A3 sheet of decision, planning documents or plan	0.90	0.95	0.05	No VAT	
Scanned copies of documents - charge per hour of scanning (where legal to charge)	42.00	44.10	2.10	No VAT	
Paper copies of plans - planning files - each plan (A2)	2.80	2.94	0.14	No VAT	
Paper copies of plans - planning files - each plan (A1)	4.10	4.30	0.20	No VAT	
Paper copies of plans - planning files - each plan (A0)	5.30	5.56	0.26	No VAT	
Weekly lists - statutory consultees	Free	Free	Freeze		
Requests for site information – commercial per hour	90.00	94.50	4.50	No VAT	
Requests for site information - individuals	Cost	Cost	Freeze	No VAT	
Pre Planning Application Advice				VAT Incl.	Cabinet
Large Scale Major Developments (residential developments over 200 dwellings or where number not known, a site area of 4 ha or more. Non-residential developments over 10,000m ² of floor space or where floor space not known, a site area of 2ha or more)	810.00	972.00	162.00		

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
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)	410.00	492.00	82.00		
1 dwelling	125.00	150.00	25.00		
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)	185.00	222.00	37.00		
Householder Development.					
Half hour appointment	28.00	30.00	2.00		
Appointment in excess of 30 minutes	40.00	44.00	4.00		
Other Development (excluding householder development but including changes of use, advertisements, prior approval proposals & listed building proposals)	66.00	73.00	7.00		
Planning Application Fees				No VAT	Statutory
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		
Building Control fees (North Staffs Building Control Partnership)	Per Board	Per Board	Freeze		Partnership Board
Planning & development briefs (as & when prepared)	Free	Free	Freeze		
Core spatial strategy	42.00	44.10	2.10		
Local development framework proposals map - north or south	10.00	10.50	0.50		
Local development framework proposals map - north & south	16.00	16.80	0.80		
Strategic housing land availability assessment (SHLAA)	45.00	47.25	2.25		

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
Section 106					
Section 106 Monitoring for each obligation forming part of an agreement, excluding those elements the responsibility of Staffordshire County Council	N/A	300.00	New		
Additional time spent in monitoring over and above the expected 1 working day, per hour	N/A	40.25	New		
PRIVATE SECTOR HOUSING				No VAT	Cabinet
Houses in multiple occupation licence fee	668.00	695.00	27.00		
Each additional bedroom	9.00	9.50	0.50		
Renewal of houses in multiple occupation licence	495.00	515.00	20.00		
Each additional bedroom	9.00	9.50	0.50		
Immigration Inspections	140.00	146.00	6.00		
Provision of accommodation for homeless households	Cost	Cost	Freeze		
Annual interest to be applied to unpaid debts for enforcement action	8%	8%	Freeze		
Charges for work in default notices to remedy Housing Health & Safety issues				No VAT	Cabinet
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	8%	8%	Freeze		
REMOVAL OF DOMESTIC ANIMAL CARCASSES				VAT Incl.	Cabinet
Removal of domestic animal carcasses	41.60	43.26	1.66		

	Fee/ Charge 2023/24 £.p	Proposed Fee/ Charge 2024/25 £.p	Increase/ Decrease £.p	VAT Status	Committee Approval/ Comments
SALE OF SANDBAGS				VAT Incl.	Cabinet
5 sandbags	42.64	44.50	1.86		
10 sandbags	59.28	61.75	2.47		
15 sandbags	74.88	78.00	3.12		
20 sandbags	91.52	95.00	3.48		
STREET TRADING				No VAT	Cabinet
Eastbound layby A500 (per annum)	10,100.00	10,500.00	400.00		
Northbound layby A500 (per annum)	10,100.00	10,500.00	400.00		
TOWN CENTRE DISPLAYS				No VAT	Cabinet
Local promotions (minimum charge)	30.00	32.00	2.00		
Charity & local community groups	6.50	7.00	0.50		
National promotions (minimum charge)	85.00	89.00	4.00		
TREE PRESERVATION ORDERS				No VAT	Cabinet
Single copy of a tree preservation order	35.00	35.00	Freeze		
WASTE & RECYCLING BINS/ RECEPTACLES				No VAT	Cabinet
Bins/receptacles per property on new developments (to be paid by the developer)	74.00	80.00	6.00		
Replacement bin due to loss / theft	28.50	30.00	1.50		
<i>Maximum Delivery Charge:</i>					
New property - resident	28.50	30.00	1.50		
Replacement / additional recycling bag.	28.50	30.00	1.50		



CHARGING POLICY

(January 2024)

1. INTRODUCTION

- 1.1 The annual income, which the Council receives in the form of fees and charges for the services provided to its customers, amounts, in total, to a considerable sum and makes a significant contribution towards reducing the Revenue Budget.
- 1.2 Due to this and the impact that its charges may have on service users, it is important that there is a clear policy with regard to charging.
- 1.3 Not all services provided to customers are charged for. Many are provided free of charge or in some cases a charge is made but this does not recover the full cost of providing the service or facility.
- 1.4 There are various reasons for deciding to make a charge and for determining what that charge will be. The charge to be made will not always be determined purely by cost recovery considerations. In many cases charges can be used to assist in the achievement of the Council's corporate priorities, for example by encouraging people to take part in a socially beneficial activity by charging fees that they can afford, which may not necessarily fully recover costs.
- 1.5 This policy sets out what the Council intends to achieve through the charges it makes and the criteria which it will use to determine the level of charge for individual services.

2. SCOPE OF THE POLICY

- 2.1 This policy applies to all services that can, legally, be provided for a charge, where those services are provided by the Council or by other parties acting on its behalf. It does not apply to services provided via partnership arrangements, for example in respect of building control fees, although this policy will be borne in mind in any discussions the Council may have with partners in relation to setting charges in respect of partnership activities. It does not apply to those services where, by law, it is not permitted to make a charge or where an external party, such as central government, wholly determines the charge that is to be made.
- 2.2 Services as referred to in this policy also includes the supply of goods.
- 2.3 Charges are normally determined by members but may sometimes be determined by officers under delegated powers. This policy applies in both cases.

3. CORPORATE OBJECTIVES

- 3.1 The charging policy will be driven by the Council's priorities. These are:
 - One Council delivering for local people.
 - A successful and sustainable growing borough.
 - Town centres for all.

- 3.2 These are high-level objectives, which set the overall policy direction. More detailed criteria will be applied, operating within these parameters, in determining whether to make a charge and in setting that charge. These are set out in Section 5 of this policy.

4. LINKS WITH OTHER POLICIES, STRATEGIES AND PLANS

- 4.1 Other Council policies, strategies or plans, or those of partnerships which the Council is a party to, may make reference to charging policies or to the levels or amounts of particular charges or types of charge. Where relevant, regard will be had to any such instances.

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 Service Director for 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.

6. TARGETS

- 6.1 Wherever possible targets will be set in relation to major areas of charging. These will relate to:
 - The amount of income expected to be generated and which has been included in the Medium Term Financial Strategy and detailed budgets.
 - Numbers of users expected to use the service.
 - Types of users expected to use the service.
 - Outcomes to be achieved through the application of the charges.
- 6.2 The achievement of the targets set will be regularly monitored through the collection of data for performance indicators and the budget monitoring process.

7. PAYMENT METHODS AND FACILITIES

- 7.1 Charges may be collected either by requiring users to make payment at the time of service delivery (cash income) or at a later date following receipt of an invoice or notice to pay, or equivalent (credit income). In some circumstances potential users may be required to make payment in advance of receiving the service. Options employed in relation to particular charges will depend upon the circumstances applicable to the service and its users and will have regard to the convenience to users of the method chosen and the safeguarding of the Council's position in relation to the potential for non-payment.
- 7.2 Payment may be made by the following means:
 - Cash.
 - Cheque.
 - Bank transfer.
 - Giro Account Transfer.

- Credit or Debit Card in person.
 - Credit or Debit Card over the telephone.
 - Via the Council's internet site using credit or debit cards.
 - Direct Debit.
 - Via the PayPoint system.
- 7.3 Options permitted in relation to particular charges will depend upon the circumstances applicable to the service and its users.
- 7.4 Facilities for the payment of charges will, wherever possible, be accessible and convenient.
- 7.5 Service users will be strongly encouraged to make payment electronically or using automated means in order to streamline the process, thereby reducing costs and providing added security and effectiveness.
- 7.6 There will be a presumption that all income due to be paid will be collected. Full use will be made of all remedies available to collect income in cases where users do not pay, including court action where necessary. In exceptional cases, if individuals or organisations have difficulty in paying the full amount due immediately, consideration may be given to agreeing arrangements for them to pay over an extended period of time.
- 7.7 Where individuals or organisations consistently fail to pay for services provided, such services will cease to be provided to them until all outstanding charges have been paid and they may, in future, be required to pay in advance of service provision or may be refused service provision where this can be applied.
- 7.8 Refunds of overpaid or wrongly paid charges will be made promptly once it has been established that a refund is appropriate.

8. REVIEW OF CHARGES

- 8.1 The Council's charges will be reviewed regularly to ensure that they are fit for purpose, continue to contribute to the furtherance of its objectives and, where set to recover costs, continue to do so.
- 8.2 Reviews will consider the following factors, plus any others relevant to particular charges:
- The income which is being collected at current charging levels and whether this is in line with budget forecasts.
 - The cost of service provision compared to the charges being made.
 - Whether a service being provided on the basis of charges being set to recover costs should continue to be provided in cases where costs appear likely to exceed the income which it can reasonably be expected to generate. This will especially apply where there is at least one alternative service provider, particularly from within the private sector.
 - The use being made of the service, both in absolute terms and by reference to classes of users and whether this shows all classes are using the service to the extent intended or if any are being deterred from using the service.
 - Are concessions being taken up by the people at whom they are targeted?
 - What is the impact, intended or unintended, of charges on local people?
 - In cases where charges are set to either encourage or deter activity, whether this is happening and the extent to which it is happening.
 - Whether any related benefits from the charging policy being deployed are being realised and the extent of realisation.

- Comparisons with charges being made by neighbouring or similar councils or by other organisations providing similar services both as to the level of charges and the impact which charges have on changing behaviour.
- 8.3 The scale of fees and charges will be considered and approved by Cabinet on an annual basis. This does not preclude reviews of particular charges taking place at any time where it is felt that this is necessary.

9. CONSULTATION AND COMMUNICATION

- 9.1 The council recognises that the charges it makes to users of its services will have an impact on those users.
- 9.2 Information will be obtained in relation to the following areas in order to properly understand how charges affect users of services and their views with regard to charges made or proposed to be made:
- Opinions as to the appropriateness of levying a charge.
 - Opinions as to the correct level of charges to be made.
 - Whether any particular classes of users will have difficulty affording the charges or feel that it is unfair to make a charge to them.
 - How particular levels of charge will affect demand for services, i.e. either encourage the use of services or discourage particular activities.
 - Whether users feel that the service and the charges made for it represent value for money.
 - Whether users would be prepared to pay a higher charge for an improved service.
- 9.3 This information may be obtained as part of general surveys, by using the e-Panel, specific surveys or by any other means which will be likely to provide a representative indication of user views or of the impact of charges upon them.
- 9.4 The Council's scale of fees and charges will be publicised via the relevant Cabinet agenda when it is reviewed annually and made available on its internet site and will be subject to scrutiny by the relevant scrutiny committees. Charges relating to specific services will be displayed or made available at service delivery points and from time to time in promotional material. Some commercially sensitive charges will, however, not be subject to such widespread publicity. At this time this only applies to trade waste charges.
- 9.5 Appropriate measures will be employed to ensure that the Council's charging objectives are clearly communicated to the public.
- 9.6 Where there is a legal requirement to consult service users or to give them a prescribed period of notice before applying a change in charges this will be done in accordance with any statutory provisions and in line with the Council's own procedures and consultation.