



REPORT TO EXECUTIVE

PORTFOLIO AREA: LOCAL ENVIRONMENT & TRANSPORT

Date of Meeting: 19 November 2012

Public

Key Decision: Yes

Recorded in Forward Plan: Yes

Inside Policy Framework

Title: REVIEW OF CHARGES 2013/2014 – LOCAL ENVIRONMENT

Report of: DIRECTOR (LOCAL ENVIRONMENT)

Report reference: LE34/12

Summary:

This report sets out the proposed fees and charges for 2013/14 relating to those services falling within the responsibility of the Local Environment Directorate.

Recommendations:

The Executive is asked to agree the charges as set out in the body of the report and relevant appendices with effect from 1st April 2013 noting the impact these will have on income generation as detailed within the report.

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Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers: None

REVIEW OF CHARGES 2013/14 – LOCAL ENVIRONMENT

1. BACKGROUND INFORMATION AND OPTIONS

- 1.1 Each Directorate is required to carry out an annual review of fees and charges.
- 1.2 This report proposes the review of charges within the Local Environment Directorate and covers City Centre usage by external organisations, Car Parking, Allotments, Sports Pitches, Environmental Quality, Food Safety, Waste Services and Bereavement Services. The report has been prepared in accordance with the principles approved under the Council's Corporate Charging Policy.
- 1.3 The charges, which have been reviewed, are addressed separately below.
- 1.4 Attached at Appendix C are extracts from the summary of charges book, which show the current and proposed level of charge for those services.

2. CORPORATE CHARGING POLICY 2013/14 TO 2017/18

- 2.1 The Corporate Charging Policy, which is part of the Strategic Financial Framework, was approved by the Executive on 3rd September 2012 and Full Council on 11th September 2012 and sets out the City Council's policy for reviewing charges. The principal objective(s) of setting the charge are:-
 - Recovering the cost of service provision
 - Generate Surplus Income (where permitted)
 - Maintain existing services
 - Fund service improvements or introduction of new services(s)
 - Manage demand for service(s)
 - Promote access to services for low-income households
 - Promote equity or fairness
 - Achieve wider strategic policy objectives (e.g. encouraging Green Policies)
- 2.2 The MTFP currently assumes an overall income target for the financial year 2013/14 reflecting an increase of 3.8% on 2012/13 budgets.

- 2.3 In addition, the policy recognises that each Directorate is different, and requires Directors to develop specific principles for their particular service or clients groups, but within the parameters of the main principles of the Council's Corporate Charging Policy which is set out in full in Appendix C.

3. HIGHWAYS SERVICES

3.1 CITY CENTRE

- 3.1.1 The Council exercises its powers, set out in Section 115 of the Highways Act, to charge reasonable expenses for events and activities undertaken in the pedestrianised area of the City Centre. At the present time the income generated is partly used to contribute to the cost of entertainment, events and activities arranged in that area whilst also serving to reduce the overall costs to the Council of managing the City Centre.
- 3.1.2 The charges approved in 2009/10 represented a significant increase to those adopted for previous years and there was a favourable overall impact on the income levels achieved in that year which greatly benefited from a large scale commercial promotions particularly from Sky taking advantage of the introduction of Digital services within Cumbria. JFR Promotions is an organisation responsible for booking a large number of the promotional events in the City Centre. Their opinion, given the footfall and the size of the city, is current charges are in line with (if not slightly higher than) comparable cities in the North.
- 3.1.3 In view of the current economic climate it is proposed to retain the current charge levels for 2013/14 to help maintain demand and the current budgeted level of revenue. Based upon anticipated usage, the proposed charges in Table 1 below for 2013/14 will still meet the MTFP budget target requirement of £16,200.
- 3.1.4 In respect of the current concessions given, it is further proposed the following types of event and organisations continue to be authorised the use of the City Centre free of charge:
- Church & other religious events.
 - Street Theatre.
 - Community Information/Awareness Stands.
 - Registered Charities.
 - Political Parties.

- Community Service Organisation's (e.g. Police, Fire Services, Armed Forces etc)

TABLE 1 - CITY CENTRE EVENTS CHARGES

Event Type	Current Charges 2012/13	Proposed Charges 2013/13
Charities, education and public information events	No charge	No charge
Large Markets	£900/day	£900/day
Large Commercial Promotions	£200/day	£200/day
Small Commercial Promotions	£60/day	£60/day
Large Children's Ride	£80/day	£80/day
Small Children's Ride	£50/day	£50/day

3.2 CAR PARKING

3.2.1 A new charging structure for off-street parking was introduced in 2012/13, which is shown in Table 2 below:

TABLE 2 – OFF STREET PARKING CHARGES

Length of Stay	Category 1	Category 2	Category 3	Category 4
1 hour	£1.00	£1.00	£1.00	£1.00
1-2 hours	£2.00	£2.00	£1.80	£1.80
2-3 hours	£3.00	£3.00	£2.70	£2.70
3-4 hours	£4.00	£4.00	£3.30	£3.30
4-6 hours	N/A	N/A	£4.00	£3.80
All Day	£10.00	£6.00	£4.70	£4.00

3.2.2 Despite this charging structure having only been in place since 1st April 2012 we are starting to build a picture of its impact, as shown in Table 3.

TABLE 3 - OFF-STREET PARKING IN 2012/13 TO WEEK 26

Car Park	P & D	PBP	Total	2011/12 Compar ison	P & D	PBP	Total	2011/12 Compar ison
	Sales				Income			
Category 1								
Civic Centre	29,161	121	29,281	Down 13.8%	50,168	557	51,175	Up 3.6%
Town Dyke	79,172	203	79,375	Up 2.3%	144,728	813	145,541	Down 0.8%
Cat 1 Total	108,333	323	108,656	Down 2.6%	195,346	1,370	196,716	Up 0.7%
Category 2								
Bits Park	17,703	289	17,992	Down 5.1%	26,308	1,106	27,414	Down 4.1%
Upper Viaduct	34,068	224	34,292	Up 3.3%	65,590	940	66,530	Up 4.4%
Cat 2 Total	51,771	513	52,284	Up 0.2%	91,898	2,046	93,944	Up 2.2%
Category 3								
Paddy's Market	1,416	8	1,424	Down 20.2%	2,830	21	2,851	Down 18.3%
Sands Centre	33,563	9	33,572	Down 3.3%	63,102	210	63,312	Down 8.9%
Swifts Bank	353	5	358	Down 9.5%	639	2	641	Down 27.8%
Cat 3 Total	35,332	22	35,354	Down 4.2%	66,571	233	66,804	Down 9.6%
Category 4								
Cecil Street	10,199	83	10,282	Down 6.3%	21,963	220	22,183	Down 21.6%

Car Park	P & D	PBP	Total	2011/12 Comparison	P & D	PBP	Total	2011/12 Comparison
Lower Viaduct	24,257	52	24,309	Down 4.7%	51,928	124	52,052	Down 13.8%
Devons hire Walk	18,030	181	18,211	Up 17.6%	25,900	756	26,656	Down 21.7%
Cat 4 Total	52,486	316	52,802	Up 1.6%	99,791	1,100	100,891	Down 17.8%
Grand Total	247,922	1,174	249,096	Down 1.4%	453,606	4,749	458,355	Down 5.5%

- 3.2.3 Measures put in place following recommendations by Buchanan Consultants last year included the revised charging structure and the introduction of Pay By Phone facilities. Table 3 shows that such measures have enabled us to prevent the decline in income for Category 1 and Category 2 car parks. The income from Category 3 and Category 4 car parks continues to decline, however in Devonshire Walk car park sales have increased, which shows that customers are beginning to return.
- 3.2.4 The uptake of Pay By Phone at the Sands Centre car park is unexpectedly low. With increased marketing and awareness activity there is the potential to substantially increase the income within Category 3. Furthermore, there is evidence to suggest that increasing charges will trigger a fall in car park use and sales.
- 3.2.5 It is therefore proposed that off street parking charges remain unchanged as per Table 2 whilst the measures recommended by Buchanan are further evaluated and uptake of the Pay By Phone facility is encouraged.

4 NEIGHBOURHOODS AND GREEN SPACES

4.1 ALLOTMENTS

- 4.1.1 The Allotments Act 1908 placed an obligation on Local Authorities to provide allotments and this remains a statutory duty today together with the responsibility for managing them.

4.1.2 Taking all factors into account, it is proposed that current charges are increased by 3.8% in line with current MTFP expectation. The existing and proposed charges are as follows in Table 4 below:

TABLE 4 – EXISTING 2012/13 AND PROPOSED 2013/14 ALLOTMENT CHARGES

Type of Charge	Existing Charge 2012/13	Proposed Charge 2013/14
Rental	22p per square metre	23p per square metre
Water Supply	£9.90 for the year	£10.30 for the year

4.1.3 Individuals in receipt of a state pension currently receive a 50% discount on the allotment rental but not the water supply charge and approximately 40% of existing holders fall into this category. There is a further 10% discount to tenants associations' which run 5 sites in the City. In return for this discount the Committee members carry out tasks including the administration of lettings and rent collection thus saving an administrative burden on Council officers.

4.2 USE OF PARKS AND GREEN SPACES

4.2.1 Charging for the use of parks and green spaces was introduced for 2012/13 as per Table 5, with the exception of Low Key Commercial Use, which the Executive is asked to consider.

TABLE 5 – PROPOSED CHARGING LEVELS FOR THE USE OF PARKS

TYPE OF ACTIVITY/EVENT	MINIMUM FEE	LARGE EVENT INC CATERING PER EVENT
'Low key' commercial use – - Caterers selling hot and cold prepared food and drinks (e.g. burgers, pies, sandwiches etc.) - Fun Fairs	£50 per day Sliding Scale (see 4.2.2.)	
City Council organised events – to be recharged to the Directorate leading the event.	Re-instatement/	N/A

TYPE OF ACTIVITY/EVENT	MINIMUM FEE	LARGE EVENT INC CATERING PER EVENT
	cleaning at cost	
Not for profit, general community events which are free at the point of entry (e.g. Sponsored Walks, Race for Life, Schools Orienteering etc).	No charge provided litter is cleared and site is left in condition as found.	N/A
Not for profit, special interest events, with charitable status (proof required) where a charge is made for entry.	£200 plus re-instatement cost	£200/ per day plus re-instatement cost
Fully commercial, profit making events – e.g. Circus Shows, music concerts etc	£1,000 plus re-instatement costs	£1000 per customer-paying day plus re-instatement costs

NB The above charges would be subject to VAT where applicable.

4.2.2 With reference to Low Key Commercial use it is intended that Council officers should have discretion to waive or reduce charges in circumstances where a commercial operator is needed in order to provide a catering service as part of a City Council run event and this responsibility is currently delegated to the Director of Local Environment.

- A sliding scale of charges is recommended for fun fairs as follows:
 - 1-10 rides/stalls £300 plus VAT per open day
 - 11-15 rides/stalls £400 plus VAT per open day
 - 16-20 rides/stalls £500 plus VAT per open day
 - Over 20 rides/stalls by negotiation.

4.3 SPORTS PITCHES

- 4.3.1 The proposed increases in charges for football and rugby pitches which are substantially in accordance with the MTFP target are shown in Table 6 as follows:-

TABLE 6 – EXISTING 2012/13 & PROPOSED 2013/14 CHARGES FOR PITCHES

TYPE OF USE	Existing Charge 2012/13	Proposed Charge 2013/14
<u>Matches</u>		
Senior Clubs/match	£50.00	£52.00
Junior Clubs/match	£23.00	£24.00
<u>Pitch and Accommodation/Season*</u>		
Senior Clubs	£500.00	£519.00
Junior Clubs	£155.00	£161.00
*Includes use of showers, changing facilities and training room if available		
<u>Pitch Only/Season</u>		
Senior Clubs	£192.00	£199.00
Junior Clubs	£55.00	£57.00

4.4 Talkin Tarn Car Park/Other Charges

- 4.4.1 The income from car parking is an important funding stream for Talkin Tarn particularly given the withdrawal of transitional financial support from the County Council and greatly helps to reduce the annual revenue costs of the facility. In 2011/12 the income generated by the car park was £28,332. Income for this financial year to Period 6 is £14,658, which is approximately £1,000 short of the budget figure. The full-year budget figure is £31,100. In order to increase revenue from the car park at Talkin Tarn, we propose to introduce a new pricing structure for 2013/14, as shown in Table 7 below; and also to extend the daily operational period by 3 hours. Therefore visitors would be required to pay for parking from 08:00hrs to 19:00hrs each day.

TABLE 7 – TALKIN TARN CAR PARK CHARGING PROPOSALS FOR THE FINANCIAL YEAR 2013/14

Service	2012/13 Charge	2013/14 Proposed Charge
Annual Permit	£30.00 per annum	N/A
10:00-18:00hrs	£1.00	N/A
08:00-09:59hrs	N/A	£0.50
10:00-17:59hrs	N/A	£2.00
18:00-19:00hrs	N/A	£0.50
Talkin Tarn Membership	N/A	£52.00 per annum

In order to encourage uptake, the annual permit will be rebranded as the Talkin Tarn Membership and will include other services besides the use of the car park. The details of the product are yet to be finalised, but it could include a year's worth of car parking, vouchers to spend at the Cafe, a small number of day permits for fishing or water sports, access to "members only" events (e.g. guided walks, conservation workshops etc), a "Christmas Shopper" one day parking permit for the City, and a newsletter to show which projects at the Tarn are in benefit of the membership revenue.

- 4.4.2 The Business Plan for the tarn seeks to generate income wherever it is feasible and safe to do so. Other charges that are currently prevalent at Talkin Tarn are outlined in Table 8 overleaf:

4.4.3

TABLE 8 – TALKIN TARN CURRENT AND FUTURE PROPOSED CHARGE LEVELS FOR OTHER INCOME

ACTIVITY/FACILITY	CURRENT CHARGE 2012/13	PROPOSED CHARGE 2013/14
Education Cabin Hire	£25/half day	£30/half day
	£50/full day	£55/full day
	£6.25/hr	£6.50/hr, min. charge 2 hrs
Alex Boathouse Hire	£30 per day or 15% of takings	15% of any takings
Water Sports Day Permit	£5.85	£6.50
Annual Water Sport Permit	£300 (For Groups)	£310 (For Groups)
	£100 (For Individuals)	£105 (For Individuals)
Fishing Permit	£2 per adult per day	£2.50 adult per day
	£1 per child per day	£1.50 child per day
	£20 Annual Permit	£25 Annual Permit

4.5 BEREAVEMENT SERVICES

4.5.1 For 2013/14 several charges will be deleted from the budget as they account for little, no, or negative income. These charges include:

- Storage of Cremated Remains
- Bamboo, Willow, and Eco Coffins
- Conducting Entire Funeral Services.

In line with the MTFP requirement of adding a minimum of 3.8% for inflation it is proposed that all current charges be increased by 4% and then rounded up or down to the nearest pound, as set out in Appendix B.

5. ENVIRONMENTAL HEALTH

5.1 GENERAL – The charges within the Environmental Health function are diverse and in some instances the limits are fixed by legislation. The proposed charges are set out in Appendix A. Commentary on each area is set out in the following paragraphs.

5.2 Pest Control Charges

The income budget for 2011/12 was adjusted to take account of the prevailing shortfall in the ongoing MTFP target at that time. Figures to date in the current financial year currently indicate that demand for the service has declined further in line with most other services hit by the general downturn in the economy. The envisaged shortfall of up to £3,000 is however hopefully a temporary situation that needs to be compensated for by corresponding cost savings in the pest control account or elsewhere in the Local Environment Directorate. It is proposed to increase wasp charges in line with the 3.8% MTFP target retaining the 50% reduction in charges for senior citizens and a continuation in the provision of a free service for the control of rats in domestic premises. The other pest control fees and charges are to be retained at their existing values to encourage professional treatment of public health pests.

5.3 Clean Neighbourhoods & Environment Act – Fixed Penalty Charges

The Government have changed the maximum amount Councils can now put on a Fixed Penalty Notice for waste receptacle offences and this charge has been reduced accordingly. Other Fixed Penalty Notices should remain the same, as detailed in Table 10.

TABLE 10 – PROPOSED CHARGES FOR CLEAN NEIGHBOURHOODS & ENVIRONMENT ACT FIXED PENALTY NOTICES

TYPE OF OFFENCE	Current Charge 2012/13	Proposed Charge 2013/14
Dog Fouling, Fly Posting, Graffiti, Dogs not on Leads	£80.00	£80.00
As above but paid within one week of issue	£60.00	£60.00
Waste Receptacles	£110.00	£80.00

5.4 Environmental Protection Act 1990

Litter Fixed Penalty notices – no change in the current base charge of £80 but again this sum to be reduced to £60 if paid within one week of being issued.

5.5 Environmental Protection Act – LAPPC Charges

The charges for the Local Authority Pollution Prevention and Control (LAPPC) regime continue to be set nationally. The figures are not usually available until March each year and have in the past been set well below the 3.8% MTFP Target. Current indications are that there will be no increases in 2013/14. Any eventual

shortfall will need to be offset by reduced expenditure or increased income elsewhere within the Directorate.

5.6 Public Health and Miscellaneous Licences

It is proposed to increase charges in 2013/14 in line with overall MTFP expectation. The charge levels proposed are incorporated within Appendix A. An administration fee of £15.00 has been included to ensure the Council recovers these costs when undertaking works in default of a Statutory Notice.

5.7 Private Water Supply Sampling

The charges for private water supply sampling analysis will vary depending on the supplies risk assessment. All monitoring/analysis costs will be set at the price charged by the laboratory which the Council will recover. The analysis costs are approximately:

Bacteriological only	£15.00
Check Monitoring	£45.00
Audit Monitoring (maximum)	£450.00

Plus each visit will incur a sampling charge. If a risk assessment, or another investigation is carried out or an authorisation granted there are additional charges as follows:-

Sampling (each visit)	£80
Risk Assessment	£100
Other investigations (each investigation)	£100
Granting an authorisation (each authorisation)	£50

5.8 Contaminated Land & Information Requests

Charges for the investigation and supply of information relating to land conditions or environmental issues are to remain at £50 minimum charge plus £50 per hour thereafter. However an additional charge will be made to recover the cost of the photocopying of documents at a level of 10p per A4 sheet.

5.9 Dog Warden Service

The Council administers a charge to the owners of stray dogs at the point of recovery from the kennels. This is to contribute to administration costs incurred in providing the service. The Council's position on the recovery charge for a stray dog from the kennels will be a sliding charge.

5.10 FOOD SAFETY

5.10.1 Proposed charges for 2013/14 remain the same with the exception of the cost of a Food Export Certificate, which rises by £1.00 to £15.00, as set out in Appendix A.

5.10.2 The Council has also started to undertake basic food hygiene training for internal and hard to reach groups. The proposed charge for this is £50.00 per person.

6. WASTE SERVICES AND STREET CLEANSING

6.1 It is proposed that the 3.8% MTFP increase is applied to bulky waste collection. Also proposed is the introduction of charges for clinical waste collections and new or replacement Euro bins, as per Table 11.

TABLE 11 – PROPOSED CHARGES FOR WASTE SERVICES

Service	2012/13 Charge	2013/14 Proposed Charge
Bulky Waste Collection, up to 5 items	£16	£17
New/Replacement Euro Bin (charge for developers and property management companies)	N/A	£275 + cost of delivery
Clinical Waste Collection	N/A	£470 per year

6.2 There is an ongoing review of the “Purple Sack” rounds, which will decrease demand for replacement purple sacks. The project involves identifying all properties that can be migrated from purple sacks to wheeled refuse bins. Any properties that cannot be migrated will be supplied with Gull Sacks instead. The second tranche of properties are currently being identified.

6.3 The clinical waste collection service is under review. This service may be discontinued or a charge introduced. The initial charge proposed is an annual fee set at £470 per year as shown in Table 11. As this is a new charge, no income target should be set this year.

6.4 It is proposed that a charge is introduced for lost and replacement containers in addition to the already established charge for extra green waste containers. All first replacement bins and sacks would be provided free of charge. Thereafter refuse bins that are damaged, lost, or additional - unless the Council is liable for the

replacement (for example if a bin is damaged by a crew or lost in the back of a refuse wagon) - should be charged for as per Table 12.

- 6.5 It is proposed to charge developers for the cost of supplying households on new developments for the first set of waste and recycling containers. This will ensure that waste collection can remain free at the point of delivery, as the developers bear the costs. All proposed container charges are set out in Table 12.

TABLE 12 – WASTE RECEPTACLE CHARGES

Container Type	Proposed Charge
Refuse Bin (Grey) 140 Litre 240 Litre	£20.00 £30.00
Green Waste Bin (Green) 240 Litre	£30.00
Box Hat	£1.00
Euro Bin	£275.00 + Delivery Cost

7 SUMMARY OF INCOME

7.1 The original 2012/13 budgets and 2013/14 forecast income levels based upon the current charge structure and forecast volume are as follows:-

TABLE 13 – COMPARISON OF ESTIMATES AND MTFP TARGETS

Service Area	Original Estimate 2012/13	MTFP Target 2013/14	Original Estimate 2013/14	(Shortfall) or Excess over MTFP	Incl/ Dec
	£	£	£	£	%
City Centre	15,600	16,200	16,200	0	0%
Env Protection	2,400	2,400	2,400	0	0%
Env Protection Act	23,500	24,400	24,400	0	0%
Dog Policy EPA	7,500	7,800	7,800	0	0%
Pest Control	30,000	31,100	31,100	0	0%
Food	2,400	2,500	2,500	0	0%
Bereavement Serv's	1,132,300	1,175,000	1,175,000	0	0%
Allotments	26,500	27,500	27,500	0	0%
Bulky Waste	35,000	36,300	36,300	0	0%
Sports Pitches	12,000	12,500	12,500	0	0%
Car Parking	1,249,000	1,344,100	1,294,100	(50,000)	(3.7%)
Total	2,536,200	2,679,800	2,629,800	(50,000)	(1.87%)

7.2 With the exception of Talkin Tarn, the income of which is ring-fenced, acceptance of the charges highlighted within this report will result in an anticipated level of income of £2,629,800 against the MTFP target of £2,679,800. This represents a shortfall of £50,000 against the MTFP target.

8 RECOMMENDATIONS

The Executive is asked to agree the charges as set out in the body of the report and relevant Appendices with effect from 1st April 2013.

9 REASONS FOR RECOMMENDATIONS

To ensure the City Council's Corporate Charging Policy is complied with.

10 IMPLICATIONS

- Staffing/Resources – N/A

- Financial – included in the main body of the report
- Legal – N/A
- Corporate – The report reflects the Council's Charging Policy and recognises the MTFP requirements.
- Risk Management – The income forecasts and charging proposals reflect the current market climate and known issues which could impact on income levels in 2013/14.
- Equality and Disability – N/A
- Environmental – N/A
- Crime and Disorder – N/A
- Impact on Customers – N/A
- Equality and Diversity – N/A

Impact assessments

Does the change have an impact on the following?

Assessment	Impact Yes/No?	Is the impact positive or negative?
Equality Impact Screening Does the policy/service impact on the following?		
Age	Yes	Positive & negative
Disability	Yes	Negative
Race	Yes	Negative
Gender/ Transgender	Yes	Negative
Sexual Orientation	Yes	Negative
Religion or belief	Yes	Negative
Human Rights	Yes	Negative
Social exclusion	Yes	Positive and negative
Health inequalities	No	
Rurality	Yes	Negative

If you consider there is either no impact or no negative impact, please give reasons:

- Allotments: There is no change to how concessions are applied. The application form is used to assess eligibility and proof of age is part of the application process. Applicants under pensionable age who have retired on the grounds of ill health can also receive the concession.
- Pest Control: There is no change to how concessions are applied. 50% concession is applied to senior citizens and those in receipt of high rate disability living allowance.
- Bulky waste: Collection requests to be encouraged via the website, however, telephone and face to face requests can still be made via the contact centre for those without internet access.

APPENDIX A

ENVIRONMENTAL SERVICES CHARGES PROPOSALS 2013/14

<u>Pest Control</u>	<u>Existing Charge 2012/13</u>	<u>Proposed Charge 2013/14</u>
(The charges are exclusive of VAT, which is charged at Standard Rate)		
Standard Farm Contract Service (Duration 12 months)	£300.00	£300.00
Service Charge per hour (min charge 1 hour) initial visit plus materials	£42.00	£42.00
Subsequent Visits per hour (min charge 1 hour)	£28.00	£28.00
Wasps (standard rate)	£32.00	£33.00
Ants	£46.00	£46.00
Fleas	£58.50	£58.50
Fleas Empty Properties	£104.00	N/A
Rats	£73.00	£73.00
Mice	£74.00	£74.00
Disposal of Unfit and Unsaleable Food		
*Small load – per hour (exclusive of VAT)	£83.00	£83.00
Additional hours (per hour)	£51.00	£51.00
Condemnation Certificate	£25.00	£25.00
This fee would be levied whatever the value of the goods surrendered. However, occasionally minor amounts of food require disposal (i.e. where there are no transport or tipping charges incurred). For these cases a £28 charge only be raised which will cover the cost of condemnation certificate.		
*Min charge of 1 hour		
Note: These charges are subject to an additional fee in respect of Landfill Tax		
Export Certification of Food		
Cost of Export Certificate	£14.00	£15.00
Cost of EHO's time where applicable (per hour)	£51.00	£51.00
Cost of Inspection of Meat Cutting Premises (per hour)	£51.00	£51.00
Clean Neighbourhood & Environment Act FPN:-		
Dog Fouling**	£80.00	£80.00
Dog Fouling – paid within one week of issue	£60.00	£60.00
Fly Posting**	£80.00	£80.00
Fly Posting – paid within one week of issue	£60.00	£60.00
Graffiti**	£80.00	£80.00
Graffiti – paid within one week of issue	£60.00	£60.00
Dogs not on Lead**	£80.00	£80.00

Dogs not on lead – paid within one week of issue	£60.00	£60.00
Waste Receptacles**	£110.00	£80.00
Environmental Protection Act - Litter	£80.00	£80.00
Environmental Protection Act - Litter – paid within one week of issue	£60.00	£60.00
Health Act 2006:-Smoking in Smokefree premises +	£50.00	£50.00
Health Act 2006:-Failure to display 'Smokefree' signage +	£200.00	£200.00
Public Health Charges & Miscellaneous Licences		
Acupuncture, Cosmetic Piercing & Tattooing/Skin Colouring*	£90.00	£93.
Animal Boarding Establishment	£84.00	£87.00
Dog Breeders	£61.00	£63.00
Pet Shops	£89.00	£92.00
Zoo Licences & Dangerous Wild Animals (+ Vets Fees)	£115.00	£119.00
Works in default administration costs recovery	N/A	£15.00
Food Hygiene Training	N/A	£50.00

* One-off registration fees. ** The range of penalty charges for these are defined by legislation and range between £50 - £80 or £75 - £80 (waste receptacles)

+ The charges are defined by legislation

PROPOSED LAPPC Charges for 2012/13- (SUBJECT TO FINAL OUTCOME OF DEFRA CONSULTATION)

Type of charge	Type of process	2012/13 Fee		
Application Fee	Standard Process	£1579		
	Additional fee for operating without a permit	£1137		
	Reduced fee activities (except VRs)	£148		
	PVR I & II combined	£246		
	Vehicle refinishers (VRs)	£346		
	Reduced fee activities: Additional fee for operating without a permit	£68		
	Mobile screening and crushing plant	£1579		
	For the third to seventh applications	£943		
	For the eighth and subsequent applications	£477		
Where application is for a combined Part B / waste application, add £297 to the above amounts.				
	Standard process Low	£739 (+£99)*		
	Standard process Medium	£1111(+£149)*		
	Standard process High	£1672 (+£198)*		
	Reduced fee activities Low/Med/High	£76	£151	£227
	PVR I & II combined	£108	£216	£326
	Vehicle refinishers Low/Med/High	£218	£349	£524
	Mobile screening and crushing plant L/M/H	£618	£989	£1484
	for the third to seventh authorisations L/M/H	£368	£590	£884
	eighth and subsequent authorisations L/M/H	£189	£302	£453
	Late Payment Fee	£50	£50	£50
	* additional amount in brackets to be charged where a permit is for a combined Part B and waste installation			
Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts				
Transfer and Surrender	Standard process transfer	£162		
	Standard process partial transfer	£476		
	New operator at low risk reduced fee activity	£75		
	Surrender: all Part B activities	£0		
	Reduced fee activities: transfer	£0		
Temporary transfer for mobiles	Reduced fee activities: partial transfer	£45		
	First transfer	£51		
	Repeat transfer	£10		
	Repeat following enforcement or warning	£51		

Type of charge	Type of process	2012/13 Fee
Substantial change s10/11	Standard process	£1005
	Standard process where the substantial change results in a new PPC activity	£1579
	Reduced fee activities	£98

Key

Subsistence charges can be paid in four equal quarterly instalments paid on 1st April, 1st July, 1st October and 1st January. Where paid quarterly the total amount payable to the local authority will be increased by £36.

Reduced fee activities are; Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil Burners under 0.4MW

LAPPC mobile plant charges for 2012/13

Number of authorisations	Application fee 2012/13	Subsistence fee 2012/13		
		Low	Med	High
1	£1579	£618	£989	£1484
2	£1579	£618	£989	£1484
3	£943	£368	£590	£884
4	£943	£368	£590	£884
5	£943	£368	£590	£884
6	£943	£368	£590	£884
7	£943	£368	£590	£884
8 and over	£477	£189	£302	£453

LA-IPPC charges for 2012/13

NB – every subsistence charge in the table below includes the additional £99 charge to cover LA extra costs in dealing with reporting under the E-PRTR (European Pollutant Release and Transfer Register) Regulation.

Type of charge	Local authority element 2012/13
Application	£3218
Additional fee for operating without a permit	£1137
Annual Subsistence LOW	£1384
Annual Subsistence MEDIUM	£1541
Annual Subsistence HIGH	£2233
Substantial Variation	£1309
Transfer	£225
Partial transfer	£668
Surrender	£668

Key

Subsistence charges can be paid in four equal quarterly instalments paid on 1st April, 1st July, 1st October and 1st January. Where paid quarterly the total amount payable to the local authority will be increased by £36.

Reduced fee activities are: Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil Burners under 0.4MW

Newspaper advertisements

Newspaper adverts may be required under EPR (Environmental Permitting Regulations) at the discretion of the LA as part of the consultation process when considering an application. This will be undertaken and paid for by the LA and the charging scheme contains a provision for the LA to recoup its costs.

Environment Agency Subsistence Fees for Discharge to Controlled Waters 2012/13

Charge Band	Charge	Applicability
A	£2,270	Where permit conditions contain numerical water discharge limits other than for the pollutants or parameters listed in bands B and C
B	£760	Where permit conditions contain numerical water discharge limits for BOD, COD ¹ or ammonia
C	£222	Where permit conditions contain numerical limits for water flow, volume, suspended solids, pH, temperature, or oil or grease.
D	£66	Where conditions are included in a permit which do not fall within any of the descriptions in bands A-C (e.g. descriptive conditions)

There is no extra fee payable to the Environment Agency where quarterly payments are made.

BEREAVEMENT SERVICES CHARGES

Service	2012/13 Current Charge	2013/14 Proposed Charge
VAT EXCLUDED		
Cremation -Stillborn	0.00	0.00
Cremation- up to 17yrs	139.00	145.00
Cremation Adult	580.00	605.00
Environmental Surcharge (applicable to Adult Cremation only)	50.00	50.00
New Cremation Environmental Surcharge	50.00	50.00
Storage of Cremated Remains	30.00	30.00
Additional copies of cremation certificates	20.00	21.00
Cremated remains placed without appointment	20.00	21.00
Cremated remains placed with appointment	40.00	42.00
Cremation Body Parts	66.00	69.00
Chapel 24hrs	15.00	16.00
Chapel 48hrs	28.00	29.00
Chapel 72hrs	42.00	44.00
Cremated Away	51.00	53.00
Postage	41.00	43.00
Poly Urn	15.00	16.00
Metal Urn	24.00	25.00
Casket	37.00	38.00
Bearer	15.00	16.00
Interment NVF/stillborn	0.00	0.00
Interment NVF/stillborn - Wood lined grave		0.00
Interment up to 17yrs	91.00	95.00
Interment up to 17yrs - Wood Lined Grave	280.00	291.00
Interment Adult	555.00	577.00
Interment Adult - Wood Lined Grave	745.00	775.00
Interment Adult - Out of Hours Grave Mon-Sat	805.00	837.00
Interment Adult - Out of Hours Grave - Sunday	865.00	900.00
Interment Adult - Out of Hours Grave - Bank hols	925.00	962.00
Interment Non Resident	555.00	577.00
Interment Cremated Remains	181.00	188.00
Interment Body Parts	50.00	52.00
Replacement Headstone Fee	70.00	73.00
Purchase - child grave 30yrs	56.00	58.00

Service	2012/13 Current Charge	2013/14 Proposed Charge
Purchase Child Grave 50 yrs	77.00	80.00
Purchase Adult grave 30 yrs	571.00	594.00
Purchase Adult Grave 50 yrs	952.00	990.00
Purchase Cremated Remains Grave 30 yrs	198.00	206.00
Purchase Cremated Remains Grave 50yrs	327.00	340.00
Woodland Burial - one - 30 yrs	224.00	233.00
Woodland Burial - one - 50yrs	372.00	387.00
Woodland Burial -two - 30yrs	447.00	466.00
Woodland Burial- two-50yrs	743.00	774.00
Woodland Cremated Remains 30yrs	224.00	233.00
Woodland Cremated Remains 50 yrs	372.00	387.00
Recyled Resident	555.00	577.00
Recycled Non Resident	555.00	577.00
Headstone (Inc 2 safety checks 5 & 10 yrs)	146.00	152.00
Memorial Vase/Add Ins	57.00	59.00
Cemetery Chapel - RS	111.00	115.00
Cemetery Chapel - Stan	91.00	95.00
Statutory Declaration Form	27.00	28.00
Re-turf graves	22.00	23.00
Standard Information Provision	FOC	0.00
Complex Information Provision Fees	20.00	21.00
VAT INCLUDED		
BOR 2 line	59.00	61.00
5 line	113.00	118.00
5 line +F/E	162.00	168.00
8 line	127.00	132.00
8 line + F/E	187.00	194.00
Cards 2 line	38.00	40.00
5 line	64.00	67.00
5 line + F/E	118.00	123.00
8 line	81.00	84.00
8 line + F/E	135.00	140.00
Baby Book per line	8.00	8.50
Motifs	60.00	62.00
Granite Plaque 2 line with niche	427.00	444.00
2 lines without niche	363.00	378.00
3 lines with niche	469.00	488.00
3 lines without niche	407.00	423.00
4/5 lines with niche	545.00	567.00
4/5 lines without niche	480.00	499.00
Each Reserved line	74.00	77.00
Bronze Plaque with niche	334.00	347.00
Bronze Plaque without niche	269.00	280.00
Replacement	105.00	109.00

Service	2012/13 Current Charge	2013/14 Proposed Charge
Sheepfold Plaque	325.00	338.00
Teak Seats	1039.00	1081.00
Sanctum 2000	895.00	931.00
Extra letters & Figures	5.00	5.20
Replacement Plaque	231.00	240.00
Memorial Vase & Tablet	480.00	499.00
Replacement Plaque	222.00	231.00
New Sanctum 12	567.00	590.00
Extra letters & Figures	5.00	5.20
Flower vase holder	21.00	22.00
Replacement Plaque	231.00	240.00
Octogan Planter Plaques	455.00	473.00
Replacement Plaque	93.00	97.00
Memorial Mushroom Plaques	218.00	227.00
Baby Urn	6.00	6.50
Wesley Recorded Service	39.00	41.00

CORPORATE CHARGING POLICY 2013/14 TO 2017/18

This appendix sets out the corporate approach to the setting of fees and charges.

Each service is required to consider how and to what extent each of the following applies to the fees and charges it proposes to set:

1. Objectives of Charge - Set out the principal objective(s) of setting the charge:

- Recover cost of service provision
- Generate Surplus Income (where permitted)
- Maintain existing service provision
- Fund service improvements or introduction of new service(s);
- Manage demand for service(s)
- Promote access to services for low-income households;
- Promote equity or fairness;
- Achieve wider strategic policy objectives (eg encouraging green policies).

2. Other factors influencing decisions on whether and how much to charge:

- The Council's historic approach to charging
- The views of local politicians, service users and taxpayers
- Other Councils' and service providers approach to charging
- Levels of central government funding and policy objectives
- The Council's overall financial position
- Changes in demand for services
- Policy on Concessions
- Availability of powers to charge for discretionary services (eg pre application planning advice)
- Central Government policy objectives

3. Targeting Concessions - The following target groups should be considered:

- Persons over 65
- Unemployed
- Young persons under the age of 18
- Students in full time higher education
- Community Groups
- Those in receipt of supplementary benefits, tax credits, attendance allowance, disability living allowance and other appropriate groups

4. Trading

The Council is empowered to sell goods or services to other public bodies or trade commercially through a company with non-public bodies. The objectives should be considered for relevant services (including Building Cleaning and Maintenance, Vehicle Maintenance, Grounds maintenance, Legal Services, Human Resources, IT, Payroll, Planning and Development Services) as follows to:

- Deliver services more strategically on an area-wide basis
- Achieving greater efficiency
- Capitalise on expertise within the council
- Utilise spare capacity
- Generate income
- Support service improvement

5. Value For Money

- Has charging been used as a tool for achieving strategic policy objectives?
- Has the optimum use of the power to charge been used?
- Has the impact of charging on user groups been monitored?
- Has charging secured improvements in value for money?