



## Governance Directorate

**Director of Governance: M D Lambert LLB (Hons) MBA**

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TO: THE MAYOR AND MEMBERS  
OF THE CITY COUNCIL

**Please ask for:**

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**Your ref:**

**Our ref:**

Mrs Durham

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MD

6 December 2013

Dear Sir/Madam

### **BUDGET REPORTS**

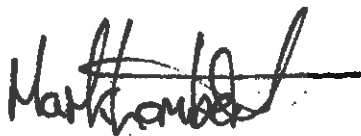
I refer further to my letter dated 8 November 2013 enclosing a bound document containing Budget Reports for consideration as part of the 2014/15 Budget process.

Please note that the following Review of Charges 2014/15 Reports have been amended for the reasons stated:

- Local Environment (Report LE.38/13) – Options 1 and 3 being removed in relation to charges for Sports Pitches, with option 2 remaining as the recommended charging proposal for 2014/15. Option 1 being removed with regard to City Centre Events Charges – option 2 being the recommended option.
- Community Engagement (Report CD.53/13 (amended)) – Additional narrative and figures provided to support both the Hostel charges and the charge for the Homelife (HIA) service,
- Economic Development (Report ED.35/13 (amended)) – The charge for the Assembly Room at the Tourist Information Centre for 2014/15 rounded to £66 (from £66.43).

Attached, for your attention, are copies of the above amended reports which replace Reports LE.30/13; CD.53/13; and ED.35/13 contained within the Budget Book. I should be grateful if you would retain the reports, along with your copy of the Budget Book, and bring them to future meetings when the budget reports are under consideration.

Yours faithfully

A handwritten signature in black ink, appearing to read "Mark Chamberlain". The signature is stylized with a large, sweeping initial "M" and a long horizontal stroke extending to the right.

Director of Governance

## **2014/15 BUDGET REPORTS**

The amended Review of Charges Reports in this document will be considered as part of the budgetary process.

**Members are asked to retain this document and bring it to the following meetings:**

Executive	16 December 2013
Resources Overview and Scrutiny Panel	6 January 2014
Executive	15 January 2014
Council (Special)	4 February 2014

## 2014/15 BUDGET REPORTS

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<b>Report to Executive</b>	<b>Agenda Item:</b>  <b>A.1(d)</b>
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Meeting Date: 16<sup>th</sup> December 2013  
 Portfolio: Environment and Transport  
 Key Decision: Yes: Recorded in the Notice Ref:KD30/13  
 Within Policy and Budget Framework YES  
 Public / Private Public

Title: REVIEW OF CHARGES 2014/2015 - LOCAL ENVIRONMENT  
 Report of: The Director of Local Environment  
 Report Number: LE38/13

**Purpose / Summary:** This report sets out the proposed fees and charges for 2014/15 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 1<sup>st</sup> April 2014 noting the impact these will have on income generation as detailed within the report.

**Tracking**

Executive:	18 November 2013, 16 December 2013
Overview and Scrutiny:	ROSP 28/11/13, COSP 19/11/13, EEOSP 21/11/13
Council:	

## **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 2014/15 TO 2018/19**

- 2.1 The Corporate Charging Policy, which is part of the Strategic Financial Framework, was approved by the Executive on 2nd September 2013 and Full Council on 10<sup>th</sup> September 2013 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 service provision
  - 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 2014/15 reflecting an increase of 3.8% on 2013/14 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. CITY ENGINEERS**

#### **3.1 CITY CENTRE EVENTS**

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. The City Centre Manager has consulted the two Promotion Companies with whom we usually work, JFR Promotions, and Access Point, they are 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 The charges have not increased since 2009 so it is proposed to introduce 3 categories of promotion\* and to retain the current charge levels for smaller promotions and rides but to increase the charges as set out in Table 1 for larger promotions and events. Based upon anticipated usage, the proposed charges in Table 1 below for 2014/15 will still meet the MTFP budget target requirement of £26,200.

*(\* Small promotions consist of one vehicle or canopy. Medium promotions consist of 2 vehicles/canopies. Large promotions are vehicles over 7.5 tons or multiple vehicles/canopies.)*

3.1.4 In respect of the current concessions given, it is 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**

<b>Event Type</b>	<b>Current Charges 2013/14</b>	<b>Proposed Charges 2014/15</b>
Charities, education and public information events	No charge	No charge
Large Markets	£900/day	£1,000/day
Large Commercial Promotions	£200/day	£400/day
Medium Commercial Promotions	n/a	£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 Charging Structure**

A new charging structure for car parks was introduced in March 2012 in which car parks were grouped into 4 categories to reflect the varying demand from users for each car park. No increases in charges have been made since that time. Table 2 below summarises the existing charges for each category of car park.

**TABLE 2 – OFF STREET PARKING CHARGES**

<b>Length of Stay</b>	<b>Category 1</b>	<b>Category 2</b>	<b>Category 3</b>	<b>Category 4</b>
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	£3.00
4-6 hours	£10.00	£6.00	£4.00	£3.50
6-9.5 hours	£10.00	£6.00	£4.70	£4.00

**3.2.2 Car Park Special Events Charge**

It is now a number of years since the charges for special events in car parks were reviewed. Originally the daily charge per space for special events was comparable to the normal daily charge for stays over 6 hours. Due to the time since the last review the charges are now out of step. It is proposed that the special event charges be amended as shown in the table below to reflect the daily charge for parking.



<b>Special Events Charges (Daily Charge per Marked Bay) (£)</b>			
<b>Car Park</b>	<b>Existing Special Events Charge 2013/14</b>	<b>Proposed Special Events Charge 2014/15</b>	<b>Pay and Display Daily Charge</b>
<b>Category 1</b>			
Civic Centre	£9.60	£10.00	£10.00
Town Dyke Orchard	£9.60	£10.00	£10.00
<b>Category 2</b>			
Bitts Park	£8.40	£6.00	£6.00
Lowther Street	No charge set	£6.00	£6.00
Upper Viaduct	£9.60	£6.00	£6.00
<b>Category 3</b>			
Paddys Market	£3.60	£4.70	£4.70
The Sands	£3.60	£4.70	£4.70
Swifts Bank	£3.60	£4.70	£4.70
<b>Category 4</b>			
Cecil Street	£3.00	£4.00	£4.00
William Street	£3.00	£4.00	£4.00
Lower Viaduct	£3.00	£4.00	£4.00
Devonshire Walk	£1.80	£4.00	£4.00
Administration charge for each application	£36.00	£50.00	---
Car Park Cleaning Charge	Up to £180	Up to £400	

3.2.3 There is the potential to convert a limited number of disc zone car parking to off street car parking. This will be brought forward to the Executive for consideration in due course.

#### 3.2.4 Car Park Ticket Sales

The above charging structure has been in place since 2<sup>nd</sup> March 2012 and we can build a picture of its impact, as shown below in Table 3a which shows tickets sales over the last 2 years, for the first 6 months of each year. Detailed sales figures are given for Pay and Display, Pay by Phone and a combined sales figure. Highlighted in green are those locations where sales have increased during the last 12 months.

3.2.5 In 2012 new charging measures were put in place. The changes included the revised charging structure introduced in March 2012, the introduction of Pay by Phone facilities

as well as the introduction of 4 categories for car parks to reflect different usage and charging structure for each category. Table 3a shows that such measures have not prevented a continuing decline in Pay and Display ticket sales although the introduction of Pay by Phone has helped. The areas where ticket sales have increased over the past 12 months are highlighted in green in the table. The ticket sales from car parks have declined by an average of 11% over the last 2 years.

3.2.6 The uptake of Pay by Phone increases every month, but it still only represents a minor element of ticket sales and income. It represents at present 1.4% of income but is continuing to grow and is comparable with the way usage has grown in other towns that have introduced Pay by Phone. For many shoppers, who are uncertain how long they may wish to stay, the use of Pay by Phone provides an opportunity to extend the parking duration without the inconvenience of having to return to the car as extended duration can easily be purchased. Officers in conjunction with local businesses plan to make users more aware of the advantages of this option in the hope that sales can be increased and that businesses benefit from the flexibility that this option offers their customers.

3.2.7 The County Council are consulting on the introduction of charging for resident's permits and on-street parking. Should this be agreed it is likely that Carlisle City Council will levy the charges on their behalf. A separate report will be brought forward on this issue in due course.

3.2.8 The existing Contract Parking Permit (Saver Parking Permits) charges are set out in the table below. As there are no proposals to change the standard parking charges it is proposed that the contract parking charges remain unchanged.

<b>SAVER PARKING PERMITS</b>			
Saver Parking Permits are only available on Category 2,3 and 4 car parks			
<b>Permit Type</b>	<b>Valid for following car parks</b>	<b>Annual Price</b>	<b>Monthly</b>
<b>Gold Category 2 permit</b>	Bitts Park Lowther Street Upper Viaduct <b>Plus all Category 3 &amp; 4 car parks</b>	£900.00	£75.00
<b>Silver Category 3 permit</b>	Paddys Market The Sands Swifts Bank (Saturday & Sunday Only) <b>Plus all Category 4 car parks</b>	£720.00	£60.00
<b>Bronze Category 4 permit</b>	Cecil Street William Street Devonshire Walk Lower Viaduct	£600.00	£50.00

3.2.7 It is proposed to introduce a new charge of £6.00 per day for Builders Permits into the car park charging scheme.

<b>Table 3a - Pay &amp; Display Sales Figures to Week 26</b>									
	<b>Pay &amp; Display Sales</b>			<b>Pay By Phone Sales</b>			<b>Total Sales</b>		
	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>
Civic Centre	35,074	29,161	28798	0	120	312	35,074	29,281	29110
Town Dyke	79,670	79,172	71247	0	203	501	79,670	79,375	71748
<b>CAT 1</b>	<b>114,744</b>	<b>108,333</b>	<b>100,045</b>	<b>0</b>	<b>323</b>	<b>813</b>	<b>114,744</b>	<b>108,656</b>	<b>100858</b>
Bits Park	18,855	17,703	17893	0	289	184	18,855	17,992	18077
Upper Viaduct	34,334	34,068	29613	0	224	595	34,334	34,292	30208
<b>CAT 2</b>	<b>53,189</b>	<b>51,771</b>	<b>47,506</b>	<b>0</b>	<b>513</b>	<b>779</b>	<b>53,189</b>	<b>52,284</b>	<b>48285</b>
Paddy's Market	1,856	1,416	1367	0	8	36	1,856	1,424	1403
Sands	35,316	33,563	31618	0	9	494	35,316	33,572	32112
Swift's Bank	383	353	273	0	5	31	383	358	304
<b>CAT 3</b>	<b>37,555</b>	<b>35,332</b>	<b>33,258</b>	<b>0</b>	<b>22</b>	<b>561</b>	<b>37,555</b>	<b>35,354</b>	<b>33819</b>
Cecil Street	11,321	10,199	9655	0	83	395	11,321	10,282	10050
Lower Viaduct	25,243	24,257	22639	0	52	314	25,243	24,309	22953
Dev Walk	15,825	18,030	12762	0	181	393	15,825	18,211	13155
<b>CAT 4</b>	<b>52,389</b>	<b>52,486</b>	<b>45,056</b>	<b>0</b>	<b>316</b>	<b>1,102</b>	<b>52,389</b>	<b>52,802</b>	<b>46158</b>
<b>TOTAL</b>	<b>257,877</b>	<b>247,922</b>	<b>225,865</b>	<b>0</b>	<b>1,174</b>	<b>3,255</b>	<b>257,877</b>	<b>249,096</b>	<b>229,120</b>

### 3.2.6 Car Park Income

Table 3b below gives a summary of the car park ticket income over the last 2 years for the first 6 months of each year. The situation is more optimistic than with ticket sales, the table shows highlighted in green those locations where income has increased over the past 12 months. Overall income has increased by 1.2% in the past 12 months but still shows an overall fall of 6.3% over the last 2 years. If this improvement is sustained it may indicate the start of an upward trend. The economic situation has not yet shown much improvement and there is evidence to suggest that increasing charges will trigger a fall in car park usage. It is therefore proposed that charges remain unchanged for another year as set out in Table 2. At that time data will be available on whether the recovery in income has accelerated making an increase in charges more justifiable.

**Table 3b - Pay & Display Income Figures to Week 26**

	Pay & Display Income			Pay By Phone Income			Total Income		
	2011/12	2012/13	2013/14	2011/12	2012/13	2013/14	2011/12	2012/13	2013/14
Civic Centre	58,200	50,618	50,378	0	557	898	58,200	51,175	51,276
Town Dyke	146,681	144,728	137,328	0	813	2,045	146,681	145,541	139,373
<b>CAT 1</b>	<b>204,881</b>	<b>195,346</b>	<b>187,706</b>	<b>0</b>	<b>1,370</b>	<b>2,943</b>	<b>204,881</b>	<b>196,716</b>	<b>190,649</b>
Bits Park	28,606	26,308	30,314	0	172	392	28,606	26,480	30,706
Upper Viaduct	63,699	65,590	61,983	0	1,005	2,694	63,699	66,595	64,677
<b>CAT 2</b>	<b>92,305</b>	<b>91,898</b>	<b>92,297</b>	<b>0</b>	<b>1,177</b>	<b>3,086</b>	<b>92,305</b>	<b>93,075</b>	<b>95,383</b>
Paddy's Market	3,489	2,830	2,914	0	22	129	3,489	2,852	3,043
Sands	69,532	63,102	63,375	0	244	1,702	69,532	63,346	65,077
Swift's Bank	888	639	307	0	2	8	888	641	315
<b>CAT 3</b>	<b>73,909</b>	<b>66,571</b>	<b>66,596</b>	<b>0</b>	<b>268</b>	<b>1,839</b>	<b>73,909</b>	<b>66,839</b>	<b>68,435</b>
Cecil Street	28,321	21,963	23,927	0	244	1,224	28,321	22,207	25,151
Lower Viaduct	60,432	51,928	52,366	0	143	1,083	60,432	52,071	53,449
Dev Walk	34,068	25,900	28,731	0	439	1,017	34,068	26,339	29,748
<b>CAT 4</b>	<b>122,821</b>	<b>99,791</b>	<b>105,024</b>	<b>0</b>	<b>826</b>	<b>3,324</b>	<b>122,821</b>	<b>100,617</b>	<b>108,348</b>
<b>TOTAL</b>	<b>493,916</b>	<b>453,606</b>	<b>451,623</b>	<b>0</b>	<b>3,641</b>	<b>11,192</b>	<b>493,916</b>	<b>457,247</b>	<b>462,815</b>

Therefore it is proposed to retain 2013/14 level of charges in 2014/15.

#### **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 2013/14 AND PROPOSED 2014/15 ALLOTMENT CHARGES**

<b>Type of Charge</b>	<b>Existing Charge 2013/14</b>	<b>Proposed Charge 2014/15</b>
Rental	23p per square metre	24p per square metre
Water Supply	£10.30 for the year	£10.70 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 those tenants associations' who collect rents on behalf of the City Council. 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. Thorny Flatt became the first allotment association to govern their own affairs in 2013/14 and consequently they collect and keep the rental for that site, paying all maintenance and utility costs themselves.

## **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 a category for low key commercial use introduced in 2013/14. It is proposed that the MTFP requirement of 3.8% is applied to each charge, as shown in Table 5.

**TABLE 5 – PROPOSED CHARGING LEVELS FOR THE USE OF PARKS**

TYPE OF ACTIVITY/EVENT	2013/14 Charge		Proposed 2014/15	
	MINIMUM FEE	LARGE EVENT INC CATERING PER EVENT	MINIMUM FEE	LARGE EVENT INC CATERING PER EVENT
<p><b>'Low key' commercial use –</b></p> <ul style="list-style-type: none"> <li>• Caterers selling hot and cold prepared food and drinks (e.g. burgers, pies, sandwiches etc.)</li> <li>• Fun Fairs</li> </ul>	£50 per day Sliding Scale (see 4.2.2.)	N/A	£55 per day Sliding Scale (see 4.2.2)	N/A
<p><b>City Council organised events – to be recharged to the Directorate leading the event.</b></p>	Re-instatement/ cleaning at cost	N/A	Re-instatement/ cleaning at cost	N/A
<p><b>Not for profit, special interest events, with charitable status (proof required) where a charge is made for entry.</b></p>	£200 plus re- instatement cost	£200/ per day plus re- instatement cost	£210 plus re- instatement cost	£210/ per day plus re- instatement cost
<p><b>Fully commercial, profit making events – e.g. Circus Shows, music concerts etc</b></p>	£1,000 plus re- instatement costs	£1000 per customer/per day plus re- instatement costs	£1,040 plus re- instatement costs	£1,040 per customer/per 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:

**2013/14 Charges**

- 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.

**Proposed 2014/15 Charges**

- 1-10 rides/stalls £310 plus VAT per open day
- 11-15 rides/stalls £415 plus VAT per open day
- 16-20 rides/stalls £520 plus VAT per open day
- Over 20 rides/stalls by negotiation.

**4.3 SPORTS PITCHES**

4.3.1 Three options were considered including a 3.8% increase, however, this minimal increase will not achieve the MTFP income target for sports pitches. It is therefore proposed to increase charges for football and rugby pitches to meet the target for next year, without the need for cuts in service.

**TABLE 6:** existing 2013/14 & proposed 2014/15 charges for pitches – with uplift to meet the medium term financial plan income target

<b>TYPE OF USE</b>	<b>Existing Charge 2013/14</b>	<b>Proposed Charge 2014/15</b>
<b><u>Matches</u></b>		
Senior Clubs/match	£52.00	£55.00
Junior Clubs/match	£24.00	£25.00
<b><u>Pitch and Accommodation/Season*</u></b>		
Senior Clubs	£519.00	£619.00
Junior Clubs	£161.00	£211.00
*Includes use of showers, changing facilities and training room if available		
<b><u>Pitch Only/Season</u></b>		
Senior Clubs	£199.00	£250.00
Junior Clubs	£57.00	£102.00

#### **4.4 Play Area Inspection Fee**

4.4.1 It is proposed to introduce a 15% fee for administering the Royal Society for the Prevention of Accidents (ROSPA) inspections, which includes providing Parish Council's with a report.

#### **4.5 Talkin Tarn Car Park/Other Charges**

4.5.1 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 2012/13 the income generated by the car park fell short of the target figure due to the generally poor weather and its impact on visitor numbers. By contrast the current year (2013/14) is showing a much improved performance and is currently running approximately £5,000 ahead of target. In last year's Charges Review a proposal for implementing a new charging structure was put forward, and a compromise was reached as per Table 7 below. Those charges should remain for 2014/15.

**TABLE 7 – TALKIN TARN CAR PARK CHARGING PROPOSALS FOR THE FINANCIAL YEAR 2014/15**

<b>Service</b>	<b>2013/14 Charge</b>	<b>2014/15 Proposed Charge</b>
Up to 1 Hour	£1.00	£1.00
Over 1 Hour	£2.00	£2.00
Talkin Tarn Membership	£52.00 per annum	£52.00 per annum

For 2013/14, the annual parking permit was rebranded as the Talkin Tarn Membership with the intention to include other services in addition to car parking at Talkin Tarn such as, 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. As a product the Talkin Tarn Membership is still in a developmental phase, and therefore the charge should remain at £52.00 per year.



4.5.2 The Business Plan for Talkin 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. Charges have been increased in line with the MTFP requirement other than for fishing permits and swimming registration.

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

<b>ACTIVITY/FACILITY</b>	<b>CURRENT CHARGE 2013/14</b>	<b>PROPOSED CHARGE 2014/15</b>
Education Cabin Hire	£30/half day	£31/half day
	£55/full day	£57/full day
	£6.50/hr, min. charge 2 hrs	£6.75/hr, min. charge 2 hrs
Alex Boathouse Hire	15% of any takings	15% of any takings
Water Sports Day Permit	£6.50	£6.75
Annual Water Sport Permit	£310 (For Groups)	£320 (For Groups)
	£105 (For Individuals)	£110 (For Individuals)
Fishing Permit	£2.50 adult per day	£2.50 adult per day
	£1.50 child per day	£1.50 child per day
	£25 Annual Permit	£25 Annual Permit
Annual Registration Fee for Swimming	£8.50 per adult	£9.00 per adult

**4.6 BEREAVEMENT SERVICES**

In line with the MTFP requirement of adding a minimum of 3.8% for inflation it is proposed that the charges be increased to the figures 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**

This year we have compared our pest control fees and charges with those of other local authorities and have made improvements to our charging structures. There is a standard charge of £38.00 (+VAT) for all domestic insect and public health pests.

This has meant we have significantly reduced our charges for pests such as ants, fleas and bed bugs but have balanced this with an increased the domestic costs for wasps above the 3.8% Medium Term Financial Plan target. Wasp treatments continue to represent good value when compared to other providers. The commercial rat and mice fees have been raised less than the MTFP to encourage the take up of the treatment service. Contact prices have increased for the first time in a number of years to £320.00 but continue to represent excellent value for money. Senior Citizens and those on the higher rate Disability Living Allowance or Enhanced Personal Independence Payments continue to receive significant discounts for domestic treatments.

### **5.3 FOOD SAFETY**

5.3.1 The cost of a Food Export Certificate has risen by £1.00 to £16.00. These certificates are issued to food manufacturers who export to non EU countries and confirm the food production complies with food hygiene and food safety requirements. The certificate cost is kept low as the cost of the EHO time can be added should significant inspection time be required. For most exporters only the certificate is charged for as the Food Safety Team will already understand the exporter and their process.

5.3.2 The now rarely requested certificate of unsaleable food, which is issued where for example freezers breakdown and the food owner would like confirmation for insurance that the food is either unfit or unsaleable, has increased to £30.00.

5.3.3 The Council can also deliver basic food hygiene training for internal and hard to reach groups. The proposed charge for this is to remain at £50.00 per person.

5.3.4 The Health and Safety Statement of Fact is information requested by persons in order that they may pursue personal injury claims, it is above that provided for free under the Freedom of Information Act and the Environment and Safety Information Act.

### **5.4 PUBLIC HEALTH AND CLEAN NEIGHBOURHOODS**

Central Government determines the range of fines for Fixed Penalty Notices (FPN), the fines issued by the City Council are the same as in 2013/14.

Shopping trolley and Waste Transfer Note FPN offences have been added to the fees and charges for 2014/15.

## **5.5 MISCELLANEOUS LICENCES**

These national licences cover many public health and health and safety at work situations. The Council has discretion on the charges applied to these situations, it is proposed to increase charges in 2014/15 in line with the medium financial plan expectations of around 3.8%.

## **5.6 CCTV**

The Data Protection Act, with certain exemptions, allows an individual to see data held by the Local Authority about them, this includes CCTV images. The £10 fee is stipulated by the Information Commissioner's Office. Other third parties may also request to see or have a recordings made of a CCTV image, a £10 fee is also proposed to cover expenses incurred in copying recording. Forms will be required to be completed and signed for both types of CCTV image requests.

## **5.7 PRIVATE WATER SUPPLY SAMPLING**

Although schedule 5 of the Private Water Supplies Regulations 2009 details the maximum charges for private water supplies bacteriological, physical and chemical analysis, actual charges vary depending on the supplies risk assessment. All monitoring/analysis costs reflect the price charged by the laboratory which the Council recovers. Each visit will also incur a sampling charge. If a risk assessment, or another investigation is carried out, or an authorisation granted, there are additional charges.

There have been slight increases in the charges for private water supply samples and visits but these are still well below the maximum chargeable under the Regulations.

## **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.

## **5.9 STRAY DOGS**

The Council administers a charge to the owners of stray dogs at the point of recovery from the kennels. This is a fine and also serves to contribute to recovering some of the costs incurred in providing the service. The contract for the collection and detention of stray dogs is with the Animal Refuge at Wetheral, the kennels will collect the fine for the City Council and also add on their kennelling fee depending on the length of detention for the stray and the type of stray. The stray dog fine which is returned to the City Council has risen to £33.00, this is the first

time the fine has increased and covers the £25.00 statutory fine set by the Environmental Protection (Stray Dogs) Regulations 1992 and the some of our administration costs.

#### **5.10 GENERAL ADMINISTRATION FEES**

The Council will seek to recover reasonable costs for processing work necessary due to non compliance with Statutory Notices. A £15.50 administration fee will be added to the charges recovered following works in default. Where requests are made to copy information a 10 p per sheet copy charge has been recommended.

#### **5.11 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 a reduction in fees for 2014/15.

#### **6.0 WASTE SERVICES AND STREET CLEANSING**

The current charge for bulky waste collections is £17 for up to 5 items. This is substantially cheaper than many other authorities. For example Eden District Council charges £21 for 3 items, and Copeland and South Lakes District Councils charge £25 for 3 items. Also worthy of note is the fact that between October 2012 and September 2013 there have been only 47 requests for the collection of non-electrical bulky waste collections within Carlisle District. A minimal increase to £18 for 5 items is therefore proposed, however, this service will be reviewed over the next 12 months as to its continuing viability. Clinical waste collections are now only provided for domestic customers, so the annual charge of £470 should be deleted from the charging structure. A developer charge for new and replacement Euro Bins was introduced for 2013/14. It is proposed to increase this to £285 in line with the MTFP requirement. Table 9 summarises these proposed changes.

**TABLE 9 – PROPOSED CHARGES FOR WASTE SERVICES**

<b>Service</b>	<b>2013/14 Charge</b>	<b>2014/15 Proposed Charge</b>
Bulky Waste Collection	£17 (up to 5 items)	£18 (up to 5 items)
New/Replacement Euro Bin (charge for developers and property management companies)	£275 + cost of delivery	£285 + cost of delivery
Clinical Waste Collection	£470 per year	None - Delete from structure

- 6.1.1 In 2013/14 a charge for lost and replacement refuse containers was introduced. The primary purpose of this charge was to limit demand for new and replacement refuse containers, whilst keeping new and replacement recycling containers free in order to encourage and reward recycling.
- 6.1.2 Table 10 sets out the charges for replacement waste receptacles. The charge for a 140 litre refuse bin should remain at £20 in order to encourage waste minimisation. Likewise the charge for a box hat should remain at £1 to encourage recycling. It is proposed that charge for a 240 litre refuse or garden waste bin should increase to £35. This is greater than the MTFP requirement of 3.8% in order to allow for freezing the charges for 140ltr refuse bins, and for box hats. Finally, a new charge for replacement gull sacks is introduced as this is an addition to the suite of containers introduced in 2013/14.
- 6.1.3 In order to provide our customers with more options for purchasing replacement refuse bins, it is proposed that we offer the option of a reconditioned bin for £15.
- 6.1.4 Developers will continue to be charged for the cost of supplying households on new developments for the first set of waste and recycling containers as per Table 10.

**TABLE 10 – WASTE RECEPTACLE CHARGES**

<b>Container Type</b>	<b>2013/14 Charge</b>	<b>Proposed 2014/15 Charge</b>
<b>Refuse Bin (Grey)</b>		
140 Litre	£20.00	£20.00
240 Litre	£30.00	£35.00
Reconditioned (New)	N/A	£15.00
Seagull Sack (New)	N/A	£10.00
<b>Green Waste Bin (Green)</b>		
240 Litre	£30.00	£35.00
<b>Box Hat</b>	£1.00	£1.00
<b>Euro Bin</b>	£275.00 + Delivery Cost	£285.00 + Delivery Cost

6.1.5 There are two facets to the Special Collections service, that of bulky waste collections, which is dealt with in Table 9, and that of fixtures and fittings as shown in Table 11 below. In the even that Option 1 from Table 9 is chosen for bulky waste collections, each item on the fixtures and fittings list should have a 3.8% increase applied, as shown in Table 11.

**TABLE 11 – SPECIAL COLLECTIONS: FIXTURES & FITTINGS, CHARGE PER ITEM**

<b>Item</b>	<b>2013/14 Charge</b>	<b>Proposed 2014/15 Charge</b>
Door	£10.00	£10.50
Kitchen Units e.g. sink, cupboard, worktop, drawer unit	£10.00	£10.50
Bathroom Fittings e.g. sink, toilet, bath, shower, bidet	£10.00	£10.50
Fire (non-electrical)	£25.00	£26.00
Fire Surround	£20.00	£21.00
Window	£15.00	£16.00
Gate	£15.00	£16.00
Fencing Panel	£10.00	£10.50
Radiator	£15.00	£16.00
Hot Water Tank	£25.00	£26.00
Boiler	£25.00	£26.00

## 7 SUMMARY OF INCOME

7.1.1 The original 2013/14 budgets and 2014/15 forecast income levels based upon the current charge structure and forecast volume are as follows:-

**TABLE 12 – COMPARISON OF ESTIMATES AND MTFP TARGETS**

<b>Service Area</b>	<b>Original Estimate 2013/14</b>	<b>MTFP Target 2014/15</b>	<b>Original Estimate 2014/15</b>	<b>(Shortfall) or Excess over MTFP</b>	<b>Inc/ (Dec)</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>%</b>
City Centre – Pedestrianisation	16,200	26,200	26,200	0	0.0%
Env Protection	2,400	2,400	2,400	0	0.0%
Env Protection Act	24,400	17,700	12,700	(5,000)	(28.3%)
Dog Policy EPA	7,800	8,100	8,100	0	0.0%
Pest Control	31,100	32,300	32,300	0	0.0%
Food	2,500	2,600	2,600	0	0.0%
Bereavement Serv's	1,175,000	1,219,600	1,219,600	0	0.0%
Allotments	27,500	14,200	14,200	0	0.0%
Special Collections	36,300	37,700	37,700	0	0.0%
Sports Pitches	12,500	13,000	10,000	(3,000)	(23.1%)
Car Parking	1,294,100	1,219,200	1,049,200	(170,000)	(14%)
	<b>2,629,800</b>	<b>2,593,000</b>	<b>2,415,000</b>	<b>(178,000)</b>	<b>(8.7%)</b>
Talkin Tarn Car Park		34,700	34,700	0	0.0%
<b>Total</b>	<b>2,629,800</b>	<b>2,627,700</b>	<b>2,449,700</b>	<b>(178,000)</b>	<b>(8.7%)</b>

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 £2,415,000 against the MTFP target of £2,593,000. This represents a shortfall of £178,000 against the MTFP target.

## **8. CONCLUSION AND REASONS FOR RECOMMENDATIONS**

8.1 The Executive is asked to agree the charges as set out in the body of the report and relevant appendices with effect from 1<sup>st</sup> April 2014 noting the impact these will have on income generation as detailed within the report.

## **9. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES**

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

**Contact Officer:** Angela Culleton **Ext:** 7325

**Appendices attached to report:** Appendices A, B & C

**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

### **CORPORATE IMPLICATIONS/RISKS:**

**Chief Executive's -**

**Community Engagement –**

**Economic Development –**

**Governance –** All new charges or changes to existing charges, unless specifically approved, require the approval of the Executive in accordance with Financial Procedure Rules (D31).

**Local Environment –**

**Resources -** The acceptance of the charges highlighted within this report, with the exception of Talkin Tarn which is ring-fenced, will result in an anticipated level of income of £2,415,000 against the MTFP target of £2,593,000. This represents a shortfall of £178,000 against the MTFP target. A non-recurring budget pressure of £170,000 is being put forward in relation to car parking income for 2014/15 only. A further review of car parking income will be carried out as part of the 2015/16 budget process. The additional shortfall of £8,000 will need to be accommodated within existing base budgets.



**ENVIRONMENTAL HEALTH CHARGES PROPOSALS 2014/15**

(The charges are exclusive of VAT unless otherwise stated, VAT is charged at Standard Rate)

<b><u>PEST CONTROL</u></b> <b>(Examples of Typical Charges)</b>	<b><u>Existing Charge</u></b> <b><u>2013/14</u></b>	<b><u>Proposed Charge</u></b> <b><u>2014/15</u></b>
Standard Farm Contract Service (Duration 12 months)	£300.00	£320.00
Wasps (Domestic)	£33.00	£38.00
Wasps (Commercial)		£74.00
Senior Citizens and those on higher rate Disability Living Allowance or Enhanced Personal Independence Payments		£20.00
Ants (Domestic)	£46.00	£38.00
Ants (Commercial)		£74.00
Senior Citizens and those on higher rate Disability Living Allowance or Enhanced Personal Independence Payments		£20.00
Standard Fleas / Cockroaches (Domestic)	£58.50	From £38
Standard Fleas / Cockroaches (Commercial)		£74.00
Senior Citizens and those on higher rate Disability Living Allowance or Enhanced Personal Independence Payments		£20.00
Rats / Mice (Domestic)	Free/£74	Free/£38
Rats and Mice (Commercial)	£73/£74	£74.00
<b><u>FOOD AND SAFETY</u></b>		
Certification of unsaleable food	£25.00	£30.00
Food Hygiene Training	N/A	£50.00
Health and Safety Statement of Fact	N/A	£51.00
Export Certificate	£15.00	£16.00
Cost of EHO's time where applicable (per hour)	£51.00	£51.00
<b><u>PUBLIC HEALTH AND CLEAN NEIGHBOURHOOD CHARGES</u></b>		
<b>(These charges are inclusive)</b>		
<b>Fixed Penalty Notice Charges:-</b>		
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**	£80.00	£80.00
Failure to Produce a Waste Transfer Note	NA	£300.00
Environmental Protection Act - Litter	£80.00	£80.00
Environmental Protection Act - Litter – paid within one week of issue	£60.00	£60.00
Environmental Protection Act - Sch 3A- Distribution of Free Printed Material	NA	£80.00
Health Act 2006:-Smoking in Smokefree premises +	£50.00	£50.00
Health Act 2006:-Failure to display 'Smokefree' signage +	£200.00	£200.00
<b><u>MISCELLANEOUS LICENCES</u></b>		
Acupuncture, Cosmetic Piercing & Tattooing/Skin Colouring*	£93.00	£96.50.
Animal Boarding Establishment	£87.00	£90.00
Dog Breeders	£63.00	£65.50
Pet Shops	£92.00	£95.50
Zoo Licences & Dangerous Wild Animals (+ Vets Fees)	£119.00	£123.50.
<b><u>CCTV AND GENERAL ADMINISTRATIVE COSTS</u></b>		
<b>(These charges are inclusive)</b>		
CCTV Subject Access Request		£10.00
CCTV other requests (copying cost)		£10.00
<b><u>PRIVATE WATER</u></b>		
<b>Analysis Charges</b>		
Biological only	£15.00	£20.00
Check monitoring	£45.00	£50.00
Audit Monitoring (maximum)	£450.00	£450.00
<b>Sampling Charges</b>		
Sampling (each visit)	£80.00	£83.00
Risk Assessment (Domestic)	£100.00	£100.00
Risk Assessment (Commercial – maximum charge £250.00)	£100.00	£100.00 plus £25.00 ph after 4 hours.
Other investigations (each investigation)	£100.00	£100.00
Granting an authorisation (each authorisation)	£50.00	£50.00

<b><u>CONTAMINATED LAND</u></b>		
Contaminated Land Information Request	£50.00 per hour	£50.00 per hour
<b><u>STRAY DOGS</u></b>		
Council fine (excluding kennelling fees)	£31.00	£33.00
<b><u>GENERAL ADMINISTRATION FEES</u></b>		
Works in default administration costs recovery	£15.00	£15.50
Copying documents	10p per A4 sheet	10p per A4 sheet

\* 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 2013/14- (SUBJECT TO FINAL OUTCOME OF DEFRA CONSULTATION)**

Type of charge	Type of process	2013/14 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

Type of charge	Type of process	2013/14 Fee		
	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		
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 2013/14

Number of authorisations	Application fee 2012/13	Subsistence fee 2013/14		
		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 2013/14

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 2013/14
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 2013/14**

<b>Charge Band</b>	<b>Charge</b>	<b>Applicability</b>
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 <sup>1</sup> 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**

<b>Product/Service</b>	<b>2013/14 Charge</b>	<b>2014/15 Proposed Charge</b>
<b>CREMATION - VAT NOT INCLUDED</b>		
Cremation Stillborn/Child up to 1 month	FOC	FOC
Cremation 1 month – 17 years	145.00	152.00
Cremation over 18 years (inc. environmental surcharge of £50, N/A to cremations Stillborn to 17yrs)	655.00	690.00
Cremation Body Parts, Blocks and Slides	69.00	73.00
Additional copies of Cremation Certificates	21.00	22.00
Placement of Cremated Remains in Garden of Remembrance/Woods without an appointment (Per Set)	21.00	22.00
Placement of Cremated Remains in Garden of Remembrance/Woods with an appointment (Per Set)	42.00	44.00
<b>MISCELLANEOUS - VAT NOT INC</b>		
Use of Chapel of Rest/Chilled Storage		
24 hours	16.00	16.00
48 hours	29.00	29.00
72 hours	44.00	44.00
Placing of Cremated Remains from away in Garden of Remembrance/Woods	53.00	55.00
Postage of Cremated Remains (UK)	43.00	45.00
<b>Containers</b> Plastic Urn	16.00	17.00
Metal Urn	25.00	26.00
Casket	38.00	39.50
Baby Urn	6.50	6.75
Others	POA	POA
For Provision of each Bearer at Cremation Service <i>(minimum of 1 member of Bereavement Services staff plus new bier)</i>	16.00	17.00

Product/Service	2013/14 Charge	2014/15 Proposed Charge
<b>BURIAL - VAT NOT INCLUDED</b>		
Interment NVF ,Stillborn or Child up to 1 month	FOC	FOC
Interment of child 1 month to 17 years	95.00	98.60
Interment over 18 years	577.00	600.00
Interment of child 1 month to 17 yrs (out of hours: Mon-Sat)	355.00	366.60
Interment over 18 years (out of hours: Mon-Sat)	837.00	868.00
Interment of child 1 month to 17 yrs (out of hours: Sunday)	418.00	453.60
Interment over 18 years (out of hours: Sunday)	900.00	935.00
Interment of child 1 month to 17 yrs (out of hours: Bank Hol)	480.00	497.00
Interment over 18 years (out of hours: Bank Hols)	962.00	998.50
Interment of Cremated Remains (Per Set)	188.00	195.00
Interment of Body Parts, Blocks and Slides	52.00	54.00
<b>Purchase of Exclusive Right of Burial</b>		
<i>NB Choice of 2 periods: 30 years and 50 years</i>		
<b>30 Year Term</b>		
Grave used for burial of child up to 18 years	58.00	60.00
Grave used for burial of person over 18 years	594.00	616.50
Grave used for burial of Cremated Remains	206.00	214.00
<b>50 Year Term</b>		
Grave used for burial of child up to 18 years	80.00	83.00



<b>Product/Service</b>	<b>2013/14 Charge</b>	<b>2014/15 Proposed Charge</b>
Grave used for burial of person over 18 years	990.00	1027.50
Grave used for burial of Cremated Remains	340.00	353.00
<b>WOODLAND BURIAL</b>		
<b>30 Year Term</b>		
Adult Grave for two burials	466.00	484.00
Adult Grave for one burial	233.00	242.00
Grave for Cremated Remains	233.00	242.00
<b>50 Year Term</b>		
Adult Grave for two burials	774.00	803.50
Adult Grave for one burial	387.00	402.00
Grave for Cremated Remains	387.00	402.00
Recycled Graves		
Adult burial only	577.00	599.00
Erection of Memorial etc		
Placing a Headstone/Monument to cover one grave space	152.00	158.00
Placing a Headstone/Monument to cover two grave spaces	304.00	315.50
Placing a Headstone/Monument to cover three grave spaces	456.00	473.50
Placing an additional inscription or memorial vase	59.00	61.00
Replacement of existing Headstone	73.00	76.00
<b>USE OF BURIAL CHAPELS - VAT NOT INCLUDED</b>		
Richardson Street	115.00	115.00
Stanwix	95.00	115.00

<b>Product/Service</b>	<b>2013/14 Charge</b>	<b>2014/15 Proposed Charge</b>
<b>MISCELLANEOUS - VAT NOT INCLUDED</b>		
Transfer of Grave Rights/Statutory Declaration	28.00	35.00
Re turf graves ( <i>at management discretion</i> )	23.00	25.00
Search Records (with date supplied)	FOC	FOC
Search Records (no date/vague date supplied)	21.00	22.00
Seat Maintenance	51.00	75.00
<b>MEMORIALISATION FEES – VAT INCLUDED</b>		
Book of Remembrance		
2 line entry	61.00	63.00
5 line entry	118.00	122.50
5 line entry + Flower Emblem or Badge	168.00	174.50
8 line entry	132.00	137.00
8 line entry + Flower Emblem or Badge	194.00	201.00
<b>Remembrance Cards</b>		
2 line entry	40.00	41.50
5 line entry	67.00	69.50
5 line entry + Flower, Emblem or Badge	123.00	128.00
8 line entry	84.00	87.00
8 line entry + Flower, Emblem or Badge	140.00	145.00
<b>Baby Book of Remembrance</b>		
Per line	8.50	9.00
Motifs	62.00	64.00
<b>Granite Plaques</b>		
2 lines inscribed	378.00	392.00
3 lines inscribed	423.00	439.00
4/5 lines inscribed	499.00	518.00
Each reserved line inscribed	77.00	80.00

<b>Product/Service</b>	<b>2013/14 Charge</b>	<b>2014/15 Proposed Charge</b>
<b>Bronze Plaques</b>		
2 up to 4 lines inscribed	280.00	290.50
Replacement Bronze Plaque	109.00	113.00
Sheepfold Plaque	338.00	351.00
<b>Teak Seats (inc. 5 years maintenance)</b>		
Teak Seat	1081.00	1050.00
<b>Recording of Cremation Service</b>	41.00	50.00
<b>Heather Garden Memorials</b>		
Sanctum 2000	931.00	966.00
Extra letters/figures	5.20	5.50
Replacement Plaque	240.00	249.00
Memorial Vase and Tablet	499.00	518.00
Replacement Plaque	231.00	240.00
New Sanctum 12's	590.00	612.50
Extra letters/figures	5.20	5.50
Flower Vase holder	22.00	23.00
Replacement Plaque	240.00	249.00
New Octagon Planter Plaques	473.00	250.00
Replacement Plaque	97.00	100.50
Mushroom Plaques	227.00	235.50

**CORPORATE CHARGING POLICY 2014/15 TO 2018/19**

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?

<b>Report to Executive</b>	Agenda Item:  A.1(d)
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Meeting Date: 16 December 2013  
 Portfolio: Communities and Housing  
 Key Decision: Yes: Recorded in the Notice Ref:KD30/13  
 Within Policy and Budget Framework YES  
 Public / Private Public

Title: REVIEW OF CHARGES 2014/15  
 Report of: Director of Economic Development  
 Report Number: CD 53/13 (amended)

**Purpose / Summary:**

This report sets out the charges for the Hostel services and Disabled Facilities Grants (DFG's) falling within the responsibility of the Economic Development Directorate.

**Recommendations:**

The Executive is asked to agree the increase in charges as set out in the report with effect from 1<sup>st</sup> April 2014 noting the impact these will have on income generation as detailed within the report.

**Tracking**

Executive:	18 November 2013, 16 December 2013
Overview and Scrutiny:	ROSP 28/11/13, COSP 19/11/13, EEOSP 21/11/13
Council:	

## **1. BACKGROUND**

- 1.1 Each Directorate is required to carry out an annual review of fees and charges.
- 1.2 Executive approved the current Hostel Services charges on 17/12/12 with an implementation date of 1<sup>st</sup> January 2013 (CD53/12). The report highlighted the rationale which reflects the actual costs of the service delivery in line with the Council's Corporate Charging Policy. It was agreed that the rent rationale would be reviewed annually to reflect the actual costs of the services.
- 1.3 Fees for DFG's were raised to 12.5% from 10% last year. The fee income from the expenditure is projected this year and in future years not to reach the target in the Medium Term Financial Plan. This is a recurring problem that has arisen for a number of reasons. There is a need to adjust the fee income for 2014/15 to a more realistic target.

## **2. CORPORATE CHARGING POLICY 2014/15 TO 2018/19**

- 2.1 The Corporate Charging Policy, which is part of the Strategic Financial Framework, was approved by the Executive on 2 September 2013 and Full Council on 10 September 2013 and sets out the City Council's policy for reviewing charges. The principal objective(s) of setting the charge are:-
- Recover cost of service provision
  - Generate Surplus Income (where permitted)
  - Maintain existing service provision
  - 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 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.

### 3. HOSTEL SERVICES

- 3.1 The City Council has a statutory responsibility under part 7 of the Housing Act, 1996, as amended to provide temporary accommodation to people who are vulnerable under the act and are homeless or at risk of homelessness within 28 days. The authorities approach to service provision is based on a pathways model of assessment, providing a 24/7 service of temporary accommodation, out of hours emergency homeless response and resettlement and move on services for single men at John Street, and for Women and families, at the newly commissioned, flexible, wheel chair accessible accommodation at Water Street.
- 3.2 Eligible rent levels under the Housing Benefit Regulations are based on a five tier charging structure that reflects usage and is in line with the corporate charging policy.
- 3.3 It is proposed to increase hostel charges by 3.8%, in line with the figure used by the Council for determining revisions to income. Revisions to the charges will also require discussion and approval from the Revenues and Benefits Service.
- 3.4 2014/15 PROPOSED HOSTEL CHARGES (from 1<sup>st</sup> April 2014)

PROJECT		Proposed Charge from 1 April 2014	Current charge	Notes
<b>WATER STREET FAMILY RATE</b>		£	£	
	Total Charge	£295.14	£284.34	
	Personal Charge	£18.59	£17.91	
<b>WATER STREET SINGLE RATE</b>				
	Total Charge	£253.29	£244.02	
	Personal Charge	£15.31	£14.75	
<b>JOHN STREET</b>				
28 Units	Total Charge	£289.84	£279.23	
28 Units	Personal Charge	£13.15	£12.67	
<b>HOMESHARES FAMILY RATE</b>				
7 Units	Total Charge	£321.22	£309.47	1
7 Units	Personal Charge	£19.10	£18.41	
<b>HOMESHARES SINGLE RATE</b>				
4 Units	Total Charge	£294.41	£283.64	
4 Units	Personal Charge	£13.94	£13.57	

**Notes:**

1. This charge is currently restricted by Housing Benefits. A similar restriction may apply during 2014/15.



#### 4. DFG FEES

- 4.1 Carlisle City Council currently charges fees for its core Disabled Facilities Grant (DFG) service to meet the revenue costs of delivering the service. These fees were raised last year to 12.5% from 10%; fees for extensions being set at 15%.
- 4.2 DFGs are mandatory grants that are made to adapt the homes of older and disabled people. Carlisle is also currently establishing additional services under the Home Improvement Agency (HIA) to help older people remain independent at home for as long as possible. This is a key aim for both Health and Social Care. We are working closely with our partners to ensure that the right services and support are in place.
- 4.3 There is a need to review the MTFP target for DFGs to accurately reflect the income expectations. The MTFP target for DFG fees does not accurately reflect the actual income expectations. This is a recurring problem that has arisen for a number of reasons, mainly a reduction in the capital budgets for DFGs due to the removal of Regional Housing grant funding. Riverside are also now carrying out all but the largest Disabled Facility works on their properties rather than paying a contribution to the Council. There was an expectation that this additional funding would be permanent and the budgeted income was therefore steadily increased on a recurring basis and used to fund recurring expenditure within the section. This expectation has now been proved incorrect causing an ongoing issue.

#### 5. PROPOSED FEE INCOME TARGET

- 5.1 The DFG grant and the Council's contribution are set out for 2013/14 as follows:

	£'s
Government Grant	667,717
Council's Contribution	200,000
<b>Total Available</b>	<b>867,717</b>
Split:	
Fees at 12.5%	96,413
Work	771,304
Budgeted Income	123,800
Maximum Income Achievable	96,413
<b>Shortfall/Budget over stated by</b>	<b>27,387</b>

It is expected that the DFG Budget for 2014/15 will remain the same so leading to a similar shortfall in that year which will be ongoing.

- 5.2 Experience shows that due to timing of completion of work etc it is very unlikely that the maximum amount of income will be achieved. It is not possible to remove the posts and other expenditure that was originally funded from the increased budgeted income since these have already been taken as transformational savings.

## 6. SUMMARY OF INCOME GENERATED

### 6.1 Hostels and DFGs

The introduction of the hostel charges and DFG fee charges are forecast to generate income of £516,500 and £96,400 which is summarised in the table below:

Service Area	Original Estimate 2013/14 £	MTFP Target 2014/15 £	Projected Estimate 2014/15 £	Difference to MTFP Target £	% (Increase)/ Decrease
Hostel Charges	516,500	516,500	516,500	0	0%
DFG Fees	123,800	123,800	96,400	27,400	22%

Although it is proposed to increase the individual charges for Hostels by 3.8%, this is not expected to generate any additional income over the MTFP target of £516,500. This will help bridge the gap between budget and actual income generated which is projected to be in the region of a £30,000 shortfall for 2014/15. An overall review of Hostel Services is underway, and any changes to income levels due to revised ways of working, or reduced expenditure levels will be incorporated into the findings of the review.

## 7. HOME IMPROVEMENT AGENCY

- 7.1 Homelife Carlisle, the Home Improvement Agency (HIA), was accredited with Foundations, the National Body for HIAs in July 2012. Since then it has been establishing its work streams and funding model. Its branding was approved by Executive on 11th February 2013 and the report also asked Executive to note its proposed business model and work streams.
- 7.2 A report to Executive on 16th December 2013 will outline the HIA Business Model and seek approval for that model.
- 7.3 The model places a charge of 12.5% on all works carried out by the agency. This percentage fee is at the same level as that charged for DFG work currently. The

amount of income that this will generate in 2014-15 will not meet the costs of the agency. The shortfall is being met by external funding already secured to set up the HIA and other fee income from referrals and grant income. Income generated in 2014-15 will however be added to the working capital so there are sufficient monies to cover costs in 2015-16. The model proposed will generate in the preceding financial year sufficient funding for the following year's costs.

- 7.4 The business models of the HIA and its income and expenditure structure will be set out in the report to Executive for 16 December 2013.

## **8. CONSULTATION**

### **8.1 Consultation to Date**

This report has been considered by SMT and JMT and their comments have been incorporated into the report. Overview and Scrutiny as part of the budget process.

## **9. CONCLUSION AND REASONS FOR RECOMMENDATIONS**

- 9.1 The Executive is asked to agree the charges as set out in the body of the report with effect from 1<sup>st</sup> April 2014 noting the impact these will have on income generation as detailed within the report.

## **10. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES**

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

**Contact Officer: Jane Meek Ext: 7190**

**Appendices Appendix A – Corporate Charging Policy  
attached to report:**

**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

**CORPORATE IMPLICATIONS/RISKS:**

**Chief Executive's** – not applicable

**Economic Development** – not applicable

**Governance** – All new charges or changes to existing charges, unless specifically approved, require the approval of the Executive in accordance with Financial Procedure Rules (D31).

**Local Environment** – not applicable

**Resources** - The acceptance of the charges highlighted within this report will result in an anticipated level of income of £612,900 against the MTFP target of £640,300. This represents a shortfall of £27,400 against the MTFP target. This shortfall will need to be accommodated within existing base budgets.

**CORPORATE CHARGING POLICY 2014/15 TO 2018/19**

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 (e.g. 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 (e.g. 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?
- Has charging been used as a tool to reduce increases in Council Tax?

<b>Report to Executive</b>	<b>Agenda Item:  A.1(d)</b>
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Meeting Date: 16th December 2013  
 Portfolio: Economy and Enterprise  
 Key Decision: Yes: Recorded in the Notice Ref:KD 30/13  
 Within Policy and Budget Framework YES  
 Public / Private Public

Title: CHARGES REVIEW REPORT 2014/15 - ECONOMIC DEVELOPMENT  
 Report of: Director of Economic Development  
 Report Number: ED 35 13 (amended)

**Purpose / Summary:**

This report sets out the proposed fees and charges for areas falling within the responsibility of the Economic Development Directorate.

**Recommendations:**

The Executive is asked to agree the charges as set out in the relevant Appendices with effect from 1<sup>st</sup> April 2014, noting the impact these will have on income generation as detailed within the report.

**Tracking**

Executive:	18 November 2013, 16 December 2013
Overview and Scrutiny:	ROSP 28/11/13, COSP 19/11/13, EEOSP 21/11/13
Council:	

## **1. BACKGROUND**

- 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 Economic Development Directorate. The report has been prepared in accordance with the principles approved under the Council's Corporate Charging Policy (this is attached at Appendix 2)
- 1.3 The charges, which have been reviewed, are addressed separately below.

## **2. CORPORATE CHARGING POLICY 2014/15 TO 2018/19**

2.1 The Corporate Charging Policy, which is part of the Strategic Financial Framework, was approved by the Executive on 2 September 2013 and Full Council on 10 September 2013 and sets out the City Council's policy for reviewing charges. The principal objective(s) of setting the charge are:

- 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 (e.g. encouraging green policies);

2.2 The MTFP currently assumes an income target for the financial year 2014/15 reflecting an increase of 3.8% on 2013/14 base budgets. A 3.8% increase on this base budget would equate to a target increase of £21,700 for recurring 2014/15 budgets (excluding Building Control which is ring-fenced to recover costs).

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 three main principles.

## **3. ECONOMIC DEVELOPMENT AND TOURISM**

### **Tourism and City Centre Management**



- 3.1 **Ticket & retail sales etc.** - The Tourist Information Centre sells tickets for other organisations across the country. There is some discretion on charging (commission) for smaller, local organisations such as local theatre groups, but there is a standard rate for larger/national organisations such as London theatres, etc. It is considered that there is little scope for increasing charges in this area but a wider range of tickets together with other items such as fishing licences continues to be sold to try to maintain income.
- 3.2 Over the last few years income streams from other activities such as accommodation booking and retail sales have gone down partly because the numbers passing through the TIC have reduced and with more use being made of the internet. Following the refurbishment of the OTH the buying/sales strategy has been revised to stock a higher quality of merchandise with higher margins. In addition other opportunities are being explored for instance Electronic LED message board in the TIC running a variety of "special offer" messages and back of the tills advertising opportunities.

### **Assembly Rooms**

- 3.3 Charges for use of the Assembly Rooms were increased from £62 to £64 last year, however it is proposed that in 2014/15 they should be increased from £64 to £66, an increase of 3.8%. As part of the internal refurbishment of the TIC we are exploring other opportunities to increase income including using the Assembly Rooms as a wedding venue.

### **Business Development**

#### **3.4 Enterprise Centre**

Following the review of the Enterprise Centre management of the facility is from the Civic Centre and therefore any income received is now solely derived from the rental and service charge of the occupied units. It is proposed to increase the rent and the service charge by 3.8% in line with inflation for 2014/15.

## **4. PLANNING SERVICES**

### **Development Control Income**

- 4.1 Income from planning fees is dependent on both the number of applications received during any one financial year together with the type of application received. Generally, the larger the application, the larger the fee. The City

Council has no control over either the number of applications received or the type of application. The planning fees were increased last year and there are no further increases proposed at the moment.

### **Building Control**

- 4.2 Building Control fees, which are ring-fenced, are based on national recommendations. New Regulations have allowed local discretion to set Building Control Fees however the principal of ensuring covering service costs and ring fencing income to the service remain. Fees are now kept under regular review by the Building Control Service and are set in line with other Cumbrian authorities.

### **Assessment of imposing an administration charge for street naming and numbering**

A lean system review exercise has been carried out to look at our street naming and numbering service with a view to introducing charges for some of the work that we carry out for this function. As part of this exercise comparisons were made with Eden District Council and the London Borough of Richmond looking at their charging regimes. The views of the Council's legal department on the legalities of charging were also sought during this process. The view that we have received from legal is that any charges should only be made for re numbering or naming. At the same time we are going to take the opportunity to streamline our procedures taking advantage of modern technologies.

The charging proposals are:

Change of name	£36.50
Alias Name	£36.50
Re numbering of site	£104.50 plus £10.50 per unit

## **5. SUMMARY OF INCOME GENERATED**

- 5.1 The introduction of the charges proposed is forecast to generate income of £595,600 which is summarised in the table below:

<b>Service Area</b>	<b>Original Estimate 2013/14 £</b>	<b>MTFP Target 2014/15 £</b>	<b>Original Estimate 2014/15 £</b>	<b>Difference to MTFP Target £</b>	<b>% (Increase)/ Decrease</b>
<b>Enterprise Centre Service Charges only</b>	19,600	20,300	20,300	0	(3.8%)
Assembly Rooms	2,200	2,300	2,300	0	(3.8%)
Planning General	3,300	3,400	3,400	0	(3.8%)
Development Control: Determinations	1,100	1,100	1,100	0	0%
Local Plans	1,900	2,000	2,000	0	(3.8%)
Development Control Fees	545,800	566,500	566,500	0	(3.8%)
<b>Total</b>	<b>573,900</b>	<b>595,600</b>	<b>595,600</b>	<b>0</b>	

5.2 The acceptance of the charges highlighted within this report, with the exception of Building Control which is self financing, will result in an anticipated level of income of £595,600 against the MTFP target of £595,600.

## 6. CONSULTATION

### 6.1 Consultation to Date -

Overview and Scrutiny as part of the budget process.

## 7. CONCLUSIONS AND REASONS FOR RECOMMENDATIONS

The Executive is asked to agree the charges as set out in the relevant Appendices with effect from 1<sup>st</sup> April 2014, noting the impact these will have on income generation as detailed within the report.

## 8. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

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

**Contact Officer: Jane Meek**

**Ext: 7190**

**Appendices  
attached to report: Appendix 1 – Economic Development Charges  
Appendix 2 – Corporate Charging Policy**

**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**

**CORPORATE IMPLICATIONS/RISKS:**

**Chief Executive's -**

**Community Engagement –**

**Economic Development –**

**Governance –** All new charges or changes to existing charges, unless specifically approved, require the approval of the Executive in accordance with Financial Procedure Rules (D31).

**Local Environment –**

**Resources –** The acceptance of the charges highlighted within this report will result in an anticipated level of income of £595,600 against the MTFP target of £595,600.

## APPENDIX 1

### PLANNING SERVICES

#### Miscellaneous Charges - from 01/04/2011

#### Charges for Building Control,

#### Development Control, Local Plans & Conservation

#### General Charges – All Sections

Fee Description	13/14 Charge £	14/15 Charge £	Implement ation Date	% Inc
Supply of decision notices (per item)	10p per page (plus postage)	10p per page (plus postage)	08/09/08	0%
Supply of planning histories (per item)	10p per page (plus postage)	10p per page (plus postage)	08/09/08	0%
Supply of planning documents (per item) i.e. delegated & committee reports, file documents - A4/A3 copying. For Plan copying A2 –A0 see Print Room Services. (VAT payable if supplying an extract of a document)	10p per page ((plus postage)	10p per page (plus postage)	08/09/08	0%
A2 Plans	B&W £1.16 per copy Colour £1.30 per copy	B&W £1.21 per copy Colour £1.35 per copy	01/04/12	3.8%
A1 Plans	B&W £1.45 per copy Colour £1.70 per copy	B&W £1.50 per copy Colour £1.77 per copy	01/04/12	3.8%
A0 Plans	B&W £2.10 per copy Colour £2.60 per copy	B&W £2.20 per copy Colour £2.70 per copy	01/04/12	3.9%
Supply of documents by fax -per page (in addition To charges for supply)	£1.38 (inc VAT)	£1.43 (inc VAT)	01/04/12	3.8%
Information to outside bodies research/survey information etc	£13.50 initial fee & £13.50 each additional hour + copying charges	£14.00 initial fee & £14.00 each additional hour + copying charges	01/04/12	3.7%

### Additional Charges – Building Control

Fee Description	13/14 Charge £	14/15 Charge £	Implementation Date	% Inc
Supply of Radar Keys	3.00	3.00	06/10/08	0%

### Additional Charges – Local Plans

Fee Description	13/14 Charge £	14/15 Charge £	Postage £	Implementation Date	% Inc
Tree Preservation Orders (inc. maps)	10p per page (no charge for postage)	10p per page (no charge for postage)	-	08/09/08	0%
High Hedges submission fee	182.50	200.00	-	01/04/12	9.6%
*Adopted Carlisle District Local Plan 2001-16 (2008)	42.50	45.00	4.50	01/04/12	4.7%
Cumbria Wind Energy SPD (Sept 2008)	15.00	15.00	Inc	01/04/09	0%
Cumbria Wind Energy SPD supporting documents (Sept 2008)	7.50	7.50	Inc	01/04/10	0% **
Cumbria Wind Energy SPD and docs – CD (Sept 2008)	10.00	10.00	Inc	01/04/09	0%

Technical Studies					
Fee Description	13/14 Charge £	14/15 Charge £	Postage £	Implementation Date	% Inc
Strategic Flood Risk Assessment (2011)	43.00	0.00 ***		01/04/12	0%
Biannual Housing Land Availability Assessments - site details (per copy) (Excludes SHLAA)	30.00	31.50		01/04/12	5%
Green Infrastructure Strategy	47.00	0.00***		01/04/12	0%
Carlisle Retail Study 2012	40.00	0.00***		01/04/13	0%

\* Price includes the maps

\*\* price increase in line with Cumbria County Council charge (who have joint ownership of document with Carlisle City Council )

\*\*\* These items are part of a comprehensive evidence base for the Local Plan. All other documents are free of charge and available on the internet. It therefore appears unreasonable to charge for these documents.

## ECONOMIC DEVELOPMENT

### CARLISLE ENTERPRISE CENTRE

	<u>Charge</u> <u>2014</u> £	<u>Implementation</u> <u>Date</u>	<u>Charge</u> <u>2013</u> £	<u>Implementation</u> <u>Date</u>
<b>Charges to Tenants:</b>				
Total Monthly Service Charge <sup>1</sup>	52.00		50.00	
Total Monthly Service Charge [2 <sup>nd</sup> workspace]	30.82	01/04/14	29.70	01/04/13
Millennium Suite	623 (per annum)		600 (per annum)	

1

The difference in the service charges is if a person has one room (£50.00 this year) or 2 rooms (£50.00 on first room, £29.70 on second room). Phones have not been part of the equation since pre 2004 and are only used in tenant's units as an intercom for visitors to let a tenant know they are there. The Centre is no longer obliged to supply a phone under the charge.



## OLD TOWN HALL VISITOR CENTRE

	<u>Charge</u> <u>2014</u> £	<u>Implementation</u> <u>Date</u>	<u>Charge</u> <u>2013</u> £	<u>Implementation</u> <u>Date</u>
<b>Assembly Room Hire</b>				
Charges per session as follows:				
Mornings 9.30 – 1.00	66.00	Increase 3.8% 01/04/2014	64.00	01/04/2013
Afternoons 1.30 – 5.00	66.00		64.00	
Mornings & Afternoons 9.30 – 5.00	134.00		129.00	
Evenings 6.30 – 10.00	66.00		64.00	
Afternoons & Evenings 1.30 – 10.00	134.00		129.00	
Each additional hour	25.00		24.00	
Charge for use of - kitchen	25.00		24.00	
<p>N.B. For uses by the following groups and organisations discounts of 50% for Mornings/Afternoons, 37.5% for Evenings and 50% for double sessions including Evenings will be allowed:</p> <ul style="list-style-type: none"> <li>i. Registered Charities</li> <li>ii. OAP Groups</li> <li>iii. Other community groups e.g. community organisations, unemployed groups, etc.</li> </ul>				

## **APPENDIX 2 CORPORATE CHARGING POLICY 2014/15 TO 2018/19**

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 the age of 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?
- Has charging been used as a tool to reduce increases in Council Tax?