

REPORT TO: Cabinet

5 February 2020

LEAD CABINET MEMBER: Councillor John Williams,
Lead Cabinet Member for Finance

LEAD OFFICER: Trevor Roff, Interim Director of Finance

Proposed Fees and Charges: 2020/2021

Executive Summary

1. To undertake the annual review and to determine the non-regulatory fees and charges to be set by the Council for the provision of services from April 2020 (unless otherwise stated), where the law allows a charge to be made.
2. This is a key decision as, if adopted, the revised fee scales will result in the authority receiving additional income from fees and charges, which are significant having regard to the Council budget setting process.

Recommendations

3. **That Cabinet is requested to consider the report and, if satisfied, to:**
 - (a) **Approve the fees and charges as detailed in Appendix B of the report to take effect from 1 April 2020 (unless otherwise stated) or the earliest feasible date thereafter;**
 - (b) **Note the proposed variations to fees and charges in comparison to the prevailing inflation rate detailed in the report;**
 - (c) **Delegate to Heads of Service, following consultation with Lead Cabinet Members, authority to vary charges or introduce new charges during the course of the year where it is considered essential to do so in order to maintain income levels, improve the service offer to users and/or where opportunities arise to increase income.**

Reason for Recommendations

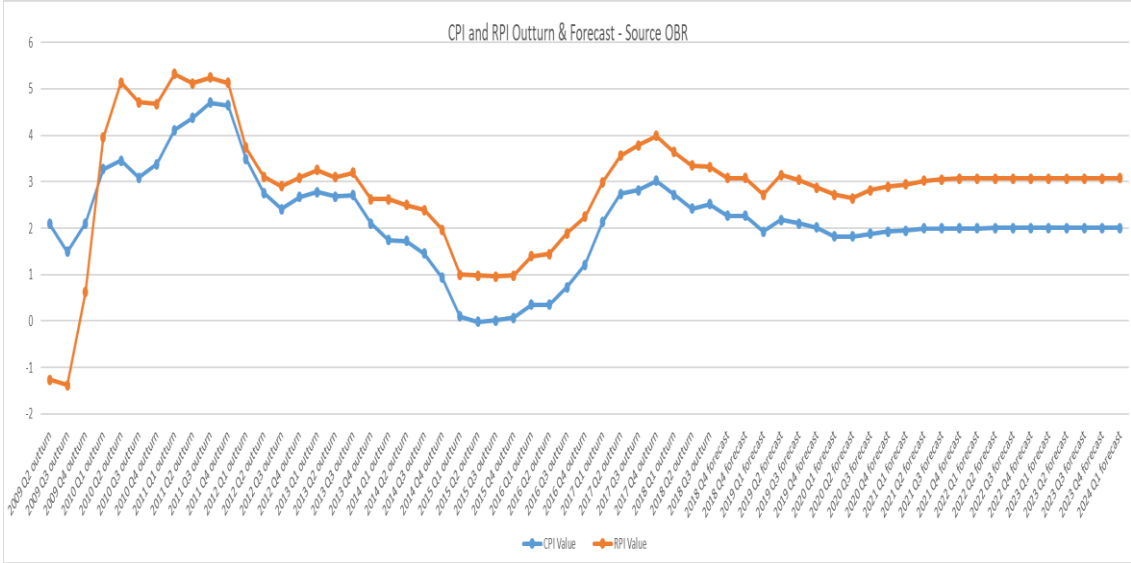
4. To ensure that the Council receives income from fees and charges where allowable to contribute to the funding of services, to enable discretionary services to be provided and to assist the Council in preparing its Revenue Budget for 2020/2021.

Details

Economic Context

5. In determining the fees and charges for services it is appropriate that consideration is given to the wider economic context. The Bank of England's Monetary Policy Committee (MPC) sets monetary policy to meet the 2% inflation target in a way that helps to sustain growth and employment. The MPC, at its meeting on 6 November 2019, voted by a majority to maintain the Bank Rate at 0.75%.

- 6. The Committee’s inflation projections assume a smooth adjustment to the average of a range of possible outcomes for the United Kingdom’s eventual trading relationship with the European Union. Reflecting Brexit-related volatility and uncertainties, underlying UK GDP growth slowed materially in 2019 but the MPC projects that it will improve during 2020. This will be supported by easier UK fiscal policy and a modest recovery in global growth. Inflationary pressures are projected to lesson, with CPI inflation remaining at 1.7% in September 2019 and expected to decline to around 1.25% by Spring 2020, owing to the temporary effect of falls in regulated energy and water prices. After falling in the short term, CPI inflation is projected to rise above the 2% target, as building excess demand leads to firmer domestic inflationary pressures.
- 7. The most recent CPI and RPI available figures as at November 2019, are 1.5% and 2.2% respectively. The quarterly indices are shown in the table below:



- 8. The general increases in costs reflected in the indices have a direct impact on the Council’s costs. The prevailing economic trend expressed through the indices and the Bank of England’s forecast for future inflation are both considered in proposing any increases in fees or charges. In light of these predictions for inflation a 2.0% uplift is proposed for fees and charges with effect from 1 April 2020.

Medium Term Financial Strategy (MTFS) – Context of Review

- 9. The approved MTFS identifies the commitment to explore income generating opportunities and to maximise income from fees and charges (where permitted to do so). It is also implicit that fees and charges should increase proportionately to the increase in the cost of providing services so that the net cost of services does not increase in real terms. The MTFS further emphasises that, in light of forecast savings targets, every effort will be made to increase annual income and reduce annual expenditure without materially reducing front line services provided by the Council.

Review of Fees and Charges: Effective from 1 April 2020

- 10. In determining the level of charges for 2020 it is proposed that increases in fees and charges should broadly reflect the prevailing trends in inflation except where there are regulatory requirements or a strong case for a higher or lower increase taking into account the requirement to maximise income. In addition, specific circumstances such as the sensitivity of price increases on the demand for the service, or the current market rates for services have been considered.

11. There are also some charges which are required to reflect the cost of providing the service, and these prices have been adjusted accordingly. Taken together these issues have led to a number of proposals where no increase is proposed or where the proposed increase varies significantly from inflation. There are also some instances where charges are very small and the increase may, therefore, appear significantly higher or lower than inflation purely as a result of rounding the charge to the nearest appropriate amount.
12. This report details, through the various appendices, the current charges that are applied, the proposed variations and the resulting proposed charge from 1 April 2020. All fees and charges in the appendices are shown net of Value Added Tax (VAT). Where VAT applies to a charge then the gross charge including VAT is also shown. In some instances, VAT may or may not apply in respect of a particular service depending upon the recipient of the service or the purpose of the service. The Cabinet is invited to consider the various charges proposed.
13. In undertaking this annual review, Heads of Service have been encouraged to identify any scope to extend the range of fees and charges and, if so, the level of additional income that could be generated. If available, any trends on the demand for the service over time and/or sensitivity to changes in charging policy are provided.
14. The following proposals have been identified where the new charge varies significantly from the agreed 2.0% rate of inflation, with the exception of statutory charges or where variations are small in monetary terms (i.e. less than £5.00):
 - (a) Health and Wellbeing: The rationale for the variation of fees and charges relevant to health and well-being activities is outlined at **Appendix A**.
 - (b) Planning: Fees are set to ensure the effective recovery of the cost of service delivery. The hourly rates to be used to calculate the fees chargeable for pre-application advice and Planning Performance Agreements have, therefore, been revised in light of the shared service arrangements and latest costs.
 - (c) Land Charges: Substantial work has been undertaken to ascertain what the correct charge should be for the both the search of the Local Land Charges Register (Form LLC1) and for completing the enquiry form (CON29R) to provide prospective purchasers with information that relates to the property being searched. This has involved measuring the time taken to carry out a search and assessing the complexity of the work required.

This has resulted in most fees increasing, although the fee to be applied for a LLC1 and CON29R (full commercial search) has been reduced. Whilst there is a requirement for the charge made to reflect the cost of providing the service, there is a constraint placed on the fee applied for the LLC1 official searches which are capped by statute at £25.00. In reality, the provision of the service costs more than the capped fee.
 - (d) Other: In many cases fees are set by statute and the necessary provision is specified in the schedule of fees and charges.
15. The complete schedule of fees and charges, applying in 2019/2020 and proposed in 2020/2021 is outlined in **Appendix B** together with an explanation for the proposed variation in fees to apply from 1 April 2020.

Options

16. While the Council could choose to do so, the option of not adopting the revised fees and charges from 1 April 2020 is not considered to be appropriate. The Council is required by law to set a balanced budget and the additional income from fees and charges contributes to this. In determining the new fee scales, due regard has been given to the sensitivity of price increases on the demand for the service.

Implications

17. In the writing of this report, taking into account the financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered:

Policy

18. The Medium Term Financial Strategy (MTFS), reviewed by Cabinet on 4 December 2019, requires that fees and charges are maximised having regard to what the market will bear and policy decisions of the Council.

Legal

19. The proposed charges have regard to the various statutory requirements regarding the Council's ability to set fees and charges.

Financial

20. In considering the preparation of the 2020/2021 Revenue Budget it is proposed that fees and charges should be increased where considered feasible given the prevailing market sensitivities and demand, in accordance with the Council's stated intention of maximising revenue from fees and charges (including endeavours to maximise the recovery of costs incurred in providing discretionary services). The level by which it is proposed to increase fees and charges reflects the trends in inflation. It is proposed to apply a 2.0% increase for inflationary pressures to fees and charges except where there is a sound basis for proposing alternative pricing.
21. The income from the proposed charges is included in the draft Revenue Budget submitted to the Cabinet at this meeting for consideration.

Risk

22. The risk in setting any fee and charge is that it does not provide, due to change in usage, the projected income. A significant increase in charges may discourage the public from using a service resulting in an overall reduction in income. The income received is regularly monitored throughout the year as part of the Council's budget monitoring processes and any significant variation is reported to Cabinet.

Environmental

23. Consideration is given to the environmental impact of setting fees and charges and where possible will encourage behaviour that supports the Council's aims to reduce carbon emissions.

Equality Analysis

24. In preparing this report, due consideration has been given to the Council's statutory Equality Duty to eliminate unlawful discrimination, advance equality of opportunity and foster good relations, as set out in Section 149(1) of the Equality Act 2010.
25. Where the proposed increase to a fee or charge is significantly higher than the rate of inflation (other than in the case of higher increases in small charges resulting from rounding) a relevance test and, where required, an equality analysis will need to be completed in respect of the specific proposal.

Background Papers

Where the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 require documents to be open to inspection by members of the public, they must be available for inspection:

- (a) at all reasonable hours at the offices of South Cambridgeshire District Council;
- (b) on the Council's website; and
- (c) in the case of documents to be available for inspection pursuant to regulation 15, on payment of a reasonable fee required by the Council by the person seeking to inspect the documents at the offices of South Cambridgeshire District Council.

The following documents are relevant to this report:

- Budget Report – Report to Cabinet: 6 February 2019
- Business Plan 2019 - 2014 – Report to Council: 21 February 2019
- Medium Term Financial Strategy and General Fund Budget – Report to Cabinet: 4 December 2019

Appendices

- A Health & Wellbeing Fees and Charges: Charging Policy Rationale
- B Schedule of Fees and Charges: 2020/2021

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Health and Wellbeing Fees and Charges: 2020/2021 **Charging Policy Rationale**

Appendix A shows the recommended fees and charges for 2020/2021 and a short explanation of how the fees have been calculated is included below:

Active & Healthy 4 Life

- (i) Fees are set in discussion with the sports centres and are paid directly to the sports centres. The fees cover part of the cost of the initial assessment, gym sessions and part of the cost of the final assessment. The District Council subsidise the assessment costs to enable the cost to clients to be kept to a minimum to encourage participation. The District Council contributes to the cost of managing the scheme.
- (ii) Fees were last amended in 2014 when the running of the scheme was brought in-house.
- (iii) 2019/2020 saw a marked increase in the number of participants referred-to and completing the scheme. This has resulted in an increase in class numbers. Any increased costs are being covered by the extra income made from increased participation. No change to charges is recommended.

Adult Friendly Netball League

- (i) The Adult Friendly Netball League has been running in South Cambridgeshire since 2008, building on the success of the 'Women Try Netball' programme which encourages women to get active. Approximately ½ of women and 1/3rd of all men in England are damaging their health through inactivity. Physical inactivity directly contributes to one in six deaths in the UK. Netball is a sport that many women have taken part in at school and benefits their social, physical and mental wellbeing.
- (ii) The Sports Coordinator has been working with a group of volunteers from the teams that participate regularly in the league, to take over the organisation of the league, commencing October 2019.
- (iii) This transition has been possible due to all participating teams and their players valuing this league, not just as a physical activity but the social benefits it adds to their busy lives.
- (iv) The Council has no longer any involvement in collecting any fees from October 2019.

Let's Get Moving

- (i) Let's Get Moving is a programme wholly funded by Public Health at Cambridgeshire County Council.
- (ii) The programme runs activities across the district, and the charges are calculated based on the covering the costs of room hire at each venue. The programme has a budget which enables start up support for activities while attendance builds up to a maximum of 10 sessions. There after the aim is for the group to manage itself and collect the fees to cover costs.

- (iii) All activities currently cover their individual running costs, and the cost to the participant is £3 per hour session. This increase has already been piloted with recent activities and not been a barrier to participation.

Sports Camps

- (i) Camps on offer in 2019/2020 were netball, athletics, and Quick Cricket/Rounders taking place during School holidays at Easter, May Half-term, Summer and October Half-term.
- (ii) Fees are benchmarked against other equivalent camps held across the county. The fees are set at a level aimed at cost recovery, which considers the cost of the venue, instructors, first aiders, administration and Sports Coordinator.
- (iii) The fee was last increased in 2018/2019. This was a considerable increase of 20% for single day bookings, and 11% for booking multiple days or participants. A small discount is available when booking more than one child onto a camp or for booking multiple days.
- (iv) Total expenditure for 2019/2020 (includes estimate for October 2019) was £15,898. Total income in the same period (includes estimate for October 2019) was £16,292. It is proposed that the fees for 2020/2021 increase to £25 for single bookings, and £21 for bookings eligible for discount. These fees allow for 2% increase in costs owing to inflation and will continue to cover costs in the event of a marked increase in bookings eligible for the discounted rate.
- (v) During 2019 the Council has fully integrated a new online booking form and payment system. In establishing this new system, it has continued to take administration time. The process still has a manual element to transfer participant details onto a data sheet for registration purposes and recording income. The full extent of expenditure savings will come into effect during 2020.

Schedule of Fees and Charges: 2020/2021

Type of Fee/ Charge	Fee/Charge set by	Current Fee/Charge 2019/20	Proposed Fee/Charge 2020/21	Council policy when setting the fee/charge
2020/2021 Fees and Charges Sustainable Communities and Wellbeing (see Appendix A)				
Active & Healthy 4 Life Fees				
i. Initial assessment	Discretionary H&W PFH	£8.00	£8.00	None
i. Gym sessions (one hour each x 24)	Discretionary H&W PFH	£3.00	£3.00	None
iii. Final assessment	Discretionary H&W PFH	£8.00	£8.00	None
Adult Friendly Netball League Fees				
i. Team participation fee	Discretionary H&W PFH	£75.00	£0.00	None
Let's Get Moving Fees				
i. 1 hour session	Discretionary H&W PFH	£2.50	£3.00	None
i. 1.5hour session (including refreshments)	Discretionary H&W PFH	£3.00	No sessions	None
Sports Camps				
i. One day attendance	Discretionary H&W PFH	£24.00	£25.00	None
ii. Two or more days attendance (per day)	Discretionary H&W PFH	£20.00	£21.00	None
iii. Two or more sibling's attendance on one or more days (per day)	Discretionary H&W PFH	£20.00	£21.00	None

2020/2021 Administration Charges Housing

Solicitors' pre-sale enquiries (Standard sales pack)		£110	£110	
Copy of lease/Document Provision		£30	£30	
Remortgage Enquiry/Copy of Insurance schedule		£30	£30	
Notice of Assignment/Notice of Charge/Notice of Transfer/Deed of Covenant		£90	£90	
Deed of Variations/Deed of Postponement – Administration		£150	£150	
Plus, CCC Solicitor fees and own solicitor fees		£550+	£550+	
Home Improvement Application & Administration				
standard consent letter		£30	£30	
Approvals requiring investigation and a surveyor visit		£125	£125	
Retrospective consent for improvements		As above + £25.00	As above + £25.00	
Registering sub-let details		£50	£50	

2020/2021 Community Alarm Service

Charge Description	Charge Basis	Current Charges	Proposed Charges	Increase
		2019/20 (£)	2020/21 (£)	(%)
Community Alarm Service				
Council Supplied Alarm	Weekly	4.47	4.47	0%
Mobile Alarm Solution	Weekly	5.47	5.47	0%
Installation Charge (Within 30 mile radius)	One-Off	30	30	0%
Installation Charge (Outside 30 mile radius)	One-Off	36	36	0%
Replacement Pendant Charge	One-Off	50	50	0%

2020/2021 Planning fees and charges

Type of Search	Includes VAT	Current Fee 2019/20	Proposed Fee 2020/21	Council policy when setting the fee/charge
LLC1 Official Search in respect of one parcel of land		£25.00	£25.00	
Residential Search				
CON29R	X	£109.20	£116.00	
LLC1 and CON29R (Full Residential Search)	X	£134.20	£141.00	
Additional Parcels of Land	X	£24.00	£17.00	
Commercial Search				
CON29R	X	£109.20	£175.00	
LLC1 and CON29R (Full Commercial Search)	X	£230.20	£200.00	
Additional Parcels of Land	X	£24.00	£28.00	
Additions				
Additional Enquiries	X	£18.00	£12.00	
Con290 Optional enquiry questions:				
Q4 Road Proposals	X	£5.40	£5.00	
Q5 Advertisements	X	£2.64	£9.50	
Q6 Completion Notices	X	£2.76	£6.00	
Q7 Parks and Countryside	X	£5.40	£6.00	
Q8 Pipelines	X	£0.00	£0.00	

Q9 Houses in Multiple Occupation	X	£5.40	£6.00
Q10 Noise Abatement	X	£6.00	£6.00
Q11 Urban Development Areas	X	£7.20	£6.00
Q12 Enterprise Zones	X	£5.40	£6.00
Q13 Inner Urban Improvement Areas	X	£5.40	£6.50
Q14 Simplified Planning Zones	X	£5.40	£6.00
Q15 Land Maintenance Notices	X	£5.40	£6.00
Q16 Mineral Consultation and Safeguarding Areas	X	£5.40	£5.20
Q17 Hazardous Substance Consents	X	£7.80	£4.50
Q18 Environmental and Pollution Notices	X	£5.40	£6.00
Q19 Food Safety Notices	X	£6.00	£6.00
Q20 Hedgerow Notices	X	£6.00	£6.00
Q21 Flood Defence and Land Drainage Consents	X	£5.40	£5.20
Q22 Common Land and Town or Village	X	£12.60	£10.00

Discretionary services

Discretionary services (including Pre-application work and Planning and Performance Agreements (PPAs)) will be charged for on a case by case basis. This charge will be based on full recovery of the cost of delivering the agreed work.

Officer time will be charged at the following rates:

Officer grade	Hourly Charge (£)
2	42
3	51
4	58
5	64
6	73
7	86
8	91
10	119

The full direct cost of any external consultants, contractors or agency staff incurred by the Planning Service in the delivery of the discretionary service will also be included in any fees charged for the work done.

2020-21 H&ES Fees and Charges

1. Environmental Protection Act 1990 / Pollution Prevention Control Act 1999 / PPC Regulations 2000				
Standard process (includes solvent emission activities)	Statutory fee set by DEFRA	£1,650.00	£1,650.00	Statutory fees set by DEFRA
Additional fee for operating without a permit	Restructured for 2018/19	£1,188.00	£1,188.00	
PVRI, and Dry Cleaners		£155.00	£155.00	
PVR I & II combined		£257.00	£257.00	
VRs and other Reduced Fee Activities		£362.00	£362.00	
Reduced fee activities: Additional fee for operating without a permit		£99.00	£99.00	
Mobile plant**		£1,650.00	£1,650.00	
for the third to seventh applications		£985.00	£985.00	
for the eighth and subsequent applications		£498.00	£498.00	

Where an application for any of the above is for a combined Part B and waste application, add an extra £310 to the above amounts		£808.00	£808.00	
Annual subsistence charge				
Standard process Low		£772 (+£104) *	£772 (+£104) *	<p>* The additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation.</p> <p>Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £103 to the above amounts</p>
Standard process Medium		£1,161 (+£156) *	£1,161 (+£156) *	
Standard process High		£1,747 (+£207)	£1,747 (+£207)	
PVRI, and Dry Cleaners L/M/H		£79/£158/£237	£79/£158/£237	
PVR I & II combined L/M/H		£113/£226/£341	£113/£226/£341	
VRs and other Reduced Fees		£228/£365/£548	£228/£365/£548	
Mobile plant, for first and second permits L/M/H**		£646/£1034/£1,506	£646/£1034/£1,506	
for the third to seventh permits L/M/H		£385/£617/£924	£385/£617/£924	
eighth and subsequent permits L/M/H		£198/£316/£473	£198/£316/£473	
Late payment Fee		£52.00	£52.00	

Transfer and Surrender				
i. Standard process transfer	Statutory: DEFRA	£169.00	£169.00	Not applicable Statutory Fee
ii. Partial transfer		£497.00	£497.00	
iii. New Operator at Low Risk Reduced Fee Activity		£78.00	£78.00	
iv. Surrender: all Part B activities		£0.00	£0.00	
v. Reduced fee activities:		£0.00	£0.00	
· Transfers – Service Stations, Waste Oil Burners <0.4MW and Dry Cleaners		£0.00	£0.00	
Partial transfer		£47.00	£47.00	
Temporary Transfer for Mobiles				
i. First Transfer	Statutory: DEFRA	£53.00	£53.00	Not applicable Statutory Fee
ii. Repeat Following Enforcement or Warning		£53.00	£53.00	
Substantial Change s10 & s11				
i.	Statutory: DEFRA			Not applicable Statutory Fee
ii. Standard process		£1,050.00	£1,050.00	
iii.		£1,650.00	£1,650.00	

iv. Standard process where the substantial change results in a new PPC activity		£102.00	£102.00	
v. Reduced fee activities				
Reduced fee activities are; Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil Burners under 0.4MW				
LAPPC Mobile Plant Charges (if not subject to simplified Permits)				
i. Application Fee – No. of Permits	Statutory: DEFRA			Not applicable Statutory Fee
1		£1,650.00	£1,650.00	
2		£1,650.00	£1,650.00	
3		£985.00	£985.00	
4		£985.00	£985.00	
5		£985.00	£985.00	
6		£985.00	£985.00	
7		£985.00	£985.00	
8 and over		£498.00	£498.00	
ii. Subsistence Fee – No. of Permits			(Low/Med/High)	

1		£646/1034/1506	£646/1034/1506	
2		£646/1034/1506	£646/1034/1506	
3		£385/617/924	£385/617/924	
4		£385/617/924	£385/617/924	
5		£385/617/924	£385/617/924	
6		£385/617/924	£385/617/924	
7		£385/617/924	£385/617/924	
8 and over		£198/316/473	£198/316/473	
LA-IPPC Charges (Part A2)				
i. Application	Statutory: DEFRA	£3,363.00	£3,363.00	Fee set by DEFRA Every subsistence charge includes the additional £104 charge to cover LA extra costs in dealing with reporting under the E-PRTR Regulation
ii. Additional Fee for Operating without a Permit		£1,188.00	£1,188.00	
iii. Annual Subsistence – Low		£1,447.00	£1,447.00	
iv. Annual Subsistence – Med		£1,611.00	£1,611.00	
v. Annual Subsistence – High		£2,334.00	£2,334.00	
vi. Substantial Variation substantial variation (where 9 (2) (a) or 9 (2)(B) of the scheme applies)		£3,363.00	£3,363.00	
vii. Transfer		£235.00	£235.00	

viii. Partial Transfer		£698.00	£698.00	
ix. Surrender		£698.00	£698.00	
Late Payment fee (new)		£52.00	£52.00	
Newspaper Advertisements				
<p>Newspaper adverts may be required under EPR at the discretion of the LA as part of the consultation process when considering an application (see Chapter 9 of the General Guidance Manual). This will be undertaken and paid for by the LA and the charging scheme contains a provision for the LA to recoup its costs</p>				
2. Licences				
Game Dealer				Legislation governed by Scrap Metal Dealers Act 2013. Fee currently covers cost of administrating the service
Game Dealer	Statutory: Game Act 1831 & Game Licensing Act 1860	Nil	Nil	
Scrap Metal dealers' licence				Legislation governed

Mobile licence	Discretionary H&ESPFH	£189.00	£194.00	by Scrap Metal Dealers Act 2013. Fee currently covers cost of administrating the service
Site licence		£235.00	£241.00	
Sex Shop Establishment				Fees to be consistent with neighbouring authorities and ensure recovery of costs.
i. Initial application	Discretionary H&ESPFH	£3,800.00	£3,900.00	
ii. Renewal		£690.00	£708.00	
Acupuncture, Ear Piercing, Tattooing & Electrolysis				To facilitate the identification of bona fide skin piercing businesses registration fees to be kept at cost Introduction of new fees to cover personal and mobile activities
Business registration	Discretionary H&ESPFH	£122.00	£125.00	
Personal Registration		£122.00	£125.00	
Mobile unit		£122.00	£125.00	
Mesotherapy & Dermal Fillers		£122.00	£125.00	
Houses in Multiple Occupation meeting the legal definitions				Appropriate fee commensurate with costs of admin and inspections
New Application	Legal formula	£750.00 per 5yr period	£765.00	
Renewal		£450 per 5yr period	£460.00	
New applications 01.04.18 onwards		£375 per 1yr licence	£383.00	
Caravan Sites = Mobile Homes Act 2013				Fees set at cost recovery of administering the service Annual fee for 0-2 units set at a level to
Licence fee application 0-2 Units	Discretionary	£130.00	£134.00	
Licence fee application 3 – 9 units		£260.00	£267.00	

Licence fee – application 10 units or more		£390.00	£400.00	encourage registration
Annual fee 0- 2 units		£95.00	£98.00	
Annual fee 3 to 9 units		£245.00	£252.00	
Annual fee 10 units or more		£355.00	£364.00	
Licence variation fee		£85.00	£88.00	
Transfer application fee		£85.00	£88.00	
Miscellaneous changes to existing licence details		£85.00	£88.00	
Animal Welfare Licence				To encourage the start-up of small businesses and ensure that health & safety and animal welfare visits are made, and appropriate advice given to proprietors. Charges are to cover the cost of Officers' time, administration on-costs all new Dog breeding establishment are subject to inspection, all others are risk based
Application Fee (all activities)	Discretionary :H&ESPFH	£65.00	£67.00	
Maintenance Fee (except exhibiting animals):				
1 Year		£175.00	£180.00	
2 Year		£345.00	£354.00	
3 Year		£520.00	£533.00	
Copy of licence, change of details not requiring an inspection		£10.50	£11.00	
• Boarding of Animals:				

Initial Rating or re-rating Inspection Fee:			
Up to 10 animals	Discretionary :H&ESPFH	£101.00	£104.00
11 – 30 animals		£135.00	£139.00
31 – 60 animals		£168.00	£173.00
61 – 99 animals		£201.00	£206.00
100+ animals		£235.00	£241.00
Variation of a licence requiring a re-inspection:			
Up to 10 animals	Discretionary :H&ESPFH	£101.00	£104.00
11 – 30 animals		£135.00	£139.00
31 – 60 animals		£168.00	£173.00
61 – 99 animals		£201.00	£206.00
100+ animals		£235.00	£241.00
• Dog Breeding			
Initial rating or re-rating inspection fee		£35.00 + vet fee	£36.00 + vet fee
Variation of a licence requiring a re-inspection		£35.00 + vet fee	£36.00 + vet fee
• Hiring of Horses			
Initial rating or re-rating inspection fee		£35.00 + vet fee	£36.00 + vet fee

Variation of a licence requiring a re-inspection		£35.00 + vet fee	£36.00 + vet fee	
• Selling animals as pets				
Initial rating or re-rating inspection fee		£168.00	£173.00	
Variation of a licence requiring a re-inspection		£168.00	£173.00	
• Exhibiting animals				
Initial rating or re-rating inspection fee		£100.00	£103.00	
Maintenance fee (3 years)		£520.00	£533.00	
Variation of a licence requiring a re-inspection		£101.00	£104.00	
Dangerous Wild Animals	Discretionary: H&ESPFH	£90.00 Plus relevant vet fees	£93.00	To recover costs of inspection Officer's time with administrative on-costs veterinary costs borne by applicant where required

Zoos (6 year licence)	Discretionary: H&ESPFH	Actual costs involved	Actual costs involved	To cover the cost of providing the service with acknowledgement of the demands of animal welfare and public safety. Actual Officer costs (including vet & other officials' fees) for year together with any other charges incurred in the admin of zoo licensing
Street Trading				Simplified fee structure to recover costs of administering, monitoring & inspecting street trading provisions
i. Mobile Traders in villages up to 2 nights a week	Discretionary: H&ESPFH	£245.00	£252.00	
ii. Over 2 nights a week		£459.00	£471.00	
Layby traders	Discretionary: H&ESPFH	£803.00 (including rates)	£823.00 (including rates)	Simplified fee structure to recover costs of administering, monitoring & inspecting provisions
3. HACKNEY CARRIAGE & PRIVATE HIRE VEHICLE LICENSING				
Driver's Licence				Recovery of the whole costs of the Hackney Carriage and Private Hire vehicle licensing system so that
i. Grant	Discretionary: H&ESPFH	£225.00	£231.00	
ii. Renewal		£123.00	£126.00	

iii. Fee for competency base test for drivers – new applicants or re-test as part of compliance		£50.00	£50.00	the costs of the service are borne by the user. Vehicle application fee to include door stickers from 2018
iii. Fee for safeguarding course and test for drivers – new applicants or re-test as part of compliance		£60.00	£60.00	
iv. Replacement badge		£10.00	£11.00	
Operator's Licence (1yr)				
i. Single vehicle	Discretionary: H&ESPFH	£100.00	£103.00	Small reduction in vehicle renewal fee reflects the streamlining and improved efficiency of the process
ii. Two vehicles		£173.00	£178.00	
iii. Three to five vehicles		£233.00	£239.00	
iv. Six to ten vehicles		£306.00	£314.00	
v. Eleven to Twenty vehicles		£369.00	£379.00	
vi. Twenty one vehicles and above		£510.00	£523.00	
vii. Name/address change to existing licence		£10.00	£11.00	
Operator's Licence (5yr)				
i. Single vehicle	Discretionary:	£439.00	£450.00	

ii. Two vehicles	H&ESPFH	£796.00	£816.00	
iii. Three to five vehicles		£1,040.00	£1,066.00	
iv. Six to ten vehicles		£1,316.00	£1,349.00	
v. Eleven to Twenty vehicles		£1,520.00	£1,558.00	
vi. Twenty one vehicles and above		£2,218.00	£2,274.00	
Vehicle Licensing (including inspection)				
i. Grant (plate/ door signage stickers included)	Discretionary: H&ESPFH	£148.00	£152.00	
ii. Door signage - magnetic (on request)		£10.00	£11.00	
iii. Renewal		£102.00	£105.00	
iv. Replacement plate		£20.00	£21.00	
Replacement PH Door signage (stickers x2)		£15.00	£16.00	
Replacement PH Door signage (magnetic x2)		£25.00	£26.00	
Small Lottery Licence				Not applicable Statutory Fee
i. Grant	Statutory: Gambling Act 2005	£40.00	£40.00	
ii. Renewal		£20.00	£20.00	
Licence to Kill Game				Not applicable Paid to post office and
i. Full year	Statutory	£6.00	£6.00	

ii. Part year		£4.00	£4.00	then income transferred to SCDC half yearly Statutory Fee
iii. Occasional		£2.00	£2.00	
Stray Dogs				Charge structure to reflect SCDC administration, transportation and kennelling costs
Seizure fee	Statutory: The Environmental Protection (Stray Dogs) Regulations 1992	Prescribed seizure fee £25.00	£26.00	
Seizure with transport and/or kennelling				
Transportation/ Admin Fee	Other charges Discretionary ESPFH	£57.00	£59.00	
Kennelling Fee		£20.00 per day + VAT	£20.00 per day + VAT	
Veterinary Fees if applicable		Veterinary Fees if applicable	Veterinary Fees if applicable	
4. Refuse & Recycling Service				
Hazardous Domestic Collections				Fees set to promoting more sustainable methods of disposal such as re-use or recycling and to manage demand, placing costs on those that use services
Per item, fridge/freezer/CRT monitor/TV/Microwave etc.	Discretionary: H & ES PFH	£25.00	£25.00	
Bulky Domestic Collections				

Bulky Household Waste two to three items (excluding hazardous waste items)	75	£30.00	£30.00	without unduly disadvantaging those without access to alternatives e.g. bulky item disposal.
Per item (after three) Max 9		£5.00	£5.00	
Emptying of contaminated bin/additional empty (per bin)		£30.00	£35.00	
Clearance of rubbish from bin stores		By quote	By quote	
Annual 2nd green bin charge – per additional 240 litre (October to October)		£35.00	£35.00	
Annual 2nd green bin charge – Per additional 140 litre (October to October)		£30.00	£30.00	
Additional garden waste capacity for flats (per 1100 litre bin)		£75.00	£80.00	
Bins				
Delivery of bin(s) for new property (up to)		£77.50	£80.00	

NEW Additional approved black bin - Large families etc.		£50.00	£50.00	
Delivery of a replacement black bin (damaged /stolen)		£50.00	£50.00	
Delivery of a replacement green/blue bin (damaged /stolen)		FOC	FOC	
Additional blue bin charge		FOC	FOC	
Recycling Kitchen Caddy Sacks (in packs of 50)		£3.00	£3.00	
Recycling Kitchen Caddy Sacks (in packs of 10) including delivery		£4.49	n/a	
5. TRAINING COURSES				
Food Hygiene Level 2	Discretionary: ESPFH	£75.00 (General Public)		Set at costs competitive with external organisations to encourage attendance at Environmental Health courses
Food Hygiene Level 3		£305.00		
Health & Safety Level 2		£67.00		
Health & Safety Level 3		£300.00		
6. OTHER FEES AND CHARGES				

Staff involved in civil litigation	Discretionary: ESPFH	Varies due to specific Officer & time involved	Varies due to specific Officer & time involved	To cover staff costs
Provision of information – Local Land charge searches	Discretionary: ESPFH	£150.00 Maximum fee		To recover costs of administration and officer time in researching and reporting on environmental information.
Supply of specific information from records	Statutory: The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004	As listed in SCDC FOI Policy & Procedure April 2009	As listed in SCDC FOI Policy & Procedure April 2009	Fees vary due to nature of request (see SCDC web site FOI Fee Structure)
Officers offering chargeable advice including enforcement charges where legislation permits	Discretionary: ESPFH	£66.00/hr		To ensure that where services can be charged for SCDC covers as a minimum the cost of that advice or actions
Serving of improvement notices under the Housing Act 2004	Power to charge for serving improvement notices	£66.00/hr Max charge £250.00		New fee to cover officer time in preparation and serving of notices
Removal & Disposal of Abandoned Vehicles				Not applicable Statutory fee

i. Removal	Statutory: Refuse Disposal (Amenity) Act 1978 Removal, Storage & Disposal of Vehicle (Prescribed Sums & Charges) Regulations 1989 as amended	Subject to contractual changes Removal 120.00		
ii. Storage (per day)		Storage £20.00 per day		
iii. Disposal		Disposal £85.00		

7. FIXED PENALTY PROVISIONS						
Offence	Fee/charge set by Legislation	Fee/Charge 2019/20				Council policy when setting the fee/charge
		Full amount of penalty	FP reduced if paid within 10 days	Full amount of penalty	FP reduced if paid within 10 days	
Depositing Litter	Environmental Protection Act 1990	£150	£50.00			Not applicable Statutory fee Reduction is a discretionary matter
Littering from a vehicle	Regulation 4 LOVR	£150	£50.00			
Section 55 offences – dog related offences	Clean Neighbourhood & Env Act 2005	£75.00	£50			
Smoking ban offences (smoking in a public place & failure to display 'no smoking' signs)	Sec 9 Health Act	Smoking: £50 No 'No Smoking' sign: £200	Smoking: £30 No 'No Smoking' sign: £150			
Failure to Produce Waste Transfer Note	Control of Pollution (Amendment) Act 1989	£300.00	£180.00			
Failure to Produce Waste Carriers Licence	Environmental Protection Act 1990	£300.00	£180.00			
Abandoning a Motor Vehicle	Sec 2(A)1 RD(A)/ Sec 10 CNEA	£200.00	£120.00			

Exposing 2 or more vehicles for sale on a road	Clean Neighbourhood & Environment Act 2005	£100.00	£60.00			
Repairing vehicle on the road	Clean Neighbourhood & Environment Act 2005	£100.00	£60.00			
Breach of a Community Protection Notice	Sec 48 Anti-Social Behaviour, Crime and Policing Act 2014	£100	£65			Full amount is statutory Reduced fee is discretionary
Breach of a Public Spaces protection Order	s.63 and/or s.67, Anti-social Behaviour, Crime and Policing Act 2014	£100	£65			Full amount is statutory Reduced fee is discretionary
Deface any Property by painting, writing, etc. (Graffiti & fly posting)	Anti-Social Behaviour Act 2003	£150.00	£50.00			Not applicable Statutory fee

Painting or affixing things to a structure on the Highway	Highways Act 1980	£150.00	£50.00		
Failure to place waste in prescribed container (Household)	Environmental Protection Act 1990	£110.00	£60.00		
Failure to place waste in prescribed container (Commercial)	Environmental Protection Act 1990	£110.00	£60.00		
Unauthorised distribution of literature on designated land	Environmental Protection Act 1990	£150.00	£50.00		
Noise from dwellings	Noise Act 1996	£110.00	£60.00		
Noise from licensed premises	Noise Act 1996	£500.00	No reduction		
Fly tipping Fixed penalty charge	Environmental Protection Act 1990	£400	£240		

Licensing Act 2003 – Fees (Statutory)

Premises/Club Licence		Fee/Charge	Proposed	
		2019/20	Fee/Charge	
			2020/21	
Band A		£100.00	£100.00	Fee set by Central Governmen t
Band B		£190.00	£190.00	
Band C		£315.00	£315.00	
Band D		£450.00	£450.00	
D and Primary Business Alcohol Sales x 2		£900.00	£900.00	
Band E		£635.00	£635.00	
E and Primary Business Alcohol Sales x 3		£1, 905.00	£1, 905.00	
Annual Fee		Fee/Charge	Proposed	
		2019/20	Fee/Charge	
			2020/21	
Band A		£70.00	£70.00	Fee set by Central Governmen t
Band B		£180.00	£180.00	
Band C		£295.00	£295.00	
Band D		£320.00	£320.00	
Band E		£350.00	£350.00	
Additional fees for large venues and events				
Number in Attendance at any one time		Fee/Charge	Proposed	
		2019/20	Fee/Charge	
			2020/21	

5,000 to 9,999		£1, 000	£1, 000	Fee set by Central Governmen †
10,000 to 14,999		£2, 000	£2, 000	
15,000 to 19,999		£4,000	£4,000	
20,000 to 29,999		£8, 000	£8, 000	
30, 000 to 39,999		£16,000	£16,000	
40, 000 to 49, 999		£24, 000	£24, 000	
50, 000 to 59, 999		£32, 000	£32, 000	
60, 000 to 69, 000		£40, 000	£40, 000	
70, 000 to 79,999		£48, 000	£48, 000	
80, 000 to 89, 999		£56, 000	£56, 000	
90, 000 and over		£64, 000	£64, 000	
Temporary Events		£21 per event	£21 per event	

**Schedule of Maximum Fees – Gambling Act 2005
(Council has set maximum fee permitted)**

Classes of premises licence	Maximum non-conversion application fee in respect of provisional statement premises	Maximum non-conversion application fee in respect of other premises	Maximum annual fee	Maximum fee for application to vary licence	Maximum fee for application to transfer a licence	Maximum fee for application for reinstatement of a licence	Maximum fee for application for provisional statement
Regional casino premises licence	£8,000	£15,000	£15,000	£7,500	£6,500	£6,500	£15,000
Large casino premises licence	£5,000	£10,000	£10,000	£5,000	£2,150	£2,150	£10,000
Small casino premises licence	£3,000	£8,000	£5,000	£4,000	£1,800	£1,800	£8,000
Converted casino premises licence			£3,000	£2,000	£1,350	£1,350	
Bingo premises licence	£1,200	£3,500	£1,000	£1,750	£1,200	£1,200	£3,500
Adult gaming centre premises licence	£1,200	£2,000	£1,000	£1,000	£1,200	£1,200	£2,000
Betting premises (track) licence	£950	£2,500	£1,000	£1,250	£950	£950	£2,500
Family entertainment centre premises licence	£950	£2,000	£750	£1,000	£950	£950	£2,000
Betting premises (other) licence	£1,200	£3,000	£600	£1,500	£1,200	£1,200	£3,000

These fees are currently set at the maximum amount

**Schedule of Abandoned Vehicles Fees – Road Traffic Act 1988
(Retention and Disposal of Seized Motor Vehicles) (Amendment)
Regulations 2008**

Table 1 – Regulation 6(2)

1	2	3	4	5
<i>Vehicle position and condition</i>	<i>Vehicle equal to or less than 3.5 tonnes MAM</i>	<i>Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes MAM</i>	<i>Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM</i>	<i>Vehicle exceeding 18 tonnes MAM</i>
Vehicle on road, upright and not substantially damaged or any two wheeled vehicle whatever its condition or position on or off road	£150	£200	£350	£350
Vehicle, excluding a two wheeled vehicle, on road but either not upright or substantially damaged or both.	£250	£650	Unladen– £2000	Unladen– £3000
			Laden–£3000	Laden– £4500
Vehicle, excluding a two wheeled vehicle, off road, upright and not substantially damaged	£200	£400	Unladen– £1000	Unladen– £1500
			Laden–£1500	Laden– £2000

Vehicle, excluding a two wheeled vehicle, off road but either not upright or substantially damaged or both	£300	£850	Unladen– £3000	Unladen– £4500
			Laden–£4500	Laden– £6000

Table 2 – Regulation 6(3)

1	2	3	4	5
<i>Two wheeled vehicles</i>	<i>Vehicle, not including a two wheeled vehicle, equal to or less than 3.5 tonnes MAM</i>	<i>Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes MAM</i>	<i>Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 tonnes MAM</i>	<i>Vehicle exceeding 18 tonnes MAM</i>
£10	£20	£25	£30	£35