

SCRUTINY Committee - Community

Date: Wednesday 21 January 2015
Time: 5.30 pm
Venue: Rennes Room, Civic Centre, Paris Street, Exeter

Members are invited to attend the above meeting to consider the items of business.

If you have an enquiry regarding any items on this agenda, please contact Howard Bassett, Democratic Services Officer (Committees) on 01392 265107.

Entry to the Civic Centre can be gained through the Customer Service Centre, Paris Street.

Membership -

Councillors Shiel (Chair), Newby (Deputy Chair), Branston, Brimble, Bull, Clark, Foggin, George, Holland, Mitchell, Morris, Raybould and Robson

Agenda

Part I: Items suggested for discussion with the press and public present

11 Community - General Fund - Estimates/New Capital Bids/Fees and Charges

To consider the report of the Assistant Director Finance

(Pages 3 -
28)

Date of Next Meeting

The next scheduled meeting of the Scrutiny Committee - Community will be held on **Tuesday 3** March 2015 at 5.30 pm in the Civic Centre.

Find out more about Exeter City Council services by looking at our web site <http://www.exeter.gov.uk>. This will give you the dates of all future Committee meetings and tell you how you can ask a question at a Scrutiny Committee meeting. Alternatively, contact the Democratic Services Officer (Committees) on (01392) 265107 for further information.

Follow us:

www.twitter.com/ExeterCouncil
www.facebook.com/ExeterCityCouncil

Individual reports on this agenda can be produced in large print on request to Democratic Services (Committees) on 01392 265107.

REPORT TO: SCRUTINY COMMITTEE - COMMUNITY
DATE OF MEETING: 21 January 2015
REPORT OF: Assistant Director Finance
TITLE: Scrutiny Community - Estimates 2015-16

Is this a Key Decision?

Yes

Is this an Executive or Council Function?

Council

1. What is the report about?

This report sets out the proposed revenue and capital estimates for 2015-16 in respect of Community Services.

2. Recommendations:

That Members of Scrutiny Committee – Community support the estimates for 2015-16 and recommends their approval at the Special Meeting of the Council on 24 February 2015.

3. Reasons for the recommendation:

Local authorities have a statutory duty to set an annual budget and to monitor the budget throughout the year.

4. What are the resource implications including non financial resources

The financial resources required to deliver Community Services during 2015-16 are set out in the body of this report.

5. Section 151 Officer comments:

This report has been prepared on behalf of the Section 151 Officer to set out the revenue and capital estimates for 2015-16 in respect of Community Services.

6. What are the legal aspects?

Part 2 of the Local Government Act 2003 provides the legislative framework for the process of setting and managing budgets. The act places a duty on authorities to set robust estimates, maintain adequate reserves.

7. Monitoring Officer Comments:

The Monitoring Officer has no issues to raise on the content of this report.

8. Report Details:

BUDGET FRAMEWORK FOR COMMUNITY SERVICES

8.1 ANNUAL BUDGET SETTING

Budgets are revisited each year to make amendments for assumptions made on interest rates, inflation and other changed circumstances.

8.2 INFLATION

An overall allowance of £172,180 has been set aside for inflation within Community Services. The inflationary increases allowed in the budgets are:

Pay award	1.0%
Pay – Increments	0.5%
Electricity	3.0%
Gas	2.8%
Oil	4.0%
Water	0.0%
Insurance	3.0%
Rates	2.8%
Fuel	5.0%
General Inflation	0.0%
Income (excluding Car Parks)	2.5%

General inflation has again been held at zero; however, where there are contracts in place, inflation at around the Consumer Price Index (CPI) has been added.

8.3 INTEREST RATES

In respect of interest rates, next year's budget reflects the likelihood that whilst the base rate may remain low, it is likely that the cost of borrowing will increase and the Council may begin to take out borrowing over a longer time-frame as a result.

8.4 The Government announced the provisional Local Government Settlement on 18 December 2014. The Council is to receive £6.635 million in 2015/16, which is £11,000 lower than predicted within the Medium Term Financial Plan. At this stage there is no intention to revisit the budgets set and the shortfall can be taken from balances.

8.5 The resources available to the Council to finance its net revenue budget are set out below:

	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2017/18 £'000
Government Grant	7,833	6,635	5,945	5,412	5,305
Council Tax	4,570	4,761	4,823	4,956	5,092
Business Rates in excess of baseline	1,070	1,124	1,115	1,135	1,172
Resources	13,641	12,520	11,883	11,503	11,569
Increase/(decrease)	(386)	(1,121)	(637)	(554)	(554)
Annual % change	(2.7%)	(8.2%)	(6.4%)	(3.3%)	0.6%

8.6 The Chancellor of the Exchequer has again provided funding for local authorities who decide to freeze council tax next year. If they do, councils, police and fire authorities will stand to receive an equivalent to raising their 2014/15 council tax by one per cent. In addition, the Government has maintained the local authority tax referendum threshold at two per cent. The budget strategy for next year assumes that council tax will increase by 1.99%, which along with the increase in the taxbase will raise an extra £191,000.

8.7 The proposed General Fund Capital Programme for the next three years has been established; however this is subject to a further review of the pre-approved schemes by portfolio holders and senior managers to ensure that the need for the scheme remains.

The total of the current programme is as follows

	2015/16 £	2016/17 £	2017/18 £
New Bids	390,000	0	0
Pre-approved	4,422,580	4,888,330	9,109,330
Total	4,812,580	4,888,330	9,109,330

8.8 A list of the proposed new schemes for Scrutiny Committee Community is attached at Appendix 2.

8.9 KEY BUDGET CHANGES PROPOSED FOR 2015-16

The table below sets out the key changes between the budgets for the current financial year and the draft estimates for 2015-16. Please also refer to Appendix 1.

The annual budget for superannuation has reduced by £270,920 in the committee. Superannuation budgets have been adjusted to reflect the requirement for current employees only; previously it included the element of pension back funding in respect of past employees. Amendments have been made to applicable budgets within the individual management units in the committee.

Strata Service Solutions now provide Information Technology services to the council. The effect of this on the annual budgets is that all software licence and telephone budgets have been removed from departmental supplies and services budgets. An equivalent recharge from Strata for software licences, telephones and a general IT recharge has been included in the Support Service budget for departments.

MU Code	Management Unit	Commentary
81A1	Environmental Protection	<ul style="list-style-type: none"> • Saving made due to deleted Environmental Co-ordinator Post
81A3	Licensing, Commercial, Health & Safety	<ul style="list-style-type: none"> • Increase to income under EHO work to licensing • Saving made under Asbestos/So staffing line-recharged to HRA
81A4	Public Safety & Enforcement	<ul style="list-style-type: none"> • Budget saving made on CCTV and Street Sweeping as part of the Council wide saving targets • Loss of income from Supporting People Subsidy grant. • Additional income from Homecall Alarm customers anticipated to cover the income loss.
81A6	Grounds Maintenance	<ul style="list-style-type: none"> • Additional rental income expected from Parks properties.
81B2	Bereavement Services	<ul style="list-style-type: none"> • No material changes
81C2	Housing Advisory Services	<ul style="list-style-type: none"> • Savings have been made in staffing and in the use of temporary accommodation as part of the Council wide saving targets • Housing Benefit and rental income has been reduced in line with this year's expected income.
81C3	Housing Development Team	<ul style="list-style-type: none"> • Budgets reflect additional enabling fee income in respect of new affordable housing which has resulted in a reduction in the use of Section 106 monies.

MU Code	Management Unit	Commentary
81C4	Private Sector Housing	<ul style="list-style-type: none"> Budgets reflect the implementation of an additional licensing scheme for certain houses of multiple occupation. Savings have been made in employee costs following the deletion of a vacant post, as part of the Council wide saving targets.
81C5	Sundry Land Maintenance	<ul style="list-style-type: none"> No material changes
81C7	Senior Management - Community	<ul style="list-style-type: none"> No material changes
81D2	Domestic Refuse Collection	<ul style="list-style-type: none"> Savings made across the management unit as per savings agreed. Clinical Waste/Special collections/Fuel usage/Fleet size/Mileage/Bin delivery charges/Personal mileage claims. Higher structure fee target saving
81D4	Street Cleaning	<ul style="list-style-type: none"> Savings made on combined litter/dog bins. Additional savings made across the management unit as per savings agreed.
81D5	Public Conveniences	<ul style="list-style-type: none"> No material changes
81D6	Cleansing Rechargeable Services	<ul style="list-style-type: none"> Increase to income as per agreed amounts under Garden Waste & Trade recycling.
81D7	Exton Road Overheads and Fleet Management	<ul style="list-style-type: none"> Savings made within staffing as per target.
81D8	Recycling	<ul style="list-style-type: none"> No material changes
81E1	General Fund Housing - Property	<ul style="list-style-type: none"> Savings in employee costs have been achieved following the restructure of Housing Services Budgets reflect the Extralet scheme operating at a breakeven position Budgets reflect implementation of a new Tenant Finder Service, following Executive approval in July 2014 A temporary accommodation site currently leased by the Council is due to be relinquished in December 2015. The budgets provide for 9 months net running costs and the estimated hand back costs.

8.10 FEES AND CHARGES

The proposed Fees and Charges for Community Services in 2015-16 are included at Appendix 3.

9. How does the decision contribute to the Council's Corporate Plan?

Community Service budgets contribute to 3 key purposes, as set out in the Corporate Plan; keep me/my environment safe and healthy, keep place looking good, help me find somewhere to live

10. What risks are there and how can they be reduced?

The key risks revolve around ensuring that the Council has sufficient funds to both meet the financial plans set out in the report and to protect itself against any unexpected expenditure that occurs. The risk is mitigated by ensuring that there are sufficient reserves held to offset unexpected expenditure needs. Regular monitoring is undertaken and reported to both the Strategic Management Team and Members.

11. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?

No impact

12. Are there any other options?

No

Assistant Director Finance

Local Government (Access to Information) Act 1972 (as amended)

Background papers used in compiling this report:

None

Contact for enquiries:

Democratic Services (Committees)

Room 2.3

(01392) 265275

This page is intentionally left blank

SCRUTINY COMMITTEE - COMMUNITY

Subjective Analysis	NEW PROPOSALS					NEW ESTIMATE 2015/16
	BASE ESTIMATE 2014/15	INFLATION	RECURRING	NON-RECURRING	OTHER ADJUSTMENTS	
PAY	8,199,130	125,340	(217,830)	0	(427,090)	7,679,550
PREMISES	4,183,080	76,830	(175,800)	0	(282,680)	3,801,430
SUPPLIES & SERVICES	2,083,980	16,610	(160,400)	0	(17,660)	1,922,530
TRANSPORT	1,446,240	44,790	(76,670)	0	(39,920)	1,374,440
SUPPORT SERVICES	1,696,110	0	0	0	126,360	1,822,470
CAPITAL CHARGES	964,180	0	0	0	(69,640)	894,540
Total Expense	18,572,720	263,570	(630,700)	0	(710,630)	17,494,960
INCOME	(8,827,670)	(91,390)	(33,140)		550,420	(8,401,780)
Total Income	(8,827,670)	(91,390)	(33,140)	0	550,420	(8,401,780)
Net Expenditure	9,745,050	172,180	(663,840)	0	(160,210)	9,093,180
Represented By						
81A1 ENVIRONMENTAL PROTECTION	440,630	4,350	(49,600)		(33,710)	361,670
81A3 LICENSING, FOOD, HEALTH & SAFETY	387,500	60	(20,870)		(8,260)	358,430
81A4 PUBLIC SAFETY & ENFORCEMENT	822,630	10,550	(91,430)		(10,580)	731,170
81A6 PARKS AND OPEN SPACES	2,009,320	18,240	(29,230)		(45,180)	1,953,150
81B2 BEREAVEMENT SERVICES	189,880	2,570	(360)		(18,360)	173,730
81C2 SHS - ADVISORY SERVICES	1,212,680	22,540	(181,660)		143,780	1,197,340
81C3 HOUSING DEVELOPMENT TEAM	154,150	2,010	(1,200)		700	155,660
81C4 PRIVATE SECTOR HOUSING	173,200	(320)	(47,310)		(21,800)	103,770
81C5 SUNDRY LANDS MAINTENANCE	83,950	2,350			(1,090)	85,210
81C7 SENIOR MANAGEMENT COMMUNITY	0	(180)			180	0
81D2 DOMESTIC REFUSE COLLECTION	1,981,370	32,520	(69,930)		(111,540)	1,832,420
81D4 STREET CLEANING	1,445,040	22,910	(24,910)		(33,730)	1,409,310
81D5 PUBLIC CONVENIENCES	426,750	3,400			5,830	435,980
81D6 CLEANSING RECHARGEABLE SERVICES	(258,350)	(15,130)	(52,970)		(19,250)	(345,700)
81D7 EXTON ROAD OVERHEADS AND FLEET	333,030	3,910	(24,530)		(24,420)	287,990
81D8 RECYCLING	169,680	11,200	(100)		(10,620)	170,160
81E1 GF HOUSING - PROPERTY	173,590	51,200	(69,740)		27,840	182,890
Net Cost	9,745,050	172,180	(663,840)	0	(160,210)	9,093,180

This page is intentionally left blank

COMMUNITY - CAPITAL PROGRAMME 2015/16 AND FUTURE YEARS

SCHEMES LISTED WITHIN COUNCIL PURPOSES	2015/16 £	2016/17 £	2017/18 £	Future Years £	What the scheme is trying to achieve
COMMUNITY					
KEEP PLACE LOOKING GOOD					
Play Area Refurbishments	48,820				To provide for the refurbishment of the play areas at Station Road, Pinhoe and Crossmead
Rougemont Gardens - Path & Safety Railings	50,000 #				To repair the sinking path by consolidating the path base and resurfacing, and to replace corroded safety railings
Belmont Pleasure Ground - New Path	30,000 #				The existing path has suffered significant root damage from adjacent Plane trees, forming a trip hazard. This scheme will replace the main axis path adjacent to the trees.
Sub Total - Keep Place Looking Good	128,820	0	0	0	
KEEP ME/MY ENVIRONMENT SAFE & HEALTHY					
Vehicle Replacement Programme	403,000	400,000	400,000		To ensure that the Council's vehicles are replaced so that a safe and reliable fleet is maintained
Sub Total - Keep me/my environment safe & healthy	403,000	400,000	400,000	0	
HELP ME FIND SOMEWHERE TO LIVE					
Disabled Facilities Grants	379,000	379,000	379,000	379,000	To meet the legal duty to pay grants to enable disabled people to remain in their homes
Sub Total - Help me find somewhere to live	379,000	379,000	379,000	379,000	
COMMUNITY TOTAL	910,820	779,000	779,000	379,000	
New Bids #	80,000	0	0	0	
Pre-Approved	830,820	779,000	779,000	379,000	
TOTAL COMMUNITY CAPITAL PROGRAMME	910,820	779,000	779,000	379,000	

This page is intentionally left blank

Fee	VAT @ 20%	Total	VAT	Fee	VAT @ 20%	Total	VAT
£ p	£ p	£ p	Code	£ p	£ p	£ p	Code

A PARKS AND RECREATION GROUNDS

(Youth rate applies to under 18's)

Hire of Changing Accommodation Only
(Minimum 2 hours)

Negotiable

Negotiable

(1) Soccer and Rugby

(Hire of Pitch incl. Changing Accommodation)

(a) Single Games - Single Games - any one day	70.83	14.17	85.00	3	66.67	13.33	80.00	3
(b) Seasonal Licence - Seasonal Licence - any nominated day	940.00	-	940.00	8	865.00	-	865.00	8
(c) Exceptions - Without Changing Accommodation	66% of Standard Charge				66% of Standard Charge			
(d) Half Season	60% of Standard Charge				60% of Standard Charge			
(e) Under 18's (Voluntary Organisations only) - Standard pitch - Mini pitch	75% of Standard Charge 30% of Standard Charge				75% of Standard Charge 30% of Standard Charge			
(f) Practice Areas - marked pitch (Season) - unmarked area (Season) - Single Sessions (marked pitch or unmarked area)	940.00 20% of Standard Charge 75.00	- 15.00	940.00 90.00	8 3	865.00 20% of Standard Charge 66.67	- 13.33	865.00 80.00	8 3
(g) Cancellation (Admin. Charge)	10% of Standard Charge				10% of Standard Charge			
(h) Mid-Season Changes of Use	340.00	-	340.00	8	320.00	-	320.00	8

(2) Tennis

Tennis is free on City Council courts, on the understanding that players restrict games to one hour in total if others are waiting to play. The Council retains the right to restrict the free use of the courts on occasions, and to allocate courts for use by others. Fees are charged for organised use.

(a) Organised use (eg educational establishments) (Per Court, Per Hour)	7.50	1.50	9.00	3	6.67	1.33	8.00	3
(b) Events and organised use	negotiable				negotiable			

(3) Bowls

(a) Per Player, Per Hour - X-Card Holder - Non X-Card Holder	2.50 5.00	0.50 1.00	3.00 6.00	3 3	3.13 3.21	0.62 0.64	3.75 3.85	3 3
(b) Season Adult, Under 18's, Senior Citizen - X-Card Holder - Non X-Card Holder	52.50 58.33	10.50 11.67	63.00 70.00	3 3	48.50 50.21	9.70 10.04	58.20 60.25	3 3

	Fee	VAT @ 20%	Total	VAT	Fee	VAT @ 20%	Total	VAT
	£ p	£ p	£ p	Code	£ p	£ p	£ p	Code
(c) Use of green for County Competitions etc. (per rink hour)	8.33	1.67	10.00	3	5.83	1.17	7.00	3
(d) Season charge payable by clubs operating from bowling greens	380.00	-	380.00	8	350.00	-	350.00	8
(4) Croquet								
(a) Per Player, Per Hour (Incl. Equipment Hire)								
- X-Card Holder	2.50	0.50	3.00	3	3.13	0.62	3.75	3
- Non X-Card Holder	5.00	1.00	6.00	3	3.21	0.64	3.85	3
(b) Season Adult, Under 18's, Senior Citizen								
- X-Card Holder	52.50	10.50	63.00	3	48.50	9.70	58.20	3
- Non X-Card Holder	58.33	11.67	70.00	3	50.21	10.04	60.25	3
(c) Season charge payable by clubs operating from croquet lawns	224.40	-	224.40	8	220.00	-	220.00	8
(5) Petanque								
Annual charge payable by clubs operating from petanque terrain	80.00	-	80.00	8	60.00	-	60.00	8
(6) Allotments								
Charges are payable in September, or on commencement of the tenancy. Tenancies commencing after 1 April are charged at 50%								
From 1st September 2015								
Allotment letting fee - payable on initial letting	8.75	1.75	10.50	3	8.58	1.72	10.30	3
Site Key deposit	8.75	1.75	10.50	3	N/a			
(a) Normal fee per 25sq. metres (approx. 1 rod)	6.40	-	6.40	8	5.50	-	5.50	8
(b) Senior Citizen per 25 sq. Metres (first 250 sq. mtrs only) applies only to existing tenants eligible before Sept 2014	3.20	-	3.20	8	2.75	-	2.75	8
(c) LeisureCard Holders Discount of £2.50 for one plot only (125 sq mtrs or less), £5.00 for one plot only (126 sq mtrs -250 sq mtrs) but not to be used in conjunction with Senior Citizen rate)					No longer available			
(d) Sites without water	5.10	-	5.10	8	4.50	-	4.50	8
Partnership arrangements with Allotment Associations			by negotiation		N/a			
From 1st September 2015								
(a) Normal fee per 25sq. metres (approx. 1 rod)	6.40	-	6.40	8	6.30	-	6.30	8
(b) Senior Citizen/Under 18's fee per 25 sq. metres (first 250 sq. mtrs only)	3.20	-	3.20	8	3.15	-	3.15	8

	Fee		VAT @ 20%		Total		VAT Code	Fee		VAT @ 20%		Total		VAT Code
	£	p	£	p	£	p		£	p	£	p	£	p	
(c) LeisureCard Holders Discount of £2.50 for one plot only (125 sq mtrs or less), £5.00 for one plot only (126 sq mtrs -250 sq mtrs) but not to be used in conjunction with Senior Citizen rate)														
(d) Sites without water	5.10		-		5.10		8	5.00		-		5.00		8
(7) Events														
Fees are calculated to cover costs occurred in managing events on Council land. Other terms and conditions will apply eg specific insurance cover. Fees for long running events by negotiation														
Commercial events														
Large circus/funfair (more than 200 seated/5 rides)														
Set -up	255.00		51.00		306.00		3	250.00		50.00		300.00		3
Rate per day	348.50		69.70		418.20		3	341.67		68.33		410.00		3
			-							-				
Small circus/funfair (less than 200 seated/5 rides)														
Set -up	170.00		34.00		204.00		3	166.67		33.33		200.00		3
Rate per day	229.50		45.90		275.40		3	225.00		45.00		270.00		3
			-							-				
Major event (in excess of 1000 persons attending)														
Set -up fee	297.50		59.50		357.00		3	291.67		58.33		350.00		3
Rate per day	408.00		81.60		489.60		3	400.00		80.00		480.00		3
Minor event (less than 1000 persons attending)														
Set -up	119.00		23.80		142.80		3	116.67		23.33		140.00		3
Rate per day	170.00		34.00		204.00		3	166.67		33.33		200.00		3
Events organised by Charities and "Not for profit" organisations														
Large event (in excess of 1000 persons attending)														
Set -up	68.00		13.60		81.60		3	66.67		13.33		80.00		3
Rate per day	119.00		23.80		142.80		3	116.67		23.33		140.00		3
Medium event (500 to 1000 persons attending)														
Rate per day	119.00		23.80		142.80		3	116.67		23.33		140.00		3
Refundable deposit	119.00		23.80		142.80		3	116.67		23.33		140.00		3
Small event (less than 500 persons attending)														
Refundable deposit	119.00		23.80		142.80		3	116.67		23.33		140.00		3
Community events														
Large events (in excess of 1000 persons attending)														
Refundable deposit	59.50		11.90		71.40		3	58.33		11.67		70.00		3
	119.00		23.80		142.80		3	116.67		23.33		140.00		3
Small events (less than 1000 persons attending)														
Deposit guarantee	119.00		23.80		142.80		3	116.67		23.33		140.00		3

Fee	VAT @ 20%	Total	VAT	Fee	VAT @ 20%	Total	VAT
£ p	£ p	£ p	Code	£ p	£ p	£ p	Code

B CEMETERIES**(1) Purchase Fees for the Exclusive Right of Burial**

Purchase of burial rights for 30 years, extendable thereafter

Extension of Rights per 10 years	335.00	-	335.00	9	325.00	-	325.00	9
Children's Grave Extension of Rights per 10 years	150.00	-	150.00	9	145.00	-	145.00	9
- Adult Lawn Grave (Exwick BH/Topsham)	1,000.00	-	1,000.00	9	980.00	-	980.00	9
- Children's Section	450.00	-	450.00	9	443.00	-	443.00	9
- 'Edwardian' Single depth graves	1,000.00	-	1,000.00	9	980.00	-	980.00	9
- 'Edwardian' Single depth graves double width	1,485.00	-	1,485.00	9	1,440.00	-	1,440.00	9
- 'Heritage' new double depth pathside graves - Higher	1,530.00	-	1,530.00	9	1,500.00	-	1,500.00	9

(2) Interment Fees

(a) Interment of foetal remains	FOC						FOC	
(b) Stillborn child or child whose age at time of death did not exceed one month (in grave for which no right of burial granted)	FOC						FOC	
(c) Children under 16 years of age:								
(i) In existing children's section	FOC						FOC	
(ii) In adult section at depth not exceeding 2.4 meters (8 ft approx)	153.00	-	153.00	9	150.00	-	150.00	9
(d) Any person whose age at time of death was 16 years or more: Depth not exceeding 2.4 metres (8 ft approx)	880.00	-	880.00	9	860.00	-	860.00	9
(e) Hire of Chapel for foetal remains or child up to 16 years old	140.00	-	140.00	9	135.00	-	135.00	9
(f) Cremated remains:								
Interment of child's ashes	FOC						FOC	
Buried in a grave or special section	165.00	-	165.00	9	160.00	-	160.00	9
Scattering ashes	105.00	-	105.00	9	103.00	-	103.00	9
(g) Woodland Burial	880.00	-	880.00	9	860.00	-	860.00	9

	Fee	VAT @ 20%	Total	VAT	Fee	VAT @ 20%	Total	VAT
	£ p	£ p	£ p	Code	£ p	£ p	£ p	Code
(3) Grant of right to erect a memorial								
Lawn memorial	380.00	-	380.00	9	370.00	-	370.00	9
Vases	133.00	-	133.00	9	130.00	-	130.00	9
Cremation Tablets	180.00	-	180.00	9	155.00	-	155.00	9
Additional Inscriptions	90.00	-	90.00	9	88.00	-	88.00	9
Child's headstone	64.00	-	64.00	9	62.00	-	62.00	9
NB Before any memorial is erected on a grave, the exclusive right of burial must be purchased								
(4) Gardens of remembrance								
Higher cemetery								
Scattering & Central plaque	130.00	-	130.00	9	127.00	-	127.00	9
Scattering only	110.00	-	110.00	9	108.00	-	108.00	9
Tea Roses	430.00	-	430.00	9	422.00	-	422.00	9
Standard Roses	555.00	-	555.00	9	542.00	-	542.00	9
Pinwheel	615.00	-	615.00	9	605.00	-	605.00	9
Extension Desk Vase Tablet area	630.00	-	630.00	9	618.00	-	618.00	9
Extension small garden	950.00	-	950.00	9	927.00	-	927.00	9
Extension Large Garden	1,270.00	-	1,270.00	9	1,236.00	-	1,236.00	9
Exwick cemetery								
Scattering & vase	365.00	-	365.00	9	355.00	-	355.00	9
Scattering & scroll plaque	440.00	-	440.00	9	428.00	-	428.00	9
Scattering only	115.00	-	115.00	9	110.00	-	110.00	9
DVT	630.00	-	630.00	9	618.00	-	618.00	9
Rose garden	555.00	-	555.00	9	542.00	-	542.00	9
Tablets	550.00	-	550.00	9	540.00	-	540.00	9
Topsham cemetery								
Ashes section	630.00	-	630.00	9	618.00	-	618.00	9
All cemeteries (subject to availability) Lawn ashes grave	950.00	-	950.00	9	927.00	-	927.00	9
(5) Memorials other than on a grave								
Memorial bench with plaque 10yr lease	1,100.00	220.00	1,320.00	3	1,075.00	215.00	1,290.00	3
Plaque on existing bench - 10 yr lease	275.00	55.00	330.00	3	266.00	53.20	319.20	3
Memorial tree with granite block - 10 yr lease (provision on hold, as pending audit of trees)								
(6) Search of burials registers (except in the case of funeral directors and solicitors making arrangements in respect of a recent death including location of grave on site.)								
Maximum Charge	130.00	-	130.00	9	124.00	-	124.00	9
Certified copy of an entry in burial registers			FOC				FOC	
(7) Transfer of Exclusive Rights of Burial								
Transfer of rights	42.50	8.50	51.00	3	41.67	8.33	50.00	3

	Fee		VAT @ 20%		Total		VAT Code	Fee		VAT @ 20%		Total		VAT Code
	£	p	£	p	£	p		£	p	£	p	£	p	
C PUBLIC CONVENIENCES														
Radar Keys		3.92		0.78		4.70	3		3.84		0.76		4.60	3

D CLEANSING SERVICES

Please contact the Cleansing Department on 01392 665010 to arrange these services

(1) Trade Refuse and Recycling collections, Hazardous and Clinical Waste

Collections of trade refuse, trade recycling, hazardous waste (including refrigeration equipment) and clinical waste are available. Please contact 01392 665010 for charges.

(2) Sale of Composters, Wormeries & Compost

Recommended to be sold at cost, current charges:

Composters

- Junior Wormery	24.17	4.83	29.00	3	23.33	4.67	28.00	3
Midi Wormery (35 litre)	29.17	5.83	35.00	3	27.92	5.58	33.50	3
- Original Wormery (90 litre)	35.00	7.00	42.00	3	33.75	6.75	40.50	3
Worm Works 4	68.33	13.67	82.00	3	66.67	13.33	80.00	3
Compost Bin 220L	7.50	1.50	9.00	3	7.92	1.58	9.50	3
Compost Bin 330L	8.33	1.67	10.00	3	10.00	2.00	12.00	3

Wormeries include delivery

Compost bins are available to collect from Civic Centre or subject to a £6 delivery charge

Prices of composters may change for temporary special offers at the discretion of the Cleansing and Fleet Manager

(3) Disposal of motor car	40.00	8.00	48.00	3	38.75	7.75	46.50	3
----------------------------------	-------	------	-------	---	-------	------	-------	---

(4) Bulky items

We collect a limited number of bulky items from Domestic premises for a standard charge

For collection of more than four items, larger quantities of bulky or loose items, or collections from business premises, an hourly charge will be made

Standard charge for items presented at boundary of property (normal waste & recycling collection point)

Standard charge for one item from domestic premises	19.00	-	19.00	9	18.00	-	18.00	9
Standard charge for each additional item from domestic premises	10.00	-	10.00	9	10.00	-	10.00	9

Charge for items collected from inside the property (i.e. from a shed, garage, garden or house)

One item from domestic premises	26.00	-	26.00	9	25.00	-	25.00	9
Per additional item	10.00	-	10.00	9	10.00	-	10.00	9

Hourly rate for collection (minimum charge - 1 hour)

from business premises	97.00	-	97.00	9	95.00	-	95.00	9
from schools and households	51.00	-	51.00	9	50.00	-	50.00	9

	Fee	VAT @ 20%	Total	VAT	Fee	VAT @ 20%	Total	VAT
	£ p	£ p	£ p	Code	£ p	£ p	£ p	Code
(5) Garden Waste								
Hire of 240l brown wheelie bin for year	38.00	-	38.00	9	37.00	-	37.00	9
Additional 240l bins at same address	28.00	-	28.00	9	27.00	-	27.00	9
Hire of 120l brown wheelie bin for year	28.00	-	28.00	9	27.00	-	27.00	9
Additional 120l bins at same address	22.00	-	22.00	9	21.00	-	21.00	9
Biodegradable sacks - each (available from Council offices)	2.00	-	2.00	9	2.00	-	2.00	9
(6) Clear bags for domestic recycling								
	1.50	-	1.50	9	1.45	-	1.45	9
(7) Domestic Refuse containers								
The following charges will be applied for the supply and delivery of domestic refuse bins								
Replacement or change of ONE container:								
Green (recycling) bin 140-litre or 240-litre	10.00	-	10.00	9	No Corresponding charge			
140 litre wheeled grey (residual) bin	20.00	-	20.00	9	12.00	-	12.00	9
180 litre wheeled grey (residual) bin	25.00	-	25.00	9	12.00	-	12.00	9
240 litre wheeled grey (residual) bin	30.00	-	30.00	9	12.00	-	12.00	9
Replacement or change of a PAIR of containers (one green and one grey):								
140 litre wheeled grey (residual) and green (recycling) bin	30.00	-	30.00	9	18.00	-	18.00	9
180 litre wheeled grey (residual) and green (recycling) bin	35.00	-	35.00	9	18.00	-	18.00	9
240 litre wheeled grey (residual) and green (recycling) bin	40.00	-	40.00	9	18.00	-	18.00	9
Replacement or change of shared containers for communal bin stores:								
360 litre wheeled grey (residual) bin	74.00	-	74.00	9	72.50	-	72.50	9
660 litre grey (residual) wheeled bin	248.00	-	248.00	9	242.00	-	242.00	9
1100 litre grey (residual) wheeled bin	263.00	-	263.00	9	257.50	-	257.50	9
80 litre static grey (residual) bin	13.00	2.60	15.60	3	12.92	2.58	15.50	3
Seagull-proof sack	FOC				FOC			
Replacement or changed containers may have been previously used but will be cleaned before delivery.								
If a customer requests a smaller grey bin and larger green bin, the charge will be made at the smaller bin rate								
Supply and delivery of a roll of 200 sacks for residual waste	13.50	2.70	16.20	3	12.92	2.58	15.50	3

	Fee	VAT @ 20%	Total	VAT	Fee	VAT @ 20%	Total	VAT
	£ p	£ p	£ p	Code	£ p	£ p	£ p	Code
(8) Graffiti Removal								
Up to 1 m ²	29.75	5.95	35.70	3	29.17	5.83	35.00	3
Over 1 m ² (quote to be obtained)								
Graffiti kit	38.25	7.65	45.90	3	37.50	7.50	45.00	3
(9) Mechanical Sweeper								
Maximum per hour (may vary depending on size of machine used)	72.25	14.45	86.70	3	70.83	14.17	85.00	3
(10) Clearing After Events								
Charge per hour (litter picking)	17.00	3.40	20.40	3	16.67	3.33	20.00	3
E PEST CONTROL								
(1) Rat Control								
Domestic premises, non domestic premises and rented accommodation - standard treatment								
(Per hour or part)	44.80	11.20	56.00	3	45.83	9.17	55.00	3
Out of hours (per hour or part)	64.00	16.00	80.00	3	65.00	13.00	78.00	3
(2) Mouse Control								
Domestic premises, non domestic premises and rented accommodation - standard treatment								
(Per hour or part)	44.80	11.20	56.00	3	45.83	9.17	55.00	3
Out of hours (per hour of part)	64.00	16.00	80.00	3	65.00	13.00	78.00	3
(3) Insect Control								
Wasps - during standard hours								
- out of hours	44.80	11.20	56.00	3	45.83	9.17	55.00	3
- out of hours	64.00	16.00	80.00	3	65.00	13.00	78.00	3
Bed Bugs - during standard hours (one room)								
- out of hours (one room)	84.00	21.00	105.00	3	83.33	16.67	100.00	3
- additional rooms - per room	112.00	28.00	140.00	3	112.50	22.50	135.00	3
- additional rooms - per room	52.00	13.00	65.00	3	50.00	10.00	60.00	3
Fleas - One room								
- additional rooms - per room	60.00	15.00	75.00	3	58.33	11.67	70.00	3
- out of hours (one room)	20.80	5.20	26.00	3	20.83	4.17	25.00	3
- out of hours (one room)	112.00	28.00	140.00	3	112.50	22.50	135.00	3
Cockroaches - One room								
- additional rooms - per room	84.00	21.00	105.00	3	83.33	16.67	100.00	3
- out of hours (one room)	52.00	13.00	65.00	3	50.00	10.00	60.00	3
- out of hours (one room)	112.00	28.00	140.00	3	112.50	22.50	135.00	3
Other Insects - during standard hours								
- minimum charge	68.00	17.00	85.00	3	66.67	13.33	80.00	3
(price on application for each treatment or treatment out of hours)								

	Fee	VAT @ 20%	Total	VAT	Fee	VAT @ 20%	Total	VAT
	£ p	£ p	£ p	Code	£ p	£ p	£ p	Code
(4) Survey and Advice Visits								
Survey and Advice Visits to premises (this charge will be deducted from the final cost of the treatment if a treatment is undertaken)	12.00	3.00	15.00	3	12.50	2.50	15.00	3

50% charge during office hours for survey and advice visits and the destruction of public health pests i.e. mice, fleas, bedbugs and wasps where householder/tenant is on Income Support, Income Based Job Seeker's Allowance, Income Related Employment and Support Allowance and Guaranteed Pension Credit

Annual contracts for pest control at the discretion of the Assistant Director (Environment)

* Charges are normally on a payment before treatment basis. Where an account is rendered, an additional charge of £20.00 is levied (inc VAT).

Charges may be waived by the Assistant Director (Environment) for public health reasons.

F DOG KENNELING

(1) Reception (inc. transportation)

Where a stray dog is taken to a kennel (chosen by the Assistant Director - Public Realm), the owner of the dog will be charged for the transportation costs, kennelling (up to 7 days) and a statutory fine of £25 on collecting the dog.

187.00	37.40	224.40	3	183.33	36.67	220.00	3
--------	-------	--------	---	--------	-------	--------	---

(2) Other Charges

Administration (should an account be necessary in respect of kennelling)

17.50	3.50	21.00	3	17.17	3.43	20.60	3
-------	------	-------	---	-------	------	-------	---

Statutory additional charge (Environmental Protection (Stray Dogs) Regulations 1992)

25.50	-	25.50	9	25.00	-	25.00	9
-------	---	-------	---	-------	---	-------	---

Kennelling and Veterinary care charged at cost

Returning Dog to Owner

42.50	8.50	51.00	3	41.67	8.33	50.00	3
-------	------	-------	---	-------	------	-------	---

G HOME CALL

		-						
Householders (per week)	3.71	0.74	4.45	3 or 7	3.64	0.73	4.37	3 or 7
Keysafe service - per week	1.88	0.38	2.26	3 or 7	1.84	0.37	2.21	3 or 7
Keysafe (purchase)	90.04	18.01	108.05	3 or 7	88.27	17.65	105.92	3 or 7
other peripheral devices charged at a minimum of 1.4% of unit cost price plus VAT per week including:								
Smoke detector - per week	0.90	0.18	1.08	3 or 7	0.88	0.18	1.06	3 or 7
Heat detector - per week	1.13	0.23	1.36	3 or 7	1.11	0.22	1.33	3 or 7
CO detector - per week	1.41	0.28	1.69	3 or 7	1.38	0.28	1.66	3 or 7
Fall detector - per week	1.36	0.27	1.63	3 or 7	1.33	0.27	1.60	3 or 7
Contracts / monitoring only - By negotiation								
Lone Worker monitoring - By negotiation								
Ad hoc equipment installation charge (per hour or part)	27.05	5.41	32.46	3	26.52	5.30	31.82	3

	Fee	VAT @ 20%	Total	VAT	Fee	VAT @ 20%	Total	VAT
	£ p	£ p	£ p	Code	£ p	£ p	£ p	Code
H CCTV								
Production of CCTV data to third parties in connection with litigation (not Subject Access Requests)	154.18	30.84	185.02	3	151.16	30.23	181.39	3
I MISCELLANEOUS								
(1) Surrender of unfit foodstuffs								
per hour or part Regular inspections - Annual terms to be agreed	85.00	17.00	102.00	3	83.33	16.67	100.00	3
(2) Food Export Licence (Per hour or part) Plus analysts fee	82.00	-	82.00	9	80.00	-	80.00	9
(3) Water Sampling and Private Water Supplies Statutory charges:								
Sampling Visit Fee plus analysis	64.00	16.00	80.00	3	66.67	13.33	80.00	3
Private Water Supply Risk Assessment	160.00	40.00	200.00	3	166.67	33.33	200.00	3
Private Water Supply Investigation Costs	64.00	16.00	80.00	3	66.67	13.33	80.00	3
Private Water Supply Granting an Authorisation	64.00	16.00	80.00	3	66.67	13.33	80.00	3
(4) Food Hygiene Courses								
Level 2 Award in Food Safety in Catering	47.50	-	47.50	8	45.00	-	45.00	8
Level 3 Award in Food Safety in Catering	260.00	-	260.00	8	250.00	-	250.00	8
Level 4 Award in Food Safety in Catering	480.00	-	480.00	8	460.00	-	460.00	8
Level 3 Award in Food Safety Supervision in Retail	260.00	-	260.00	8	250.00	-	250.00	8
Level 2 Award in Healthier Foods and Special Diets	47.50	-	47.50	8	45.00	-	45.00	8
Food Safety Awareness Session	10.00	-	10.00	8	10.00	-	10.00	8
Other Courses	130.00	-	130.00	8	125.00	-	125.00	8
(5) Statements								
Factual Statements for Civil Proceedings	132.00	33.00	165.00	3	133.33	26.67	160.00	3
(6) Health & Safety Courses								
Level 2 Award in Health & Safety	47.50	-	47.50	8	45.00	-	45.00	8
Level 4 Award in Health and Safety	480.00	-	480.00	8	460.00	-	460.00	8
Level 3 Award in Risk Assessment	180.00	-	180.00	8	170.00	-	170.00	8
Principals in Manual Handling	37.50	-	37.50	8	35.00	-	35.00	8
Health and Safety Awareness Session	10.00	-	10.00	8	10.00	-	10.00	8
(7) Environmental Awareness Course	47.50	-	47.50	8	45.00	-	45.00	8
(8) Environmental Management Course	490.00	-	490.00	8	475.00	-	475.00	8

Fees for other courses to be at the discretion of the Assistant Director (Environment).
Where an account is rendered, an additional charge of £20.00 is levied (inc VAT).

Fee	VAT @ 20%	Total	VAT	Fee	VAT @ 20%	Total	VAT
£ p	£ p	£ p	Code	£ p	£ p	£ p	Code

J LICENSING FEES - GENERAL

A NON RETURNABLE ADMINISTRATION FEE OF £50 INCLUDING VAT AT THE CURRENT RATE IS PAYABLE WITH ALL NEW APPLICATIONS (INCLUDES KNOWLEDGE TEST)

Fee	VAT @ 20%	Total	VAT	Fee	VAT @ 20%	Total	VAT	
£ p	£ p	£ p	Code	£ p	£ p	£ p	Code	
(1) Hackney carriage								
Vehicle Licence (Incl Plate & Survey Charge)	325.00	-	325.00	9	318.50	-	318.50	9
(2) Hackney Carriage								
Driver's Licence and Identity card - 1 year	97.00	-	97.00	9	95.00	-	95.00	9
Driver's Licence and Identity card - 3 year	230.00	-	230.00	9	225.00	-	225.00	9
(3) Private Hire Operators Licence								
per annum	107.00	-	107.00	9	105.00	-	105.00	9
5 year licence	470.00	-	470.00	9	460.00	-	460.00	9
(4) Private Hire Vehicle Licence								
(Incl. Plate)	255.00	-	255.00	9	250.00	-	250.00	9
(5) Private Hire Drivers								
Driver's Licence and Identity card - 1 year	97.00	-	97.00	9	95.00	-	95.00	9
Driver's Licence and Identity card - 3 year	230.00	-	230.00	9	225.00	-	225.00	9
(6) Vehicle Licences and Plate - Transfer Fees								
	58.00	-	58.00	9	56.50	-	56.50	9
(7) Additional Knowledge Test								
	32.00	6.40	38.40	3	26.67	5.33	32.00	3
(8) Miscellaneous fees								
Replacement plate	30.00	-	30.00	9	28.00	-	28.00	9
Missed appointments	30.00	6.00	36.00	3	23.33	4.67	28.00	3
(9) Consents to Street Trade								
For up to 3 months	720.00	-	720.00	9	718.00	-	718.00	9
For up to 6 months	1,030.00	-	1,030.00	9	1,025.00	-	1,025.00	9
For up to 9 months	1,550.00	-	1,550.00	9	1,538.00	-	1,538.00	9
For up to 12 months	1,800.00	-	1,800.00	9	1,795.00	-	1,795.00	9

	Fee	VAT @ 20%	Total	VAT	Fee	VAT @ 20%	Total	VAT
	£ p	£ p	£ p	Code	£ p	£ p	£ p	Code
Animal Welfare								
(10) Animal Boarding Establishment								
Licence								
(a) New Licence (inclusive of vets fees)	210.00	-	210.00	9	200.00	-	200.00	9
(b) Renewal (inclusive of vets fees)	210.00	-	210.00	9	200.00	-	200.00	9
(c) Renewal (exclusive of vets fees)	80.00	-	80.00	9	No Corresponding charge			
(11) Pet Animals Licence								
(a) New Licence (inclusive of vets fees)	210.00	-	210.00	9	200.00	-	200.00	9
(b) Renewal (inclusive of vets fees)	210.00	-	210.00	9	200.00	-	200.00	9
(c) Renewal (exclusive of vets fees)	80.00	-	80.00	9	No Corresponding charge			
(12) Riding Establishments Licence								
Minimum charge (inclusive of vets fees)	490.00	-	490.00	9	480.00	-	480.00	9
per horse in excess of 10	7.00	-	7.00	9	7.00	-	7.00	9
(13) Dog Breeding Establishments Licence								
(a) New Licence (inclusive of vets fees)	210.00	-	210.00	9	200.00	-	200.00	9
(b) Renewal (inclusive of vets fees)	210.00	-	210.00	9	200.00	-	200.00	9
(c) Renewal (exclusive of vets fees)	80.00	-	80.00	9	No Corresponding charge			
(14) Dangerous Wild Animals Act*								
Licence Fee (inclusive of vets fees)	340.00	-	340.00	9	330.00	-	330.00	9
(15) Sex Establishments Licence								
	3,700.00	-	3,700.00	9	3,700.00	-	3,700.00	9
(16) Small Lotteries								
Statutory Charges								
(a) Registration	40.00	-	40.00	9	40.00	-	40.00	9
(b) Renewal	20.00	-	20.00	9	20.00	-	20.00	9
(17) Gambling Act 2005								
Statutory charges:								
(i) Bingo								
- Provisional statement	2,745.00	-	2,745.00	9	2,745.00	-	2,745.00	9
- New premises following provisional statement	1,060.00	-	1,060.00	9	1,060.00	-	1,060.00	9
- New premises without provisional statement	3,215.00	-	3,215.00	9	3,215.00	-	3,215.00	9
- Annual fee - First year only following fast track conversion	590.00	-	590.00	9	590.00	-	590.00	9
- Annual fee - other than above	765.00	-	765.00	9	765.00	-	765.00	9
- Variation	1,380.00	-	1,380.00	9	1,380.00	-	1,380.00	9
- Transfer	945.00	-	945.00	9	945.00	-	945.00	9
- Reinstatement	945.00	-	945.00	9	945.00	-	945.00	9

	Fee	VAT @ 20%	Total	VAT	Fee	VAT @ 20%	Total	VAT
	£ p	£ p	£ p	Code	£ p	£ p	£ p	Code
(ii) Adult Gaming Centre								
- Provisional statement	1,530.00	-	1,530.00	9	1,530.00	-	1,530.00	9
- New premises following provisional statement	1,178.00	-	1,178.00	9	1,178.00	-	1,178.00	9
- New premises without provisional statement	2,000.00	-	2,000.00	9	2,000.00	-	2,000.00	9
- Annual fee - First year only following fast track conversion	590.00	-	590.00	9	590.00	-	590.00	9
- Annual fee - other than above	765.00	-	765.00	9	765.00	-	765.00	9
- Variation	765.00	-	765.00	9	765.00	-	765.00	9
- Transfer	945.00	-	945.00	9	945.00	-	945.00	9
- Reinstatement	945.00	-	945.00	9	945.00	-	945.00	9
(iii) Family Entertainment Centre								
- Provisional statement	765.00	-	765.00	9	765.00	-	765.00	9
- New premises following provisional statement	1,120.00	-	1,120.00	9	1,120.00	-	1,120.00	9
- New premises without provisional statement	1,768.00	-	1,768.00	9	1,768.00	-	1,768.00	9
- Annual fee - First year only following fast track conversion	415.00	-	415.00	9	415.00	-	415.00	9
- Annual fee - other than above	590.00	-	590.00	9	590.00	-	590.00	9
- Variation	790.00	-	790.00	9	790.00	-	790.00	9
- Transfer	765.00	-	765.00	9	765.00	-	765.00	9
- Reinstatement	765.00	-	765.00	9	765.00	-	765.00	9
(iv) Betting Track								
- Provisional statement	710.00	-	710.00	9	710.00	-	710.00	9
- New premises following provisional statement	2,060.00	-	2,060.00	9	2,060.00	-	2,060.00	9
- New premises without provisional statement	2,060.00	-	2,060.00	9	2,060.00	-	2,060.00	9
- Annual fee - other than above	736.00	-	736.00	9	736.00	-	736.00	9
- Variation	1,000.00	-	1,000.00	9	1,000.00	-	1,000.00	9
- Transfer	710.00	-	710.00	9	710.00	-	710.00	9
- Reinstatement	710.00	-	710.00	9	710.00	-	710.00	9
(v) Betting Other								
- Provisional statement	2,142.00	-	2,142.00	9	2,142.00	-	2,142.00	9
- New premises following provisional statement	1,200.00	-	1,200.00	9	1,200.00	-	1,200.00	9
- New premises without provisional statement	3,000.00	-	3,000.00	9	3,000.00	-	3,000.00	9
- Annual fee - other than above	600.00	-	600.00	9	600.00	-	600.00	9
- Variation	1,075.00	-	1,075.00	9	1,075.00	-	1,075.00	9
- Transfer	860.00	-	860.00	9	860.00	-	860.00	9
- Reinstatement	860.00	-	860.00	9	860.00	-	860.00	9
(vi) Miscellaneous Premises Licence Fees:								
- Change of circumstances (statutory charge)	50.00	-	50.00	9	50.00	-	50.00	9
- Copy of Licence	27.50	-	27.50	9	27.50	-	27.50	9

	Fee	VAT @ 20%	Total	VAT	Fee	VAT @ 20%	Total	VAT
	£ p	£ p	£ p	Code	£ p	£ p	£ p	Code
(vii) Unlicensed FEC permits								
- Application fee	330.00	-	330.00	9	330.00	-	330.00	9
- Application fee - existing operator	110.00	-	110.00	9	110.00	-	110.00	9
- Renewal fee	330.00	-	330.00	9	330.00	-	330.00	9
- Change of name	27.50	-	27.50	9	27.50	-	27.50	9
- Copy of permit	15.00	-	15.00	9	15.00	-	15.00	9
- Temporary use notices	tba			9	tba			9
- Occasional use notices	tba			9	tba			9
(viii) Automatic entitlement - Alcohol Licensed Premises								
- Notification of two machines	50.00	-	50.00	9	50.00	-	50.00	9
(ix) Permit for more than two machines - Alcohol Licensed Premises								
- Application fee - existing operator	100.00	-	100.00	9	100.00	-	100.00	9
- Application fee other than as above	150.00	-	150.00	9	150.00	-	150.00	9
- Permit variation fee	100.00	-	100.00	9	100.00	-	100.00	9
- Permit transfer fee	25.00	-	25.00	9	25.00	-	25.00	9
- Annual fee	50.00	-	50.00	9	50.00	-	50.00	9
- Change of name	25.00	-	25.00	9	25.00	-	25.00	9
- Copy of permit	15.00	-	15.00	9	15.00	-	15.00	9
(x) Prize Gaming								
- Application fee	300.00	-	300.00	9	300.00	-	300.00	9
- Application fee - existing operator	100.00	-	100.00	9	100.00	-	100.00	9
- Renewal fee	300.00	-	300.00	9	300.00	-	300.00	9
- Change of name	25.00	-	25.00	9	25.00	-	25.00	9
- Copy of permit	15.00	-	15.00	9	15.00	-	15.00	9
(xi) Club Gaming and Club Machine Permits								
- Application fee - existing operator	110.00	-	110.00	9	110.00	-	110.00	9
- Application fee other than as above	220.00	-	220.00	9	220.00	-	220.00	9
- Permit variation fee	110.00	-	110.00	9	110.00	-	110.00	9
- Permit fee - fast track	110.00	-	110.00	9	110.00	-	110.00	9
- Renewal fee - other	220.00	-	220.00	9	220.00	-	220.00	9
- Annual fee	50.00	-	50.00	9	50.00	-	50.00	9
- Copy of permit	15.00	-	15.00	9	15.00	-	15.00	9
(18) Scrap Metal Licences								
- New Scrap Metal Site Licence	270.00	-	270.00	9	270.00	-	270.00	9
- New Scrap Metal Collectors Licence	128.00	-	128.00	9	128.00	-	128.00	9
- Scrap Metal Site Licence Renewal	180.00	-	180.00	9	180.00	-	180.00	9
- Scrap Metal Collectors Licence Renewal	95.00	-	95.00	9	95.00	-	95.00	9
- Vary Licence Holders Details	15.00	-	15.00	9	15.00	-	15.00	9
- Vary Licensed Sites	65.00	-	65.00	9	65.00	-	65.00	9
- Vary Site Manager	35.00	-	35.00	9	35.00	-	35.00	9
- Vary Change from Site to Collector Licence	35.00	-	35.00	9	35.00	-	35.00	9
- Vary Change from Collector to Site	120.00	-	120.00	9	120.00	-	120.00	9

	Fee	VAT @ 20%	Total	VAT	Fee	VAT @ 20%	Total	VAT
	£ p	£ p	£ p	Code	£ p	£ p	£ p	Code
(19) Control of Skin Piercing etc								
Registration Fee - premises (inc one person)	90.00	-	90.00	9	85.00	-	85.00	9
- extra person	45.00	-	45.00	9	42.50	-	42.50	9
(20) Food Premises Register								
Copy of whole Register	640.00	-	640.00	9	640.00	-	640.00	9
Copy of a section of Register	135.00	-	135.00	9	135.00	-	135.00	9
Copy of individual premises	16.00	-	16.00	9	16.00	-	16.00	9
K LICENSING FEES - LICENSING ACT 2003								
Statutory charges:								
(1) Premises Licence and Club Premises Certificates								
Grant or variation								
Band A - No rateable value up to £4,300	100.00	-	100.00	9	100.00	-	100.00	9
Band B - Rateable value £4,301 to £33,000	190.00	-	190.00	9	190.00	-	190.00	9
Band C - Rateable value £33,301 to £87,000	315.00	-	315.00	9	315.00	-	315.00	9
Band D - Rateable value £87,001 to £125,000	450.00	-	450.00	9	450.00	-	450.00	9
Band C - Rateable value £125,001 and above	635.00	-	635.00	9	635.00	-	635.00	9
Annual fee								
Band A - No rateable value up to £4,300	70.00	-	70.00	9	70.00	-	70.00	9
Band B - Rateable value £4,301 to £33,000	180.00	-	180.00	9	180.00	-	180.00	9
Band C - Rateable value £33,301 to £87,000	295.00	-	295.00	9	295.00	-	295.00	9
Band D - Rateable value £87,001 to £125,000	320.00	-	320.00	9	320.00	-	320.00	9
Band C - Rateable value £125,001 and above	350.00	-	350.00	9	350.00	-	350.00	9
* An additional fee is payable for premises exclusively or primarily carrying on the supply of alcohol for consumption on the premises for events of 5,000 or more persons.								
(2) Other charges								
Temporary event notice	21.00	-	21.00	9	21.00	-	21.00	9
Theft, loss etc of premises licence or summary	10.50	-	10.50	9	10.50	-	10.50	9
Application for provisional statement	315.00	-	315.00	9	315.00	-	315.00	9
Notification of change of name and address	10.50	-	10.50	9	10.50	-	10.50	9
Variation to specify individual as premises supervisor	23.00	-	23.00	9	23.00	-	23.00	9
Transfer of premises licence	23.00	-	23.00	9	23.00	-	23.00	9
Interim authority notice	23.00	-	23.00	9	23.00	-	23.00	9
Theft, loss etc of certificate or summary	10.50	-	10.50	9	10.50	-	10.50	9
Notification of change of name or alteration of club rules	10.50	-	10.50	9	10.50	-	10.50	9
Change of relevant registered address of club	10.50	-	10.50	9	10.50	-	10.50	9
Theft, loss etc of temporary event notice	10.50	-	10.50	9	10.50	-	10.50	9
Grant or renewal of personal licence	34.00	-	34.00	9	34.00	-	34.00	9
Theft, loss etc of personal licence	10.50	-	10.50	9	10.50	-	10.50	9
Duty to notify change of name or address	10.50	-	10.50	9	10.50	-	10.50	9
Right of freeholder to be notified	21.00	-	21.00	9	21.00	-	21.00	9

	Fee	VAT @ 20%	Total	VAT	Fee	VAT @ 20%	Total	VAT
	£ p	£ p	£ p	Code	£ p	£ p	£ p	Code
L HOUSES IN MULTIPLE OCCUPATION								
Licence for Houses in multiple occupation with five or more residents occupying a property more than two storeys high (under the provisions of the Housing Act 2004)								
(1) Licensing								
5 year licence - per property	720.00	-	720.00	9	700.00	-	700.00	9
Processing a shorter term licence	720.00	-	720.00	9	700.00	-	700.00	9
Processing an application for a Temporary Exemption Notice	127.00	-	127.00	9	124.00	-	124.00	9
Fee for officers to draw property plans for application	127.00	-	127.00	9	124.00	-	124.00	9
Variation of licence	127.00	-	127.00	9	124.00	-	124.00	9
Revocation of licence	127.00	-	127.00	9	124.00	-	124.00	9
(2) Serving of notices and making of orders								
Improvement notice	237.00	-	237.00	9	232.00	-	232.00	9
Hazard awareness notice	237.00	-	237.00	9	232.00	-	232.00	9
Prohibition order / Emergency prohibition order	237.00	-	237.00	9	232.00	-	232.00	9
Emergency remedial action	237.00	-	237.00	9	232.00	-	232.00	9
Demolition order	269.00	-	269.00	9	263.00	-	263.00	9
Reviewing suspended notice or order	132.00	-	132.00	9	129.00	-	129.00	9
(3) Fee reductions								
Full compliance with improvement notice within timescales specified by the notice	237.00	-	237.00	9	232.00	-	232.00	9
Full compliance with prohibition order within timescales specified by the order	237.00	-	237.00	9	232.00	-	232.00	9
Resolution of hazards within 3 months of receipt of Hazard awareness notice	237.00	-	237.00	9	232.00	-	232.00	9
(4) Immigration Visits								
Pre immigration visit to determine the suitability of a premises for occupation including a full HHSRS inspection and production of a letter confirming the outcome of that visit. Payment must be made in full before the inspection is carried out and is non returnable.	255.83	51.17	307.00	3	250.00	50.00	300.00	3
Inspection undertaken following a missed appointment or cancellation. Payment must be made in full before the inspection is carried out and is non returnable.	62.50	12.50	75.00	3	62.50	12.50	75.00	3
(5) Additional Licensing for Certain Types of Houses in Multiple Occupation								
A new licensing scheme to be implemented on 23 February 2015								
1 Flat* (per flat; in the case of flats in multiple occupation in a mixed used building with up to 5 tenants, additional £100 per tenant thereafter)	550.00	-	550.00	9	n/a			
2 Flats*	700.00	-	700.00	9	n/a			
3 Flats*	850.00	-	850.00	9	n/a			
4 Flats*	1,000.00	-	1,000.00	9	n/a			
5 to 7 Flats*	1,150.00	-	1,150.00	9	n/a			
8 to 10 Flats*	1,300.00	-	1,300.00	9	n/a			
10 or more Flats*	As above, plus £150 per additional flat							
Fee to be added to the cost of the licence if an application has not been submitted by 31 March 2015	300.00	-	300.00	9	n/a			
* Discounts available:								
- Single ownership discount (all flats need to be under one ownership for this discount to apply) No discount applied where there are fewer than 2 flats	(100.00)							
- Early registration discount	(50.00)							
- Accreditation / landlord association discount	(125.00)							