

Taunton Deane Borough Council

Executive – 4 December 2013

Fees and Charges 2014/2015

Report of the Strategic Finance Officer

(This matter is the responsibility of Executive Councillors Ken Hayward, Mrs Jean Adkins, Mrs Vivienne Stock-Williams and Mark Edwards)

1. Summary

1.1 This report sets out the proposed fees and charges for 2014/2015.

1.2 The Executive is invited to consider the proposed fees before their submission to Full Council for approval.

2. Background

2.1 Taunton Deane Borough Council charges the public for some services that they use. Some of these charges are set by central government whilst others are set by us.

The services that TDBC charge for and are covered by this report are;

- Crematoria
- Cemetery
- Waste Services
- Land Charges
- Housing
- Licensing
- Planning
- Environmental Health
- Recovery of Court Costs
- Deane Helpline
- Building Control
- Somerset West Private Sector Housing

3. Proposed Increases for 2014/2015

3.1 Appended to this report are the detailed proposed charges for each service as outlined below:-

Crematoria	Appendix A
Cemetery	Appendix A
Waste Services	Appendix B
Land Charges	Appendix C
Housing	Appendix D
Licensing	Appendix E
Planning	Appendix F
Environmental Health	Appendix G
Recovery of Court Costs	Appendix H
Deane Helpline	Appendix I
Building Control	Appendix J
Somerset West Private Sector Housing	Appendix K

3.2 This report is different to previous years in that the appendices include the legislation that allows Taunton Deane Borough Council to charge for the service in question. The appendices also confirm if the charges can only be what it costs to provide the service or can be another charge.

3.3 This gives Councillors reassurance that the charges being proposed are legally set.

3.4 The charges shown in Appendix A (Crematoria and Cemetery) where they have been increased have been uplifted by 2.8%. This does not reflect the % increase assumed within the Medium Term Financial Plan for fees and charges. A lower figure has been used to keep charges competitive in light of the new crematorium in Pawlett.

3.5 The charges shown in Appendix C (Land Charges) were still being calculated to ensure that they are robust when the fees and charges were considered by Corporate Scrutiny. The work has now been completed and the fees and charges have not been changed to those considered by Corporate Scrutiny.

3.6 At its meeting on 21st November Corporate Scrutiny considered all the fees and charges expect for licensing charges (which it considered at its meeting on 25th November. No changes to the proposed charges were suggested however the following comments were made.

Appendix A – Crematoria and Cemetery

How do we compare to the neighbouring crematoria charging?

Appendix B – Waste

No comments were made

Appendix C – Land Charges

No comments were made

Appendix D – Housing Services

A suggestion was made that next year's charges were presented with greater transparency to clearly demonstrate the costs of the service to support the fees proposed

Appendix E – Licensing

Corporate Scrutiny considered this appendix at its meeting on 25th November to allow them to receive more detail about the calculation of the charges to ensure that the proposed charges were calculated correctly

Appendix F – Planning

Has any sensitivity analysis been carried out?

How do we compare to other districts (e.g. Exeter does not charge for this service)

Higher charging for the higher end charges

Concerns about the level 1 and 2a charges were expressed

A good website would allow the public to answer their questions without the need to pay for this service

Appendix G – Environmental Health, Pest Control

A concern about the level of the charges was expressed by one Councillor attending the meeting

Appendix H – Revenues Service

No comments were made

Appendix I – Deane Helpline

Why is the charge not rounded as others have been?

How do we compare to other providers of this service?

A concern was raised about the 10% increase for private customers

Appendix J – Building Control

No comments were made

Appendix K – Somerset West Private Sector Housing

No comments were made

3.7 At its meeting on 21st November Corporate Scrutiny considered the fees and charges for licensing. No amendment to the proposed fees was recommended.

4. Finance Comments

4.1 This is a finance report and there are no further comments.

5. Legal Comments

5.1 The legislation that allows Taunton Deane Borough Council to charge are included within the appendices.

6. Links to Corporate Aims

6.1 Even though some of the services increasing their charges are linked to

the corporate aims there are no specific links within this report.

7. Environmental and Community Safety Implications

7.1 There are no environmental and community safety implications of this report.

8. Equalities Impact

8.1 Where equalities issues have been identified the equalities impact assessment are in the appendices for the various services.

9. Risk Management

9.1 Not appropriate to this report.

10. Partnership Implications

10.1 There are no partnership implications of this report.

11. Recommendations

11.1 The Executive is recommended to recommend to Full Council that the proposed fees and charges for 2014/15 as set out in this report be approved.

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**Taunton Deane Borough Council
Fees and Charges 2014/15**

TAUNTON DEANE CEMETERIES AND CREMATORIUM

Background

THE SERVICE.

Taunton Deane Cemeteries and Crematorium carry out over 300 burials and 2200 cremations per annum.

Taunton Crematorium was opened in 1963, designed by a private architect and built in stone from three neighbouring quarries. In 1965 the building was granted a Civic Award and, being of 'architectural interest' was 'listed' in 1998.

The catchment area for the crematorium extends well beyond the Borough boundary, with daily services being attracted from Minehead, Chard and Bridgwater. Regular funerals are also received from Tiverton, Honiton and Axminster.

Our nearest competitors are Barnstaple, Exeter, Bath, Yeovil, Weston-Super-Mare, Bristol and Bridgwater.

A crematorium is due to open at Pawlett, this crematorium will affect the number of services held at Taunton.

The service is provided through high quality buildings and grounds, which include 5 large cemeteries covering roughly over fifty acres. The cemeteries date back to the 1870's with much needed additional areas in the planning stage.

THROUGH THE FEES AND CHARGES THE PUBLIC ARE PAYING FOR:

- The provision of facilities for the disposal of the dead through cremation and burial.
- The use of the Chapel, Waiting rooms, Services of the Chapel Attendant, Medical Referee's fee, Disposal of cremated remains in the Garden of Rest, Certificate for burial of cremated remains, Provision of Polytainer, Wesley Music System and Presentation system.
- Memorial options, for example; The Book of Remembrance, Memorial Cards and Booklets, Memorial Tablets, Memorial Plaques and Cemetery Memorials such as Headstones, Vases etc.
- Provision of facilities for the funeral services either in the crematorium chapel or at the graveside.
- Provision of helpful, friendly and discreet information on all aspects or the service.
- Provide the funeral trade with advice and assistance.

- Maintain the grounds of the crematorium and cemeteries covering nearly fifty acres.
- Maintain all buildings, plant, tools and equipment.
- Secure the future of the service by balancing the need to compete with the need for continual investment in the facilities.

The charges are set locally.

LEGAL AUTHORITY

CREMATION

The Table of Fees and other charges, the payment of which may be demanded under Section 9 of the Cremation Act 1902, by the Taunton Deane Borough Council for the cremation of human remains.

BURIAL

The Table of Fees and other charges fixed by the Taunton Deane Borough Council for and in connection with burials in the Taunton Deane, St Mary's, St James and Wellington Cemeteries. Article 3 of the Local Authorities' Cemeteries Order 1977 expressly empowers burial authorities to do "all such things as they consider necessary or desirable for the proper management, regulation and control of a cemetery".

CHARGES**TAUNTON DEANE CEMETERIES AND CREMATORIUM****TABLE OF FEES AND CHARGES****Current fees and Proposed Fees 2014/15**

Table of fees and other charges, the payment of which may be demanded under Section 9 of the Cremation Act 1902, by the Taunton Deane Borough Council for the cremation of human remains.

Part 1 – Cremation

For the Cremation:-	<u>2013/14</u>	<u>2014/15</u>
(i) of the body of a stillborn child or of a child whose age at the time of death did not exceed one month;	No Fee	No Fee
(ii) of the body of a child whose age at the time death exceeded one month but did not exceed sixteen years;	No Fee	No Fee
(iii) of the body of a person whose age at the time of death exceeded sixteen years Chapel time 10.00 onwards	£608.00	£627.00
(iv) Cremation delivery fee	£505.00	£521.00
(v) Use of Chapel for additional service time	£114.00	£118.00
(vi) Saturday cremation fee	£866.00	£892.00
(vii) Chapel Attendant pall-bearing fee	£19.00	£20.00
(viii) of the body of a person whose age at the time of death exceeded sixteen years Chapel time 9.00am or 9.30am		£550.00

NOTE:- The cremation fee includes:-

Use of Chapel, waiting room, etc
 Services of chapel attendant
 Medical referee's fee
 Disposal of cremated remains in Garden of Rest (unwitnessed)
 Certificate for burial of cremated remains
 Provision of Polytainer when required
 Wesley Music System and presentation

Part 2 – Urns

Supply of Urn or Casket from £26.00

Part 3 – Cremated Remains

	<u>2013/14</u>	<u>2014/15</u>
(i) Temporary deposit of cremated remains:-		
First month	£23.00	£24.00
Each subsequent month	£27.00	£28.00
(ii) Forwarding cremated remains excluding carriage	£28.00	£29.00
(ii) Collection of cremated remains on a Saturday (when available)	£63.00	£65.00

Part 4 – Memorials**NO FEE INCREASE**

(i) Entries in Book of Memory:-	
Two line inscription	£60.00
Five line inscription	£81.00
Eight line inscription	£114.00
Flower with five or eight line inscription	£55.00
Badge or Coat of Arms with five or eight line inscription	£77.00
(ii) Memorial Cards-	
Two line inscription	£31.00
Five line inscription	£39.00
Eight line inscription	£42.00
Flower with five or eight line inscription	£55.00
Badge or Coat of Arms with five or eight line inscription	£77.00
(iii) Miniature Books:-	
Two line inscription	£60.00
Five line inscription	£75.00
Eight line inscription	£79.00
Flower with five or eight line inscription	£55.00
Badge or Coat of Arms with five or eight line inscription	£77.00
Subsequent inscriptions	
Per line	£22.00
Flower	£55.00
Badge or Coat of Arms	£77.00

(iv) Cornish Granite tablet for a ten year period	2014/15
	Incl VAT at 20%
Standard memorial tablet	£421.20
Memorial tablet with vase	£494.40
Provision of flower container in existing tablet	£69.60
Cost of renewal for 10 year period	£211.20
Cost of renewal for 5 year period	£99.60
Cost of renewal for 3 year period	£62.40
Cost of renewal for 1 year period	£25.20
Resurface	£61.00
Each letter/number	£2.50
(v) Memorial Plaque for a five year period	£304.80
Cost of renewal for 5 year period	£152.40
Cost of renewal for 3 year period	£99.60
Cost of renewal for 1 year period	£37.20
(v) Baby memorial plaques for a ten year period	£93.60
Cost of renewal 50% of current fee	£46.80

Part 5 – Other Fees and Charges

	2013/14	2014/15
(i) Certified extract from Register of Cremations	£21.00	£21.00
(ii) Wesley Music System Provision of Audio recording	£42.00	£42.00
Provision of DVD	£58.00	£58.00
Webcast of Service	£57.00	£57.00
Provision of Webcast and DVD	£78.00	£78.00
Visual Tributes		
Administration Fee	n/a	£12.00
Per Photograph/image used	n/a	£1.00
Per minute of Video used	n/a	£3.00
<i>Prices subject to VAT at the current rate</i>		

CEMETERIES**TABLE OF FEES AND CHARGES****EFFECTIVE FROM 1ST APRIL 2013**

Table of fees and other charges fixed by the Taunton Deane Borough Council for and in connection with burials in the Taunton Deane, St Mary's, St James and Wellington Cemeteries.

Part 1 – Interments

The fees indicated for the various heads of this part include the digging of the grave but do not include the walling of a vault or walled grave.

	<u>2013/14</u>	<u>2014/15</u>
1. For the interment of a grave in respect of which an exclusive right of burial has not been granted		
(i) of the body of a stillborn child or a child whose age at the time of death did not exceed one year	No Fee	No Fee
(ii) of the body of a child or person whose age at time of death exceeded one year	No Fee	No Fee
(iii) of the body of a person whose age exceeds ten years	£412.00	£425.00
2. For an interment in a grave in respect of which an exclusive right of burial has been granted		
(i) of a body of a stillborn child or child whose age at the time of death did not exceed one year		
at SINGLE depth	No Fee	No Fee
At DOUBLE depth	No Fee	No Fee
at TREBLE depth	No Fee	No Fee
(ii) of a body of a child or person whose age at the time of death exceeded one year but did not exceed ten.		
at SINGLE depth	No Fee	No Fee
at DOUBLE depth	No Fee	No Fee
At TREBBLE depth	No Fee	No Fee

	<u>2013/14</u>	<u>2014/15</u>
(iii) for the body of a person whose age exceeds ten years		
at SINGLE depth	£464.00	£478.00
at DOUBLE depth	£567.00	£585.00
at TREBLE depth	£629.00	£650.00
3. Additional Charge Saturday burial (when available)	£258.00	£266.00
4. For the interment of cremated remains:		
(i) to witness interment in Garden of Rest when cremation has taken place in at Taunton	£24.00	£25.00
(ii) in any grave in respect of which an exclusive right of burial has been granted	£109.00	£113.00
(iv) Additional charge for Saturday Interment for Cremated Remains	£52.00	£54.00
(iv) in the Garden of Remembrance (where cremation has not taken place at Taunton Deane Crematorium)	£60.00	£62.00

Part 2 – Exclusive Rights of Burial in Earthen Graves

1. Taunton Deane Cemetery;

	<u>2013/14</u>	<u>2014/15</u>
For the exclusive of burial for a period of 75 years in an earthen grave		
(i) in Division L	£567.00	£585.00
(ii) in Division A	n/a	n/a
(iii) in Division B (limited availability)	£577.00	£595.00
(i) cremated remains grave	£416.00	£429.00

2. St Mary's and St James Cemeteries;

	<u>2013/14</u>	<u>2014/15</u>
For the exclusive rights of burial for a period of 75 years in an earthen grave	£577.00	£595.00

3. Wellington Cemetery;

	<u>2013/14</u>	<u>2014/15</u>
For the exclusive right of burial for a period of 75 years in an earthen grave		
(i) Cremated Remains Graves	£416.00	£429.00
(ii) Full Burial Space	£577.00	£595.00

The fees indicated in Part 2 include Deed of Grant and all expenses thereof

Part 3 – Memorials and Inscriptions**NO FEE INCREASE**

	<u>2014/15</u>
For the right to erect or place on a grave or vault in respect of which an exclusive right of burial has been granted	
1. In any "Traditional Section"	
(i) a flat stone, kerbstone or any other form of memorial	£196.00
(ii) a headstone or cross with base, bases or tablet	£170.00
(iii) an inscribed stone vase	£67.00
2. In any "Lawn Section"	
(i) a headstone	£176.00
(ii) an inscribed stone vase	£67.00
3. Cremated remains tablet	£170.00
4. Each removal of memorial for additional Inscriptions	£67.00

Part 4 – Other fees and Charges

1. Certified extract from the Register of Burials	£22.00
2. Burial service in Crematorium Chapel	£114.00
3. Register search	£22.00

DISCOUNTS

Discounts are provided for early morning cremation deliveries and a new service proposed in this report for the 9.00am and 9.30am services.

BUDGET IMPACTS

The proposed increase in the Fees and Charges is inline with inflation which will maintain the current income, however the service will loose some services to the new crematorium at Pawlett but this loss is very difficult to predict.

It is proposed to keep ALL the memorial fees at 2013/14 levels, otherwise there is a likely to be a drop in memorial applications received.

EQUALITY IMPACT ASSESSMENT

The cremation delivery fee and the proposed early service fee will provide a more economical charge.

RECOMMENDATION

The Executive is recommended to support the proposed fees and charges for 2014/2015 and recommends that Full Council approves the fees and charges.

Equality Impact Assessment – pro-forma

Responsible person	PAUL RAYSON	Job Title Manager & Registrar
Why are you completing the Equality Impact Assessment? (Please mark as appropriate)	Proposed new policy or service	
	Change to Policy or Service	
	Budget/Financial decision – MTFP	X
	Part of timetable	
What are you completing the Equality Impact Assessment on (which policy, service, MTFP proposal)	1. Annual increase in Burial and Cremation Fees and Charges.	
Section One – Scope of the assessment		
What are the main purposes/aims of the policy?	1. <i>Increase income</i>	
Which protected groups are targeted by the policy?	1. <i>All users of the service.</i>	
What evidence has been used in the assessment - data, engagement undertaken – please list each source that has been used The information can be found on.....	1. Comparison with neighbouring authorities. 2. Increase kept to minimum.	
Section two – Conclusion drawn about the impact of service/policy/function/change on different groups highlighting negative impact, unequal outcomes or missed opportunities for promoting equality		
<i>No change</i>		

I have concluded that there is/should be:	
No major change - no adverse equality impact identified	X
Adjust the policy	
Continue with the policy	
Stop and remove the policy	
Reasons and documentation to support conclusions. Report attached	
Section four – Implementation – timescale for implementation	
Implementation 1 st April 2014	
Section Five – Sign off	
Responsible officer Paul Rayson Date 8 th Nov 2013	Management Team Date
Section six – Publication and monitoring	
Published on	
Next review date	Date logged on Covalent

Action Planning

The table should be completed with all actions identified to mitigate the effects concluded.

Actions table						
Service area				Date		
Identified issue drawn from your conclusions	Actions needed	Who is responsible?	By when?	How will this be monitored?	Expected outcomes from carrying out actions	

Taunton Deane Borough Council
Fees and Charges 2014/15

Waste

Background

Taunton Deane Borough Council provides, through the Somerset Waste Partnership, a green waste and bulky waste collection service as well as a fortnightly residual waste collection service.

Legal Authority

The Controlled Waste Regulations 2012 list those items of household waste that a collection and disposal charge can be made. This list includes Garden waste and any article of waste which exceeds 25kg in weight and any article of waste which does not fit or cannot be fitted into a receptacle for household waste provided in accordance with section 46 of the Act.

Charges

The following proposed charges for 2014/15 have been recommended by the partnership

Service	Current Charge	Proposed 14/15 charge
Garden Waste Service Charge	£45.00	£46.50
Garden Waste Sacks (bundles of 10)	£25.00	£25.00
Bulky Waste Collection (1-3 items)	£38.15	£38.15
Subsequent items (to a max of 5 items)	£8.35	£8.35
Bin replacement	£25.00	£25.00

Discounts

No discounts are given for this service.

Budget Impacts

The increase in the charge for a collection of a green waste bin (£1.50 p/a) will generate additional income of £13,160.

Equality Impact Assessment

Please see attached EIA form.

Recommendation

The Executive is recommended to support the proposed fees and charges for 2014/2015 and recommends that Full Council approves the fees and charges.

Somerset Waste Board
27 September 2013

Paper **D**
Appendix A

Impact Assessment Form and Action Table (Expand the boxes as appropriate, please see guidance to assist with completion)			
Why are you completing the Impact Assessment?			
Proposed New Policy or Service	Change to Policy or Service	MTFP or Paper	Service Review or SCC Change Programme
	X		
What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?		Somerset Waste Partnership Fees and Charges 2014/15	
Section 1 – Description of what is being impact assessed			
Changes to fees and charges for 2014 - 2015: (A) Garden Waste Collection Service – recommend charges are set at £46.50 for 1 year and £88 for 2 years for the garden waste bin collection service, garden sacks to remain the same; (B) Bulky Waste Collection Service to remain the same; (C) Container Charging (refuse bins) to remain the same; (D) Entrance fee to Community Recycling sites to remain the same; (E) Charges to deposit soil and hardcore, gas bottles and tyres at Household Recycling Centres to remain the same			
Section 2A – People or communities that are targeted or could be affected (for Equalities - taking particular note of the Protected Characteristic listed in action table)			
Residential population of Somerset			
Section 2B – People that the policy or service is delivered by			
Somerset Waste Partnership, Kier (MG) and Viridor			
Section 3 – Evidence and data used for the assessment (Attach documents where appropriate)			
Somerset Waste Partnership “Proposed Scale of Fees and Charges 2014/15” paper.			
Section 4 – Conclusions drawn about the impact of the proposed change or new service/policy (Please use prompt sheet for help with what to consider):			

Key issues to be fed into relevant Action Table
Equality
<p>The impact of the recommended schedule of charges in the 2014/15 period will be limited.</p> <p>Garden Waste: SWP recommend Garden Waste charges are set at £46.50 per annum and £88 for two year subscription for a wheeled bin service and £25.00 for 10 sacks. This means no uplift for sacks and the bin charge remaining subsidised with the addition of a two year option for the customer. No impacts have been identified as a result of adoption of these charges.</p> <p>Bulky Waste: There is no uplift to charges recommended this year.</p> <p>Replacement refuse bins: There is no uplift to charges recommended this year.</p> <p>In general increases in charges may have a disproportionate impact on the post retirement age group; those on low incomes; people with mobility impairments, or people with sensory impairments that may impact on their mobility. We recommend we continue to subsidise garden waste collections; promote free and sustainable alternative disposal routes; and, as an alternative to purchasing a replacement refuse bin, allowing use of refuse sacks in appropriate circumstances.</p> <p>People living in rural areas may be disproportionately impacted by the increase in charges, as might people with limited mobility and low income who would find carrying sacks difficult and paying for a replacement bin an unreasonable cost.</p>
Health and Safety
<p>Should residents decline replacement wheeled bins as a result of the charge (C) they will have the option to place refuse out in sacks instead. This creates a greater requirement for manual lifting by collection crews. Kier (MG) advise this increased requirement is acceptable and the increased risk is marginal but requires ongoing monitoring.</p>
Sustainability
<p>Based on the experience we do not anticipate a significant change to take up of services. Therefore there are no identified sustainability issues.</p>
Community Safety
<p>There has been no identified impact on public safety as a result of these changes.</p>
Privacy
<p>Personal data relating to uptake of these services will continue to be held on secure systems.</p>
Business Risk
<p>Status: Green.</p>

- There is a slight risk that increased charges will lead to a lower take up rate, but experience to date does not suggest this will be the case.
- There is also a risk that the overall cost of the services to the general taxpayer will rise if the price to the customer does not keep pace with the inflationary increase in the contractual cost.
- The two year garden waste subscription option is £5 less than two single year subscriptions and protects the customer against any price increase in the second year. Subscribers last year saved £5 and avoided the proposed increase of £1.50 in the coming year. This means the value of the avoided costs and other benefits of offering this need to justify reduction of income of £6.50 per household subscribing to the two year option (25% of subscribers based on uptake in the South Somerset Pilot).
- The two year garden waste subscription option will also “front load” income, so will result in significant rise in income in the first year, and a reduction in income in the second year. In order to manage costs against income consistently a mechanism for accruing year one revenue into the second year may be advisable.

Section 5 – After consideration please state your final recommendations based on the findings from the impact assessment. Also include any examples of good practice and positive steps taken.

The Equalities Impact Assessment process shows that there are some sections of the population who may be impacted by the changes more than others. However there are strong mitigating factors in each case and therefore the impact is marginal and is unlikely to be prejudicial to their access to waste services in Somerset.

Section 6 – How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published.

This assessment will be briefed to the Somerset Waste Board meeting of 27th September 2013. It will then be reviewed following any amendments to the proposal required by the Board. It will then be published on the Somerset County Council web site.

Completed by:	Colin Mercer
Date	30/08/2013
Signed off by:	
Date	
Compliance sign off	
Date	
To be reviewed by: (officer name)	
Review date:	

Taunton Deane Borough Council
Fees and Charges 2014/15

Local Land Charges

Background

Local Land Charges is a fee earning, self financing service that operates on a rolling three year cost recovery basis.

Under the Local Land Charges Act 1975 (“the Act”) each registering authority is responsible for keeping a register of local land charges for its area, and an index in which the entries can be readily traced. In addition, local authorities also hold other information on a number of matters of importance to purchasers of property: e.g. road schemes; the property’s planning history; tree preservation orders; compulsory purchase orders; and various other notices which affect the property.

The 1975 Act gave the Lord Chancellor power to prescribe fees for local land charges services in England and Wales, but from 1 April 2007 this power has been transferred to the local authorities themselves. As regards the other information held by local authorities in relation to land of interest to prospective purchasers, under the Local Authorities (Charges for Land Searches) Regulations 1994, local authorities have the discretion to charge for access to this information, except in those circumstances where there is a statutory duty requiring them to allow access to it free of charge (e.g. the register of enforcement notices, stop notices and breach of condition notices, and the register of adopted streets). In determining the level of charge, authorities are required to have regard to the cost of dealing with enquiries.

Legal Authority

The Local Authorities (Charges for Property Searches) Regulations 2008 make provision authorising local authorities (LAs) in England and Wales to fix their own charges in a scheme, based on the full recovery of their costs, for carrying out their main Local Land Charge Search functions.

The principles of the charges regulations require authorities to ensure that the price charged is an accurate reflection of the costs of carrying out the Local Land Charge function and not for creating surpluses.

Local Land Charge managers should not increase their charges above the level of their service provision costs.

Charges

The current charges are shown below and there is no proposed change to Local Land Charge fees for 14/15;

Local Land Charge Searches and Enquiries

One Parcel of land	£85.00
Each additional parcel of land	£12.00
Optional Enquiries	
Each printed enquiry	£8.00
Solicitors own enquiry	£12.00
Statutory search fee on form LLC1	£30.00

Highway Authority charge (SCC)	£25.55
Personal Search fee	No Charge

This makes the charge for a basic full search £140.55

Con29R information

1.1	(a-e)	Free of charge
1.1	(f)	£7.50
1.1	(g)	£3.75
1.1	(h)	£3.75
1.2		Free of charge
2	(a)	Free of charge
2	(b-d)	Somerset County Council
3.1		Free of charge.
3.2		Somerset County Council
3.3		Wessex Water / South West Water
3.4		Somerset County Council
3.5		Somerset County Council
3.6		Somerset County Council
3.7	(a)	£3.75
3.7	(b-f)	are all 88p each
3.8		£3.75
3.9	(a-d)	Free of charge
3.9	(e-n)	are all £1.28 p each
3.10	(a)	Free of charge
3.10	(b)	£3.83
3.11		£3.83
3.12		Free of charge
3.13		Free of charge

Discounts

No discounts available

Budget Impacts

Due to various changes within the structure of the service it is estimated that fees and charges can remain the same thereby protecting the client base.

Please see the projected summary budgets for the current and the next two years, shown in appendix A.

Equality Impact Assessment

No change to charging policy therefore no Equality Impact Assessment is required.

Recommendation

The Executive is recommended to support the proposed fees and charges for 2014/2015 and recommends that Full Council approves the fees and charges

LAND CHARGE - SUMMARY BUDGET 2014/15

		2014/15 Budget	
		£	£
Employees - Staff Costs			
10101	APT & C-Pay	16,770	
10171	APT & C-NI	880	
10181	APT & C-LG Pen	3,270	
Total Employees - Staff costs			20,920
Employees - Non pay			
19050	Professional Subscriptions	120	
19300	Training	1,000	
Total Employees - Non pay			1,120
Supplies and Services			
40000	Equipment	6,000	
40009	Books & Publications	70	
41502	Reprographics	1,970	
41505	Stationery	50	
42001	Equipment ICT Software	7,000	
43600	Fees & Hired	5,000	
45000	Inter-Depart Rechg	104,880	
Total Supplies and Services			124,970
Third Party Payments			
50101	Agency Payments - OLAs	65,000	
Total Third Party			65,000
Income			
73100	Fees & Charges	(245,000)	
Total Income			(245,000)
Support Service Recharges			
86118	ICT Services	11,460	
86120	Finance Department	2,220	
86121	Legal Services	-	
86160	Customer Contact	1,610	
86161	Facilities Management	1,230	
86163	Performance & Client	260	
86166	Property Management	580	
86173	HR	2,170	
86174	Retained HR	270	
86175	Training and OD	360	
86180	Procurement	350	
86182	DLO Admin	6,500	
86187	Deane House	3,950	
86196	Business Support Team 2	1,920	
Total Support Service Recharges			32,880
Total Net Expenditure			(110)

Taunton Deane Borough Council
Fees and Charges 2014/15

Housing Services

Background

Housing Services charges service users for services that they use. These charges are set locally each year.

Legal Authority

It is proposed to increase all fees and charges by applying Retail Price Index (RPI) inflation. This is in accordance with the 30 year Housing Business Plan.

There are three exceptions;

Private rented garages will increase by 5%;

Hire of the meeting halls and guest rooms are to stay the same to increase the take up of their use; and

The meal provision at Kilkenny Court has increased in accordance with the meal service contract.

Council housing rents will be set early in the New Year.

Local Authorities have certain limited freedoms to charge for discretionary services under the Local Government Act 2003. The Department for Communities and Local Government HRA Manual 5.2 Charges for services & facilities re: ss 10, 11 & sch 4 Housing Act 1985 as amended by Local Govt & Housing Act 1989 allow Taunton Deane Borough Council to make the charges detailed below.

Charges

The proposed charges are detailed below. These charges have been considered by the Tenants Services Management Board at their meeting on 28th October 2013 and there were no objections to the proposed charges.

Housing

	2013/14	2014/15
Service Charges		
Communal areas	£0.57	£0.59
Grounds maintenance	£0.74	£0.76
Combined Service Charges		
Specialised (Extra Care) Sheltered Housing	£47.19	£48.75
Sheltered Housing	£17.08	£17.64
Low Level Sheltered Support	£8.49	£8.77
Garage Rents		
Council tenants	£5.47	£5.65
Private tenants and Owner Occupiers (exc. VAT)	£6.36	£6.57
Private tenants and Owner Occupiers (inc VAT)	£7.63	£7.88

Hire Charges for Sheltered Scheme Meeting Halls

First hour	£10.20	£10.20
Each half hour thereafter	£4.10	£4.10
6 hours plus	£51.70	£51.70
Total charge for residents in a scheme and community organisations	£13.40	£13.40

Provision of Meals at Kilkenny Court (Extra Care)

Cost per meal	£6.05	£6.50
* please note the provision of meal service contract is yet to be awarded.		

Hire Charges for Sheltered Scheme Guest Rooms

No. of nights per person			
	1	£11.30	£11.30
	2	£18.10	£18.10
	3	£24.90	£24.90
	4	£31.70	£31.70
	5	£39.10	£39.10
	6	£45.30	£45.30
	7	£52.60	£52.60

Hostels (rent per day)	2013/14	2014/15	Service Charge 2014/15	Gross Per Day
40 Humphreys Road	£8.44	£8.72	£0.85	£9.57
1 Gay Street	£8.44	£8.72	£3.48	£12.20
Outer Circle				
113 and 113a (studios)	£7.18	£7.42	£3.48	£10.90
115 and 115a (3 bedroom)	£9.35	£9.66	£4.27	£13.93
119 (2 bedroom)	£7.18	£7.42	£3.48	£10.90
119a (2 bedroom)	£7.18	£7.42	£0.85	£8.27
Sneddon Grove				
Unit 1 (2 bedroom)	£8.44	£8.72	£3.48	£12.20
Unit 2 (2 bedroom)	£7.73	£7.99	£3.48	£11.47
Unit 3 (2 bedroom)	£7.73	£7.99	£3.48	£11.47
Unit 4 (3 bedroom)	£10.12	£10.45	£4.27	£14.72
Unit 5 (3 bedroom)	£10.12	£10.45	£4.27	£14.72
Unit 6 (2 bedroom)	£8.44	£8.72	£3.48	£12.20
Unit 7 (3 bedroom)	£10.12	£10.45	£4.27	£14.72
Unit 8 (2 bedroom)	£10.12	£10.45	£4.27	£14.72
Winckworth Way				
Unit 1 (2 bedroom)	£7.73	£7.99	£3.48	£11.47
Unit 2 (2 bedroom)	£7.73	£7.99	£3.48	£11.47
Unit 3 (3 bedroom)	£10.12	£10.45	£4.27	£14.72
Wheatley Crescent (4 studios)				
30 (1 bedroom)	£7.18	£7.42	£0.85	£8.27
32 (1 bedroom)	£7.18	£7.42	£0.85	£8.27
34 (1 bedroom)	£7.18	£7.42	£0.85	£8.27

36 (1 bedroom)

Appendix D
£7.18 £7.42 £0.85 £8.27

Fees and Charges 2014/15 Increases;

In line with the approved HRA Business Plan the Fees and Charges for 2014/15 have been increased across the board by RPI 3.3% this is an assumed figure taken from August RPI with the following exceptions:

- Garage rents for private tenants and owner occupiers have been increased by 5%; and
- Hire charges for the sheltered scheme meeting halls and hire charges for sheltered scheme guest rooms have not been increased, this again is to increase the take up of the facilities.
- Provision of meals at Kilkenny have been increased in accordance with the meal service contract.

Discounts

Not applicable

Budget Impacts

The Business Plan assumes fees and charges rising by RPI. A change in this will impact on our ability to deliver services.

Equality Impact Assessment

Impact assessment attached

Recommendation

Corporate Scrutiny is invited to comment on the proposed fees for 2014/15 before Executive considers them.

Equality Impact Assessment – pro-forma

Responsible person	<i>Lisa West</i>	Job Title: Housing Income Manager
Why are you completing the Equality Impact Assessment? (Please mark as appropriate)	Proposed new policy/service	
	Change to Policy/service	
	Budget/Financial decision – MTFP	√
	Part of timetable	
What are you completing the Equality Impact Assessment on (which, service, MTFP proposal)	Housing Services Fees and Charges 2014/15	
Section One – Scope of the assessment		
What are the main purposes/aims of the policy/decision/service?	<ul style="list-style-type: none"> • <i>Proposal to increase the fees and charges from April 2014 for Housing Services detailed in the attached report.</i> • <i>The proposed increase to fees and charges will ensure sufficient financial resources are in place to deliver the services.</i> 	
Which protected groups are targeted by the policy/decision/service?	<i>1. Age; 2. Disability; 3. Gender Reassignment; 4. Pregnancy and Maturity; 5. Race; 6. Religion or belief; 7. Sex; 8. Sexual Orientation; 9. Marriage and civil partnership</i>	
What evidence has been used in the assessment - data, engagement undertaken – please list each source that has been used The information can be found on....	<p>1. Engagement Formal discussion on the proposed fees and charges to be held with the Tenant Services Management Board at its meeting on the 28th October 2013.</p> <p>(A verbal update on the Tenant Services Management Board comments and recommendation are to be presented to Corporate Scrutiny Committee in November 2013)</p>	

Taunton Deane Borough Council
Fees and Charges 2014/15

Licensing

Background

The Licensing Service offers advice, processes applications, monitors compliance and undertakes enforcement action across a number of different regimes;

- Animal Welfare (animal boarding, dog breeding, dangerous wild animals, pet shops and riding establishments)
- Caravan Sites
- Charitable Collections (street & house to house Collections)
- Gambling Act 2005
- Licensing Act 2003
- Highways Act 1980 (s115E permissions)
- Scrap Metal Dealers Act 2013
- Sex Establishments (shops, cinemas and sexual entertainment venues)
- Skin Piercing
- Street Parties
- Street Trading
- Taxis (vehicles, drivers & operators)

Where legislation allows for cost recovery, fees are levied against the administration of the regime and the supervision of licences issued.

These fees are calculated from a combination of four elements.

Application Processing	Time taken to process application from initial enquiry to issue of the decision
Consumables	The cost of specialist materials specific to the licence type
Administration	Time allocated to maintenance of the regime
Monitoring Compliance	Time allocated to supervision of the regime

Each element is split down into a series of activities against which a time allocation is given and the appropriate proportion of an hourly rate (constructed from salary costs and non salary on costs for all officers involved in the process) is then applied and totalled to give an overall cost.

In accordance with case law and the Provision of Services Regulations no fee is levied in respect of enforcement action against unauthorised activities.

Last year a challenge from an elector to the Council's accounts (in respect of those fees levied for taxi licensing) was investigated by the external Auditor. The Auditor concluded that the Council had applied a broad and approximate approach to fee setting which could not be supported by any substantive evidence.

As part of the response to the elector's challenge a highly detailed analysis of the projected costs and income of the taxi licensing regime was undertaken by officers and this analysis was accepted by the Auditor as a reasonable framework for the calculation of the costs of licence fees.

| Last year's fee setting process for taxi licensing was informed by the results of the analysis and it was also retrospectively compared to the fees levied in 2011/2012 and 2012/2013 to investigate the possibility of whether certain types of taxi licence fees had been over-recovered. The investigation showed an over recovery in respect of hackney carriage/private hire vehicles of £9,500 across the two years. The Council has determined to refund those vehicle proprietors affected at a rate of £20 per licence issued in 2011/2012 and £31.20 per licence issued in 2012/2013 so that the Council may now move forward satisfied that previous imbalances have been adjusted and the proposed fees are reasonable and in compliance with the appropriate legislation.

In accordance with the fees and charges report presented to the Committee in November last year this accepted method of fee construction has, as part of the process of working towards full cost recovery, been further refined and applied across all licensing regimes (where there is a discretionary power to levy fees) to produce the figures presented within this report. Officers are confident that these figures offer a reasonable position in respect of the costs incurred in the uninterrupted processing of applications.

Members' attention is drawn to the fact that the figures calculated for the 2014/15 fee setting are part of an ongoing process. The calculations used have lowered fee levels in some areas and in others such as some areas of street trading and animal licensing, has shown that in previous years under recovery has been made.

Over the next financial year further refining of the fee construction method through analysis of the final budget figures from 2013/2014 and the completion of a more detailed time and motion study will bring the Council closer to a position of full cost recovery. This will undoubtedly entail further changes to fees that may be substantial in comparison to those currently charged.

Legal Authority

Powers to levy fees and limitations on the extent of activities that can be charged for are provided through the following statutes and case law.

Animal Licensing

Animal Boarding Establishments Act 1963

s.1 (2) "and on payment of such fee as may be determined by the local authority"

Breeding of Dogs Act 1973

s3A

(2)A local authority may charge fees—

(a)in respect of applications for the grant of licences under this Act; and
(b)in respect of inspections of premises under section 1(2A) of this Act.

(3)A local authority may set the level of fees to be charged by virtue of subsection (2) of this section—

(a)with a view to recovering the reasonable costs incurred by them in connection with the administration and enforcement of this Act and the Breeding of Dogs Act 1991; and

(b)so that different fees are payable in different circumstances.

Pet Animals Act 1951

s1(2) "and on payment of such fee as may be determined by the local authority"

Riding Establishment Act 1964

s1(2) "and on payment of such fee as may be determined by the local authority"

Dangerous Wild Animals Act 1976

s1(2)(e) is accompanied by such fee as the authority may stipulate (being a fee which is in the authority's opinion sufficient to meet the direct and indirect costs which it may incur as a result of the application

Zoo Licensing Act 1981

"s15

(1)Subject to this section, the local authority may charge such reasonable fees as they may determine in respect of —

(a)applications for the grant, renewal or transfer of licences;

(b)the grant, renewal, alteration or transfer of licences;

(2)Any fee charged under paragraph (a) of subsection (1) in respect of an application shall be treated as paid on account of the fee charged under paragraph (b) on the grant, renewal or transfer applied for.

(2A)Subject to this section, the authority may charge to the operator of the zoo such sums as they may determine in respect of reasonable expenses incurred by them—

(a)in connection with inspections in accordance with section 9A and under sections 10 to 12;

(b)in connection with the exercise of their powers to make directions under this Act;

(c)in the exercise of their function under section 16E(4) of supervising the implementation of plans prepared under section 16E(2); and

(d)in connection with the exercise of their function under section 16E(7) or (8).

(2B)The authority's charge under subsection (2A)(d) shall take into account any sums that have been, or will fall to be, deducted by them from a payment under section 16F(7) in respect of their costs.

(3) In respect of any fee or other sum charged under this section, the local authority may, if so requested by the operator, accept payment by instalments.

(4) Any fee or other charge payable under this section by any person shall be recoverable by the local authority as a debt due from him to them.

(5) The local authority shall secure that the amount of all the fees and other sums charged by them under this section in a year is sufficient to cover the reasonable expenditure incurred by the authority in the year by virtue of this Act.

Caravan Sites

Power to levy a fee - coming into force April 2014

Caravan Sites & Control of Development Act 1960 as amended by the Mobile Homes Act 2013 s1

s.3(2A) A local authority in England may require a relevant protected site application in respect of land in their area to be accompanied by a fee fixed by the authority

s3 (5A) (1) A local authority in England who have issued a site licence in respect of a relevant protected site in their area may require the licence holder to pay an annual fee fixed by the local authority

Charitable Collections

There is no power to levy a fee for a charitable collection

Gambling Act 2005

Gambling Act 2005

Various Regulations

Maximum fees are set centrally by the Government. Local discretion can be exercised over fees or levels of cost recovery up to the maximum permitted fee.

Licensing Act 2003

Licensing Act 2003 s55, 92, 100(7)(b), 110(3), 133(2) and 178(1)(b)

SI 2005 No79 The Licensing Act 2003 (Fees Regulations) 2005

Fees are set centrally by the Government and currently there is no local discretion over fees or levels of cost recovery.

Scrap Metal Dealers

Scrap Metal Dealers Act 2013 Schedule 1 s6

(1) An application must be accompanied by a fee set by the authority.

(2) In setting a fee under this paragraph, the authority must have regard to any guidance issued from time to time by the Secretary of State with the approval of the Treasury.

s115E Licensing Fee Construction Overview

Highways Act 1980

s115F

3(c) “in any other case, such charges as will reimburse the council their reasonable expenses in connection with granting the permission.”

Sex Establishments

Adoption of Schedule 3 under Part II of the Local Government (Miscellaneous Provisions) Act (LG(MPA)) 1982

Schedule 3

s19 An applicant for the grant, renewal or transfer of a licence under this Schedule shall pay a reasonable fee determined by the appropriate authority.

Skin Piercing

Adoption of Part VIII of the LG(MPA) 1982

Acupuncture – LG(MPA) 1982 s14(6)

“A local authority may charge such reasonable fees as they may determine for registration under this section.”

Tattooing, ear-piercing and electrolysis – LG(MPA) 1982 s15(6)

“A local authority may charge such reasonable fees as they may determine for registration under this section.”

Street Parties

No Power to levy a fee

There is no power to levy a fee for a road closure made under s21 of the Town Police Causes Act 1847

Street Trading Consents

Adoption of Schedule 4 the LG(MPA)1982

S.9(1) A district council may charge such fees as they consider reasonable for the grant or renewal of a street trading licence or a street trading consent.

s.9(2) A council may determine different fees for different types of licence or consent and, in particular, but without prejudice to the generality of this sub paragraph, may determine fees differing according -

(a) to the duration of the licence or consent:

(b) to the street in which it authorises trading; and

(c) to the descriptions of articles in which the holder is authorised to trade.

Taxis

Drivers Licence Fees – LG(MPA) 1976 s53(2)

“Notwithstanding the provisions of the Act of 1847, a district council may demand and recover for the grant to any person of a licence to drive a hackney carriage, or a private hire vehicle, as the case may be, such a fee as they consider reasonable with a view to recovering the costs of issue and administration and may remit the whole or part of the fee in respect of a private hire vehicle in any case in which they think it appropriate to do so.”

Vehicles & operators' licences – LG(MPA)1976 s70(1)

Subject to the provisions of subsection (2) of this section, a district council may charge such fees for the grant of vehicle and operators' licences as may be resolved by them from time to time and as may be sufficient in the aggregate to cover in whole or in part—

- (a) the reasonable cost of the carrying out by or on behalf of the district council of inspections of hackney carriages and private hire vehicles for the purpose of determining whether any such licence should be granted or renewed;
- (b) the reasonable cost of providing hackney carriage stands; and
- (c) any reasonable administrative or other costs in connection with the foregoing and with the control and supervision of hackney carriages and private hire vehicles.

All fees

R v Manchester City Council, ex p King (1991) –

The cost of the licence has to be related to the cost of the licensing scheme itself.

All Fees with the exception of Taxis

Provision of Services Regulations 2009 s18(4) - Any charges provided for by a competent authority which applicants may incur under an authorisation scheme must be reasonable and proportionate to the cost of the procedures and formalities under the scheme and must not exceed the cost of those procedures and formalities

R(Hemming and others) v Westminster Council

103. It is clear and undisputed that costs incurred in investigating the suitability of an applicant for a licence can be reflected in the fee. In the case of an application to renew a licence, I consider that the costs of monitoring the applicant's continued suitability can include the costs of monitoring compliance with the terms of their licences in the past. Once the Council knows what those costs are in broad terms, as it does by reference to what has happened in the past, it is, in my judgment, entitled to include them in the calculation for the next year's licence. There may be a formulaic element to this calculation. But the example of European Commission v Spain is a strong indication that using a formula that proceeds on the basis of the cost of the actual authorisation process is justified.

Appendix E

Charges

The proposed charges for 2014/15 are shown below.

Application Type	Application Type 2014 - 15	Fees set by statute	Current Fees 2013 - 2014	Proposed Fees 2014 - 2015
Animal Licensing				
Animal Boarding			£147.00	£318.00
Animal Boarding - Further Licence				£301.00
Dangerous Wild Animals			£163.00	£318.00
Dangerous Wild Animals - Further Licence				£301.00
Dog Breeding			£147.00	£318.00
Dog Breeding - Further Licence				£301.00
Home Boarding Licence			£147.00	£333.00
Home Boarding - Further Licence				£315.00
Pet Shop Licence			£147.00	£328.00
Pet Shop - Further Licence				£310.00
Riding Establishments			£169.00	£318.00
Riding Establishments - Further Licence				£301.00
Zoos			£560.00	£333.00
Zoos - Further Licence				£315.00
Caravan Sites (ability to charge comes into force 01 April 2014)				

Appendix E

Caravan Site Licence - Grant	£263.00
Caravan Site Licence - Transfer	£92.00
Caravan Site Licence - Annual Fee	£155.00

Gambling Act 2005

New Regional Casino			
New Application	£15,000.00	£12,750.00	£12,750.00
New Application – with Provisional Statement	£8,000.00	£6,800.00	£6,800.00
Provisional Statement	£15,000.00	£12,750.00	£12,750.00
Transfer	£6,500.00	£5,525.00	£5,525.00
Re-instatement	£6,500.00	£5,525.00	£5,525.00
Variation	£7,500.00	£6,375.00	£6,375.00
Annual Fees	£15,000.00	£12,750.00	£12,750.00
New Large Casino			
New Application	£10,000.00	£8,500.00	£8,500.00
New Application – with Provisional Statement	£5,000.00	£4,250.00	£4,250.00
Provisional Statement	£10,000.00	£8,500.00	£8,500.00
Transfer	£2,150.00	£1,830.00	£1,830.00
Re-instatement	£2,150.00	£1,830.00	£1,830.00
Variation	£5,000.00	£4,250.00	£4,250.00
Annual Fees	£10,000.00	£8,500.00	£8,500.00
New Small Casino			
New Application	£8,000.00	£6,800.00	£6,800.00
New Application – with Provisional Statement	£3,000.00	£2,550.00	£2,550.00
Provisional Statement	£8,000.00	£6,800.00	£6,800.00
Transfer	£1,800.00	£1,530.00	£1,530.00
Re-instatement	£1,800.00	£1,530.00	£1,530.00
Variation	£4,000.00	£3,400.00	£3,400.00
Annual Fees	£5,000.00	£4,250.00	£4,250.00

Appendix E

Bingo			
New Application	£3,500.00	£2,975.00	£2,975.00
New Application – with Provisional Statement	£1,200.00	£510.00	£510.00
Provisional Statement	£3,500.00	£2,975.00	£2,975.00
Transfer	£1,200.00	£1,020.00	£1,020.00
Re-instatement	£1,200.00	£1,020.00	£1,020.00
Variation	£1,750.00	£1,500.00	£1,500.00
Minor Variation			
Annual Fees	£1,000.00	£850.00	£850.00
Betting – not on course			
New Application	£3,000.00	£2,550.00	£2,550.00
New Application – with Provisional Statement	£1,200.00	£510.00	£510.00
Provisional Statement	£3,000.00	£2,550.00	£2,550.00
Transfer	£1,200.00	£1,020.00	£1,020.00
Re-instatement	£1,200.00	£1,020.00	£1,020.00
Variation	£1,500.00	£1,275.00	£1,275.00
Annual Fees	£600.00	£510.00	£510.00
Track Betting (on course)			
New Application	£2,500.00	£2,125.00	£2,125.00
New Application – with Provisional Statement	£950.00	£400.00	£400.00
Provisional Statement	£2,500.00	£2,125.00	£2,125.00
Transfer	£950.00	£800.00	£800.00
Re-instatement	£950.00	£800.00	£800.00
Variation	£1,250.00	£1,100.00	£1,100.00
Annual Fees	£1,000.00	£850.00	£850.00
Adult Gaming Centre			
New Application	£2,000.00	£1,700.00	£1,700.00

Appendix E

New Application – with Provisional Statement	£1,200.00	£510.00	£510.00
Provisional Statement	£2,000.00	£1,700.00	£1,700.00
Transfer	£1,200.00	£1,020.00	£1,020.00
Re-instatement	£1,200.00	£1,020.00	£1,020.00
Variation	£1,000.00	£850.00	£850.00
Annual Fees	£1,000.00	£850.00	£850.00
Family Entertainment Centre			
New Application	£2,000.00	£1,700.00	£1,700.00
New Application – with Provisional Statement	£950.00	£400.00	£400.00
Provisional Statement	£2,000.00	£1,700.00	£1,700.00
Transfer	£950.00	£800.00	£800.00
Re-instatement	£950.00	£800.00	£800.00
Variation	£1,000.00	£850.00	£850.00
Annual Fees	£750.00	£650.00	£650.00
Family Entertainment Centre Gaming Machine Permits			
New application	£300.00	£300.00	£300.00
Renewal	£300.00	£300.00	£300.00
Change of name	£25.00	£25.00	£25.00
Copy of permit	£15.00		
Licensed Premises Gaming Machine Permit			
New Application	£150.00	£150.00	£150.00
Variation	£100.00	£100.00	£100.00
Transfer	£25.00	£25.00	£25.00
Change of Name	£25.00	£25.00	£25.00
Copy of permit	£15.00	£15.00	£15.00
Annual Fee	£50.00	£50.00	£50.00
Notification of 2 or less Gaming Machines			

Appendix E

Notification	£50.00	£50.00	£50.00
Prize Gaming Permit			
New Application	£300.00	£300.00	£300.00
Renewal	£300.00	£300.00	£300.00
Change of name	£25.00	£25.00	£25.00
Copy of permit	£15.00	£15.00	£15.00
Club Gaming Permit			
New Application	£200.00	£200.00	£200.00
Variation	£100.00	£100.00	£100.00
Copy Permit	£15.00	£15.00	£15.00
Renewal	£200.00	£200.00	£200.00
Annual Fee	£50.00	£50.00	£50.00
Club Machine Permit			
New Application		£200.00	£200.00
Variation	£100.00	£100.00	£100.00
Copy Permit	£15.00	£15.00	£15.00
Renewal	£200.00	£200.00	£200.00
Annual Fee	£50.00	£50.00	£50.00
Lotteries			
New	£40.00	£40.00	£40.00
Renewal	£20.00	£20.00	£20.00
Temporary Use Notice			
New	£500.00	£40.00	£40.00
Replacement	£25.00	£20.00	£20.00
Occasional Use Notice	£0.00	£0.00	£0.00

Appendix E

Licensing Act 2003

Premises Licence/Club Premises Certificate Grant

Band A	£100.00	£100.00	£100.00
Band B	£190.00	£190.00	£190.00
Band C	£315.00	£315.00	£315.00
Band D	£450.00	£450.00	£450.00
Band D*	£900.00	£900.00	£900.00
Band E	£635.00	£635.00	£635.00
Band E*	£1,905.00	£1,905.00	£1,905.00

Premises Licence/Club Premises Certificate Variation

Band A	£100.00	£100.00	£100.00
Band B	£190.00	£190.00	£190.00
Band C	£315.00	£315.00	£315.00
Band D	£450.00	£450.00	£450.00
Band D*	£900.00	£900.00	£900.00
Band E	£635.00	£635.00	£635.00
Band E*	£1,905.00	£1,905.00	£1,905.00

Annual Fee

Band A	£70.00	£70.00	£70.00
Band B	£180.00	£180.00	£180.00
Band C	£295.00	£295.00	£295.00
Band D	£320.00	£320.00	£320.00
Band D*	£640.00	£640.00	£640.00
Band E	£350.00	£350.00	£350.00
Band E*	£1,050.00	£1,050.00	£1,050.00

Personal Licence - Grant

Personal Licence - Grant	£37.00	£37.00	£37.00
Personal Licence Renewal	£37.00	£37.00	£37.00
Temporary Event Notice (TEN)	£21.00	£21.00	£21.00
Replacement Premises Licence	£10.50	£10.50	£10.50

Appendix E

Provisional Statement		£315.00	£315.00	£315.00
Change of name and/or address		£10.50	£10.50	£10.50
Variation of DPS		£23.00	£23.00	£23.00
Dissapplication of DPS			£23.00	£23.00
Transfer of Premises Licence		£23.00	£23.00	£23.00
Interim Authority Notice		£23.00	£23.00	£23.00
Change of Club name or rules		£10.50	£10.50	£10.50
Change of Club address		£10.50	£10.50	£10.50
Replacement TEN		£10.50	£10.50	£10.50
Replacement Personal Licence		£10.50	£10.50	£10.50
Name/address change (Pers. Lic)		£10.50	£10.50	£10.50
Right of freeholder to be notified of licensing matters		£21.00	£21.00	£21.00
Minor Variation		£89.00	£89.00	£89.00
 Section 115E Permissions				
Pavement Cafés – New Applications				
Less than 10m2	Pavement Café Permit - Grant		£680.00	£255.00
Less than 20m2			£740.00	
Less than 30m2			£897.00	
Less than 40m2			£968.00	
New grants in excess of 40m2			£1,229.00	
Pavement Cafes – Renewal Applications				
Less than 10m2	Pavement Café permit – renewal		£424.00	£245.00
Less than 20m2			£484.00	
Less than 30m2			£642.00	
Less than 40m2			£712.00	
Renewals in excess of 40m2			£973.00	
 Promotional Event				
Daily Rate			£217.00	£249.00
Daily Rate where min 15 days block booked			£196.00	

Appendix E

Scrap Metal Dealers Act

Motor Salvage Operators

Registration

£109.00

Certified copy of Register

£60.00

SMD Licence - Grant

(3 year duration)

£672.00

SMD Licence - Renew
duration)

(3 year

£664.00

SMD Licence - Variation

£46.00

Sex Establishments

Grant

£5,602.00

£674.00

Licence renewal

£1,691.00

£613.00

Licence variation

£120.00

£91.00

Licence transfer

£120.00

£91.00

Skin Piercing

Premises

£114.00

£51.00

Individual at premises

£87.00

£51.00

Street Trading

Market House, High Street, Castle Bow, North Street (non-food)

Street Trading Consent - Grant, 1 year

£3,023.00

£739.00

Market House, High Street,
Castle Bow, North Street (food)

£3,622.00

£1,827.00

Paul Street, Billet Street

£1,827.00

Designated lay-bys

£3,478.00

All other designated lay-bys

£2,330.00

Mobile traders

£451.00

Permanent site on private land

£451.00

Daily rate - Taunton

Street Trading Consent - Grant, 1 day

£49.00

£35.00

Daily rate - Taunton where min of 15 days booked

£44.00

Appendix E

Daily rate - other areas	£36.00	
Daily rate - other areas where min 15 days booked	£32.00	
Promotional events		
		£43.00
Street Trading Consent - Grant, 1 week		£71.00
Street Trading Consent - Grant, 1 month		£723.00
Street Trading Consent - renewal		
Taxi Licensing		
Hackney Carriage/Private Hire Vehicle Licence	£180.00	£185.00
Hackney Carriage/Private Hire Vehicle Licence - Renewal	£180.00	£184.00
Transfer of interest for vehicle	£52.00	£35.00
Meter test	£24.00	£21.00
Replacement vehicle plate	£50.00	£26.00
Internal identification sticker	£42.00	£17.00
Private Hire Operator Licence	£152.00	£110.00
Private Hire Operator Licence - Renewal	£119.00	£104.00
Application for new drivers licence	£193.00	£170.00
Driver licence renewal – 1 year	£126.00	£116.00
Driver licence renewal – 3 years	£267.00	£290.00
Replacement Badge	£44.00	£18.00
Advertising on vehicles	£90.00	£37.00
Medical	£21.00	£19.00

Discounts

The fee construction has been calculated on the basis of full recovery of costs allocated directly to the service and it is not proposed to offer any discounts in respect of any of the fees levied. An exception exists with those fee levied under the Gambling Act where the Council charges eighty five percent (85%) of the maximum fee permitted, as the original fee levels set by government included an element for enforcement against unlicensed operators and the Provision of Services Regulations 2009 removed the ability to charge for such activities.

Budget Impacts

As set out above there is no legal authority to levy a charge in respect of charitable collections and the costs of this regime (approx £5K) will need to be borne by the Council.

All fees have been constructed on an anticipated number of applications (calculated using an average of the last three years figures). Should application numbers fall below the anticipated figure then full cost recovery may not be achieved.

Equality Impact Assessment

Other than the introduction of the powers to levy both an application fee and annual fee for certain caravan sites under the Mobile Homes Act 2013 the charging policy has not been changed with regard to who is required to pay a fee. However the detailed calculations used to determine fee levels have identified the need for substantive increases in fee levels for animal licensing and some street trading fees. Due to the changing levels in fees an Equalities Impact Assessment has been undertaken and is attached as an appendix to this report.

Recommendation

Fees for applications under the Licensing Act 2003 and Gambling Act 2005 are set by statute so increases under local arrangements are not possible. For those fees where local discretion exists they cannot exceed the parameters set out within the appropriate statutes.

Guided by case law and through the results of the costs analysis detailed above Officers present the suggested fee levels to achieve, as far as possible, full recovery for the projected costs to the Council of unfettered administration and supervision of the various licensing regimes.

It would be unlawful for the Council to deliberately set fees to make a profit and any over (or under) recovery will need to be redressed in future fee levels.

Members are therefore advised that in order to ensure fees levied are reasonable and lawful, consideration can only be given to setting fees at the level suggested or at a level lower than those set out within the report thereby subsidising those businesses regulated by the Council's Licensing Service.

The Executive is recommended to support the proposed fees and charges for 2014/2015 and recommends that Full Council approves the fees and charges

Equality Impact Assessment

Responsible person	Ian Carter	Job Title	Licensing Manager
Why are you completing the Equality Impact Assessment? (Please mark as appropriate)	Proposed new policy or service		
	Change to Policy or Service		
	Budget/Financial decision – MTFP		✓
	Part of timetable		
What are you completing the Equality Impact Assessment on (which policy, service, MTFP proposal)	Changes to fee levels and introduction of new fees.		
Section One – Scope of the assessment			
What are the main purposes/aims of the policy/service/proposed change to policy/service?	The aim is to <ol style="list-style-type: none"> 1. Attain full cost recovery for the licensing service. 2. Ensure all fees levied are lawful. 		
Which protected groups are targeted by the policy?	No protected groups are targeted by the changes to fee levels. Any member of the public (subject to statutory restrictions) may apply for any of the types of licence issued and therefore it is likely that one or more users of the service will be within one of the protected characteristics as defined within the Equalities Act 2010.		
What evidence has been used in the assessment - data, engagement undertaken – please list each source that has been used The information can be found on....	Data is held within the licensing records relating to licence holders and premises. Protected characteristics are not listed separately but changes to the fee structure are unlikely to adversely affect any group.		
Section two – Conclusion drawn about the impact of service/policy/function/change on different groups highlighting negative impact, unequal outcomes or missed opportunities for promoting equality			
No specific impacts have been identified against anyone covered by the protected characteristics.			

I have concluded that there is/should be:	No major change - no adverse equality impact identified	✓
	Adjust the policy	
	Continue with the policy	
	Stop and remove the policy	
Reasons and documentation to support conclusions	The requirement to pay a fee is created by statute and the aims of full cost recovery for the licensing service and legality in its levying of fees will benefit the whole community. Protected groups will be equally affected and there are not expected to be any adverse effects. However if evidence arises that a protected group becomes affected then the Council will monitor the effect and introduce mitigation as appropriate	
Section four – Implementation – timescale for implementation		
<ul style="list-style-type: none"> January 2014 – Adverts placed regarding taxi fees April 2014 – New charges levied 		
Section Five – Sign off		
Responsible officer: Ian Carter Date: 14 th October 2013	Management Team Date	
Section six – Publication and monitoring		
Published on		
Next review date October 2014	Date logged on Covalent	

Action Planning - The table should be completed with all actions identified to mitigate the effects concluded.

Taunton Deane Borough Council
Fees and Charges 2014/15

Planning and Development

1. Background

Planning and Development have the facility to provide Customers with advice and information when they are considering a development proposal; welcoming and encouraging discussions before applications are submitted.

There is a two-tier service; the first involves a meeting with the LPA; the second, written response to proposals sent for comment. It is an opportunity to better understand the way in which an application will be judged against the policies in the development plan and other material considerations.

As a result of the time and resources involved in giving pre-application advice, we have introduced pre-application charges based on the type of proposal. This means that the service does not fall as a general cost to the council tax payer.

1.1 How the Scheme Works

Requests for pre application advice, including a request for a meeting, need to be in writing and be accompanied by the appropriate fee. Meetings will be attended by an appropriate professional officer from the Council. These will be either in the Council offices or, if considered more appropriate, on site. Information about the site and details about the scheme need to be provided. This will normally include:

- a) a site location plan;
- b) a description and summary of your proposals, and preferably sketch plans;
- c) if possible, photographs of the site.

2. Legal Authority

Fees for planning applications are set nationally. However, charges for pre-application discussion are discretionary. The majority of authorities now charge for this service, with the income being reinvested in the service. In setting the charges there needs to be a balance set between recouping the full cost of the service provided and encouraging developers to engage with the Council as early as possible.

Taunton Deane charges have traditionally been and will continue to be set at a figure that will not generally discourage developers from contacting the Council, taking into account the undoubted benefit gained from obtaining

greater certainty of the likely outcome. The charges continue to represent a tiny fraction of the cost of carrying out any form of development.

3. Charges

The schedule of charges incorporates fees which are dependent on the nature and scale of the proposal. The charge is per request.

Level 1 - Householder, Advertisement and Landscape advice. Tree Preservation Orders and Listed Buildings (in cases where planning permission also required):

Current Charge

Written Advice	£66.00 + vat @ 20% = £79.20
Meeting with note	£88.00 + vat @ 20% = £105.60

Proposed from April 2014

Written Advice	£72.60 + vat @ 20% = £97.12
Meeting with note	£96.80 + vat @ 20% = £116.16

Level 2a - Minor developments (e.g. less than 5 dwellings, 500 sq m industrial):

Current Charge

Written Advice	£165.00 + vat @ 20% = £198.00
Meeting with note	£220.00 + vat @ 20% = £264.00

Proposed from April 2014

Written Advice	£181.50 + vat @ 20% = £217.80
Meeting with note	£242.00 + vat @ 20% = £290.40

Level 2b – Larger scale minor developments (e.g. between 5 and 10 dwellings, 500 and 1000 sq m industrial):

Current Charge

Written Advice	£275+ vat @ 20% = £330.00
Meeting with note*	£330+ vat @ 20% = £396.00

Proposed from April 2014

Written Advice	£302.50+ vat @ 20% = £363.00
Meeting with note*	£363.00+ vat @ 20% = £435.60

Level 3a - Major Developments (e.g. more than 10 dwellings, 1,000 sq m industrial):

Current Charge

Written Advice	£550 + vat @ 20% = £660.00
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Meeting with note* £660 + vat @ 20% = £792.00

Proposed from April 2014

Written Advice £605.00 + vat @ 20% = £726.00
Meeting with note* £726.00 + vat @ 20% = £871.20

Level 3b – Large Scale Major Developments (e.g. more than 50 dwellings, 5,000 sq m industrial):

Current Charge

Written Advice £880.00 + vat @ 20% = £1,056.00
Meeting with note* £1,100.00 + vat @ 20% = £1,320.00

Proposed from April 2014

Written Advice £968.00 + vat @ 20% = £1,161.60
Meeting with note* £1,210.00 + vat @ 20% = £1,452.00

* Where both Development Management and Planning Policy officers need to attend the meeting there will be an additional cost as shown below:

Current Charge

- Level 2b additional £110.00 + vat @ 20% = £132.00
- Level 3a additional £165.00 + vat @ 20% = £198.00
- Level 3b additional £220.00 + vat @ 20% = £264.00

Proposed from April 2014

- Level 2b additional £121.00 + vat @ 20% = £145.20
- Level 3a additional £181.50 + vat @ 20% = £217.80
- Level 3b additional £242.00 + vat @ 20% = £290.40

For major developments (level 3a and 3b) pre-application fees are negotiable through the applicant and Council entering into a Planning Performance Agreement (PPA).

There is no charge for advice on revised proposals following a refusal of planning permission or the withdrawal of an application (this exemption is restricted to one letter or meeting only).

Advice on proposals which only require Listed Building Consent do not attract a fee.

Planning Policy advice that is directly related to the preparation of a Local Development Document (LDD) will be exempt from these charges.

Additional changes to fees

Current Charge

- “Do I need Planning Permission” letter for householders attracting a fee of £40 + vat @ 20% = £48.00.

- High hedges applications £550 based upon the experience of the resource necessary.

Proposed from April 2014

- “Do I need Planning Permission” letter for householders attracting a fee of £44.00 + vat @ 20% = £52.80.
- High hedges applications £605.00 + vat @ 20% = £726.00 based upon the experience of the resource necessary.

For major developments (level 3a and 3b) pre-application fees are negotiable based upon level of engagement through the applicant and Council entering into a Planning Performance Agreement (PPA).

There is no charge for advice on revised proposals following a refusal of planning permission or the withdrawal of an application (this exemption is restricted to one letter or meeting only).

Advice on proposals which only require Listed Building Consent do not attract a fee.

Planning Policy advice that is directly related to the preparation of a Local Development Document (LDD) will be exempt from these charges

4. Discounts

This scheme does not include any discounts.

5. Budget Impacts

These revised charges have been taken into account in developing budget saving proposals for 2014/15.

6. Equality Impact Assessment

What are you completing this impact assessment for? E.g. policy, service area	INCREASE IN PLANNING ADVICE CHARGES 2014
Section One – Aims and objectives of the policy /service	
<p>THEME 2 Planning & Development - Development Management</p> <p>To provide a proactive planning service from pre-application to delivery and monitoring</p> <ul style="list-style-type: none"> • Responsible for overseeing building development in Taunton Deane • Co-ordinating the way our surroundings develop • Preventing developments which are not appropriate • Investigate breaches of planning regulations 	
Section two – Groups that the policy or service is targeted at	

<p>All Groups have the potential to be affected; however the perspective is that the only significant increases in charges are for major developments whereby the pre application charge is an insignificant part of total development costs.</p>
<p>Section three – Groups that the policy or service is delivered by</p>
<p>The Development Management staff and Business support staff will administer and provided the pre applications advice – as per current procedures.</p>
<p>Section four – Evidence and Data used for assessment</p>
<p>Approximately 35-40 major planning applications are received per year (2% of all application). Pre-applications advice, which is encouraged with such application, will attract the higher fee. As previously stated the pre application charge is an insignificant part of total development costs.</p>
<p>Section Five - Conclusions drawn about the impact of service/policy/function on different groups highlighting negative impact or unequal outcomes</p>
<p>The impact of this increase in planning advice charges will be minimal to all groups.</p>
<p>Section six – Examples of best practise</p>
<p>Officers work across the Council and community with specific groups e.g. Gypsy Forum</p>

7. Recommendation

The Executive is recommended to support the proposed fees and charges for 2014/2015 and recommends that Full Council approves the fees and charges

Taunton Deane Borough Council
Fees and Charges 2014/15

Environmental Health – Pest Control

Background

Local authorities have a duty under the 'Prevention of Damage by Pests Act, 1949' to keep their district free from rats and mice. We can serve notice upon the owners or occupiers of infested land requiring that they get rid of any infestation.

TDBC offers pest control for rats, mice and wasps.

Legal Authority

The provision of pest control services is a discretionary service for which there is a general power to charge under the Local Government Act 2003.

Charges may be set differentially so that different people are charged different amounts and there is no obligation to charge.

Where charges are made authorities are under a duty to secure that, taking one year with another, the income from charges do not exceed the cost of provision. Therefore, the intention should be that this service achieves cost recovery. The current prices do not reflect this. However, there is a danger in raising the prices too far that the market would not absorb this. The proposal is to raise the prices by 11% to better reflect the costs of providing this service which will still not achieve cost recovery.

Charges

It is proposed to increase the charges for pest control from 1st April 2014 as detailed below.

	Domestic		Commercial	
	2013/14	2014/15	2013/14	2014/15
Rodents	£43.61 (inc VAT)	£50.00 (inc VAT)	£65.00 per hour + VAT + materials	£72.00 per hour + VAT + materials
Wasps	£43.61 (inc VAT)	£50.00 (inc VAT)	£50.00 + VAT	£55.50 + VAT
Additional Wasp nest	20% of either the full or subsidised rate	20% of either the full or subsidised rate		
Missed pre-arranged appointment	£21.24	£25.00		
Domestic Contracts	£90.00 p/a (inc VAT)	£100.00 p/a (inc VAT)		

Commercial contracts are available for the treatment of rodents, fleas and cockroaches. Contracts are priced on an individual basis

Discounts

This service offers a subsidised rate of £25.00 to certain benefit recipients.

Budget Impacts

The increase in pest control fees, due to an anticipated decrease in demand, will not increase the income budget.

Equality Impact Assessment

No adverse equality impact of the change in the charge policy has been identified.

Recommendation

The Executive is recommended to support the proposed fees and charges for 2014/2015 and recommends that Full Council approves the fees and charges.

Taunton Deane Borough Council
Fees and Charges 2014/15

Revenues Service

Background

Council Tax is a charge to owners and occupiers of domestic dwellings and Business Rates, sometimes known as non-domestic rates, is a charge on the occupation of a non-domestic property. The Revenue Service bills those liable of the charges and collects the monies due.

Should the bills not be paid in accordance with the instalments on the bill a reminder is sent. A second reminder and a final notice are also issued should the payments not be made. Sometimes, despite these reminders, the bill is not paid. In these cases the Revenues Service will apply to the Magistrate's Court for a Liability Order.

The costs of obtaining this order are charged to the individual.

Legal Authority

The Council Tax (Administration and Enforcement) Regulations (1992) and The Non-Domestic Rating (Collection and Enforcement) (Miscellaneous Provisions) Regulations 1990 are the 2 pieces of legislation surrounding the charging of both costs incurred by the authority for a summons and liability order.

Charges

The 2012/13 charges were agreed by Council in February 2012. A review of these charges took place in November 2012 and the charges for 2013/14 remained the same as 2012/13. We do not propose to increase these charges in 2014/15. A review of the costs of summons and liability orders by the Strategic Finance Officer has confirmed that these charges do not lead to an over recovery of costs.

The proposed charge for a summons is £63.50 and the proposed charge for a liability order is £10.

Discounts

Discounts are not provided as we charge what it costs to issue a summons and the cost of obtaining a liability order. We do however withdraw costs in some dependant on customer's willingness to enter into a payment arrangement (and sustain that arrangement)

Budget Impacts

The fees cover the cost of recovery. As there is no increase in the fees there is no increase to the budget.

Equality Impact Assessment

There has been no change to the policy of charging for summons and liability orders and the charges has not changed therefore an equality impact assessment is not required.

Recommendation

The Executive is recommended to support the proposed fees and charges for 2014/2015 and recommends that Full Council approves the fees and charges

Should Executive wish to recommend a change to the charges they can only amend the charges downwards as we cannot legally charge more than the costs the authority incur.

Taunton Deane Borough Council
Fees and Charges 2014/15

Deane Helpline

Background

The Deane Helpline Service provides community alarms, 24 hour monitoring, installation and emergency response services to over 2,900 vulnerable Taunton Deane residents and community alarm monitoring, Out of Hours Service and Lone Worker Monitoring to Taunton Deane Borough Council and external corporate customers which include Housing Associations and other Local Authorities. Overall there are approximately 13,000 connections to the service.

Legal Authority

Deane Helpline is a Trading Account of TDBC and as such charges for the service are set locally and a profit can be returned.

Charges

The current charge for private customers is £4.54 per week this is proposed to increase by 10% to £4.99 per week from 1/4/14.

Installation fees, Telecare Sensor charges and Contact Service Call charges will remain unchanged.

The charge to Council Tenants will be frozen until a discount of £1 per week is achieved.

Corporate Contracts will increase as usual by September's RPI rate of 3.2% unless specifically stipulated in the contract.

Lifeline Charges from 1st April 2014			
Description	Charge per week	Charge per quarter	Charge per year
Lifeline Rental, Monitoring, Keyholding & Emergency Response Service	£4.99	£64.87	£259.48
Additional Pendant	50p	£6.50	£26.00
Telecare Sensors (each)	50p	£6.50	£26.00
Minuet Watch instead of Pendant (One off Charge)	£40.00		
Installation & Setup Charge (One off charge)	£25.00		
Additional Services	Set up fee	Cost per call	
Welfare Contact Calls	£30	50p	

Payments are made quarterly in advance. A refund is made on any advanced payment should the Lifeline be removed. A Charge will be made for replacing any damaged equipment.

Discounts

No discounts are available; all private paying customers pay the same.

TDBC Tenants are charged via their Service Charge an amount based on the Service Level Agreement between Deane Helpline and TDBC Housing which due to the economies of scale is less than private customers pay.

External contracts are priced according to their number of connections; their annual increases are stipulated by contract.

Budget Impacts

Due to a loss of a major contract the proposed increase will not add additional income to the budget for 2014/15.

Equality Impact Assessment

EIA attached

Recommendation

The Executive is recommended to support the proposed fees and charges for 2014/2015 and recommends that Full Council approves the fees and charges.

Impact Assessment form and action table

What are you completing this impact assessment for? E.g. policy, service area	Price increases for Deane Helpline
Section One – Aims and objectives of the policy /service	
<p>To increase Private customer Lifeline charges with effect from 1/4/2014 and to remove the discount received by Legacy customers.</p> <p>Details of new prices attached. In 2010 a Price Restructure was undertaken and to protect the customer base, legacy Service Users (those with contracts taken up prior to 1st November 2010) remained on their current rate (subject to normal annual increases). This discount was reduced over the course of 2013/2014 to bring them into line with all other paying customers.</p> <p>Each year it is necessary to apply an increase equal to the rate of inflation to maintain the revenue stream at the same position as our competitors and to remain financially viable. Private customers are charged each week for monitoring, lease of equipment, emergency response attendance, key holding and any contact calls.</p> <p>Telecare sensors are at present provided at no cost with a nominal extra charge for the additional monitoring. There is currently an installation charge levied for new contracts of £25 to cover administration and service set up and a nominal charge for multiple Service Users at the same address to cover the increased incidence of calls and emergency attendances. These charges will be increased in larger but less frequent steps and no increase on these fees is planned for the 2013 increase.</p> <p>However, the costs of the service are higher than the income generated and these costs have to be recovered or subsidised by the Council. Under the current financial constraints Local Government is under subsidy is no longer a reasonable proposition.</p>	
Section two – Groups that the policy or service is targeted at	
<p>All users of the Deane Helpline service, this includes vulnerable adults, the elderly, the disabled whether physically or mentally. Those that have recently undergone medical treatment reducing their ability to be independent, those with learning difficulties and anyone that has a need for reassurance to allow them to live independently.</p>	
Section three – Groups that the policy or service is delivered by	
<p>The group comprises the Control Centre Operators, Lifeline Officers, Emergency Response Officers, Admin Team and Management Team all of varying ages. We are not aware of any disabilities among the current staff group. All are White British. No information is held on staff's religion, belief or sexual orientation; these are also not specifically relevant to the changes in this review.</p>	

Section four – Evidence and Data used for assessment	
<p>A full review of the service and its pricing has been undertaken by external consultants. Several local and national Carelines are queried for their pricing structure to ensure the Service is in line with the industry.</p>	
Section Five - Conclusions drawn about the impact of service/policy/function on different groups highlighting negative impact or unequal outcomes.	
<p>As the increase affects all private customers equally no social group will be affected more heavily than any other. Since the 2010 price restructure and regular annual RPI increases customer numbers have risen so no negative impact has been identified to the Service</p> <p>No negative equality impacts have been identified. Although our service is available to anyone that wishes to use it we recognise that existing Service Users would view the new pricing structure as a significant increase and potentially having those that currently rely on the service cancelling their contracts despite their need for it. For this reason the increase to parity with all other customers was phased in over the course of two years to reduce any financial impact.</p>	
Section six – Examples of best practise	
<p>A case study of the changes will be provided to the Telecare Standards Authority.</p>	

Signed: Person/Manager completed by		Signed: Group Manager/Director	
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Appendix I

Impact Assessment Issues and Actions table						
Service area				Date		
Identified issue drawn from your conclusions	Groups affected	Actions needed – how will your service or policy be amended	Who is responsible	By when	Is a monitoring system required	Expected outcomes from carrying out actions
Knowing our Communities, engagement and satisfaction						
Potential negative impact from price increase only identifiable after the change	Unknown	Review numbers of new customers after twelve months to reassess any negative impact	Richard Burge	12 Months from date of change	No	Unknown
Responsive services and customer care						
Place shaping, leadership and partnerships						
A modern and diverse workforce						

Taunton Deane Borough Council
Fees and Charges 2014/15

Building Control

Background

Building Control is predominantly a fee earning, self financing service that operates in direct competition with the private sector.

Local Authorities have a statutory duty to provide a Building Control Service and ensure that any proposals to undertake building work conform, in all respects, to the current Building Regulations and subsequent amendments. This responsibility is discharged through the Building Control service. The Building Control section also undertakes tasks in relation to demolition, dangerous structures and enforcement of the Building Regulations.

The primary function of Building Control is dealing with Building Regulation applications and initial notices from approved inspectors. Although the Building Regulations can be administered by private approved inspectors there remains an obligation for local authorities to be able to provide the Building Control service to anyone who chooses to use it, and be capable of providing sufficiently experienced and qualified staff to deal with any type of application submitted, whether a simple domestic extension or a new school or hospital. The LA is required to approve or reject initial notices to ensure amongst other things that private inspectors are approved and carry the correct insurance.

As well as providing that service, there are also some functions that only Local Authority Building Control can provide. Only the LA can deal with Regularisation applications - these applications are for work that has already been carried out and the owners require to retrospectively obtain approval. The LA are also required to deal with Reversion type Building Regulation applications for building projects whose initial notices have been cancelled by the approved inspector. Only the LA can enforce the Building Regulations and therefore any reported or discovered contravention requires to be dealt with by the Building Control unit through the magistrate's court.

Other statutory services that the LA Building Control unit provide is maintaining a current register of initial notices and register of competent persons schemes notifications, dangerous structures, and demolition notices.

Legal Authority

The Building (Local Authority Charges) Regulations 2010 (SI 2010/404) (the charges regulations) make provision authorising local authorities (LAs) in England and Wales to fix their own charges in a scheme, based on the full recovery of their costs, for carrying out their main building control functions relating to building regulations.

The principles of the charges regulations require authorities to ensure that the price charged is an accurate reflection of the costs of carrying out the

chargeable building control functions and for giving chargeable advice relating to building regulations (hereafter referred to as the building regulation functions/service or costs, as appropriate) and not for creating surpluses.

Building Control managers should not increase their charges above the level of their building regulation costs. The principles in the charges regulations require authorities to achieve full cost recovery on their building regulation chargeable work and determine standard and individual charges that reflect the cost of the service on individual building projects in accordance with the user pays principle.

Individual charges must be capable of being substantiated, authorities need to be mindful that if the level of a charge is questioned the method used to establish the charge should be capable of being clearly justified in a transparent manner. For example if the charge for the renovation of a thermal element, by the replacement of a new covering to a small roof was £300 and the total building regulation input was just one hour, the £300 charge would not be considered to be a reflection of the local authority building regulation costs. The charge is likely to be considered in breach of the charges regulations and open to challenge.

With additional flexibility to establish an equitable price there is responsibility to ensure that any new powers are used in the manner intended – to provide a price to our customers for our building regulation service that is a direct reflection of our costs in providing the chargeable building regulation service.

Charges

No Change proposed to Building Control charges for 14/15. The fees include VAT of 20%

Current Fee schedule is shown at the end of this appendix.

Discounts

No discounts available.

Budget Impacts

Due to various changes within the structure of the service it is estimated that fees and charges can remain the same thereby protecting the client base.

Should they be increased this will make the service uncompetitive.

Equality Impact Assessment

The provision of a Local Authority Building Control Service, which is not for profit, unlike our competition, ensures that all building work is safe for persons in and about all buildings and that the use of the building has a reduced impact, through its use, on the environment. There has been no change to the charging policy therefore no EIA is required.

Recommendation

The Executive is recommended to support the proposed fees and charges for 2014/2015 and recommends that Full Council approves the fees and charges

SCHEDULE 1**Standard charges for the creation of new housing including flats and apartments**

Number of Dwellings	Full Plans Application		Building Notice
	Plans Fee £	Inspections Fee £	Fee £
1	255.00	510.00	960.00
2	305.00	870.00	1470.00
3	410.00	970.00	1725.00
4	460.00	1125.00	1980.00
5	510.00	1275.00	2235.00
6	560.00	1430.00	2490.00
7	610.00	1585.00	2745.00
8	665.00	1685.00	2935.00
9	715.00	1790.00	3130.00
10	765.00	1990.00	3510.00
11 - 19	As above but add £50.00 for each unit above 10	As above but add £100.00 for each unit above 10	As above but add £190.00 for each unit above 10

Note for Schedule 1

For 20 or more dwellings or if the floor area of any dwelling exceeds 300m² the charge is determined individually, please contact the Building Control Manager for advice on the appropriate fee.

SCHEDULE 2**Standard charges for domestic extension & building works to a single building**

Type of work		Full Plans Application		Building Notice
		Plans Fee £	Inspections Fee £	Fee £
1	Single storey extension with a floor area of less than 10m ²	185.00	175.00	395.00
2	Single storey extension with a floor area of between 10m ² - 40m ²	185.00	305.00	540.00
3	Single storey extension with a floor area of between 40m ² - 80m ²	185.00	350.00	585.00
4	Multi storey extension with a combined floor area of less than 40m ²	185.00	375.00	620.00
5	Multi storey extension with a combined floor area of between 40m ² - 80m ²	185.00	470.00	720.00
6	Multi storey extension with a combined floor area of between 80m ² - 120m ²	185.00	510.00	765.00
7	Loft conversion with a floor area of less than 40m ²	185.00	275.00	505.00
8	Loft conversion with a floor area of between 40m ² - 100m ²	185.00	305.00	540.00
9	Garage /carport with a floor area of less than 100m ²	155.00	155.00	340.00
10	Garage conversion	155.00	130.00	315.00
11	Replacement glazing of up to 6 windows and doors	80.00	N/A	80.00
12	Full replacement glazing of up to 20 windows and doors	155.00	N/A	155.00
13	Electrical installation	250.00	N/A	250.00
14	Renovation of thermal elements, such as wall, floor or roof work up to £20,000	185.00	N/A	185.00

Notes for schedule 2:

1. Where part of an extension is single storey and part is two-storey (or more) the charge for a multi storey extension will apply.
2. Where a first floor extension is constructed over an existing single storey structure the charge applied is that for a single storey extension of the same floor area.
3. For domestic work up to £75,000 (but not covered in Schedule 2) refer to Schedule 3.

Electrical Installation

The fee, given in item 13 of Schedule 2, for electrical installations includes 2 visits to site by our registered electrical installer (initial inspection and completion). Any additional inspections required for failure to ensure works comply with the requirements of the Building Regulations will result in additional charges being incurred, which will be separately invoiced prior to the completion certificate being issued.

SCHEDULE 3

Appendix J

Standard charges for domestic alterations to a single building not falling within the categories of schedule 2

Estimated cost £	Full Plans Application		Building Notice
	Plans Fee £	Inspections Fee £	Fee £
Up to £2,000	155.00	N/A	170.00
£2,001 - £5,000	205.00	N/A	225.00
£5,001 - £10,000	100.00	205.00	340.00
£10,001 - £15,000	130.00	255.00	420.00
£15,001 - £20,000	155.00	305.00	505.00
£20,001 - £25,000	180.00	360.00	595.00
£25,001 - £30,000	205.00	385.00	650.00
£30,001 - £35,000	215.00	420.00	700.00
£35,001 - £40,000	230.00	460.00	760.00
£40,001 - £45,000	245.00	500.00	820.00
£45,001 - £50,000	255.00	535.00	870.00
£50,001 - £55,000	270.00	575.00	930.00
£55,001 - £60,000	280.00	615.00	985.00
£60,001 - £65,000	295.00	650.00	1040.00
£65,001 - £70,000	305.00	665.00	1070.00
£70,001 - £75,000	320.00	675.00	1095.00

For projects with an estimated cost in excess of £75,000 please contact the Building Control Manager for advice on the fee payable.

SCHEDULE 4**Other, non domestic work - extensions and new build**

Estimated cost £	Full Plans Application	
	Plans Fee £	Inspections Fee £
Up to £2,000	155.00	N/A
£2,001 - £5,000	205.00	N/A
£5,001 - £10,000	100.00	180.00
£10,001 - £15,000	130.00	230.00
£15,001 - £20,000	155.00	305.00
£20,001 - £25,000	180.00	360.00
£25,001 - £30,000	205.00	410.00
£30,001 - £35,000	215.00	450.00
£35,001 - £40,000	230.00	485.00
£40,001 - £45,000	245.00	525.00
£45,001 - £50,000	255.00	560.00
£50,001 - £55,000	270.00	600.00
£55,001 - £60,000	280.00	640.00
£60,001 - £65,000	295.00	675.00
£65,001 - £70,000	305.00	715.00
£70,001 - £75,000	320.00	755.00

Notes for schedule 4:

1. For projects with an estimated cost in excess of £75,000 please contact the Building Control Manager for advice on the fee payable.
2. Building notice applications are not appropriate for non-domestic work.

Taunton Deane Borough Council
Fees and Charges 2014/15

Somerset West Private Sector Housing

Background

Charging for Housing Act Notices and Immigration visits

The Somerset West Private Sector Housing Partnership has introduced the charging for formal Housing Act 2004 Notices. The Act gives the power to Local Authorities to charge for the serving of Improvement and Prohibition Notices. The partnership endeavours to work with the landlord informally should a complaint arise from a tenant regarding the condition of their property. However, if the hazards remain and the partnership has exhausted informal means then there is no alternative than to serve Notice. There is no set fee structure in statute. The partnership has provided a charge which covers the minimum costs. The charge is recoverable if the recipient does not pay by placing a charge on the Local Land Registry. It is anticipated that the Partnership will serve 10 formal Notices a year.

The partnership has also introduced charging for Immigration visits. The visits are requested by immigration applicants who need to provide evidence that they have suitable housing accommodation within the United Kingdom. The evidence needs to show that the property they intend to occupy does not have any Category One hazards under the Housing Health and Safety Rating System and will not become overcrowded when they take up residence. The charge will be a flat fee of £129. Based upon previous years, there is expected to be a request for 5 inspections a year.

The charging structure is across the three authorities in the partnership (Sedgemoor District Council, Taunton Deane Borough Council and West Somerset Council). The income generated from the charges in Taunton Deane will remain with the Council.

Legal Authority

The Housing Act 2004 gives the power to Local Authorities to charge for the serving of Improvement and Prohibition Notices

Charges

We are not proposing any changes to our fees and charges

Chargeable Enforcement Notices		£
Improvement Notice		131.95*
Prohibition Notice		131.95*
Immigration Visits		129.00
Additional Charges (if applicable)		
1	Where a professional service is required (e.g. Electrician, Gas Safe Engineer etc) this cost will be passed directly on to the owner/persons responsible for the property	
2	*The fixed rate of £131.95 is for 2 visits. If more visits are required to check compliance with the notice each visit will incur an additional cost the owner/persons responsible	

Discounts

No discounts are provided

Budget Impacts

There is no impact to the budget of this proposal

Equality Impact Assessment

There is no change to the charging policy therefore an EIA is not required

Recommendation

The Executive is recommended to support the proposed fees and charges for 2014/2015 and recommends that Full Council approves the fees and charges