

# Taunton Deane Borough Council

## Executive – 3 December 2014

### Fees and Charges 2015/2016

#### Report of the Finance Manager

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

#### IMPORTANT NOTE –

In order for this performance information to be debated in the most efficient manner at the Executive Committee, we would encourage Members who have queries with any aspect of the report to contact the appropriate officer(s) named (at the end of the report) before the meeting so that information can be collated in advance or relevant officers can be invited to the meeting.

#### 1. Summary

- 1.1 This report sets out the proposed fees and charges for 2015/16.
- 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

- Promotional Rotunda Units
- Deane Helpline
- Building Control

2.2 Appended to this report are the detailed proposed charges for each service as outlined above. The reports include the legislation that allows Taunton Deane Borough Council to charge for the service in question, confirms if the charges can only be what it costs to provide the service or can be another charge, or if the charge is set by central government. This will give Councillors reassurance that the charges being proposed are legally set.

### **3. Proposed Increases for 2015/16**

3.1 Those services proposing an increase to charges for 2015/16 include:

Crematoria and Cemeteries;  
 Waste;  
 Housing and Community Services;  
 Environmental Health;  
 Rotunda Units (new)

### **4. Proposed Decreases for 2015/16**

4.1 The services proposing a decrease to charges for 2015/16 are:

Licensing and Housing (Hostels)

### **5. Detailed Proposals**

5.1 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

Promotional 'Rotunda' units	Appendix H
Deane Helpline	Appendix I
Building Control	Appendix J

5.2 This report includes 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.

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

## 6. Finance Comments

6.1 The charges shown in Appendix A (Crematoria and Cemeteries) where they have been increased have been uplifted by an average 3.7%, to reflect inflationary pressures on the service. Income for the service has reduced significantly which is considered to be as a result of new crematorium provision in Pawlett and Honiton. The estimated impact of the change in fees takes into account up to date assumptions in usage of the service.

6.2 The majority of the proposed changes in fees result in an increase in income, to offset costs, however the proposed changes in licensing fees will result in a decrease in total income. This reflects the future efficiency that is budgeted to be delivered through implementation of the shared service with West Somerset. The proposed fees pass on these future savings to the license fee payer.

6.3 The overall budgetary impact of the various proposals are summarised below. This shows that the changes to Fees & Charges should contribute an additional £53,600 to the General Fund and £27,600 to the HRA.

Service Area	Fund	Additional Income £
Crematoria and Cemeteries	GF	40,000
Garden Waste recycling	GF	14,000
Housing and Community	HRA	27,600
Environmental Health	GF	500
Deane Helpline	GF	15,100
Rotunda Units	GF	4,000
Licensing	GF	-20,000
<b>TOTAL</b>		<b>81,200</b>

## **7. Legal Comments**

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

## **8. Links to Corporate Aims**

- 8.1 Even though some of the services increasing their charges are linked to the corporate aims there are no specific links within this report.

## **9. Environmental and Community Safety Implications**

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

## **10. Equalities Impact**

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

## **11. Risk Management**

- 11.1 Not appropriate to this report.

## **12. Partnership Implications**

- 12.1 There are no partnership implications of this report.

## **13. Corporate Scrutiny Committee Comments**

- 13.1 Corporate Scrutiny asked for further clarification about the ongoing Crematoria and Cemeteries income trend. This will be provided in due course.
- 13.2 The proposals in respect of taxi licensing were debated at some length further to a question from a member of the public. Further information is requested in respect of two elements of the license fee: processing of 3 year licenses and inspection of vehicles, and for this to be brought to the next Corporate Scrutiny meeting. Officers will ensure appropriate background information, including legal advice in respect of these matters is provided.

## **14. Recommendations**

- 14.1 The Executive is asked to recommend to Full Council that the proposed fees and charges for 2015/16, as set out in this report, are approved.

**Appendices:**

Appendix A Crematoria and Cemeteries

Appendix B Waste Services

Appendix C Land Charges

Appendix D Housing

Appendix E Licensing

Appendix F Planning

Appendix G Environmental Health

Appendix H Promotional 'Rotunda' units

Appendix I Deane Helpline

Appendix J Building Control

**Appendix A  
Taunton Deane Borough Council  
Fees and Charges 2015/16**

**Cemeteries and Crematorium**

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>2014/15</u>	<u>2015/16</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 am onwards	£627.00	£650.00
(iv) Cremation delivery fee	£521.00	£544.00
(v) Use of Chapel for additional service time	£118.00	£122.00
(vi) Saturday <b>additional</b> cremation fee	£265.00	£273.00
(vii) Chapel Attendant pall-bearing fee	£20.00	£21.00
(viii) of the body of a person whose age at the time of death exceeded sixteen years - <b>Chapel time 9.00am or 9.30am.</b>	£550.00	£573.00

**NOTE** - The cremation fee includes:

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

**Part 2 – Urns****2014/15****2015/16**

Supply of Urn or Casket from

£26.00

£31.00

**Part 3 – Cremated Remains**

(i) Temporary deposit of cremated remains:-

First month

£24.00

£25.00

Each subsequent month

£28.00

£29.00

(ii) Forwarding cremated remains excluding Carriage

£29.00

£30.00

(ii) Collection of cremated remains on a Saturday (when available)

£65.00

£67.00

**Part 4 - Memorials**

(i) Entries in Book of Memory:-

Two line inscription

£60.00

£62.00

Five line inscription

£81.00

£83.00

Eight line inscription

£114.00

£117.00

Flower

) available with a  
) five or eight line

£55.00

£57.00

Badge, Coat of Arms etc ) inscription only

£77.00

£79.00

(ii) Memorial Cards-

Two line inscription

£31.00

£32.00

Five line inscription

£39.00

£40.00

Eight line inscription

£42.00

£43.00

Flower

) available with a  
) five or eight line

£55.00

£57.00

Badge, Coat of Arms etc ) inscription only

£77.00

£79.00

(iii) Miniature Books:-

Two line inscription

£60.00

£62.00

Five line inscription

£75.00

£77.00

Eight line inscription

£79.00

£81.00

Flower

) available with a  
) five or eight line

£55.00

£57.00

Badge, Coat of Arms etc ) inscription only

£77.00

£79.00

Subsequent inscriptions per line

£22.00

£23.00

(iv) Cornish Granite tablet for a ten year period

	<u>2014/15</u>	<u>2015/16</u>
	<u>Incl VAT at 20%</u>	
Standard memorial tablet	£421.20	NO CHANGE
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	
(vi) Cleaning of memorial plaque		£20.00

### **Part 5 – Other Fees and Charges**

(i) Certified extract from Register of Cremations	£21.00	£21.63
(ii) Wesley Music System		
Provision of Audio recording	£42.00	£44.00
Provision of DVD	£58.00	£60.00
Webcast of Service	£57.00	£59.00
Provision of Webcast and DVD	£78.00	£81.00
Visual Tributes		
Administration Fee	£14.40	£15.00
Per Photograph/image used	£1.20	£1.30
Per minute of Video used	£3.60	£3.70



# CEMETERIES

## TABLE OF FEES AND CHARGES

### EFFECTIVE FROM 1<sup>ST</sup> APRIL 2014

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

	<u>2014/15</u>	<u>2015/16</u>
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.		
1. For an interment in 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	£425.00	£438.00
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

	<u>2014/15</u>	<u>2015/16</u>
(ii) of body of a child or person whose age at the time of death exceeded one year but did not exceed ten years		
at SINGLE depth	No Fee	No Fee
at DOUBLE depth	No Fee	No Fee
at TREBLE depth	No Fee	No Fee
(iii) for the body of a person whose age exceeds ten years		
at SINGLE depth	£478.00	£500.00
at DOUBLE depth	£585.00	£610.00
at TREBLE depth	£650.00	£680.00
3. Additional Charge Saturday burial (when available)	£266.00	£275.00
4. For an interment of cremated remains:		
(i) to witness interment in Garden of Rest when cremation has taken place in at Taunton	£25.00	£26.00
(ii) in any grave in respect of which an exclusive right of burial has been granted	£113.00	£117.00
(iv) Additional charge for Saturday Interment for Cremated Remains	£54.00	£56.00
(iv) in the Garden of Remembrance (where cremation has not taken place at Taunton Deane Crematorium	£62.00	£64.00
Additional Fee for burial within 48 hours	£300.00	

## **Part 2 – Exclusive Rights of Burial in Earthen Graves**

### **1. Taunton Deane Cemetery;**

For the exclusive of burial for a period of 75 years in an earthen grave.

(i) in Division L	£585.00	£610.00
(ii) in Division A	N/A	N/A
(iii) in Division B (limited availability)	£595.00	£615.00
(i) cremated remains grave	£429.00	£445.00

	<u>2014/15</u>	<u>2015/16</u>
<b>2. St Mary's and St James Cemeteries;</b>		
For the exclusive right of burial for a period of 75 years in an earthen grave	£595.00	£615.00
<b>3. Wellington Cemetery;</b>		
For the exclusive right of burial for a period of 75 years in an earthen grave		
(i) Cremated Remains Grave	£429.00	£445.00
(ii) Full Burial Grave	£595.00	£615.00

### **Part 3 – Memorials and Inscriptions**

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	NO CHANGE
(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	£170.00	
(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	£23.00
2. Burial service in Crematorium Chapel	£118.00	£122.00
3. Register search	£22.00	£23.00

**Equality Impact Assessment**

No specific group would be adversely impacted by the proposed changes.

**Recommendation**

Corporate Scrutiny is invited to make comments upon the proposed fees and charges for inclusion in the report to Executive.

.

## **APPENDIX B**

### **Taunton Deane Borough Council / West Somerset District Council Fees and Charges 2015/16**

#### **Waste Services – Somerset Waste Partnership**

##### **Background**

This paper relates to the non-statutory elements of the waste service provided by TDBC and WSC through the Somerset Waste Partnership.

Traditionally all partners try and set their fees in a universal fashion, the Senior Management Group of Somerset Waste Partnership have considered the cost increases proposed and believe that this still represents a good value for money service for those that choose to use it, the subsidy on green waste bins for example would continue to be in the region of £5 per customer. Customers continue to have a choice over who supplies these waste removal services as there is no requirement on them to purchase this from SWP.

Extra consideration was given to those customers who cannot store a green bin, they are already paying more by volume for the waste they are disposing of due to the price and capacity of the bags, and it was for this reason that bag costs are proposed to remain the same this year.

##### **Legal Authority**

- These are discretionary services leaving customers with choice.
- The charge for this service is set locally by each of the partners.
- There is no requirement for this to be a 'cost recovery only' service however all of these proposals continue to be subsidised.

##### **Charges**

- Green waste bins and bulky items are classified as non-business for VAT purposes and as such no VAT is payable on these services. The green waste sacks are standard rated (currently 20%) which is included in the price shown below.

	<b>Current £ (2014/15)</b>	<b>Proposed £ (2015/16)</b>
Green Waste Bins	46.50	48.00
Green Waste Sacks x10	25.00	25.00
3 x bulky items	38.15	40.00
Subsequent items	8.35	10.00

### **Discounts**

There are no discounts provided through this service but the service is subsidised.

### **Budget Impacts**

Any price increase has the potential to have an effect on the number of users of the service, however this is an area that has been expanding in its user numbers over the years.

It is anticipated that these price increases will lead to a reduction in the council subsidy for this service, and based on the current usage figures income, which is where the offset of subsidy is seen, will rise by c£14,000 in 15/16.

### **Equality Impact Assessment**

Please see Equality Impact Assessment form below, Appendix B1.

### **Recommendation**

Corporate Scrutiny is invited to make comments upon the proposed fees and charges for inclusion in the report to Executive.

**Appendix B1  
Impact Assessment form and action table**

What service is impacted and why complete this assessment?	<b>Price increases for the sale of non-statutory waste stream collection.</b>
--	---

**Section One – Aims and objectives of the policy /service**

**To increase the costs, reducing the subsidy of additional waste streams as set out in the table.**

Each year it is necessary to consider an increase in the waste various waste streams as currently this remains a subsidised service.

	<b>Current £ (2014/15)</b>	<b>Proposed £ (2015/16)</b>
Green Waste Bins	46.50	48.00
Green Waste Sacks x10	25.00	25.00
3 x bulky items	38.15	40.00
Subsequent items	8.35	10.00

The aim of the proposed increase is to reduce the subsidy and thus financial burden on the council and its tax payers. This proposal, if user numbers stayed the same, would produce an additional income of c£14k. This is the same as reducing the subsidy by £14k.

**Section two – Groups that the policy or service is targeted at**

This will impact on the majority of the users of the scheme, although consideration was given to those who use green bags rather than green bins.

**Section three – Groups that the policy or service is delivered by**

This service is delivered on behalf of Taunton Deane Borough Council through the Somerset Waste Partnership. Traditionally each partner tries to set is fees consistently but there is an opportunity for TDBC to set their differently to the other partners.

**Section four – Evidence and Data used for assessment**

A discussion of the SWP senior management group jointly agreed the proposals, this is attended by Assistant Director for Operational Delivery on behalf of TDBC.

**Section Five - Conclusions drawn about the impact of service/policy/function on**

<b>different group highlighting negative impact or unequal outcomes.</b>
<p>There are not thought to be any unequal outcomes from this proposal and in fact it reduces the subsidy divide for those using bags (lower subsidy) compared with those using bins.</p> <p>There remains no requirement for users to buy this service from SWP and there are no contractual tie-ins enforcing the new increased prices.</p>
<b>Section six – Examples of best practise</b>
<p>Best practice is not identified in this report, this is a question of the level of subsidy that TDBC are prepared to make.</p>

Signed: Person/Manager completed by		Signed: Group Manager/Director	
---	--	--------------------------------------	--



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
<b>Knowing our Communities, engagement and satisfaction</b>						
Potential negative impact from price increase	All customer equally	Review numbers of new customers throughout the year to assess any negative impact	Chris Hall	As part of the budget setting process for 16/17	Budget monitoring is in place.	Unknown
<b>Responsive services and customer care</b>						
<b>Place shaping, leadership and partnerships</b>						
<b>A modern and diverse workforce</b>						

**Appendix C**  
**Taunton Deane Borough Council**  
**Fees and Charges 2015/15**

**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.

### Equality Impact Assessment

No change to charging policy.

### Recommendation

To maintain the Local Land Charge fees and charges at their current level.

**Appendix D**  
**Taunton Deane Borough Council**  
**Fees and Charges 2015/16**

**Housing and Community Services**

**Background**

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

**Legal Authority**

It is proposed to increase fees and charges by applying Retail Price Index (RPI) inflation as at the previous September 2014 (September RPI inflation was 2.3%). 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 (Appendix D1)

These charges have been considered by the Tenants Services Management Board at their meeting on 27<sup>th</sup> October 2014.

**Discounts**

Not applicable

**Budget Impacts**

The HRA 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 (Appendix D2)

**Recommendation**

Corporate Scrutiny is invited to comment on the proposed fees for 2015/16 before Executive considers them.

## Appendix D1

### Housing

	2014/15	2015/16
<b>Service Charges</b>		
Communal areas	£0.59	£0.60
Grounds maintenance	£0.76	£0.78

### Combined Service Charges

Specialised (Extra Care) Sheltered Housing	£48.70	£49.82
Sheltered Housing	£17.64	£18.04
Low Level Sheltered Support	£8.77	£8.97

### Garage Rents

Council tenants	£5.65	£5.78
Private tenants and Owner Occupiers (exc. VAT)	£6.67	£6.83
Private tenants and Owner Occupiers (inc VAT)	£8.01	£8.20

### 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	TBA	TBA
---------------	-----	-----

\* 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	£38.50
	6	£45.30	£45.30
	7	£52.60	£52.10

<b>Hostels (rent per day)</b>	<b>2014/15</b>	<b>2015/16</b>	<b>Service Charge 2015/16</b>	<b>Gross Per Day</b>
40 Humphreys Road	£9.59	£8.91	£0.90	£9.81
1 Gay Street	£9.59	£8.91	£0.90	£9.81
Outer Circle				
113 and 113a (studios)	£8.07	£7.58	£0.68	£8.26
115 and 115a (3 bedroom)	£13.91	£9.87	£4.36	£14.23
119 (2 bedroom)	£10.89	£7.58	£3.56	£11.14
119a (2 bedroom)	£8.07	£7.58	£0.68	£8.26
Sneddon Grove				
Unit 1 (2 bedroom)	£12.19	£8.91	£3.56	£12.47
Unit 2 (2 bedroom)	£11.46	£8.16	£3.56	£11.72
Unit 3 (2 bedroom)	£11.46	£8.16	£3.56	£11.72
Unit 4 (3 bedroom)	£14.70	£10.68	£4.36	£15.04
Unit 5 (3 bedroom)	£14.70	£10.68	£4.36	£15.04
Unit 6 (2 bedroom)	£12.19	£8.91	£3.56	£12.47
Unit 7 (3 bedroom)	£14.70	£10.68	£4.36	£15.04
Unit 8 (2 bedroom)	£12.19	£8.91	£3.56	£12.47
Winckworth Way				
Unit 1 (2 bedroom)	£11.46	£8.16	£3.56	£11.72
Unit2 (2 bedroom)	£11.46	£8.16	£3.56	£11.72
Unit 3 (3 bedroom)	£14.70	£10.68	£4.36	£15.04
Wheatley Crescent (4 studios)				
30 (1 bedroom)	£8.07	£7.58	£0.68	£8.26
32 (1 bedroom)	£8.07	£7.58	£0.68	£8.26
34 (1 bedroom)	£8.07	£7.58	£0.68	£8.26
36 (1 bedroom)	£8.07	£7.58	£0.68	£8.26

Note:

#### Fees and Charges 2015/16 Increases:

In line with the approved HRA Business Plan the Fees and Charges for 2015/16 have been increased across the board by RPI 2.3% as at September 2014 with the following exceptions:

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

Appendix D2

**Equality Impact Assessment – pro-forma**

<b>Responsible person</b>	<i>Shari Hallett</i>	<b>Job Title: Business Support Lead</b>
<b>Why are you completing the Equality Impact Assessment? (Please mark as appropriate)</b>	Proposed new policy/service	
	Change to Policy/service	
	Budget/Financial decision – MTFP	√
	Part of timetable	
<b>What are you completing the Equality Impact Assessment on (which, service, MTFP proposal)</b>	<b>Housing and Community Services Fees and Charges 2015/16</b>	
<b>Section One – Scope of the assessment</b>		
What are the main purposes/aims of the policy/decision/service?	<ul style="list-style-type: none"> <li>• <i>Proposal to increase the fees and charges from April 2015 for Housing and Community Services as detailed in the attached report.</i></li> <li>• <i>The proposed increase to fees and charges will ensure sufficient financial resources are in place to deliver the services.</i></li> </ul>	
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 27<sup>th</sup> October 2014.</p> <p>(A verbal update on the Tenant Services Management Board comments and recommendation are to be presented to Corporate Scrutiny Committee in November 2014)</p>	



**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

*The proposed fees and charges increases will apply to all services users and as such no potential discrimination amongst the protected groups has been identified.*

*To help support service users on low incomes Housing and Community Services will continue to provide a number of initiatives to enable service users to manage their finances and maximise their income:*

- *Publish clear information on all the fees and charges which helps service users to manage their own finances;*
- *Signpost service users to a relevant benefit agency to help ensure they are maximising their income to meet their living costs;*
- *Take action to raise the awareness of accessing a range of welfare benefits; and*
- *Provide the opportunity to access direct support for service users in checking they are in receipt of the welfare benefits they are entitled to claim*

**I have concluded that there is/should be:**

No major change - no adverse equality impact identified	No major change as no adverse equality impact on the protected groups.
Adjust the policy/decision/service	
Continue with the policy/decision/service	
Stop and remove the policy/decision/service	

Reasons and documentation to support conclusions

<b>Section four – Implementation – timescale for implementation</b>	
The proposed increase in fees and charges will be applicable for April 2015	
<b>Section Five – Sign off</b>	
Responsible officer: Shari Hallett Date: 17 <sup>th</sup> October 2014	Management Team: Housing and Community Date: 17 <sup>th</sup> October 2014
<b>Section six – Publication and monitoring</b>	
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.

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

**Appendix E**  
**Taunton Deane Borough Council**  
**Fees and Charges 2015/16**

**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.

Following a challenge from an elector this method of fee construction in respect of the fees levied for Taxi licensing has now been examined and accepted by the external Auditor, internal Audit and most recently the Local Government Ombudsman.

Members' attention is drawn to the fact that the figures calculated for the 2015/16 fee setting are part of an ongoing process towards achieving full cost recovery. The figures have been further refined over the previous year and officers are again confident that these figures offer a reasonable position in respect of the costs incurred in the uninterrupted processing of applications. Members may wish to note that the instigation of a shared Licensing Service across Taunton Deane & West Somerset has brought savings to the fees levied across all of the licensing regimes.

With regard to levying fees for caravan sites the Council is required by the legislation to prepare and publish a fees policy to provide clarity and transparency in the fee construction method used.

#### **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.

### **Charges**

Set out in Appendix E1

### **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 fees 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**

An Equalities Impact Assessment has been undertaken and is attached below.

### **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.



## Equality Impact Assessment

<b>Responsible person</b>	Ian Carter	<b>Job Title</b>	Licensing Manager
<b>Why are you completing the Equality Impact Assessment? (Please mark as appropriate)</b>	Proposed new policy or service		
	Change to Policy or Service		
	Budget/Financial decision – MTFP		✓
	Part of timetable		
<b>What are you completing the Equality Impact Assessment on (which policy, service, MTFP proposal)</b>	Changes to fee levels and introduction of new fees.		
<b>Section One – Scope of the assessment</b>			
What are the main purposes/aims of the policy/service/proposed change to policy/service?	<p>The aim is to</p> <ol style="list-style-type: none"> <li>1. Attain full cost recovery for the licensing service.</li> <li>2. Ensure all fees levied are lawful.</li> </ol>		
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.		
<b>Section two – Conclusion drawn</b> 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.	
<b>I have concluded that there is/should be:</b>	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 wil monitor the effect and introduce mitigation as appropriate
<b>Section four – Implementation – timescale for implementation</b>	
<ul style="list-style-type: none"> <li>January 2015 – Adverts placed regarding taxi fees</li> <li>April 2015 – New charges levied</li> </ul>	
<b>Section Five – Sign off</b>	
Responsible officer: Ian Carter Date: 10 <sup>th</sup> October 2014	Management Team Date
<b>Section six – Publication and monitoring</b>	



**APPENDIX E1**

**Fees set by statute**

<b>Application Type</b>	<b>Application Type 2014 - 15</b>	<b>Current 2014 - 2015</b>	<b>Proposed Fees 2015 - 2016</b>
<b>Animal Licensing</b>			
<b>(Vets fees are not included and must be borne by the applicant)</b>			
Animal Boarding		£318.00	£300.00
Animal Boarding - Further Licence		£301.00	£283.00
Dangerous Wild Animals		£318.00	£300.00
Dangerous Wild Animals - Further Licence		£301.00	£283.00
Dog Breeding		£318.00	£300.00
Dog Breeding - Further Licence		£301.00	£283.00
Home Boarding Licence		£333.00	£300.00
Home Boarding - Further Licence		£315.00	£283.00
Pet Shop Licence		£328.00	£315.00
Pet Shop - Further Licence		£310.00	£297.00
Riding Establishments		£318.00	£310.00
Riding Establishments - Further Licence		£301.00	£292.00
Zoos		£333.00	£315.00
Zoos - Further Licence		£315.00	£297.00
<b>Caravan Sites</b> (ability to charge comes into force 01 April 2014)			
	Caravan Site Licence - Grant		£161.00
	Caravan Site Licence - Transfer		£27.80

**APPENDIX E1**

<b>Application Type</b>	<b>Fees set by statute</b>		
	<b>Application Type 2014 - 15</b>	<b>Current 2014 - 2015</b>	<b>Proposed Fees 2015 - 2016</b>
<b>Gambling Act 2005</b>			
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 E1**

<b>Application Type</b>	<b>Fees set by statute</b>		
	<b>Application Type 2014 - 15</b>	<b>Current 2014 - 2015</b>	<b>Proposed Fees 2015 - 2016</b>
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



**APPENDIX E1**

<b>Application Type</b>	<b>Fees set by statute</b>		
	<b>Application Type 2014 - 15</b>	<b>Current 2014 - 2015</b>	<b>Proposed Fees 2015 - 2016</b>
<b>Adult Gaming Centre</b>			
New Application	£2,000.00	£1,700.00	£1,700.00
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
<b>Family Entertainment Centre</b>			
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
<b>Family Entertainment Centre Gaming Machine Permits</b>			
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		
<b>Licensed Premises Gaming Machine Permit</b>			
New Application	£150.00	£150.00	£150.00
Variation	£100.00	£100.00	£100.00

**APPENDIX E1**

<b>Application Type</b>	<b>Fees set by statute</b>		
	<b>Application Type 2014 - 15</b>	<b>Current 2014 - 2015</b>	<b>Proposed Fees 2015 - 2016</b>
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 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

**APPENDIX E1**

<b>Application Type</b>	<b>Fees set by statute</b>		
	<b>Application Type 2014 - 15</b>	<b>Current 2014 - 2015</b>	<b>Proposed Fees 2015 - 2016</b>
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
<b>Licensing Act 2003</b>			
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

**APPENDIX E1**

<b>Application Type</b>	<b>Fees set by statute</b>		
	<b>Application Type 2014 - 15</b>	<b>Current 2014 - 2015</b>	<b>Proposed Fees 2015 - 2016</b>
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	£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
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

**APPENDIX E1**

**Fees set by statute**

<b>Application Type</b>	<b>Application Type 2014 - 15</b>	<b>Current 2014 - 2015</b>	<b>Proposed Fees 2015 - 2016</b>
<b>Section 115E Permissions</b>			
Pavement Cafés – New Applications			
Less than 10m2	Pavement Café Permit - Grant	£255.00	£250.00
Less than 20m2			
Less than 30m2			
Less than 40m2			
New grants in excess of 40m2			
Pavement Cafes – Renewal Applications			
Less than 10m2	Pavement Café permit – renewal	£245.00	£240.00
Less than 20m2			
Less than 30m2			
Less than 40m2			
Renewals in excess of 40m2			
Promotional Event			
Daily Rate		£245.00	£244.00
Daily Rate where min 15 days block booked			
<b>Scrap Metal Dealers Act</b>			
	SMD Licence – Grant (3 year duration)	£672.00	£672.00
	SMD Licence - Renew (3 year duration)	£664.00	£664.00
	SMD Licence - Variation	£46.00	£46.00

**APPENDIX E1**

**Fees set by statute**

<b>Application Type</b>	<b>Application Type 2014 - 15</b>	<b>Current 2014 - 2015</b>	<b>Proposed Fees 2015 - 2016</b>
<b>Sex Establishments</b>			
Grant		£674.00	£670.00
Licence renewal		£613.00	£610.00
Licence variation		£91.00	£90.00
Licence transfer		£91.00	£90.00
<b>Skin Piercing</b>			
Premises		£51.00	£41.00
Individual at premises		£51.00	£41.00
<b>Street Trading</b>			
Market House, High Street, Castle Bow, North Street (non-food)	Street Trading Consent - Grant, 1 year	£739.00	£696.00
Market House, High Street, Castle Bow, North Street (food)			
Paul Street, Billet Street			
Designated lay-bys			
All other designated lay-bys			
Mobile traders			
Permanent site on private land	Street Trading Consent - Grant, 1 day	£35.00	£35.00
Daily rate - Taunton			
Daily rate - Taunton where min of 15 days booked			
Daily rate - other areas			
Daily rate - other areas where min 15 days booked			

**APPENDIX E1**

**Fees set by statute**

<b>Application Type</b>	<b>Application Type 2014 - 15</b>	<b>Current</b>	<b>Proposed Fees</b>
		<b>2014 - 2015</b>	<b>2015 - 2016</b>
Promotional events	Street Trading Consent - Grant, 1 week	£43.00	£41.00
	Street Trading Consent - Grant, 1 month	£71.00	£66.00
	Street Trading Consent - renewal	£723.00	£680.00
<b>Taxi Licensing</b>			
(MOT & Plate Test fees are not included and must be borne by the applicant)			
	Hackney Carriage/Private Hire Vehicle Licence	£186.00	£155.00
	Hackney Carriage/Private Hire Vehicle Licence - Renewal	£184.00	£153.00
	Transfer of interest for vehicle	£36.00	£34.00
	Meter test	£21.00	£20.00
	Replacement vehicle plate	£26.00	£25.00
	Internal identification sticker	£17.00	£16.00
	Private Hire Operator Licence	£154.00	£147.00
	Private Hire Operator Licence - Renewal	£119.00	£112.00
	Application for new drivers licence	£170.00	£152.00
	Application for new drivers licence 3 years		£260.00
	Driver licence renewal – 1 year	£116.00	£101.00
	Driver licence renewal – 3 years	£290.00	£245.00
	Replacement Badge	£18.00	£17.00
	Advertising on vehicles	£37.00	£35.00
	Medical	£19.00	£18.00

**Appendix F**  
**Taunton Deane Borough Council Fees and Charges 2015/16**  
**Planning and Environment**

**1. Background**

Planning and Environment 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 operate 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.



In future the pre-application planning advice service for both Taunton Deane Borough Council and West Somerset Council will be provided by the one team and there can therefore be no reasoned justification for continuing with two sets of charges. Whilst I am not proposing to change the charges for 15-16, an exercise will be undertaken to explore the true cost of providing this service to each Council with the aim of introducing a single charging regime as soon as practicable, which will reflect the full cost of delivering the service.

### **3. Charges – as of April 2014 (to remain unchanged)**

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):

Written Advice	£80.93 + 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):

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):

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):

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):

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:

- 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

- “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 charges have been taken into account in developing budget saving proposals for 2015/16.

## 6. Equality Impact Assessment

What are you completing this impact assessment for? E.g. policy, service area	<b>PLANNING ADVICE CHARGES 2015/16</b>
<b>Section One – Aims and objectives of the policy /service</b>	
<b>PLANNING AND ENVIRONMENT</b>	
To provide a proactive planning service from pre-application to delivery and monitoring	
<ul style="list-style-type: none"><li>• Responsible for overseeing building development in Taunton Deane</li><li>• Co-ordinating the way our surroundings develop</li><li>• Preventing developments which are not appropriate</li><li>• Investigate breaches of planning regulations</li></ul>	
<b>Section two – Groups that the policy or service is targeted at</b>	
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.	
<b>Section three – Groups that the policy or service is delivered by</b>	
The Development Management staff and Business support staff will administer and provided the pre applications advice – as per current procedures.	
<b>Section four – Evidence and Data used for assessment</b>	
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.	
<b>Section Five - Conclusions drawn about the impact of service/policy/function on different groups highlighting negative impact or unequal outcomes</b>	
The impact of this planning advice charges will be equal for all groups.	
<b>Section six – Examples of best practise</b>	

Officers work across the Council and community with specific groups e.g. Gypsy Forum

## **7. Recommendation**

Corporate Scrutiny is invited to make comments upon the proposed charges for inclusion in the report to Executive.

**Appendix G**  
**Taunton Deane Borough Council**  
**Fees and Charges 2015/16**

**Environmental Health – Pest Control Service**

**Background**

The domestic pest control service within the Environmental Health Team at Taunton Deane Borough Council provides treatment for the following pests: Rats, Mice and Wasps.

This aims to ensure that, as far as possible, the borough is free from pests of public health significance by providing a pest control service at a reasonable cost to the occupiers of domestic and commercial premises.

The pest control service within Environmental Health is a long established service now provided by one member of staff. The staff have an excellent good working knowledge on dealing with both the treatments and pest nuisances and other environmental protection issues. Support is provided by Environmental Support Assistants within the Environmental Health Team.

**Prevention of Damage by Pests Act**

The Prevention of Damage by Pests Act 1949 places the local authority under a duty to ensure, as far as is practicable, that the district is kept free from rats and mice and in particular:

- To carry out periodical inspections of areas
- To destroy rats and mice on land occupied by the authority, and keep that land free, so far as is practicable, from rats and mice
- To enforce the duties under the Act of owners and occupiers

**Legal Authority**

- The council has a duty under the Prevention of Damage by Pests Act 1949 to ensure that the district is kept free of rats and mice. This service helps maintain a pest free environment across the district in both domestic and commercial premises.
- The charge is based on staffing, costs of equipment including baits, vehicles, mileage and disposal of waste.
- The charge is set locally and increases annually with inflation to recover increase in costs such as fuel, vehicle maintenance and equipment such as baits. These fees will be reviewed in full to ensure that that we have a fully costed service.
- The increase in fees in 15/16 will have a minimal impact on budgets, which could result in a small net gain.

## Charges

- Please provide a table of fees and charges per category, comparing 2014/15 to 2015/16 prices, see below. Fees have increased as per the Consumer Price Index (CPI) of 1.5%.
- Please be clear as to what type of VAT category applies - The charges for commercial treatments include VAT and the cost will vary according to the type of pest and the proposed treatment.
- Add notes whether necessary to explain the fees and charges

	Current £ (2014/15)	Proposed £ (2015/16)
<b>Domestic properties:</b>	<p>The cost of treatments are:</p> <p>Rodents - full charge £46.25 per treatment (subsidised charge £23.12)</p> <p>Wasps - full charge £46.25 per treatment (subsidised charge £23.12)</p> <p>We can treat one or two nests at the same visit. Where three or more nests are found, an additional nest charge of £9.00 (full charge) or £4.50 (subsidised charge) is payable for <b>each</b> additional nest before treatment can commence.</p> <p>A call out fee of £23.12 –where a pre-arranged appointment is missed.</p> <p>Domestic contracts are available for the treatment of rats and mice for £95.50 per year.</p>	<p>Rodents: £46.94 (subsidised charge £23.47)</p> <p>Wasps: £46.94 (subsidised £23.47)</p> <p>Additional nest charge £9.14 (subsidised £4.57)</p> <p>Call out fee £23.47</p> <p>Domestic contracts £96.93</p>

	<p><b>Commercial properties:</b></p> <p>The cost of treatments are:</p> <p>Rodents - £69 per hour plus materials plus VAT. If treatment is required a minimum of two visits will be made.</p> <p>Wasps - £53.00 plus VAT. Additional nests are charged at 20%</p>	<p>Rodents £70.00</p> <p>Wasps £53.80</p>
--	---	---

### Discounts

Subsidised charges apply if the service user or their partner are in receipt of:

Income Based Job Seekers Allowance

Income Support

Employment and Support Allowance Income Based (ESA)

Working tax credit

Child tax credit

Housing Benefit

Council tax reduction scheme

Pension Credit Guarantee Credit

Pension Credit Savings Credit

### Budget Impacts

The small increase in charges will result in a small net gain in the budget for 2015/16.

### Equality Impact Assessment

Please complete an Equality Impact Assessment form if you are changing the fees & charges amount from last year.

Please see attached Equality Impact Assessment form.

OR

There are no proposed changes to the charging policy and therefore no Equality Impact Assessment is required.

### Recommendation

Corporate Scrutiny is invited to make comments upon the proposed fees and charges for inclusion in the report to Executive.

## **Appendix H Taunton Deane Borough Council Fees and Charges 2015/16**

### **Promotional 'Rotunda' units in Taunton Town Centre**

#### **Background**

In 2011, the former Taunton Town Centre Company (TTCC) installed 6 poster rotunda units and 3 display board in car parks within Taunton Town Centre to discourage fly-posting in the town and made these available to event organisers and businesses to advertise in.

When the TTCC ceased trading in March 2014, TDBC purchased all of these units from the liquidator and the administration and bookings of these spaces was passed to the Taunton Tourist Information Centre (TIC).

The 6 rotunda units are located in Coal Orchard car park, Goodlands Gardens, High Street and North Street (3 units outside of Lloyds Bank, Monsoon and Vodafone).

The unit outside of Vodafone is run and used by Taunton pub-watch to promote the evening economy.

The 3 car-park display boards are located in Canon Street, High Street and The Crescent Car Parks.

#### **Legal Authority**

- The display units are provided as a discretionary service.
- Charges are set locally by the Marketing and Tourist Information Lead to cover the cost of the purchase of units, their maintenance and repair, the costs of business rates applied to each unit and to cover the cost of staff time to administer and update the units. The aim is to provide a market rate advertising service at reasonable prices to cover the costs of this and build a small surplus which can be used to off-set the cost to the council from running the Tourist Information service.

#### **Charges**

	<b>Current £ (2014/15)</b>	<b>Proposed £ (2015/16)</b>
Car park display units		£10 per poster per display unit per week (including VAT)
Rotunda display units		£15 per window space per week (including VAT)

#### **Discounts**

Discounts are available for longer-term bookings and charitable/not for profit organisations. 20% reduction per week for bookings taken for longer than 3 months. Flexibility is given to charges applied to charitable and not for profit organisations as per Equality Impact Assessment. Any empty display spaces are used to promote the Tourist Information and other TDBC services.



**Budget Impacts**

This will be a new budget line in 2015/16, as these units were handed over to TDBC ownership in June 2014.

**Equality Impact Assessment**

Please see attached Equality Impact Assessment form Appendix H1.

**Recommendation**

Corporate Scrutiny is invited to make comments upon the proposed fees and charges for inclusion in the report to Executive.

Andrew Hopkins

Marketing and Tourist Information Lead

[a.hopkins@tauntondeane.gov.uk](mailto:a.hopkins@tauntondeane.gov.uk)

07584 175229

## Appendix H1

### Equality Impact Assessment – Promotional ‘Rotunda’ units in Taunton Town Centre

<b>Responsible person</b>	Andrew Hopkins	<b>Job Title</b>	Marketing and Tourist Information Lead
<b>Why are you completing the Equality Impact Assessment? (Please mark as appropriate)</b>	Proposed new policy or service	<b>X</b>	
	Change to Policy or Service		
	Budget/Financial decision –		
	Part of timetable		
<b>What are you completing the Equality Impact Assessment on (which policy, service, MTFP proposal)</b>	<b>The recent acquisition of promotional ‘Rotunda’ units from the Taunton Town Centre Company (TTCC) requires TDBC to agree rental charges for the use of these spaces.</b>		
<b>Section One – Scope of the assessment</b>			
What are the main purposes/aims of the policy?	<b>Aim 3 of Corporate Business Plan seeks to develop “A vibrant social, cultural and leisure environment”.</b> The purchase of these units enables TDBC to promote and support cultural and leisure opportunities within the area. The income generated from event organisers and businesses will off-set the cost of purchasing and maintaining these units without an additional cost to the council tax payer.		
Which protected groups are targeted by the policy?	All sections of the community should be covered by this policy		
What evidence has been used in the assessment - data, engagement undertaken – please list each source that has been used	Assessment of the charges previously made by the TTCC and a reflection of what the market is willing to pay to advertise in these spaces.		
<b>Section two – Conclusion drawn</b> about the impact of service/policy/function/change on different groups highlighting negative impact, unequal outcomes or missed opportunities for promoting equality			

Charges have been set to cover the cost of running this service, but reductions are offered to long-term bookings (20% reduction per week for bookings longer than 3 months) and bookings received from charitable or not for profit groups and organisations. A review will be made of other towns to make sure the prices applied match other destinations.

**I have concluded that there is/should be:**

No major change - no adverse equality impact identified	<b>X</b>
Adjust the policy	
Continue with the policy	
Stop and remove the policy	

Reasons and documentation to support conclusions

The transfer of ownership has seen an increase in bookings compared to the service previously run by TTCC

**Section four – Implementation – timescale for implementation**

N/A

**Section Five – Sign off**

Responsible officer Andrew Hopkins  
Date 20/10/14

Management Team  
Date

**Section six – Publication and monitoring**

Published on

Next review date

## Action Planning

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

<b>Actions table</b>					
<b>Service area</b>	<b>Promotional 'rotunda' units</b>		<b>Date</b>	<b>20/10/14</b>	
<b>Identified issue drawn from your conclusions</b>	<b>Actions needed</b>	<b>Who is responsible ?</b>	<b>By when?</b>	<b>How will this be monitored?</b>	<b>Expected outcomes from carrying out actions</b>
Check prices charged match other destinations	Carry out research to identify prices charged for other similar promotional advertising units	Andrew Hopkins	31/12/14	Telephone/email conversations with other destinations	The prices charged by TDBC are competitive and comparable

**Appendix I**  
**Taunton Deane Borough Council**  
**Fees and Charges 2015/16**

**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 £4.99 per week this is proposed not to increase for 2015/2016.

Installation fees will increase from £25.00 to £35.00.

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

Corporate Contracts will increase by 1.84% (the average RPI rate over the previous 12 months, August 2013 – July 2014) unless specifically stipulated in the contract.

**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 customer pay.

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

**Budget Impacts**

Income from private customers will increase by approximately £10,500 pa  
Income from Corporate Contracts will increase by approximately £4,600 pa

**Equality Impact Assessment**

See Appendix I1

**Recommendation**

Corporate Scrutiny is invited to make comments upon the proposed fees and charges for inclusion in the report to Executive.

Contact: Richard Burge  
Telephone: 01823 334054  
E-Mail: [r.burge@tauntondeane.gov.uk](mailto:r.burge@tauntondeane.gov.uk)

**Appendix I1**  
**Impact Assessment form and action table**

What are you completing this impact assessment for? E.g. policy, service area	<b>Price increases for Deane Helpline</b>
<b>Section One – Aims and objectives of the policy /service</b>	
<p><b>To increase Private customer Lifeline installation charges with effect from 1/4/2015 from £25.00 to £35.00</b></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.</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>	
<b>Section two – Groups that the policy or service is targeted at</b>	
<p>All users of the Deane Helpline service, this includes vulnerable adults, the elderly, and 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>	
<b>Section three – Groups that the policy or service is delivered by</b>	
<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>	

<b>Section four – Evidence and Data used for assessment</b>	
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.	
<b>Section Five - Conclusions drawn about the impact of service/policy/function on different groups highlighting negative impact or unequal outcomes.</b>	
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 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.	
<b>Section six – Examples of best practise</b>	
Attached is a breakdown of comparable services and their prices, this shows Deane Helpline's charges to be broadly mid-range for services of this type.	

Signed: Person/Manager completed by		Signed: Group Manager/Director	
---	--	--------------------------------------	--



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
<b>Knowing our Communities, engagement and satisfaction</b>						
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
<b>Responsive services and customer care</b>						
<b>Place shaping, leadership and partnerships</b>						
<b>A modern and diverse workforce</b>						

Provider	Installation Charge	Weekly Charge	Total 1st year costs	Emergency Response
Forest care - With Response	£ -	£ 9.92	£ 515.84	Yes
Your Homes Newcastle	£ -	£ 6.72	£ 349.44	Yes
Poole Lifeline	£ -	£ 5.66	£ 294.32	Yes
Progress Lifeline	£ 20.00	£ 5.10	£ 285.20	Yes
<b>Deane Helpline</b>	<b>£ 25.00</b>	<b>£ 4.99</b>	<b>£ 284.48</b>	<b>Yes</b>
Magna West Somerset	£ -	£ 5.43	£ 282.36	Yes
Sedgemoor Care line	£ 42.50	£ 4.42	£ 272.34	Yes
Swindon Homecare	£ -	£ 5.08	£ 264.00	Yes

**Appendix J**  
**Taunton Deane Borough Council**  
**Fees and Charges 2015/16**  
**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.

Taunton Deane Building Control is currently progressing to a larger South West Partnership with West Somerset Council, Sedgemoor District Council and Mendip District Council, which is intended to be in place by 1<sup>st</sup> April 2015. We are currently attempting to align fees across the districts therefore some minor changes to fees may come out of the Business case to be presented to Council Nov 2014.

## **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 15/16.

Current Fee schedule – see Appendices A & B.

A = fees charged at standard rate of VAT

B = fees where no VAT payable

## **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.

**Recommendation**

To maintain the Building Control fees and charges at their current level.

**Responsibility**

Darren Rowbotham – Building Control & Land Charges Manager

01823 356473

Ext. 2727

d.rowbotham@tauntondeane.gov.uk

## NOTES FOR GUIDANCE

**All applications must be accompanied by the correct fee**

**A Full Plans Application** can be used for any type of building work, and must always be used when:

- the building or part is one to which the Regulatory Reform (Fire Safety) Order 2005 applies, or will apply after completion of the work (in practice this means all premises, including flats and maisonettes, and only excluding single private dwelling houses);
- a building is intended to be erected or extended over or within 3m of a drain, sewer or disposal main shown on the map of sewers maintained by the Sewerage Undertaker (copies are also kept by the local authority);
- a building is intended to be erected fronting onto a private street.

Detailed plans and specifications must be submitted in duplicate, and an additional copy included if the Regulatory Reform (Fire Safety) Order applies to the building. After examination and amendment as necessary, a **Notice of Approval of Plans** will be issued. Site work will be subject to inspection by the local authority and on satisfactory completion a **Completion Certificate** will be issued. **Plans Approvals are valid for three years.** Work can start at any time during this period.

**A Building Notice** can be used for works to **single private dwelling houses only**, and is best suited to minor works such as cavity fill applications, replacement glazing, drainage works, heating systems and electrical installations. Additional information may be requested and the following will always be needed:

**Erection or extension of a building:** a plan, to a suitable scale (not less than 1:1250), showing the size and position of the building or extension in relation to site boundaries, adjacent roads and other buildings on the same site.

**Cavity wall insulation:** name and type of insulating material and BBA certificate or European Technical Approval; the provisions of Schedule 1 to the Regulations satisfied by the certification or approval; the name of the body issuing a current approval to the installer. (There is no fee for these notifications and inspection is not required.)

**Unvented hot water storage systems:** where the storage vessel has a capacity in excess of 15 litres: name, make, model and type of system; appliance certification details; the name of any body issuing a current operative identity card to the installer.

No approval is issued and work is carried on at the owner's risk and subject to local authority inspection and approval. On satisfactory completion a **Completion Certificate** will be issued. Work must be started within three years or the Notice becomes invalid and application can be made for a refund of fee.

**A Regularisation Application** can be made where work was carried out after 11 November 1985 without plans being deposited or a Building Notice given. The local authority can ask for parts of the work to be opened up for inspection, or require further work to be done. It may not always be possible to establish compliance with Building Regulations, but where it is possible a **Regularisation Certificate** will be issued.

**Exempt Works:** some buildings are exempt from the above provisions (although Part P (Electrical Safety) or Part L (Conservation of Fuel and Power) may still apply to relevant parts of the work), including:

**Greenhouses, agricultural buildings, animal shelters** – provided: they are not used for dwelling purposes; there is a fire exit within 30m of any point within the building, and the building is sited at 1½ times its height from any building containing sleeping accommodation.

**Small detached buildings** – not containing sleeping accommodation and not more than 15m<sup>2</sup> floor area, or 30m<sup>2</sup> floor area if it is either sited 1m or more from the property boundary or else constructed mainly of non-combustible materials.

**Conservatory, porch, covered yard or covered way, carport open on at least two sides** – provided the floor area is not more than 30m<sup>2</sup> and any glazing complies with the Regulations.

**Exemption from fees** – may be claimed for work to a dwelling or public building (theatre, library, public hall, school, place of worship) intended to facilitate access to or within the building or providing essential facilities for disabled persons; or for converting or extending a room in a dwelling to provide essential facilities that would otherwise be inaccessible; or to allow for medical treatment or the storage of medical equipment. (A “disabled person” means anyone within the description contained in Section 29(1) of the National Assistance Act 1948 (as amended).)

**Sedgemoor District Council**

Bridgwater House  
King Square  
Bridgwater, Somerset TA6 3AR  
Telephone (24 hrs): 01278 435292  
Fax: 01278 444076

email: [building.control@sedgemoor.gov.uk](mailto:building.control@sedgemoor.gov.uk)

[www.sedgemoor.gov.uk/buildingcontrol](http://www.sedgemoor.gov.uk/buildingcontrol)

From 1<sup>st</sup> Nov 2012

**Taunton Deane Borough Council**

The Deane House  
Belvedere Road  
Taunton, Somerset TA1 1HE  
Telephone (24 hrs): 01823 356470  
Fax: 01823 356478

email: [building.control@tauntondeane.gov.uk](mailto:building.control@tauntondeane.gov.uk)

[www.tauntondeane.gov.uk](http://www.tauntondeane.gov.uk)

*Building Control in Somerset West*

Page 4 of 4



## Building Control Charges



### The Building (Local Authority Charges) Regulations 2010

Please read the “Notes for Guidance” on page 4  
Fees shown include VAT at 20%



<b>SCHEDULE 1</b>			
<b>Standard charges for the creation of new housing including flats and apartments</b>			
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 300m<sup>2</sup> the charge is determined individually, please contact the Building Control Manager for advice on the appropriate fee.

From 1<sup>st</sup> Nov 2012

*Building Control in Somerset West*

Page 1 of 4

**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 <sup>2</sup>	185.00	175.00	395.00
2 Single storey extension with a floor area of between 10m <sup>2</sup> - 40m <sup>2</sup>	185.00	305.00	540.00
3 Single storey extension with a floor area of between 40m <sup>2</sup> - 80m <sup>2</sup>	185.00	350.00	585.00
4 Multi storey extension with a combined floor area of less than 40m <sup>2</sup>	185.00	375.00	620.00
5 Multi storey extension with a combined floor area of between 40m <sup>2</sup> - 80m <sup>2</sup>	185.00	470.00	720.00
6 Multi storey extension with a combined floor area of between 80m <sup>2</sup> - 120m <sup>2</sup>	185.00	510.00	765.00
7 Loft conversion with a floor area of less than 40m <sup>2</sup>	185.00	275.00	505.00
8 Loft conversion with a floor area of between 40m <sup>2</sup> - 100m <sup>2</sup>	185.00	305.00	540.00
9 Garage /carport with a floor area of less than 100m <sup>2</sup>	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:**

- Where part of an extension is single storey and part is two-storey (or more) the charge for a multi storey extension will apply.
- 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.
- 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****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:**

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



SCHEDULE 3	
Standard charges for domestic alterations to a single building not falling within the categories of schedule 2	
Estimated cost £	Regularisation Application
	Fee £
Up to £2,000	230.00
£2,001 - £5,000	305.00
£5,001 - £10,000	460.00
£10,001 - £15,000	575.00
£15,001 - £20,000	690.00
£20,001 - £25,000	805.00
£25,001 - £30,000	880.00
£30,001 - £35,000	960.00
£35,001 - £40,000	1035.00
£40,001 - £45,000	1110.00
£45,001 - £50,000	1185.00
£50,001 - £55,000	1265.00
£55,001 - £60,000	1340.00
£60,001 - £65,000	1420.00
£65,001 - £70,000	1455.00
£70,001 - £75,000	1495.00

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 £	Regularisation Application
	Fee £
Up to £2,000	230.00
£2,001 - £5,000	385.00
£5,001 - £10,000	420.00
£10,001 - £15,000	535.00
£15,001 - £20,000	690.00
£20,001 - £25,000	805.00
£25,001 - £30,000	920.00
£30,001 - £35,000	995.00
£35,001 - £40,000	1075.00
£40,001 - £45,000	1150.00
£45,001 - £50,000	1225.00
£50,001 - £55,000	1300.00
£55,001 - £60,000	1380.00
£60,001 - £65,000	1455.00
£65,001 - £70,000	1535.00
£70,001 - £75,000	1610.00

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

**Regularisation Application** can be made where work was carried out after 11 November 1985 without plans being deposited or a Building Notice given. The local authority can ask for parts of the work to be opened up for inspection, or require further work to be done. It may not always be possible to establish compliance with Building Regulations, but where it is possible a **Regularisation Certificate** will be issued.

**Exemption from fees** – may be claimed for work to a dwelling or public building (theatre, library, public hall, school, place of worship) intended to facilitate access to or within the building or providing essential facilities for disabled persons; or for converting or extending a room in a dwelling to provide essential facilities that would otherwise be inaccessible; or to allow for medical treatment or the storage of medical equipment. (A "disabled person" means anyone within the description contained in Section 29(1) of the National Assistance Act 1948 (as amended).



**Building Control  
in Somerset West**



Sedgemoor District Council  
Bridgwater House  
King Square  
Bridgwater, Somerset TA6 3AR  
Telephone (24 hrs): 01278 435292  
Fax: 01278 444076

**REGULARISATION  
APPLICATION**

The Building Act 1984  
The Building Regulations

Taunton Deane Borough Council  
The Deane House  
Belvedere Road  
Taunton, Somerset TA1 1HE  
Telephone (24 hrs): 01823 356470  
Fax: 01823 356478

Please complete both sides of this form with a black ballpoint pen using block capitals.

Applicant's details	Organisation	[Grid]
	Name: Title (Tick) Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/>	[Grid]
	First Name	[Grid]
	Last Name	[Grid]
	Address: House Name/ Flat No	[Grid]
	Property No/Name	[Grid]
	Street	[Grid]
	Village	[Grid]
	Postal Town	[Grid]
	Postcode	[Grid]
Telephone	[Grid] Fax [Grid]	
E-mail	[Grid]	
Agent's details	Organisation	[Grid]
	Name: Title (Tick) Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/>	[Grid]
	First Name	[Grid]
	Last Name	[Grid]
	Address: Unit Name or No	[Grid]
	Property No/Name	[Grid]
	Street	[Grid]
	Village	[Grid]
	Postal Town	[Grid]
	Postcode	[Grid]
Telephone	[Grid] Fax [Grid]	
E-mail	[Grid]	
Location of building to which the application relates	House Name/Flat No	[Grid]
	Property No/Name	[Grid]
	Street	[Grid]
	Village	[Grid]
	Postal Town	[Grid]
Postcode	[Grid]	

(Please turn over)



Description of works undertaken	<div style="border: 1px dashed black; height: 40px; width: 100%;"></div>	
Use of building	1. Present use <div style="border: 1px dashed black; width: 100%; height: 15px;"></div> <div style="border: 1px dashed black; width: 100%; height: 15px;"></div> 2. Previous use <div style="border: 1px dashed black; width: 100%; height: 15px;"></div> <div style="border: 1px dashed black; width: 100%; height: 15px;"></div>	
Additional information	1. Source of drinking water supply: (Tick) Mains <input type="checkbox"/> Private <input type="checkbox"/> 2. Method of foul water disposal: Sewer <input type="checkbox"/> On site <input type="checkbox"/> 3. Were the works over or within 3m of a public sewer pipe that takes waste water (foul, surface or combined) from more than one property? YES <input type="checkbox"/> NO <input type="checkbox"/> 4. Has the electrical work been carried out by a competent electrician or a person registered under a Part P competent person scheme? (Note: If 'no' additional charges will apply – see Schedule 2 point 13) YES <input type="checkbox"/> NO <input type="checkbox"/> 5. Were the works within 3m of a watercourse, ditch, culvert or storm water drain? YES <input type="checkbox"/> NO <input type="checkbox"/> 6. Is the building Listed in accordance with section 1 of the Planning (Listed Buildings and Conservation Areas) Act 1990? YES <input type="checkbox"/> NO <input type="checkbox"/> 7. Is the property, or has the property been council owned? YES <input type="checkbox"/> NO <input type="checkbox"/> 8. Date that the unauthorised work commenced <div style="border: 1px dashed black; width: 100px; height: 15px;"></div>	
Planning Permission	Did you apply for Planning permission? YES <input type="checkbox"/> NO <input type="checkbox"/> Planning application number (if yes) <div style="border: 1px dashed black; width: 100px; height: 15px;"></div>	
Charges	Please complete the information below to help us to decide the correct fee. 1. If new dwellings erected, number of dwellings: <div style="border: 1px dashed black; width: 20px; height: 15px; display: inline-block;"></div> 2. If attached or detached garage or carport, internal floor area: <div style="border: 1px dashed black; width: 20px; height: 15px; display: inline-block;"></div> 3. If extension to dwelling, internal floor area: <div style="border: 1px dashed black; width: 20px; height: 15px; display: inline-block;"></div> m <sup>2</sup> 4. If loft conversion in dwelling, please tick box: <input type="checkbox"/> 5. For any other work, the full contract value: £ <div style="border: 1px dashed black; width: 60px; height: 15px; display: inline-block;"></div> . <div style="border: 1px dashed black; width: 15px; height: 15px; display: inline-block;"></div> <div style="border: 1px dashed black; width: 15px; height: 15px; display: inline-block;"></div> Charge submitted (VAT is not chargeable) £ <div style="border: 1px dashed black; width: 60px; height: 15px; display: inline-block;"></div> . <div style="border: 1px dashed black; width: 15px; height: 15px; display: inline-block;"></div> <div style="border: 1px dashed black; width: 15px; height: 15px; display: inline-block;"></div>	
STATEMENT	1. This application relates to the work described above and is given in accordance with Regulation 21(3) 2. I understand that I may be asked to provide further information or to open up the work for inspection as may reasonably be required by the local authority to enable it to confirm that the work meets the relevant provisions of Building Regulations. SIGNATURE: _____ DATE: <div style="border: 1px dashed black; width: 60px; height: 15px;"></div>	

FOR OFFICE USE ONLY				
Fee received	Cheque or Cash	Signed	Date	Application No.
£.....		.....	...../...../20.....	RG/...../.....

## Building Control Charges

### The Building (Local Authority Charges) Regulations 2010

SCHEDULE 1	
Standard charges for the creation or conversion to new housing including flats and apartments	
Number of Dwellings	Regularisation Application Fee £
1	1150.00

SCHEDULE 2		
Standard charges for domestic extension & building works to a single building		
		Regularisation Application
Type of work		Fee £
1	Single storey extension with a floor area of less than 10m <sup>2</sup>	535.00
2	Single storey extension with a floor area of between 10m <sup>2</sup> - 40m <sup>2</sup>	735.00
3	Single storey extension with a floor area of between 40m <sup>2</sup> - 80m <sup>2</sup>	795.00
4	Multi storey extension with a combined floor area of less than 40m <sup>2</sup>	845.00
5	Multi storey extension with a combined floor area of between 40m <sup>2</sup> - 80m <sup>2</sup>	980.00
6	Multi storey extension with a combined floor area of between 80m <sup>2</sup> -120m <sup>2</sup>	1045.00
7	Loft conversion with a floor area of less than 40m <sup>2</sup>	690.00
8	Loft conversion with a floor area of between 40m <sup>2</sup> - 100m <sup>2</sup>	735.00
9	Garage /carport with a floor area of less than 100m <sup>2</sup>	460.00
10	Garage conversion	420.00
11	Replacement glazing of up to 6 windows and doors	115.00
12	Full replacement glazing of up to 20 windows and doors	230.00
13	Electrical installation	275.00
14	Renovation of thermal elements, such as wall, floor of roof for work up to £20,000	275.00