

# Taunton Deane Borough Council

## Executive – 3 December 2015

### Fees and Charges 2016/2017

#### Report of the Finance Manager

(This matter is the responsibility of Executive Councillors Patrick Berry, Terry Beale, Richard Parrish and Mark Edwards)

#### 1. Summary

- 1.1 This report sets out the proposed fees and charges for 2016/17.
- 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:

- Cemeteries and Crematorium
- Waste Services
- Land Charges
- Housing
- Licensing
- Planning
- Environmental Health
- Promotional Rotunda Units
- Deane Helpline
- Building Control
- Freedom of Information Enquiries
- Court Fees (Council Tax and Business Rates)

- 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 2016/17**

3.1 Those services proposing an increase to charges for 2016/17 include:

Cemeteries and Crematorium;  
Waste Services;  
Housing Services;  
Court Fees (Council Tax and Business Rates)

### **4. Detailed Proposals**

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

|                             |            |
|-----------------------------|------------|
| Cemeteries and Crematoria   | 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 |
| Freedom of Information      | Appendix K |
| Court Fees                  | Appendix L |

4.2 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.

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

### **5. Finance Comments**

5.1 Fees and charges income contributes to the overall costs of running the organisation. The level of fees and charges impact directly on the Council's budget and detailed analysis is required to understand the impact of price increases and decreases on service budgets as a whole. It is important that fee levels comply with statutory requirements and where there are no statutory levels in place, that they are reasonable, affordable and proportionate to the service costs.

5.2 In order to set appropriate fees, services will need to analyse trends and understand how fee levels influence their customers. An understanding of risks associated with the fee levels is paramount in setting appropriate levels which will generate a value which can be confidently relied upon for budget setting purposes. Any unforeseen loss of income will impact on the Council's resources and may lead to overspends and affect service delivery.

- 5.3 The overall budgetary impact of the various proposals are summarised below. This shows that the changes to Fees & Charges should contribute an additional £128,500 to the General Fund and £2,800 to the HRA.

| Service Area                                | Fund | Additional Income<br>£ |
|---|------|------------------------|
| Crematoria and Cemeteries                   | GF   | 75,000                 |
| Garden Waste recycling                      | GF   | 50,000                 |
| Housing Services                            | HRA  | 2,800                  |
| Court Fees (Council Tax and Business Rates) | GF   | 3,500                  |
| TOTAL                                       |      | 131,300                |

- 5.4 Options relating to car parking provision, together with fees and charges, are currently under review and details of proposals will be included in a separate report presented to Corporate Scrutiny and Full Council in December 2015.

### **NOTES ON PARTICULAR FEES**

#### **Crematoria and Cemeteries**

- 5.5 Increase cremation fees from £650 to £700. There is also a proposed introduction of a discount from 1 January 2016 in respect of the Wesley Music System. The average funeral will have four different tracks played from the system however there are a number of corrections, alterations received by the directors within two days of the service, which means crematorium staff have to spend time checking and correcting information. Further detail on the proposed charges can be found in the Appendix.

#### **Garden Waste Collection and Recycling**

- 5.6 Removal of revenue subsidy for the garden waste collection service by proposing to increase green waste bin charges from £48 to £53. A modest increase is also proposed for garden waste sacks and for bulky items as detailed in the Appendix.

#### **Housing Services**

- 5.7 In accordance with the 30 year Housing Business Plan, it is proposed to increase housing (non-rent) fees and charges by applying Retail Price Index (RPI) inflation as at September 2015 (0.8%).

#### **Court Fees**

- 5.8 Due to a recent High Court Case Local Authorities are required to review and detail the breakdown of how costs are calculated. The proposal is a single charge added at the point the summonses are issued, where previously a separate Liability Order fee was added at the date of the hearing. The implementation of the new fees would take effect from 16 December 2015.

## **6. Legal Comments**

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

## **7. Links to Corporate Aims**

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

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

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

## **9. Equalities Impact**

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

## **10. Risk Management**

10.1 Not appropriate to this report.

## **11. Partnership Implications**

11.1 There are no partnership implications of this report.

## **12. Corporate Scrutiny Committee Comments**

12.1 Following a request for clarification at the meeting it was confirmed that the potential impact of new crematoriums on use of the services in Taunton have been taken into account in relation to fee setting and projected income levels.

12.2 Support was given by the committee in relation to the proposals within the report and the report was duly noted to be considered by the Executive.

## **13. Recommendations**

13.1 The Executive is asked to recommend to Full Council that the proposed fees and charges for 2016/17, as set out in this report, are approved.

### **Appendices:**

Appendix A Cemeteries and Crematorium

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 K Freedom of Information

Appendix L Court Fees

**Appendix A  
Taunton Deane Borough Council  
Fees and Charges 2016/17**

**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>2015/16</u> | <u>2016/17</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<br>(Chapel time 10.00 am onwards)       |                |                |
| <b>From 1<sup>st</sup> January 2016 – Discount £50.00 if Wesley Forms received two full working days prior to service</b>   | £650.00        | £700.00        |
| <b>From 1<sup>st</sup> April 2016 - Discount as above</b>   |                | £750.00        |
| (iv) Cremation delivery fee   | £544.00        | £600.00        |
| (v) Use of Chapel for additional service time   | £122.00        | £175.00        |
| (vi) Saturday <b>additional</b> cremation fee   | £273.00        | £300.00        |
| (vii) Chapel Attendant pall-bearing fee   | £20.00         | £20.00         |
| (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> | £573.00        | £650.00        |

**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







## CEMETERIES

### TABLE OF FEES AND CHARGES

FROM 1 APRIL 2016 UNTIL 31 MARCH 2017

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.

2015/16

2016/17

#### Part 1 – Interments

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

|    |  |         |         |
|----|--|---------|---------|
| 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 at the time of death exceeds sixteen years                     | £438.00 | £450.00 |
| 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>2015/16</u> | <u>2016/17</u> |
|---|----------------|----------------|
| (ii) of body of a child or person whose age at the time of death exceeded one year but did not exceed sixteen 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 sixteen years  |                |                |
| at SINGLE depth   | £500.00        | £550.00        |
| at DOUBLE depth   | £610.00        | £660.00        |
| at TREBLE depth   | £680.00        | £730.00        |
| 3. Additional Charge Saturday burial (when available)   | £275.00        | £300.00        |
| 4. For an interment of cremated remains:  |                |                |
| (i) to witness interment in Garden of Rest when cremation has taken place in at Taunton                             | £26.00         | £30.00         |
| (ii) in any grave in respect of which an exclusive right of burial has been granted                                 | £117.00        | £130.00        |
| (iii) Additional fee for Saturday interment In a grave  | £56.00         | £60.00         |
| (iv) to witness interment in Garden of Rest at weekends   | £56.00         | £60.00         |
| (v) in the Garden of Remembrance (where cremation has not taken place at Taunton Deane Crematorium                  | £64.00         | £70.00         |
| Additional Fee for burial within 48 hours   | £300.00        | £320.00        |

## **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           | £610.00 | £700.00 |
| (ii) cremated remains grave | £445.00 | £460.00 |

**NOTE – The new Taunton Deane burial sections will have the memorial fee included at time of grave purchase**

|  | <u>2015/16</u> | <u>2016/17</u> |
|--|----------------|----------------|
| <b>2. St James Cemeteries;</b>   |                |                |
| For the exclusive right of burial for a period of 75 years in an earthen grave | £615.00        | £715.00        |
| <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   | £445.00        | £460.00        |
| (ii) Full Burial Grave   | £615.00        | £715.00        |

### **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 | £196.00 |
| (ii) a headstone or cross with base, bases or tablet      | £170.00 | £170.00 |
| (iii) an inscribed stone vase                             | £67.00  | £67.00  |
| 2. In any "Lawn Section"                                  |         |         |
| (i) a headstone   | £170.00 | £170.00 |
| (ii) an inscribed stone vase                              | £67.00  | £67.00  |
| 3. Cremated remains tablet                                | £170.00 | £67.00  |
| 4. Each removal of memorial for additional Inscriptions   | £67.00  | £67.00  |

### **Part 4 – Other fees and Charges**

|   |         |         |
|---|---------|---------|
| 1. Certified extract from the Register of Burials | £23.00  | £23.00  |
| 2. Burial service in Crematorium Chapel           | £122.00 | £122.00 |
| 3. Register search                                | £23.00  | £23.00  |

### **Equality Impact Assessment**

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

## **Appendix B Taunton Deane Borough Council, Fees and Charges 2016/17**

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

#### **Background**

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

Traditionally all partners try and set their fees in a universal fashion however the choice to set different fees across the partner areas remains possible, 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 chose to use it, this change would remove the tax payer subsidy for the green waste bin service and move the function to a revenue cost neutral position. 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, but have flexibility as they are not tied into any annual contract. The price increase for this part of the service is proportional to that of a green bin.

#### **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 the green waste service would not produce a surplus for the authority if this proposal was accepted.

#### **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      | 48.00                      | 53.00                       |
| Green Waste Sacks x10 | 25.00                      | 26.00                       |
| 3 x bulky items       | 40.00                      | 41.00                       |
| Subsequent items      | 10.00                      | 11.00                       |

### **Discounts**

There are no discounts provided through this service but the green waste service has a small subsidised for the users in the form of the administration and bin provision costs.

### **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 it 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 £50,000 in 16/17.

### **Equality Impact Assessment**

Please see Equality Impact Assessment form below, Appendix.

**Appendix  
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 £ (2015/16)</b> | <b>Proposed £ (2016/17)</b> |
|-----------------------|----------------------------|-----------------------------|
| Green Waste Bins      | 48.00                      | 53.00                       |
| Green Waste Sacks x10 | 25.00                      | 26.00                       |
| 3 x bulky items       | 40.00                      | 41.00                       |
| Subsequent items      | 10.00                      | 11.00                       |

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 £50k. This is the same as reducing the subsidy by c £50k.

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

This will impact on the majority of the users of the scheme.

**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 its fees consistently but there is an opportunity for TDBC to set theirs differently to the other partners should they wish.

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

A discussion of the SWP senior management group did not reach agreement across all partners on setting the green waste bin charges. This is attended by Assistant Director for Operational Delivery on behalf of TDBC.

|  |
|--|
|  |
| <b>Section Five - Conclusions drawn about the impact of service/policy/function on different group highlighting negative impact or unequal outcomes.</b>   |
| There are not thought to be any unequal outcomes from this proposal. There remains no requirement for users to buy this service from SWP and there are no contractual ties enforcing the new increased prices. |
| <b>Section six – Examples of best practise</b>   |
| Best practice is not identified in this report, this is a question of the level of subsidy that TDBC can afford within a discretionary service.  |

|   |  |                                      |  |
|---|--|--------------------------------------|--|
| Signed:<br>Person/Manager<br>completed by |  | Signed:<br>Group<br>Manager/Director |  |
|---|--|--------------------------------------|--|

| <b>Impact Assessment Issues and Actions table</b>           |                        |   |                           |   |  |  |
|---|------------------------|---|---------------------------|---|--|--|
| Service area  |                        |   |                           | Date  |  |  |
| <b>Identified issue drawn from your conclusions</b>         | <b>Groups affected</b> | <b>Actions needed – how will your service or policy be amended</b>                | <b>Who is responsible</b> | <b>By when</b>                                  | <b>Is a monitoring system required</b> | <b>Expected outcomes from carrying out actions</b> |
| <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 17/18 | 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 2016/17**

**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 set 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 15/16;

**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

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

**Appendix D**  
**Taunton Deane Borough Council**  
**Fees and Charges 2016/17**

**Housing Service Charges**

**Background**

The service charges are charges made to housing tenants for services that they use. These charges are set locally each year and are in addition to rent charges which are set in accordance with government policy.

**Legal Authority**

- It is proposed to increase housing (non-rent) fees and charges by applying Retail Price Index (RPI) inflation as at September 2015 (0.8%). This is in accordance with the 30 year Housing Business Plan.
  
- There are two exceptions;
  - ❖ Provision of meals at Kilkenny Court will be increased in accordance with the meal service contract.
  - ❖ Charges for properties not on mains sewer will be increased in line with Wessex Water increases, once known (Wessex Water rates for sewer standing charge per annum and poundage charges are used in the system calculation).
  
- Council housing rents will be set early in the New Year in line with government guidance.
- Local Authorities have certain limited freedoms to charge for discretionary services under the Local Government Act 2003.
- Contractually and through section 10 of the Housing Act 1985 (as amended by Local Govt & Housing Act 1989) Taunton Deane Borough Council are permitted to make the charges detailed below.

**Charges**

- Displayed below is the table of fees and charges, comparing 2015/16 to 2016/17 prices.

| <b>Housing Service Charges</b>   |  |                |  |                |
|--|--|----------------|--|----------------|
|  |  | <b>2015/16</b> |  | <b>2016/17</b> |
| <b>Service Charges (VAT not applicable)</b>  |  |                |  |                |
| Grounds maintenance  |  | £0.60          |  | £0.60          |
| Communal areas   |  | £0.78          |  | £0.79          |
| Heating charge (Broomfield House only)   |  | £4.73          |  | £4.77          |
| Laundry charge (Broomfield House only)   |  | £1.44          |  | £1.45          |
|  |  |                |  |                |
| <b>Combined Service Charges (VAT not applicable)</b>   |  |                |  |                |
| Specialised (Extra Care) Sheltered Housing   |  | £49.70         |  | £50.05         |
| Sheltered Housing (under review)   |  | £18.05         |  | TBC            |
| Low Level Sheltered Support (under review)   |  | £8.97          |  | TBC            |
| (A review of all sheltered housing charges is taking place and changes are planned for April 2016, actual amounts will be determined by the review. Extra Care charges will be increased in April 2016 in line with RPI but these charges will be reviewed in October 2016. Piper life line charges will not increase by RPI.) |  |                |  |                |
|  |  |                |  |                |
| <b>Garage Rents</b>  |  |                |  |                |
| Council tenants (VAT not applicable)   |  | £5.78          |  | £5.82          |
| Private tenants and Owner Occupiers (exc. VAT)   |  | £7.01          |  | £7.07          |
| Private tenants and Owner Occupiers (inc VAT)  |  | £8.41          |  | £8.48          |
|  |  |                |  |                |
| <b>Hire Charges for Sheltered Scheme Meeting Halls (ex VAT)</b>  |  |                |  |                |
| First hour   |  | £10.20         |  | £10.28         |
| Each half hour thereafter  |  | £4.10          |  | £4.13          |
| 6 hours plus   |  | £51.70         |  | £52.11         |
| Total charge for residents in a scheme and community organisations   |  | £13.40         |  | £13.51         |
|  |  |                |  |                |
| <b>Provision of Meals at Kilkenny Court (Extra Care)</b>   |  |                |  |                |
| Cost per meal  |  | TBC            |  | TBC            |
| * please note the provision of meal service contract is yet to be awarded.   |  |                |  |                |
|  |  |                |  |                |
| <b>Hire Charges for Sheltered Scheme Guest Rooms (ex VAT)</b>  |  |                |  |                |
| No. of nights per person 1   |  | £11.30         |  | £11.39         |
| No. of nights per person 2   |  | £18.10         |  | £18.24         |
| No. of nights per person 3   |  | £24.90         |  | £25.10         |
| No. of nights per person 4   |  | £31.70         |  | £31.95         |
| No. of nights per person 5   |  | £38.50         |  | £38.81         |
| No. of nights per person 6   |  | £45.30         |  | £45.66         |
| No. of nights per person 7   |  | £52.10         |  | £52.52         |
|  |  |                |  |                |

|   | <b>Gross Per Day 2015/16</b> | <b>Fee 2016/17</b> | <b>Service Charge 2016/17</b> | <b>Gross Per Day 2016/17</b> |
|---|------------------------------|--------------------|-------------------------------|------------------------------|
| <b>Hostels (rent per day, VAT not applicable)</b> |                              |                    |                               |                              |
| 40 Humphreys Road                                 | £9.81                        | £8.98              | £0.91                         | £9.89                        |
| 1 Gay Street                                      | £9.81                        | £8.98              | £0.91                         | £9.89                        |
| <b>Outer Circle</b>                               |                              |                    |                               |                              |
| 113 and 113a (studios - metered)                  | £8.26                        | £7.64              | £0.69                         | £8.33                        |
| 115 (3 bedroom)                                   | £14.23                       | £9.95              | £4.39                         | £14.34                       |
| 115a (3 bedroom - metered)                        | £11.01                       | £9.95              | £1.15                         | £11.10                       |
| 119 (2 bedroom)                                   | £11.14                       | £7.64              | £3.59                         | £11.23                       |
| 119a (2 bedroom - metered)                        | £8.26                        | £7.64              | £0.69                         | £8.33                        |
| <b>Snedden Grove</b>                              |                              |                    |                               |                              |
| Unit 1 (2 bedroom)                                | £9.81                        | £8.98              | £0.91                         | £9.89                        |
| Unit 2 (2 bedroom)                                | £11.72                       | £8.23              | £3.59                         | £11.81                       |
| Unit 3 (2 bedroom)                                | £11.72                       | £8.23              | £3.59                         | £11.81                       |
| Unit 4 (3 bedroom)                                | £15.04                       | £10.77             | £4.39                         | £15.16                       |
| Unit 5 (3 bedroom)                                | £15.04                       | £10.77             | £4.39                         | £15.16                       |
| Unit 6 (2 bedroom)                                | £12.47                       | £8.98              | £3.59                         | £12.57                       |
| Unit 7 (3 bedroom)                                | £15.04                       | £10.77             | £4.39                         | £15.16                       |
| Unit 8 (2 bedroom)                                | £9.81                        | £8.98              | £0.91                         | £9.89                        |
| <b>Winckworth Way</b>                             |                              |                    |                               |                              |
| Unit 1 (2 bedroom)                                | £11.72                       | £8.23              | £3.59                         | £11.81                       |
| Unit 2 (2 bedroom)                                | £11.72                       | £8.23              | £3.59                         | £11.81                       |
| Unit 3 (3 bedroom)                                | £15.04                       | £10.77             | £4.39                         | £15.16                       |
| Wheatley Crescent (4 studios)                     |                              |                    |                               |                              |
| 30 (1 bedroom)                                    | £8.26                        | £7.64              | £0.69                         | £8.33                        |
| 32 (1 bedroom)                                    | £8.26                        | £7.64              | £0.69                         | £8.33                        |
| 34 (1 bedroom)                                    | £8.26                        | £7.64              | £0.69                         | £8.33                        |
| 36 (1 bedroom)                                    | £8.26                        | £7.64              | £0.69                         | £8.33                        |

### **Discounts**

Discounts do not apply to service charges.

### **Budget Impacts**

In accordance with the 30 year Housing Business Plan, it is proposed to increase housing (non rent) fees and charges by applying Retail Price Index (RPI) inflation as at September 2015 (0.8%).

The increase of 0.8% will increase income by £2,400 during 2016/17.

### **Equality Impact Assessment**

An Equality Impact Assessment form has been completed to cover the service charge increase by RPI (September 2015) 0.8%.

Tenant Services Management Board has been invited to comment on the proposed fees during their meeting 26<sup>th</sup> October 2015.

## Equality Impact Assessment

|  |  |  |
|--|--|--|
| <b>Responsible person</b>  | Shari Hallett  | <b>Job Title</b> Business Support Lead |
| <b>Why are you completing the Equality Impact Assessment? (Please mark as appropriate)</b>   | Proposed new policy or service   | N                                      |
|  | Change to Policy or Service  | N                                      |
|  | Budget/Financial decision –  | Y                                      |
|  | Part of timetable  | N                                      |
| <b>What are you completing the Equality Impact Assessment on (which policy, service, MTFP proposal)</b>  | Annual increase to housing (non rent) service charges  |  |
| <b>Section One – Scope of the assessment</b>   |  |  |
| What are the main purposes/aims of the policy?   | <ul style="list-style-type: none"> <li>• <i>Proposal to increase the fees and charges from April 2016 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?   | 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   |  |
| What evidence has been used in the assessment - data, engagement undertaken – please list each source that has been used                                       | <p>1. Engagement<br/>Formal discussion on the proposed fees and charges to be held with the Tenant Services Management Board at its meeting on the 26<sup>th</sup> October 2015.</p> <p>(A verbal update on the Tenant Services Management Board comments and recommendation are to be presented to Corporate Scrutiny Committee in November 2015)</p> |  |
| <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

*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                                       |  |
| Continue with the policy                                |  |
| Stop and remove the policy                              |  |

Reasons and documentation to support conclusions

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

The proposed increase in fees and charges will be applicable from April 2016

**Section Five – Sign off**

Responsible officer : Shari Hallett  
Date 21.10.15

Management Team : Housing & Communities  
Date 21.10.15

**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.

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

**Appendix E  
Taunton Deane Borough Council  
Fees and Charges 2016/17**

**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 previous 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 2016/17 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 fee levied under the Gambling Act where the Council charges eighty five percent (85%) of the maximum fee permitted, as the original fee levels set by government included an element for enforcement against unlicensed operators and the Provision of Services Regulations 2009 removed the ability to charge for such activities.

### **Budget Impacts**

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

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

### **Equality Impact Assessment**

No change to charging policy.

### **Summary**

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.



**APPENDIX E1**

**Fees set by statute**

| <b>Application Type</b>  | <b>Application Type 2015 - 16</b> | <b>Current<br/>2015 - 2016</b> | <b>Proposed Fees<br/>2016 - 2017</b> |
|--|-----------------------------------|--------------------------------|--------------------------------------|
| <b>Animal Licensing</b>  |                                   |                                |                                      |
| <b>(Vets fees are not included and must be borne by the applicant)</b> |                                   |                                |                                      |
| Animal Boarding  |                                   | £300.00                        | £300.00                              |
| Animal Boarding - Further Licence                                      |                                   | £283.00                        | £283.00                              |
| Dangerous Wild Animals   |                                   | £300.00                        | £300.00                              |
| Dangerous Wild Animals - Further Licence                               |                                   | £283.00                        | £283.00                              |
| Dog Breeding   |                                   | £300.00                        | £300.00                              |
| Dog Breeding - Further Licence   |                                   | £283.00                        | £283.00                              |
| Home Boarding Licence  |                                   | £300.00                        | £300.00                              |
| Home Boarding - Further Licence  |                                   | £283.00                        | £283.00                              |
| Pet Shop Licence   |                                   | £315.00                        | £315.00                              |
| Pet Shop - Further Licence   |                                   | £297.00                        | £297.00                              |
| Riding Establishments  |                                   | £310.00                        | £310.00                              |
| Riding Establishments - Further Licence                                |                                   | £292.00                        | £292.00                              |
| Zoos   |                                   | £315.00                        | £315.00                              |
| Zoos - Further Licence   |                                   | £297.00                        | £297.00                              |
| <b>Caravan Sites</b>   |                                   |                                |                                      |
|  | Caravan Site Licence - Grant      | £161.00                        | £161.00                              |
|  | Caravan Site Licence - Transfer   | £27.80                         | £27.80                               |

**APPENDIX E1**

| <b>Application Type</b>                      | <b>Fees set by statute</b>        |                | <b>Proposed Fees</b> |
|--|-----------------------------------|----------------|----------------------|
|  | <b>Application Type 2015 - 16</b> | <b>Current</b> | <b>2016 - 2017</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           |
| <br>   |                                   |                |                      |
| 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            |
| <br>   |                                   |                |                      |
| 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>Proposed Fees</b> |
|--|-----------------------------------|----------------|----------------------|
|  | <b>Application Type 2015 - 16</b> | <b>Current</b> | <b>2016 - 2017</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**

**Fees set by statute**

| <b>Application Type</b>                                   | <b>Application Type 2015 - 16</b> | <b>Current<br/>2015 - 2016</b> | <b>Proposed<br/>Fees<br/>2016 - 2017</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 2015 - 16</b> | <b>Current<br/>2015 - 2016</b> | <b>Proposed<br/>Fees<br/>2016 - 2017</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<br>Notification | £50.00                            | £50.00                         | £50.00                                   |
| Prize Gaming Permit<br>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<br>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<br>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**

**Fees set by statute**

| <b>Application Type</b>                              | <b>Application Type 2015 - 16</b> | <b>Current</b>     | <b>Proposed Fees</b> |
|--|-----------------------------------|--------------------|----------------------|
|  |                                   | <b>2015 - 2016</b> | <b>2016 - 2017</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 2015 - 16</b> | <b>Current<br/>2015 - 2016</b> | <b>Proposed<br/>Fees<br/>2016 - 2017</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 2015 - 16</b>        | <b>Current<br/>2015 - 2016</b> | <b>Proposed<br/>Fees<br/>2016 - 2017</b> |
|---|--|--------------------------------|--|
| <b>Section 115E Permissions</b>           |  |                                |  |
| Pavement Cafés – New Applications         |  |                                |  |
| Less than 10m2                            | Pavement Café Permit - Grant             | £250.00                        | £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           | £240.00                        | £240.00                                  |
| Less than 20m2                            |  |                                |  |
| Less than 30m2                            |  |                                |  |
| Less than 40m2                            |  |                                |  |
| Renewals in excess of 40m2                |  |                                |  |
| Promotional Event                         |  |                                |  |
| Daily Rate                                |  | £244.00                        | £244.00                                  |
| Daily Rate where min 15 days block booked |  |                                |  |
| <b>Scrap Metal Dealers Act</b>            |  |                                |  |
|   | SMD Licence – Grant<br>(3 year duration) | £672.00                        | £672.00                                  |
|   | SMD Licence - Renew<br>(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 2015 - 16</b>         | <b>Current<br/>2015 - 2016</b> | <b>Proposed<br/>Fees<br/>2016 - 2017</b> |
|---|---|--------------------------------|--|
| <b>Sex Establishments</b>   |   |                                |  |
| Grant   |   | £670.00                        | £670.00                                  |
| Licence renewal   |   | £610.00                        | £610.00                                  |
| Licence variation   |   | £90.00                         | £90.00                                   |
| Licence transfer  |   | £90.00                         | £90.00                                   |
| <b>Skin Piercing</b>  |   |                                |  |
| Premises  |   | £41.00                         | £41.00                                   |
| Individual at premises  |   | £41.00                         | £41.00                                   |
| <b>Street Trading</b>   |   |                                |  |
| Market House, High Street, Castle Bow, North Street (non-food)<br>Market House, High Street,<br>Castle Bow, North Street (food)<br>Paul Street, Billet Street<br>Designated lay-bys<br>All other designated lay-bys<br>Mobile traders | Street Trading Consent -<br>Grant, 1 year | £696.00                        | £696.00                                  |
| Permanent site on private land  |   |                                |  |
| Daily rate - Taunton<br>Daily rate - Taunton where min of 15 days booked<br>Daily rate - other areas<br>Daily rate - other areas where min 15 days booked   | Street Trading Consent -<br>Grant, 1 day  | £35.00                         | £35.00                                   |

**APPENDIX E1**

**Fees set by statute**

| <b>Application Type</b>   | <b>Application Type 2015 - 16</b>                       | <b>Current</b>     | <b>Proposed Fees</b> |
|---|---|--------------------|----------------------|
|   |   | <b>2015 - 2016</b> | <b>2016 - 2017</b>   |
| Promotional events  |   |                    |                      |
|   | Street Trading Consent - Grant, 1 week                  | £41.00             | £41.00               |
|   | Street Trading Consent - Grant, 1 month                 | £66.00             | £66.00               |
|   | Street Trading Consent - renewal                        | £680.00            | £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           | £155.00            | £155.00              |
|   | Hackney Carriage/Private Hire Vehicle Licence - Renewal | £153.00            | £153.00              |
|   | Transfer of interest for vehicle                        | £34.00             | £34.00               |
|   | Meter test  | £20.00             | £20.00               |
|   | Replacement vehicle plate                               | £25.00             | £25.00               |
|   | Internal identification sticker                         | £16.00             | £16.00               |
|   | Private Hire Operator Licence                           | £147.00            | £147.00              |
|   | Private Hire Operator Licence - Renewal                 | £112.00            | £112.00              |
|   | Application for new drivers licence                     | £152.00            | £152.00              |
|   | Application for new drivers licence 3 years             | £260.00            | £260.00              |
|   | Driver licence renewal – 1 year                         | £101.00            | £101.00              |
|   | Driver licence renewal – 3 years                        | £245.00            | £245.00              |
|   | Replacement Badge                                       | £17.00             | £17.00               |
|   | Advertising on vehicles                                 | £35.00             | £35.00               |
|   | Medical   | £18.00             | £18.00               |

**Appendix F  
Taunton Deane Borough Council  
Fees and Charges 2016/17**

**Development Management**

**Background**

The Councils provide a pre-application service for those contemplating submitting planning applications. The response gives an informal officer view on the likelihood of gaining permission as well as detailing the information necessary to support an application.

**Legal Authority**

The majority of local planning authorities now charge for this type of service, although charges should be set to no more than cover the cost of providing the service. The two Councils currently have different schedules. As the service is provided by the same officers it makes sense to harmonise the charges. In light of reduced resources and significant increases in previous years it is not considered appropriate to increase the fees this year. The harmonised fees are based upon the current Taunton Deane schedule.

It is also proposed to introduce an additional service within Areas of Outstanding Beauty whereby the AONB service provides specialist advice at an additional cost. The additional charge will be passed to the relevant AONB service.

**Charges**

| <b>Level</b>  | <b>Current Charges 2015/16</b>                              | <b>Proposed Charges 2016/17</b>                             |
|---|---|---|
| Level 1 - Householder, Advertisement and Landscape advice. Tree Preservation Orders and Listed Buildings (in cases where planning permission also required) | Written response with site visit/meeting<br>£50.00 plus VAT | Written Response with site visit/meeting<br>£96.80 plus VAT |
|   | Further £30 per hour plus VAT                               | Further £30 per hour plus VAT                               |
|   | Planning Management Team<br>£50 per hour plus VAT           | Planning Management Team<br>£50 per hour plus VAT           |
|   | OTHER   |   |
|   | Written Response with site visit/meeting<br>£100 plus VAT   |   |
|   | Further £30 per hour plus VAT                               |   |
|   | Planning Management Team<br>£50 per hour plus VAT           |   |
| Level 2a - Minor  | Written Response with Site                                  | Written Response with Site                                  |

|   |   |   |
|---|---|---|
| developments (e.g. less than 5 dwellings, 500 sq m industrial):   | <p>Visit/Meeting<br/>£225.00 plus VAT</p> <p>Further £40 per hour plus VAT</p> <p>Planning Management Team<br/>£80 per hour plus VAT</p>                          | <p>Visit/Meeting<br/>£242.00 plus VAT</p> <p>Further £40 per hour plus VAT</p> <p>Planning Management Team<br/>£80 per hour plus VAT</p>                            |
| Level 2b – Larger scale minor developments (e.g. between 5 and 10 dwellings, 500 and 1000 sq m industrial): | <p>Written Response with Site Visit £400.00 + VAT</p> <p>Further £40 per hour plus VAT</p> <p>Planning Management Team<br/>£80 per hour plus VAT</p>              | <p>Written Response with Site Visit/Meeting £363.00 + VAT</p> <p>Further £40 per hour plus VAT</p> <p>Planning Management Team<br/>£80 per hour plus VAT</p>        |
| Level 3a - Major Developments (e.g. more than 10 dwellings, 1,000 sq m industrial):                         | <p>Written response (always a site visit)<br/>£1,200.00 + vat</p> <p>Further £50 per hour plus VAT</p> <p>Planning Management Team<br/>£100 per hour plus VAT</p> | <p>Written response with site visit/meeting<br/>£726.00 + vat</p> <p>Further £50 per hour plus VAT</p> <p>Planning Management Team<br/>£100 per hour plus VAT</p>   |
| Level 3b – Large Scale Major Developments (e.g. more than 50 dwellings, 5,000 sq m industrial):             | <p>Written response (always a site visit)<br/>£2,000.00 + vat</p> <p>Further £50 per hour plus VAT</p> <p>Planning Management Team<br/>£100 per hour plus VAT</p> | <p>Written response with site visit/meeting<br/>£1,210.00 + vat</p> <p>Further £50 per hour plus VAT</p> <p>Planning Management Team<br/>£100 per hour plus VAT</p> |

\* 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.

|                               | <b>Current Charges 2015/16</b> | <b>Proposed Charges 2016/17</b>  |
|-------------------------------|--------------------------------|--|
| Do I need Planning Permission | Nil                            | <ul style="list-style-type: none"> <li>£44.00 + vat @ 20% = £52.80.</li> </ul> |
| High hedges applications      | Nil                            | <ul style="list-style-type: none"> <li>£44.00 + vat @ 20% = £52.80.</li> </ul> |

### **Area of Outstanding Natural Beauty (AONB) Charges**

#### **Householders – no involvement at this level**

Written Advice £78.00 (2 hrs)  
 Meeting with note £88.00 (2hrs + £10 travel)

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

Written Advice £146.50 (3.5 hrs + £10 travel)  
 Meeting with note £224.50 (5.5 hrs + £10 travel)

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

Written Advice £205.00 (5 hrs + £10 travel)  
 Meeting with note £283.00 (7 hrs + £10 travel)

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

Written Advice £410.00 (10 hrs + £10 travel)  
 Meeting with note £566.00 (14 hrs + £10 travel)

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

Written Advice  
 Meeting with note

This level by negotiation on case by case basis: unlikely to be within the AONB.

#### **Discounts**

None

#### **Budget Impacts**

These changes should have no impact upon the budget in 2016/17

## **Equality Impact Assessment**

Not applicable as charges are not being increased

**Appendix G**  
**Taunton Deane Borough Council**  
**Fees and Charges 2016/17**

**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 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

|                             | <b>Current £ (2015/16)</b>                      | <b>Proposed £ (2016/17)</b>                     |
|-----------------------------|---|---|
| <b>Domestic properties:</b> | The cost of treatments are:                     |   |
|                             | Rodents: £46.94 (subsidised charge £23.47)      | Rodents: £46.94 (subsidised charge £23.47)      |
|                             | Wasps: £46.94 (subsidised £23.47)               | Wasps: £46.94 (subsidised £23.47)               |
|                             | Additional nest charge £9.14 (subsidised £4.57) | Additional nest charge £9.14 (subsidised £4.57) |
|                             | Call out fee £23.47                             | Call out fee £23.47                             |
|                             | Domestic contracts £96.93                       | Domestic contracts £96.93                       |
|                             | <b>Commercial properties:</b>                   | <b>Commercial properties:</b>                   |
|                             | The cost of treatments are:                     | The cost of treatments are:                     |
|                             | Rodents £70.00                                  | Rodents £70.00                                  |
|                             | Wasps £53.80                                    | Wasps £53.80                                    |

### 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**

There will be no impact on the budget for 2016/17.

**Equality Impact Assessment**

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

**Appendix H  
Taunton Deane Borough Council  
Fees and Charges 2016/17**

**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, TDDB 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 £ (2015/16)</b>                               | <b>Proposed £ (2016/17)</b>                              |
|------------------------|--|--|
| Car park display units | £10 per poster per display unit per week (including VAT) | £10 per poster per display unit per week (including VAT) |
| Rotunda display units  | £15 per window space per week (including VAT)            | £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 TDDB services.

**Budget Impacts**

There will be no impact on the budget for 2016/17.

**Equality Impact Assessment**

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

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**Appendix I**  
**Taunton Deane Borough Council**  
**Fees and Charges 2016/17**

**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**

Deane Helpline uses the average CPI over 12 months to determine any price increase. The CPI 12-month rate (the amount prices change over a year) between August 2014 and August 2015 stood at 0.0%. This continues the trend of the previous 6 months when inflation had been at or around 0.0%.

In the year to August 2015, food prices fell by 2.8% and prices of motor fuels fell by 12.9%. These 2 groups have provided some of the largest downward contributions to the 12-month rate during 2015. Historically, price movements for these products have been among the main causes of inflation and are a reliable way to determine a fair and reasonable increase or in this case the decision not to increase prices.

The current charge for private customers is £4.99 per week this is proposed not to increase for 2016/2017.

Installation fees will remain at £35.00.

The charge to Council Tenants will continue to be frozen until a discount of £1 per week is achieved. Council Tenants currently pay £4.34 per week which is an 11.23% discount (with the intention that this will increase to an 18.42% discount as prices increase over time).

Corporate Contracts will also not increase as the CPI increase mechanism is written into each 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 customers 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 remain unchanged.

Income from Corporate Contracts will remain unchanged.

**Equality Impact Assessment**

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

**Appendix J**  
**Taunton Deane Borough Council**  
**Fees and Charges 2016/17**

**Building Control**

**Background**

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

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

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

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

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

**Legal Authority**

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

The principles of the charges regulations require authorities to ensure that the price charged is an accurate reflection of the costs of carrying out the chargeable building control functions and for giving chargeable advice relating to building regulations (hereafter referred to as the building regulation functions/service or costs, as appropriate) and not for creating surpluses.

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

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

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

### **Charges**

No Change proposed to Building Control charges for 16/17.  
Current Fee schedule – see Appendix A.

### **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.

## 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  
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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)

#### Taunton Deane Borough Council

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

| SCHEDULE 1  |  |   |   |
|---|--|---|---|
| Standard charges for the creation of new housing including flats and apartments |  |   |   |
| Number of Dwellings   | Full Plans Application                         |   | Building Notice                                 |
|   | Plans Fee<br>£                                 | Inspections Fee<br>£                            | Fee<br>£  |
| 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.



**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.



**Appendix K**  
**Taunton Deane Borough Council**  
**Fees and Charges 2016/17**

**Data Protection Act – Freedom of Information Act**

**Background**

This report seeks to formalise the charges the Council can make in relation to Freedom of Information Requests and Data Protection Act Subject Access Requests.

**Legal Authority**

The method of calculating charges within this report is in accordance with the Freedom of Information and Data Protection (appropriate limits and fees) Regulations 2004.

Disbursements are set locally and should be reasonable and not designed to generate a surplus.

The £10 for DPA subject access requests is a maximum and is discretionary but is helpful in limiting frivolous requests.

**Charges**

Estimating the costs of processing FOI requests; (section 4(3) of the FOI regulations)

When estimating the cost of complying with a written request for Information, the Council will take into account the staff time involved in the following activities:

- Determining whether the information is held.
- Locating the information or a document that may contain the information.
- Retrieving and extracting the information, or a document that may contain the Information.

The cost of the above activities will be calculated by applying an hourly rate of £25 per person, (section 4(4) of the FOI regulations.)

When calculating the costs to process requests, the Council cannot take account of the time taken to consider whether information is exempt under the Act or the time involve in redacting any information which is not to be disclosed.

Where the cost to process a request is **below** £450

Where the cost of complying with a written request for information is estimated to be below £450, there will be no charge unless the disbursement costs (printing copying

and postage) exceed £10. Where disbursement costs exceed £10, the applicant will be issued with a fees notice and must pay the costs within a period of three months before the Council can comply with the request.

Disbursements costs applied by the Council are shown later.

#### Where the cost to process a FOI request **exceeds** £450

In accordance with the Freedom of Information and Data Protection (appropriate Limits and Fees) Regulations 2004, the Council is not obliged to respond to a written request for information, where it estimates that the cost of complying with the request would be in excess of £450 (which equates to 18 hours of work at £25 per hour).

If the cost exceeds £450 we will charge for all the hours at a rate of £25 per hour or decline the request - alternatively, we will assist the requester in refining the request to within 18 hours to ensure no charge (other than possible disbursements) will be incurred.

Staff costs will be calculated as follows:

- Staff costs (£25 per hour) involved in determining whether the Council holds the information.
- Staff costs (£25 per hour) of locating, retrieving and extracting the information.
- Disbursement and staff costs (£25 per hour) incurred in informing the applicant that the information is held.
- Disbursement and staff costs (£25 per hour) incurred in communicating the information to the applicant.

#### Campaign requests

If the Council receives two or more related requests within a period of 60 consecutive working days, from a person or different persons who appear to be acting in concert or in pursuance of a campaign, the costs of complying with the individual requests will be aggregated.

#### Priced publications

These will be charged at cover price plus postage where relevant.

#### Disbursements

Photocopies:A4 Black & White 20p per sheet, A3 Black & White 30p per sheet, A4 Colour £1.00 per sheet, A3 Colour £1.50 per sheet

Prints from a PC:Black & White 20p per page (additional cost for producing A3), Colour £1.00 per page (additional cost for producing A3), Photo quality paper prints £1.50 per page

Any other sizes or finishes by agreement in advance.

By default we will print/copy in black and white/greyscale on white A4 paper using both sides.

Postage costs : Default postage will be by 2<sup>nd</sup> class Royal Mail. Prices for alternative postage methods will be at the prevailing rates.

#### Other Charges

CD Rom/DVD                      £1.00 per Disc

#### Data Protection Act 1998

Under the Data Protection Act 1998, the Council will charge an individual the sum of £10 for requesting personal information held by the Council about the individual. These requests for information are referred to as subject access requests. The Council will not process the subject access request until the £10 fee has been received.

#### **Discounts**

None, although no charge for disbursements will be made where the aggregate cost is below £10.

#### **Budget Impacts**

This is likely to have negligible impact on 2016/17 budgets.

#### **Equality Impact Assessment**

In order not to disadvantage customers with disabilities the Council will not charge for providing information in an alternative format, if the Disability Discrimination Act (DDA) covers the person requesting it, unless the original document was a priced publication. In this case, the charge for the alternative format will not exceed the cost of the original publication. The Council's current policies in relation to translation of documents into languages other than English will apply.

**Appendix L  
Taunton Deane Borough Council  
Fees and Charges 2016/17**

**Court Fees**

**Background**

Council Tax is a charge to owners and occupiers of domestic dwellings and Business

Rates, sometimes known as non-domestic rates, is a charge on the occupation of a nondomestic property. The Revenue Service bills those liable of the charges and collects the monies due.

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

The costs of issuing the Summons is charged to the taxpayer.

**Legal Authority**

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

**Charges**

Due to a recent High Court Case Local Authorities are required to revise and detail the breakdown of how costs are calculated. Therefore this new charge will come into immediate effect once Council have approved the proposal.

The proposal is a single charge added at the point the summonses are issued unlike before where a separate Liability Order fee was added at the date of the hearing.

|             | <b>Current £ (2015/16)</b> | <b>Proposed £ (2016/17)</b> |
|-------------|----------------------------|-----------------------------|
| Court Costs | 73.50                      | 74.15                       |

## **Discounts**

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

## **Budget Impacts**

The increase in the court costs will be approximately of £3,500 per annum.

## **Equality Impact Assessment**

There has been no material change to the policy of charging for summons and or liability orders and the charge only increased by £0.65, therefore we feel no Equality Impact Assessment is required.