

Taunton Deane Borough Council

Executive – 29 November 2017

Fees and Charges 2018/2019

Report of the Financial Services Manager

This matter is the responsibility of Executive Councillor Richard Parrish

1. Executive Summary

1.1 This report sets out the proposed fees and charges for 2018/19.

2. Recommendations

2.1 Executive recommends that Council approves the Fees and Charges proposals to be added to the 2018/19 budget, with the new charges for Environmental Health to come into effect from 1 January 2018.

3. Risk Assessment

Risk Matrix

Description	Likelihood	Impact	Overall
Fees and Charges are not set at an appropriate level	3	4	12
<i>Fees and Charges are reviewed annually to ensure they are compliant with regulation and the Council's policies.</i>	1	4	4

Risk Scoring Matrix

Likelihood	5	Almost Certain	Low (5)	Medium (10)	High (15)	Very High (20)	Very High (25)
	4	Likely	Low (4)	Medium (8)	Medium (12)	High (16)	Very High (20)
	3	Possible	Low (3)	Low (6)	Medium (9)	Medium (12)	High (15)
	2	Unlikely	Low (2)	Low (4)	Low (6)	Medium (8)	Medium (10)
	1	Rare	Low (1)	Low (2)	Low (3)	Low (4)	Low (5)
			1	2	3	4	5
			Negligible	Minor	Moderate	Major	Catastrophic

Impact

Likelihood of risk occurring	Indicator	Description (chance of occurrence)
1. Very Unlikely	May occur in exceptional circumstances	< 10%
2. Slight	Is unlikely to, but could occur at some time	10 – 25%
3. Feasible	Fairly likely to occur at same time	25 – 50%
4. Likely	Likely to occur within the next 1-2 years, or occurs occasionally	50 – 75%
5. Very Likely	Regular occurrence (daily / weekly / monthly)	> 75%

4. Background

4.1 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
- Freedom of Information Enquiries
- Court Fees (Council Tax and Business Rates)
- Open spaces

4.2 Appended to this report are the detailed proposed charges for each service as outlined below. 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.

5. Proposed Increases for 2018/19

5.1 Those services proposing an increase to charges for 2018/19 include:

Cemeteries and Crematorium;
Waste;
Land Charges;
Housing Services;
Licensing;

Environmental Health;
Promotional “Rotunda” units;
Open Spaces

- 5.2 Due to a rebasing of the associated costs, Court Fees are proposed to be reduced for 2018/19.

6. Proposed New Charges for 2018/19

- 6.1 The Environmental Health Manager proposes to introduce a cost recovery fee for the provision of food hygiene advice to food businesses in Taunton Deane and West Somerset from 1st January 2018. This includes a charge for food safety advisory visits, a printed copy of a guidance booklet and a Food Hygiene Rating Scheme request for a re-inspection visit. See Appendix G2.
- 6.2 The Environmental Health Team do not currently charge for food safety advisory visits and this would allow for specialist advice to be provided to the business owner at a calculated fee of £130 based on a 1 hour visit. The Food Standards Agency (FSA) has reviewed its guidance on charging a fee for requested re-inspection visits to re-assess a business’s Food Hygiene Rating Scheme (FHRS) score, in consideration of the general power under the Localism Act (2011). The Agency considers that providing a re-inspection upon request by a food business operator, in circumstances where there is no statutory requirement to provide that re-inspection, falls within the general power that allows for the recovery of costs. It is proposed that a fee of £122.50 is introduced for a FHRS re-inspection visit and a charge of £30 for a printed guidance pack from 1st January 2018.
- 6.3 Based on figures for 2016/17 this will bring in additional income of £2,450 for Taunton Deane Borough Council. This is likely to increase if the mandatory display of food hygiene stickers is introduced.

7. Detailed Proposals

- 7.1 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 Services	Appendix D1
Housing Standards	Appendix D2
Licensing	Appendix E
Planning	Appendix F
Environmental Health	Appendix G1
Environmental Health (New Charge)	Appendix G2
Promotional ‘Rotunda’ units	Appendix H
Deane Helpline	Appendix I

Freedom of Information	Appendix J
Court Fees	Appendix K
Open Spaces	Appendix L
Parking	Appendix M

- 7.2 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.
- 7.3 This gives Councillors reassurance that the charges being proposed are legally set.

8. Finance Comments

- 8.1 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.
- 8.2 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.
- 8.3 The overall budgetary impact of the various proposals are summarised below. **Only those services that have changed their fees have been included.** All but Court Fees have increased. This shows that the changes to Fees & Charges should contribute an additional £42,350 to the General Fund and £336,000 to the HRA.

Service Area	Appendix	Fund	Additional Income £
Crematoria and Cemeteries	A	GF	45,000
Waste	B	GF	0
Land Charges	C	GF	0
Housing Services	D1	HRA	336,000
Licensing	E	GF	0
Environmental Health	G1	GF	0
Environmental Health (New Charge See Section 6)	G2	GF	2,450
Promotional Rotunda	H	GF	0
Court Fees	K	GF	(8,600)

Open Spaces	L	GF	3,500
TOTAL			378,350

9 NOTES ON PARTICULAR FEES

Crematoria and Cemeteries

- 9.1 The income increase from this is expected to be £120,000. The service is proposing to put forward a business case which will require funding, which could be achieved from this income increase. With this in mind the prudent approach is to only account for the residual contribution of £45k pending the outcome of the business case review by Full Council. (Appendix A)

Housing Services

- 9.2 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 2017 (3.9%), with some exceptions. (Appendix D)

Licensing

- 9.3 Although the fees in some areas have increased any surplus or deficit should be dealt with across a rolling three years such that the balance is zero on those fees which are set locally. Therefore, there is no impact on the MTFP. (Appendix E)

Promotional Rotunda

- 9.4 The charges for this discretionary service have been reviewed to ensure that costs are covered and that we are reflecting a "market rate". With this in mind the small projected increase in income of £8,000 is expected to offset costs within the service. (Appendix H)

Court Fees

- 9.5 The Fees in this area have been reviewed following the High Court Case referred to in Appendix K. We have taken the view that a slightly lower charge would be more appropriate and representative of the costs involved. This will have a negative impact on the MTFP. However, mitigating this is an increase in activity and recovery which is reflected in the Budget Papers providing additional income of £100k.

Open Spaces

- 9.6 The aim of this proposal is to formalise charges for roundabout sponsorship and plant beds which have been inconsistently applied. (Appendix L)

10 Links to Corporate Aims / Priorities

10.1 The financial performance of the Council underpins the delivery of corporate priorities and therefore all Corporate Aims.

11 Finance / Resource Implications

11.1 Contained within the body of the report

12. Legal Comments

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

13 Environmental Impact Implications

13.1 None for the purpose of this report.

14 Safeguarding and/or Community Safety Implications

14.1 None for the purpose of this report.

15 Equality and Diversity Implications

15.1 Attached as appropriate.

16 Social Value Implications

16.1 None for the purpose of this report.

17 Partnership Implications

17.1 None for the purpose of this report.

18 Health and Wellbeing Implications

18.1 None for the purpose of this report

19 Asset Management Implications

19.1 None for the purpose of this report.

20 Consultation Implications

20.1 None for the purpose of this report.

21. Scrutiny Comments

21.1 Corporate Scrutiny recommended;

- a) To support the proposed Fees and Charges for 2018/19; and also
- b) A suggested proposal for the Executive to consider was recommended that in relations to charges to Open Spaces, a list would be drawn up of approved Community Organisations who would have an equal status to 'Friends of' Groups in order to ensure that there should be no charges levied on Community Events organised by non-profit making organisations which are non-ticketed events.

Democratic Path:

- **Scrutiny – Yes**
- **Executive – Yes**
- **Full Council – Yes**

Reporting Frequency: Once only Ad-hoc Quarterly
 Twice-yearly Annually

List of Appendices

Appendix A	Cemeteries and Crematorium
Appendix B	Waste Services
Appendix C	Land Charges
Appendix D1	Housing Services
Appendix D2	Housing Standards
Appendix E	Licensing
Appendix F	Planning
Appendix G1 and G2	Environmental Health
Appendix H	Promotional 'Rotunda' units
Appendix I	Deane Helpline
Appendix J	Freedom Of Information
Appendix K	Court Fees
Appendix L	Parking

Contact Officers

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Appendix A

Taunton Deane Borough Council – Fees and Charges 2018/19 Cemeteries and Crematorium

This report sets out the proposed 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.

During the most recent audit of this service it was identified that future assessments of our fees should take a more formal approach. The service has robustly reviewed its prices not only with local providers but also with services of similar size and numbers of funerals conducted, this helps us to assess and benchmark the maintenance and operating costs necessary to operate a facility of this size.

In doing this, it has become apparent that the Taunton Deane Charges for the Cemetery and Crematorium have fallen behind within the industry, both locally and more widely. The proposed increases place us in the middle of the pack in terms of our cremation and other fees.

Within the report there are new opportunities offered giving greater choice and enhancements to the services provided. Where there is no fee indicated in the current year this would mean it is a new fee or enhanced service.

The increased income from the changes proposed is anticipated to be £120,000 pa. It is important to remember that this is a demand lead service so subject to fluctuations in demand.

This report also identifies a budget pressure for deferred maintenance to the cremator and filtration equipment. This is essential maintenance work that is required to keep the cremators fully functional.

This report also highlights a need to increase the capacity of the waiting room and refurbish the toilets for visitors within the chapel complex. A business case to consider this project will be brought separately, however we are establishing a potential reinvestment funding stream by using some of the fee increases. By approving the fees increase Members are not approving this as a project, it is used to illustrate a new budget pressure in the service that will be managed, if later approved, by the service income.

Description	Income pa
Income from new fees if approved	(£120,000)
Chapel waiting room renovation and size increase. Public Toilets refurbishment.	£35,000
Deferred cremator and abatement filtration maintenance.	£40,000
Enhanced contribution to MTFP	(£45,000)

This report identifies that a further contribution of £45,000 will be made by the service to the MTFP.

<u>Part 1 – Cremation</u>	Current 2017/18	Proposed 2018-19
For the Cremation: -		
(i) of the body of a child whose age at the time of death did not exceed sixteen years;	No Fee	No Fee
(ii) of the body of a person whose age at the time of death exceeded sixteen years (Chapel time 10.00 am onwards)	£715	£762
(iii) Early Chapel time (9.00 or 9.30am)	£665	£710
(iv) Cremation delivery fee	£610	£650
(v) Additional fee for chapel service from 4.30 pm		£50
(vi) Use of Chapel for additional service time	£180	£186
(vii) Saturday fee additional to cremation fee	£310	£320
(viii) Chapel Attendant pall-bearing fee	£25	£26

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 transport container.
 Wesley Music System

<u>Part 2 – Urns</u>		
Supply of Scattering Tube or Casket from	£15/35	£16/36

Part 3 – Cremated Remains

(i) Temporary deposit of cremated remains:-		
First month	£27	£28
Each subsequent month	£32	£33
(ii) Collection of cremated remains on a Saturday (when available)	£72	£74

Part 4 – Memorials**Current****Proposed****(i) Inscription in the Book of Memory:-**

Two line inscription	£65	£67
Five line inscription	£83	£88
Eight line inscription	£120	£124

Flower) available with a	£60	£62
) five or eight line		
Badge, Coat of Arms etc.) inscription only	£82	£84

Inscription into the Children's Book of Memory

Two line inscription	£15
Five line inscription	£30
Eight line inscription	£50
Picture	£20

(ii) Memorial Cards-

Two line inscription	£34	£35
Five line inscription	£42	£43
Eight line inscription	£45	£46

Flower) available with a	£60	£62
) five or eight line		
Badge, Coat of Arms etc.) inscription only	£82	£84

(iii) Miniature Books:-

Two line inscription	£64	£66
Five line inscription	£80	£82
Eight line inscription	£84	£87

Flower) available with a	£60	£62
) five or eight line		
Badge, Coat of Arms etc.) inscription only	£82	£84

Subsequent inscriptions per line	£25	£26
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(iv) Leather Recordia Panels

Single Panel 15 years	£230
Extension of lease per 5 years	£40
Double Panel	£400
Extension of lease for double panel per 5 years	£70

Inc. VAT at 20%

	Current	Proposed
(iv) Cornish Granite tablet for a ten year period		
Standard memorial tablet	£425	£438
Memorial tablet with vase	£500	£515
Provision of flower container in existing Tablet	£72	£74
Cost of renewal for 10 year period	£230	£237
Cost of renewal for 5 year period	£120	£124
Cost of renewal for 3 year period	£75	£77
Cost of renewal for 1 year period	£27	£28
Each additional letter/number	£3.50	£4
(v) Memorial Plaque for a five year period	£304.80	£314
Cost of renewal for 5 year period	£152.40	£165
Cost of renewal for 3 year period	£99.60	£108
Cost of renewal for 1 year period	£37.20	£39
(v) Children's Garden all for 18 year period		
Baby cast metal wall memorial plaques	£93.60	£103
To the moon and back, rainbow and butterfly plaque		£210
Pedestal granite plaque		£140
Ellie Elephant columbarium		£260
Boulder Plaques		£270
Mushroom granite plaques		£175
Cost of renewal 50% of current fee		
(vii) garden of Remembrance Posy plaque scheme 15 years		
Plaque with text only		£280
Plaque with text and motif		£310
Plaque with photo		£360
Extension of lease per 5 years		£40
(viii) Granite Plaque with individual garden 15 years		
Plaque with text only		£500
Plaque with text and motif		£530
Plaque with photo		£565
Extension of lease per 5 years		£75
(ix) Granite bench plaque 20 years		
Plaque with text only		£425
Plaque with text and motif		£455
Plaque with photo		£490
Extension of lease per 5 years		£75

	Current	Proposed
(x) Vase holder plaques 15 years		
Plaque with text only		£380
Plaque with text and motif		£410
Plaque with photo		£460
Extension of lease per 5 years		£75
(xi) Woodland memorial boardwalk 10 years		
Engraved inscription on memorial tread of boardwalk		£200
(xii) Crematorium memorial walkway		
Sanctum above ground vaults 75 years		£1150
Double heart interment plot 75 years		£1040
Open Book interment plot 75 years		£830
Sanctum columbarium 75 years		£910
Barbican remembrance plaque 15 years		£380
Leaf above ground vault 75 years		£910

Part 5 – Other Fees and Charges

	Current	Proposed
(i) Certified extract from Register of Cremations	£23	£24
(ii) Wesley Music System		
Provision of Audio recording	£45.00	£46.00
Provision of DVD	£60.00	£62.00
Webcast of Service	£65.00	£67.00
Provision of Webcast and DVD	£86.00	£89.00
Visual Tributes		
Visual Tribute including up-to 25 photos		£48
Visual Tribute including up-to 50 photos		£80
Additional fee to include video		£30
Additional copies of Memory stick	£17.50	£18.50
Additional copies of CD's	£14.50	£15.50

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

Part 6 – 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.

2. For an interment in an earthen grave.

	Current	Proposed
(i) of a body of child up to the age of 16		No Fee
(ii) for the body of a person whose age exceeds sixteen years		
at SINGLE depth	£570	£630
at DOUBLE depth	£680	£750
at TREBLE depth	£750	£850
3. Additional Charge Saturday burial (when available)	£310	£320
4. For an interment of cremated remains:		
(i) to witness interment in Garden of Rest when cremation has taken place in at Taunton	£33	£43
(ii) in any grave in respect of which an exclusive right of burial has been granted	£140	£154
(iii) Additional fee for Saturday interment In a grave	£62	£64
(iv) to witness interment in Garden of Rest at weekends	£62	£64
(v) in the Garden of Remembrance (where cremation has not taken place at Taunton Deane Crematorium	£72	£74
Additional Fee for burial within 48 hours	£330	£340

Part 7 – Exclusive Rights of Burial in Earthen Graves

1. Taunton Deane Cemetery;

For the exclusive of burial in an earthen grave.

(i) Full Grave 75 years 99 years	£890	£980 £1100
(ii) Cremated remains grave 75 years 99 years	£650	£715 £815

NOTE – All graves will have the memorial fee included at time of grave purchase but does not include kerb memorials or over 36” high memorials

2. St James Cemeteries;

(i) Full grave 75 years 99 years	£900	£990 £1100
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	Current	Proposed
3. Wellington Cemetery; For the exclusive right of burial in an earthen grave		
(i) Cremated Remains Grave 75 years 99 years	£650	£715 £815
(ii) Full Burial Grave 75 years 99 years	£900	£990 £1100
4. St Marys Cemetery; For the exclusive right of burial in an earthen grave		
(i) Full Burial Grave 75 years 99 years		£990 £1100
5. Additional fee for pre purchasing graves		£110

Part 8 – 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	£200	£206
(ii) a headstone upto 36” or cross with base, bases or tablet	£190	£196
(iii) an inscribed stone vase	£70	£72
2. In any “Lawn Section”		
(i) a headstone additional fee for a headstone over 36” but under 54”	£190	£196 £196
(ii) an inscribed stone vase	£70	£72
3. Cremated remains tablet	£180	£185
4. Each removal of memorial for additional Inscriptions	£70	£72

Part 9 – Other fees and Charges

1. Certified extract from the Register of Burials	£23.00	£26.00
2. Burial service in Crematorium Chapel	£180	£185
3. Register search	£25	£26
4. Transfer of Exclusive Rights of Burial		£30

END - Garry Bowles, Bereavement Services Manager

Appendix B

Taunton Deane Borough Council / West Somerset Council - Fees and Charges 2018/19 Waste Services – Somerset Waste Partnership

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

Traditionally all partners try and set their fees in a universal fashion, the Senior Management Group of Somerset Waste Partnership and the Partnership Board 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. 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.

The increases proposed are based on the inflationary rate set within the collection contract with Kier, for 2018/19 this is expected to be 3.5%.

Extra consideration was given to those customers who cannot store a green bin, they are already paying more by volume for the waste due to the price and capacity of the bags. Customers that use bags are also disadvantaged due to the taxation rules.

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' and a 'reasonable charge can be made' however the proposal continues to have an element of subsidy in the admin and bin costs.

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.
- The table below is consistent with the other Somerset districts proposed pricing.

	Current £ (2017/18)	Proposed £
Green Waste Bins	53.50	55.40
Green Waste Sacks x10	26.50	27.40
3 x bulky items	41.50	43.00
Subsequent items	11.50	11.90
Bin replacements	25.00	25.90

Discounts

There are no discounts provided through this service but there remains a subsidy to the public for the elements of administration and provision of bins (for green waste only).

Budget Impacts

Any price increase has the potential to have an effect on the number of users of the service, however this is an area that has been expanding in its user numbers over the years. Increased customer numbers coupled with a cost neutral pricing strategy have meant that the subsidy provided by the council is relatively small.

It is not considered good practice to charge of the green waste bin as this may detract from the use of the service with customers placing this waste in the residual bin increasing the overall costs of the collection contract.

The price increases will allow for the service to continue on cost neutral basis in terms of the contract price paid to Kier, there remains a service subsidy in the bin costs, administration and postage associated with the respective services.

The proposed increase will not alter the net position on green waste services as the increased charges are matched by the increasing costs of provision.

Equality Impact Assessment

Please see attached Equality Impact Assessment form.

Recommendation

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

END

Chris Hall

Assistant Director – Operational Delivery

Appendix C
Taunton Deane Borough Council
Fees and Charges 2018/19

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, also hold other information on a number of matters of importance to purchasers of property: eg road schemes; the property's planning history; Tree Preservation Orders; Compulsory Purchase Orders; and various notices which affect the property.

Legal Authority

The Local Authorities (England) (Charges for Property Searches) Regulations 2008 make provision authorising local authorities in England and Wales to set their own charges in a scheme, based on full cost recovery, for carrying out their main Local Land 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 surplus.

Regulations 4, 5 and 7 allow a local authority to make a charge for granting access to property records or answering enquiries about a property; or if it makes or proposes an internal recharge. Exceptions apply where it may or must impose a charge apart from these regulations or in respect of access to free statutory information (eg public registers; Environmental Information Regulations).

Regulation 6 explains how the charges must be calculated. These must be no more than the cost to the local authority of granting access to the records and must be calculated by dividing a reasonable estimate of the total costs by a reasonable estimate of the number of request for access likely to be received. A local authority must take all reasonable steps to ensure that over the period of any three consecutive financial years the total income...does not exceed the total costs for granting access to property records. Where...a local authority makes an overestimate or underestimate of the unit charge for the financial year, it must take this into account in determining the unit charge for the following financial year.

Regulation 9 relates to transparency in setting of charges and stipulates that during each financial year, a local authority must publish a statement setting out the estimates the local authority has made (estimates of total costs and estimates of numbers of requests) in respect of the unit charge for the following financial year; the basis for these estimates and the amount of the unit charge.

These are set out below under charges.

Charges

Land charge fees were changed in July 2016 due to changes in national regulations and changes in the fee charged by the County Council and Building Control. Full explanation is set out in the Weekly Bulletin

<http://oneteam/sites/services/cbo/Weekly%20Bulletin/JUNE092016.pdf>

Since then, a full costs exercise has been undertaken to underpin the fee setting process and to comply with legislation. It is proposed to keep the full search fee at £93.

Estimated total costs of service - £231,832

Estimated number of requests – 2356

- Based on average number of searches received across three years
- 2014/15 – 2189
- 2015/16 – 2378
- 2016/17 - 2502

Therefore estimate is $2189+2378+2502= 7069$ divided by 3 = 2356

The unit charge is comprised of the cost of administering the service, plus the cost of paying Somerset County Council for their elements, plus additional costs such as software.

Estimated total income is £218,944, giving a small under recovery of £12,888. Due to over recovery against costs in previous years, it is both safe and appropriate to not aim for full cost recovery in the coming financial year. Estimated cost recovery is 94%, thereby leaving a small percentage of costs associated with those elements of the service that do not attract a fee but which will cost some time to the service eg booking personal search appointments.

Local Land Charge Searches and Enquiries

Full search	£93
Statutory search fee on form LLC1	£12
Each additional parcel of land	£10
Optional enquiries	
Each printed enquiry	£7
Solicitor's own enquiry	£10
Highway authority charge (SCC)	£8.81 *

*charged as inclusive within full search fee

Personal search fee No charge
Environmental Information Regulations No charge

Discounts

No discounts are available for this service.

Budget impacts

Estimated total costs of service - £231,832

Estimated number of requests – 2271

- Based on average number of searches received across three years
- 2014/15 – 2189
- 2015/16 – 2378
- 2016/17 - 2502

Therefore estimate is $2189+2378+2502= 7069$ divided by 3 = 2356

The full basis of the estimate of costs is held with the Land Charges Manager and is available on request.

Estimated total income is £218,944, giving a small under recovery of £12,888.

Appendix D1

Taunton Deane Borough Council

Fees and Charges 2018/19

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 by 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 2017. This is in accordance with the 30 year Housing Business Plan. The September 2017 RPI figure is 3.9% as published by the Office for National Statistics on the 17th October 2017.

The following are exceptions to the rule that service charges are uplifted by September 2017 RPI:

- ❖ Grounds maintenance charge. Following consultation, it is recommended that there is an increase in the service charge for the grounds maintenance service from the current 81 p per week to £1.84 per week from April 2018. This increase has been approved by the Tenants Forum on the 12th of September 2017. The Tenant Services Management Board on the 25th of September and the Supported Housing Development Group on the 3rd of October 2017. The increase will ensure that the service is properly funded and enable the Council to provide a new improved specification which reflects the wishes of tenants.
- ❖ Charges for properties not on mains sewer will be increased in line with Wessex Water increases for 2018-19 once known. Wessex Water rates for sewer standing charge per annum and poundage charges are used in the system calculation. In 2017-18 these are £7 unmetered sewerage standing charge and £1.5679 poundage charge, Wessex Water will publish new charges in February 2018 (available on their website).
- ❖ Last year it was proposed that licence fee charges for Temporary Accommodation properties were brought in line with the Local Housing Allowance ordinary rate. As per the previous year we propose to set the licence fee in line with the permitted Local Housing Allowance ordinary rate (90% of the 2011 Local Housing Allowance is payable as towards the daily licence fee in temporary accommodation units).
- ❖ For clarity, separate to the licence fee, the temporary Accommodation Units do attract service charges, higher rates are charged for those properties without key meters and the lower rates are charged for those with key meters. The service charges will be increased by RPI. Although the licence fee remains at permitted local housing allowance level.

- ❖ Weekly garage rent is higher for private tenants. Last year Tenants Services Management Board wished garage rental for private tenants to increase to £10, this was not achievable in one increase therefore this year private garage rent will increase from £9.34 to £10 inc VAT per week (approximately 7% increase, double RPI). Council tenants rent will increase by RPI only.
- ❖ Feedback during last year's report was that tenants preferred charges to be rounded to whole numbers. Charges for guest rooms and meeting halls have therefore had RPI applied and been rounded. Guest rooms rounded to nearest 50p and meeting halls to nearest 10p.
- 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 2017 /18 to 2018/19 indicative prices (RPI of 3.9% has been applied).

Housing Service Charges	Actual 2017/8	% increase	Estimated 2018/19
Service Charges (VAT not applicable) – Per Week			
Communal areas	£0.61	RPI	£0.63
Grounds maintenance	£0.81	Reviewed	£1.84
Heating charge (Broomfield House only)	£4.87	RPI	£5.06
Laundry charge (Broomfield House only)	£1.48	RPI	£1.54
Combined Service Charges (VAT not applicable) – Per Week			
Sheltered Housing	£11.15	RPI	£11.58
Extra Care Housing Service Charge	£20.90	RPI	£21.72
Garage Rents - Per Week			
Council tenants (VAT not applicable)	£5.94	RPI	£6.17
Private tenants and Owner Occupiers (exc. VAT)	£7.78	Approx. 7%	£8.33
Private tenants and Owner Occupiers (inc. VAT)	£9.34	Approx. 7%	£10.00
Hire Charges for Sheltered Scheme Meeting Halls (ex VAT)			
First hour	£10.00	RPI	£10.40
Each half hour thereafter	£5.00	RPI	£5.20
6 hours plus	£60.00	RPI	£62.30
Total charge for residents in a scheme and community organisations	£13.80	RPI	£14.30
Hire Charges for Sheltered Scheme Guest Rooms (ex VAT) Taunfried, Middleway, Hope Corner Lane, Kilkenny and Lodge			
No. of nights per person -1 st night per person per night	£20.00	RPI	£21.00
No. of nights per person -2	£30.00	RPI	£31.00
No. of nights per person -3	£40.00	RPI	£41.50
No. of nights per person -4	£50.00	RPI	£52.00
No. of nights per person -5	£60.00	RPI	£62.00
No. of nights per person -6	£70.00	RPI	£73.00
No. of nights per person -7	£80.00	RPI	£83.00

	Gross Daily Licence Fee & Service Charge 2017/18	Licence Fee Per Day 2018/19	Daily Service Charge 2018/19	Gross Charge Per Day 2018/19
Temporary Accommodation (rent per day, VAT not applicable)				
40 Humphreys Road (2 bedroom)	£17.24	£16.31	£0.97	£17.28
1 Gay Street (2 bedroom)	£17.24	£16.31	£0.97	£17.28
Outer Circle				
96 Outer Circle	£17.24	£16.31	£0.97	£17.28
113 and 113a (studios)	£13.75	£13.05	£0.73	£13.78
115 (3 bedroom)	£23.76	£19.28	£4.65	£23.93
115a (3 bedroom - metered)	£20.45	£19.28	£1.22	£20.50
119 (studio)	£16.71	£13.05	£3.80	£16.85
119a (studio - metered)	£13.75	£13.05	£0.73	£13.78
Snedden Grove				
Unit 1 (2 bedroom)	£17.24	£16.31	£0.97	£17.28
Unit 2 (2 bedroom)	£17.24	£16.31	£0.97	£17.28
Unit 3 (2 bedroom)	£17.24	£16.31	£0.97	£17.28
Unit 4 (3 bedroom)	£20.45	£19.28	£1.22	£20.50
Unit 5 (3 bedroom)	£20.45	£19.28	£1.22	£20.50
Unit 6 (2 bedroom)	£17.24	£16.31	£0.97	£17.28
Unit 7 (3 bedroom)	£20.45	£19.28	£1.22	£20.50
Unit 8 (2 bedroom)	£17.24	£16.31	£0.97	£17.28
Wheatley Crescent (4 studios)				
30 (1 bedroom)	£13.75	£13.05	£0.73	£13.78
32 (1 bedroom)	£13.75	£13.05	£0.73	£13.78
34 (1 bedroom)	£13.75	£13.05	£0.73	£13.78
36 (1 bedroom)	£13.75	£13.05	£0.73	£13.78
Howard Road (Magna)				
43a (1 bedroom)	£13.05	£13.05	£0.00	£13.05
43b (1 bedroom)	£13.05	£13.05	£0.00	£13.05
43c (1 bedroom)	£13.05	£13.05	£0.00	£13.05
43d (1 bedroom)	£13.05	£13.05	£0.00	£13.05

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 2017 (3.9%) with the following exceptions:

- Grounds Maintenance Charge
- Water rates and non mains sewerage rates
- Temporary accommodation licence fee
- Private garage rental

The increase in charges will increase income by an estimated £336k TBC. This can be broken down by an increase in service charge income of £35k and an increase in ground maintenance charge of £301k.

Equality Impact Assessment

An Equality Impact Assessment form has been completed and Housing Services will continue to provide a number of initiatives to enable service users to manage their finances and maximise their income.

Recommendation

Tenant Services Management Board commented on the proposed fees during their meeting 16th October 2017.

Appendix D2

Taunton Deane Borough Council Fees and Charges 2018/19

Housing Standards

Background

The Somerset West Private Sector Housing Partnership (partnership) is a partnership between Sedgemoor District Council, Taunton Deane Borough Council and West Somerset Council to deliver private sector housing services. The local authorities work closely together to ensure consistency across the three Districts and to deliver financial and other benefits to those who live and/or work in the Somerset West area.

Housing Standards operates within SWPSHP providing a range of information and advice to landlords in renting out properties. The service promotes good practice to improve standards of management in the private rented sector. In addition, the Council is responsible for issuing Licences for Houses in Multiple Occupation (HMO's). This is a mandatory requirement together with enforcement action under Part 1 and mandatory licensing under Part 2 of the Housing Act 2004 (the Act). The Council charge for Immigration inspections. These type of inspections are carried out on a request by the client who is looking to bring a member of their family into the country who is not an EU citizen. The Home Office require confirmation that the property is free from category One hazards under the Housing Act 2004 and not statutorily overcrowded.

The licensing fees are calculated from a combination of three elements:

Application Processing	Time taken to process an application from initial enquiry to issue of the decision. This is for new or existing licenses.
Inspection	Time and travel expenses for an Officer to arrange and inspect the property as part of the application to secure compliancy.
Administration	Time allocated to maintenance 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.

Serving of Formal Notices (Part 1 of the Housing Act 2004) and Immigration Inspections

The time is calculated in a similar way to licensing of HMO's, splitting each element down into a series of activities and apportioning the hourly rate.

Figures calculated for the 2017/18 fee setting are part of an ongoing process towards achieving full cost recovery. The figures have been further refined over the previous year and these figures offer a reasonable position in respect of the costs incurred in processing various statutory and non-statutory activities.

Legal Authority

Enforcement under Part 1 of the Housing Act 2004 (the 'Act') allows local authorities to recover expenses incurred in the service of Notice(s)

Section 63 of the 'Act' allows the Council or in this case the partnership to set a fee that takes into account all costs incurred in carrying out the licensing functions. The fees are therefore determined and reviewed locally.

The fees and charges cover the three districts within the partnership.

Charges

Set out in Appendix D1

Discounts

The fee construction has been calculated with the intention of full recovery of costs allocated directly to the service. The Partnership offers a 10% discount to HMO managers / owners in relation to HMO fees on proof of membership to a National Landlords Association or other professional landlords' organisation. This is to encourage good landlord practice.

Budget Impacts

All fees have been constructed on the basis of time taken to process an application (calculated using an average cost for a typical case).

The number of licensable HMO's has increased which will also realise an increase in fee income. There is also an increase in activity with regard to the serving of formal notices which also generates income.

Equality Impact Assessment

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

Recommendation

The guidance is specific on Fees for applications under Part 1 and Part 2 of the Housing Act 2004 for charging and recovery of costs making it clear that the authority can only recover costs for administration.

Through the results of the costs analysis detailed above the suggested fee levels are set to achieve, as far as possible, full recovery for the projected costs to the Council of unfettered administration and supervision of the various charges.

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.

The fees include inflationary rises.

Appendix D1

Fees and Charges 2018/19

Description	VAT Status	Unit Measure	Net Charge £	VAT Amount £	Total Charge £
Immigration Inspections					
Charge for Property Inspection - immigration plus officer time at an hourly rate	Non-business	per inspection	132.00	0.00	132.00
				Plus Officer time	
HMO Licences					
HMO basic licence (occupied by 5 persons)	Non-business	per licence	386.00	0.00	386.00
Renewal of licence	Non business	per licence	305.00	0.00	305.00
where properties exceed 5 persons & 2 households fee will increase by	Non-business	per additional household	30.50	0.00	30.50
10% discount is offered to members of an organisation such as National Landlords Assoc.					
Housing Act 2004 - Formal Notices					
Improvement notice	Non-business	per notice	135.40	0.00	135.40
Prohibition notice	Non-business	per notice	135.40	0.00	135.40

Appendix E
Taunton Deane Borough Council
Fees and Charges 2018/19

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.

Figures calculated for the 2018/19 fee setting are part of an ongoing process towards achieving full cost recovery. The figures have been further refined over the previous year and these figures offer a reasonable position in respect of the costs incurred in the uninterrupted processing of applications.

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.

Surplus and deficit should be dealt with across a rolling three years such that the balance is zero on those fees which are set locally. This should be reflected in the fee. It is only in recent years as a result of case law that the Council has quantified its approach in this way.

Taxi fees and charges are separately accounted for. Surplus and deficit in this area should also be dealt with across a rolling three years such that the balance is zero or is redressed in fee levels in the following financial years to achieve full recovery of costs.

Equality Impact Assessment

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

Recommendation

Fees for applications under the Licensing Act 2003 and Gambling Act 2005 are set by statute so increases under local arrangements are not currently 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 the suggested fee levels are set 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.

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.

Fee proposal 2014 - 2015

APPENDIX A

Application Type	Application Type 2017 - 18	APPENDIX A		
		Fees set by statute	Current fees 2017-18	Proposed Fees 2018-19
Animal Licensing (Vets fees are not included and must be borne by the applicant)				
Animal Boarding			£332.00	£347.00
Animal Boarding - Further Licence			£316.00	£329.00
Dangerous Wild Animals			£332.00	£347.00
Dangerous Wild Animals - Further Licence			£316.00	£329.00
Dog Breeding			£332.00	£347.00
Dog Breeding - Further Licence			£316.00	£329.00
Home Boarding Licence			£332.00	£347.00
Home Boarding - Further Licence			£316.00	£329.00
Pet Shop Licence			£347.00	£363.00
Pet Shop - Further Licence			£331.00	£346.00
Riding Establishments			£342.00	£358.00
Riding Establishments - Further Licence			£326.00	£340.00
Zoos			£347.00	£363.00
Zoos - Further Licence			£331.00	£346.00
Caravan Sites (ability to charge comes into force 01 April 2014)				
	Caravan Site Licence - Grant		£152.00	£166.00
	Caravan Site Licence - Transfer		£27.00	£30.00
Gambling Act 2005				
New Regional Casino				
	New Application	£15,000.00	£12,750.00	£12,750.00
	New Application – with Provisional Statement	£8,000.00	£6,800.00	£6,800.00
	Provisional Statement	£15,000.00	£12,750.00	£12,750.00
	Transfer	£6,500.00	£5,525.00	£5,525.00
	Re-instatement	£6,500.00	£5,525.00	£5,525.00
	Variation	£7,500.00	£6,375.00	£6,375.00
	Annual Fees	£15,000.00	£12,750.00	£12,750.00
New Large Casino				
	New Application	£10,000.00	£8,500.00	£8,500.00
	New Application – with Provisional Statement	£5,000.00	£4,250.00	£4,250.00
	Provisional Statement	£10,000.00	£8,500.00	£8,500.00
	Transfer	£2,150.00	£1,830.00	£1,830.00
	Re-instatement	£2,150.00	£1,830.00	£1,830.00
	Variation	£5,000.00	£4,250.00	£4,250.00
	Annual Fees	£10,000.00	£8,500.00	£8,500.00
New Small Casino				

Fee proposal 2014 - 2015

APPENDIX A

Application Type	Application Type 2017 - 18	Fees set	Current fees	Proposed Fees
		by statute	2017-18	2018-19
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
Bingo				
New Application		£3,500.00	£2,975.00	£2,975.00
New Application – with Provisional Statement		£1,200.00	£510.00	£510.00
Provisional Statement		£3,500.00	£2,975.00	£2,975.00
Transfer		£1,200.00	£1,020.00	£1,020.00
Re-instatement		£1,200.00	£1,020.00	£1,020.00
Variation		£1,750.00	£1,500.00	£1,500.00
Minor Variation				
Annual Fees		£1,000.00	£850.00	£850.00
Betting – not on course				
New Application		£3,000.00	£2,550.00	£2,550.00
New Application – with Provisional Statement		£1,200.00	£510.00	£510.00
Provisional Statement		£3,000.00	£2,550.00	£2,550.00
Transfer		£1,200.00	£1,020.00	£1,020.00
Re-instatement		£1,200.00	£1,020.00	£1,020.00
Variation		£1,500.00	£1,275.00	£1,275.00
Annual Fees		£600.00	£510.00	£510.00
Track Betting (on course)				
New Application		£2,500.00	£2,125.00	£2,125.00
New Application – with Provisional Statement		£950.00	£400.00	£400.00
Provisional Statement		£2,500.00	£2,125.00	£2,125.00
Transfer		£950.00	£800.00	£800.00
Re-instatement		£950.00	£800.00	£800.00
Variation		£1,250.00	£1,100.00	£1,100.00
Annual Fees		£1,000.00	£850.00	£850.00
Adult Gaming Centre				
New Application		£2,000.00	£1,700.00	£1,700.00
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

Fee proposal 2014 - 2015

APPENDIX A

Application Type	Application Type 2017 - 18	Fees set by statute	Current fees 2017-18	Proposed Fees 2018-19
Annual Fees		£1,000.00	£850.00	£850.00
Family Entertainment Centre				
New Application		£2,000.00	£1,700.00	£1,700.00
New Application – with Provisional Statement		£950.00	£400.00	£400.00
Provisional Statement		£2,000.00	£1,700.00	£1,700.00
Transfer		£950.00	£800.00	£800.00
Re-instatement		£950.00	£800.00	£800.00
Variation		£1,000.00	£850.00	£850.00
Annual Fees		£750.00	£650.00	£650.00
Family Entertainment Centre Gaming Machine Permits				
New application		£300.00	£300.00	£300.00
Renewal		£300.00	£300.00	£300.00
Change of name		£25.00	£25.00	£25.00
Copy of permit		£15.00		
Licensed Premises Gaming Machine Permit				
New Application		£150.00	£150.00	£150.00
Variation		£100.00	£100.00	£100.00
Transfer		£25.00	£25.00	£25.00
Change of Name		£25.00	£25.00	£25.00
Copy of permit		£15.00	£15.00	£15.00
Annual Fee		£50.00	£50.00	£50.00
Notification of 2 or less Gaming Machines				
Notification		£50.00	£50.00	£50.00
Prize Gaming Permit				
New Application		£300.00	£300.00	£300.00
Renewal		£300.00	£300.00	£300.00
Change of name		£25.00	£25.00	£25.00
Copy of permit		£15.00	£15.00	£15.00
Club Gaming Permit				
New Application		£200.00	£200.00	£200.00
Variation		£100.00	£100.00	£100.00
Copy Permit		£15.00	£15.00	£15.00
Renewal		£200.00	£200.00	£200.00
Annual Fee		£50.00	£50.00	£50.00
Club Machine Permit				
New Application			£200.00	£200.00

Fee proposal 2014 - 2015

APPENDIX A

Application Type	Application Type 2017 - 18	Fees set	Current fees	Proposed Fees
		by statute	2017-18	2018-19
Variation		£100.00	£100.00	£100.00
Copy Permit		£15.00	£15.00	£15.00
Renewal		£200.00	£200.00	£200.00
Annual Fee		£50.00	£50.00	£50.00
Lotteries				
New		£40.00	£40.00	£40.00
Renewal		£20.00	£20.00	£20.00
Temporary Use Notice				
New		£500.00	£40.00	£40.00
Replacement		£25.00	£20.00	£20.00
Occasional Use Notice		£0.00	£0.00	£0.00
Licensing Act 2003				
Premises Licence/Club Premises Certificate Grant				
Band A		£100.00	£100.00	£100.00
Band B		£190.00	£190.00	£190.00
Band C		£315.00	£315.00	£315.00
Band D		£450.00	£450.00	£450.00
Band D*		£900.00	£900.00	£900.00
Band E		£635.00	£635.00	£635.00
Band E*		£1,905.00	£1,905.00	£1,905.00
Premises Licence/Club Premises Certificate Variation				
Band A		£100.00	£100.00	£100.00
Band B		£190.00	£190.00	£190.00
Band C		£315.00	£315.00	£315.00
Band D		£450.00	£450.00	£450.00
Band D*		£900.00	£900.00	£900.00
Band E		£635.00	£635.00	£635.00
Band E*		£1,905.00	£1,905.00	£1,905.00
Annual Fee				
Band A		£70.00	£70.00	£70.00
Band B		£180.00	£180.00	£180.00
Band C		£295.00	£295.00	£295.00
Band D		£320.00	£320.00	£320.00
Band D*		£640.00	£640.00	£640.00
Band E		£350.00	£350.00	£350.00
Band E*		£1,050.00	£1,050.00	£1,050.00
Personal Licence - Grant		£37.00	£37.00	£37.00

Fee proposal 2014 - 2015

APPENDIX A

Application Type	Application Type 2017 - 18	Fees set by statute	Current fees 2017-18	Proposed Fees 2018-19
Application Type				
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
Section 115E Permissions				
Pavement Cafés – New Applications				
Less than 10m2	Pavement Café Permit - Grant		£282.00	£282.00
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		£273.00	£273.00
Less than 20m2				
Less than 30m2				
Less than 40m2				
Renewals in excess of 40m2				
Promotional Event				
Daily Rate			£276.00	£276.00
Daily Rate where min 15 days block booked				
Scrap Metal Dealers Act				
	SMD Licence - Grant	(3 year duration)	£738.00	£750.00
	SMD Licence - Renew	(3 year duration)	£717.00	£727.00
	SMD Licence - Variation		£43.00	£48.00
Sex Establishments				
Grant			£687.00	£698.00
Licence renewal			£630.00	£636.00
Licence variation			£85.00	£94.00

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Appendix F (continued)
PLANNING FEES AND CHARGES TAUNTON DEANE BOROUGH COUNCIL 01 APRIL 2018

	FEE
Do I need Planning Permission	£52.80 (£44.00 plus VAT)

PRE APPLICATION ADVICE SCALE OF FEES TAUNTON DEANE

LEVEL	TYPE	FEE
Level 1 - Householder, Advertisement and Landscape advice. Tree Preservation Orders.	Written Response with site visit/meeting	£116.16 (£96.80 + VAT) Further Advice following response £30 plus VAT per hour Planning Management Team Involvement £50 plus VAT per hour
Level 2a - Minor developments (e.g. less than 5 dwellings, 500 sq m industrial):	Written Response with Site Visit/Meeting	£290.40 (£242.00 + VAT) Further Advice following response £40 plus VAT per hour Planning Management Team Involvement £80 plus VAT per hour
Level 2b – Larger scale minor developments (e.g. between 5 and 10 dwellings, 500 and 1000 sq m industrial):	Written Response with Site Visit/Meeting	£435.60 (£363.00 + VAT) Further Advice following response £40 plus VAT per hour Planning Management Team Involvement £80 plus VAT per hour

LEVEL	TYPE	FEE TDBC
Level 3a - Major Developments (e.g. more than 10 dwellings, 1,000 sq m industrial):	Written response with site visit/meeting	£871.20 (£726.00 + VAT) Further Advice following response £50 plus VAT per hour Planning Management Team Involvement £100 plus VAT per hour

Level 3b – Large Scale Major Developments (e.g. more than 50 dwellings, 5,000 sq m industrial):	Written response with site visit/meeting	£1452.00 (£1210.00 +VAT) Further Advice following response £50 plus VAT per hour Planning Management Team Involvement £100 plus VAT per hour
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*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).

AONB CHARGES

For applications within or affecting an AONB where an AONB Service Officer also attends the meeting/provides specialist advice there will be an additional cost as shown below:

LEVEL	TYPE	FEE
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	£105.60 (£88.00 + VAT)
Level 2a – Minor developments (e.g. less than 5 dwellings, 500 sq m industrial):	Written Response with site visit/meeting	£269.40 (£224.50 + VAT)
Level 2b – Larger scale minor developments (e.g. between 5 and 10 dwellings, 500 and 1000 sq m industrial):	Written Response with site visit/meeting	£339.60 (£283.00 + VAT)
Level 3a – Major Developments (e.g. more than 10 dwellings, 1,000 sq m industrial):	Written Response with site visit/meeting	£667.20 (£556.00 + VAT)
Level 3b – Large Scale Major Developments (e.g. more than 50 dwellings, 5,000 sq m industrial):	Written Response with site visit/meeting	This level by negotiation on a case by case basis: unlikely to be within the AONB.

LISTED BUILDING ADVICE

Listed Building Pre Application Advice – All Levels.	Meeting with Note	£290.40 (£242 = VAT) Further Advice Following response £40 plus VAT per Hour Planning Management Team Involvement £80 plus VAT per hour
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ENQUIRIES

Pre 74 Planning History Search	£40.00 + vat @ 20% = £48.00	Work undertaken beyond first hour, £30 plus VAT per hour
Solicitor Enquiries and Supply of Extra Information and Documents	£40.00 + vat @ 20% = £48.00	Work undertaken beyond first hour, £30 plus VAT per hour
Planning History File Retrieval	£5.00 + vat @ 20% = £6.00	Files from 1974 – 2005 kept in hard copy off site.

Appendix F

Taunton Deane Borough Council Charges 2018/19

Planning and Environment

1. Background

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

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

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

1.1 How the Scheme Works

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

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

2. Legal Authority

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

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

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

In 2016 it was reported that due to the pre-application planning advice service for both Taunton Deane Borough Council and West Somerset Council being provided by the one team and there can therefore be no reasoned justification for continuing with two sets of charges. However a decision was made that West Somerset wished to retain the higher level of fees set for Level 3a and 3b Major Development Pre Applications, see attached appendix.

3. Charges – as of April 2018 (to remain unchanged)

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

Please see attached Appendix regarding level of fees for Taunton Deane BC from April 2018 and West Somerset DC from April 18.

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).

We have looked at other Pre Application changes but feel the potential impact on take up of services taking into account this year's current income and fees being set for cost recovery only prevent any further rise in fees.

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

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

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

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

An additional charge has been added this year for general enquiries from Solicitors for additional information and documents which are beyond those which are normally provided via the websites. In addition the Planning Filing room has been moved off site

as part of the Accommodation Project, therefore we wish to add a file retrieval charge for anyone investigating planning history.

4. Discounts

This scheme does not include any discounts.

5. Budget Impacts

These charges have been taken into account in developing budget saving proposals for 2018/19.

6. Equality Impact Assessment

What are you completing this impact assessment for? E.g. policy, service area	PLANNING ADVICE CHARGES 2018/19
Section One – Aims and objectives of the policy /service	
<p>PLANNING AND ENVIRONMENT</p> <p>To provide a proactive planning service from pre-application to delivery and monitoring</p> <ul style="list-style-type: none"> • Responsible for overseeing building development in Taunton Deane • Co-ordinating the way our surroundings develop • Preventing developments which are not appropriate • Investigate breaches of planning regulations 	
Section two – Groups that the policy or service is targeted at	
<p>All Groups have the potential to be affected; however the perspective is that the only significant increases in charges are for major developments whereby the pre application charge is an insignificant part of total development costs.</p>	
Section three – Groups that the policy or service is delivered by	
<p>The Development Management staff and Business support staff will administer and provided the pre applications advice – as per current procedures.</p>	
Section four – Evidence and Data used for assessment	

Approximately 35-40 major planning applications are received per year (2% of all application). Pre-applications advice, which is encouraged with such application, will attract the higher fee. As previously stated the pre application charge is an insignificant part of total development costs.

Section Five - Conclusions drawn about the impact of service/policy/function on different groups highlighting negative impact or unequal outcomes

The impact of this planning advice charges will be equal for all groups.

Section six – Examples of best practise

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

7. Recommendation

That fees remain unchanged for 2018/2019

Appendix G1

Taunton Deane Borough Council

Fees and Charges Report 2018/19

Environmental Health

The following services in Environmental Health incur charges:

1. Environmental Permits - businesses carrying out activities that could potentially cause emissions to air, land or water may need to hold an Environment Permit under the Environmental Permitting (England and Wales) Regulations 2010. Fees are applicable and conditions will be attached to any permit. There may also be a charge to vary, transfer or surrender an existing permit. Annual subsistence fees are payable each year. Fees are set by DEFRA and can be found on the DEFRA website.
2. Private Water Supplies – the council has a general duty under the Water Industry Act 1991 to take all steps appropriate for keeping itself informed about the wholesomeness and sufficiency of drinking waters in the district, including any private water supply. A private water supply is any water supply which is not provided by the local water undertaker or company and which is not a "mains" supply. It includes water intended for human consumption, used for domestic purposes, such as for drinking, washing, in food preparation, heating and also for sanitary purposes.

The Private Water Supplies Regulations 2016 came into force in June 2016, at the time we took the opportunity to review charges for TDBC and WSC to ensure they reflect the costs of providing the service including officer time, mileage and laboratory charges.

3. Pest Control Service – a report providing a review of pest control charges is attached below. In summary the small increase in charges, based on inflation of 2.5%, aims to ensure that the service remains sustainable and that these charges reflect the true cost of providing the service.

Private Water Supply Service Charges Review 2018/19

The Private Water Supply Service provides the following in both Taunton Deane and West Somerset; the monitoring and risk assessment of drinking water from private water supplies located across both authority areas.

Taunton Deane Borough Council and West Somerset Council has a general duty under the Water Industry Act 1991 to take all steps appropriate for keeping itself informed about the wholesomeness and sufficiency of drinking water supplies in the district, including any private water supply.

A private water supply is any water supply which is not provided by the local water undertaker or company and which is not a "mains" supply. It includes water intended for human consumption, used for domestic purposes, such as for drinking, washing, in food preparation, heating and also for sanitary purposes.

The Regulations or "The Private Water Supplies Regulations 2016" updated previous provisions and came into force on 27th June 2016. They place a requirement on the local authority to risk assess and carry out water quality inspections to all supplies except those to single domestic dwellings.

Whilst there is no requirement on the Council to monitor single domestic private water supplies, they can be monitored by request. The standards still apply but local authorities are not required to pro-actively monitor these supplies.

Both regulations 9 and 10 specify certain parameters which must be analysed, but with the addition of any others based on risk. For example, we analyse for arsenic as an additional parameter, as it is found naturally around the Quantocks and occasionally elsewhere. There is also a relatively new requirement to commence monitoring for radioactive substances, including Radon, this will be carried out on a risk basis, in partnership with our colleagues at Somerset Scientific Services and at the request of the relevant person having control over the supply.

Taunton Deane and West Somerset Council have a total of 962 regulated private water supplies, we have two full time officers that spend a large proportion of their time dealing with the monitoring and risk assessment of private water supplies across the district. They also carry out other tasks such as the investigation of environmental protection complaints such as noise, odour and drainage, requests for environmental information, contaminated land and air quality. These officers are both Environmental Control Officers. The hourly rate for an environmental control officer 2017/18 is £45.00 including recharges.

The following table details the charges to be introduced from 1st April 2018. These charges also reflect the changes in fees introduced by Somerset Scientific Services (SSS), the laboratory currently used by both councils for analysis work associated with private water supplies. The rise in fees will result in increased income and also improve cost recovery for each council in this area of work.

**Fees and Charges for Private Water Supply Work from 1st April 2018 for
Taunton Deane Borough Council and West Somerset Council**

	Service	Maximum fee under the Regulations	TDBC & WSC Fee	Notes
1.	Risk Assessment	£500	Charges at hourly rate £50, typical risk assessment at 2 hr will total £100. Plus analysis costs	Time taken to inspect a supply inc.background research, travel time + admin. Average time 2 hours (£100)
2.	Sampling visit	£100	£50 (half an hour for each, sampling visit and report) plus analysis costs	Charge for a visit and to take a sample.
3.	Investigation	£100	Hourly rate (£50) + any analysis costs	Carried out by the Council in the event of the failure of a supply to meet the required standard.
4.	Authorisation	£100	Hourly rate x time	Application by the owner of a supply for permission from the Council to continue supplying water of a lower quality temporarily whilst remedial work is carried out on the supply.
5.	Sample analysis for small/domestic supplies	£25	£22.10	Where a supply provides <10m ³ /day or, <50 people and is used for domestic purposes.
6.	Large/Commercial supplies - Check Monitoring Reg 9	£100	£39.80 per supply Plus additional parameters based on risk and size of supply	Check monitoring is carried out to ensure that water complies with the standards. Where possible it should be carried out at the same time as any requirement for audit monitoring, to keep cost down.
7.	Audit Monitoring		£29.75	Fee set by SSS
8.	Advisory Visits		Charged at £50 per hour	
9.	Requests for Environmental Information		Charged at £65 per request	Requests for environmental information, including requests from solicitors, searches for contaminated land.

(1) Hourly Officer rate £50

(2) Sampling cost not applied to risk assessment

Please note that the actual costs will vary depending on the type of supply, the frequency of testing and the outcome of a Risk Assessment.

1. Risk Assessment

The average risk assessment takes 2 hours including preparation, travel time and the time for the inspection, sampling and report writing, therefore the average cost is likely to be £100. The customer would also be required to pay for the analysis fees set by SSS on top of this, the amount will depend on the suites of analysis chosen by the officer and depend on the size, location and nature of the supply.

2. Sampling Visit

Water quality inspections (such as sampling visits) are carried out regularly at many supplies in the intervening years between the mandatory risk assessments. These water quality checks are used to help inform and complete the risk assessment. The minimum time to carry these out is around 30 minutes for time on site plus travelling, and the time required to report results back to relevant persons. Therefore the cost is likely to be in region of £25, where advice is provided or the visit takes longer, this will be charged at the officer hourly rate. Analysis fees are added to this charge depending the number of tests required as determined by the risk assessment.

3. Investigation

These are carried out by the council in the event of the failure of a supply to meet the required standard and charged at the hourly rate.

4. Authorisation

These are carried out at the request of the owner of a supply for permission from the Council to continue supplying water of a lower quality temporarily whilst remedial work is carried out on the supply and also charged at the hourly rate.

5. Sample analysis for small/domestic supplies

The cost of this is determined by Somerset Scientific Services who carry out the analysis for both council's.

6. Large/Commercial supplies – Check Monitoring Reg 9

This cost is set by SSS.

7. Audit Monitoring

This cost is set by SSS.

8. Advisory Visits or Requests for Advice under Regulation 10

The average advisory visit takes approximately 1 hour including travelling time and preparation work and is currently charged at £50 per hour, the average cost to the customer would be £50. Analyses are charged in addition to officer time

9. Requests for Environmental Information

Requests for environmental information, including requests from solicitors, searches for contaminated land to be charged at a flat rate of £65 in line with the current charge at TDBC. Requests which do not take significant time e.g. requests which confirm that the council hold no information or requests for copies of certificates of water quality are not charged for.

Pest Control Service Charges Review 2018/19

The Pest Control Service provides treatment of rats, mice and wasps along with domestic and commercial pest control contracts in the Taunton Deane and West Somerset areas.

In 2016/17 the Pest Control Service cost £80,061.00 to deliver and brought in an income of £38,567.00 giving an overall cost of £41,494.00 to the council. The overall cost of the service is higher than previous year's mainly due to increased internal recharges.

When considering the pest control charges it is important to first establish the true cost of delivering the service. We can then consider areas of potential growth and areas which are subsidised.

The Pest Control Officer's hourly rate for 2017/18 is £83.14 including all recharges for senior staff, salaries, stationary, transport etc. If you exclude recharges the hourly rate reduces to £33.05. These charges are important to consider as they will be incurred by the cost centre whether or not any additional paid work is undertaken and should be considered in this context.

Rat & Mice Treatments

It takes 60 minutes for a 1st call rats/mice visit and 45 minutes for a revisit. The average service request take a 1st visit and 2 subsequent visits, this includes officer's travelling time. A rat/mouse treatment takes 2 ½ hours at a true cost of £207.85 (or £82.63 at the lower hourly rate). The proposed charges for 2018/19 are £67 for rats and mice and £33.50 at the subsidised rate.

If charges were increased to £207.85 to cover the full cost of the service for rats and mice, this would have a detrimental impact on the service.

Wasp Nest Treatments

A wasp's nest treatment takes 45 minutes and only requires 1 visit. The true cost of this service is £62.36 (or £24.77 at the lower hourly rate). The current charges for 2017/18 are £55 for wasps.

At the proposed rate of £56 for 18/19 this part of the service would make a small income of £17.13 per treatment.

Advice/Call Out Visits

The average advice/call out takes 40 minutes and is currently charged at £32.50. If the call out charge was increased to £33.50 this would reflect the proposed increases in the treatments and generate a further increase in income.

Commercial Treatments

Commercial treatments including contracts are charged at an hourly rate plus, materials and VAT. These charges presently make a small profit above the hourly officer rate (excluding recharges) so a 2.5% increase in charges should be considered. Material costs are charged at cost price. The service currently has 11 commercial contracts in place.

Domestic Pest Control Contracts

The current charge for Domestic Pest Control Contracts is £110 per year, the contracts are for 3 visits plus 2 additional call out visits. The call out visits are rarely used by customers. The average visit takes 1 hour, so the cost of providing the contract is £249.42 (or £99.09 at the lower hourly rate). We currently have 26 Domestic Pest Control contracts.

I propose an increase to the cost of the Domestic Pest Control Contracts to £112.75 per year.

West Somerset

The service was extended into West Somerset in 2016/17. This service has the potential to grow and service requests for 2017/18 have increased from last year. During 2017/18 the number of treatments provided is 25 for rats, 8 for Mice and 25 for wasps. Service requests from the WSC area will continue to be monitored throughout 2018/19.

Appendix A is the proposed charging sheet.

Pest Control Charges from 1st April 2018 for TDBC and WSC

Domestic Properties

Visits for Rats and Mice **£67.00 full charge**
£33.50 subsidised charge*

Visits for Wasps **£56.00 full charge**

Where two or more nests are found an additional nest charge of 20% per nest (£11.00) is payable for **each** additional nest before treatment can commence.

Visits to give Advice only **£33.50**

This will not include any treatment, if this is requested at the time of the advice visit the difference must be paid before treatment can commence. If treatment is requested and a new appointment is needed, this must be paid in full.

We only provide treatment for fleas in void council properties, or DH

Drainage Camera Survey **£77 + VAT**

***Subsidised charges will only apply if the main householder or their partner is in receipt of, and can provide proof of:-**

- Income Support
- Income Based Jobseekers Allowance
- 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

Commercial Properties

Rats and Mice **£77.00 per hour + materials + VAT**

Wasps **£60.00 + VAT**

Advice visits **£36.00 + VAT for wasps**

Contracts

Domestic Contracts are for rats and mice only and are priced at £112.75 a year.

Commercial Contracts shall be priced on an individual basis using an hourly rate of £55.70 plus materials cost. Payable annually in advance.

Appendix G2 FHRs and advisory package charging calculations

Environmental Health

Food Hygiene Rescore calculation

	Process - FHRs Rescore Inspection	Estimated time (mins) used in Wales	Officer responsible from calculations used in Wales	Indicate TIME estimates in minutes used for your local authority	Indicate OFFICER responsible for each process in your local authority	Cost estimated for you local authority
a	Initial Enquiry and supply of forms/advice	15	Business Support Officer	15	Business Support	£7.50
b	Receipt of fee and checking of applications.	10	Business Support Officer	10	Business Support	£5.00
c	Enter onto LA database	5	Business Support Officer	10	Business Support	£5.00
d	Pre-inspection file checks	20	Environmental Health Officer	10	Officer	£7.50
e	Travel to and from business (average)	45	Environmental Health Officer	45	Officer	£33.75
f	Rescore visit (full inspection)	150	Environmental Health Officer	60	Officer	£45.00
g	Completion of inspection report and sticker	60	Environmental Health Officer	15	Officer	£11.25
h	Input onto LA database	5	Business Support Officer	15	Business Support	£7.50
	TOTAL (a - h)	310		180		£122.50
Additional costs (insert any additional processes/costs identified not included in a - i above)						
	Process			Indicate TIME estimates in minutes used for your local authority	Indicate OFFICER responsible for each process in your local authority	Cost estimated for you local authority
j						
k						
l						
m						
n						
o						
	TOTAL (j - o) - do not enter details as this will automatically calculate			0		£0.00
p	GRAND TOTAL (a - o) - do not enter details as this will automatically calculate			180		£122.50
Costs used						
q	Environmental Health Officer (hourly rate)	£45.00		TD/WSC Hourly Rates		
r	Business Support Officer (hourly rate)	£30.00		Business Support		£30 (£29.99)
s				Food Safety Officer		£40 (£39.42)
t				Env Health Officer		£50 (49.87) (ave £45)
u						

Time/cost calculation for Food Safety Advisory Visits

	Process - Advisory Visits	Officer responsible	Indicate TIME estimates in minutes used for your local authority	Cost estimated for you local authority
a	Initial Enquiry	Business Support Officer	5	£2.50
b	Receipt of fee	Business Support Officer	10	£5.00
c	Enter onto LA database	Business Support Officer	10	£5.00
d	Pre-visit file checks & research	Environmental Health Officer	30	£22.50
e	Travel to and from business (average)	Environmental Health Officer	45	£33.75
f	Advisory visit 1 hr	Environmental Health Officer	60	£45.00
g	Completion of advisory forms on site or advisory letter	Environmental Health Officer	15	£11.25
h	Input onto LA database	Business Support Officer	10	£5.00
	TOTAL (a - h)		185	£130.00
Additional costs (insert any additional processes/costs identified not included in a - i above)				
	Process		Indicate TIME estimates in minutes used for your local authority	Cost estimated for you local authority
j	Additional hour of advice of part thereof		60	£45.00
k				
l				
m				
n				
o				
	TOTAL (j - o) - do not enter details as this will automatically calculate		60	£45.00
p	GRAND TOTAL (a - o) - do not enter details as this will automatically calculate		245	£175.00
TD/WSC Hourly Rates				
	Business Support		£30 (£29.99)	
	Food Safety Officer		£40 (£39.42)	
	Env Health Officer		£50 (49.87) (ave £45)	

Food Safety Guidance Pack Printing Calculations

	Process - SFBB pack	Officer responsible	estimates in minutes used for	for you local authority						
a	Initial enquiry & receipt of Fee	Business Support Officer	5	£2.50						
b	Printing	Printing Services		£25.96						
c	Postage and envelope	Business Support Officer		£1.10						
d	Input onto LA database	Business Support Officer								
	TOTAL (a - d)		5	£29.56						
	Details of costs from other printers									
	Safe Methods (87 pages) Colour, double-sided, bound with cover			Diary Sheets/4-weekly review for 1 year (66 pages) Colour, double-sided, bound with cover			Diary Sheets/4-weekly review for 1 year (66 pages) B&W, double-sided, bound with cover			
Number ordered	1	50	100	1	50	100	1	50	100	
Zeralynx	19.05	5.8	4.64	15.7	4.72	3.68	5.25	2.98	2.39	
Colourtone	30.15	8.05	7.75	25.15	6.35	6.1	20.15	3.05	2.55	
Rockwell Printers	19.1	17.66	14.14							
TDBC	7.22	5.25	4.61	5.88	4.46	3.87	5.87	3.36	2.99	
TDBC Printers: cost for SFBB and Diary Sheets £25.96 plus business support time to process enquiry and fee										
Proposal to introduce a charge of £20 for the Safe Methods only, £17.50 for the Diary and £30 if both are ordered at the same time (saving £7.50)										
Childminders Pack is half the pages £15										

Appendix H

Taunton Deane Borough Council Fees and Charges 2018/19

Promotional banners, pennants, 'rotunda' poster units and spaces in Taunton Town Centre

Background

The Business Development department have a primary focus on supporting business in Taunton Deane, which since September 2016 has included a shift towards town centre vibrancy. The council is committed to stimulating a quality, vibrant and dynamic economic environment in Taunton town centre. Through the Marketing and Visitor Centre team based in the Market House opportunities have been created for businesses, charities and event organisers to promote themselves. The income generated from this service is reinvested to contribute towards the salary costs of the Marketing and Visitor Centre team.

Town Centre banners and pennants

Advertising consent is currently being sought to enable a banner to be hung at the bottom of the High Street, in addition to the current banner space available in Castle Bow. Bookings are for a 2 week period, and approval is required from SCC Highways Department (who used to administer this space) before being accepted.

Advertising consent is being sought for 36 lamppost pennants using (current and former) hanging basket posts in East Street, Fore Street and North Street. If successful, these pennant spaces will also be available for a 2 week period and will be sold in packages of 12 at any one time. The posts in Fore Street and North Street are not available from June to September when hanging baskets are displayed.

Town Centre 'rotunda' poster units

7 rotunda (poster) units are located within Taunton town centre (to discourage fly-posting in the town) and are made available to event organisers and businesses for promotional and advertising purposes. Units are situated in Coal Orchard car park, Goodland Gardens, Market House (outside of the Visitor Centre), North Street (3 units outside of Lloyds Bank, Monsoon and Vodaphone) and Vivary Park (where income from this rotunda will be shared between the Visitor Centre and the Open Spaces team). The unit outside of Vodaphone is operated by Taunton pub-watch to promote the evening economy. Poster spaces are available for a minimum of 1 week and bookings run from Thursday to Wednesday.

NEW SERVICE – Town Centre promotional spaces

In February 2017, the management of the 2 promotional spaces in Fore Street (outside of Next) and High Street (outside of Hatchers and Party-On) Taunton, transferred from the Licensing department to the Marketing and Visitor Centre team. These spaces are used by both commercial and charity organisations. Bookings are taken for a minimum of 1 day.

Research has been undertaken to set our charges for this service against other town and city centre locations seeking advice from "Pinpointer" the market leader in booking promotional spaces.

Legal Authority

- The promotional banners, pennants, rotundas and spaces are provided as a discretionary service.
- Charges are set locally by the Marketing and Place Manager to cover the cost of the purchase of units, their maintenance and repair, the costs of business rates applied to each rotunda unit, the installation and removal of banners, pennants and to cover the cost of staff time to administer and update the service. The aim is to provide a market rate advertising service at a reasonable price to cover service costs and build a small surplus to off-set the cost to the council in running the Marketing and Visitor Centre service.

Charges

	Current £ (2017/18)	Proposed £ (2018/19)
Castle Bow and High Street Banner	£250 (including VAT) per 2 week installation period	***No change*** £250 (including VAT) per 2 week installation period
Flag post pennants	£50 (including VAT) per initial pennant and then £17.50 (including VAT) per additional pennant for a 2 week installation period	***Revised charge*** 12 pennants £360 (including VAT) for a 2 week installation period For any additional 2 week period £200 (including VAT)
Rotunda display units	£17.50 per window space per week (including VAT)	***No change*** £17.50 per window space per week (including VAT)
Promotional spaces	£331.20 (including VAT) for one day No charge applied to any registered charity	***New charges*** Commercial rate cost: £300 (including VAT) per day £780 (including VAT) per week Experiential rate cost: £540 (including VAT) per day *National charity rate cost: £300 (including VAT) per day £540 (including VAT) per week Local charity rate: No charge applied

*This rate will apply to charities who employ companies to sign up supporters rather than local groups who are fundraising. The discretion on who to charge will be delegated to the Marketing and Place Manager.

Discounts

Discounts are available for booking more than 12 flag post pennants at any one period and longer term promotional space bookings. Rotunda poster display unit discounts apply for longer-term bookings, charitable/not for profit organisations and Visitor Centre box office service users. Any vacant promotional spaces promote the Visitor Centre and other TDBC services.

Budget Impacts

The increase in cost for the pennant service cover the increase in installation charges. The promotional space charges have been altered to reflect research showing existing charges are not comparable to other town centre locations and actually deter bookings. Any additional income will contribute towards the Marketing and Visitor Centre staffing budget.

Date of application

1st January 2018

Recommendation

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

Andrew Hopkins

Business Development – Marketing and Place Manager

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Appendix I

Taunton Deane Borough Council Fees and Charges 2018/19

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.

Charges

The current charge for private customers is £5.86 per week and was subject to a 10% increase as of 1/4/17. Installation fees, Telecare Sensor charges and Contact Service Call charges remained unchanged.

Deane Helpline is currently subject to a pricing review and the formation of an ongoing pricing strategy, due to the Transformation Programme and the subsequent pilot project being undertaken with the service.

As a result of this review, there will be no change undertaken to fees and charges going into the next financial year.

Discounts

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

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

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

Budget Impacts

There will be no expected impact upon the MTFP.

Equality Impact Assessment

Not required as no change to fees and charges

Recommendation

It is recommended that there be no change to the fees and charges for the next financial year and remain at the same level as set for the 2017/2018 financial year.

Liam Canham

Senior Transformation Project Lead-Commercialism

01823 217629

Appendix J

Taunton Deane Borough Council Fees and Charges 2018/19

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 2nd 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

There will be no impact on the 2018/19 Budget.

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 K

Taunton Deane Council - Fees and Charges 2018/19

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 non-domestic property. The Revenue Service bills those liable of the charges and collects the monies due.

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

Following a High Court Case (Nicolson v Tottenham & London Borough of Haringey) there is a requirement to evidence a detailed breakdown of how the costs are calculated. Whilst a charge for Summons and Liability is allowed it has been our decision to agree a single cost added upon the issue of a summons. As soon as the proposed costs are agreed by members this will take effect from the next court hearing.

	Current £ (2017/18)	Proposed £ (from next hearing)
Court Costs	74.15	72.00

Discounts

Discounts are not provided as we charge what it costs to issue a summons from Final Notice Stage up to the point of the court hearing. We do however withdraw costs in some cases on customer's willingness to pay the arrears in full.

Budget Impacts

Council Tax Court Costs Recovered in 2018/2019 using the current fee structure of £74.15 per case is forecast to increase to £296,600 due to additional court cases for the year. However with reference to the following case (Nicolson v Tottenham & London Borough of Haringey) the proposed fee structure of £72.00 should be applied which would yield £288,000, showing a reduction of £8,600.

The impact on NNDR Court Costs Recovered would show a nominal showing a reduction of £860.

Equality Impact Assessment

There has been no material change to the policy of charging for summons and or liability orders and the charge has decreased, therefore no Equality Impact Assessment is required.

Appendix L

Taunton Deane Borough Council – Fees and Charges 2018/19 Hire and sponsorship of Open Spaces, Parks, roundabouts, and plant beds

TDBC has since 2006 charged a fee for the hire of its parks and open spaces for events. Any services required for an event for example electricity are charged in addition to the basic hire fee. Currently friends groups, who are raising funds to put back into the parks are not charged a hire fee. Registered charities benefit from a reduction in the advertised rate of 20%.

Charges for roundabout sponsorship and plant beds have been inconsistently applied and this report seeks to resolve this with a clear and transparent schedule.

Destination Sites

Site	Daily hire fee 2017/18 £	Daily hire fee 2018/19 £
Vivary Park	1,050.00	1,100.00
Wellington Park	696.00	720.00
Wilton Lands	270.00	280.00

Neighbourhood sites

Site	Daily hire fee 2017/18 £	Daily hire fee 2018/19 £
Castle Green	192.00	200.00
Dobree Park	192.00	200.00
French Weir Park	192.00	200.00
Goodland Gardens	192.00	200.00
Hamilton Park	192.00	200.00
Somerset Square	192.00	200.00
Taunton Green	192.00	200.00
Victoria Park	192.00	200.00
Wellington Playing Field	192.00	200.00
Longrun Meadow		200.00

Local sites

Site	Daily hire fee 2017/18 £	Daily hire fee 2018/19 £
Cotford St Luke Recreation Ground	102.00	107.00
Galmington Playing Field	102.00	107.00
Gordon Hawkins Playing Field	102.00	107.00
Greenway Recreation Ground	102.00	107.00
Higher Holway	102.00	107.00
Hudson Way	102.00	107.00
Lyngford Park	102.00	107.00

Moorfields	102.00	107.00
Priorswood Playing Field	102.00	107.00
Roughmoor	102.00	107.00
Weirfield Green	102.00	107.00
Wellington Recreation Ground	102.00	107.00

Flexible hire for small scale fitness activities of less than 50 people for less than 2 hours per session at £200 for 12 months for a single park, or £300 for 12 months for up to 5 locations. A flexible hire is offered to support businesses wanting to operate instructor lead fitness activities such as military style boot camps, outdoor yoga, etc.

The decision has been made not to introduce charges for park run.

Additional Charges

In addition to the daily basic hire charge a separate fixed price of £55 is payable for hire and events to cover the extensive necessary administration tasks involved in checking the application and raising the Permit to Use the Land. This work is carried out in order to indemnify the Council.

Use of onsite electricity and water supplies will be charged at a unit cost where utilised.

A refundable damage deposit will also be requested, the rate to continue to be set by the Open Spaces Manager, dependant on the type of event.

Additional commercial services requested of the Open Spaces team will be charged at the appropriate chargeable rates.

Roundabout sponsorship

All roundabouts will be charged on the basis of the number of advertising / sponsorship signs that are placed. The rate per sign has been established following research into other southwest council charges. It is proposed that the charge is based upon the number of sponsorship / advertising signs that are permitted on the roundabout rather than a set rate per roundabout.

Roundabouts would have only one sponsor at any one time and would cover a period of 12months.

Each sign permitted on a major road would be £800pa and £600pa on a minor road. With a roundabout typically serving 3 or more junctions it would therefore have 3 or more signs. We consider this to be good value based on the number of views each sign will get from passing motorists.

The charge above does not cover the provision of the signs which are a further cost of £100.00 per sign. Signs are limited in size and the service will have final say over the design and wording of the sign.

Planting beds

We occasionally receive request for sponsorship / advertising on flower beds, this charging schedule makes a move towards proactive marketing of these areas and seeks to test the markets interest and affordability. The cost of a planting bed will be less than roundabout sponsorship based on the volume of people that would see it. The charge is dependent on bed size as follows:

Bed area up to 9m2	£200
Bed area of 10 – 15m2	£300
Bed area greater than 15m2	£400

Proposed Discounts

Currently the Friends groups are not charged to hire their particular open space or park. It is proposed that this continues in recognition of the good work done by the various groups in raising the profile of their parks, maintaining the profile and putting funding back into the park, by raising funds and applying for grants not available to TDBC.

Registered charities are charged a discounted fee. This discount is 20% across all fees identified in this report.

Finance implications

The new rates to apply to all bookings and sponsorships from 1 April 2018. The new charging process for roundabout has the potential to increase income but a conservative estimate has been made as this will be the first year of this change and may require sometime to settle in. It is considered that the new charges will increase income in the following areas:

Parks hire increase of:	£500
Roundabout sponsorship increase of:	£2,000
Plant beds sponsorship increase of:	£1,000

END

Chris Hall
Assistant Director – Operational Delivery

Appendix M

Taunton Deane Borough Council – Fees and Charges 2018/19 Parking Charges

This report seeks to make no changes to the current fees and charges structure for TDBC operated off street parking areas.

The table below identifies the current charges that are proposed to be maintained:

Shopper 1	Up to	Tariff
Canon Street Coal Orchard	1 Hour	£ 1.20
Crescent (maximum stay 4 hours) High Street	2 hours	£ 2.40
Orchard Levels 1, 1A, 2, 2A, 3 and 3A	3 hours	£ 3.60
	4 hours	£ 4.80
	5 hours	£ 6.00
	6 hours	£ 7.20
	7 hours	£ 8.40
	Over 7 hours	£ 9.60

Shopper 2	Up to	Tariff
Ash Meadows (maximum stay 3 hours)	1 Hour	£ 1.00
Belvedere Road	2 hours	£ 2.00
Castle Street	3 hours	£ 3.00
Elms Parade	4 hours	£ 4.00
Fons George (maximum stay 6 hours)	5 hours	£ 5.00
Orchard Levels 4, 4A, 5 and 5A	6 hours	£ 6.00
Wood Street	7 hours	£ 7.00
	Over 7 hours	£ 8.00

Commuter Car Parks	Up to	Tariff
Enfield	1 Hour	£ 1.00
Kilkenny	2 hours	£ 2.00
Tangier	3 hours	£ 3.00
Victoria Gate	4 hours	£ 4.00
Firepool	5 hours	£ 4.50
	6 hours	£ 5.00
	7 hours	£ 5.50
	Over 7 hours	£ 6.00

Wellington	Up to	Tariff
South Street	1 Hour	£ 0.70
	2 hours	£ 1.00
	3 hours	£ 1.50

	4 hours	£	2.00
	All day	£	2.50
Longforth Road North Street	2 hours	£	1.00
	3 hours	£	1.50
	4 hours	£	2.00
	All day	£	2.50

	Up to	Tariff	
Whirligig	1 hours	£	1.60
	2 hours max	£	3.00
Tangier Coach Park	All day	£	6.00

Shopper 1 permit		
Six months		£990.00
Annual		£1980.00
Shopper 2 permit		
Six months		£770.00
Annual		£1540.00
Commuter permit		
Six months		£660.00
Annual		£1320.00
Wellington permit		
Six months		£300.00
Annual		£600.00

There are not considered to be any material increases in operating costs and as such there is no identified impact on the budget.

END

Chris Hall
Assistant Director – Operational Delivery

Impact Assessment form and action table – Bereavement Service

What service is impacted and why complete this assessment?	Price increases for the Provision of burial and cremation and the sale of memorialisation choices for the bereavement service.		
Section One – Aims and objectives of the policy /service			
<p>To increase the costs, to invest in service improvements and pay for ongoing capital repairs and maintenance to the cremators and filtration equipment.</p> <p>This report also introduces new charges for services and choices not previously offered keeping the service provision up to date and modern.</p>			
Section two – Groups that the policy or service is targeted at			
This will impact on all of those that use the service.			
Section three – Groups that the policy or service is delivered by			
This is an in house service delivered by Taunton Deane Bereavement Service.			
Section four – Evidence and Data used for assessment			
These charges have been put forward by placing this service against 12 other services both locally and those of similar capacity further afield to ensure that the TDBC Bereavement Service remains mid-stream in costs across the group.			
Section Five - Conclusions drawn about the impact of service/policy/function on different group highlighting negative impact or unequal outcomes.			
<p>There are not thought to be any unequal outcomes from this proposal</p> <p>There remains no requirement for users to use this service as there are other services providing the same elsewhere.</p>			
Section six – Examples of best practise			
Best practice is not identified in this report as there are a number of charging models and differing services offered by authorities around the country.			
Signed: Person/Manager completed by		Signed: Group Manager/Director	

Impact Assessment Issues and Actions table						
Service area	Bereavement Service - Operational Delivery			Date	10th November 2017	
Identified issue drawn from your conclusions	Groups affected	Actions needed – how will your service or policy be amended	Who is responsible	By when	Is a monitoring system required	Expected outcomes from carrying out actions
Knowing our Communities, engagement and satisfaction						
Potential negative impact from price increase	All customer equally	Review numbers of users throughout the year against previous years to assess any negative impact	Garry Bowles	As part of the budget setting process for 19/20	Budget / statistical monitoring is in place.	Unknown
Responsive services and customer care						
All children's choices remain either at no cost or at cost. There is an increased choice for lesser costly memorials with longer lease terms.	All customers equally	Ensure plain English PR literature and face to face interaction with the bereaved is offered.	Garry Bowles	By 1 st April 2018	No	More informed choices made by the public and understanding of what is offered by the service. More direct engagement of the user.
Place shaping, leadership and partnerships						
A modern and diverse workforce						

Appendix B – Waste

Impact Assessment form and action table

What service is impacted and why complete this assessment?	Price increases for the sale of non-statutory waste stream collection.																			
Section One – Aims and objectives of the policy /service																				
<p>To increase the costs, reducing the subsidy of additional waste streams as set out in the table.</p> <p>Each year it is necessary to consider an increase in the waste various waste streams as currently this remains a subsidised service.</p> <table border="1"> <thead> <tr> <th></th> <th>Current £ (2017/18)</th> <th>Proposed £ (2018/19)</th> </tr> </thead> <tbody> <tr> <td>Green Waste Bins</td> <td>53.50</td> <td>55.40</td> </tr> <tr> <td>Green Waste Sacks x10</td> <td>26.50</td> <td>27.40</td> </tr> <tr> <td>3 x bulky items</td> <td>41.50</td> <td>43.00</td> </tr> <tr> <td>Subsequent items</td> <td>11.50</td> <td>11.90</td> </tr> <tr> <td>Bin replacements</td> <td>25.00</td> <td>25.90</td> </tr> </tbody> </table> <p>The aim of the proposed increase is maintain the current cost neutral service. An increase in charges of less that the contractual inflation rise of 3.5% would see the council having to subsidise the collection service.</p>				Current £ (2017/18)	Proposed £ (2018/19)	Green Waste Bins	53.50	55.40	Green Waste Sacks x10	26.50	27.40	3 x bulky items	41.50	43.00	Subsequent items	11.50	11.90	Bin replacements	25.00	25.90
	Current £ (2017/18)	Proposed £ (2018/19)																		
Green Waste Bins	53.50	55.40																		
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3 x bulky items	41.50	43.00																		
Subsequent items	11.50	11.90																		
Bin replacements	25.00	25.90																		
Section two – Groups that the policy or service is targeted at																				
<p>This will impact on all of the current users of the scheme and any new customers. Consideration was given to those who use green bags rather than green bins.</p>																				
Section three – Groups that the policy or service is delivered by																				
<p>This service is delivered on behalf of Taunton Deane Borough Council through the Somerset Waste Partnership. Traditionally each partner tries to set is fees consistently but there is an opportunity for TDBC to set their differently to the other partners.</p>																				
Section four – Evidence and Data used for assessment																				
<p>A discussion of the SWP Strategic Management Group jointly agreed the proposals, this is attended by Assistant Director for Operational Delivery on behalf of TDBC & WSC.</p>																				
Section Five - Conclusions drawn about the impact of service/policy/function on different group highlighting negative impact or unequal outcomes.																				
<p>There are not thought to be any unequal outcomes from this proposal and in fact it reduces the</p>																				

subsidy divide for those using bags (lower subsidy) compared with those using bins.

There remains no requirement for users to buy this service from SWP and there are no contractual tie-ins enforcing the new increased prices.

Section six – Examples of best practise

Best practice is not identified in this report as there are a number of schemes used by different authorities around the country. It is not considered to be beneficial to charge the customer for the initial green waste bin as this reduces the likely uptake for customers and may see this waste placed into the residual waste stream.

Signed: Person/Manager completed by		Signed: Group Manager/Director	
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Impact Assessment Issues and Actions table						
Service area				Date		
Identified issue drawn from your conclusions	Groups affected	Actions needed – how will your service or policy be amended	Who is responsible	By when	Is a monitoring system required	Expected outcomes from carrying out actions
Knowing our Communities, engagement and satisfaction						
Potential negative impact from price increase	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 19/20	Budget monitoring is in place.	Unknown
Responsive services and customer care						
Place shaping, leadership and partnerships						
A modern and diverse workforce						

Appendix D1

Taunton Deane Borough Council and West Somerset Council

Equality Impact Assessment Form and Action Plan

1. Name of policy, procedure, decision or service being analysed:

Housing Services Fees and Charges 2018/19

2. What is the reason for completing this EIA? Please tick.

New policy/service	<input type="checkbox"/>
Change of policy/service	<input type="checkbox"/>
New/change of budget	<input type="checkbox"/>
Service review	<input checked="" type="checkbox"/>

3. Sources of information used in this analysis:
(E.g. demographic data, research from websites, consultations, equality monitoring data, customer feedback)

Grounds Maintenance charges have been subject to specific consultation exercises.

Fees and charges generally, there will be consultation with Tenant Services Management Board 16th October 2017.

4. Identify the potential effect of this action on each of the groups below.
Please refer to the equality analysis guidance.

Protected Group	Comments	Actions
Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex, Sexual Orientation	<i>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. Those on low income will be particularly disadvantaged.</i>	<p><i>Processes are in place to ensure early intervention in cases of rent, service charge, leasehold service charge arrears.</i></p> <p><i>To help support service users on low incomes Housing Services will continue to provide a number of initiatives to enable service users to manage their finances and maximise their income:</i></p> <ul style="list-style-type: none"> <i>• Publish clear information on all the fees and charges that will help service users to manage their own finances;</i> <i>• Signpost service users to a relevant benefit agency to help ensure they are maximising</i>

Appendix D1 Taunton Deane Borough Council and West Somerset Council Equality Impact Assessment Form and Action Plan

		<p><i>their income to meet their living costs;</i></p> <ul style="list-style-type: none"> • <i>Take action to raise the awareness of accessing benefits; and</i> • <i>Provide the opportunity to access direct support for service users in checking they are in receipt of benefits they are entitled to claim.</i>
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5. Details of person completing this form:

Name: Shari Hallett	Service Area: Housing and Communities
Email: s.hallett@tauntondeane.gov.uk	Telephone: 01823 219425

6. Details of person responsible for signing off this EIA:

Name: Stephen Boland	Signature:
Designation: Housing Services Lead	Date:

7. Review date/timeline of this EIA:

The proposed increase in fees and charges will be applicable from April 2018.
The review of this EIA will take place on 8 October 2018

8. Comments/Observations relating to this analysis:

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.

**Appendix D1
Taunton Deane Borough Council and West Somerset Council
Equality Impact Assessment Form and Action Plan**

Appendix G1 Impact Assessment

Responsible person	Erica Lake	Job Title: Environmental Health Manager
Why are you completing the Equality Impact Assessment? (Please mark as appropriate)	Proposed new policy or service	
	Change to Policy or Service	
	Budget/Financial decision – MTFP	Yes
	Part of timetable	
What are you completing the Equality Impact Assessment on (which policy, service, MTFP proposal)	Private Water Supplies Fees and Pest Control Fees and Charges	
Section One – Scope of the assessment		
What are the main purposes/aims of the policy?	<p>Proposal to increase the fees and charges from April 2018 for the pest control service as detailed in the attached reports. Fees and charges for private water supply service to remain the same as 17/18.</p> <p>The proposed increase to fees and charges will ensure sufficient financial resources are in place to deliver the services.</p>	
Which protected groups are targeted by the policy?	All protected groups are affected equally by the changes.	
What evidence has been used in the assessment - data, engagement undertaken – please list each source that has been used The information can be found on....	Historic evidence has been gathered regarding people that access these services including property and land owners and tenants. Information is available on those people who are entitled to the subsidies applied to the pest control fees. This information is available via the business support team and officers within Environmental Health team.	
Section two – Conclusion drawn about the impact of service/policy/function/change on different groups highlighting negative impact, unequal outcomes or missed opportunities for promoting equality.		
I have concluded that there should be:		
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 a subsidised rate will continue to be available for those in receipt of income-related benefit. This subsidised rate will apply to public health nuisance pests such as rats and mice only.

No major change - no adverse equality impact identified	Yes
Adjust the policy	
Continue with the policy	
Stop and remove the policy	

Reasons and documentation to support conclusions: Historic data and knowledge of the service gained through a number of years of administering discounts for those that have hardship issues lend itself to continuing to make discretionary relief available for public health nuisance pests (rats and mice only).

Section four – Implementation – timescale for implementation

April 2018

Section Five – Sign off

Responsible officer: Erica Lake
Date: 10th October 2017

Management Team: Scott Weetch
Date: 10th October 2017

Section six – Publication and monitoring

Published on

Next review date

Date logged on Covalent

Action Planning

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

Service area	Environmental Health		Date	10th October 2017		
Identified issue drawn from your conclusions	Actions needed	Who is responsible?	By when?	How will this be monitored?	Expected outcomes from carrying out actions	
N/A						

**Appendix G2
Environmental Health Food Safety Charges**

Equality Impact Assessment

Responsible person	Erica Lake	Job Title: Environmental Health Manager
Why are you completing the Equality Impact Assessment? (Please mark as appropriate)	Proposed new policy or service	No
	Change to Policy or Service	Yes
	Budget/Financial decision – MTFP	Yes
	Part of timetable	No
What are you completing the Equality Impact Assessment on (which policy, service, MTFP proposal)	Introduction of fees for food hygiene re assessment inspection, food hygiene advice and food safety guidance pack.	
Section One – Scope of the assessment		
What are the main purposes/aims of the policy?	<p>Proposal to introduce a cost recovery fee for the provision of food hygiene advice to food businesses. This includes a charge for food safety advisory visits, a printed copy of a guidance booklet and a Food Hygiene Rating Scheme request for a re-inspection visit.</p> <p>The proposed introduction will assist with cost recovery for this part of the statutory service.</p>	
Which protected groups are targeted by the policy?	All protected groups are affected equally by the changes.	
What evidence has been used in the assessment - data, engagement undertaken – please list each source that has been used The information can be found on....	N/A	
Section two – Conclusion drawn about the impact of service/policy/function/change on different groups highlighting negative impact, unequal outcomes or missed opportunities for promoting equality.		
I have concluded that there should be:		
The proposed charges will apply to all businesses in this sector and as such no potential discrimination amongst the protected groups has been identified.		

No major change - no adverse equality impact identified	Yes
Adjust the policy	
Continue with the policy	
Stop and remove the policy	
Reasons and documentation to support conclusions: Historic data and knowledge of the service gained through a number of years of administering discounts for those that have hardship issues lend itself to continuing to make discretionary relief available for public health nuisance pests (rats and mice only).	
Section four – Implementation – timescale for implementation	
Jan 2018	
Section Five – Sign off	
Responsible officer: Erica Lake Date: 10 th October 2017	Management Team: Scott Weetch Date: 10 th October 2017
Section six – Publication and monitoring	
Published on	
Next review date	Date logged on Covalent

Action Planning

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

Service area	Environmental Health	Date	10 th October 2017		
Identified issue drawn from your conclusions	Actions needed	Who is responsible?	By when?	How will this be monitored?	Expected outcomes from carrying out actions
N/A					

Appendix H

Impact Assessment form and action table

What are you completing this impact assessment for? E.g. policy, service area	Price changes for Promotional Pennants and Spaces in Taunton Town Centre
Section One – Aims and objectives of the policy /service	
<p>Opportunities have been created for businesses, charities and event organisers to promote themselves through Town Centre promotional banners, pennants, rotunda (poster) and spaces located in Taunton Town Centre.</p> <p>Revisions have been proposed to the charges for the Promotional pennants and spaces.</p>	
Section two – Groups that the policy or service is targeted at	
The service is targeted at businesses, charities and event organisers.	
Section three – Groups that the policy or service is delivered by	
The service is delivered by the Marketing and Visitor Centre team all of who are varying ages and genders. We are not aware of any disabilities among the current staff group. All are White British. No information is held on staff's religion, belief or sexual orientation, these are also not specifically relevant to the changes in this review.	
Section four – Evidence and Data used for assessment	
<p>The promotional pennant charge change has been made to take in to account the proposed installation costs of providing this service by our DLO. Plus research undertaken to ensure this service remains competitive.</p> <p>The promotional space charges have been reviewed by an external consultant. Several local and national town and city centres who offer this service were queried for their pricing structure to ensure the Service is in line with competitors.</p>	
Section Five - Conclusions drawn about the impact of service/policy/function on different groups highlighting negative impact or unequal outcomes.	
<p>As the increase affects all customers equally no social group will be affected more heavily than any other. Since taking over this service in 2011 annual increases have taken place and no negative impact has been identified to the service from doing so.</p> <p>Indeed in this instance we are proposing some reductions to the promotional space service which we believe will increase use and bookings.</p> <p>The introduction of charges to national charities who employ companies to sign up supporters is the norm in other town centre locations and a comparable charge has been applied.</p> <p>No negative equality impacts have been identified.</p>	
Section six – Examples of best practise	

We have consulted with "Pinpointer" who are the market leader in booking promotional spaces and have compared Taunton with similar size town and city centres. We believe the new proposed charges will encourage bookings in these spaces.

Signed: Person/Manager completed by	Andrew Hopkins Marketing and Place Manager	Signed: Group Manager/Director	
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Impact Assessment Issues and Actions table						
Service area	Business Development			Date	8th October 2017	
Identified issue drawn from your conclusions	Groups affected	Actions needed – how will your service or policy be amended	Who is responsible	By when	Is a monitoring system required	Expected outcomes from carrying out actions
Knowing our Communities, engagement and satisfaction						
Potential negative impact from price increase only identifiable after the change	Unknown	Review numbers of new customers after twelve months to reassess any negative impact	Andrew Hopkins	12 Months from date of change	No	Unknown
Responsive services and customer care						
Place shaping, leadership and partnerships						
A modern and diverse workforce						

Appendix L

Impact Assessment form and action table – Open Spaces

What service is impacted and why complete this assessment?	Price increases for the sale of non-statutory waste stream collection.
Section One – Aims and objectives of the policy /service	
<p>To increase the costs, reducing the subsidy of the Open Spaces maintenance operation.</p> <p>Each year it is necessary to consider an increase in chargeable services offered within our Open Spaces to reduce the subsidy from the general fund.</p> <p>This report also introduces new charges for services not previously offered and gives businesses operating within the district enhanced opportunities to market their offering to customers.</p>	
Section two – Groups that the policy or service is targeted at	
<p>This will impact on all of the current businesses or groups that hire open spaces with the district or use the sponsorship opportunities.</p> <p>Charities continue to receive a discount of 20%.</p> <p>Friends Groups continue to have free access in recognition of the work they undertake to support the parks.</p>	
Section three – Groups that the policy or service is delivered by	
<p>This is an in house service for the parks and open spaces within the district, various groups business and event's organisers make us of the space and the charges contribute towards the overall maintenance costs.</p>	
Section four – Evidence and Data used for assessment	
<p>These charges have been considered in association with the Executive Member.</p>	
Section Five - Conclusions drawn about the impact of service/policy/function on different group highlighting negative impact or unequal outcomes.	
<p>There are not thought to be any unequal outcomes from this proposal</p> <p>There remains no requirement for users to use this service.</p>	

Section six – Examples of best practise
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Best practice is not identified in this report as there are a number of charging models used by different authorities around the country.

Signed: Person/Manager completed by		Signed: Group Manager/Director	
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Impact Assessment Issues and Actions table						
Service area	Operational Delivery			Date	11th September 2017	
Identified issue drawn from your conclusions	Groups affected	Actions needed – how will your service or policy be amended	Who is responsible	By when	Is a monitoring system required	Expected outcomes from carrying out actions
Knowing our Communities, engagement and satisfaction						
Potential negative impact from price increase	All customer equally	Review numbers of users and any waiting list throughout the year to assess any negative impact	Chris Hall	As part of the budget setting process for 19/20	Budget monitoring is in place.	Unknown
Responsive services and customer care						
Place shaping, leadership and partnerships						
A modern and diverse workforce						