



PRCC.31 11/12
Prosperous Communities Committee
1 February 2012

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Subject: Proposed Fees and Charges 2012/13

Report by:	Financial Services Manager (Section 151 Officer)
Contact Officer:	Russell Stone Financial Services Manager 01427 676542 Russell.Stone@west-lindsey.gov.uk
Purpose / Summary:	Propose revised Fees and Charges to take effect from 1 April 2012.

RECOMMENDATION:

That Members recommend to the Policy and Resources Committee for approval:

- 1) the revised process to licence hackney/private hire drivers on a annual basis with effect from 1 April 2012
- 2) the fee to be charged for the annual self declaration process for hackney/private hire drivers referred to at 1) above be set at 50% of the full fee payable at Year 1 (excluding any Fee charged by the DVLA)
- 3) the introduction of the statutory maximum fees in connection with private water supplies, with any actual charges based on cost recovery
- 4) the draft wheeled bin charging policy as at Appendix B
- 5) the revised Fees and Charges as detailed in Appendix A

IMPLICATIONS

Legal:

None arising as a result of this report

Financial :

The 2012/2013 fees and charges are explained in the body of this report

Staffing :

None arising as a result of this report

Equality and Diversity including Human Rights :

The Equality Act 2010 places a responsibility on councils to assess their budget options before taking decisions on areas that could result in discrimination. Where appropriate assessments have been undertaken by the relevant service areas.

Risk Assessment :

All items where necessary have been risk and equality impacted assessed by the relevant budget holder.

Climate Related Risks and Opportunities :

There are no significant climate related risks and opportunities relating to this report.

Title and Location of any Background Papers used in the preparation of this report:

Correspondence received in response to a consultation on licensing of the drivers of Hackney carriage/Private Hire vehicles. Located at the Guildhall, Marshall's Yard, Gainsborough. Licensing Team Leader.

Waste Containers Charging Review, Benchmarking and Equality Impact Assessment. Bulky Waste Charging Review, Benchmarking and Equality Impact Assessment. Located at the Guildhall, Marshall's Yard, Gainsborough. Operational Services Manager.

Call in and Urgency:

Is the decision one which Rule 14 of the Scrutiny Procedure Rules apply?

Yes

No

Key Decision:

Yes

No

1 Introduction

- 1.1 This report sets out the proposed fees and charges for 2012/13.
- 1.2 The Council has in place a corporate Fees, Charges and Concessions policy which aims to provide clear guidance on a number of areas. In particular this focuses on how fees and charges can assist in the achievement of corporate priorities and the setting of new and reviewing of existing charges, the Council's approach to cost recovery and income generation from fees and charges and eligibility for concessions.
- 1.3 It is recognised that although full cost recovery will be the customary approach, this will not be appropriate in all circumstances and the amount charged will need to be a reflection of many factors including Council objectives, market conditions, the cost of collection and the potential impact on customers.
- 1.4 Work is on-going to bring these fees and charges in to line with this policy through reviewing existing fees and charges and considering the introduction of new charges for Council services to recover costs and control demand.
- 1.5 Through the policy outlined above some areas may incur a larger than normal increase or see new charges being proposed. Where this is the case an explanation is provided below with all proposals for fees and charges included at Appendix A.

2 Fees and Charges

Officers have reviewed the fees and charges and set out below are the reasons where any changes have been recommended.

2.1 Car Parks

It is proposed that the charge for tickets from the machines for up to 4 hours is increased by 10p for each tariff, with the charge for over 4 hours being increased by 20p. This increase will continue to contribute to inflationary cost pressures.

2.2 Bus Station

Stand rental at the bus station has gone up slightly to ensure the current level of subsidy from the Council remains the same.

2.3 Markets

It is proposed to leave market fees at their current rate. Delegation powers have allowed fees to be increased twice within the last twelve months, with the last increase taking place with effect from September 2011.

2.4 Cemeteries

To maintain the current level of subsidy proposed fees have been increased by 2.5%.

2.5 Housing Strategy

Charges imposed for Housing Enforcement activity are based on the expenditure incurred by the Council in taking enforcement action. This is based on officer time plus other costs incurred, up to a maximum of £300, as per the 1996 Housing Act. Mandatory licences have been increased in line with inflation.

2.6 Land Charges

The fees and charges for Land Charges have been calculated in accordance with the Department for Communities and Local Government (CLG) and Ministry of Justice 'Local Authority Property Search Services Charges for Property Search Services' draft guidelines.

The basic search fee has remained at £100. However, under cost recovery, some lines within the fee have changed. Despite the lower number of searches expected, some changes in the way the search is carried out has balanced out the costs so that overall the service cost has stayed the same.

It must be noted that Lincolnshire County Council have not as yet advised the Council whether or not there will be changes in their fee for next year and there may be a requirement to adjust the fee at a later date to take account of any change.

There may be a requirement to bring another paper before this Committee later in the year to take account of any changes that may result in the way searches are carried out when the computerised Local Land Charges system is implemented.

2.7 Development Services

Planning applications are a statutory fee for which no notification as yet has been received.

Late in 2010 the Government indicated its intention to allow local planning authorities to set their own fees based upon recovering the full cost of determining applications. The government's intention was to allow local planning authorities to begin setting local fees from 1 April 2011 with all local planning authorities setting their own fees by October 2011. The Government aims to introduce greater transparency and local accountability into the process of setting planning application fees. Local planning authorities will need to be able to demonstrate that fees they set are justifiable based on the true costs they incur in determining planning applications.

To date no decision has been made as to when the Council will be able to set its own fees, however when this is permitted, a report will be brought back to this Committee.

Charges for pre-application advice have been maintained at the same level as 2011/12.

2.8 Building Control

Current fees and charges are included for information.

At Council on 25 October 2010, delegated authority was given to the Director with overall authority for Building Control to adjust the fees and charges as required to comply with the requirement of the regulations introduced in October 2010.

No changes have been made to date.

2.9 Trinity Arts Centre

Following the review of Trinity Arts centre and the decision to use and develop the centre as an Arts and Community centre as previously reported and agreed by this committee (PRCC.22 11/12, Trinity Arts Centre – Future Proposals) a full review of the fees and charges has been carried out. This has resulted in changes to the fee structure (events can be charged by the hour, rather than at a day rate or evening rate for a fixed price), ensuring cost recovery at a minimum. It is also proposed to have an introductory fee for new hires.

2.10 Environment Services Local Air Pollution

Charges are determined by Defra usually early in March and will be applied by the Council in accordance with statute and current charges are reported for information.

2.11 Licensing

Overall licensing charges have been increased by 10% to continue the adjustment towards full cost recovery and to offset investment in the service. Fees in respect of requests for information, health certificates and food premises register have been increased by 2.5% in line with inflation.

2.11.1 Licensing of drivers of Hackney and Private Hire Carriages

The Licensing and Regulatory Committee on 5 December 2011 considered a change to the licensing of Taxi / Private Hire Drivers from the current 3 year basis to an annual basis. Members were further asked, if agreeable to the introduction of an annual licensing regime, to give consideration to the fee that should be applied for such, with a view to making formal recommendations to the Prosperous Communities Committee.

The primary driver for the proposals was the protection of the public and Members indicated unanimous support for the proposed revisions. It was agreed that it was important that the fee should remain comparative with those set by other neighbouring local authorities, so as to not adversely affect the viability of the Trade. Members resolved that:

- (a) the revised process to licence taxi/private hire drivers on an annual basis, as set out in section 3 of report LR.08 11/12, be approved for implementation with effect from 1 April 2012; and
- (b) having given consideration to the level at which the fee for the simplified process (self declaration) (resolution (a) above relates) should be set, the view of the Licensing and Regulatory Committee was that the fee to be charged for the self declaration process be set at a rate equal to 50% of the full fee payable at Year 1 (excluding any Fee charged by DVLA - currently £5.50) and thus the Prosperous Communities Committee be formally requested to give consideration to the views expressed by the Committee, in connection with this matter, as part of the fees, charges and budget setting process for 2012/13.

The fee proposals in respect of taxi licensing in this report reflect the recommendation of the Licensing and Regulatory Committee. Subsequent to the meeting of the Licensing and Regulatory Committee on 5th December 2011, 35 responses to the consultation on the proposed changes were received by the Licensing section. Most respondents, but not all, were not supportive of the changes, stating that they could see no advantage to the travelling public and viewed the process as a “revenue building exercise”.

2.11.2 Private Water Supplies

Within the District a small number of properties rely upon a ‘Private’ supply of water, usually via a well or bore hole. Legislation was introduced in 1991 that required Local Authorities to analyse the water for certain prescribed parameters. In 2010, the Private Water Supply Regulations 2009, introduced additional requirements on local authorities to adopt a ‘risk based’ approach to assessing water supplies with potentially a more comprehensive and expensive range of tests to be carried out. The regulations require that this work is completed by January 2015 and allow for maximum charges depending on the types of private water supply

- **Large supplies and supplies to commercial premises.** more than 10 cubic metres per day, subject to more onerous and more frequent checks carried out at least annually.
- **Other private supplies.** less than 10 cubic metres of water per day to more than one residential dwelling. Testing based upon risk assessment with a frequency of at least every five years.
- **Supplies to single domestic dwellings.** no duty is placed upon Local Authorities to routinely monitor such supplies unless requested to do so by the owner or occupier.

The new regulations also introduced the concept of a private distribution network where a mains water supply undergoes further distribution, by someone other than a water company. This will have implications for the Council as it will include premises such as caravan sites. These will all need

to be assessed and sampled in accordance with the legislation. Further guidance is being produced with regard to private distribution networks.

The legislation allows for 'reasonable' costs to be recovered up to the maximum limits shown in the table below. It is proposed that these maximum fees be recommended for approval although the actual charges to be made will be based on the cost recovery of officer time carrying out risk assessments, investigations, sampling etc (at the average cost centre rates) and recharge of laboratory costs plus a sampling fee. It is anticipated that the Council will fully cover all costs within the maximum permitted fees.

Private Water Supply Maximum Fees

Service	Maximum fee £
Risk assessment (each assessment)	500
Sampling (each visit)	100
Investigation (each investigation)	100
Granting an authorisation (each authorisation)	100
Analysing a sample –	
Taken under regulation 10 (domestic supplies)	25
Taken during check monitoring (commercial supplies)	100
Taken during audit monitoring (commercial supplies)	500

2.12 Pest and Dog Control

Following removal of the council's own pest control service there is no longer a charge for treatments. Where a resident qualifies for a concession the Council will reimburse the difference between the market price and the concessionary rate up to a maximum of £41.60. The Collection fee in respect of the recovery of stray dogs has not been increased.

2.13 Operational Services

The majority of the fees and charges for Operational Service have been increased by between 2.5% and 5% reflecting inflationary pressures.

2.13.1 Bulky Waste

A £10 charge for the first collection of bulky waste was introduced from 1 April 2011. Whilst the charge has reduced the running cost of the service, it is still heavily subsidised and there is a need to make further contributions to offset increasing cost pressures, in particular rising fuel prices.

After benchmarking with other Authorities and reviewing the efficacy of the current £10 charge, it is proposed to increase the bulky waste collection

charge to £20 for all collections of articles categorised as 6 points or less. This will bring the Council into line with other charging authorities, and maximise social, environmental and financial benefits.

An increase in the charge will generate additional income to cover the service costs or reduce demand for the service and hence reduce the resources required to collect the items. This is expected to result in lower levels of service net expenditure.

Since the introduction of a charge for the bulky waste service the demand has reduced by approximately 50%. The introduction of a £20 charge for the first and subsequent collections of bulky waste will support the Council's continued responsibility to promote waste minimisation and charitable re-use whilst taking into account the current economic climate when providing a valued service.

2.13.2 Replacement Wheeled Bins

The Council introduced from 1 April 2011 a charge of £30 per bin for the supply of wheeled bins for new properties. A fee for the replacement of bins at existing properties had been in place for a number of years but was only applied in a limited number of cases. The Operational Services manager has conducted a review of the bin charging policy with view to:

- encourage residents to take responsibility for their bin and to bring it in after the bin collection service.
- reduce the demand for replacement wheeled bins following the dramatic increase in demand after the triple bin service was introduced.
- minimise requests for a replacement bin when there is already a bin at the property.
- introduce charges for replacement bins to contain demand so that resources can be prioritised for core services.
- be fair to all residents of the District.
- reduce pressure on future budget provision for bin replacements – especially in the light of rising demand, rising costs of bins and associated delivery costs, and reduced budgets across the Council

The review considered the results of the consultation that took place in May 2011 with the Citizen's Panel on charging for bins, where 54.7% of respondents felt it was fair to make a charge of £30 for all new and replacement bins. The charges and policies of other Authorities were also considered.

It is proposed that the Council adopts the charging policy at Appendix B and the charges remain at £30 for new and replacement black (refuse) bins and green (garden waste) bins. Blue (recycling) bins should be subsidised and charged at £15 for new and replacement bins to recognise the Council's priority of being a green district and to promote recycling.

Prosperous Communities Committee		Car Parks & Bus Station					
		Current Charge		Proposed Increase		Proposed Charge	VAT rate included
		2011/12 £	%	£	2012/13 £		
Car Parks							
Beaumont Street	Up to 2 hour	£0.80	12.50%	£0.10	£0.90	S	
	2 - 4 Hours	£1.70	5.88%	£0.10	£1.80	S	
	Over 4 hours	£2.90	6.90%	£0.20	£3.10	S	
North Street	All day	£2.20	4.55%	£0.10	£2.30	S	
All Car Parks (excluding Beaumont & North St)	Up to 2 hours	£0.90	11.11%	£0.10	£1.00	S	
	2 - 4 Hours	£1.90	5.26%	£0.10	£2.00	S	
	Over 4 hours	£3.60	5.56%	£0.20	£3.80	S	
Season Tickets (Quarterly Only)							
Beaumont Street & North Street (Overflow)	Mon-Sat	£48.30	5.18%	£2.50	£50.80	S	
	Mon-Sat by DD or Payroll	£41.75	6.59%	£2.75	£44.50	S	
	Mon-Fri	£41.00	4.88%	£2.00	£43.00	S	
	Mon-Fri by DD or Payroll	£33.85	5.91%	£2.00	£35.85	S	
North Street Only	Mon-Fri by DD or Payroll	£16.80	11.90%	£2.00	£18.80	S	
Beaumont Street	Release Fee	£60.00	0.00%		£60.00	OS	
	If paid within 7 days	£35.00			£35.00	OS	
Excess Charge		£60.00	0.00%		£60.00	OS	
	If paid within 7 days	£35.00	0.00%		£35.00	OS	
	If paid within 14 days	£45.00	0.00%		£45.00	OS	
	Charge for writing off	£12.00	0.00%		£12.00	OS	
Bus Station							
Allocated stand	Per quarter for first stand	£228.00	2.50%	£5.70	£233.70	X	
	Per quarter for second stand	£140.00	2.50%	£3.50	£143.50	X	
Registered Casual Users Per quarter		£43.00	2.50%	£1.10	£44.10	X	

Prosperous Communities Committee		Markets					
		Current Charge		Proposed Increase		Proposed Charge	VAT rate included
		2011/12 £	%	£	2012/13 £		
Gainsborough Market							
Tuesday Market		£17.50			£17.50	X	
Saturday Market		£15.10			£15.10	X	
Vending Vehicles		£25.50			£25.50	X	
Discounts per Pitch	Registered Trader	£1.50			£1.50	X	
	Registered Vending Van	£2.00			£2.00	X	

Prosperous Communities Committee		Cemeteries				
		Current Charge	Proposed Increase		Proposed Charge	VAT rate included
		2011/12 £	%	£	2012/13 £	
Exclusive Rights of Burial in Earthen Graves						
Single Grave not exceeding 9' x 4'		£130.40	2.50%	£3.30	£133.70	OS
Grave not exceeding 9' x 4' for double/triple interments		£159.60	2.50%	£4.00	£163.60	OS
Cremated remains only grave not exceeding 4' 6" x 4'		£78.60	2.50%	£2.00	£80.60	OS
Monuments, Gravestones, Tablets & monumental inscriptions						
The right to erect or place on a grave or vault	A headstone not exceeding 3 feet in height	£37.80	2.50%	£0.90	£38.70	OS
	A vase or tablet not exceeding 12 inches in height by 12 inches in width at the head of the grave	£19.00	2.50%	£0.50	£19.50	OS
	For each inscription after the first	£19.00	2.50%	£0.50	£19.50	OS
Registration Fees						
Per certified copy of a certificate of grant of exclusive right of burial		£26.20	2.50%	£0.70	£26.90	OS
Per certified copy of entry in Register of Burials		£26.20	2.50%	£0.70	£26.90	OS
Burial grounds at Market Rasen, Normanby and Owmbly, Springthorpe and Torksey						

Prosperous Communities Committee		Strategic Housing				
		Current Charge	Proposed Increase		Proposed Charge	VAT rate included
		2011/12 £	%	£	2012/13 £	
Mandatory HMO Licence		£373.00	2.50%	£9.30	£382.30	OS
Enforcement charges	Hourly charge	Based on cost of officer carrying out work as per report OR23 10/11				OS
	Maximum Charge as per 1996 Housing Act	£300.00				OS

Prosperous Communities Committee		Pest Control				
		Current Charge	Proposed Increase		Proposed Charge	VAT rate included
		2011/12 £	%	£	2012/13 £	
Fleas	Concession	£13.40	2.50%	£0.30	£13.70	S
Rats and Mice	Concession	£13.40	2.50%	£0.30	£13.70	S
<p>Concessionary rates apply to residents in receipt of benefit or whose only source of income is the State Retirement Pension. A reimbursement will be given to those residents qualifying for the concession.</p>						
<p>Where acting on a default notice and recovering costs the charge is outside the scope of VAT.</p>						
Reclaim of Stray Dogs	Prescribed fee	£25.00	0.00%	£0.00	£25.00	S
	Collection Fee (previously Dog Warden Fee) plus kennel and vet fees as appropriate.	£75.00	0.00%	£0.00	£75.00	S
Recovery of Costs for removal, storage and disposal from owners of abandoned Vehicles.		These charges are statutory and are governed by the Removal, Storage and Disposal of vehicles (Prescribed Sums and Charges) Regulations 2008				
Commercial Waste Fixed Penalty Notice		N/A			£300.00	OS
<p>This is a statutory charge set by central government and subject to annual review.</p>						

Prosperous Communities Committee		Trinity Arts Centre				
		Current Charge		Proposed Charge		VAT rate included
		2011/12 £	Proposed Increase	2012/13 £		
			%	£		
Auditorium						
Daytime Hire (9am - 5pm), including technician						
Monday - Saturday	Standard Hourly Rate			£36.00		S
	Introductory Hourly Rate (new hires, first performance only)			£27.00		S
Sunday/ Bank Holidays	Standard Hourly Rate			£40.00		S
	Introductory Hourly Rate (new hires, first performance only)			£30.00		S
Evening Hire (5pm - 11pm), including technician						
Monday - Saturday	Standard Hourly Rate			£45.50		S
	Introductory Hourly Rate (new hires, first performance only)			£30.00		S
Sunday/ Bank Holidays	Standard Hourly Rate			£50.00		S
	Introductory Hourly Rate (new hires, first performance only)			£35.00		S
Vestry / Bar (Private Hire)						
per hour				£10.00		S
Refreshments	per person, per event			£0.75		S
Staffing (Hourly Rate)						
Front Of House Manager:				£11.00		S
Usher:				£10.50		S
Technician:				£15.00		S
Projectionist :				£15.00		S
Merchandise sales by Trinity Arts Centre staff				15%		
Administration & Promotion						
Box Office Ticket Sales	Per Show			10% - 20% of ticket sales		S
Credit card transactions	Of credit card sales			4.35%		
1/4 page Advert in brochure	per brochure			£65.00		S
The Performing Rights Society will make a charge for using music not originated by your group						
Note: All live shows, lectures and demonstrations will be listed in the brochure free of charge.						
Hire of Grounds (for outdoor events)						
6 Hours	Full	£213.10	£0.00	£213.10		S
6 Hours	Concession	£142.00	£0.00	£142.00		S

Prosperous Communities Committee		Environment Services Local Air Pollution		
		Current Charge	Proposed Charge	VAT rate included
All charges are set by DEFRA		2011/12 £	2012/13 £	
Application Fee				
- Standard Process		£1,579.00	£1,579.00	OS
- Additional fee for operating without a permit		£1,137.00	£1,137.00	OS
- Reduced fee activities		£148.00	£148.00	OS
- Reduced fee activities: Additional Fee for operating without a permit		£68.00	£68.00	OS
- Mobile Screening and crushing plant		£1,579.00	£1,579.00	OS
- For the third to seventh applications		£943.00	£943.00	OS
- For the eighth and subsequent applications		£477.00	£477.00	OS
An additional charge of £297 applies to the above where the permit is for a combined part B and waste installation.				
Annual Subsistence Fee -Standard Process				
	Low	£739.00	£739.00	OS
	Medium	£1,111.00	£1,111.00	OS
	High	£1,672.00	£1,672.00	OS
An additional charge of £99 for Low, £149 for Medium and £198 for High applies to the above where the permit is for a combined part B and waste installation.				
- Reduced fee activities	Low	£76.00	£76.00	OS
	Medium	£151.00	£151.00	OS
	High	£227.00	£227.00	OS
- PVR I & II Combined	Low	£108.00	£108.00	OS
	Medium	£216.00	£216.00	OS
	High	£326.00	£326.00	OS
- Vehicle refinishers	Low	£218.00	£218.00	OS
	Medium	£349.00	£349.00	OS
	High	£524.00	£524.00	OS
- Odourisation of natural gas	Low	£76.00	£76.00	OS
	Medium	£151.00	£151.00	OS
	High	£227.00	£227.00	OS
- Mobile Screening and crushing plant 1st to 2nd Permits	Low	£618.00	£618.00	OS
	Medium	£989.00	£989.00	OS
	High	£1,485.00	£1,485.00	OS
- Mobile Screening and crushing plant 3rd to 7th Permits	Low	£368.00	£368.00	OS
	Medium	£590.00	£590.00	OS
	High	£884.00	£884.00	OS
- Mobile Screening and crushing plant 8th and Subsequent permits	Low	£189.00	£189.00	OS
	Medium	£302.00	£302.00	OS
	High	£453.00	£453.00	OS
Where a part B installation is subject to reporting under the E-PRTR regulation an additional charge of £99 applies.				

Prosperous Communities Committee		Environment Services Local Air Pollution Continued		
All charges are set by DEFRA		Current Charge	Proposed Charge	VAT rate included
		2011/12 £	2012/13 £	
Transfer and Surrender				
- Transfer		£162.00	£162.00	OS
- Partial transfer		£476.00	£476.00	OS
- New operator at low risk reduced fee		£75.00	£75.00	OS
- Reduced fee activities: Partial transfer		£45.00	£45.00	OS
Substantial Change				
- Standard Process		£1,005.00	£1,005.00	OS
- Standard process where the substantial change results in a new PPC activity		£1,579.00	£1,579.00	OS
- Reduced fee activities		£98.00	£98.00	OS
Subsistence charges can be paid in four equal instalments at an additional cost of £36 p.a.				

Prosperous Communities Committee		Licensing				
		Current Charge	Proposed Increase		Proposed Charge	VAT rate included
		2011/12 £	%	£	2012/13 £	
Street Trading Consents		£103.20	10.00%	£10.30	£113.50	OS
Hackney Carriages*/Private Hire Vehicles - annual charge		£221.20	10.00%	£22.10	£243.30	OS
Hackney Carriage/Private Hire Drivers* - (initial grant year one & every third renewal)		£90.60	10.00%	£9.10	£99.70	OS
Hackney Carriage/Private Hire Drivers* - self declaration (annual charge year two & three)		£0.00			£49.85	OS
Three year Private Hire Operators licence (Paid in full on commencement)		£160.60	10.00%	£16.10	£176.70	OS
Sex Shop Licences and Sexual Entertainment Venues	Initial Application	£1,369.55	10.00%	£137.00	£1,506.55	OS
	Renewal	£1,278.70	10.00%	£127.90	£1,406.60	OS
	Transfer fee	£254.70	10.00%	£25.50	£280.20	OS
Alcohol and Entertainment Licenses		Charges set by Licensing Act 2003				
Pet Shops		£105.70	10.00%	£10.60	£116.30	OS
Animal Boarding Establishments	Boarding either cats or dogs	£133.50	10.00%	£13.40	£146.90	OS
	Establishments with dual usage.	£200.60	10.00%	£20.10	£220.70	OS
Horse Riding Establishment						
	Vets fees plus admin costs of	£42.60	10.00%	£4.30	£46.90	OS
Dog Breeding	or as above	£99.70	10.00%	£10.00	£109.70	OS
Dangerous Wild Animals						
	Vets fees plus admin costs of	£83.80	10.00%	£8.40	£92.20	OS
Zoos						
	Vets fees plus admin costs of	£253.80	10.00%	£25.40	£279.20	OS
Motor Salvage Operators	Registration fee	£81.80	10.00%	£8.20	£90.00	OS
	Certified copy of a registered entry	£12.30	10.00%	£1.20	£13.50	OS
	Non-certified copy of registered entry	£2.60	10.00%	£0.30	£2.90	OS
Skin Piercing	Premises registration	£83.70	10.00%	£8.40	£92.10	OS
	Personal registration	£22.60	10.00%	£2.30	£24.90	OS
Request for information / document disclosure where charging is permitted	minimum per request plus cost of materials	£62.70	2.50%	£1.60	£64.30	OS
	Thereafter per hour	£38.20	2.50%	£1.00	£39.20	OS
Health Certificates		£42.50	2.50%	£1.10	£43.60	OS
Food premises register	per page	£2.40	2.50%	£0.10	£2.50	OS

Prosperous Communities Committee		Licensing Continued				
		Current Charge	Proposed Increase		Proposed Charge	VAT rate included
		2011/12 £	%	£	2012/13 £	
Private water supply work	Maximum charges					
	Risk assessment (each assessment)	£0.00			£500.00	
	Sampling (each visit)	£0.00			£100.00	
	Investigation (each investigation)	£0.00			£100.00	
	Granting an authorisation (each authorisation)	£0.00			£100.00	
	Analysing a sample -					
	Taken under regulation 10 (domestic supplies)	£0.00			£25.00	
	Taken during check monitoring (commercial supplies)	£0.00			£100.00	
	Taken during audit monitoring (commercial supplies)	£0.00			£500.00	
Private water supply samples - commercial premises	Cost of laboratory analysis plus office time up to a maximum of £50.00	£0.00	These charges no longer exist			
	Hourly rate	£38.40				
Food hygiene star awards	Promotional material	£50.00	These charges no longer exist			
	Re-inspection	£200.00				

*Charge also applies to horse drawn omnibus

Prosperous Communities Committee		Licensing - Gambling Act			
	Current Charge	Proposed Increase		Proposed Charge	VAT rate included
	2011/12 £	%	£	2012/13 £	
Bingo Premises Licence					
Application fee for provisional statement	£768.60	10.00%	£76.90	£845.50	OS
Licence for provisional statement premises	£692.90	10.00%	£69.30	£762.20	OS
Application fee new premises	£768.60	10.00%	£76.90	£845.50	OS
Annual Fee	£665.70	10.00%	£66.60	£732.30	OS
Variation of Licence	£768.60	10.00%	£76.90	£845.50	OS
Transfer fee	£665.70	10.00%	£66.60	£732.30	OS
Application for reinstatement	£665.70	10.00%	£66.60	£732.30	OS
Adult Gaming Centre					
Application fee for provisional statement	£768.60	10.00%	£76.90	£845.50	OS
Licence for provisional statement premises	£692.90	10.00%	£69.30	£762.20	OS
Application fee new premises	£768.60	10.00%	£76.90	£845.50	OS
Annual Fee	£665.70	10.00%	£66.60	£732.30	OS
Variation of Licence	£768.60	10.00%	£76.90	£845.50	OS
Transfer fee	£665.70	10.00%	£66.60	£732.30	OS
Application for reinstatement	£665.70	10.00%	£66.60	£732.30	OS
Family Entertainment Centre					
Application fee for provisional statement	£768.60	10.00%	£76.90	£845.50	OS
Licence for provisional statement premises	£691.80	10.00%	£69.20	£761.00	OS
Application fee new premises	£768.60	10.00%	£76.90	£845.50	OS
Annual Fee	£665.70	10.00%	£66.60	£732.30	OS
Variation of Licence	£768.60	10.00%	£76.90	£845.50	OS
Transfer fee	£665.70	10.00%	£66.60	£732.30	OS
Application for reinstatement	£665.70	10.00%	£66.60	£732.30	OS
Betting Premises (other)					
Application fee for provisional statement	£768.60	10.00%	£76.90	£845.50	OS
Licence for provisional statement premises	£691.80	10.00%	£69.20	£761.00	OS
Application fee new premises	£768.60	10.00%	£76.90	£845.50	OS
Annual Fee	£520.30	10.00%	£52.00	£572.30	OS
Variation of Licence	£768.60	10.00%	£76.90	£845.50	OS
Transfer fee	£665.70	10.00%	£66.60	£732.30	OS
Application for reinstatement	£665.70	10.00%	£66.60	£732.30	OS
Betting Premises (tracks)					
Application fee for provisional statement	£768.60	10.00%	£76.90	£845.50	OS
Licence for provisional statement premises	£691.80	10.00%	£69.20	£761.00	OS
Application fee new premises	£768.60	10.00%	£76.90	£845.50	OS
Annual Fee	£520.30	10.00%	£52.00	£572.30	OS
Variation of Licence	£768.60	10.00%	£76.90	£845.50	OS
Transfer fee	£665.70	10.00%	£66.60	£732.30	OS
Application for reinstatement	£665.70	10.00%	£66.60	£732.30	OS
Miscellaneous					
Change of circumstances	£41.30	10.00%	£4.10	£45.40	OS
Fee for copy of a licence	£20.80	10.00%	£2.10	£22.90	OS
Temporary usage license	£303.80	10.00%	£30.40	£334.20	OS

Prosperous Communities Committee		Land Charges				
		Current Charge	Proposed Increase		Proposed Charge	VAT rate included
		2011/12 £	%	£	2012/13 £	
Statutory Charges						
Personal Search in the Register		These charges no longer exist				
Per additional parcel (maximum of £16)						
Office copy						
Access to data	Access to information not held on public registers (includes £5 admin fee)	£31.00	-38.71%	-£12.00	£19.00	OS
	Cancellation Fee	£5.00	0.00%		£5.00	OS
LLC1:	Any one part of the register	£6.15	0.00%		£6.15	OS
	Whole of the register	£21.00	-9.54%	-£2.00	£19.00	OS
	Per additional parcel (maximum of £16)	£1.00	0.00%		£1.00	OS
CON 29R	One parcel	£59.00	3.39%	£2.00	£61.00	OS
	Each additional parcel	£13.50	0.00%		£13.50	OS
	Lincolnshire County Council Fee *	£20.00			£20.00	OS
CON 290						
submitted with CON29R or LLC1	Each printed enquiry	£15.00	0.00%		£15.00	OS
submitted on its own	Each printed enquiry	£15.00	0.00%		£15.00	OS
Administration Fee		£10.00	0.00%		£10.00	OS
Additional Enquiries	Per additional enquiry	£26.00	0.00%		£26.00	OS
Filing a definitive certificate of the Lands Tribunal		£2.50	0.00%		£2.50	OS
Office copy	Fee set according to time and work involved					OS

* Please note: LCC have not as yet advised if this fee is to change. Any change in cost will be passed on to the purchaser

Prosperous Communities Committee		Planning				
		Current Charge	Proposed Increase		Proposed Charge	VAT rate included
		2011/12 £	%	£	2012/13 £	
Decision notices, consents, determinations, Tree Preservation orders, Enforcement notices, S106 Agreements.	Per side of A4 (black/white)	£14.30	-99.33%	-£14.20	£0.10	OS
Other copies	Per side of A4 (black/white)	£0.50	-80.00%	-£0.40	£0.10	S
	minimum charge	£3.60		remove the charge		OS
Copy plans - A3	Per copy	£3.60	-86.20%	-£3.10	£0.50	S
Copy plans - A2, A1, A0	Per copy	£6.25	0.00%	£0.00	£6.25	S
Information on planning records	Planning Control	£35.60	it is proposed to charge these at the normal copy cost per sheet of £0.10			OS
	Building Control	£35.60				OS
Local Plans						
West Lindsey Local Plan Review - Adopted 2006	WL residents	£56.00				
	Others	£100.00	Items no longer available			
	P & P	£12.50				
West Lindsey Local Plan First Review	Inspectors Report 2005 inc P & P	£15.00	Item no longer available			
Local Development Framework						
West Lindsey Local Development Scheme - First Revision - Adopted 2007	Hard copy or CD inc P & P	£5.00	Item no longer available			
West Lindsey Statement of Community Involvement - Adopted 2006	Hard copy or CD inc P & P	£5.00	Item no longer available			
NB Charges for LDF documents and associated evidence will set according to the unit production cost.						
Supplementary Planning Guidance						
Village Design Statement	Tealby / Welton	Free				
West Lindsey Countryside Design Summary		£2.50	Items no longer available			
Conservation Area Appraisals		£2.70				
Other Documents - Background Technical Papers						
West Lindsey Housing Needs Main Survey Report 2003/2004		£15.00				
P & P		£2.00				
West Lindsey Landscape Character Assessment		£10.00				
P & P		£2.00				
Annual Monitoring Report 2005	Hard Copy Incl P & P	£15.00	Items no longer available			
	CD Incl P & P	£5.00				
Annual Monitoring Report 2006	Hard Copy Incl P & P	£15.00				
	CD Incl P & P	£5.00				

Prosperous Communities Committee		Planning Applications				
		Current Charge	Proposed Increase		Proposed Charge	VAT rate inc
		2011/12 £	%	£	2012/13 £	
Outline Applications						
All types of building Per 0.1 ha		£335.00	0.00%	£0.00	£335.00	OS
Full Applications and Applications for Approval of Reserved Matters following an Outline Permission						
Alterations/extensions to existing Dwellings		£150.00	0.00%	£0.00	£150.00	OS
Erection of dwelling		£335.00	0.00%	£0.00	£335.00	OS
Other buildings	Less than 40 m ² floor space created	£170.00	0.00%	£0.00	£170.00	OS
	Between 40 and 75 m ² floor space created	£335.00	0.00%	£0.00	£335.00	OS
	Every additional 75 m ² up to 3750 m ²	£335.00	0.00%	£0.00	£335.00	OS
	Over 3750 m ² , £16,565 plus for each additional 75 m ² (Maximum fee £250,000)	£100.00	0.00%	£0.00	£100.00	OS
Plant or machinery where site does not exceed 5 ha; per 0.1 ha		£335.00	0.00%	£0.00	£335.00	OS
	Over 5 ha £16,565 plus for each additional 0.1 ha (Maximum fee £250,000)	£100.00	0.00%	£0.00	£100.00	OS
Agricultural Buildings						
Less than 465 m ² floor space created		£70.00	0.00%	£0.00	£70.00	OS
Between 465 > 540 m ²		£335.00	0.00%	£0.00	£335.00	OS
Between 540 > 4215 m ² , £265 for the first 540 m ² then per additional 75 m ²		£335.00	0.00%	£0.00	£335.00	OS
Over 4215 m ² , £16,565 then per additional 75 m ² (Maximum fee £250,000)		£100.00	0.00%	£0.00	£100.00	OS
Glasshouses						
No more than 465 sq m floor space created		£70.00	0.00%	£0.00	£70.00	OS
More than 465 sq m floor space created		£1,870.00	0.00%	£0.00	£1,870.00	OS
Changes of use						
Buildings or land, including caravan sites		£335.00	0.00%	£0.00	£335.00	OS
A building to more than one dwelling where no. of dwellings 50 or less; per dwelling		£335.00	0.00%	£0.00	£335.00	OS
A building to more than one dwelling where no. of dwellings more than 50; £16565 then for each dwelling in excess of 50 (Maximum fee of £250,000)		£100.00	0.00%	£0.00	£100.00	OS
Refuse or waste disposal where site area less than 15 ha; per 0.1 ha		£170.00	0.00%	£0.00	£170.00	OS
Refuse or waste disposal where site area exceeds 15 ha, £25315 then for each 0.1 ha in excess of 15 ha		£100.00	0.00%	£0.00	£100.00	OS
Other material change of use of building or land		£335.00	0.00%	£0.00	£335.00	OS
No Buildings created						
Ancillary to a dwelling		£150.00	0.00%	£0.00	£150.00	OS
Car parks, service roads, accesses at existing developments		£170.00	0.00%	£0.00	£170.00	OS
Exploratory drilling for oil/gas where site area does not exceed 7.5 ha; per 0.1 ha		£335.00	0.00%	£0.00	£335.00	OS
Exploratory drilling for oil/gas where site area exceeds 7.5 ha, £25000 then for each 0.1 ha in excess of 7.5 ha (Maximum fee £250,000)		£100.00	0.00%	£0.00	£100.00	OS
Other operations - minerals working - site area does not exceed 15 ha; Per 0.1 ha		£170.00	0.00%	£0.00	£170.00	OS
Other operations - minerals working - site area exceeds 15 ha; £25315 then for each 0.1 ha in excess of 15 ha (Maximum fee £65,000)		£100.00	0.00%	£0.00	£100.00	OS
Other operations - non-minerals related, per 0.1 ha (Maximum fee £250,000)		£170.00	0.00%	£0.00	£170.00	OS

Prosperous Communities Committee		Planning Applications Continued				VAT rate included
		Current Charge	Proposed Increase		Proposed Charge	
		2011/12 £	%	£	2012/13 £	
Advertisements						
Relating to the business on the premises		£95.00	0.00%	£0.00	£95.00	OS
Advance direction signs to a business		£95.00	0.00%	£0.00	£95.00	OS
Other advertisements		£335.00	0.00%	£0.00	£335.00	OS
Prior Notifications and Approvals						
Agriculture, forestry or demolition proposals		£70.00	0.00%	£0.00	£70.00	OS
Telecommunications		£335.00	0.00%	£0.00	£335.00	OS
Other Applications						
Renewal of temporary permission		£170.00	0.00%	£0.00	£170.00	OS
Variation or removal of a condition		£170.00	0.00%	£0.00	£170.00	OS
Lawful Development Certificates - Existing development		The equivalent planning application fee				OS
- Proposed development		Half the equivalent application fee				OS
High Hedges Complaints Application		£300.00	0.00%	£0.00	£300.00	OS

Prosperous Communities Committee		Pre Application Advice			
	Current Charge	Proposed Increase		Proposed Charge	VAT rate inc
	2011/12 £	%	£	2012/13 £	
Development					
Householder development including alterations, extensions and outbuildings (this fee would also include establishing whether an application is required and any listed building consent enquiry if applicable)	£60.00	0.00%	£0.00	£60.00	S
Non-residential changes of use including siting of caravans for sites under 1 ha or buildings under 1,000 sq. m (gross)	£125.00	0.00%	£0.00	£125.00	S
Non-residential changes of use including siting of caravans for sites of 1 ha or above or buildings of 1,000 sq m or above (gross)	£250.00	0.00%	£0.00	£250.00	S
Development of 1-9 dwellings including changes of use to residential					
1st dwelling	£150.00	0.00%	£0.00	£150.00	S
additional dwellings	£100.00	0.00%	£0.00	£100.00	S
Development of 10-49 dwellings including changes of use to residential					
10th dwelling	£1,000.00	0.00%	£0.00	£1,000.00	S
additional dwellings	£50.00	0.00%	£0.00	£50.00	S
Development of 50 or more dwellings					
minimum fee	£3,000.00	0.00%	£0.00	£3,000.00	S
with additional fee subject to negotiation dependant on complexity of proposal.					
Encouragement to adopt a Planning Performance Agreement.					
Non-residential development where no floorspace is created.	£60.00	0.00%	£0.00	£60.00	S
Non-residential development up to 499 sq. m floor area, or 0.5 ha site area	£125.00	0.00%	£0.00	£125.00	S
Non-residential development between 500 and 999 sq. m floor area, or between 0.51ha and 1.0 ha.					
for 500 sq. m or 0.51ha	£150.00	0.00%	£0.00	£150.00	S
for each additional 100 sq m or 0.1 ha	£100.00	0.00%	£0.00	£100.00	S
Non-residential development between 1,000 and 4,999 sq. m floor area, or between 1.1ha and 2.0ha.					
for 1,000 sq. m or 1.1ha	£650.00	0.00%	£0.00	£650.00	S
for each additional 100 sq m or 0.1 ha	£50.00	0.00%	£0.00	£50.00	S
Non-residential development of 5,000 sq. m or more or 2.1ha or more.					
minimum fee	£2,650.00	0.00%	£0.00	£2,650.00	S
with additional fee subject to negotiation dependant on complexity of proposal.					
Encouragement to adopt a Planning Performance Agreement.					
Variation or removal of condition.	£60.00	0.00%	£0.00	£60.00	S
Advertisements	£60.00	0.00%	£0.00	£60.00	S
Conservation Area Consent	£60.00	0.00%	£0.00	£60.00	S
Non-householder listed building consent	£125.00	0.00%	£0.00	£125.00	S
Hazardous Substances	£ negotiable			£ negotiable	S

NB 1. The fee for a mixed use developments would be derived from the total of the fees for all elements.

2. Agricultural development and telecommunications are not included as they have their own national notification procedures which dictate whether there is an pre-application process fee or not.

3. Cross boundary pre-application fees will be based upon the amount of development in each authority (if a dwelling straddles the boundary, the authority with the majority its floorspace will receive the fee for that dwelling).

Prosperous Communities Committee		Operational Services				
		Current Charge	Proposed Increase		Proposed Charge	VAT rate included
		2011/12 £	%	£	2012/13 £	
Trade waste sacks	Per 10 sacks or stickers.	£24.17	5.00%	£1.20	£25.40	OS
Other waste (e.g. Schools)	Per 50 sacks or stickers.	£69.00	5.00%	£3.50	£72.50	OS
Garden waste and additional blue sacks	Per 5 sacks or stickers.	£6.90	5.00%	£0.35	£7.25	OS
Delivery of sacks.		£10.70	2.50%	£0.30	£11.00	OS
Postage & Packaging of 5 sacks		£1.80	2.50%	£0.05	£1.85	OS
Garden waste wheeled bin (Annual charge)	Collection of 2nd and subsequent bins.	£22.80	0.00%	£0.00	£22.80	OS
Wheeled Bin replacement (supply & delivery)	Residual, garden waste (each bin)	£30.00	0.00%	£0.00	£30.00	OS
	Recycling	£30.00	0.00%	£0.00	£15.00	OS
Wheeled Bins for new properties (supply & delivery)	Residual, garden waste (each bin)	£30.00	0.00%	£0.00	£30.00	OS
	Recycling	£30.00	0.00%	£0.00	£15.00	OS
Bulky household waste collections	Collection in a year articles worth up to 6 points	£10.00	100.00%	£10.00	£20.00	OS
	Additional articles worth 1 point collected at the same time	£3.50	2.50%	£0.10	£3.60	OS
Collection and disposal of Fridges and freezers from Commercial premises.		£69.00	2.50%	£1.70	£70.70	S
Provision of quote where collection service not taken up		£23.40	2.50%	£0.60	£24.00	OS
Other waste items / services for which a charge may be made	Actual collection/ disposal/ labour/ vehicle costs with a minimum charge of	£45.60	2.50%	£1.10	£46.70	OS
Section 46 Fixed Penalty Notice	Paid within 7 days	£60.00	0.00%	£0.00	£60.00	OS
	Paid after 7 days	£100.00	0.00%	£0.00	£100.00	OS



**West Lindsey District Council
Building Control Charges Scheme
2011/2012**

(amended with effect from 4 January 2011)

The Building Act 1984
Building and Buildings
The Building (Local Authority Charges) Regulations 2010
West Lindsey District Council Building Control Charges Scheme

To be read in conjunction with the Building [Local Authority Charges] Regulations 2010, the 2010 edition of the CIPFA guidance for Local Authority Building Control Accounting, and the guidance in the Department for Communities and Local Government (CLG) Circular 01/2010 and CLG Circular letter to building control bodies dated 25 February 2010

1 Introduction

This scheme of charges may be cited as the revised West Lindsey District Council Building Control Charges Scheme and shall come into force on the 1 October 2010. This scheme may, subject to Regulation 12 of the Building (Local Authority Charges) Regulations 2010, be amended, revoked or replaced at any time.

2 Interpretation

- ‘building’** means any permanent or temporary building but not any other kind of structure or erection, and a reference to a building includes a reference to part of a building.
- ‘building notice’** means a notice given in accordance with regulations 12(2)(a) and 13 of the Building Regulations 2010.
- ‘building work’** means:
- (a) the erection or extension of a building;
 - (b) the provision or extension of a controlled service or fitting in or in connection with a building;
 - (c) the material alteration of a building, or a controlled service or fitting;
 - (d) work required by building regulation 6 (requirements relating to material change of use);
 - (e) the insertion of insulating material into the cavity wall of a building;
 - (f) work involving the underpinning of a building;
 - (g) work required by building regulation 23 (requirements relating to thermal elements);
 - (h) work required by building regulation 22 (requirements relating to a change of energy status);
 - (i) work required by building regulation 28 (consequential improvements to energy performance);

'chargeable function' means a function relating to the following –

- (a) the passing or rejection of plans of proposed building work which has been deposited with the council in accordance with section 16 of the Building Act 1984 (as amended).
- (b) the inspection of building work for which plans have been deposited with the council in accordance with the Building Regulation 2010 and with section 16 of the Building Act 1984.
- (c) the consideration of a building notice which has been given to the council in accordance with the Building Regulations 2010.
- (d) the consideration of building work reverting to the council under the Building (Approved Inspectors etc.) Regulations 2010.
- (e) the consideration of a regularisation application submitted to the council under regulation 18 of the Building Regulations 2010.

'cost' does not include any professional fees paid to an architect, quantity surveyor or any other person.

'dwelling' includes a dwelling-house and a flat.

'dwelling-house' does not include a flat or a building containing a flat.

'flat' means a separate and self-contained premises constructed or adapted for use for residential purposes and forming part of a building from some other part of which it is divided horizontally.

'floor area of a building or extension' is the total floor area of all the storeys which comprise that building. It is calculated by reference to the finished internal faces of the walls enclosing the area, or, if at any point there is no enclosing wall, by reference to the outermost edge of the floor.

'relevant person' means:

- (a) in relation to a plan charge, inspection charge, reversion charge or building notice charge, the person who carries out the building work or on whose behalf the building work is carried out;
- (b) in relation to a regularisation charge, the owner of the building; and
- (c) in relation to chargeable advice, any person requesting advice for which a charge may be made pursuant to the definition of 'chargeable advice'

3 Principles of this Scheme

The set charges or method of establishing the charge have been established in this scheme for the functions prescribed in the Building (Local Authority Charges) Regulations 2010 (referred to as the chargeable functions), namely:

A plan charge, payable when plans of the building work are deposited with the Local Authority.

An inspection charge, payable on demand after the authority carry out the first inspection in respect of which the charge is payable.

A building notice charge, payable when the building notice is given to the authority.

A reversion charge, payable for building work in relation to a building: -

1. Which has been substantially completed before plans are first deposited with the Authority in accordance with Regulation 19(2)(a)(i) of the Approved Inspectors Regulations, or
2. In respect of which plans for further building work have been deposited with the Authority in accordance with the Regulation 19(3) of the Approved Inspectors Regulations, on the first occasion on which those plans are or have been deposited.

A regularisation charge, payable at the time of the application to the authority in accordance with Regulation 18 of the Building Regulations.

4 Chargeable advice

A charge can be made for giving advice in anticipation of the future exercise of their chargeable functions (ie before an application or notice is received for a particular case), which is payable after the first hour of advice, on demand after the authority has given notice required by Regulation 7(7) of the Building (Local Authority) Charges Regulations 2010 (ie the charge has been confirmed in writing following an individual determination). This charge can be discounted from a subsequent application or notice received for the work in question.

The above charges are payable by the relevant person (see page 3 for definition).

Any charge which is payable to the authority may, in a particular case, and with the agreement of the authority, be paid by instalments of such amounts payable on such dates as may be specified by the authority. If the applicant and an authority are agreeable, an inspection charge can be fully or partly paid up front with the plans charge.

The charge for providing a chargeable function or chargeable advice is based on the principle of achieving full cost recovery. The charges will be calculated by using the Council officers' average hourly rate stated in the charging scheme, multiplied by the time taken to carry out the functions/advice, taking the following

factors into account, as applicable, in estimating the time required by officers to carry out the function/advice:

1. The existing use of a building, or the proposed use of the building after completion of the building work;
2. The different kinds of building work described in regulation 3(1)(a) to (i) of the Building Regulations;
3. The floor area of the building or extension;
4. The nature of the design of the building work and whether innovative or high risk construction techniques are to be used;
5. The estimated duration of the building work and the anticipated number of inspections to be carried out;
6. The estimated cost of the building work;
7. Whether a person who intends to carry out part of the building work is a person mentioned in regulation 20 of the Building Regulations (i.e. related to competent person/self certification schemes);
8. Whether in respect of the building work a notification will be made in accordance with regulation 41 of the Building Regulations (i.e. where design details approved by Robust Details Ltd have been used);
9. Whether an application or building notice is in respect of two or more buildings or building works all of which are substantially the same as each other;
10. Whether an application or building notice is in respect of building work, which is substantially the same as building work in respect of which plans have previously been deposited or building works inspected by the same local authority;
11. Whether chargeable advice has been given which is likely to result in less time being taken by a local authority to perform that function;
12. Whether it is necessary to engage and incur the costs of a consultant to provide specialist advice in relation to a particular aspect of the building work.

5 Principles of the scheme in respect of the erection of domestic buildings, garages, carports and extensions

Where the charge relates to an erection of a dwelling the charge includes for the provision of a detached or attached domestic garage or carport providing it is constructed at the same time as the dwelling.

Where any building work comprises or includes the erection of more than one extension to a building, the total floor areas of all such extensions shall be aggregated to determine the relevant charge payable, providing that the building work for all aggregated extensions is carried out at the same time.

6 Exemption from charges

The Authority has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing dwelling that is, or is to be, occupied by a

disabled person as a permanent residence; and where the whole of the building work in question is solely-

- (a) for the purpose of providing means of access for the disabled person by way of entrance or exit to or from the dwelling or any part of it, or
- (b) for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of the disabled person.

The council has not fixed by means of its scheme, nor intends to recover a charge for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of a disabled person in relation to an existing dwelling, which is, or is to be, occupied by that disabled person as a permanent residence where such work consists of-

- (a) the adaptation or extension of existing accommodation or an existing facility or the provision of alternative accommodation or an alternative facility where the existing accommodation or facility could not be used by the disabled person or could be used by the disabled person only with assistance; or
- (b) the provision of extension of a room which is or will be used solely-
 - (i) for the carrying out for the benefit of the disabled person of medical treatment which cannot reasonably be carried out in any other room in the dwelling, or
 - (ii) for the storage of medical equipment for the use of the disabled person, or
 - (iii) to provide sleeping accommodation for a carer where the disabled person requires 24-hour care.

The council has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing building to which members of the public are admitted (whether on payment or otherwise); and where the whole of the building work in question is solely-

- (a) for the purpose of providing means of access for disabled persons by way of entrance or exit to or from the building or any part of it; or
- (b) for the provision of facilities designed to secure the greater health, safety, welfare or disabled persons.

Note: 'disabled person' means a person who is within any of the descriptions of persons to whom Section 29(1) of the National Assistance Act 1948, as extended by virtue of Section 8(2) of the Mental Health Act 1959, applied but disregarding the amendments made by paragraph 11 of Schedule 13 to the Children Act 1989. The words in section 8(2) of the Mental Health Act 1959 which extend the meaning of disabled person in section 29(1) of the National Assistance Act 1948,

are prospectively repealed by the National Health Service and Community Care Act 1990, section 66(2), Schedule 10, as from a day to be appointed

7 Information required to determine charges

If the authority requires additional information to enable it to determine the correct charge the authority can request the information under the provisions of regulation 9 of The Building (Local Authority Charges) Regulation 2010.

The standard information required for all applications is detailed on the authority's Building Regulation application forms. This includes the existing and proposed use of the building and a description of the building work

Additional information may be required in relation to –

The floor area of the building or extension

The estimated duration of the building work and the anticipated number of inspections to be carried out.

The use of competent persons or Robust Details Ltd.

Any accreditations held by the builder or other member of the design team.

The nature of the design of the building work and whether innovative or high-risk construction is to be used.

The estimated cost of the building work. If this is used as one of the factors in establishing a charge the 'estimate' is required to be such reasonable amount as would be charged by a person in business to carry out such building work (excluding the amount of any value added tax chargeable).

8 Establishing the Charge

The authority has established standard charges using the principles contained within The Building (Local Authority Charges) Regulation 2010. Standard charges are detailed in the following tables. In the tables below any reference to number of storeys includes each basement level as one-storey and floor areas are cumulative.

If the building work that you are undertaking is not listed as a standard charge it will be individually determined in accordance with the principles and relevant factors contained within The Building (Local Authority Charges) Regulation 2010. If the authority considers it necessary to engage and incur the costs of a consultant to provide specialist advice or services in relation to a particular aspect of building work, those costs shall also be included in setting the charge. When the charge is individually determined the authority shall calculate the charge in the same way a standard charge was set by using the average hourly

rate of officers' time, multiplied by the estimated time taken to carry out their building regulation functions in relation to that particular piece of building work and taking into account the applicable factors listed in regulation 7(5) of the charges regulations.

Individually determined charges will be confirmed in writing specifying the amount of the charge and the factors that have been taken into account in determining the charge.

The building regulation charges for the following types of building work will be individually determined and the authority will state which factors in regulation 7(5) of the charges regulations it has taken into account in establishing a standard or individually determined charge.

1 A reversion charge

2 The building work is in relation to more than one building or building work consisting of alterations to any use of building where the estimated cost exceeds £100,000 (Domestic) and £150,000 (Non Domestic)

3 The work consists of a non-domestic extension or new build and the floor area exceeds 200m²

4 The work consists of a domestic garage with a floor area over 100m²

5 The work consists of the erection or conversion of 20 or more dwellings

6 The work consists of the erection or conversion of dwellings where the floor area of each dwelling exceeds 300m²

7 Where more than one standard charge applies to the building work and, with the agreement of the relevant person, the authority will establish the charge by individually determining the charge.

Other matters relating to calculation of charges

In calculating these charges, refunds or supplementary charges, an officer hourly rate of £42 has been used.

Any charge payable to the authority shall be paid with an amount equal to any value added tax payable in respect of that charge.

Charges are not payable for the first hour when calculating an advice charge

The authority accepts payment by instalment in respect of all building work where the total charge exceeds £100. The authority on request will specify the amounts payable and dates on which installments are to be paid

9 Reductions

Reduced charges are shown in the tables of standard charges and reduced charges will also be made in relation to individually assessed charges when work, or the relevant part of the work, has been, or intends to be carried out by a person mentioned in regulation 20 of the Building Regulations in respect of that part of the work, (i.e. competent person/self-certification schemes or other defined non-notifiable work).

Any reduced charges that will be made in relation to individually assessed charges when a notification is made in accordance with regulation 20 of the Building Regulations, (ie, for the purpose of achieving compliance where design details approved by Robust Details Limited have been used) are shown in the tables of standard charges and will also be considered in calculating individually determined charges.

The authority shall make a reduction in a standard or individually determined charge when chargeable advice has been given before receipt of an application or notice for proposed building work, which is likely to result in less time being taken by the local authority to perform the chargeable function for that work.

Where in accordance with Regulation 7(5)(i) of the charges regulations one application or building notice is in respect of two or more buildings or building works all of which are substantially the same as each other a 30 % reduction in the standard plan charge will be made.

Where in accordance with Regulation 7(5)(j) of the charges regulations an application or building notice is in respect of building work which is substantially the same as building work in respect of which plans have previously been deposited or building works inspected by the same local authority, a 30% reduction in the plan charge will be made.

10 Refunds and supplementary charges

If the basis on which the charge has been set or determined changes, the LA will refund or request a supplementary charge and provide a written statement setting out the basis of the refund/supplementary charge and also state how this has been calculated. In the calculation of refunds/supplementary charges no account shall be taken of the first hour of an officer's time.

11 Non-Payment of a Charge

Your attention is drawn to Regulation 8(2) of the Building (Local Authority Charges) Regulations 2010, which explains that plans are not treated as being deposited for the purposes of Section 16 of the Building Act or building notices given unless the Council has received the correct charge. In other words, relevant timescales do not start until the agreed payment has been made. The debt recovery team of the authority will also pursue any non-payment of a charge

12 Complaints about Charges

If you have a complaint about the level of charges you should initially raise your concern with the relevant officer. The council has a comprehensive complaint handling process. If your complaint is not satisfactorily responded to by the officer concerned, details of how to resolve your complaint is available on request and can be viewed on the council's web site: (www.northlincs.gov.uk).

13 Transitional Provisions

The Council's scheme for the recovery of charges dated 1st April 2010 continues to apply in relation to building work for which plans were first deposited, a building notice given, a reversion charge becoming payable, or a regularisation application is made, between 1st April 2010 and 1st October 2010 (inclusive).

14 Standard Charges

Standard charges includes works of drainage in connection with the erection or extension of a building or buildings, even where those works are commenced in advance of the plans for the building(s) being deposited.

These standard charges have been set by the authority on the basis that the building work does not consist of, or include, innovative or high risk construction techniques (details available from the authority) and/or the duration of the building work from commencement to completion does not exceed 12 months.

The charges have also been set on the basis that the design and building work is undertaken by a person or company that is competent to carry out the design and building work referred to in the standard charges tables, that they are undertaking. If not, the work may incur supplementary charges.

If chargeable advice has been given in respect of any of the work detailed in these tables and this is likely to result in less time being taken by the authority then a reduction to the standard charge will be made.

15 Plan and Inspection Charges

The plan charge and inspection charge are listed in the following tables.

Building Notice Charge

Where building work is of a relatively minor nature the Building Notice charge is the same as the total plan and inspection charge. In relation to more complex work the time to carry out the building regulation function is higher and the resultant additional costs of using the Building Notice procedure results in the higher charge as detailed in the following tables.

Reversion Charge

These charges will be individually determined

Regularisation Charge

The charge is listed in the following tables.

16 Payment by Instalment

A minimum charge may be required above which the payment by installment facility will be offered. The authority to accept payments by installment is contained within Regulation 8(1)(i) of the charges regulations. Payment by installment is by agreement, local authorities cannot require payment of any part of an inspection charge prior to an inspection being carried out.

Where for any reason notice of passing or rejection of plans is not given within the period required by section 16 of the Act, the plan charge paid shall be refunded unless the person by whom or on whose behalf the plans were deposited failed to supply the authority with the information requested by the authority in a reasonable time.

Except where otherwise stated the split between the plan and inspection charge will be 30% / 70%.

There is no entitlement to a complete refund of any regularisation charge paid, if the Council, after incurring costs, subsequently cannot determine what work is required to comply with the relevant requirements.

Where an individual assessment of a plan charge or building notice charge has been made, any individually assessed plan charge or building notice charge shall not be payable until such plan charge or building notice charge has been specified by the Council and confirmed in writing if such confirmation is provided later than the deposit of the plan or (as the case may be) the giving of the building notice.

17 Multiple Building Works

The Authority includes provision for schemes that building work relating to multiple buildings will either be assessed as an individually determined charge, or alternatively that their schemes will make use of reductions in set conditions to determine a standard charge with a 30% discount from the plan charge as it estimates a time saving of this proportion when checking repetitive schemes. To accurately reflect the costs of carrying out the building regulation functions, authorities should either reduce the charge for this additional building work with a fixed reduction in the standard charge or include this ancillary work at no extra charge. This is to ensure that the total charge more accurately reflects the costs of the authority. Alternatively this type of building work could be individually determined.

18 Partnership Schemes

In order to assist with the operation of the LABC national partnership scheme: Charges are the responsibility of the inspecting authority as it is to them that the application is made and they have the statutory duty to provide the building control function. They should therefore determine all charges. The plan-checking authority is in effect acting as a consultant to the inspecting authority and charges paid to the plan-checking authority is a matter between the authorities concerned within the guidelines of the partnership scheme.

However, it is recommended that if a charge has been agreed with a client by a business development director working on behalf of local authority building control then the relevant inspecting authority should give consideration to adopting this charge, provided of course that this reflects their building regulation costs.

19 Guidance on full cost recovery and the use of surpluses

CLG takes the view that authorities should carry forward any surplus (or deficit) arising in an appropriate building regulations charging account and offset this against projected future costs when carrying out reviews of a Scheme's charges.

In some instances, authorities may take the view that there is justification in reinvesting some surplus into improving the quality/performance of the building control service, particularly if that is likely to lead ultimately to cost savings and lower charges. If LAs assign surpluses this should be within the accepted principles of accounting applicable to, and therefore reflected in, their building regulations charging account.

TABLE A**CHARGES FOR NEW DWELLINGS OF NO MORE THAN 3 STOREYS****20 Plan Charge**

Where a plan charge is payable in respect of the erection of one or more small domestic buildings shown on the deposited plan, the plan charge payable for that building or buildings or those works is the total of the sums shown in, or calculated by reference to column (2) of table A as relevant for the number of dwellings in that building or those buildings.

21 Inspection Charge

The inspection charge payable in respect of the erection of one or more small domestic buildings or connected works is the total of the sums shown in, or calculated by reference to column (3) of Table A.

22 Building Notice Charge

The building notice charge payable in respect of the erection of one or more small domestic is the total of the plan charge and the inspection charge which would be payable in accordance with Table A if the plans for the carrying out of that work had been deposited in accordance with the Principal Regulations.

23 Reversion Charge

The reversion charge payable in respect of the erection of one or more small domestic buildings is the amount of building notice charge which would be payable under these regulations if a building notice in relation to the carrying out of that work had been given in accordance with the principle regulations at the time the reversion charge is payable.

24 Regularisation Charge

The regularisation charge payable in respect of the erection of one or more small domestic buildings is an amount equal to 120% of the total of the building notice charge which would be payable in accordance with table A, if a building notice of that work had been deposited at the time of the application for regularisation in accordance with the Principal Regulations.

25 Additional Part P Charge

Where relevant electrical work is undertaken by a contractor or individual not registered in a relevant competent persons scheme, then an additional charge is applicable in accordance with column (4) of Table A.

26 Interpretation of the Schedule

For the purposes of table A, the reference in the heading to column (1) is a reference to the number of dwellings in the building or buildings referred to in paragraph 1 above.

TABLE A
CHARGES FOR NEW DWELLINGS OF NO MORE THAN 3 STOREYS

Number of dwellings	Plan charge	Inspection Charge	Additional charge for Part P where electrical work not carried out by contractor in relevant competent persons scheme
(1)	(2)	(3)	(4)
1	£123.00	£287.00	£170.00
2	£201.00	£469.00	£340.00
3	£279.00	£651.00	£510.00
4	£354.00	£826.00	£680.00
5	£411.00	£959.00	£850.00
6	£459.00	£1071.00	£1020.00
7	£507.00	£1183.00	£1190.00
8	£561.00	£1309.00	£1360.00
9	£609.00	£1421.00	£1530.00
10	£660.00	£1540.00	£1700.00
11	£711.00	£1659.00	£1870.00
12	£762.00	£1778.00	£2040.00
13	£816.00	£1904.00	£2210.00
14	£861.00	£2009.00	£2380.00
15	£909.00	£2121.00	£2550.00
16	£960.00	£2240.00	£2720.00
17	£1005.00	£2345.00	£2890.00
18	£1062.00	£2478.00	£3060.00
19	£1092.00	£2548.00	£3230.00

Note - for 20 or more dwellings or if the floor area of a dwelling exceeds 300m² the charge is individually determined based on the actual time involved.

* An additional charge is for work when the relevant building work, or part thereof, has not been carried out by a person referred to in regulation 7(5) (g) or (h) of the Building (Local Authority Charges) Regulations 2010 applies. It is additional to the inspection charge, building notice charge or regularisation charge,

TABLE B**CHARGES FOR DOMESTIC SMALL BUILDINGS, EXTENSIONS AND ALTERATIONS ETC****27 Calculation of Charges**

For work specified in column (1) of the table below:

- (a) the plan charge is the amount, if any shown in column (2) of Table B in relation to that work;
- (b) the inspection charge is the amount, if any shown in column (3) of Table B in relation to that work;
- (c) the building notice charge is the amount, if any shown in column (4) of Table B in relation to that work;
- (d) the reversion charge is the amount, if any shown in column (4) of Table B in relation to that work;
- (e) the regularisation charge is the amount, if any shown in column (5) of Table B in relation to that work.
- (f) the additional Part P charge is the amount, if any shown in column (6) of Table B in relation to that work undertaken by someone not in a relevant competent persons scheme.

28 Interpretation of the Schedule

- (a) Where the work in question comprises or includes the erection of more than one extension to a building used or intended to be used for the purpose of a single private dwelling, the total floor areas of all such extensions are to be aggregated in determining the charge payable in accordance with table B.
- (b) In the Table B below:
 - (i) a reference to an "extension" is a reference to an extension which has no more than three storeys, each basement level counting a one storey; and
 - (ii) a reference to a dwelling is a reference also to a building consisting of a garage or carport or both which is occupied in common with a house or with a building consisting of flats or maisonettes or both.

29 Building Notice Charge and Reversion Charge

- (a) The amount of the building notice charge or reversion charge for any work shall be that shown in TABLE B, in relation to the estimated cost of that building work.

30 Plan Charge

- (a) The amount of the plan charge for any work, the estimated cost of which is £5,000 or less, shall be the amount of the building notice charge which would by virtue to paragraph 1 be payable in respect of that work.

- (b) The amount of the plan charge for any work, the estimated cost of which is more than £5,000, shall be 30% of the building notice charge which would by virtue of paragraph 1 be payable in respect of that work.

31 Inspection Charge

- (a) No inspection charge is payable in respect of any work, the estimated cost of which is £5,000 or less, notwithstanding that an inspection is carried out.
- (b) The amount of the inspection charge for any work, the estimated cost of which is more than £5,000 shall be 70% of the building notice charge which would by virtue of paragraph 1 be payable in respect of that work.

32 Regularisation Charge

The amount of the regularisation charge for any work shall be 120% of the building notice charge which would by virtue of paragraph 1 payable in respect of that work.

TABLE B**CHARGES FOR DOMESTIC SMALL BUILDINGS, EXTENSIONS AND ALTERATIONS ETC**

Type of work (1)	Amount of Plan Charge (2)	Amount of Inspection Charge (3)	Amount of Building Notice or Reversion Charge (4)	Amount of Regularisation Charge (5)	Additional charge for Part P where electrical work not carried out by contractor in relevant competent persons scheme (6)
1) Erection or extension of a non exempt detached domestic garage or carport or both having an internal floor area not exceeding 100m ² .	£210.00	N/A	£210.00	£252.00	£170.00
2) Erection or extension of a non exempt attached domestic garage or carport having an internal floor area not exceeding 100m ² .	£210.00	N/A	£210.00	£252.00	£170.00
3) Any extension of a dwelling with an internal floor area of which does not exceed 10m ² .	£125.00	£160.00	£285.00	£342.00	£170.00
4) Any extension of a dwelling with an internal floor area between 10m ² and 40m ² .	£125.00	£255.00	£380.00	£456.00	£170.00
5) Any extension of a dwelling with an internal floor area between 40m ² and 60m ² .	£125.00	£315.00	£440.00	£528.00	£170.00
6) Any extension of a dwelling with an internal floor area between 60m ² and 100m ² .	£125.00	£355.00	£480.00	£576.00	£170.00
7) Installation of 1 - 5 domestic replacement window/s and door/s.	£95.00	N/A	£95.00	£114.00	N/A
8) Installation of 6 -10 domestic replacement window/s and door/s.	£140.00	N/A	£140.00	£168.00	N/A
9) Controlled domestic electrical work.	£195.00	N/A	£195.00	£234.00	N/A
10) Any alteration of a dwelling consisting of the provision of one or more rooms in roof space, including means of access.	£132.00	£308.00	£440.00	£528.00	£170.00

11) Any other domestic alterations, installation of fitting or work not covered in the above categories where the estimated cost of the work does not exceed £2,000.	£140.00	N/A	£140.00	£168.00	£170.00
12) Any other domestic alterations, installation of fitting or work not covered in the above categories where the estimated cost of the work exceeds £2,000 but does not exceed £5,000.	£210.00	N/A	£210.00	£252.00	£170.00
13) Any other domestic alterations, installation of fitting or work not covered in the above categories where the estimated cost of the work exceeds £5,000 but does not exceed £25,000.	£102.00	£238.00	£340.00	£408.00	£170.00
14) Any other domestic alterations, installation of fitting or work not covered in the above categories where the estimated cost of the work exceeds £25,000 but does not exceed £50,000.	£138.00	£322.00	£460.00	£552.00	£170.00
15) Any other domestic alterations, installation of fitting or work not covered in the above categories where the estimated cost of the work exceeds £50,000 but does not exceed £75,000.	£168.00	£392.00	£560.00	£672.00	£170.00
16) Any other domestic alterations, installation of fitting or work not covered in the above categories where the estimated cost of the work exceeds £75,000 but does not exceed £100,000.	£198.00	£462.00	£660.00	£792.00	£170.00

For domestic projects with a value exceeding £100,000, the charge will be established on an individual basis based on the amount of plan checking and inspection time.

TABLE C**Fees for Non Domestic new buildings, extensions, alterations etc****33 Calculation of Charges**

For work specified in column (1) of the table below:

- (a) the plan charge is the amount, if any shown in column (2) of Table C in relation to that work;
- (b) the inspection charge is the amount, if any shown in column (3) of Table C in relation to that work;
- (c) the building notice charge is the amount, if any shown in column (4) of Table C in relation to that work;
- (d) the reversion charge is the amount, if any shown in column (4) of Table C in relation to that work;
- (e) the regularisation charge is the amount, if any shown in column (5) of Table C in relation to that work.

34 Building Notice Charge and Reversion Charge

- (a) The amount of the building notice charge or reversion charge for any work shall be that shown in TABLE C, in relation to the estimated cost of that building work.

35 Plan Charge

- (a) The amount of the plan charge for any work, the estimated cost of which is £5,000 or less, shall be the amount of the building notice charge which would by virtue to paragraph 1 be payable in respect of that work.
- (c) The amount of the plan charge for any work, the estimated cost of which is more than £5,000, shall be 30% of the building notice charge which would by virtue of paragraph 1 be payable in respect of that work.

36 Inspection Charge

- (a) No inspection charge is payable in respect of any work, the estimated cost of which is £5,000 or less, notwithstanding that an inspection is carried out.
- (b) The amount of the inspection charge for any work, the estimated cost of which is more than £5,000 shall be 70% of the building notice charge which would by virtue of paragraph 1 be payable in respect of that work.

37 Regularisation Charge

The amount of the regularisation charge for any work shall be 120% of the building notice charge which would by virtue of paragraph 1 payable in respect of that work.

TABLE C
Fees for Non Domestic new buildings, extensions, alterations etc

Type of work (1)	Amount of Plan Charge (2)	Amount of Inspection Charge (3)	Amount of Building Notice or Reversion Charge (4)	Amount of Regularisation Charge (5)
1) Extension of a non domestic building both having an internal floor area not exceeding 10m ² .	£126.00	£294.00	£420.00	£504.00
2) Extension of a non domestic building both having an internal floor area exceeding 10m ² but not exceeding 40m ² .	£162.00	£378.00	£540.00	£648.00
3) Extension of a non domestic building both having an internal floor area exceeding 40m ² but not exceeding 100m ² .	£195.00	£455.00	£650.00	£780.00
4) Extension of a non domestic building both having an internal floor area exceeding 100m ² but not exceeding 200m ² .	£225.00	£525.00	£750.00	£900.00
5) Any other non domestic alterations, installation of fitting or work not covered in the above categories where the estimated cost of the work does not exceed £5,000.	£260.00	N/A	£260.00	£312.00
6) Any other non domestic alterations, installation of fitting or work not covered in the above categories where the estimated cost of the work exceeds £5,000 but does not exceed £25,000.	£123.00	£287.00	£410.00	£492.00
7) Any other non domestic alterations, installation of fitting or work not covered in the above categories where the estimated cost of the work exceeds £25,000 but does not exceed £50,000.	£165.00	£385.00	£550.00	£660.00
8) Any other non domestic alterations, installation of fitting or work not covered in the above categories where the estimated cost of the work exceeds £50,000 but does not exceed £100,000.	£225.00	£525.00	£750.00	£900.00
9) Any other non domestic alterations, installation of fitting or	£255.00	£595.00	£850.00	£1020.00

work not covered in the above categories where the estimated cost of the work exceeds £100,000 but does not exceed £150,000.				
10) Installation of 1 - 5 non domestic window/s and door/s.	£110.00	N/A	£110.00	£132.00
11) Installation of 6 - 20 non domestic window/s and door/s.	£210.00	N/A	£210.00	£252.00

For Non domestic projects with a value exceeding £150,000, the charge will be established on an individual basis based on the amount of plan checking and inspection time.

For solar wall panel applications from companies on a repetitive installation basis the fee will be reduced to £95 plus vat.

For air source heat pumps applications from companies on a repetitive installation basis the fee will be reduced to £95 plus vat.

Individual Wheeled Bins - All Colours

Bin Repairs

Residents will be entitled to free repairs (or free replacements to damaged wheeled bins) for the following issues:

- Damaged/ cracked / lost lids
- Damaged/ lost hinges
- Damaged/ lost wheels

Lost, Stolen or Vandalised Bins - Criteria for Free Bins

Requests by residents for replacement bins must meet all of the following criteria to be eligible for a free replacement bin:

- There must not have been a previous request for a replacement bin within the past 3 years at that address.
- The resident must state they have lost their bin on collection day (or whilst awaiting a late collection).
- The resident must report their missing bin by 4pm on the following working day after the actual day of collection.

The resident must state they had their address on their wheeled bin. (The house number as a minimum requirement, and ideally the street name). Residents will be informed that their address should be on their bin in the Spring 2012 edition of the West Lindsey News following a member decision and via press releases. All new bins delivered to properties will also include this instruction.

- Where a resident reports the theft of the bin from their own secure property, the Council will offer the resident a second hand bin (or one of the surplus green bins with an appropriate lid free of charge, subject to availability). A crime number will be required.
- The Council may carry out pre or post delivery checks on all requests for new bins to qualify eligibility. Residents who are subsequently found not to be eligible for a free bin will be charged retrospectively or have their bin removed.
- Where the Waste Collection Crews have recorded that they have damaged a bin (or the bin has fallen in the collection vehicle), the resident will be entitled to a free repair or replacement. This damage must have been at the point of collection by the waste collection crew.

The crews will be given instructions to inform customer services where this has occurred and will be given courtesy cards to deliver through a resident's letter box to inform the customer that bins have been damaged in this way.

Lost, Stolen or Vandalised Bins – Approach to Charging

Request for bins not meeting the criteria above will be chargeable to cover the cost of the bin, administration costs and delivery. This cost will be reviewed annually, due to the unstable price of bins, and transport costs linked to the price of oil. The price is currently set at £30 per bin.

Residents may request up to 4 disposable residual waste sacks if they wish to attempt to recover their missing bin between the time of report and the next scheduled collection day.

All requests from private and social landlords for replacement bins will be chargeable, without exception.

Vandalised, dirty, burnt out and contaminated bins will not be replaced free of charge by the Council.

Homeowners or tenants moving into a new home are advised to ensure the developers or previous owners/ tenants or landlords have provided clean, empty and operational bins.

This can be specified on tenancy agreements, or on legal documents listing the “fixtures and fittings” of a house during its sale. The Council will not provide free bins to residents moving home.

New Properties

All new developments will be charged for the provision of wheeled bins. This will be specified (along with costs) at the planning application stage and developers will be encouraged to provide them. At least two bins must be provided, one for residual waste and one for commingled recycling

Developers will also be required to ensure adequate storage space is provided for the provision of residual and recyclable waste containers.

Should any resident move into a newly built property where suitable waste receptacles have not been provided, an agreement between parties involved will have to be made as to who will be responsible for their purchase.

New residents to properties purchased or rented will be charged if bins are not in situ and alternative agreement cannot be made. Letters have been prepared to inform solicitors and estate agents and landlords of this policy.

All wheeled bins for new properties are currently charged at £30 per bin which is inclusive of VAT. It is proposed that wheeled bins for new properties are charged at the same rate as replacement bins for existing properties.

Proposed Charges

It is proposed that the charge remains at £30 for new and replacement black (refuse) bins and green (garden waste) bins. It is proposed that blue (recycling) bins are subsidised, and charged at £15 for new and replacement bins. This is to

recognise the Council's priority of being a green district and the design of the waste collection system to promote recycling. Home composters remain available at a subsidised rate.

Additional / Larger Bins

Residual bins (black)

Households qualifying for a larger / additional black bin will be charged a one off price to cover the cost of the bin, delivery and associated administrative costs. This excludes those households requiring additional storage for medical waste, or waste directly associated with managing disabilities, which are entitled to a free bin. Residents who have opted to take part in a Council waste audit may also be entitled to an additional bin free of charge. Residents will also be required to notify the Council of changes of address and change of circumstances that affect eligibility for additional containers. Bins may be provided for a fixed period subject to existing Council rules.

Dry recycling bins (blue)

One additional dry recycling container per household will be provided at a subsidised rate of £15 to properties on request, subject to approval by an authorised Council officer and confirmation that the resident is already washing and squashing items. The bin will be provided subject to adherence with the council's waste and recycling policies. Subsidised additional bins allocated to residents will be taken from refurbished or re-used stock when available. Bins will be washed out prior to delivery. The resident will be required to re-number the bin upon delivery.

Garden Waste Bins (green)

Additional garden waste bins can be provided to a resident upon request. This is a chargeable subscription service, currently £22.80 per annum. The resident will be charged to cover the cost of each additional bin, including delivery and associated administrative charges.