

Guildhall Gainsborough
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AGENDA

This meeting will be webcast live and the video archive published on our website

Corporate Policy and Resources Committee
Thursday, 10th November, 2022 at 6.30 pm
Council Chamber - The Guildhall

Members:

- Councillor Mrs Anne Welburn (Chairman)
- Councillor Jeff Summers (Vice-Chairman)
- Councillor Owen Bierley
- Councillor Matthew Boles
- Councillor Stephen Bunney
- Councillor Liz Clews
- Councillor Michael Devine
- Councillor Ian Fleetwood
- Councillor Paul Howitt-Cowan
- Councillor John McNeill
- Councillor Mrs Mandy Snee
- Councillor Robert Waller
- Councillor Trevor Young

1. Public Reports for Approval:

- i) Recommendation from Prosperous Communities Committee: Proposed Fees and Charges 2022/2023 - including Christmas Parking and District Parking Charges (PAGES 3 - 126)

2. Exclusion of Public and Press

To resolve that under Section 100 (A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

3. Exempt Appendices

- i) Proposed Fees and Charges 2023/2024 - exempt (PAGES 127 - 141)
appendices relating to: Committee Schedules, CCTV,
Building Control, Trade Waste

Ian Knowles
Head of Paid Service
The Guildhall
Gainsborough

Monday 7 November 2022



Corporate Policy and
Resources Committee

Thursday, 10 November
2022

Subject: Proposed Fees and Charges 2023/2024

Report by:	Director of Corporate Services (Section 151 Officer)
Contact Officer:	Sue Leversedge Business Support Team Leader sue.leversedge@west-lindsey.gov.uk
Purpose / Summary:	Propose Fees and Charges to take effect from 1 April 2023.

RECOMMENDATION(S):

1. That Members recommend to Council for approval the proposed Fees and Charges at **Appendix A**, as well as those recommended by Prosperous Communities Committee detailed at **Appendices B and C* (commercially sensitive*)**.
2. That the Corporate Policy and Resources Committee accepts the recommendation from the Prosperous Communities Committee and approves free car parking on 18/11/2022 (Gainsborough) and 10/12/2022 (Market Rasen) when Christmas Events are to be held (Section 5.1).
3. That the Corporate Policy and Resources Committee accepts the recommendation from the Prosperous Communities Committee and approves the request for 1 day of free parking in Gainsborough and Market Rasen when Christmas Events are to be held, for the years 2023, 2024 and 2025 (Section 5.1). A further review to be included in the next parking strategy, due in 2025.
4. That, having reviewed the additional financial and legal implications, the Corporate Policy and Resources Committee accepts the recommendation from the Prosperous Communities Committee that the

current free parking period in Gainsborough be extended to 2hrs in line with Market Rasen to establish parity across the district.

5. That, having reviewed the additional legal implications, the Corporate Policy and Resources Committee **rejects** the recommendation from the Prosperous Communities Committee that car parking fixed penalty notices (FPNs) have a 50% reduction across all current charges, as all such charges are set by Central Government through statute, and are therefore not within the legal powers of West Lindsey District Council to alter.

IMPLICATIONS

Legal:

Where fees and charges are set by legislation at national statutory rates, these will be applied as notified.

Legal Implications of further recommendations from Prosperous Communities Committee – Recommendation 4

Prosperous Communities made a recommendation to halve all car parking Fixed Penalty Notices (FPNs). Unfortunately, this is not within the Council's gift to do as these fines are set by statute under the Road Traffic Act 2007, Statutory Instrument number 3487.

The Committee must reject the recommendation as it is not within the Council's legal power to enact such a decision.

Financial : FIN/91/23/CPRB/SL

The 2023/2024 fees and charges are explained in the body of this report. The budgetary implications of any amendments to fees and the forecast level of demand for each service will be built into the Council's revenue budget.

The Council is very aware of the level of inflation and the impact of this on those who will be paying fees and charges. As most of these charges have been previously approved and/or remain static, and the fact that other charges are limited in demand there is a minimal benefit for the Medium -Term Financial Plan (MTFP) of £6,700 in 2023/2024.

Proposed levels of fees and charges for 2023/2024 are based on the Council recovering costs.

The significant increase in 2027/2028 income is due to the forecast demand for planning fee applications (£51,300) in this financial year.

Where inflationary increases have been applied to fees and charges 6% is proposed for 2023/2024. This is the lowest level possible which will enable the Council to cover significant increases in cost driven by the anticipated average pay award for 2022/2023 and RPI standing at 12.6%.

Inflation (RPI September 22) currently stands at 12.6%. It is proposed to apply the lower rate of 6% (which is less than half the level of current inflation) to reflect the impact of the pay award on service provision (employee costs and officer time being the main cost driver for many of the proposed fees) whilst ensuring services remain accessible to all our residents given the current cost of living crisis.

Details of the proposed amendments in each service area are contained within the report at Sections 4 and 5.

There are reductions in fees and charges income budgets which have been approved previously, or are pending approval through the 2023/2024 MTFP process, due to revised forecasts in demand. The services affected are:

- Markets – stallage fee (CP&R 10.02.22)
- Crematorium – services (CP&R 28.07.22)
- Car Parks – parking permits (proposed reduction pending approval through the 2023/2024 MTFP)

The cumulative impact on the MTFP of the fees and charges review is:

Year	(Increase) / Decrease in Contribution pa £	Cumulative (Increase) / Decrease in Contribution £	Approved / Pending Approval in Year £	Cumulative (Increase) / Decrease in Contribution less Approved in Year £
2023/24	96,600	96,600	103,300	(6,700)
2024/25	29,500	126,100	135,200	(9,100)
2025/26	(32,200)	93,900	102,500	(8,600)
2026/27	(34,500)	59,400	68,800	(9,400)
2027/28	(48,900)	10,500	68,800	(58,300)

Fees and charges will be kept under review throughout the year. If necessary changes are identified during the financial year, these will be reported directly to the Corporate Policy and Resources Committee for approval as appropriate.

Financial Implications arising from the additional recommendations from Prosperous Communities Committee:

Recommendation 4 contains an additional recommendation provided by Prosperous Communities Committee on the 1st of November 2022.

The recommendation requests that two hours free parking is provided in the car parks in Gainsborough and extends this period by one hour from the current offering. Our car parks in Market Rasen currently offer free car parking of two hours. The Council currently received approximately £0.027m of income from customers who purchase parking tickets for two hours in Gainsborough car parks. If the Council extended its car parking from one hour to two hours, this parking income would be lost.

In 2022/2023 car parking income is set to generate a surplus of approximately £0.018m (excluding enforcement income), this is expected to be significantly eroded by freezing car parking charges and inflationary uplifts being applied to staff costs, maintenance and other consumables. Therefore, any increase in free car parking will result in a direct loss of income and further increase in the budget gap. The budget gap reported as part of the MTFP in March 2022 was £1.574m.

It should be noted that any changes to car parking fees and charges will also result in additional software programming costs and replacement car park signage which are not costed above.

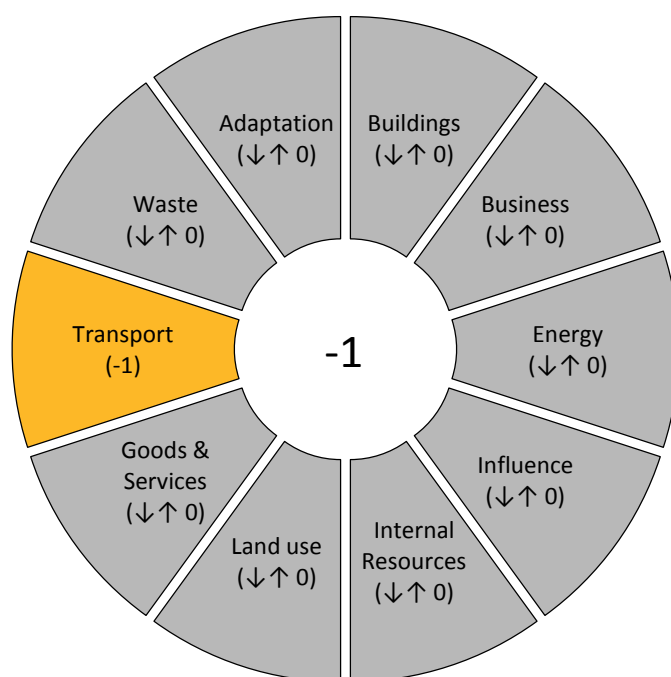
The cost of **recommendation 4** to the Council is a projected loss of income of £0.027m per annum.

Staffing none arising because of this report.

Equality and Diversity including Human Rights: None arising as a result of this report.

Data Protection Implications: None arising as a result of this report.

Climate Related Risks and Opportunities :



West Lindsey District Council will be net zero by 2050 (27 years and 2 months away).

Fees and charges assessments are departmental decisions governed by total cost recovery principals. There are no proposed increases above inflation therefore no change to the status quo.

The proposal to approve free car parking at Christmas has the potential to encourage the use of fossil-fuelled vehicles. The effect is limited as it is only for 2 days at Christmas. It is also suggested that residents are reminded of other more sustainable options, such as the improved walking routes in any accompanying publicity.

Section 17 Crime and Disorder Considerations :

CCTV service charges are set to encourage take up of the service to increase public safety in the district and reduce anti-social behaviour.

Fixed Penalty Notices are fees set by the Government to enable Local Authorities to take action against anti-social behaviour.

Health Implications: None arising as a result of this report.

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

None.

Risk Assessment :

There is a risk that an increase in fees and charges may impact on the usage of the service resulting in budget pressures.

Call in and Urgency:**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

☐

No

X

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

X

No

☐

1 Introduction

- 1.1 This report and appendices set out the proposed fees and charges for 2023/2024.
- 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 Objectives, 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 full cost recovery will be the customary approach, although 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 has been undertaken to bring these fees and charges in 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 As a minimum, inflationary increases would normally have been applied where possible with the exception of those fees set by statute.
- 1.6 The budget consultation event 2023/2024 reported that the majority of respondents felt that a cap less than inflation be used to increase fees and charges for 2023/2024, followed by a year where inflationary costs are fully reflected in fees and charges.
- 1.7 Prosperous Communities Committee has reviewed those fees and charges under their responsibility and recommends these for approval, some of which have previously been agreed. These are attached at **Appendix B and C* (commercially sensitive*)**.

2 Fees and Charges Policy and Process

- 2.1 The review of fees for 2023/2024 has been undertaken through a robust exercise including determining total service cost, determining a pricing level to ensure full cost recovery, then considering benchmarking data and market conditions to determine an appropriate charge.
- 2.2 Team Managers have worked with their Finance Business Partner in undertaking this review and consulted with the Assistant Director for each service area prior to submitting the final proposals for approval.
- 2.3 The review has in the main tried to consider the full cost recovery constraints. However, the process has been influenced to a degree by issues where the Council considers, through the benchmarking exercise,

that the charge proposed is fair and reasonable for the service being provided.

- 2.4 The greatest risk/concern for Managers is receiving challenges to the level of fees and charges set. There is sound justification to support the proposed fees and, where the fees proposed do not reflect the full cost of providing the service, there is a sound basis for the decision based on the Managers' understanding of the commercial environment.
- 2.5 Where fees have been reviewed, having a greater regard to benchmarking data where such data is available, we have tried to ensure that they are at a level whereby they do not vary substantially when compared to other local authorities in the surrounding area.
- 2.6 In areas where the Council experiences external competition, again we have tried to ensure that the rates remain competitive and value for money. It would not be prudent to risk pricing ourselves out of the market just to satisfy an aspiration to achieve a set increase in fee income. It is not believed that the proposed fees will price ourselves out of the market but it is vital to allow Managers some flexibility on fees when trying to secure business, without breaching any regulations.
- 2.7 Given the general belief that our proposed fees and charges are fair and reasonable the significant risks to fee income are not with fee levels themselves but with the achievable volumes and delivering against business plans.
- 2.8 The fees and charges will be subject to continuous monitoring during the year either to implement changes during the year if required, or to feed into the following years Medium Term Financial Plan.

3 Fees and Charges Review

- 3.1 Of the 608 fees and charges reviewed, 41% are statutory and 59% are non-statutory. In terms of 2022/2023 forecast outturn for income this equates to:

	2022/23 Forecast £	
Statutory	1,388,500	35%
Non-Statutory	2,625,100	65%
Total	4,013,600	100%

Statutory / Statutory Range Fees

- 3.2 Of the 211 statutory fees and charges set by Central Government:
85% have experienced no change in the level of fees

14% seeing an increase in fees chargeable

1% seeing a decrease in fees chargeable

3.3 The increase in fees and charges for statutory services sit within:

- Environment Services – Public Health Exhumation
- Planning – Public path orders
- Licensing –
 - Bingo premises licence
 - Adult gaming centre
 - Family entertainment centre
 - Betting premises
 - Drivers licence application
 - Private hire operators' licence
 - Skin piercing
 - Street trading consents

3.4 The decrease in fees and charges for statutory services sit within:

- Licensing –
 - Adult gaming centre & Family Entertainment centre – application fee for new premises

Non-Statutory

3.5 Of the 359 non-statutory fees and charges;

- 49% have experienced no change in the level of fees
- 50% have increased the fees chargeable
- 1% have decreased the fees chargeable

3.6 Of those 178 (50%) non-statutory fees and charges which have increased, this equates to an average of £15.36 in monetary terms (net of VAT), or 5.4% in terms of percentage increase applied.

3.7 The following services are currently provided with prices on application.

- Trinity Arts Centre (except room/theatre hire)
- Trade waste services
- Private street cleansing work
- CCTV services

This is due to the variety of requirements of customers. Pricing models have been developed to assist officers in developing a price range, based on the individual requirements and specifications of the customer.

3.8 The proposed fees and charges will apply from 1st April 2023, unless there are other constraints preventing this, in which case the operative date will be as soon as practicable after 1st April.

The following appendices provide the detail and analysis of pricing and demand and the proposed charges, and are summarised by service area below:

4. SUMMARY OF PROPOSED FEES AND CHARGES BY SERVICE AREA – CORPORATE POLICY AND RESOURCES COMMITTEE

The fees and charges schedules for Corporate Policy and Resources committee are listed at **Appendix A**.

4.1 Appendix 1: Electoral Services

The rates are statutory and set by Central Government.

There are no proposed changes for 2023/2024 as statutory charges have not changed.

There is no impact on the MTFP.

4.2 Appendix 2: Street Naming and Numbering

Inflation at 6% is proposed to be applied for 2023/2024, rounded to the next whole pound.

There is a minimal increase in income of £0.6k for this service in 2023/2024.

4.3 Appendix 3: Revenue Services

The Council is required to calculate the cost of summons (court costs) to ensure the amount charged is reasonable and transparent for court.

The full cost of summons (Court Costs) for Council Tax is £73.62, it is therefore reasonable to maintain the charge at £73.50.

The cost of summons for NNDR will remain at £85.00.

There is no impact on the MTFP.

5. SUMMARY OF PROPOSED FEES AND CHARGES BY SERVICE AREA – RECOMMENDED BY PROSPEROUS COMMUNITIES COMMITTEE

The fees and charges schedules for Prosperous Communities committee are listed at **Appendix B and C* (commercially sensitive)**.

5.1.1 Appendix 4: Car Parks

New Pay & Display (P&D) and permit tariffs were introduced for both Gainsborough and Market Rasen during 2018/2019 and 2019/2020, as part of the car parking strategy approved by Corporate Policy & Resources committee on 27th July 2017. It was decided that Market Rasen's charges would be set at 50% of Gainsborough's, to reflect the increased offer of the larger town.

The Car Park Strategy Report has been approved by Prosperous Committee on the 19th of July 2022. No increase in charges were proposed within the strategy report.

The electric vehicle charge per Kwh has increased to reflect the electricity rate payable by the Council. This is an increase of 84%, but the impact on income generated from electric vehicle charging is forecast to be £0.1k, therefore there is no material impact on the MTFP.

The switch to increased home based working during and following the pandemic saw a drastic reduction in the sale of car parking permits. The reduction in parking permit sales is not expected to increase to pre-pandemic levels. The forecast continued reduction in demand is forecast to create up to a £49,300 pressure on the MTFP from 2023/2024.

The final figure will be agreed through the 2023/2024 MTFP process, but the estimated figure is provided at this stage to highlight that a pressure on the income budget for this service area is anticipated.

5.1.2 Free Parking for Christmas Events

It has become a regular practice in recent years for requests to be received from both towns for a free day of parking to support Christmas lights switch-on events, and these requests are usually supported by members.

2022 is no exception with both towns having events that they wish to promote with the benefit of free parking. It has also been suggested by members that due to the recurring nature of these requests, it would be sensible to put approval in place for a fixed period of years. A sensible time frame for this would be until the next parking strategy review due in 2025. It is therefore proposed:

1. **2022/2023** Approval be granted for 1 day of free Christmas parking in Gainsborough on 18/11/22 and in Market Rasen on 10/12/22.
2. **2023/2024 to 2025/2026** That approval be granted for 1 day of free Christmas parking in Gainsborough and in Market Rasen on dates to be provided, for the years 2023, 2024 & 2025 and that further review of this be included in the next parking strategy review due in 2025.

By approving the request, the forecast loss of income is c£1k across both sites, which is already built into the base budgets.

There is no further impact on the MTFP following the review of fees and charges for 2023/2024.

5.1.3 Further information arising from recommendations from Prosperous Communities Committee meeting on 1st of November 2022

Recommendation 4 reflects amendments put forward by the Prosperous Communities Committee on the 1st of November 2022 where a debate ensued over the topic of two hours of free car parking in Gainsborough and reductions in enforcement penalties.

Enforcement penalties are provided by the Road Traffic Act, as detailed in the Legal Implications section of this report. Operation of this is provided under contract by Nottinghamshire County Council.

The financial implications section contains the additional burden on the taxpayer of implementing two hours free car parking in Gainsborough car parks, being £0.027m per year.

5.2 Appendix 5: Cemeteries

Recent benchmarking shows the fees set for this service are now in alignment with neighbouring councils. The 2019/2020 approved increase above inflation was the last step towards the charges set by other councils. With effect from 2023/2024, the proposal is to increase fees by inflation at 6% for interments and exhumations, rounded to the nearest 50p.

It is proposed that no increase is applied to monuments, gravestones, tablets and monumental inscriptions.

Where an increase has been applied, the gross fee has been rounded to the nearest pound.

There is a minimal increase in income of £0.1k for this service in 2023/2024.

5.3 Appendix 6: Environment Services

This schedule consists mainly of statutory fees set at the maximum level. The charges for 2023/2024 are expected to be reviewed in February 2023 and the schedule of charges will be updated to reflect any changes and reported to Committee.

All works undertaken are charged on a case-by-case basis, costed on the actual time taken up to a maximum charge that is set by statute. In the last 12 months the maximum fee set by statute has been sufficient to cover costs.

Of those fees which are non-statutory, inflation at 6% increase has been proposed, to bring into line with benchmarking data.

For non-statutory fees, the gross fee has been rounded to the nearest pound.

There is no impact on the MTFP.

5.4 Appendix 7: Fixed Penalty Notices

The charging schedule sets out where fees are set by statute and where fees are set by the Council.

Statutory charges will be applied in accordance with legislation, and there are no increases to the current fees.

High hedge fee - being the charge made by the Council to the complainant for handling the complaint – an increase of inflation at 6% has been proposed (rounded to the nearest pound), to bring the charge into line with benchmarking data.

For non-statutory fees, the gross fee has been rounded to the nearest pound.

There is no impact on the MTFP.

5.5 Appendix 8: Land Charges

The service has proposed an increase of inflation at 6% across the majority of fees and charges within the service area.

Those fees which are increased below inflation are increased at an average of 4.1%. The resulting charges are consistent with benchmarking data for neighbouring Authorities.

No increase is proposed for the Local Land Charge Register Search (LLC1) as this charge will stop once Land Registry take over the declaration of registrations. This was anticipated to be before end March 2022. However, this is currently in project transition phase and a revised timeline is expected with an Autumn 2022 delivery schedule.

There is no impact on the MTFP for 2023/2024. There is an increase in income of c£2k from 2024/2025 onwards.

5.6 Appendix 9: Licensing

The majority of the charges are statutory, or a statutory range where the maximum amount is charged.

Inflationary increase of 6% has been applied for all non-statutory fees that WLDC have the powers to set unless the statutory maximum has been reached. The proposed increases have been applied with a view to achieving total cost recovery, and to be consistent with charges being applied by neighbouring Authorities.

There is an increase in income of £1.2k for this service in 2023/2024.

5.7 Appendix 10: Gainsborough Markets

Corporate Policy and Resources approved the 'Funding the Future of West Lindsey Markets Model' on the 10th February 2022, which included a reduction in stallage fee income of £6,600 in 2023/2024, reducing to £2,200 in 2027/2028.

It is proposed that charges are frozen at the current rate to support the trader and the town centre, pending the current review of the service due to be presented to Members in the Autumn.

There is no further impact on the MTFP following the review of fees and charges for 2023/2024.

5.8 Appendix 11: Planning

As the planning application fees are statutory set we are unable to do any impact analysis.

The proposal is for the pre-application advice fees to be increased by inflation at 6% and rounded to the nearest pound.

There has been a continued focus on reducing overhead service costs through more efficient practices. Planning files are now digital / online, and measures are in place to reduce the demand for site visits.

The Planning Service are seeking to set ambitious targets but do not want to frame the service in an unrealistic light as significant change to the Planning system is proposed by the Government over the forthcoming years.

There is a minimal increase in income of £0.7k for this service in 2023/2024, however in 2027/2028 the planning fee income increases by £51.3k to reflect expected demand.

5.9 Appendix 12: Strategic Housing

It is proposed to apply inflation at 6% to the current years' fee, rounded to the nearest pound.

There is an increase in income of £1.5k for this service in 2023/2024.

5.10 Appendix 13: Waste Services

Garden waste collections – the annual fee of £39 was agreed for the years' 2022/2023 and 2023/2024 by Corporate Policy and Resources Committee on

the 11th of November 2021. The budget approved through the 2022/2023 was based on the projected service subscription levels and remain unchanged.

Bulky waste collections – it is proposed that domestic bulky waste collection fees are unchanged to ensure the service is accessible to all our residents given the current cost of living crisis.

Inflation at 6% has been applied to the sale of new and replacement wheeled bins, and sacks to reflect the increase in the cost of purchase to the Council, rounded to the nearest pound.

There is an increase in income of £2.6k for this service in 2023/2024.

5.11 Appendix 14: Trinity Arts Centre

It is proposed to maintain all fees at the 2022/2023 rates to remain competitive and increase customer base.

There is no impact on the MTFP.

5.12 Appendix 15: Crematorium

Direct cremations maximise staff time and use of equipment that may otherwise not be utilised at less favourable times during the day. Other Crematoriums have reduced their Direct Cremations service fees by as much as £100 to try to increase their market share. Direct Cremations play an important part of our service and running cost efficiency, to remain competitive we are proposing maintain the current fee of £465 for 2023/2024.

Cremation services have been increased by 2% rather than inflation at 6%. This decision has been made to ensure we stay competitive with other Cremation providers. This is especially important as we are still establishing ourselves in the market.

Secondary spends, which can be considered a luxury item, have been increased by an average of 2%, primarily with the purpose of rounding the gross fee to the nearest pound. Again, inflation has not been applied to ensure we stay competitive with other providers.

Strewing/scattering of cremated remains in our Garden of Remembrance from another crematorium has been frozen at the current rate of £55. It is important to try and attract these customers as we look to embed Lea Fields Crematorium in the local community, this could lead to families choosing Lea Fields for future services taking place at our crematorium, it will also encourage memorial sales for loved ones scattered here.

The revised business plan for the Crematorium (covering the years 2022/2023 to 2026/2027) was approved by Corporate Policy and Resources Committee 18th July 2022.

This included a reduction in income for 2023/2024 of £47.2k, reducing to £17.1k in 2027/2028.

There is no further impact on the MTFP following the review of fees and charges for 2023/2024.

5.13 Appendix 16: Communities: Defibrillator Maintenance Scheme

This service was introduced in September 2020, and membership has increased to a level where costs are forecast to be recovered by membership subscription fees.

Membership is currently at 57 customers and is expected to increase by a further 6 customers pa. Total cost recovery is achieved at 68 customers.

This is a service which is of significant benefit to the community. Costs are being recovered and we do not propose to increase the fee at this stage, as membership and demand for the service continues to increase.

The projected increase in membership of around 6 customers per annum is at an optimum rate so that resources are not stretched and that the current extended lead times for delivery of equipment is manageable in terms of maintaining a high quality of service delivery.

There is no impact on the MTFP, as income generated from the maintenance scheme will be utilised to purchase the required equipment.

5.14 Appendix 17: CCTV Service (Commercially Sensitive*)

Charges are Price on Application but analysis of income generation is provided within the Appendix for information.

5.15 Appendix 18: Building Control (Commercially Sensitive*)

Charges are based on a cost recovery basis but are considered commercially sensitive.

5.16 Appendix 19: Trade Waste (Commercially Sensitive*)

Charges are Price on Application but analysis of income generation is provided within the Appendix for information.

**The Proper Officer has determined in preparing Appendices 14, 15 & 16 that paragraph 3 should apply. The view of the public interest test was that while he was mindful of the need to ensure the transparency and accountability of public authority for decisions taken by them in relation to the spending of public*

money, disclosure of the information would give an unfair advantage to tenderers for commercial contracts.

This information is not affected by any other statutory provision which requires the information to be publicly registered.

On that basis it was felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when excluding the public from the meeting.

Appendix A– Fees and Charges 2023/2024
Corporate Policy & Resources Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Policy and Resources Committee

Statutory fees are set by section 110 of the Representation of the People Regulations 2001.

Central & Democratic Services

2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
£	% Type	£	£	£	£	

Electoral Services (Statutory):								
Printed Format								
Sale of Full Register/ Notice of Alteration/ Postal Vote Return Report (following an election)		£10.00	0.0%	£0.00	£10.00	£0.00	£10.00	OS
- Per thousand names or part		£5.00	0.0%	£0.00	£5.00	£0.00	£5.00	OS
Supply of Overseas Register		£10.00	0.0%	£0.00	£10.00	£0.00	£10.00	OS
- Per hundred names or part		£5.00	0.0%	£0.00	£5.00	£0.00	£5.00	OS
Data Format								
Sale of Full Register/ Notice of Alteration/ Postal Vote Return Report (following an election)		£20.00	0.0%	£0.00	£20.00	£0.00	£20.00	OS
- Per thousand names of part		£1.50	0.0%	£0.00	£1.50	£0.00	£1.50	OS
Supply of Overseas Register		£20.00	0.0%	£0.00	£20.00	£0.00	£20.00	OS
- Per hundred names of part		£1.50	0.0%	£0.00	£1.50	£0.00	£1.50	OS

Policy and Resources Committee				Central & Democratic Services				
2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate		
£	% Type	or £	£	£	£			
Street Naming and Numbering:								
Naming or renaming of a registered property	£76.00	6.6%	£5.00	£81.00	£0.00	£81.00 OS		
Renaming an existing street at resident request, per street	£268.00	6.0%	£16.00	£284.00	£0.00	£284.00 OS		
Renumbering an existing street at resident request, per property	£54.00	5.6%	£3.00	£57.00	£0.00	£57.00 OS		
Naming a new street	£107.00	5.6%	£6.00	£113.00	£0.00	£113.00 OS		
Naming of additional streets on the same application	£32.00	6.3%	£2.00	£34.00	£0.00	£34.00 OS		
Numbering new development (plots 1-10), per plot	£32.00	6.3%	£2.00	£34.00	£0.00	£34.00 OS		
Numbering new development (plots 11+), per plot	£22.00	4.5%	£1.00	£23.00	£0.00	£23.00 OS		
Numbering a block of flats, per block	£107.00	5.6%	£6.00	£113.00	£0.00	£113.00 OS		
Renumbering due to change in layout plan by developer (plots 1-10), per plot	£22.00	4.5%	£1.00	£23.00	£0.00	£23.00 OS		
Renumbering due to change in layout plan by developer (plots 11+), per plot	£17.00	5.9%	£1.00	£18.00	£0.00	£18.00 OS		
Confirmation of address details	£54.00	5.6%	£3.00	£57.00	£0.00	£57.00 OS		

Appendix A– Fees and Charges 2023/2024
Corporate Policy & Resources Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Policy and Resources Committee					Revenue Services				
2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate			
£	% Type	or £	£	£	£				
Revenues *									
Court costs added to Council Tax accounts.			£73.50	0.0%	£0.00	£73.50	£0.00	£73.50	OS
Court costs added to NNDR accounts.			£85.00	0.0%	£0.00	£85.00	£0.00	£85.00	OS
* Charges agreed with Magistrates									

Appendix B – Fees and Charges 2023/2024
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee					Car Parks				
		2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate	
		£	% Type	or £	£	£	£		
Car Parks									
Gainsborough not including Roseway	0-1 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	S	
	1-2 hours	£0.92	0.0%	£0.00	£0.92	£0.18	£1.10	S	
	2-3 hours	£1.33	0.0%	£0.00	£1.33	£0.27	£1.60	S	
	3-4 hours	£1.67	0.0%	£0.00	£1.67	£0.33	£2.00	S	
	4-6 hours	£2.75	0.0%	£0.00	£2.75	£0.55	£3.30	S	
	6+ hours	£3.25	0.0%	£0.00	£3.25	£0.65	£3.90	S	
Roseway only	0-1 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	S	
	1-2 hours	£1.17	0.0%	£0.00	£1.17	£0.23	£1.40	S	
	2-3 hours	£1.66	0.0%	£0.00	£1.66	£0.33	£2.00	S	
	3-4 hours	£2.08	0.0%	£0.00	£2.08	£0.42	£2.50	S	
	Travelodge permit	£5.42	0.0%	£0.00	£5.42	£1.08	£6.50	S	
	6+ hours	£1.67	0.0%	£0.00	£1.67	£0.33	£2.00	S	
Market Rasen	0-1 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	S	
	1-2 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	S	
	2-3 hours	£0.67	0.0%	£0.00	£0.67	£0.13	£0.80	S	
	3-4 hours	£0.83	0.0%	£0.00	£0.83	£0.17	£1.00	S	
	4-6 hours	£1.42	0.0%	£0.00	£1.42	£0.28	£1.70	S	
	6+ hours	£1.67	0.0%	£0.00	£1.67	£0.33	£2.00	S	
Annual Season Tickets									
Gainsborough only	Mon-Sat	£510.00	0.0%	£0.00	£510.00	£102.00	£612.00	S	
	Mon-Sat (If paid by monthly DD)	£440.00	0.0%	£0.00	£440.00	£88.00	£528.00	S	
	Mon-Fri	£430.00	0.0%	£0.00	£430.00	£86.00	£516.00	S	
	Mon-Fri (If paid by monthly DD)	£350.00	0.0%	£0.00	£350.00	£70.00	£420.00	S	
Market Rasen Only	Mon-Sat	£255.00	0.0%	£0.00	£255.00	£51.00	£306.00	S	
	Mon-Sat (If paid by monthly DD)	£220.00	0.0%	£0.00	£220.00	£44.00	£264.00	S	
	Mon-Fri	£215.00	0.0%	£0.00	£215.00	£43.00	£258.00	S	
	Mon-Fri (If paid by monthly DD)	£175.00	0.0%	£0.00	£175.00	£35.00	£210.00	S	
Penalty Charge Notice									
Higher Rate		£70.00	0.0%	£0.00	£70.00	£0.00	£70.00	OS	
Higher rate discounted if paid within 14 days		£35.00	0.0%	£0.00	£35.00	£0.00	£35.00	OS	
Lower Rate		£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS	
Lower rate discounted if paid within 14 days		£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS	
<p>Penalty Charge Notices have replaced the Excess Charge Notice.</p> <p>The Traffic Management Act 2004 has introduced differential Penalty Charge Notices.</p> <p>Notices are categorised as 'Higher' or 'Lower' dependent on the severity of the parking infringement.</p> <p>Higher penalties are payable at £70 and lower penalties at £50. These categories are as determined in National Guidance.</p>									
Electric Vehicle Charging		charge per kWh	£0.25	84.0%	£0.21	£0.46	£0.09	£0.55	S

Free Christmas Parking - one day free parking at Gainsborough and Market Rasen during the Christmas period - Dates tbc

Appendix B – Fees and Charges 2023/2024
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee

Markets

2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

Gainsborough Market

Tuesday Market

Registered Trader

1 stall	£16.00	0.0%	£0.00	£16.00	£0.00	£16.00	OS
2 stalls	£27.00	0.0%	£0.00	£27.00	£0.00	£27.00	OS
3 stalls	£35.00	0.0%	£0.00	£35.00	£0.00	£35.00	OS
4 stalls	£43.00	0.0%	£0.00	£43.00	£0.00	£43.00	OS
5 stalls	£51.00	0.0%	£0.00	£51.00	£0.00	£51.00	OS

Casual Trader

1 stall	£17.50	0.0%	£0.00	£17.50	£0.00	£17.50	OS
2 stalls	£35.00	0.0%	£0.00	£35.00	£0.00	£35.00	OS
3 stalls	£52.50	0.0%	£0.00	£52.50	£0.00	£52.50	OS
4 stalls	£70.00	0.0%	£0.00	£70.00	£0.00	£70.00	OS
5 stalls	£87.50	0.0%	£0.00	£87.50	£0.00	£87.50	OS

Saturday Market

Registered Trader

1 stall	£10.00	0.0%	£0.00	£10.00	£0.00	£10.00	OS
2 stalls	£20.00	0.0%	£0.00	£20.00	£0.00	£20.00	OS
3 stalls	£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS
4 stalls	£30.00	0.0%	£0.00	£30.00	£0.00	£30.00	OS
5 stalls	£35.00	0.0%	£0.00	£35.00	£0.00	£35.00	OS

Casual Trader

1 stall	£16.50	0.0%	£0.00	£16.50	£0.00	£16.50	OS
2 stalls	£33.00	0.0%	£0.00	£33.00	£0.00	£33.00	OS
3 stalls	£49.50	0.0%	£0.00	£49.50	£0.00	£49.50	OS
4 stalls	£66.00	0.0%	£0.00	£66.00	£0.00	£66.00	OS
5 stalls	£82.50	0.0%	£0.00	£82.50	£0.00	£82.50	OS

All new traders offered £7.50 per stall on Saturday for a maximum of 6 months

The 6 month period will be cumulative and will be calculated on a rolling basis for each trader

Once a trader has had 6 months discount no further discounts will be given irrespective of time gap between trading

Other Units (Vending Vans, Trailers etc.)

Tuesday Market

Registered Trader	£23.50	0.0%	£0.00	£23.50	£0.00	£23.50	OS
Casual Trader	£25.50	0.0%	£0.00	£25.50	£0.00	£25.50	OS

Saturday Market

Registered Trader	£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS
Casual Trader	£20.00	0.0%	£0.00	£20.00	£0.00	£20.00	OS

Appendix B – Fees and Charges 2023/2024
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee					Pre Application Advice			
		2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Development								
Householder development - do I need planning permission?		£33.33	5.0%	£1.67	£35.00	£7.00	£42.00	S
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)		£88.33	5.7%	£5.00	£93.33	£18.67	£112.00	S
Non-residential changes of use including siting of caravans for sites under 1 ha or buildings under 1,000 m2 (gross)		£189.16	6.2%	£11.67	£200.83	£40.17	£241.00	S
Non-residential changes of use including siting of caravans for sites of 1 ha or above or buildings of 1,000 m2 or above (gross)		£330.83	6.0%	£20.00	£350.83	£70.17	£421.00	S
Development of 1-9 dwellings including changes of use to residential	1st dwelling	£227.50	5.9%	£13.33	£240.83	£48.17	£289.00	S
	Additional dwellings	£126.67	5.9%	£7.50	£134.17	£26.83	£161.00	S
Development of 10-49 dwellings including changes of use to residential	10th dwelling	£1,365.83	6.0%	£81.67	£1,447.50	£289.50	£1,737.00	S
	Additional dwellings	£67.50	6.2%	£4.17	£71.67	£14.33	£86.00	S
Development of 50 or more dwellings	minimum fee	£4,092.50	6.0%	£245.83	£4,338.33	£867.67	£5,206.00	S
	additional fee subject to complexity of proposal				£0.00			
Non-residential development where no floor space is created.		£121.67	6.2%	£7.50	£129.17	£25.83	£155.00	S
Non-residential development up to 499 m2 floor area, or 0.5 ha site area		£165.83	6.0%	£10.00	£175.83	£35.17	£211.00	S
Non-residential development between 500 and 999 m2 floor area, or between 0.51ha and 1.0 ha.	For 500 m2 or 0.51ha	£250.00	6.0%	£15.00	£265.00	£53.00	£318.00	S
	Each additional 100 m2 or 0.1 ha	£126.67	5.9%	£7.50	£134.17	£26.83	£161.00	S
Non-residential development between 1,000 and 4,999 m2 floor area, or between 1.1ha and 2.0ha.	For 1,000 m2 or 1.1ha	£856.67	6.0%	£51.66	£908.33	£181.67	£1,090.00	S
	Each additional 100 m2 or 0.1 ha	£64.16	6.5%	£4.17	£68.33	£13.67	£82.00	S
Non-residential development of 5,000 m2 or more or 2.1ha or more.	Minimum fee	£3,482.50	6.0%	£209.17	£3,691.67	£738.33	£4,430.00	S
	additional fee subject to complexity of proposal	negotiable			£0.00			
Variation or removal of condition.		£88.33	5.7%	£5.00	£93.33	£18.67	£112.00	S
Advertisements		£88.33	5.7%	£5.00	£93.33	£18.67	£112.00	S
Non-householder listed building consent		£172.50	5.8%	£10.00	£182.50	£36.50	£219.00	S
Additional site visit		£150.00	6.1%	£9.17	£159.17	£31.83	£191.00	S
Hazardous Substances		£83.33	6.0%	£5.00	£88.33	£17.67	£106.00	S

N.B.

- The fee for a mixed use developments would be derived from the total of the fees for all elements.
- 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.
- 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 floor space will receive the fee for

Appendix B – Fees and Charges 2023/2024
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee			Planning					
		2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Paper copies of plans, drawings and documents	per side of A4	£0.25	0.0%	£0.02	£0.27	£0.00	£0.27	OS
	per side of A3	£0.55	0.0%	£0.03	£0.58	£0.00	£0.58	OS
	per side A2, A1, A0	£6.50	0.0%	£0.50	£7.00	£0.00	£7.00	OS
Requests for Planning Information		£64.17	6.5%	£4.16	£68.33	£13.67	£82.00	S
Entry onto Self-Build and Custom-Build Housing Register		£52.00	0.0%	£0.00	£52.00	£0.00	£52.00	OS
Public Path Orders, i.e. Diversion Orders	Minimum charge	£580.00	6.0%	£35.00	£615.00	£0.00	£615.00	OS
	Maximum charge	£1,735.00	6.0%	£104.00	£1,839.00	£0.00	£1,839.00	OS

Appendix B – Fees and Charges 2023/2024
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee					Planning Applications			
		2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Outline Applications								
Site area	Every 0.1 ha where the site does not exceed 2.5 ha	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	Where the site area exceeds 2.5 ha, £11,432 and an additional £138 for each 0.1 ha in excess of 2.5 hectares, subject to a maximum in total of £150,000	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	OS
Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent)								
Alterations/extensions to dwellinghouses, including works within boundaries	Where the application relates to a single dwellinghouse (or single flat)	£206.00	0.0%	£0.00	£206.00	£0.00	£206.00	OS
	Where the application relates to 2 or more dwellinghouses (or two or more flats)	£407.00	0.0%	£0.00	£407.00	£0.00	£407.00	OS
New dwellinghouses	Where number of new dwellinghouses is not more than 50	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	Where the number of dwellinghouses exceeds 50, £22,859 and an additional £138 for each dwelling in excess of 50 subject to a maximum in total of £300,000	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	OS
Erection of building (not dwellinghouses, agricultural, glasshouses, plant nor machinery)	No increase in gross floor space or no more than 40m ²	£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
	More than 40m ² but no more than 75m ²	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	More than 75m ² but no more than 3,750m ² . £462 for each 75m ² or part thereof	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	More than 3,750m ² , £22,859 and an additional £138 for each 75m ² in excess of 3,750m ² up to a maximum of £300,000	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	OS
Erection/alterations/replacement of plant and machinery	Where site area does not exceed 5 ha; per 0.1 ha	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	Over 5 ha £22,859 and an additional £138 for each 0.1 ha in excess of 5 ha to a maximum of £300,000	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	OS
The erection of buildings (on land used for agriculture for agricultural purposes)	Not more than 465 m ² gross floor space created	£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	More than 465m ² but no more than 540m ²	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	More than 540m ² but not more than 4,215m ² . £462 for the first 540 m ² then £462 per additional 75 m ² (or part thereof) in excess of 540m ²	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	More than 4,215 m ² , £22,859 and an additional £138 for each 75 m ² in excess of 4,215 m ² up to a maximum of £300,000	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	OS
Erection of glasshouses (on land used for the purposes of agriculture)	Not more than 465 m ² gross floor space created	£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	More than 465 m ² gross floor space	£2,580.00	0.0%	£0.00	£2,580.00	£0.00	£2,580.00	OS

Appendix B – Fees and Charges 2023/2024
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee					Planning Applications Continued			
		2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Applications other than Building Works								
Car parks, service roads or other accesses	For existing uses	£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
Other Operations (not coming within any of the above categories)	Any site area. £234 for each 0.1 ha (or part thereof) up to a maximum of £2,028	£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
Lawful Development Certificate								
	Existing use or operation	Same as Full						OS
	Existing use or operation - law ful not to comply with any condition or limitation	£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
	Proposed use or operation	Half the normal planning fee						OS
Prior Approval								
Larger home extensions		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Additional Storeys on a home		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Agricultural and Forestry buildings & operations		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Demolition of buildings		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Communications (previously referred to as Telecommunications Code Systems Operators)		£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
Change of use from Commercial/Business/Service (Use Class E), or Betting Office or Pay Day Loan Shop to mixed use including up to two flats (Use Class C3)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from Business (Use Class B1), Hotels (Use Class C1), Residential Institutions (Use Class C2), Secure Residential Institutions (Use Class C2a) or Assembly and Leisure (Use Class D2) to a State Funded School or Registered Nursery		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from an Agricultural Building to a State-Funded School or Registered Nursery		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from an Agricultural Building to a flexible commercial use within Commercial/Business/Service (Use Class E), Storage or Distribution (Use Class B8), or Hotels (Use Class C1)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from Commercial/Business/Service (Use Class E) to Dwellinghouses (Use Class C3)	£100 for each dwellinghouse	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses (Use Class C3)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	0.0%	£0.00	£206.00	£0.00	£206.00	OS
Change of use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loans Shops, Launderette; or a mixed use combining one of these uses and use as a dwellinghouse to Dwellinghouses (Use Class C3)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	0.0%	£0.00	£206.00	£0.00	£206.00	OS
Provision of Temporary School Building on Vacant Commercial Land and the use of that land as a State-funded School, for up to 3 Academic Years		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS

Appendix B – Fees and Charges 2023/2024
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Change of Use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos (Sui Generis Uses) to Dwellinghouses (Use Class C3)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	0.0%	£0.00	£206.00	£0.00	£206.00	OS
Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Installation, Alterations or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Erection, extension, or alteration of a university building		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Movable structure within the curtilage of a historic visitor attraction, or listed pub/restaurant/etc.		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Erection, extension or alteration on a closed defence site by or on behalf of the Crown of single living accommodation and/or non-residential buildings	(No fee set)	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	OS
Construction of new dwellinghouses	Not more than 50 Dwellinghouses	£334.00	0.0%	£0.00	£334.00	£0.00	£334.00	OS
	more than 50 dwellinghouses. £16,525 + £100 for each dwellinghouse in excess of 50. Maximum fee of £300,000	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
Reserved Matters								
Application for approval of reserved matters following outline		Full fee due or if full fee already paid then £462 due						OS
Approval/Variation/discharge of condition								
Removal or variation of a condition following grant of planning permission		£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
Discharge of condition(s) - Approval of details and/or confirmation that one of more planning conditions have been complied with	Householder Permissions	£34.00	0.0%	£0.00	£34.00	£0.00	£34.00	OS
	All other permissions	£116.00	0.0%	£0.00	£116.00	£0.00	£116.00	OS
Change of Use of a building to use as one or more separate dwellinghouses, or other cases								
	no. of dwellings 50 or less	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	more than 50 dwellings, £22,859 and an additional £138 for each dwelling in excess of 50 dwellings up to a maximum of £300,000	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	OS
Other Changes of Use of a building or land		£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
Advertising								
Relating to the business on the premises		£132.00	0.0%	£0.00	£132.00	£0.00	£132.00	OS
Advance signs which are not situated on or visible from the site, directing the public to a business		£132.00	0.0%	£0.00	£132.00	£0.00	£132.00	OS
Other advertisements		£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
Application for a Non-material Amendment Following a Grant of Planning Permission								
Applications in respect of householder developments		£34.00	0.0%	£0.00	£34.00	£0.00	£34.00	OS
Applications in respect of other developments		£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
Application for Permission in Principle								
Site Area	per 0.1 ha (or part thereof)	£402.00	0.0%	£0.00	£402.00	£0.00	£402.00	OS
Concessions								
Non-Profit making club, society, organisation or trust, providing sports or recreational facilities		£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS

Appendix B – Fees and Charges 2023/2024
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee			Community Infrastructure Levy (CIL)					
2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate		
£	% Type	or £	£	£	£			
CIL Charging Schedule - residential charging zones (charge per m ²)								
Zone 1 Lincoln Strategy Area (LSA)	no. of dwellings 50 or less	£25.00	0.0%	£0.00	£25.00	OS		
Zone 2 Non Lincoln Strategy Area	more than 50 dwellings, £22,859 and an additional £138 for each dwelling in excess of 50 dwellings subject to maximum in total of £300,000	£15.00	0.0%	£0.00	£15.00	OS		
Zone 3 North East Quadrant Sustainable Urban Extension	Each 0.1 ha of the site area, where the site does not exceed 15 ha	£20.00	0.0%	£0.00	£20.00	OS		
Zone 4 Gainsborough West (as shown shaded green on the charging schedule map of Gainsborough)	Where the site exceeds 15 ha £34,934 and an additional £138 for each 0.1 ha in excess of 15ha subject to a maximum in total of £78,000	£138.00	0.0%	£0.00	£138.00	OS		
£0 charge for apartments across all zones								
CIL Charging Schedule - commercial charging zones (applicable to whole district) (charge per m ²)								
Convenience Retail *		£40.00	0.0%	£0.00	£40.00	OS		
All Other Uses **		£0.00	0.0%	£0.00	£0.00	OS		
<p>* Convenience retail is defined as everyday items including food, drink and non-durable household goods</p> <p>** All other uses and the £0 rate include comparison retail and retail warehousing</p> <p>*** CIL charges subject to indexation</p> <p>No change is permitted to the CIL charging schedule without a full examination by The Planning Inspectorate</p>								

Appendix B – Fees and Charges 2023/2024
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee		Fixed Penalty Notices						
		2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Depositing Litter	Fee set by Government - payable within 14 days of issue	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	0.0%	£0.00	£75.00	£0.00	£75.00	OS
Failure to produce Waste Documents	Fee set by Government - payable within 14 days of issue	£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	OS
Failure to produce Authority to Transport Waste	Fee set by Government - payable within 14 days of issue	£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	OS
Unauthorised Distribution of Free Printed Matter	Fee set by Government - payable within 14 days of issue	£75.00	0.0%	£0.00	£75.00	£0.00	£75.00	OS
Failure to comply with a Domestic Waste Receptacles Notice	Fee set by Government - payable within 14 days of issue	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	0.0%	£0.00	£75.00	£0.00	£75.00	OS
Failure to comply with an Industrial and Commercial Waste Receptacles Notice	Fee set by Government - payable within 14 days of issue	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	0.0%	£0.00	£75.00	£0.00	£75.00	OS
Abandoning a Vehicle	Fee set by Government - payable within 14 days of issue	£200.00	0.0%	£0.00	£200.00	£0.00	£200.00	OS
Nuisance Parking	Fee set by Government - payable within 14 days of issue	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
Anti Social Behaviour Crime and Policing Act 2014 - Community Protection Notice	Fee set by Government - payable within 14 days of issue	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	0.0%	£0.00	£75.00	£0.00	£75.00	OS
Anti Social Behaviour Crime and Policing Act 2014 - Public Space Protection Order	Fee set by Government - payable within 14 days of issue	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	0.0%	£0.00	£75.00	£0.00	£75.00	OS
Flytipping	Fee set by Government - payable within 14 days of issue	£400.00	0.0%	£0.00	£400.00	£0.00	£400.00	OS
High Hedge Fee	Fee set locally	£595.00	6.1%	£36.00	£631.00	£0.00	£631.00	OS
Fee for abandoned shopping trolleys	Fee set locally (maximum charge)	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS

Appendix B – Fees and Charges 2023/2024
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
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X	Exempt

Prosperous Communities Committee

Strategic Housing

		2022/23		Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	£	
Housing Enforcement Charges									
Mandatory HMO Licence Application	Up to 5 units / bedrooms	£850.00	6.0%	£51.00	£901.00	£0.00	£901.00	OS	
	Per additional unit	£52.00	5.8%	£3.00	£55.00	£0.00	£55.00	OS	
	Maximum charge - n/a								
Mandatory HMO Licence Renewal	Up to 5 units / bedrooms	£721.00	6.0%	£43.00	£764.00	£0.00	£764.00	OS	
	Per additional unit	£52.00	5.8%	£3.00	£55.00	£0.00	£55.00	OS	
	Maximum charge - n/a								
Hazard Awareness Notice	None	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	OS	
Improvement Notice	For one hazard	£374.56	6.0%	£22.44	£397.00	£0.00	£397.00	OS	
Emergency Remedial Action Notice (plus work - see below)	Cost of works plus hourly rate of officer time			Cost of works plus officer time to execute and arrange				OS	
	Officer time charged at £39 per hour								
Prohibition Order		£360.50	6.0%	£21.50	£382.00	£0.00	£382.00	OS	
Emergency Prohibition Order		£374.56	6.0%	£22.44	£397.00	£0.00	£397.00	OS	
Demolition Order		£374.56	6.0%	£22.44	£397.00	£0.00	£397.00	OS	
Immigration Procedure Inspection	Per inspection	£74.91	5.7%	£4.09	£79.17	£15.83	£95.00	S	
Mobile Homes Act 2013 – Compliance Notice	Hourly rate of relevant officers with on costs plus work in default costs of works							OS	
Mobile Homes Act 2014 – Emergency Remedial Action Notice	Hourly rate of relevant officers with on costs plus work in default cost of works							OS	
Penalty Charge Notice (Smoke and Carbon Monoxide Alarm (England) Regulations 2015)	Up to £5,000							OS	
Monetary penalty (Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.)(England) Order 2014)	Up to £5,000							OS	
Financial Penalty - Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020	up to £30,000							OS	
Works In Default of any Legislation or Emergency Remedial Action *	Base charge							OS	
Enforcement of the Domestic Minimum Level of Energy Efficiency (under the Energy Efficiency (Private Rented Property)(England and Wales) Regulations 2015, as amended)	up to £5,000							OS	
Housing and Planning Act - Civil Penalties	up to £30,000								

* Outside the scope of VAT unless the owner agrees in which case VAT is chargeable at the standard rate.

Appendix B – Fees and Charges 2023/2024
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee				Communities						
2022/23		Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate			
£	% Type	or £		£	£	£				
Defibrillator maintenance service (annual charge)				£83.33	0.0%	£0.00	£83.33	£16.67	£100.00	S

Appendix B – Fees and Charges 2023/2024
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
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OS	Outside Scope
X	Exempt

Prosperous Communities Committee			Environment Services Local Air Pollution							
			2022/23		Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
			£	% Type	or £	£	£	£	£	
All charges are set by DEFRA										
Application Fee										
- Standard Process			£1,650.00	0.0%	£0.00	£1,650.00	£0.00	£1,650.00	OS	
- Reduced fee activities			£155.00	0.0%	£0.00	£155.00	£0.00	£155.00	OS	
PVR I and PVR II activities			£257.00	0.0%	£0.00	£257.00	£0.00	£257.00	OS	
Vehicle refinishers, & Parts 2, 3, 4 reduced fee activity			£362.00	0.0%	£0.00	£362.00	£0.00	£362.00	OS	
- Mobile Screening and crushing plant			£1,650.00	0.0%	£0.00	£1,650.00	£0.00	£1,650.00	OS	
- For the third to seventh applications			£985.00	0.0%	£0.00	£985.00	£0.00	£985.00	OS	
- For the eighth and subsequent applications			£498.00	0.0%	£0.00	£498.00	£0.00	£498.00	OS	
An additional charge of £297 applies to the above where the permit is for a combined part B and waste installation.										
Late Application Fee Schedule B reduce fee activity			£71.00	0.0%	£0.00	£71.00	£0.00	£71.00	OS	
Late Application for other Part B activity or any other solvent			£1,188.00	0.0%	£0.00	£1,188.00	£0.00	£1,188.00	OS	
Late Application for Mobile Plant			£1,188.00	0.0%	£0.00	£1,188.00	£0.00	£1,188.00	OS	
Late Application Fee Schedule B Vehicle refinishers or any other Part B			£279.00	0.0%	£0.00	£279.00	£0.00	£279.00	OS	
Annual Subsistence Fee -Standard Process										
Low			£772.00	0.0%	£0.00	£772.00	£0.00	£772.00	OS	
Medium			£1,161.00	0.0%	£0.00	£1,161.00	£0.00	£1,161.00	OS	
High			£1,747.00	0.0%	£0.00	£1,747.00	£0.00	£1,747.00	OS	
An additional charge of £104 for Low, £156 for Medium and £207 for High applies to the above where the permit is for a combined part B and waste installation.										
- Reduced fee activities										
Low			£79.00	0.0%	£0.00	£79.00	£0.00	£79.00	OS	
Medium			£158.00	0.0%	£0.00	£158.00	£0.00	£158.00	OS	
High			£237.00	0.0%	£0.00	£237.00	£0.00	£237.00	OS	
- PVR I & II Combined										
Low			£113.00	0.0%	£0.00	£113.00	£0.00	£113.00	OS	
Medium			£226.00	0.0%	£0.00	£226.00	£0.00	£226.00	OS	
High			£341.00	0.0%	£0.00	£341.00	£0.00	£341.00	OS	
- Vehicle refinishers										
Low			£228.00	0.0%	£0.00	£228.00	£0.00	£228.00	OS	
Medium			£365.00	0.0%	£0.00	£365.00	£0.00	£365.00	OS	
High			£548.00	0.0%	£0.00	£548.00	£0.00	£548.00	OS	
- Mobile Screening and crushing plant 1st to 2nd Permits										
Low			£626.00	0.0%	£0.00	£626.00	£0.00	£626.00	OS	
Medium			£1,034.00	0.0%	£0.00	£1,034.00	£0.00	£1,034.00	OS	
High			£1,551.00	0.0%	£0.00	£1,551.00	£0.00	£1,551.00	OS	
- Mobile Screening and crushing plant 3rd to 7th Permits										
Low			£385.00	0.0%	£0.00	£385.00	£0.00	£385.00	OS	
Medium			£617.00	0.0%	£0.00	£617.00	£0.00	£617.00	OS	
High			£924.00	0.0%	£0.00	£924.00	£0.00	£924.00	OS	
- Mobile Screening and crushing plant 8th and Subsequent permits										
Low			£198.00	0.0%	£0.00	£198.00	£0.00	£198.00	OS	
Medium			£314.00	0.0%	£0.00	£314.00	£0.00	£314.00	OS	
High			£473.00	0.0%	£0.00	£473.00	£0.00	£473.00	OS	

Appendix B – Fees and Charges 2023/2024
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
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OS	Outside Scope
X	Exempt

Prosperous Communities Committee			Environment Services Local Air Pollution							
			2022/23		Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
			£	% Type	or £	£	£	£		
All charges are set by DEFRA										
Application Fee for Part A(2) Activity										
For Each Part A(2)			£3,363.00	0.0%	£0.00	£3,363.00	£0.00	£3,363.00	OS	
SWIP (Small Waste Incineration Plant Installation			£3,363.00	0.0%	£0.00	£3,363.00	£0.00	£3,363.00	OS	
Mobile Small Waste Incineration Plant			£3,363.00	0.0%	£0.00	£3,363.00	£0.00	£3,363.00	OS	
Late Fee Application Part A(2)			£1,188.00	0.0%	£0.00	£1,188.00	£0.00	£1,188.00	OS	
Variation of Part A(2) Permit			£1,368.00	0.0%	£0.00	£1,368.00	£0.00	£1,368.00	OS	
Subsistence Charge for Part A(2)			Low	£1,343.00	0.0%	£0.00	£1,343.00	£0.00	£1,343.00	OS
			Medium	£1,507.00	0.0%	£0.00	£1,507.00	£0.00	£1,507.00	OS
			High	£2,230.00	0.0%	£0.00	£2,230.00	£0.00	£2,230.00	OS
Where a part B installation is subject to reporting under the E-PRTR regulation an additional charge of £104 applies.										
Transfer and Surrender										
Transfer Schedule B Part B Reduced Fee Activity			Total Transfer	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	OS
Transfer Schedule B Part B Reduced Fee Activity			Partial Transfer	£47.00	0.0%	£0.00	£47.00	£0.00	£47.00	OS
Transfer Schedule B Part B Any Other Part B or Solvent Emission Activity			Total Transfer	£169.00	0.0%	£0.00	£169.00	£0.00	£169.00	OS
Transfer Schedule B Part B Any Other Part B or Solvent Emission Activity			Partial Transfer	£497.00	0.0%	£0.00	£497.00	£0.00	£497.00	OS
Joint Application to Transfer Part B Mobile Plant				£53.00	0.0%	£0.00	£53.00	£0.00	£53.00	OS
Surrender Part B Permit				£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	OS
Part A(2) Total Transfer				£235.00	0.0%	£0.00	£235.00	£0.00	£235.00	OS
Part A(2) Partial Transfer				£698.00	0.0%	£0.00	£698.00	£0.00	£698.00	OS
Part A(2) Surrender Permit				£698.00	0.0%	£0.00	£698.00	£0.00	£698.00	OS
Part A (2) where the substantial change results in SWIP				£3,363.00	0.0%	£0.00	£3,363.00	£0.00	£3,363.00	OS
Substantial Change										
Reduce Fee Activity				£102.00	0.0%	£0.00	£102.00	£0.00	£102.00	OS
Other Part B or Solvent Emission Activity				£1,050.00	0.0%	£0.00	£1,050.00	£0.00	£1,050.00	OS
- Standard process where the substantial change results in a new PPC activity				£1,650.00	0.0%	£0.00	£1,650.00	£0.00	£1,650.00	OS
- New operator at low risk reduced fee				£78.00	0.0%	£0.00	£78.00	£0.00	£78.00	OS
Subsistence charges can be paid in four equal instalments at an additional cost of £38 p.a.										
Reduced Subsistence Charge				£52.00	0.0%	£0.00	£52.00	£0.00	£52.00	OS
Late Fee Payment of Subsistence Fees				£52.00	0.0%	£0.00	£52.00	£0.00	£52.00	OS

Appendix B – Fees and Charges 2023/2024
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
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Prosperous Communities Committee		Environment Services Local Air Pollution						
		2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
**Statutory charges are set by DEFRA								
**Request for Information / Document Disclosure where Charging is Permitted	Minimum per request plus cost of materials	£78.00	0.0%	£0.00	£78.00	£0.00	£78.00	OS
	Thereafter per hour	£46.00	0.0%	£0.00	£46.00	£0.00	£46.00	OS
Health Certificates		£59.00	6.8%	£4.00	£63.00	£0.00	£63.00	OS
Food Premises Register	Per page	£3.00	0.0%	£0.00	£3.00	£0.00	£3.00	OS
SFBB Pack	(including diary)	£11.00	6.1%	£0.67	£11.67	£2.33	£14.00	S
Diary Refill		£6.42	3.9%	£0.39	£6.67	£1.33	£8.00	S
Private Water Supply Work	Cost Recovery - Mileage (Per Mile)	£0.40	0.0%	£0.00	£0.40	£0.00	£0.40	OS
	Risk assessment - Maximum Hourly Charge	£46.68	0.0%	£0.00	£46.68	£0.00	£46.68	OS
	Sampling (each visit) - Maximum Hourly Charge	£46.68	0.0%	£0.00	£46.68	£0.00	£46.68	OS
	Investigation - Maximum Hourly Charge	£46.68	0.0%	£0.00	£46.68	£0.00	£46.68	OS
	Granting an authorisation (each authorisation) - Maximum Hourly Charge	£41.49	0.0%	£0.00	£41.49	£0.00	£41.49	OS
	Analysing a sample:-							
	Full Laboratory Costs	as per laboratory costs			as per laboratory costs	£0.00	£0.00	OS
	Full Courier Charges	as per laboratory costs			as per laboratory costs	£0.00	£0.00	OS
Public Health Exhumation		£1,000.00	6.0%	£60.00	£1,060.00	£0.00	£1,060.00	OS
Food Advisory	Charge for a visit (up to a maximum 2 hours contact time)	£171.60	5.9%	£10.07	£181.67	£36.33	£218.00	S
	Charge for additional hours	£55.20	5.7%	£3.13	£58.33	£11.67	£70.00	S
Food Hygiene Rating Scheme	Re-inspections	£177.00	6.2%	£11.00	£188.00	£0.00	£188.00	OS
	Additional inspections (outside routine plan)	£177.00	6.2%	£11.00	£188.00	£0.00	£188.00	OS
** Health Act 2006	Smoking in a smoke free place	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
	Failure to display no smoking sign	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
Environment Act 2021	Penalty for emission of smoke in smoke control areas	£300.00						
* Private Water Supply Work 19/20 moved from a flat fee to a maximum hourly rate.								

Appendix B – Fees and Charges 2023/2024
Prosperous Communities Committee Schedules

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X	Exempt

THESE LICENSING TABLES ARE FOR COMMITTEE APPROVAL ONLY - FOLLOW LINK FOR DOCUMENT TO BE PUBLISHED ON LICENCE PAGE OF WEBC SITE.

Prosperous Communities Committee				Licensing - Gambling Act				
	2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate	
	£	% Type	or £	£	£	£		
Bingo Premises Licence								
Application Fee for Provisional Statement	£1,118.60	6.0%	£67.40	£1,186.00	£0.00	£1,186.00	OS	
Licence for Provisional Statement Premises	£1,007.60	6.0%	£60.40	£1,068.00	£0.00	£1,068.00	OS	
Application Fee New Premises	£1,118.60	6.0%	£67.40	£1,186.00	£0.00	£1,186.00	OS	
Annual Fee	£933.70	6.0%	£56.30	£990.00	£0.00	£990.00	OS	
Variation of Licence	£1,118.60	6.0%	£67.40	£1,186.00	£0.00	£1,186.00	OS	
Transfer Fee	£969.00	6.0%	£58.00	£1,027.00	£0.00	£1,027.00	OS	
Application for Reinstatement	£969.00	6.0%	£58.00	£1,027.00	£0.00	£1,027.00	OS	
Adult Gaming Centre								
Application Fee for Provisional Statement	£1,118.60	6.0%	£67.40	£1,186.00	£0.00	£1,186.00	OS	
Licence for Provisional Statement Premises	£1,007.60	6.0%	£60.40	£1,068.00	£0.00	£1,068.00	OS	
Application Fee New Premises	£1,118.60	-10.6%	-£118.60	£1,000.00	£0.00	£1,000.00	OS	
Annual Fee	£969.00	3.2%	£31.00	£1,000.00	£0.00	£1,000.00	OS	
Variation of Licence	£1,017.00	-1.7%	-£17.00	£1,000.00	£0.00	£1,000.00	OS	
Transfer Fee	£969.00	6.0%	£58.00	£1,027.00	£0.00	£1,027.00	OS	
Application for Reinstatement	£969.00	6.0%	£58.00	£1,027.00	£0.00	£1,027.00	OS	
Family Entertainment Centre								
Application Fee for Provisional Statement	£1,118.60	6.0%	£67.40	£1,186.00	£0.00	£1,186.00	OS	
Licence for Provisional Statement Premises	£950.00	0.0%	£0.00	£950.00	£0.00	£950.00	OS	
Application Fee New Premises	£1,118.60	-10.6%	-£118.60	£1,000.00	£0.00	£1,000.00	OS	
Annual Fee	£750.00	0.0%	£0.00	£750.00	£0.00	£750.00	OS	
Variation of Licence	£1,000.00	0.0%	£0.00	£1,000.00	£0.00	£1,000.00	OS	
Transfer Fee	£933.70	1.7%	£16.30	£950.00	£0.00	£950.00	OS	
Application for Reinstatement	£933.70	1.7%	£16.30	£950.00	£0.00	£950.00	OS	
Betting Premises (Other)								
Application Fee for Provisional Statement	£1,118.60	6.0%	£67.40	£1,186.00	£0.00	£1,186.00	OS	
Licence for Provisional Statement Premises	£1,006.40	6.0%	£60.60	£1,067.00	£0.00	£1,067.00	OS	
Application Fee New Premises	£1,118.60	6.0%	£67.40	£1,186.00	£0.00	£1,186.00	OS	
Annual Fee	£600.00	0.0%	£0.00	£600.00	£0.00	£600.00	OS	
Variation of Licence	£1,118.60	6.0%	£67.40	£1,186.00	£0.00	£1,186.00	OS	
Transfer Fee	£969.00	6.0%	£58.00	£1,027.00	£0.00	£1,027.00	OS	
Application for Reinstatement	£969.00	6.0%	£58.00	£1,027.00	£0.00	£1,027.00	OS	
Betting Premises (Tracks)								
Application Fee for Provisional Statement	£1,118.60	6.0%	£67.40	£1,186.00	£0.00	£1,186.00	OS	
Licence for Provisional Statement Premises	£950.00	0.0%	£0.00	£950.00	£0.00	£950.00	OS	
Application Fee New Premises	£1,118.60	6.0%	£67.40	£1,186.00	£0.00	£1,186.00	OS	
Annual Fee	£879.70	5.9%	£52.30	£932.00	£0.00	£932.00	OS	
Variation of Licence	£1,118.60	6.0%	£67.40	£1,186.00	£0.00	£1,186.00	OS	
Transfer Fee	£933.70	1.7%	£16.30	£950.00	£0.00	£950.00	OS	
Application for Reinstatement	£933.70	1.7%	£16.30	£950.00	£0.00	£950.00	OS	

Appendix B – Fees and Charges 2023/2024
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee

Licensing - Gambling Act (contd)

	2022/23		Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
	£	% Type	or £	£	£	£	£	
Miscellaneous								
Change of Circumstances	£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS	
Fee for Copy of a Licence Under the Gambling Act 2005	£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS	
Temporary Usage License	£417.50	6.1%	£25.50	£443.00	£0.00	£443.00	OS	
Unlicensed FEC's & Prize gaming Permits (10 year duration)								
New Gaming Machine Permit (no annual fee)	£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	OS	
Renewal	£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	OS	
Change of name on permit	£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS	
Copy of permit	£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS	
New Prize Gaming Permit (no annual fee)	£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	OS	
Renewal	£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	OS	
Change of name on permit	£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS	
Copy of permit	£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS	
Club Gaming Permit & Club Machine Permit (10 year)								
New grant Club Gaming Permit	£200.00	0.0%	£0.00	£200.00	£0.00	£200.00	OS	
New grant Club Gaming Permit with Club Premises Certificate (fast track)	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS	
Renewal	£200.00	0.0%	£0.00	£200.00	£0.00	£200.00	OS	
Renewal of Club Gaming Permit with Club Premises Certificate (fast track)	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS	
Annual Fee	£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS	
Variation	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS	
Copy of permit	£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS	
Lotteries								
Society Lottery - New	£40.00	0.0%	£0.00	£40.00	£0.00	£40.00	OS	
Society Lottery - Renewal	£20.00	0.0%	£0.00	£20.00	£0.00	£20.00	OS	
Machines in Alcohol Licensed premises - 3 or more								
New	£150.00	0.0%	£0.00	£150.00	£0.00	£150.00	OS	
Annual Fee	£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS	
Transfer	£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS	
Variation	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS	
Change of name on permit	£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS	
Copy of gaming machine permit	£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS	
Gambling Machine Permit - Up to 2 Machines	£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS	One-off fee

Appendix B – Fees and Charges 2023/2024
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee		Licensing						
		2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Taxi Licensing (Including Horse Drawn Omnibus)								
Driver's License Application (3Yr)	New/Renewal	£188.00	5.3%	£11.00	£199.00	£0.00	£199.00	OS
Knowledge Test Fee Including ID check	New Driver Licenses includes Right to licence checks	£38.00	5.3%	£2.00	£40.00	£0.00	£40.00	OS
Knowledge Test Fee - Resit	New Driver Licenses	£36.00	5.6%	£2.00	£38.00	£0.00	£38.00	OS
DBS Check	On New or Renewal	£38.00	5.3%	£2.00	£40.00	£0.00	£40.00	OS
DBS Admin Fee*	On New or Renewal	£10.00	10.0%	£1.00	£11.00	£0.00	£11.00	OS
	<i>*This fee is controlled by City of Lincoln Council and subject to change</i>							
Vehicle License	New	£266.00	6.0%	£16.00	£282.00	£0.00	£282.00	OS
Vehicle License	Renewal	£266.00	6.0%	£16.00	£282.00	£0.00	£282.00	OS
Replacement Plate ADD cost of materials	Plate only (does not include cost of plate)	£31.00	6.5%	£2.00	£33.00	£0.00	£33.00	OS
Replacement Plate & Bracket ADD cost of materials	Plate and Bracket (does not include cost of plate & bracket)	£41.00	4.3%	£2.00	£43.00	£0.00	£43.00	OS
Private Hire Operators Licence (5Yr)		£232.00	6.0%	£14.00	£246.00	£0.00	£246.00	OS
Transfer of Ownership of Taxi/Private Hire Vehicle License		£30.00	6.7%	£2.00	£32.00	£0.00	£32.00	OS
Alcohol and Entertainment Licenses								
Charges set by Licensing Act 2003								
New Premise Licence								
Category A		£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
Category B		£190.00	0.0%	£0.00	£190.00	£0.00	£190.00	OS
Category C		£315.00	0.0%	£0.00	£315.00	£0.00	£315.00	OS
Category D		£450.00	0.0%	£0.00	£450.00	£0.00	£450.00	OS
Category E		£635.00	0.0%	£0.00	£635.00	£0.00	£635.00	OS
Large scale application > 4999 (minimum fee applies)		£1,000.00	0.0%	£0.00	£1,000.00	£0.00	£1,000.00	OS
Variation of Premises Licence		£100 - £635	0.0%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Change of DPS or Disapplication of DPS		£23.00	0.0%	£0.00	£23.00	£0.00	£23.00	OS
Annual fee demand								
Category A		£70.00	0.0%	£0.00	£70.00	£0.00	£70.00	OS
Category B		£180.00	0.0%	£0.00	£180.00	£0.00	£180.00	OS
Category C		£295.00	0.0%	£0.00	£295.00	£0.00	£295.00	OS
Category D		£320.00	0.0%	£0.00	£320.00	£0.00	£320.00	OS
Category E		£350.00	0.0%	£0.00	£350.00	£0.00	£350.00	OS
Large scale annual fee > 4999 (minimum fee applies)		£500.00	0.0%	£0.00	£500.00	£0.00	£500.00	OS
Minor Variation		£89.00	0.0%	£0.00	£89.00	£0.00	£89.00	OS
Provisional Statement		£195.00	0.0%	£0.00	£195.00	£0.00	£195.00	OS
Register of Interest		£21.00	0.0%	£0.00	£21.00	£0.00	£21.00	OS
Copy of Licence		£10.50	4.8%	£0.50	£11.00	£0.00	£11.00	OS
Club Premises Certificate - New		£100 - £635	0.0%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Variation		£100 - £635	0.0%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Minor Variation		£89.00	0.0%	£0.00	£89.00	£0.00	£89.00	OS
Personal Licence - New		£37.00	0.0%	£0.00	£37.00	£0.00	£37.00	OS
Personal Licence - Change of name /address		£10.50	4.8%	£0.50	£11.00	£0.00	£11.00	OS
Personal Licence - Copy of Licence (card part, paper part or both)		£10.50	4.8%	£0.50	£11.00	£0.00	£11.00	OS
Transfer of Premises Licence		£23.00	0.0%	£0.00	£23.00	£0.00	£23.00	OS
Temporary Event Notice		£21.00	0.0%	£0.00	£21.00	£0.00	£21.00	OS
Skin Piercing	Premises registration	£198.00	0.0%	£0.00	£198.00	£0.00	£198.00	OS
	Personal registration	£55.00	0.0%	£0.00	£55.00	£0.00	£55.00	OS
Street Trading Consents		£206.00	0.0%	£0.00	£206.00	£0.00	£206.00	OS
Copy of Any License Not Covered by the Licensing Act 2003 or Gambling Act 2005		£28.00	0.0%	£0.00	£28.00	£0.00	£28.00	OS

Appendix B – Fees and Charges 2023/2024
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee		Licensing (contd)						
		2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
		£	%	Type or £	£	£	£	
Sale of Animals	New (Part A)	£213.00	6.1%	£13.00	£226.00	£0.00	£226.00	OS
	New (Part B)	£115.00	6.1%	£7.00	£122.00	£0.00	£122.00	OS
	Renewal (Part A)	£207.00	5.8%	£12.00	£219.00	£0.00	£219.00	OS
	Renewal (Part B)	£112.00	6.3%	£7.00	£119.00	£0.00	£119.00	OS
Animal Boarding Establishments (Excludes vet fees payable direct to vet)	Cats or Dogs - New (Part A)	£267.00	6.0%	£16.00	£283.00	£0.00	£283.00	OS
	Cats or Dogs - New (Part B)	£115.00	6.1%	£7.00	£122.00	£0.00	£122.00	OS
	Cats or Dogs - Renewal (Part A)	£259.00	6.2%	£16.00	£275.00	£0.00	£275.00	OS
	Cats or Dogs - Renewal (Part B)	£112.00	6.3%	£7.00	£119.00	£0.00	£119.00	OS
	Cats and Dogs (Dual) - New (Part A)	£314.00	6.1%	£19.00	£333.00	£0.00	£333.00	OS
	Cats and Dogs (Dual) - New (Part B)	£115.00	6.1%	£7.00	£122.00	£0.00	£122.00	OS
	Cats and Dogs (Dual) - Renewal (Part A)	£305.00	5.9%	£18.00	£323.00	£0.00	£323.00	OS
	Cats and Dogs (Dual) - Renewal (Part B)	£112.00	6.3%	£7.00	£119.00	£0.00	£119.00	OS
	Home Boarding - New (Part A)	£177.00	6.2%	£11.00	£188.00	£0.00	£188.00	OS
	Home Boarding - New (Part B)	£115.00	6.1%	£7.00	£122.00	£0.00	£122.00	OS
	Home Boarding - Renewal (Part A)	£171.00	5.8%	£10.00	£181.00	£0.00	£181.00	OS
	Home Boarding - Renewal (Part B)	£112.00	6.3%	£7.00	£119.00	£0.00	£119.00	OS
	New or Renewal (Part A) - vet fee	£267.00	6.0%	£16.00	£283.00	£0.00	£283.00	OS
	New or Renewal (Part B) - vet fee	£115.00	5.9%	£7.00	£125.00	£0.00	£125.00	OS
Dog Breeding	New (part A) - vet fee	£267.00	6.0%	£16.00	£283.00	£0.00	£283.00	OS
	New (part B)	£115.00	5.9%	£7.00	£125.00	£0.00	£125.00	OS
	Renewal (Part A)	£259.00	6.2%	£16.00	£275.00	£0.00	£275.00	OS
	Renewal (Part B)	£115.00	5.9%	£7.00	£125.00	£0.00	£125.00	OS
Dog Day Care	New (Part A)	£177.00	6.2%	£11.00	£188.00	£0.00	£188.00	OS
	New (Part B)	£115.00	5.9%	£7.00	£125.00	£0.00	£125.00	OS
Dog Day Care	Renewal (Part A)	£171.00	5.8%	£10.00	£181.00	£0.00	£181.00	OS
	Renewal (Part B)	£112.00	6.3%	£7.00	£119.00	£0.00	£119.00	OS
Exhibition Of Animals	New or Renewal (Part A)	£177.00	6.2%	£11.00	£188.00	£0.00	£188.00	OS
Application to be re-rated	per hour or part of	£68.00	5.9%	£4.00	£72.00	£0.00	£72.00	OS
Variation to the licence	per hour or part of	£68.00	5.9%	£4.00	£72.00	£0.00	£72.00	OS
Dangerous Wild Animals (Excluding vet fees)	Vets fees plus admin costs of	£176.00	6.3%	£11.00	£187.00	£0.00	£187.00	OS
Zoos (Excluding vet fees) - 4 yr. initial application	Application fee plus Vets fees plus admin/costs inc initial inspection and informal visits	£767.00	6.0%	£46.00	£813.00	£0.00	£813.00	OS
Zoos (Excluding vet fees) - 6 yr. licence	Application fee plus Vets fees plus admin/costs inc initial inspection and informal visits	£1,873.00	6.0%	£112.00	£1,985.00	£0.00	£1,985.00	OS
Scrap Metal								
New/Renewal Collectors fee - 3 yr.	Admin/processing of application (part A)	£117.00	6.0%	£7.00	£124.00	£0.00	£124.00	OS
	Document inspection - year 1 (part B)	£42.00	7.1%	£3.00	£45.00	£0.00	£45.00	OS
	Document inspection - year 2 (part B)	£44.00	6.8%	£3.00	£47.00	£0.00	£47.00	OS
	Document inspection - year 3 (part B)	£44.00	6.8%	£3.00	£47.00	£0.00	£47.00	OS
Change of details, name / address								
New/Renewal Site fee - 3 yr.	Part A Admin of application includes initial yr. 1 inspection by 2 officers	£449.00	6.0%	£27.00	£476.00	£0.00	£476.00	OS
	Part B Follow up compliance inspection by 2 officers - year 1	£282.00	6.0%	£17.00	£299.00	£0.00	£299.00	OS
	Part B Follow up compliance inspection - year 2 by 2 officers	£292.00	6.2%	£18.00	£310.00	£0.00	£310.00	OS
	Change of site manager	£43.00	7.0%	£3.00	£46.00	£0.00	£46.00	OS
Sex Shop Licences and Sexual Entertainment Venues	Initial application (part A)	£1,961.00	6.0%	£118.00	£2,079.00	£0.00	£2,079.00	OS
	compliance check (part B)	£146.00	6.2%	£9.00	£155.00	£0.00	£155.00	OS
	Renewal (part A)	£349.00	6.0%	£21.00	£370.00	£0.00	£370.00	OS
	compliance check (part B)	£146.00	6.2%	£9.00	£155.00	£0.00	£155.00	OS
	Transfer fee	£243.00	6.2%	£15.00	£258.00	£0.00	£258.00	OS

* To comply with legal requirements relevant licence fees are now made up of two parts. Part A is payable upon application, and Part B is only payable if the licence is granted and must be paid prior to the licence being issued. Applicants may, if they wish, pay both parts together at the time of the application but are under no obligation to do so. If an applicant does pay both parts of the fee at the time of the application and the licence is subsequently refused Part B will be refunded.

Appendix B – Fees and Charges 2023/2024
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
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OS	Outside Scope
X	Exempt

Prosperous Communities Committee			Mobile Homes							
2022/23	Proposed Increase / (Decrease)			2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate			
£	%	Type	or £	£	£	£				
Mobile Homes Act 2013										
Caravan Site - Fit & Proper Person		One-off license		£243.00	6.2%	£15.00	£258.00	£0.00	£258.00	OS
Issue of a New Licence				£321.05	5.9%	£18.95	£340.00	£0.00	£340.00	OS
Deposit of Site Rules				£32.00	6.3%	£2.00	£34.00	£0.00	£34.00	OS
Transfer and Alteration of a Licence				£107.02	5.6%	£5.98	£113.00	£0.00	£113.00	OS

Appendix B – Fees and Charges 2023/2024
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee		Land Charges						
		2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Access to data	Access to information not held on public registers (includes £5 admin fee)	£24.94	6.1%	£1.51	£26.45	£0.00	£26.45	OS
	Cancellation Fee	£6.75	3.7%	£0.25	£7.00	£0.00	£7.00	OS
LLC1:	Any one part of the register	£8.31	0.0%	£0.00	£8.31	£0.00	£8.31	OS
	Whole of the register	£24.94	0.0%	£0.00	£24.94	£0.00	£24.94	OS
	Per additional parcel (maximum of £16)	£2.00	0.0%	£0.00	£2.00	£0.00	£2.00	OS
CON 29R	One parcel	£78.44	6.0%	£4.73	£83.17	£16.63	£99.80	S
	Each additional parcel	£17.66	3.8%	£0.67	£18.33	£3.67	£22.00	S
	Lincolnshire County Council Fee**	£40.00	0.0%	£0.00	£40.00	£8.00	£48.00	S
CON 29O								
submitted with CON29R or LLC1	Each printed enquiry	£19.22	4.1%	£0.78	£20.00	£4.00	£24.00	S
submitted on its own	Each printed enquiry	£19.22	4.1%	£0.78	£20.00	£4.00	£24.00	S
Administration Fee		£14.03	6.9%	£0.97	£15.00	£3.00	£18.00	S
Additional Enquiries *	Per additional enquiry	£33.25	6.5%	£2.17	£35.42	£7.08	£42.50	S/O
Filing a definitive certificate of the Lands Tribunal		£4.00	4.9%	£0.20	£4.20	£0.00	£4.20	OS
Office copy of any entry in the register (not including a copy or extract of any plan or document filed pursuant to these rules)								S
<p>* The VAT treatment of this supply will follow the treatment of the initial search (e.g. if CON29 it will be taxable, but if LLC1 it will be outside the scope)</p> <p>** Set by Lincolnshire County Council</p>								

Appendix B – Fees and Charges 2023/2024
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee

Cemeteries

	2022/23		Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
	£	% Type	or £	£	£	£	£	
Cost for interment of a person who had been a West Lindsey resident at the time of their death								
Single Grave not exceeding 9' x 4' (99 years) For the interment of a West Lindsey resident	£662.00	6.0%	£40.00	£702.00	£0.00	£702.00	OS	
Double Grave not exceeding 9' x 4' (99 years) For the interment of a West Lindsey resident	£927.00	6.0%	£56.00	£983.00	£0.00	£983.00	OS	
Single Grave not exceeding 9' x 4' (50 years) for the interment of a West Lindsey resident	£331.50	5.9%	£19.50	£351.00	£0.00	£351.00	OS	
Double Grave not exceeding 9' x 4' (50 years) for the interment of a West Lindsey resident	£463.00	6.0%	£28.00	£491.00	£0.00	£491.00	OS	
Cremated remains only grave not exceeding 4' 6" x 4' For the interment of a West Lindsey resident	£397.00	6.0%	£24.00	£421.00	£0.00	£421.00	OS	
Cremated remains only grave not exceeding 4' 6" x 4' (child) For the interment of a West Lindsey resident	£107.00	5.6%	£6.00	£113.00	£0.00	£113.00	OS	
Child grave up to 17 years	£172.00	5.8%	£10.00	£182.00	£0.00	£182.00	OS	
Cost for interment of a person who had not been a West Lindsey resident at the time of their death								
Single Grave not exceeding 9' x 4' (99 years) For the interment of a Non West Lindsey resident	£1,375.50	6.0%	£82.50	£1,458.00	£0.00	£1,458.00	OS	
Double Grave not exceeding 9' x 4' (99 years) For the interment of a Non West Lindsey resident	£1,926.50	6.0%	£115.50	£2,042.00	£0.00	£2,042.00	OS	
Single Grave not exceeding 9' x 4' (50 years) for the interment of a Non West Lindsey resident	£689.00	6.1%	£42.00	£731.00	£0.00	£731.00	OS	
Double Grave not exceeding 9' x 4' (50 years) for the interment of a Non West Lindsey resident	£962.00	6.0%	£58.00	£1,020.00	£0.00	£1,020.00	OS	
Cremated remains only grave not exceeding 4' 6" x 4' For the interment of a West Lindsey Non resident	£825.00	6.1%	£50.00	£875.00	£0.00	£875.00	OS	
Cremated remains only grave not exceeding 4' 6" x 4' (child up to 12 years) For the interment of a West Lindsey Non resident	£107.00	5.6%	£6.00	£113.00	£0.00	£113.00	OS	
Child grave up to 17 years	£172.00	5.8%	£10.00	£182.00	£0.00	£182.00	OS	
Exhumation:								
Body *	£575.00	6.1%	£35.00	£610.00	£0.00	£610.00	OS	
Cremated remains *	£288.00	5.9%	£17.00	£305.00	£0.00	£305.00	OS	

* There will be an additional cost - Public Health Exhumation of £1000

Appendix B – Fees and Charges 2023/2024
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Monuments, Gravestones, Tablets & Monumental Inscriptions (Permission to erect) (Includes initial								
Headstone up to 18 inches (C)		£132.50	0.0%	£0.00	£132.50	£0.00	£132.50	OS
Headstone 18 inches to 3ft (B)		£158.50	0.0%	£0.00	£158.50	£0.00	£158.50	OS
Headstone over 3ft but under 4ft (B)		£288.00	0.0%	£0.00	£288.00	£0.00	£288.00	OS
Small vase (up to 6 inches) (B) (C)		£57.00	0.0%	£0.00	£57.00	£0.00	£57.00	OS
Vase (6 inches to 1ft) (B) (C)		£106.00	0.0%	£0.00	£106.00	£0.00	£106.00	OS
Plaque (not exceeding 8" x 4" (fixed)) (B) (C)		£57.00	0.0%	£0.00	£57.00	£0.00	£57.00	OS
Plaque (not exceeding 12" x 6" (fixed)) (B) (C)		£106.00	0.0%	£0.00	£106.00	£0.00	£106.00	OS
Flat stone (not exceeding 12" x 12") (B) (C)		£106.00	0.0%	£0.00	£106.00	£0.00	£106.00	OS
Flat stone (not exceeding 12" x 18") (B) (C)		£117.50	0.0%	£0.00	£117.50	£0.00	£117.50	OS
Memorial figurine (not exceeding 12" (fixed)) (B) (C)		£106.00	0.0%	£0.00	£106.00	£0.00	£106.00	OS
Memorial figurine (12" up to 24" (fixed)) (B) (C)		£126.00	0.0%	£0.00	£126.00	£0.00	£126.00	OS
For each inscription after the first		£47.50	0.0%	£0.00	£47.50	£0.00	£47.50	OS

Registration Fees								
Per certified copy of a certificate of grant of exclusive Right of Burial		£75.50	6.0%	£4.50	£80.00	£0.00	£80.00	OS
Per certified copy of entry in Register of Burials		£75.50	6.0%	£4.50	£80.00	£0.00	£80.00	OS
Copies of Certificates								
Permission to plant memorial tree		£86.00	5.8%	£5.00	£91.00	£0.00	£91.00	OS
Permission to install memorial seat		£86.00	5.8%	£5.00	£91.00	£0.00	£91.00	OS

NB. Burial grounds are at Market Rasen & Springthorpe

Appendix B – Fees and Charges 2023/2024
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee		Operational Services						
		2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Garden Waste and Additional Blue Sacks	Per 5 sacks	£9.15	3.8%	£0.35	£9.50	£0.00	£9.50	OS
	Postage & packaging of 5 sacks	£2.35	6.4%	£0.15	£2.50	£0.00	£2.50	OS
Garden Waste Wheeled Bin (Annual charge)	Collection of 1st bin	£39.00	0.0%	£0.00	£39.00	£0.00	£39.00	OS
Garden Waste Wheeled Bin (Annual charge)	Collection of 2nd and subsequent bins	£39.00	0.0%	£0.00	£39.00	£0.00	£39.00	OS
Wheeled Bin Replacement (supply & delivery)	Green/Black /blue recycling	£35.00	5.7%	£2.00	£37.00	£0.00	£37.00	OS
Wheeled Bins for New Properties (supply & delivery)	Green/Black /blue recycling	£35.00	5.7%	£2.00	£37.00	£0.00	£37.00	OS
Bulky Household Waste Collections	Collection articles worth up to 6 points	£34.30	0.0%	£0.00	£34.30	£0.00	£34.30	OS
	Additional articles worth 1 point collected at the same time	£4.50	0.0%	£0.00	£4.50	£0.00	£4.50	OS
Collection and Disposal of Fridges and Freezers from Commercial Premises		£95.20	6.1%	£5.80	£101.00	£0.00	£101.00	OS

Appendix B – Fees and Charges 2023/2024
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee					Crematorium			
		2022/23	Proposed Increase / (Decrease)		2023/24	VAT	2023/24	VAT
		£	%	Type or £	£	£	Charge Inc. VAT	Rate
Cremation		£850.00	2.0%	£17.00	£867.00	£0.00	£867.00	X
Early start (09:00 & 09:45)		£686.00	2.0%	£14.00	£700.00	£0.00	£700.00	X
Direct Cremation (no attendance 08:45)		£465.00	0.0%	£0.00	£465.00	£0.00	£465.00	X
The Farewell Service	A 10 minute service, for 6 mourners, 1 piece of music played on repeat. No minister.	£528.00	2.1%	£11.00	£539.00	£0.00	£539.00	X
Body parts/slides and blocks		£79.50	6.3%	£5.00	£84.50	£0.00	£84.50	X
Saturday service (with discussion with Manager)		£1,190.00	6.0%	£71.00	£1,261.00	£0.00	£1,261.00	X
Late cancellation fee (cancellations within 72 hours of service)		£116.50	5.6%	£6.50	£123.00	£0.00	£123.00	X
Chapel fee (extension 20 minutes)		£185.00	5.9%	£11.00	£196.00	£0.00	£196.00	X
Chapel fee (extension 40 minutes)		£238.00	5.9%	£14.00	£252.00	£0.00	£252.00	X
Memorial Service (45mins)		£238.00	5.9%	£14.00	£252.00	£0.00	£252.00	X
Strewing/scattering of cremated remains from elsewhere		£55.00	0.0%	£0.00	£55.00	£0.00	£55.00	X
Webcast recording		£41.50	0.4%	£0.17	£41.67	£8.33	£50.00	S
Webcast recording (available for 28 days and download)		£47.00	4.6%	£2.17	£49.17	£9.83	£59.00	S
DVD recording (1st copy)		£52.00	4.2%	£2.17	£54.17	£10.83	£65.00	S
DVD recording (each subsequent copy)		£26.00	2.6%	£0.67	£26.67	£5.33	£32.00	S
Visual tribute (1 photograph)		£15.50	2.1%	£0.33	£15.83	£3.17	£19.00	S
Visual tribute (2-25 photographs)	Slideshow played on a loop throughout service	£41.50	0.4%	£0.17	£41.67	£8.33	£50.00	S
Pro Visual tribute (2-25 photographs)	Professionally edited slideshow	£69.50	1.9%	£1.33	£70.83	£14.17	£85.00	S
Visual tribute (for additional 25 photos)	Both standard and professionally edited slideshow	£27.00	1.9%	£0.50	£27.50	£5.50	£33.00	S
Video tribute (up to 5 minutes)		£36.50	0.5%	£0.17	£36.67	£7.33	£44.00	S
Extra work (Pro tribute)		£17.50	6.0%	£0.00	£17.50	£3.50	£21.00	S
Book of Remembrance (2 lines)		£78.00	0.4%	£0.33	£78.33	£15.67	£94.00	S
Book of Remembrance (each additional line) (to a maximum of 8 lines)		£8.50	-2.0%	£-0.17	£8.33	£1.67	£10.00	S
Book of Remembrance (illustrations)	plus Admin Fee £10-£30 dependent on requirements	POA			POA	POA	POA	S
Miniature book (leather - 2 lines)		£93.50	-0.2%	£-0.17	£93.33	£18.67	£112.00	S
Miniature book (leather - 5 lines)		£114.50	-0.3%	£-0.33	£114.17	£22.83	£137.00	S
Miniature book (leather - 8 lines)		£124.50	0.4%	£0.50	£125.00	£25.00	£150.00	S
Memorial card (2 lines)		£41.50	0.4%	£0.17	£41.67	£8.33	£50.00	S
Memorial card (5 lines)		£62.50	0.0%	£0.00	£62.50	£12.50	£75.00	S
Memorial card (8 lines)		£72.50	0.0%	£0.00	£72.50	£14.50	£87.00	S
Additional inscription to existing books and cards		£19.00	0.9%	£0.17	£19.17	£3.83	£23.00	S
Floral design (available for 5 and 8 lines only)		£41.50	0.4%	£0.17	£41.67	£8.33	£50.00	S
Caskets **		£47.00	1.1%	£0.50	£47.50	£9.50	£57.00	S
Temporary deposit of Cremated remains per month after initial month		£10.50	4.8%	£0.50	£11.00	£2.20	£13.20	S
Sanctum 2000 vault (leased for 10 years) including up to 80 letters **		£839.50	6.0%	£50.50	£890.00	£178.00	£1,068.00	S
Sanctum 2000 vault - per letter above 80		£2.00	25.0%	£0.50	£2.50	£0.50	£3.00	S
Barbican memorial (space lease for 5 years) **		£204.00	5.8%	£11.83	£215.83	£43.17	£259.00	S
Mulberry Tree - per leaf, space leased for 5 years		£143.00	6.1%	£8.67	£151.67	£30.33	£182.00	S
Mulberry Tree - per leaf with motif, space leased for 5 years		£166.67	6.0%	£10.00	£176.67	£35.33	£212.00	S

* If a casket is sold as part of a funeral package it will be exempt from VAT; if supplied on its own it will be standard rated

** Sanctum 2000 vault/Barbican memorial/Mulberry tree - additional artwork/photo plaque can be provided - POA (plus Admin Fee £10-£30 dependent on requirements)

*** When a Mulberry leaf, Barbican plaque or Sanctum vault is purchased there will be a 10% discount applied to any book of remembrance purchase.

Appendix B – Fees and Charges 2023/2024
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee					Trinity Arts Centre				
		2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate	
		£	% Type	or £	£	£	£		
Theatre (rehearsal) (Mon-Thurs)	per hour	£58.50	0.0%	£0.00	£58.50	£0.00	£58.50	X	
Theatre (rehearsal) (Mon-Thurs)	per half day	£192.50	0.0%	£0.00	£192.50	£0.00	£192.50	X	
Theatre (rehearsal) (Mon-Thurs)	per full day	£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	X	
Theatre (rehearsal) (Fri-Sun)	per hour	£58.50	0.0%	£0.00	£58.50	£0.00	£58.50	X	
Theatre (rehearsal) (Fri-Sun)	per half day	£231.00	0.0%	£0.00	£231.00	£0.00	£231.00	X	
Theatre (rehearsal) (Fri-Sun)	per full day	£363.50	0.0%	£0.00	£363.50	£0.00	£363.50	X	
Theatre (performance) (Mon-Thurs)	per hour	£69.50	0.0%	£0.00	£69.50	£0.00	£69.50	X	
Theatre (performance) (Mon-Thurs)	per half day	£246.00	0.0%	£0.00	£246.00	£0.00	£246.00	X	
Theatre (performance) (Mon-Thurs)	per full day	£401.50	0.0%	£0.00	£401.50	£0.00	£401.50	X	
Theatre (performance) (Fri-Sun)	per hour	£69.50	0.0%	£0.00	£69.50	£0.00	£69.50	X	
Theatre (performance) (Fri-Sun)	per half day	£294.50	0.0%	£0.00	£294.50	£0.00	£294.50	X	
Theatre (performance) (Fri-Sun)	per full day	£481.50	0.0%	£0.00	£481.50	£0.00	£481.50	X	
Room hire(Mon-Sat) (educational/charity)	per hour	£14.50	0.0%	£0.00	£14.50	£0.00	£14.50	X	
Room hire(Mon-Sat)	per hour	£21.50	0.0%	£0.00	£21.50	£0.00	£21.50	X	
Room hire(Mon-Sat)	per half day	£72.00	0.0%	£0.00	£72.00	£0.00	£72.00	X	
Room Hire (Mon-Sat)	per full day	£126.50	0.0%	£0.00	£126.50	£0.00	£126.50	X	
Thomas Johnson Room (Mon-Sat) (educational/charity)	per hour	£8.50	0.0%	£0.00	£8.50	£0.00	£8.50	X	
Thomas Johnson Room(Mon-Sat)	per hour	£12.50	0.0%	£0.00	£12.50	£0.00	£12.50	X	
Thomas Johnson Room(Mon-Sat)	per half day	£55.00	0.0%	£0.00	£55.00	£0.00	£55.00	X	
Thomas Johnson Room(Mon-Sat)	per full day	£65.00	0.0%	£0.00	£65.00	£0.00	£65.00	X	
Duty Manager/Technician	per hour	£14.00	0.0%	£0.00	£14.00	£0.00	£14.00	X	
Booking Fee (face to face / phone)		£1.00	0.0%	£0.00	£1.00	£0.00	£1.00	X	
Ticket insurance per ticket	£2 incl VAT							S	
Film showings - adult		£5.42	0.0%	£0.00	£5.42	£1.08	£6.50	S	
Film showings - concessionary *		£4.59	0.0%	£0.00	£4.59	£0.92	£5.51	S	
Film showings - TAC member	10% discount on eligible tickets							S	

Box office commission for community production hire agreements is 10%
Box office commission for professional production hire agreements is 15%

* concessionary prices eligibility are school children, those on income support, senior citizens, students, those on disability allowance, Military id card and Blue light card

FEES AND CHARGES REPORT

APPENDIX 1 – ELECTORAL SERVICES

1. Service Description

Electoral Service has a limited number of statutory Fees and Charges for sales of electoral registers. The charges are set by sections 110 & Regulation 10(3) of the Representation of the People Regulations 2001.

2. Prior years analysis, current financial year projections

The table below illustrates the actual income received 2019/2020, 2020/2021 and 2021/2022 and a forecast for 2022/2023.

Income achieved	2019-20 (£)	2020-21 (£)	2021-22 (£)	2022-23 Forecast (£)
Other Sales	(1,738)	(1,944)	(1,776)	(1,500)
Total Income	(1,738)	(1,944)	(1,776)	(1,500)
Budget	(1,800)	(1,800)	(1,500)	(1,500)
Income Achieved (Above)/Below Budget	63	(144)	(276)	-

3. Pricing

The statutory charges are set to recover costs.

4. Understanding Customers and Markets

The majority of the income realised by the service comes from the sharing of electoral registers with credit rating companies. We have five main customers who have repeat orders for the information year on year.

5. Proposed Charging

No proposed changes for 2023/2024 as statutory charges have not changed. Any amendments implemented by Government will be reported to Committee as they occur.

6. Impact on Medium Term Financial Plan (MTFP)

	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)	2027/28 (£)
Current Budget in MTFP	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)
Proposed Budget - Sales Of Electoral Registers	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)
Impact on MTFP 2023/24 Pressure/ (Saving)	-	-	-	-	-

7. Recommendation

Members are asked to approve charges for 2023/2024 as detailed below:

Policy and Resources Committee

Central & Democratic Services

Statutory fees are set by section 110 of the Representation of the People Regulations 2001.

2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
£	% Type	£	£	£	£	

Electoral Services (Statutory):

Printed Format

Sale of Full Register/ Notice of Alteration/ Postal Vote Return Report (following an election)		£10.00	0.0%	£0.00	£10.00	£0.00	£10.00	OS
- Per thousand names or part		£5.00	0.0%	£0.00	£5.00	£0.00	£5.00	OS
Supply of Overseas Register		£10.00	0.0%	£0.00	£10.00	£0.00	£10.00	OS
- Per hundred names or part		£5.00	0.0%	£0.00	£5.00	£0.00	£5.00	OS

Data Format

Sale of Full Register/ Notice of Alteration/ Postal Vote Return Report (following an election)		£20.00	0.0%	£0.00	£20.00	£0.00	£20.00	OS
- Per thousand names of part		£1.50	0.0%	£0.00	£1.50	£0.00	£1.50	OS
Supply of Overseas Register		£20.00	0.0%	£0.00	£20.00	£0.00	£20.00	OS
- Per hundred names of part		£1.50	0.0%	£0.00	£1.50	£0.00	£1.50	OS

FEES AND CHARGES REPORT

APPENDIX 2 – STREET NAMING AND NUMBERING

1. Service description

The function of Street Naming and Numbering (SNN) sits alongside the Local Land and Property Gazetteer Custodian within the System Development Team. The SNN function is a statutory service and the Council is responsible for naming or renaming the streets, allocating postal numbers and requests to change house names.

2. Prior years analysis, current financial year projections

The SNN function is dependent on the delivery of local plan growth, market demand and developers' viability in addition to the economy, cost and availability of skilled workers.

The table below illustrates the actual income received 2019/2020, 2020/2021, 2021/2022 and the forecast for 2022/2023. In 2019/2020 the fees were introduced in September, therefore there was less income received during that year.

Income achieved	2019-20 (£)	2020-21 (£)	2021-22 (£)	2022-23 Forecast (£)
Street Naming & Numbering	(19,079)	(31,115)	(28,761)	(29,900)
Total Income	(19,079)	(31,115)	(28,761)	(29,900)
Budget	(2,100)	(19,000)	(10,000)	(29,900)
Income Achieved Above Budget	(16,979)	(12,115)	(18,761)	-

Royal Mail are invoiced each year for providing certain address information whilst exercising our statutory street naming and numbering function. The Royal Mail own the postcode, but West Lindsey own the postal name, postal number, street and locality information.

3. Pricing

Although SNN fee income currently exceeds the set budget figure each year, the Council has no influence to ensure continued income at this level. If a customer wishes to add a nameplate to their house and not apply for the change to be formalised, we cannot enforce the customer to comply. However, if the change is only applied by the customer, the LLPG, statutory consultees and the Royal Mail will not be informed of this informal change.

Likewise, the remaining chargeable elements of the SNN process is something we have no control over. This is mainly down to new developments commencing building works.

4. Understanding Customers and Markets

Our customers are individuals building their own homes, or new occupiers wanting to rename an existing home. We also have developers and builders who want street names and postal addresses during the course of construction. Occasionally we are approached by parish councils or a group of individuals to rename their street. This requires two-thirds agreement, and as such, this rarely happens.

5. Proposed Charging

Members are asked to approve an increase to fees by inflation (6%) rounded to the next whole pound.

6. Impact on Medium Term Financial Plan (MTFP)

	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)	2027/28 (£)
Current Budget in MTFP	(30,900)	(31,700)	(32,700)	(33,600)	(33,600)
Proposed Budget - Street Naming and Numbering	(31,500)	(32,300)	(33,300)	(34,300)	(34,300)
Impact on MTFP 2023/24 Pressure/ (Saving)	(600)	(600)	(600)	(700)	(700)

7. Recommendation

The proposed charges shown below be set for 2023/2024.

Policy and Resources Committee

Central & Democratic Services

2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

Street Naming and Numbering:

Naming or renaming of a registered property		£76.00	6.0%	£4.56	£80.56	£0.00	£81.00	OS
Renaming an existing street at resident request, per street		£268.00	6.0%	£16.08	£284.08	£0.00	£284.00	OS
Renumbering an existing street at resident request, per property		£54.00	6.0%	£3.24	£57.24	£0.00	£57.00	OS
Naming a new street		£107.00	6.0%	£6.42	£113.42	£0.00	£113.00	OS
Naming of additional streets on the same application		£32.00	6.0%	£1.92	£33.92	£0.00	£34.00	OS
Numbering new development (plots 1-10), per plot		£32.00	6.0%	£1.93	£33.93	£0.00	£34.00	OS
Numbering new development (plots 11+), per plot		£22.00	6.0%	£1.32	£23.32	£0.00	£23.00	OS
Numbering a block of flats, per block		£107.00	6.0%	£6.42	£113.42	£0.00	£113.00	OS
Renumbering due to change in layout plan by developer (plots 1-10), per plot		£22.00	6.0%	£1.32	£23.32	£0.00	£23.00	OS
Renumbering due to change in layout plan by developer (plots 11+), per plot		£17.00	6.0%	£1.02	£18.02	£0.00	£18.00	OS
Confirmation of address details		£54.00	6.0%	£3.24	£57.24	£0.00	£57.00	OS

FEES AND CHARGES REPORT

APPENDIX 3 – REVENUE SERVICES

1. Service Description

Revenue Service has a limited number of Fees and Charges namely:

- Court Costs added to Council Tax Accounts
- Court Costs added to NNDR Accounts

It is the Council's duty to collect all instalments as they become due.

The Council's recovery policy has been prepared in compliance with current legislation, but we try to be responsive to individual circumstances.

Recovery procedures and the Court timetable for Council Tax is agreed in advance and ensures that all taxpayers are treated fairly and objectively.

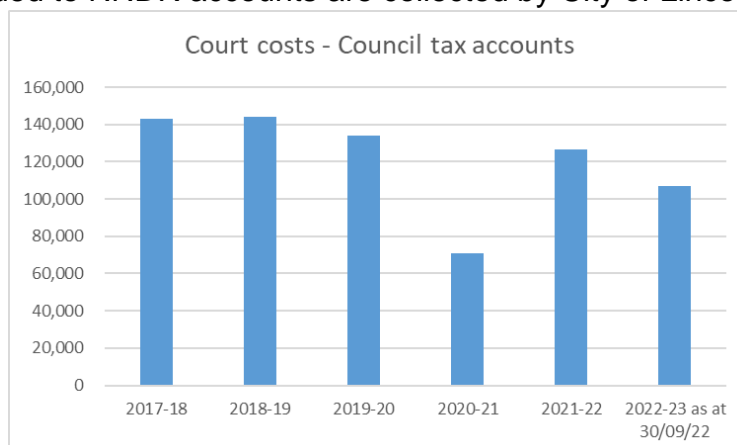
If an account holder receives a summons, it is because they have not ensured that we have received payments in accordance with notices that have been sent (e.g., the Demand and Reminder Notices).

The Council can ask the Magistrates to issue a 'liability order' if a debtor owes unpaid Council Tax and this is a legal demand for payment. The account holder is allowed to attend the court hearing and give reasons for not paying if they wish and the Council is entitled to request costs be ordered against any payment defaulters to go towards the cost of collection of the debt.

2. Prior years analysis, current financial year projections

Court Costs added to council tax accounts are collected by West Lindsey District Council.

Court Costs added to NNDR accounts are collected by City of Lincoln on our behalf.



Collection rates were lower in 2020/2021 due to the Covid-19 Pandemic and subsequent halt on debt recovery.



Income achieved	2019-20 (£)	2020-21 (£)	2021-22 (£)	2022-23 Forecast (£)
Summons & Committal Costs Recovered	(158,864)	(81,242)	(169,431)	(155,000)
Total Income	(158,864)	(81,242)	(169,431)	(155,000)
Budget	(184,500)	(55,800)	(162,000)	(162,000)
Income Achieved (Above)/Below Budget	25,636	(25,442)	(7,431)	7,000

3. Pricing

The council is required to calculate the cost of summons (Court Costs) to ensure the amount charged is reasonable and transparent for court.

The full cost of summons (Court Costs) for Council Tax is £73.62, it is therefore reasonable to maintain the charge at £73.50.

The cost of summons for NNDR will remain at £85.00.

4. Understanding Customers and Markets

If an account holder receives a summons, it is because they have not ensured that we have received payments in accordance with notices that have been sent (e.g., the Demand and Reminder Notices).

5. Proposed Charging

The court costs are added to Council Tax and NNDR accounts and are both Statutory Fixed. The charges are set in March and are not yet published, however it is assumed that the proposed fee of no changes will be accepted.

6. Impact on Medium Term Financial Plan (MTFP)

	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)	2027/28 (£)
Current Budget in MTFP	(162,000)	(162,000)	(162,000)	(162,000)	(162,000)
Proposed Budget - Summons & Committal Costs Recovered	(162,000)	(162,000)	(162,000)	(162,000)	(162,000)
Impact on MTFP 2023/24 Pressure/ (Saving)	-	-	-	-	-

7. Recommendation

Members are asked to approve charges for 2023/2024 to Council as per the below:

Policy and Resources Committee

Revenue Services

2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

Revenues *							
Court costs added to Council Tax accounts.		£73.50	0.0%	£0.00	£73.50	£0.00	OS
Court costs added to NNDR accounts.		£85.00	0.0%	£0.00	£85.00	£0.00	OS

* Charges agreed with Magistrates

FEES AND CHARGES REPORT

APPENDIX 4 – CAR PARKS

1. Service Description

Car parks are operated by the council in Gainsborough and Market Rasen.

New Pay & Display (P&D) and permit tariffs were introduced for both Gainsborough and Market Rasen during 2018/2019 and 2019/2020, as part of the car parking strategy approved by Corporate Policy & Resources committee on 27th July 2017. It was decided that Market Rasen's charges would be set at 50% of Gainsborough's, to reflect the increased offer of the larger town.

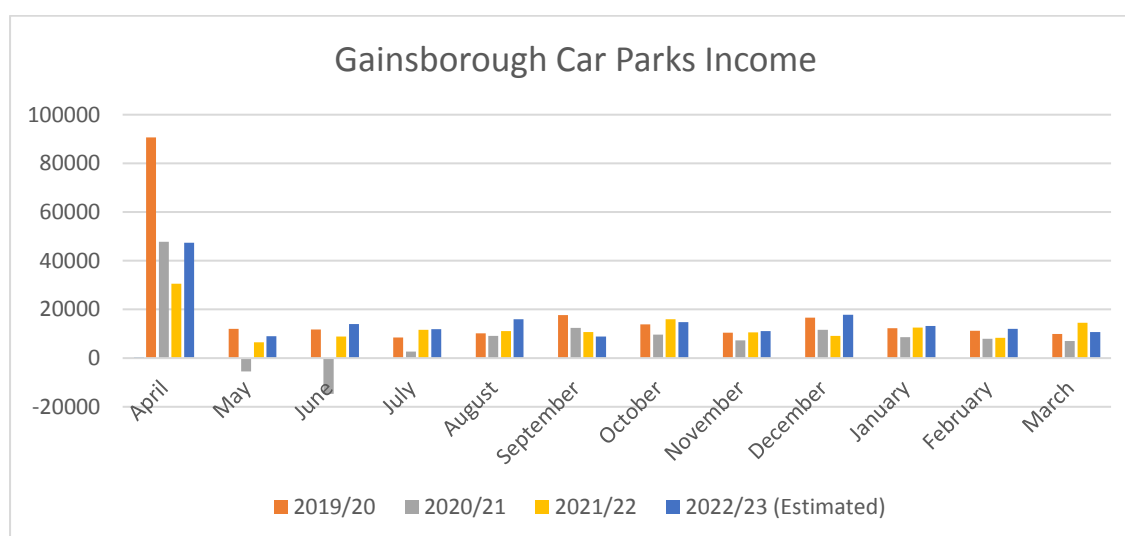
The purpose of the strategy was to review and update the car parking provision to ensure that the supply of car parking responds to current and future demand and is aligned to the regeneration programme of Gainsborough.

Prior to this, it had been decided to install new ticket machines in both towns and link these to a data collection system to inform future decisions, including setting new tariffs and understanding demand. The system also allows remote monitoring of the machines serviceability, amount of cash held and number of tickets remaining.

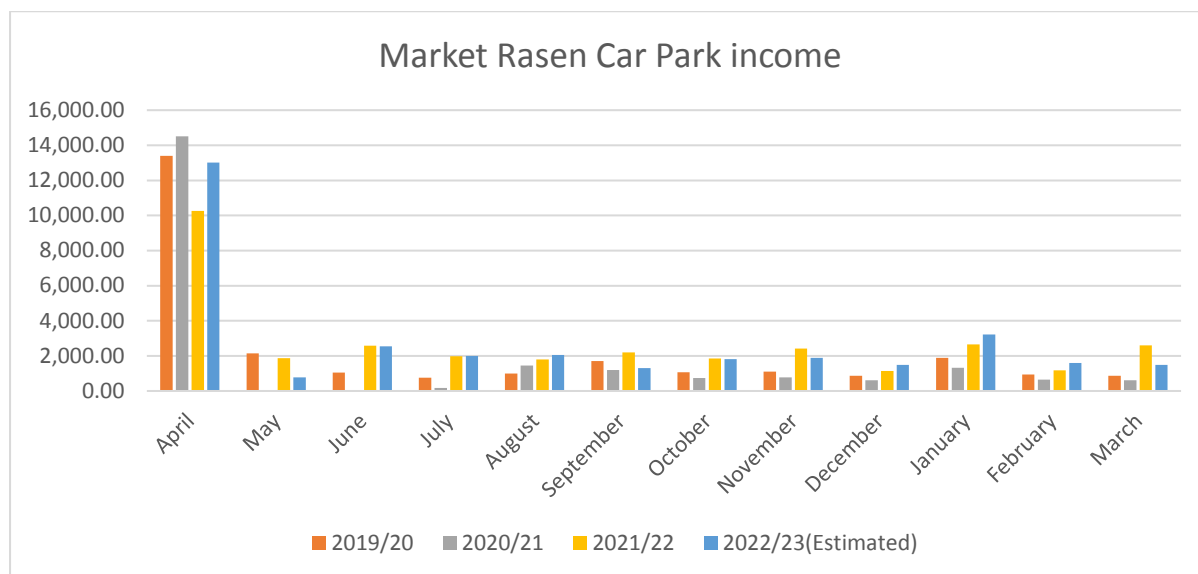
2. Prior years analysis, current financial year projections

The graphs below illustrate:

Gainsborough combined income (car parks & permits) 2019/2020, 2020/2021, 2021/2022 and 2022/23 actuals to September with estimates to year-end.



Market Rasen combined income (carparks & permits) 2019/2020, 2020/2021, 2021/2022 and 2022/223 actuals to September, estimates to year-end.



The table below highlights actual income achieved collectively across the car parks over the last three financial years (estimated for 2022/2023).

Income achieved	2019-20 (£)	2020-21 (£)	2021-22 (£)	2022-23 Forecast (£)
Car Parks	(252,009)	(97,722)	(184,146)	(223,900)
Total Income	(252,009)	(97,722)	(184,146)	(223,900)
Budget	(262,000)	(123,300)	(267,900)	(267,900)
Income Achieved (Above)/Below Budget	9,991	25,578	83,754	44,000

3. Pricing

The car parking function is dependent on market demand in addition to the economy and cost.

Below are tables that benchmark our parking tariffs and annual parking permit prices to neighbouring districts. This shows us to be within the mid-range for our long stay parking, short stay parking and annual permit prices (excludes Market Rasen where prices are lower due to the reduced offering). This shows that we are keeping up with current parking trends where at least one district has come under scrutiny recently due to not raising prices over a number of years and then having proposed increases of up to 650% to bring their car park charges in line with neighbouring areas. Marshall's Yard's charges are also attached to the bottom of the short stay car park comparison for analysis.

	Short Stay				Long Stay	
Location	1 Hour	2 Hour	3 Hour	4 Hour	All Day	Season ticket Price
Gainsborough	Free	£1.40	£2.00	£2.50	£3.90	£528.00
North Kesteven	£0.70	£1.00	£1.40	£2.80	£5.20	£400 upwards
South Kesteven	£1.20	£1.90	£2.50	£4.10	£5.30	£520.00
East Lindsey (Louth)	£1.00	£1.50	N/A	£2.00	£3.00	£250.00
Bassetlaw	£0.50	£1.00	£2.00	N/A	£4.00	£669.50
Marshalls Yard	N/A	£0.50	N/A	£1.00		

4. RingGo Cost Charges

Ringo charges users of the app a 20p convenience charge to pay by phone. There are optional extra charges of 10p for a reminder text and 10p for a confirmation text.

Under the new contract with Ringo there are no charges to the council. All income received from pay by phone users is passed on to the council, with Ringo retaining the convenience charge and any optional charges detailed above. Pay by phone increases the offer of payment options to parking customers and has the added benefit reducing wear and tear on ticket machines, saving on ticket roll and cash collection costs. Its take-up increased as a result of COVID and its popularity continues to increase steadily.

5. Free Parking for Christmas Events

It has become a regular practice in recent years for requests to be received from both towns for a day's free parking to support Christmas lights switch-on events, and these requests are usually supported by members.

2022 is no exception with both towns having events that they wish to promote with the benefit of free parking. It has also been suggested by members that due to the recurring nature of these requests, it would be sensible to put approval in place for a fixed period of years. A sensible time frame for this would be until the next parking strategy review due in 2025. It is therefore proposed:

1. **2022/2023** Approval be granted for 1 days free Christmas parking in Gainsborough on 18/11/22 and in Market Rasen on 10/12/22.
2. **2023/2024 to 2025/2026** That approval be granted for 1 days free Christmas parking in Gainsborough and in Market Rasen on dates to be provided, for the years 2023, 2024 & 2025 and that further review of this be included in the next parking strategy review due in 2025.

By approving the request, the forecast loss of income is c£1k across both sites, which is already built into the base budgets.

6. Understanding Customers and Markets

The COVID pandemic brought significant changes to the usage levels in car parks and also the way customers choose to pay for parking. The switch to more home-based working saw a drastic reduction in permits levels, see table below, but also saw an increase in pay by phone, probably initially due to the contact-free method it offers. Whilst the number of permits sold is still well below pre covid levels, pay & display has largely recovered, albeit some of that recovery is probably due to former permit customers switching payment method. Whilst pay & display tickets are not discounted (unlike permits) and therefore bring in more revenue per parking session, the overall effect post-COVID is one of reduced car park usage.

Permit Reductions Insight

As of March 2020	Permits Sold
Market Rasen	69
Gainsborough	176
As of September 2022	
Market Rasen	68
Gainsborough	110

7. Proposed Charging

It is proposed that the pay and display tariffs for both Gainsborough and Market Rasen are left unchanged with effect from 1st April 2023.

It is proposed to increase the Electric Vehicle Charging point to £0.55 per KWh, this may be revised when we receive the updated electricity costing which is due in November, based on 2020/21 demand this will create additional income of £200 per annum.

For information, if the council were to increase the car parking tariffs the costs to do so which include the following would cost circa £3,000, Legal fees, advertising, signage and a machine software update.

If a 3% or 10% rise in the pay and display tariffs for both Gainsborough and Market Rasen, as long as demand stayed the same the Council would see an increase of income of £5,000 or £16,800, both options would cover the costs involved in the implementation of the increase.

8. Impact on Medium Term Financial Plan (MTFP)

	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)	2027/28 (£)
Current Budget in MTFP	(253,100)	(253,100)	(253,100)	(253,100)	(253,100)
Proposed Budget - Car Parks Season Tickets	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
Proposed Budget - Car Parks Parking Fees	(168,400)	(168,400)	(168,400)	(168,400)	(168,400)
Proposed Budget - Car Parks Other Income	(400)	(400)	(400)	(400)	(400)
Proposed Budget - Cival Parking Enforcement Fines	(44,000)	(44,000)	(44,000)	(44,000)	(44,000)
Proposed Budget - Cival Parking Enforcement Service Provision Contract	59,000	59,000	59,000	59,000	59,000
Impact on MTFP 2023/24 Pressure/ (Saving)	49,300	49,300	49,300	49,300	49,300

9. Recommendation

Members are asked to approve charges for the 2023/2024 financial year as detailed in the schedule below.

2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

Car Parks								
Gainsborough not including Roseway	0-1 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	S
	1-2 hours	£0.92	0.0%	£0.00	£0.92	£0.18	£1.10	S
	2-3 hours	£1.33	0.0%	£0.00	£1.33	£0.27	£1.60	S
	3-4 hours	£1.67	0.0%	£0.00	£1.67	£0.33	£2.00	S
	4-6 hours	£2.75	0.0%	£0.00	£2.75	£0.55	£3.30	S
	6+ hours	£3.25	0.0%	£0.00	£3.25	£0.65	£3.90	S
Roseway only	0-1 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	S
	1-2 hours	£1.17	0.0%	£0.00	£1.17	£0.23	£1.40	S
	2-3 hours	£1.66	0.0%	£0.00	£1.66	£0.33	£2.00	S
	3-4 hours	£2.08	0.0%	£0.00	£2.08	£0.42	£2.50	S
	Travelodge permit	£5.42	0.0%	£0.00	£5.42	£1.08	£6.50	S
Market Rasen	0-1 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	S
	1-2 hours	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	S
	2-3 hours	£0.67	0.0%	£0.00	£0.67	£0.13	£0.80	S
	3-4 hours	£0.83	0.0%	£0.00	£0.83	£0.17	£1.00	S
	4-6 hours	£1.42	0.0%	£0.00	£1.42	£0.28	£1.70	S
	6+ hours	£1.67	0.0%	£0.00	£1.67	£0.33	£2.00	S
Annual Season Tickets								
Gainsborough only	Mon-Sat	£510.00	0.0%	£0.00	£510.00	£102.00	£612.00	S
	Mon-Sat (If paid by monthly DD)	£440.00	0.0%	£0.00	£440.00	£88.00	£528.00	S
	Mon-Fri	£430.00	0.0%	£0.00	£430.00	£86.00	£516.00	S
	Mon-Fri (If paid by monthly DD)	£350.00	0.0%	£0.00	£350.00	£70.00	£420.00	S
Market Rasen Only	Mon-Sat	£255.00	0.0%	£0.00	£255.00	£51.00	£306.00	S
	Mon-Sat (If paid by monthly DD)	£220.00	0.0%	£0.00	£220.00	£44.00	£264.00	S
	Mon-Fri	£215.00	0.0%	£0.00	£215.00	£43.00	£258.00	S
	Mon-Fri (If paid by monthly DD)	£175.00	0.0%	£0.00	£175.00	£35.00	£210.00	S

Penalty Charge Notice								
Higher Rate		£70.00	0.0%	£0.00	£70.00	£0.00	£70.00	OS
Higher rate discounted if paid within 14 days		£35.00	0.0%	£0.00	£35.00	£0.00	£35.00	OS
Lower Rate		£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS
Lower rate discounted if paid within 14 days		£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS

Penalty Charge Notices have replaced the Excess Charge Notice.

The Traffic Management Act 2004 has introduced differential Penalty Charge Notices.

Notices are categorised as 'Higher' or 'Lower' dependent on the severity of the parking infringement.

Higher penalties are payable at £70 and lower penalties at £50. These categories are as determined in National Guidance.

Electric Vehicle Charging	charge per kWh	£0.25	84.0%	£0.21	£0.46	£0.09	£0.55	S
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Free Christmas Parking - one day free parking at Gainsborough and Market Rasen during the Christmas period - Dates tbc

FEES AND CHARGES REPORT

APPENDIX 5 – CEMETERIES

1. Service Description

West Lindsey District Council currently maintains 2 open cemeteries – Legsby Road, Market Rasen and School Lane, Springthorpe.

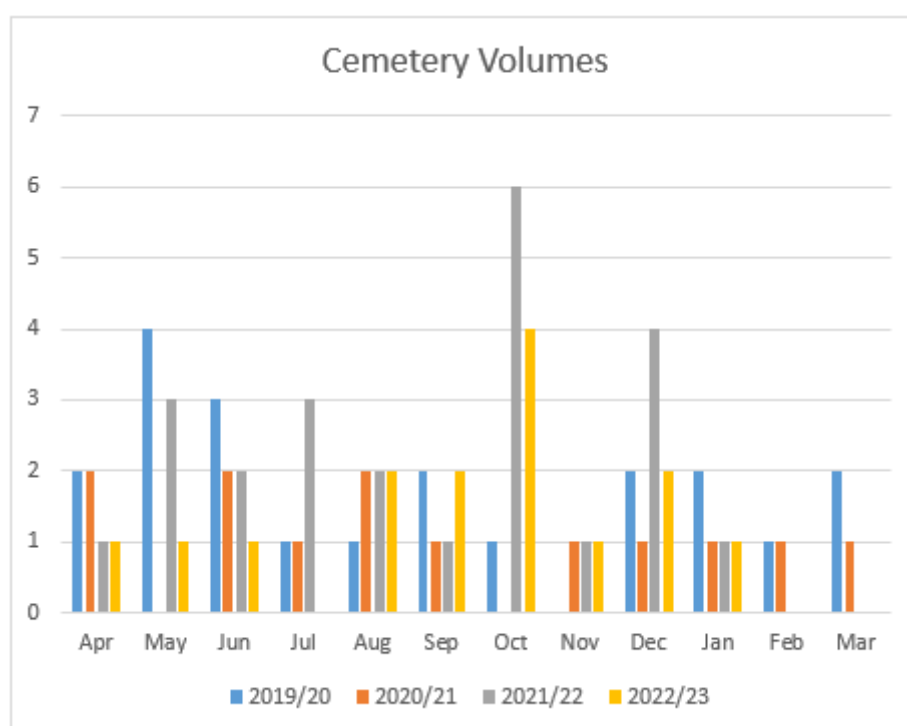
Costs for maintaining the grounds at these sites have been steadily increasing, but the income received from the sites is small and therefore the council heavily subsidises the service. In 2021/2022 the net cost was £88,866.

There are two service charges applied to the cemeteries:

- Exclusive Right of Burial (EROB) – allocation of grave space for period of 99 years
- Memorials and inscriptions – permission for erection of memorial or adding of inscription to existing memorial

2. Prior years analysis, current financial year projections

The Cemetery service is demand driven and cannot be influenced. The tables below illustrates volumes for 2019/2020, 2020/2021, 2021/2022 and forecast actuals for 2022/23.



Income achieved	2019-20 (£)	2020-21 (£)	2021-22 (£)	2022-23 Forecast (£)
Cemeteries	(8,015)	(6,396)	(3,878)	(6,400)
Total Income	(8,015)	(6,396)	(3,878)	(6,400)
Budget	(7,400)	(5,900)	(6,300)	(6,400)
Income Achieved (Above)/Below Budget	(615)	(496)	2,422	-

3. Pricing

Recent benchmarking shows the fees set for this service are now in alignment with neighbouring councils. The 2019/2020 approved increase was the final step towards the charges set by other councils. With effect from 2023/2024 the proposal is to increase fees by inflation at 6%, rounded to the nearest pound.

4. Understanding Customers and Markets

The table below shows the last 4 financial year volumes data for burials for West Lindsey District Council and volumes up to September for the current year. There has been a small decline in numbers over the last financial year.

The service is one that is linked to the demographics of the area and the space available.

Financial Year	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
2018/19	1	1	0	2	1	0	1	1	4	3	1	3	18
2019/20	2	4	3	1	1	2	1	0	2	2	1	2	21
2020/21	2	0	2	1	2	1	0	1	1	1	1	1	13
2021/22	1	3	2	3	2	1	6	1	4	1	0	0	24
2022.23	1	1	1	0	2	2							7

5. Proposed Charging

The proposed charges are outlined in the table below.

6. Impact on Medium Term Financial Plan (MTFP)

	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)	2027/28 (£)
Current Budget in MTFP	(6,600)	(6,700)	(6,800)	(6,800)	(6,800)
Proposed Budget - Cemeteries Burial Rights	(5,600)	(5,700)	(5,800)	(5,800)	(5,800)
Proposed Budget - Cemeteries Leased Memorials	(1,100)	(1,100)	(1,100)	(1,100)	(1,100)
Impact on MTFP 2023/24 Pressure/ (Saving)	(100)	(100)	(100)	(100)	(100)

7. Recommendation

Members are requested to recommend to Council the charges for the 2023/2024 as detailed in the schedule below.

Prosperous Communities Committee

Cemeteries

2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

Cost for interment of a person who had been a West Lindsey resident at the time of their death

Single Grave not exceeding 9' x 4' (99 years) For the interment of a West Lindsey resident		£662.00	6.0%	£40.00	£702.00	£0.00	£702.00	OS
Double Grave not exceeding 9' x 4' (99 years) For the interment of a West Lindsey resident		£927.00	6.0%	£56.00	£983.00	£0.00	£983.00	OS
Single Grave not exceeding 9' x 4' (50 years) for the interment of a West Lindsey resident		£331.50	5.9%	£19.50	£351.00	£0.00	£351.00	OS
Double Grave not exceeding 9' x 4' (50 years) for the interment of a West Lindsey resident		£463.00	6.0%	£28.00	£491.00	£0.00	£491.00	OS
Cremated remains only grave not exceeding 4' 6" x 4' For the interment of a West Lindsey resident		£397.00	6.0%	£24.00	£421.00	£0.00	£421.00	OS
Cremated remains only grave not exceeding 4' 6" x 4' (child) For the interment of a West Lindsey resident		£107.00	5.6%	£6.00	£113.00	£0.00	£113.00	OS
Child grave up to 17 years		£172.00	5.8%	£10.00	£182.00	£0.00	£182.00	OS

Cost for interment of a person who had not been a West Lindsey resident at the time of their death

Single Grave not exceeding 9' x 4' (99 years) For the interment of a Non West Lindsey resident		£1,375.50	6.0%	£82.50	£1,458.00	£0.00	£1,458.00	OS
Double Grave not exceeding 9' x 4' (99 years) For the interment of a Non West Lindsey resident		£1,926.50	6.0%	£115.50	£2,042.00	£0.00	£2,042.00	OS
Single Grave not exceeding 9' x 4' (50 years) for the interment of a Non West Lindsey resident		£689.00	6.1%	£42.00	£731.00	£0.00	£731.00	OS
Double Grave not exceeding 9' x 4' (50 years) for the interment of a Non West Lindsey resident		£962.00	6.0%	£58.00	£1,020.00	£0.00	£1,020.00	OS
Cremated remains only grave not exceeding 4' 6" x 4' For the interment of a West Lindsey Non resident		£825.00	6.1%	£50.00	£875.00	£0.00	£875.00	OS
Cremated remains only grave not exceeding 4' 6" x 4' (child up to 12 years) For the interment of a West Lindsey Non resident		£107.00	5.6%	£6.00	£113.00	£0.00	£113.00	OS
Child grave up to 17 years		£172.00	5.8%	£10.00	£182.00	£0.00	£182.00	OS
Exhumation:								
Body *		£575.00	6.1%	£35.00	£610.00	£0.00	£610.00	OS
Cremated remains *		£288.00	5.9%	£17.00	£305.00	£0.00	£305.00	OS

* There will be an additional cost - Public Health Exhumation of £1000

**Monuments, Gravestones, Tablets & Monumental Inscriptions
(Permission to erect) (Includes initial inscription)**

Headstone up to 18 inches (C)		£132.50	0.0%	£0.00	£132.50	£0.00	£132.50	OS
Headstone 18 inches to 3ft (B)		£158.50	0.0%	£0.00	£158.50	£0.00	£158.50	OS
Headstone over 3ft but under 4ft (B)		£288.00	0.0%	£0.00	£288.00	£0.00	£288.00	OS
Small vase (up to 6 inches) (B) (C)		£57.00	0.0%	£0.00	£57.00	£0.00	£57.00	OS
Vase (6 inches to 1ft) (B) (C)		£106.00	0.0%	£0.00	£106.00	£0.00	£106.00	OS
Plaque (not exceeding 8" x 4" (fixed)) (B) (C)		£57.00	0.0%	£0.00	£57.00	£0.00	£57.00	OS
Plaque (not exceeding 12" x 6" (fixed)) (B) (C)		£106.00	0.0%	£0.00	£106.00	£0.00	£106.00	OS
Flat stone (not exceeding 12" x 12") (B) (C)		£106.00	0.0%	£0.00	£106.00	£0.00	£106.00	OS
Flat stone (not exceeding 12" x 18") (B) (C)		£117.50	0.0%	£0.00	£117.50	£0.00	£117.50	OS
Memorial figurine (not exceeding 12" (fixed)) (B) (C)		£106.00	0.0%	£0.00	£106.00	£0.00	£106.00	OS
Memorial figurine (12" up to 24" (fixed)) (B) (C)		£126.00	0.0%	£0.00	£126.00	£0.00	£126.00	OS
For each inscription after the first		£47.50	0.0%	£0.00	£47.50	£0.00	£47.50	OS

Registration Fees

Per certified copy of a certificate of grant of exclusive Right of Burial		£75.50	6.0%	£4.50	£80.00	£0.00	£80.00	OS
Per certified copy of entry in Register of Burials		£75.50	6.0%	£4.50	£80.00	£0.00	£80.00	OS

Copies of Certificates

Permission to plant memorial tree		£86.00	5.8%	£5.00	£91.00	£0.00	£91.00	OS
Permission to install memorial seat		£86.00	5.8%	£5.00	£91.00	£0.00	£91.00	OS

NB. Burial grounds are at Market Rasen & Springthorpe

FEES AND CHARGES REPORT

APPENDIX 6 - ENVIRONMENT SERVICES

1. Service Description

The Environmental Regulatory Service has several Fees and Charges namely:

- **Statutory Fees**
 - Environmental Services – Part B installations & Mobile plant and solvent emission activities.
 - Environmental Services – Part A (2) installations & small waste incineration plant.
 - Private water Supply Work – all fees are set as a maximum charge.
 - Request for Information
- **Non-Statutory Fees**
 - Health Certificate
 - Food Advisory service
 - Food Hygiene Re-inspection

2. Prior years analysis, current financial year projections

The table below demonstrates the total income received by the service over the last 3 years and the forecast for 2022/2023.

Income achieved	2019-20 (£)	2020-21 (£)	2021-22 (£)	2022-23 Forecast (£)
Environment Services Local Air Pollution	(11,780)	(9,218)	(9,365)	(13,300)
Total Income	(11,780)	(9,218)	(9,365)	(13,300)
Budget	(12,400)	(8,500)	(13,300)	(13,300)
Income Achieved (Above)/Below Budget	620	(718)	3,935	-

Statutory Fees are set at a maximum and cannot be increased.

All works are charged the actual time taken up to the maximum cost that can be recovered. In the last 12 months, the maximum fee set by statute has been sufficient to cover costs.

Private Water Supply Work – This legislation does allow for total cost recovery, therefore the fees charged reflect the actual cost of providing this service.

Non-Statutory:

Non-Statutory Income generated for 2021/2022 totalled £2,117 (including health certificates). Included within this area is the provision for food hygiene re-visits which were introduced in 2018/2019 and are proposed to continue into future years.

3. Pricing

Statutory Fees

These charges are all set by DEFRA. The charges for 2022/2023 will be reviewed in February 2022 and the schedule of charges will be updated to reflect any changes and reported to Committee.

All works undertaken are charged on a case-by-case basis, costed on the actual time taken up to a maximum charge that is set by statute. In the last 12 months the maximum fee set by statute has been sufficient to cover costs.

Non-statutory Fees

An inflationary increase of 6% has been applied for all non-statutory fees as appropriate, to bring into line with available benchmarking data.

4. Understanding Customers and Markets

The majority of fees and charges are statutory and set by the Government and therefore there is limited scope to reflect market conditions.

Where development takes place or industry grows, there is scope for the customer base to increase. Proactive work in regard to the identification of premises where fees may be charged is ongoing.

5. Proposed Charging

Statutory charges will be applied in accordance with legislation. Statutory charges are set by DEFRA and 2022/2023 rates are not released until February 2023. The fees and charges schedule will be updated to reflect any changes at that time.

Non-statutory amendments:

Non-statutory charges have been increased by 6% where appropriate to reflect inflation, and to bring into line with benchmarking data.

6. Impact on Medium Term Financial Plan (MTFP)

	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)	2027/28 (£)
Current Budget in MTFP	(40,400)	(41,200)	(42,000)	(42,000)	(42,000)
Proposed Budget - EPA Authorisations	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)
Proposed Budget - Food Safety Health Certificates	(800)	(800)	(800)	(800)	(800)
Proposed Budget - Food Safety Other Income	(6,300)	(6,500)	(6,600)	(6,600)	(6,600)
Impact on MTFP 2023/24 Pressure/ (Saving)	25,800	26,400	27,100	27,100	27,100

7. Recommendation

Members are requested to recommend to Council the charges for 2023/2024 as set out in the schedule below.

2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

All charges are set by DEFRA

Application Fee								
- Standard Process		£1,650.00	0.0%	£0.00	£1,650.00	£0.00	£1,650.00	OS
- Reduced fee activities		£155.00	0.0%	£0.00	£155.00	£0.00	£155.00	OS
PVR I and PVR II activities		£257.00	0.0%	£0.00	£257.00	£0.00	£257.00	OS
Vehicle refinishers, & Parts 2, 3, 4 reduced fee activity		£362.00	0.0%	£0.00	£362.00	£0.00	£362.00	OS
- Mobile Screening and crushing plant		£1,650.00	0.0%	£0.00	£1,650.00	£0.00	£1,650.00	OS
- For the third to seventh applications		£985.00	0.0%	£0.00	£985.00	£0.00	£985.00	OS
- For the eighth and subsequent applications		£498.00	0.0%	£0.00	£498.00	£0.00	£498.00	OS
An additional charge of £297 applies to the above where the permit is for a combined part B and waste installation.								
Late Application Fee Schedule B reduce fee activity		£71.00	0.0%	£0.00	£71.00	£0.00	£71.00	OS
Late Application for other Part B activity or any other solvent emission		£1,188.00	0.0%	£0.00	£1,188.00	£0.00	£1,188.00	OS
Late Application for Mobile Plant		£1,188.00	0.0%	£0.00	£1,188.00	£0.00	£1,188.00	OS
Late Application Fee Schedule B Vehicle refinishers or any other Part B		£279.00	0.0%	£0.00	£279.00	£0.00	£279.00	OS
Annual Subsistence Fee -Standard Process	Low	£772.00	0.0%	£0.00	£772.00	£0.00	£772.00	OS
	Medium	£1,161.00	0.0%	£0.00	£1,161.00	£0.00	£1,161.00	OS
	High	£1,747.00	0.0%	£0.00	£1,747.00	£0.00	£1,747.00	OS
An additional charge of £104 for Low, £156 for Medium and £207 for High applies to the above where the permit is for a combined part B and waste installation.								
- Reduced fee activities	Low	£79.00	0.0%	£0.00	£79.00	£0.00	£79.00	OS
	Medium	£158.00	0.0%	£0.00	£158.00	£0.00	£158.00	OS
	High	£237.00	0.0%	£0.00	£237.00	£0.00	£237.00	OS
- PVR I & II Combined	Low	£113.00	0.0%	£0.00	£113.00	£0.00	£113.00	OS
	Medium	£226.00	0.0%	£0.00	£226.00	£0.00	£226.00	OS
	High	£341.00	0.0%	£0.00	£341.00	£0.00	£341.00	OS
- Vehicle refinishers	Low	£228.00	0.0%	£0.00	£228.00	£0.00	£228.00	OS
	Medium	£365.00	0.0%	£0.00	£365.00	£0.00	£365.00	OS
	High	£548.00	0.0%	£0.00	£548.00	£0.00	£548.00	OS
- Mobile Screening and crushing plant 1st to 2nd Permits	Low	£626.00	0.0%	£0.00	£626.00	£0.00	£626.00	OS
	Medium	£1,034.00	0.0%	£0.00	£1,034.00	£0.00	£1,034.00	OS
	High	£1,551.00	0.0%	£0.00	£1,551.00	£0.00	£1,551.00	OS
- Mobile Screening and crushing plant 3rd to 7th Permits	Low	£385.00	0.0%	£0.00	£385.00	£0.00	£385.00	OS
	Medium	£617.00	0.0%	£0.00	£617.00	£0.00	£617.00	OS
	High	£924.00	0.0%	£0.00	£924.00	£0.00	£924.00	OS
- Mobile Screening and crushing plant 8th and Subsequent permits	Low	£198.00	0.0%	£0.00	£198.00	£0.00	£198.00	OS
	Medium	£314.00	0.0%	£0.00	£314.00	£0.00	£314.00	OS
	High	£473.00	0.0%	£0.00	£473.00	£0.00	£473.00	OS

All charges are set by DEFRA

2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

Application Fee for Part A(2) Activity

For Each Part A(2)			£3,363.00	0.0%	£0.00	£3,363.00	£0.00	£3,363.00	OS
SWIP (Small Waste Incineration Plant Installation			£3,363.00	0.0%	£0.00	£3,363.00	£0.00	£3,363.00	OS
Mobile Small Waste Incineration Plant			£3,363.00	0.0%	£0.00	£3,363.00	£0.00	£3,363.00	OS
Late Fee Application Part A(2)			£1,188.00	0.0%	£0.00	£1,188.00	£0.00	£1,188.00	OS
Variation of Part A(2) Permit			£1,368.00	0.0%	£0.00	£1,368.00	£0.00	£1,368.00	OS
Subsistence Charge for Part A(2)	Low		£1,343.00	0.0%	£0.00	£1,343.00	£0.00	£1,343.00	OS
	Medium		£1,507.00	0.0%	£0.00	£1,507.00	£0.00	£1,507.00	OS
	High		£2,230.00	0.0%	£0.00	£2,230.00	£0.00	£2,230.00	OS
Where a part B installation is subject to reporting under the E-PRTR regulation an additional charge of £104 applies.									
Transfer and Surrender									
Transfer Schedule B Part B Reduced Fee Activity	Total Transfer		£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	OS
Transfer Schedule B Part B Reduced Fee Activity	Partial Transfer		£47.00	0.0%	£0.00	£47.00	£0.00	£47.00	OS
Transfer Schedule B Part B Any Other Part B or Solvent Emission Activity	Total Transfer		£169.00	0.0%	£0.00	£169.00	£0.00	£169.00	OS
Transfer Schedule B Part B Any Other Part B or Solvent Emission Activity	Partial Transfer		£497.00	0.0%	£0.00	£497.00	£0.00	£497.00	OS
Joint Application to Transfer Part B Mobile Plant			£53.00	0.0%	£0.00	£53.00	£0.00	£53.00	OS
Surrender Part B Permit			£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	OS
Part A(2) Total Transfer			£235.00	0.0%	£0.00	£235.00	£0.00	£235.00	OS
Part A(2) Partial Transfer			£698.00	0.0%	£0.00	£698.00	£0.00	£698.00	OS
Part A(2) Surrender Permit			£698.00	0.0%	£0.00	£698.00	£0.00	£698.00	OS
Part A (2) where the substantial change results in SWIP			£3,363.00	0.0%	£0.00	£3,363.00	£0.00	£3,363.00	OS
Substantial Change									
Reduce Fee Activity			£102.00	0.0%	£0.00	£102.00	£0.00	£102.00	OS
Other Part B or Solvent Emission Activity			£1,050.00	0.0%	£0.00	£1,050.00	£0.00	£1,050.00	OS
- Standard process where the substantial change results in a new PPC activity			£1,650.00	0.0%	£0.00	£1,650.00	£0.00	£1,650.00	OS
- New operator at low risk reduced fee			£78.00	0.0%	£0.00	£78.00	£0.00	£78.00	OS
Subsistence charges can be paid in four equal instalments at an additional cost of £38 p.a.									
Reduced Subsistence Charge			£52.00	0.0%	£0.00	£52.00	£0.00	£52.00	OS
Late Fee Payment of Subsistence Fees			£52.00	0.0%	£0.00	£52.00	£0.00	£52.00	OS

		2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
**Statutory charges are set by DEFRA								
**Request for Information / Document Disclosure where Charging is Permitted	Minimum per request plus cost of materials	£78.00	0.0%	£0.00	£78.00	£0.00	£78.00	OS
	Thereafter per hour	£46.00	0.0%	£0.00	£46.00	£0.00	£46.00	OS
Health Certificates		£59.00	6.8%	£4.00	£63.00	£0.00	£63.00	OS
Food Premises Register	Per page	£3.00	0.0%	£0.00	£3.00	£0.00	£3.00	OS
SFBB Pack	(including diary)	£11.00	6.1%	£0.67	£11.67	£2.33	£14.00	S
Diary Refill		£6.42	3.9%	£0.39	£6.67	£1.33	£8.00	S
Private Water Supply Work	Cost Recovery - Mileage (Per Mile)	£0.40	0.0%	£0.00	£0.40	£0.00	£0.40	OS
	Risk assessment - Maximum Hourly Charge	£46.68	0.0%	£0.00	£46.68	£0.00	£46.68	OS
	Sampling (each visit) - Maximum Hourly Charge	£46.68	0.0%	£0.00	£46.68	£0.00	£46.68	OS
	Investigation - Maximum Hourly Charge	£46.68	0.0%	£0.00	£46.68	£0.00	£46.68	OS
	Granting an authorisation (each authorisation) - Maximum Hourly Charge	£41.49	0.0%	£0.00	£41.49	£0.00	£41.49	OS
	Analysing a sample:-							
	Full Laboratory Costs	as per laboratory costs			as per laboratory costs	£0.00	£0.00	OS
	Full Courier Charges	as per laboratory costs			as per laboratory costs	£0.00	£0.00	OS
Public Health Exhumation		£1,000.00	6.0%	£60.00	£1,060.00	£0.00	£1,060.00	OS
Food Advisory	Charge for a visit (up to a maximum 2 hours contact time)	£171.60	5.9%	£10.07	£181.67	£36.33	£218.00	S
	Charge for additional hours	£55.20	5.7%	£3.13	£58.33	£11.67	£70.00	S
Food Hygiene Rating Scheme	Re-inspections	£177.00	6.2%	£11.00	£188.00	£0.00	£188.00	OS
	Additional inspections (outside routine plan)	£177.00	6.2%	£11.00	£188.00	£0.00	£188.00	OS
** Health Act 2006	Smoking in a smoke free place	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
	Failure to display no smoking sign	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
Environment Act 2021	Penalty for emission of smoke in smoke control areas	£300.00						

* Private Water Supply Work 19/20 moved from a flat fee to a maximum hourly rate.

FEES AND CHARGES REPORT

APPENDIX 7 – FIXED PENALTY NOTICES

1. Service Description

Fixed Penalty Notices (FPNs) are used to tackle specific problems associated with enviro- crime and anti-social behaviour. These charges are in the main set by statute and where appropriate set locally by the Council.

These charges are levied at a rate relevant to the specific incident and are used as an immediate deterrent to reduce the number of incidents in specific areas.

The vast majority of the fees are statutory and set by central government with a range between minimum and maximum full penalties.

2. Prior years analysis, current financial year projections

The table below illustrates the levels of income achieved in previous financial years. As you can see this is a low volume/income service with the majority of charges being statutory. Any variations in fees within our control would not generate a material surplus/deficit within this area.

Income achieved	2019-20 (£)	2020-21 (£)	2021-22 (£)	2022-23 Forecast (£)
Fixed Penalty Notices	(2,325)	(1,672)	(98)	(3,900)
Total Income	(2,325)	(1,672)	(98)	(3,900)
Budget	(3,500)	(2,600)	(2,200)	(2,700)
Income Achieved (Above)/Below Budget	1,175	928	2,102	(1,200)

3. Pricing

The majority of fees are set as per statutory guidelines. Where fees are non-statutory inflation at 6% has been applied.

4. Understanding Customers and Markets

Work is being undertaken during 2022/2023 to develop a specific strategy for environmental type crime and this will in turn help to inform the ability to recover income.

5. Proposed Charging

The charging schedule sets out where fees are set by statute and where fees are set by the Council.

Statutory charges will be applied in accordance with legislation.

One non-statutory fee increase relates to the handling of High Hedge complaints, and an increase of inflation at 6% has been proposed, rounded to the nearest pound.

6. Impact on Medium Term Financial Plan (MTFP)

	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)	2027/28 (£)
Current Budget in MTFP	(2,700)	(2,700)	(2,700)	(2,700)	(2,700)
Proposed Budget - EPA Litter Fines	(2,700)	(2,700)	(2,700)	(2,700)	(2,700)
Impact on MTFP 2023/24 Pressure/ (Saving)	-	-	-	-	-

7. Recommendation

Members are requested to recommend to Council the charges for 2023/2024 as set out in the schedule below.

Prosperous Communities Committee

Fixed Penalty Notices

		2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Depositing Litter	Fee set by Government - payable within 14 days of issue	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	0.0%	£0.00	£75.00	£0.00	£75.00	OS
Failure to produce Waste Documents	Fee set by Government - payable within 14 days of issue	£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	OS
Failure to produce Authority to Transport Waste	Fee set by Government - payable within 14 days of issue	£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	OS
Unauthorised Distribution of Free Printed Matter	Fee set by Government - payable within 14 days of issue	£75.00	0.0%	£0.00	£75.00	£0.00	£75.00	OS
Failure to comply with a Domestic Waste Receptacles Notice	Fee set by Government - payable within 14 days of issue	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	0.0%	£0.00	£75.00	£0.00	£75.00	OS
Failure to comply with an Industrial and Commercial Waste Receptacles Notice	Fee set by Government - payable within 14 days of issue	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	0.0%	£0.00	£75.00	£0.00	£75.00	OS
Abandoning a Vehicle	Fee set by Government - payable within 14 days of issue	£200.00	0.0%	£0.00	£200.00	£0.00	£200.00	OS
Nuisance Parking	Fee set by Government - payable within 14 days of issue	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
Anti Social Behaviour Crime and Policing Act 2014 - Community Protection Notice	Fee set by Government - payable within 14 days of issue	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	0.0%	£0.00	£75.00	£0.00	£75.00	OS
Anti Social Behaviour Crime and Policing Act 2014 - Public Space Protection Order	Fee set by Government - payable within 14 days of issue	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	0.0%	£0.00	£75.00	£0.00	£75.00	OS
Flytipping	Fee set by Government - payable within 14 days of issue	£400.00	0.0%	£0.00	£400.00	£0.00	£400.00	OS
High Hedge Fee	Fee set locally	£595.00	6.1%	£36.00	£631.00	£0.00	£631.00	OS
Fee for abandoned shopping trolleys	Fee set locally (maximum charge)	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS

FEES AND CHARGES REPORT

APPENDIX 8 - LAND CHARGES SERVICES

1. Service Description

A Local Land Charge is required whenever a property is sold, purchased, leased or re-mortgaged. The charge reviews whether there are any restrictions or prohibitions on the property and whether it is subject to charge (if that charge has been registered). There are four main search types that show different types of information.

- **Local Land Charge Register Search (LLC1).** Provides information held in the Local Land Charges Register and covers any charges or attendant restrictions relating to the land or property in question. This information can include whether the property is a listed building or whether it is subject to a Tree Protection Order.
- **CON29.** Provides answers to the property/land that only the Council hold information regarding. This can include recent statutory noise complaints or any road proposals and traffic schemes that affect the property
- **Environment Information Regulations.** Provides environmental information held on Council records, for example information on Building Regulations.
- **Access to Raw Data.** Provides the same information as the EIR but is a charged search and the customer can request the information to be presented in a particular format.

As part of the new Infrastructure Act, the responsibility of administering LLC1 searches is migrating to HM Land Registry. West Lindsey District Council will retain liability and responsibility for information provided from the register. This is to be delivered in 2022/23.

The migration of LLC1 searches to HM Land Registry will result in a decrease in search requests received by the service. Between 2019/20 and 2021/22; LLC1 searches contributed to 32% of total searches received.

2. Prior years analysis, current financial year projections

The table below illustrates the volumes of searches over the last three financial years (please note 2022/2023 is an estimate) and the levels of income achieved month by month.

	2019/20	2020/21	2021/22	2022-23 Forecast (£)
Searches Received	2,489	3,095	3,591	2,714
Income Received	(92,973)	(108,801)	(136,486)	(80,400)

Total income received during the previous three financial years against budget (2022/2023 is estimated).

Income achieved	2019-20 (£)	2020-21 (£)	2021-22 (£)	2022-23 Forecast (£)
Land Charges	(92,973)	(108,801)	(136,486)	(80,400)
Total Income	(92,973)	(108,801)	(136,486)	(80,400)
Budget	(125,600)	(98,700)	(116,800)	(80,400)
Income Achieved (Above)/Below Budget	32,627	(10,101)	(19,686)	-

3. Pricing

The service has proposed an increase of inflation at 6% across the majority of fees and charges within the service area.

Those fees which are increased below inflation are increased at an average of 4.1%. The resulting charges are consistent with benchmarking data for neighbouring Authorities.

LLC1 search fee will stop once HM Land Registry take over the declaration of registrations. This was anticipated to be before end March 2022. However, this is currently in project transition phase and a revised timeline from HMLR is expected with an Autumn 2022 delivery schedule.

4. Understanding Customers and Markets

Our average market share in the last 4 years is 36%, and currently this year's share is at 38%. We are looking to increase the market share by 8% over the next 3 years.

In order to forecast the income for the next 10 years we have taken the average searches for the last 4 years, which is 2,964 as the basis for our calculation. We have applied the increase in market share for the next 3 years only. The fees used to calculate the income is based on CON 29R one parcel rate. Next year we propose to

increase this rate by 6% from £78.44 to £83.17 (excl. VAT). For the following years' a 2% increase has been applied.

The income forecast has been compared to the MTFP budget agreed in March 2022. From April 2023 it is assumed that we will no longer receive the LLC1 income as we will no longer perform these searches, the Land Registry will deal with the declaration of registrations from this date. element of searches.

The chart below shows the forecasted budget using the CON29 element only.

Year	Forecast Income	Budget as per MTFP agreed March 2022	Variance over/ (under)	Market Share
2022/23	80,400	80,400	0	38%
2023/24	93,600	92,800	800	38%
2024/25	95,700	105,500	(9,800)	38%
2025/26	97,400	107,500	(10,100)	38%
2026/27	99,100	109,500	(10,400)	38%
2027/28	101,300	109,500	(8,200)	38%
2028/29	103,600	109,500	(5,900)	38%
2029/30	105,800	109,500	(3,700)	38%
2030/31	108,100	109,500	(1,400)	38%
2031/32	110,300	109,500	800	38%

5. Proposed Charges

The service has proposed an increase of inflation at 6% across the majority of fees and charges within the service area.

Those fees which are increased below inflation are increased at an average of 4.1%. The resulting charges are consistent with benchmarking data for neighbouring Authorities.

No increase is proposed for the Local Land Charge Register Search (LLC1) as this charge will stop once Land Registry take over the declaration of registrations. This was anticipated to be before end March 2022. However, this is currently in project transition phase and a revised timeline is expected with an Autumn 2022 delivery schedule.

6. Impact on Medium Term Financial Plan (MTFP)

	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)	2027/28 (£)
Current Budget in MTFP	(92,800)	(105,500)	(107,500)	(109,500)	(109,500)
Proposed Budget - Search Fee Income (Non VAT)	(92,800)	(107,400)	(109,600)	(111,700)	(111,700)
Impact on MTFP 2023/24 Pressure/ (Saving)	-	(1,900)	(2,100)	(2,200)	(2,200)

7. Recommendation

Members are requested to recommend to Council the charges for 2023/2024 as illustrated in the schedule below.

Prosperous Communities Committee

Land Charges

		2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Access to data	Access to information not held on public registers (includes £5 admin fee)	£24.94	6.1%	£1.51	£26.45	£0.00	£26.45	OS
	Cancellation Fee	£6.75	3.7%	£0.25	£7.00	£0.00	£7.00	OS
LLC1:	Any one part of the register	£8.31	0.0%	£0.00	£8.31	£0.00	£8.31	OS
	Whole of the register	£24.94	0.0%	£0.00	£24.94	£0.00	£24.94	OS
	Per additional parcel (maximum of £16)	£2.00	0.0%	£0.00	£2.00	£0.00	£2.00	OS
CON 29R	One parcel	£78.44	6.0%	£4.73	£83.17	£16.63	£99.80	S
	Each additional parcel	£17.66	3.8%	£0.67	£18.33	£3.67	£22.00	S
	Lincolnshire County Council Fee**	£40.00	0.0%	£0.00	£40.00	£8.00	£48.00	S
CON 290								
submitted with CON29R or LLC1	Each printed enquiry	£19.22	4.1%	£0.78	£20.00	£4.00	£24.00	S
submitted on its own	Each printed enquiry	£19.22	4.1%	£0.78	£20.00	£4.00	£24.00	S
Administration Fee		£14.03	6.9%	£0.97	£15.00	£3.00	£18.00	S
Additional Enquiries *	Per additional enquiry	£33.25	6.5%	£2.17	£35.42	£7.08	£42.50	S/O
Filing a definitive certificate of the Lands Tribunal		£4.00	4.9%	£0.20	£4.20	£0.00	£4.20	OS
Office copy of any entry in the register (not including a copy or extract of any plan or document filed pursuant to these rules)								S

* The VAT treatment of this supply will follow the treatment of the initial search (e.g. if CON29 it will be taxable, but if LLC1 it will be outside the scope)

** Set by Lincolnshire County Council

FEES AND CHARGES REPORT

APPENDIX 9 - LICENSING SERVICES

1. Service Description

The Licensing Service processes many different types of licences, the majority of which but not all, incur a fee for the service we provide and can be broken down into the following categories:

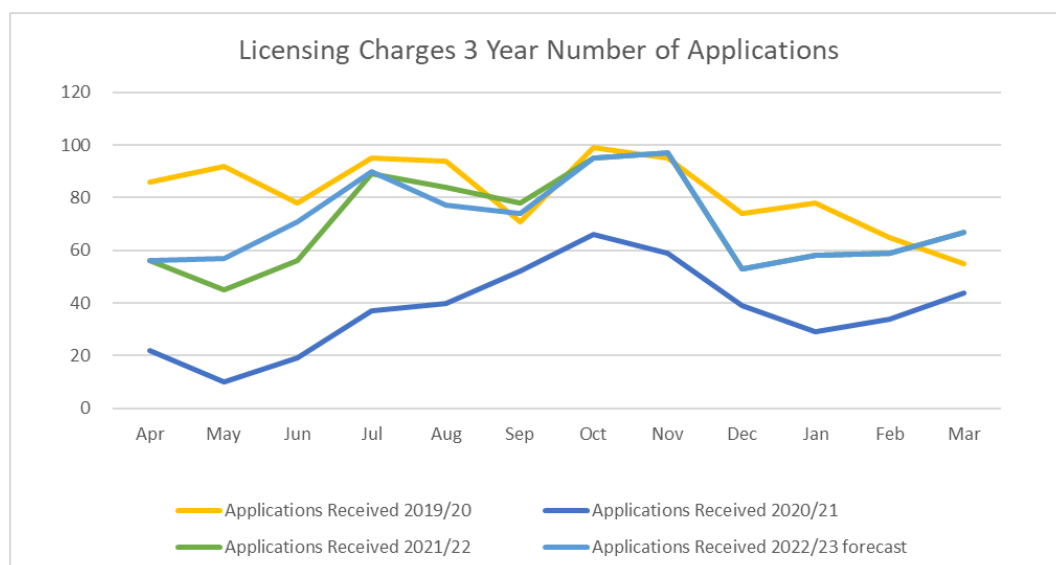
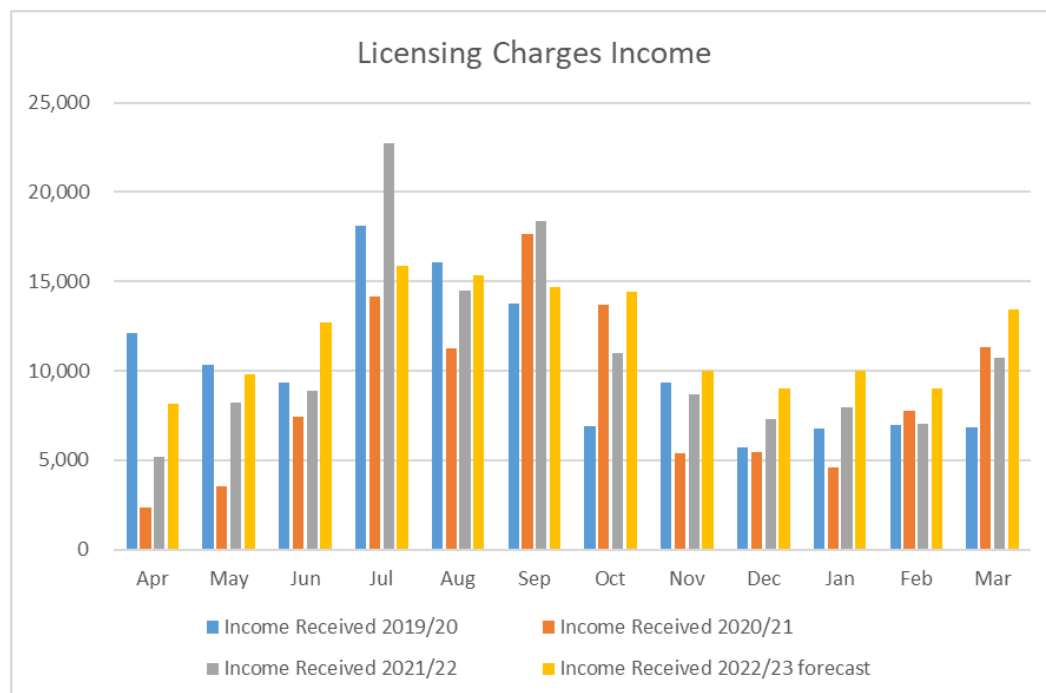
- Licensing Fees – which are statutory set fees dependent upon type of application, the details of which are known by the Team Manager each year. The majority of these are derived from alcohol, entertainment and late-night refreshment, all of which are governed by the Licensing Act 2003. It is important to note that the mandatory fees applied under this legislation have not been amended since the regime commenced in 2005 and in some cases we cannot recover our costs. Typically, fees within this category are set for the sale of alcohol and entertainment in pubs, clubs, off-licences and supermarkets.
- Licensing Fees – which are totally discretionary gives us the opportunity to set the fees accordingly to recover the costs incurred. Typically, fees within this category are set for dog breeding, boarding, pet shops, riding establishments, sex establishments and scrap metal etc.
- Licensing Fees – which are partially discretionary which allows us to set the fees to recover costs, however the fees we set are limited to prevent going beyond a statutory ceiling. Typically, fees within this category are set for betting shops, betting tracks, bingo and adult gaming premises etc. all of which are governed by the Gambling Act 2005.
- There are also a number of applications that we process whereby we are prevented from setting any fee, such as house to house collections, street collections and some caravan site licences.

Whilst some of the fees are partially statutory charges the authority has the flexibility to set the fee up to a maximum. As with other service areas we are required to comply with the relevant regulations when compiling the fees and must be ready to justify the levels of fees which are approved. Licensing income cannot be used to subsidise other areas of work which the council undertakes and once any fees have been set there is always the potential risk that these can be challenged through the courts.

2. Prior years analysis, current financial year projections

The graph below illustrates income received compared to applications received over the last three years and a forecast for the current year. A full analysis of fees and charges has been undertaken with a view to achieving full cost recovery. Some fees are limited as they have a price ceiling that we cannot breach.

	2019/20	2020/21	2021/22	2022/23 forecast
Applications Received	982	451	837	854
Income Received	(122,316)	(104,476)	(130,513)	(142,400)



The table below highlights actual income achieved against budget for the last three financial years and a forecast for 2022/2023. Many of the fees within the Licensing service are statutory, or statutory with a ceiling range as to what we can charge.

Income achieved	2019-20 (£)	2020-21 (£)	2021-22 (£)	2022-23 Forecast (£)
Licensing	(122,316)	(104,475)	(130,473)	(142,400)
Total Income	(122,316)	(104,475)	(130,473)	(142,400)
Budget	(118,700)	(104,000)	(129,700)	(142,400)
Income Achieved (Above)/Below Budget	(3,616)	(475)	(773)	-

3. Pricing

Inflationary increase of 6% has been applied for all non-statutory fees that WLDC have the powers to set unless the statutory maximum has been reached. The proposed increases have been applied with a view to achieving total cost recovery, and to be consistent with charges being applied by neighbouring Authorities.

4. Understanding Customers and Markets

The service has not carried out any customer satisfaction surveys relative to fee setting. 98% of licence applications are processed within the agreed timescales, the majority of which are from the statutory regime, which in turn have their own set turnaround times which we have to comply with, therefore it is highly unlikely that there is any scope for applicants to pay more for a faster turnaround.

5. Proposed Charging

Statutory charges will be applied in accordance with legislation.

For other charges the Licensing Service proposes to apply an inflationary increase of 6%. Total cost recovery has been achieved in most areas; the rest have recovered controllable overheads as a minimum.

6. Impact on Medium Term Financial Plan (MTFP)

	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)	2027/28 (£)
Current Budget in MTFP	(137,200)	(138,200)	(139,400)	(139,600)	(139,800)
Proposed Budget - Licences - Animal Welfare	(16,700)	(17,000)	(17,300)	(17,300)	(17,300)
Proposed Budget - Licences - Tattoos & Ear Piercing	(1,300)	(1,300)	(1,300)	(1,300)	(1,300)
Proposed Budget - Licences - Riding Establishments	(1,400)	(1,400)	(1,400)	(1,400)	(1,400)
Proposed Budget - Licences - Gambling	(7,500)	(7,600)	(7,700)	(7,700)	(7,900)
Proposed Budget - Hackney Carriage Licences	(41,700)	(42,500)	(43,400)	(43,500)	(43,500)
Proposed Budget - Street Trading Licences	(700)	(700)	(700)	(700)	(700)
Proposed Budget - Small Lotteries Licences	(2,600)	(2,600)	(2,600)	(2,600)	(2,600)
Proposed Budget - Liquor Licences	(66,500)	(66,500)	(66,500)	(66,500)	(66,500)
Impact on MTFP 2023/24 Pressure/ (Saving)	(1,200)	(1,400)	(1,500)	(1,400)	(1,400)

7. Recommendation

Members are requested to recommend to Council the charges for 2023/2024 as illustrated in the schedules below:

2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

Bingo Premises Licence

Application Fee for Provisional Statement			£1,118.60	6.0%	£67.40	£1,186.00	£0.00	£1,186.00	OS
Licence for Provisional Statement Premises			£1,007.60	6.0%	£60.40	£1,068.00	£0.00	£1,068.00	OS
Application Fee New Premises			£1,118.60	6.0%	£67.40	£1,186.00	£0.00	£1,186.00	OS
Annual Fee			£933.70	6.0%	£56.30	£990.00	£0.00	£990.00	OS
Variation of Licence			£1,118.60	6.0%	£67.40	£1,186.00	£0.00	£1,186.00	OS
Transfer Fee			£969.00	6.0%	£58.00	£1,027.00	£0.00	£1,027.00	OS
Application for Reinstatement			£969.00	6.0%	£58.00	£1,027.00	£0.00	£1,027.00	OS

Adult Gaming Centre

Application Fee for Provisional Statement			£1,118.60	6.0%	£67.40	£1,186.00	£0.00	£1,186.00	OS
Licence for Provisional Statement Premises			£1,007.60	6.0%	£60.40	£1,068.00	£0.00	£1,068.00	OS
Application Fee New Premises			£1,118.60	-10.6%	-£118.60	£1,000.00	£0.00	£1,000.00	OS
Annual Fee			£969.00	3.2%	£31.00	£1,000.00	£0.00	£1,000.00	OS
Variation of Licence			£1,017.00	-1.7%	-£17.00	£1,000.00	£0.00	£1,000.00	OS
Transfer Fee			£969.00	6.0%	£58.00	£1,027.00	£0.00	£1,027.00	OS
Application for Reinstatement			£969.00	6.0%	£58.00	£1,027.00	£0.00	£1,027.00	OS

Family Entertainment Centre

Application Fee for Provisional Statement			£1,118.60	6.0%	£67.40	£1,186.00	£0.00	£1,186.00	OS
Licence for Provisional Statement Premises			£950.00	0.0%	£0.00	£950.00	£0.00	£950.00	OS
Application Fee New Premises			£1,118.60	-10.6%	-£118.60	£1,000.00	£0.00	£1,000.00	OS
Annual Fee			£750.00	0.0%	£0.00	£750.00	£0.00	£750.00	OS
Variation of Licence			£1,000.00	0.0%	£0.00	£1,000.00	£0.00	£1,000.00	OS
Transfer Fee			£933.70	1.7%	£16.30	£950.00	£0.00	£950.00	OS
Application for Reinstatement			£933.70	1.7%	£16.30	£950.00	£0.00	£950.00	OS

Betting Premises (Other)

Application Fee for Provisional Statement			£1,118.60	6.0%	£67.40	£1,186.00	£0.00	£1,186.00	OS
Licence for Provisional Statement Premises			£1,006.40	6.0%	£60.60	£1,067.00	£0.00	£1,067.00	OS
Application Fee New Premises			£1,118.60	6.0%	£67.40	£1,186.00	£0.00	£1,186.00	OS
Annual Fee			£600.00	0.0%	£0.00	£600.00	£0.00	£600.00	OS
Variation of Licence			£1,118.60	6.0%	£67.40	£1,186.00	£0.00	£1,186.00	OS
Transfer Fee			£969.00	6.0%	£58.00	£1,027.00	£0.00	£1,027.00	OS
Application for Reinstatement			£969.00	6.0%	£58.00	£1,027.00	£0.00	£1,027.00	OS

Betting Premises (Tracks)

Application Fee for Provisional Statement			£1,118.60	6.0%	£67.40	£1,186.00	£0.00	£1,186.00	OS
Licence for Provisional Statement Premises			£950.00	0.0%	£0.00	£950.00	£0.00	£950.00	OS
Application Fee New Premises			£1,118.60	6.0%	£67.40	£1,186.00	£0.00	£1,186.00	OS
Annual Fee			£879.70	5.9%	£52.30	£932.00	£0.00	£932.00	OS
Variation of Licence			£1,118.60	6.0%	£67.40	£1,186.00	£0.00	£1,186.00	OS
Transfer Fee			£933.70	1.7%	£16.30	£950.00	£0.00	£950.00	OS
Application for Reinstatement			£933.70	1.7%	£16.30	£950.00	£0.00	£950.00	OS

2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

Miscellaneous								
Change of Circumstances		£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS
Fee for Copy of a Licence Under the Gambling Act 2005		£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS
Temporary Usage License		£417.50	6.1%	£25.50	£443.00	£0.00	£443.00	OS
Unlicensed FEC's & Prize gaming Permits (10 year duration)								
New Gaming Machine Permit (no annual fee)		£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	OS
Renewal		£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	OS
Change of name on permit		£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS
Copy of permit		£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS
New Prize Gaming Permit (no annual fee)		£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	OS
Renewal		£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	OS
Change of name on permit		£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS
Copy of permit		£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS
Club Gaming Permit & Club Machine Permit (10 year duration)								
New grant Club Gaming Permit		£200.00	0.0%	£0.00	£200.00	£0.00	£200.00	OS
New grant Club Gaming Permit with Club Premises Certificate (fast track)		£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
Renewal		£200.00	0.0%	£0.00	£200.00	£0.00	£200.00	OS
Renewal of Club Gaming Permit with Club Premises Certificate (fast track)		£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
Annual Fee		£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS
Variation		£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
Copy of permit		£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS
Lotteries								
Society Lottery - New		£40.00	0.0%	£0.00	£40.00	£0.00	£40.00	OS
Society Lottery - Renewal		£20.00	0.0%	£0.00	£20.00	£0.00	£20.00	OS
Machines in Alcohol Licensed premises - 3 or more machines								
New		£150.00	0.0%	£0.00	£150.00	£0.00	£150.00	OS
Annual Fee		£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS
Transfer		£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS
Variation		£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
Change of name on permit		£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS
Copy of gaming machine permit		£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS
Gambling Machine Permit - Up to 2 Machines	One-off fee	£50.00	0.0%	£0.00	£50.00	£0.00	£50.00	OS

2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

Taxi Licensing (Including Horse Drawn Omnibus)								
Driver's License Application (3Yr)	New/Renewal	£188.00	5.9%	£11.00	£199.00	£0.00	£199.00	OS
Knowledge Test Fee Including ID check	New Driver Licenses includes Right to licence checks	£38.00	5.3%	£2.00	£40.00	£0.00	£40.00	OS
Knowledge Test Fee - Resit	New Driver Licenses	£36.00	5.6%	£2.00	£38.00	£0.00	£38.00	OS
DBS Check	On New or Renewal	£38.00	5.3%	£2.00	£40.00	£0.00	£40.00	OS
DBS Admin Fee*	On New or Renewal	£10.00	10.0%	£1.00	£11.00	£0.00	£11.00	OS
	<i>*This fee is controlled by City of Lincoln Council and subject to change</i>							
Vehicle License	New	£266.00	6.0%	£16.00	£282.00	£0.00	£282.00	OS
Vehicle License	Renewal	£266.00	6.0%	£16.00	£282.00	£0.00	£282.00	OS
Replacement Plate ADD cost of materials	Plate only (does not include cost of plate)	£31.00	6.5%	£2.00	£33.00	£0.00	£33.00	OS
Replacement Plate & Bracket ADD cost of materials	Plate and Bracket (does not include cost of plate & bracket)	£41.00	4.9%	£2.00	£43.00	£0.00	£43.00	OS
Private Hire Operators Licence (5Yr)		£232.00	6.0%	£14.00	£246.00	£0.00	£246.00	OS
Transfer of Ownership of Taxi/Private Hire Vehicle License		£30.00	6.7%	£2.00	£32.00	£0.00	£32.00	OS
Alcohol and Entertainment Licenses		Charges set by Licensing Act 2003						
New Premise Licence								
Category A		£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
Category B		£190.00	0.0%	£0.00	£190.00	£0.00	£190.00	OS
Category C		£315.00	0.0%	£0.00	£315.00	£0.00	£315.00	OS
Category D		£450.00	0.0%	£0.00	£450.00	£0.00	£450.00	OS
Category E		£635.00	0.0%	£0.00	£635.00	£0.00	£635.00	OS
Large scale application >4999 (minimum fee applies)		£1,000.00	0.0%	£0.00	£1,000.00	£0.00	£1,000.00	OS
Variation of Premises Licence		£100 - £635	0.0%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Change of DPS or Disapplication of DPS		£23.00	0.0%	£0.00	£23.00	£0.00	£23.00	OS
Annual fee demand								
Category A		£70.00	0.0%	£0.00	£70.00	£0.00	£70.00	OS
Category B		£180.00	0.0%	£0.00	£180.00	£0.00	£180.00	OS
Category C		£295.00	0.0%	£0.00	£295.00	£0.00	£295.00	OS
Category D		£320.00	0.0%	£0.00	£320.00	£0.00	£320.00	OS
Category E		£350.00	0.0%	£0.00	£350.00	£0.00	£350.00	OS
Large scale annual fee >4999 (minimum fee applies)		£500.00	0.0%	£0.00	£500.00	£0.00	£500.00	OS
Minor Variation		£89.00	0.0%	£0.00	£89.00	£0.00	£89.00	OS
Provisional Statement		£195.00	0.0%	£0.00	£195.00	£0.00	£195.00	OS
Register of Interest		£21.00	0.0%	£0.00	£21.00	£0.00	£21.00	OS
Copy of Licence		£10.50	4.8%	£0.50	£11.00	£0.00	£11.00	OS
Club Premises Certificate - New		£100 - £635	0.0%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Variation		£100 - £635	0.0%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Minor Variation		£89.00	0.0%	£0.00	£89.00	£0.00	£89.00	OS
Personal Licence - New		£37.00	0.0%	£0.00	£37.00	£0.00	£37.00	OS
Personal Licence - Change of name /address		£10.50	4.8%	£0.50	£11.00	£0.00	£11.00	OS
Personal Licence - Copy of Licence (card part, paper part or both)		£10.50	4.8%	£0.50	£11.00	£0.00	£11.00	OS
Transfer of Premises Licence		£23.00	0.0%	£0.00	£23.00	£0.00	£23.00	OS
Temporary Event Notice		£21.00	0.0%	£0.00	£21.00	£0.00	£21.00	OS
Skin Piercing	Premises registration	£198.00	0.0%	£0.00	£198.00	£0.00	£198.00	OS
	Personal registration	£55.00	0.0%	£0.00	£55.00	£0.00	£55.00	OS
Street Trading Consents		£206.00	0.0%	£0.00	£206.00	£0.00	£206.00	OS
Copy of Any License Not Covered by the Licensing Act 2003 or Gambling Act 2005		£28.00	0.0%	£0.00	£28.00	£0.00	£28.00	OS

		2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Sale of Animals	New (Part A)	£213.00	6.1%	£13.00	£226.00	£0.00	£226.00	OS
	New (Part B)	£115.00	6.1%	£7.00	£122.00	£0.00	£122.00	OS
	Renewal (Part A)	£207.00	5.8%	£12.00	£219.00	£0.00	£219.00	OS
	Renewal (Part B)	£112.00	6.3%	£7.00	£119.00	£0.00	£119.00	OS
Animal Boarding Establishments (Excludes vet fees payable direct to vet)	Cats or Dogs - New (Part A)	£267.00	6.0%	£16.00	£283.00	£0.00	£283.00	OS
	Cats or Dogs - New (Part B)	£115.00	6.1%	£7.00	£122.00	£0.00	£122.00	OS
	Cats or Dogs - Renewal (Part A)	£259.00	6.2%	£16.00	£275.00	£0.00	£275.00	OS
	Cats or Dogs - Renewal (Part B)	£112.00	6.3%	£7.00	£119.00	£0.00	£119.00	OS
	Cats and Dogs (Dual) - New (Part A)	£314.00	6.1%	£19.00	£333.00	£0.00	£333.00	OS
	Cats and Dogs (Dual) - New (Part B)	£115.00	6.1%	£7.00	£122.00	£0.00	£122.00	OS
	Cats and Dogs (Dual) - Renewal (Part A)	£305.00	5.9%	£18.00	£323.00	£0.00	£323.00	OS
	Cats and Dogs (Dual) - Renewal (Part B)	£112.00	6.3%	£7.00	£119.00	£0.00	£119.00	OS
	Home Boarding - New (Part A)	£177.00	6.2%	£11.00	£188.00	£0.00	£188.00	OS
	Home Boarding - New (Part B)	£115.00	6.1%	£7.00	£122.00	£0.00	£122.00	OS
	Home Boarding - Renewal (Part A)	£171.00	5.8%	£10.00	£181.00	£0.00	£181.00	OS
	Home Boarding - Renewal (Part B)	£112.00	6.3%	£7.00	£119.00	£0.00	£119.00	OS
	New or Renewal (Part A) + vet fee	£267.00	6.0%	£16.00	£283.00	£0.00	£283.00	OS
Hiring of Horses	New or Renewal (Part B) + vet fee	£118.00	5.9%	£7.00	£125.00	£0.00	£125.00	OS
Dog Breeding	New (part A) + vet fee	£267.00	6.0%	£16.00	£283.00	£0.00	£283.00	OS
	New (part B)	£118.00	5.9%	£7.00	£125.00	£0.00	£125.00	OS
	Renewal (Part A)	£259.00	6.2%	£16.00	£275.00	£0.00	£275.00	OS
Dog Day Care	Renewal (Part B)	£118.00	5.9%	£7.00	£125.00	£0.00	£125.00	OS
	New (Part A)	£177.00	6.2%	£11.00	£188.00	£0.00	£188.00	OS
	New (Part B)	£118.00	5.9%	£7.00	£125.00	£0.00	£125.00	OS
Dog Day Care	Renewal (Part A)	£171.00	5.8%	£10.00	£181.00	£0.00	£181.00	OS
	Renewal (Part B)	£112.00	6.3%	£7.00	£119.00	£0.00	£119.00	OS
Exhibition Of Animals	New or Renewal (Part A)	£177.00	6.2%	£11.00	£188.00	£0.00	£188.00	OS
Application to be re-rated	per hour or part of	£68.00	5.9%	£4.00	£72.00	£0.00	£72.00	OS
Variation to the licence	per hour or part of	£68.00	5.9%	£4.00	£72.00	£0.00	£72.00	OS
Dangerous Wild Animals (Excluding vet fees)	Vets fees plus admin costs of	£176.00	6.3%	£11.00	£187.00	£0.00	£187.00	OS
Zoos (Excluding vet fees) - 4 yr. initial application	Application fee plus Vets fees plus admin/costs inc initial inspection and informal visits	£767.00	6.0%	£46.00	£813.00	£0.00	£813.00	OS
Zoos (Excluding vet fees) - 6 yr. licence	Application fee plus Vets fees plus admin/costs inc initial inspection and informal visits	£1,873.00	6.0%	£112.00	£1,985.00	£0.00	£1,985.00	OS
Scrap Metal								
New/Renewal Collectors fee - 3 yr.	Admin/processing of application (part A)	£117.00	6.0%	£7.00	£124.00	£0.00	£124.00	OS
	Document inspection - year 1 (part B)	£42.00	7.1%	£3.00	£45.00	£0.00	£45.00	OS
	Document inspection - year 2 (part B)	£44.00	6.8%	£3.00	£47.00	£0.00	£47.00	OS
	Document inspection - year 3 (part B)	£44.00	6.8%	£3.00	£47.00	£0.00	£47.00	OS
Change of details, name / address		£44.00	6.8%	£3.00	£47.00	£0.00	£47.00	OS
New/Renewal Site fee - 3 yr.	Part A Admin of application includes initial yr. 1 inspection by 2 officers	£449.00	6.0%	£27.00	£476.00	£0.00	£476.00	OS
	Part B Follow up compliance inspection by 2 officers - year 1	£282.00	6.0%	£17.00	£299.00	£0.00	£299.00	OS
	Part B Follow up compliance inspection - year 2 by 2 officers	£292.00	6.2%	£18.00	£310.00	£0.00	£310.00	OS
Change of site manager		£43.00	7.0%	£3.00	£46.00	£0.00	£46.00	OS
Sex Shop Licences and Sexual Entertainment Venues	Initial application (part A)	£1,961.00	6.0%	£118.00	£2,079.00	£0.00	£2,079.00	OS
	compliance check (part B)	£146.00	6.2%	£9.00	£155.00	£0.00	£155.00	OS
	Renewal (part A)	£349.00	6.0%	£21.00	£370.00	£0.00	£370.00	OS
	compliance check (part B)	£146.00	6.2%	£9.00	£155.00	£0.00	£155.00	OS
	Transfer fee	£243.00	6.2%	£15.00	£258.00	£0.00	£258.00	OS

* To comply with legal requirements relevant licence fees are now made up of two parts. Part A is payable upon application, and Part B is only payable if the licence is granted and must be paid prior to the licence being issued. Applicants may, if they wish, pay both parts together at the time of the application but are under no obligation to do so. If an applicant does pay both parts of the fee at the time of the application and the licence is subsequently refused Part B will be refunded.

FEES AND CHARGES REPORT

APPENDIX 10 – GAINSBOROUGH MARKET

1. Service description

Gainsborough General Market takes place every Tuesday and Saturday, with stalls located in the Market Place and Silver Street.

The market function is part of Operational Services and is managed on a day-to-day basis by the Street Cleansing Team Manager.

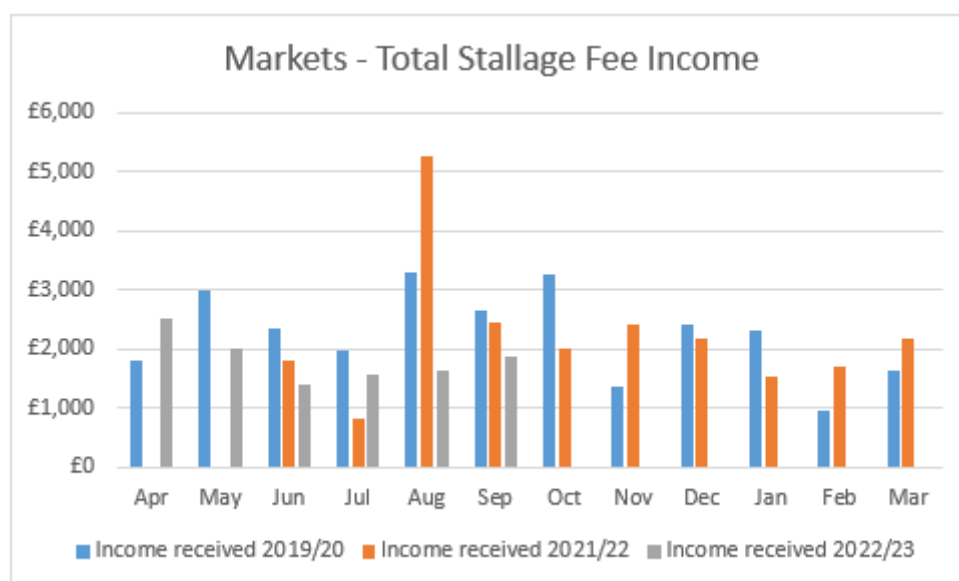
Traders pay their stall fees mostly by card payments; however, we do still have a minority paying with cash/cheques.

Gainsborough Market is a key feature of the town and helps to attract footfall to support the wider shopping area, particularly on a Tuesday. However, consistent with the national picture, Gainsborough Market has been in decline in recent years due to changing retail habits. Financial pressures have placed further strain on the resources needed to manage and develop the market.

The Market was subject to a comprehensive review and future delivery options were to be considered by the Council's Prosperous Communities Committee earlier this year, an approved three-year Action Plan is now in delivery.

2. Prior years analysis, current financial year projections

The graph below illustrates the actual income that has been received over the last three financial years, split over months. There is no income for 2020/2021 as Members agreed free market rents until 31st May 2021 due to Covid-19. 2022/2023 is the income for the first 6 months only.



Total income received year-on-year is illustrated below, there is minimal income for 2020/2021 as Members agreed free market rents until 31st May 2021 due to Covid-19.

As the table shows income has been gradually reducing since 2019/2020.

Income achieved	2019-20 (£)	2020-21 (£)	2021-22 (£)	2022-23 Forecast (£)
Markets	(26,944)	(324)	(21,267)	(20,000)
Total Income	(26,944)	(324)	(21,267)	(20,000)
Budget	(35,000)	-	(35,000)	(35,000)
Income Achieved (Above)/Below Budget	8,056	(324)	13,733	15,000

3. Pricing

As the Action Plan is now in delivery, we are not proposing any amendments to fees and charges at this point.

4. Understanding customers and Markets

The Market has capacity for 91 stalls. Current levels of occupancy fall significantly short of this level. The number of traders has reduced over the past 3 years. A thorough review is currently underway and will be delivered to Members in the Autumn.

5. Proposed Charging

It is proposed that charges are frozen at the current rate to support the trader and the town centre until the Action Plan is delivered.

6. Impact on Medium Term Financial Plan (MTFP)

Corporate Policy and Resources approved the 'Funding the Future of West Lindsey Markets Model' on the 10th February 2022, which included a reduction in stallage fee income of £6,600 in 2023/2024.

	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)	2027/28 (£)
Current Budget in MTFP	(35,000)	(35,000)	(35,000)	(35,000)	(35,000)
Proposed Budget - Markets Stallage Fees	(28,400)	(29,800)	(31,300)	(32,800)	(32,800)
Impact on MTFP 2023/24 Pressure/ (Saving)	6,600	5,200	3,700	2,200	2,200

7. Recommendation

Members are requested to recommend to Council the charges for 2023/2024 as illustrated in the schedule below:

2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

Gainsborough Market**Tuesday Market****Registered Trader**

1 stall		£16.00	0.0%	£0.00	£16.00	£0.00	£16.00	OS
2 stalls		£27.00	0.0%	£0.00	£27.00	£0.00	£27.00	OS
3 stalls		£35.00	0.0%	£0.00	£35.00	£0.00	£35.00	OS
4 stalls		£43.00	0.0%	£0.00	£43.00	£0.00	£43.00	OS
5 stalls		£51.00	0.0%	£0.00	£51.00	£0.00	£51.00	OS

Casual Trader

1 stall		£17.50	0.0%	£0.00	£17.50	£0.00	£17.50	OS
2 stalls		£35.00	0.0%	£0.00	£35.00	£0.00	£35.00	OS
3 stalls		£52.50	0.0%	£0.00	£52.50	£0.00	£52.50	OS
4 stalls		£70.00	0.0%	£0.00	£70.00	£0.00	£70.00	OS
5 stalls		£87.50	0.0%	£0.00	£87.50	£0.00	£87.50	OS

Saturday Market**Registered Trader**

1 stall		£10.00	0.0%	£0.00	£10.00	£0.00	£10.00	OS
2 stalls		£20.00	0.0%	£0.00	£20.00	£0.00	£20.00	OS
3 stalls		£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS
4 stalls		£30.00	0.0%	£0.00	£30.00	£0.00	£30.00	OS
5 stalls		£35.00	0.0%	£0.00	£35.00	£0.00	£35.00	OS

Casual Trader

1 stall		£16.50	0.0%	£0.00	£16.50	£0.00	£16.50	OS
2 stalls		£33.00	0.0%	£0.00	£33.00	£0.00	£33.00	OS
3 stalls		£49.50	0.0%	£0.00	£49.50	£0.00	£49.50	OS
4 stalls		£66.00	0.0%	£0.00	£66.00	£0.00	£66.00	OS
5 stalls		£82.50	0.0%	£0.00	£82.50	£0.00	£82.50	OS

All new traders offered £7.50 per stall on Saturday for a maximum of 6 months

The 6 month period will be cumulative and will be calculated on a rolling basis for each trader

Once a trader has had 6 months discount no further discounts will be given irrespective of time gap between trading

Other Units (Vending Vans, Trailers etc.)**Tuesday Market**

Registered Trader		£23.50	0.0%	£0.00	£23.50	£0.00	£23.50	OS
Casual Trader		£25.50	0.0%	£0.00	£25.50	£0.00	£25.50	OS

Saturday Market

Registered Trader		£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS
Casual Trader		£20.00	0.0%	£0.00	£20.00	£0.00	£20.00	OS

FEES AND CHARGES REPORT

APPENDIX 11 - PLANNING AND DEVELOPMENT SERVICES

1. Service description

The Planning and Development service has a number of Fees and Charges namely:

- Planning application fees – statutory set fees by Central Government that are dependent upon type of application. The Government's Levelling Up and Regeneration: Further Information¹, published 11th May 2022 alongside the Levelling Up Bill, states that in order to improve capacity in the local planning system the Government intends "to increase planning fees for major and minor applications by 35% and 25% respectively, subject to consultation".
- Pre application advice – an optional, enhanced service to encourage early engagement, improve customer experience and reduce time spent on invalid applications by identifying potential issues prior to plan submission. Pre-application engagement and "front-loading" is actively encouraged by national planning policy. Fees for this service can be set locally by WLDC.

WLDC adopted Community Infrastructure Levy (CIL) at Council on 13 November 2017. The implementation of CIL took place on 22 January 2018 which means that any qualifying planning decision made after this point is subject to a CIL charge. As a result, CIL is charged on the majority of new dwellings and (convenience) retail buildings to ensure that development contributes towards the infrastructure needed to support growth in West Lindsey.

2. Prior years analysis, current financial year projections

The tables below illustrate the levels of income received 2019/2020, 2020/2021 and 2021/2022 and the latest forecast for 2022/2023.

Income achieved	2019-20 (£)	2020-21 (£)	2021-22 (£)	2022-23 Forecast (£)
Pre-application fees	(73,701)	(58,777)	(94,270)	(60,000)
Total Income	(73,701)	(58,777)	(94,270)	(60,000)
Budget	(59,100)	(62,100)	(67,700)	(71,700)
Income Achieved (Above)/Below Budget	(14,601)	3,323	(26,570)	11,700

¹ <https://www.gov.uk/government/publications/levelling-up-and-regeneration-further-information/levelling-up-and-regeneration-further-information#wider-improvements-to-planning-procedures>

Income achieved	2019-20 (£)	2020-21 (£)	2021-22 (£)	2022-23 Forecast (£)
Planning fees	(948,519)	(1,029,421)	(968,498)	(1,145,000)
Total Income	(948,519)	(1,029,421)	(968,498)	(1,145,000)
Budget	(960,100)	(937,500)	(900,000)	(945,000)
Income Achieved (Above)/Below Budget	11,581	(91,921)	(68,498)	(200,000)

CIL contributions are excluded from the figures in the table above. For a full CIL summary please refer to the infrastructure funding statement published on West Lindsey District Council's website at:

<https://www.gov.uk/government/publications/levelling-up-and-regeneration-further-information/levelling-up-and-regeneration-further-information#wider-improvements-to-planning-procedures>

3. Price

As the planning applications fees are statutory set we are unable to do any impact analysis.

The proposal is for the pre-application advice fees to be increased by 6% equivalent to inflation and rounded to the nearest £, except for the fee for Entry onto Self-Build register which is set to recover only the costs incurred from self-build registration, as required under legislation².

There has been a continued focus on reducing overhead service costs through more efficient practices. Planning files are now digital / online, and measures are in place to reduce the demand for site visits.

4. Understanding Customers and Markets

During the current financial year, the strategic growth agenda has continued to focus on developing key relationships with landowners and developers to restore confidence in the local housing market. Working with partners such as the HCA, the Council has sought to gain a much-improved understanding of the local viability pressures that have impacted upon delivery in the past and coupled with this the Council is investing heavily in regeneration and commercial projects. At the service level this requires an effective and engaged Development Management service working closely with all of these partners to make sure that the Planning service is fit for purpose and reflects modern industry development needs.

The focus on improving performance for our customers has ensured that the service has developed with a much sounder understanding of their needs. For instance, the service introduced a simplified "Do I need planning permission?" enquiry for the

² <https://www.gov.uk/guidance/self-build-and-custom-housebuilding#cost-recovery>

benefit of customers in 2019. It is important that successes such as the restored confidence in our pre-application advice service are not undermined by unnecessarily high increases or that we lose our share of this service to the private sector, which is why a fee increase based on inflation only is proposed.

5. Proposed Charges

Statutory charges will be applied in accordance with legislation.

For non-statutory charges, the Planning Service proposes to apply an increase equivalent to inflation at 6% and rounded to the nearest £ to move towards total cost recovery. This applies to all pre-application fees except for the following:

‘Entry onto the Self-Build and Customer-Build Housing Register’ is set to only recover costs and is currently set at the correct fee so no change is proposed for 2023/2024.

‘Paper copies of plans, drawings and documents’ is charged per page between £0.25 and £6.50 depending on paper size. This fee was increased in 2020/21 and a further increase at this time be deemed as excessive, so it is proposed to not increase these for 2023/2024.

Some of the wording and formatting throughout the schedules has been updated to make them easier to read and understand.

The proposed changes for pre-application fees are not anticipated to decrease demand and are forecast to achieve between an additional £700 and £3,000 p/a compared to the 2022/2023 MTFP.

CIL charges were proposed by WLDC prior to adoption and were subject to consultation. As part of this process, they were subject to a public examination by an independent person, namely a Government Inspector from The Planning Inspectorate. These were then formally adopted by Council. As such these rates cannot be subject to change without a full inspection by a similar independent person.

The Planning Service are seeking to set ambitious targets but do not want to frame the service in an unrealistic light as significant change to the Planning system is proposed by the Government over the forthcoming years.

6. Impact on Medium Term Financial Plan (MTFP)

	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)	2027/28 (£)
Current Budget in MTFP	(1,061,800)	(1,049,000)	(1,036,200)	(1,083,500)	(1,083,500)
Proposed Budget - Pre Application Fees	(72,500)	(75,400)	(78,400)	(81,500)	(84,800)
Proposed Budget - Application Fees	(990,000)	(975,000)	(960,000)	(1,005,000)	(1,050,000)
Impact on MTFP 2023/24 Pressure/ (Saving)	(700)	(1,400)	(2,200)	(3,000)	(51,300)

7. Recommendation

Members are asked to approve charges for 2023/2024 as illustrated in the schedule below.

2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

Development

Householder development - do I need planning permission?		£33.33	5.0%	£1.67	£35.00	£7.00	£42.00	S
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)		£88.33	5.7%	£5.00	£93.33	£18.67	£112.00	S
Non-residential changes of use including siting of caravans for sites under 1 ha or buildings under 1,000 m2 (gross)		£189.16	6.2%	£11.67	£200.83	£40.17	£241.00	S
Non-residential changes of use including siting of caravans for sites of 1 ha or above or buildings of 1,000 m2 or above (gross)		£330.83	6.0%	£20.00	£350.83	£70.17	£421.00	S
Development of 1-9 dwellings including changes of use to residential	1st dwelling	£227.50	5.9%	£13.33	£240.83	£48.17	£289.00	S
	Additional dwellings	£126.67	5.9%	£7.50	£134.17	£26.83	£161.00	S
Development of 10-49 dwellings including changes of use to residential	10th dwelling	£1,365.83	6.0%	£81.67	£1,447.50	£289.50	£1,737.00	S
	Additional dwellings	£67.50	6.2%	£4.17	£71.67	£14.33	£86.00	S
Development of 50 or more dwellings	minimum fee	£4,092.50	6.0%	£245.83	£4,338.33	£867.67	£5,206.00	S
	additional fee subject to complexity of proposal				£0.00			
Non-residential development where no floor space is created.		£121.67	6.2%	£7.50	£129.17	£25.83	£155.00	S
Non-residential development up to 499 m2 floor area, or 0.5 ha site area		£165.83	6.0%	£10.00	£175.83	£35.17	£211.00	S
Non-residential development between 500 and 999 m2 floor area, or between 0.51ha and 1.0 ha.	For 500 m2 or 0.51ha	£250.00	6.0%	£15.00	£265.00	£53.00	£318.00	S
	Each additional 100 m2 or 0.1 ha	£126.67	5.9%	£7.50	£134.17	£26.83	£161.00	S
Non-residential development between 1,000 and 4,999 m2 floor area, or between 1.1ha and 2.0ha.	For 1,000 m2 or 1.1ha	£856.67	6.0%	£51.66	£908.33	£181.67	£1,090.00	S
	Each additional 100 m2 or 0.1 ha	£64.16	6.5%	£4.17	£68.33	£13.67	£82.00	S
Non-residential development of 5,000 m2 or more or 2.1ha or more.	Minimum fee	£3,482.50	6.0%	£209.17	£3,691.67	£738.33	£4,430.00	S
	additional fee subject to complexity of proposal	negotiable			£0.00			
Variation or removal of condition.		£88.33	5.7%	£5.00	£93.33	£18.67	£112.00	S
Advertisements		£88.33	5.7%	£5.00	£93.33	£18.67	£112.00	S
Non-householder listed building consent		£172.50	5.8%	£10.00	£182.50	£36.50	£219.00	S
Additional site visit		£150.00	6.1%	£9.17	£159.17	£31.83	£191.00	S
Hazardous Substances		£83.33	6.0%	£5.00	£88.33	£17.67	£106.00	S

N.B.

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 floor space will receive the fee for that

		2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
		£	% Type	or £	£	£	£	
Paper copies of plans, drawings and documents	per side of A4	£0.25	0.0%	£0.02	£0.27	£0.00	£0.27	OS
	per side of A3	£0.55	0.0%	£0.03	£0.58	£0.00	£0.58	OS
	per side A2, A1, A0	£6.50	0.0%	£0.50	£7.00	£0.00	£7.00	OS
Requests for Planning Information		£64.17	6.5%	£4.16	£68.33	£13.67	£82.00	S
Entry onto Self-Build and Custom-Build Housing Register		£52.00	0.0%	£0.00	£52.00	£0.00	£52.00	OS
Public Path Orders, i.e. Diversion Orders	Minimum charge	£580.00	6.0%	£35.00	£615.00	£0.00	£615.00	OS
	Maximum charge	£1,735.00	6.0%	£104.00	£1,839.00	£0.00	£1,839.00	OS

2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

Outline Applications								
Site area	Every 0.1 ha where the site does not exceed 2.5 ha	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	Where the site area exceeds 2.5 ha, £11,432 and an additional £138 for each 0.1 ha in excess of 2.5 hectares, subject to a maximum in total of £150,000	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	OS
Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent)								
Alterations/extensions to dwellinghouses, including works within boundaries	Where the application relates to a single dwellinghouse (or single flat)	£206.00	0.0%	£0.00	£206.00	£0.00	£206.00	OS
	Where the application relates to 2 or more dwellinghouses (or two or more flats)	£407.00	0.0%	£0.00	£407.00	£0.00	£407.00	OS
New dwellinghouses	Where number of new dwellinghouses is not more than 50	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	Where the number of dwellinghouses exceeds 50, £22,859 and an additional £138 for each dwelling in excess of 50 subject to a maximum in total of £300,000	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	OS
Erection of building (not dwellinghouses, agricultural, glasshouses, plant nor machinery)	No increase in gross floor space or no more than 40m ²	£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
	More than 40m ² but no more than 75m ²	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	More than 75m ² but no more than 3,750m ² . £462 for each 75m ² or part thereof	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	More than 3,750m ² , £22,859 and an additional £138 for each 75m ² in excess of 3,750m ² up to a maximum of £300,000	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	OS
Erection/alterations/replacement of plant and machinery	Where site area does not exceed 5 ha; per 0.1 ha	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	Over 5 ha £22,859 and an additional £138 for each 0.1 ha in excess of 5 ha to a maximum of £300,000	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	OS
The erection of buildings (on land used for agriculture for agricultural purposes)	Not more than 465 m ² gross floor space created	£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	More than 465m ² but no more than 540m ²	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	More than 540m ² but not more than 4,215m ² . £462 for the first 540 m ² then £462 per additional 75 m ² (or part thereof) in excess of 540m ²	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	More than 4,215 m ² , £22,859 and an additional £138 for each 75 m ² in excess of 4,215 m ² up to a maximum of £300,000	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	OS
Erection of glasshouses (on land used for the purposes of agriculture)	Not more than 465 m ² gross floor space created	£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	More than 465 m ² gross floor space created	£2,580.00	0.0%	£0.00	£2,580.00	£0.00	£2,580.00	OS

2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

Applications other than Building Works

Car parks, service roads or other accesses	For existing uses	£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
Other Operations (not coming within any of the above categories)	Any site area. £234 for each 0.1 ha (or part thereof) up to a maximum of £2,028	£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS

Lawful Development Certificate

	Existing use or operation	Same as Full						OS
	Existing use or operation - lawful not to comply with any condition or limitation	£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
	Proposed use or operation	Half the normal planning fee						OS

Prior Approval

Larger home extensions		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Additional Storeys on a home		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Agricultural and Forestry buildings & operations		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Demolition of buildings		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Communications (previously referred to as 'Telecommunications Code Systems Operators')		£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
Change of use from Commercial/Business/Service (Use Class E), or Betting Office or Pay Day Loan Shop to mixed use including up to two flats (Use Class C3)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from Business (Use Class B1), Hotels (Use Class C1), Residential Institutions (Use Class C2), Secure Residential Institutions (Use Class C2a) or Assembly and Leisure (Use Class D2) to a State Funded School or Registered Nursery		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from an Agricultural Building to a State-Funded School or Registered Nursery		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from an Agricultural Building to a flexible commercial use within Commercial/Business/Service (Use Class E), Storage or Distribution (Use Class B8), or Hotels (Use Class C1)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from Commercial/Business/Service (Use Class E) to Dwellinghouses (Use Class C3)	£100 for each dwellinghouse	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses (Use Class C3)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	0.0%	£0.00	£206.00	£0.00	£206.00	OS
Change of use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loans Shops, Launderette; or a mixed use combining one of these uses and use as a dwellinghouse to Dwellinghouses (Use Class C3)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	0.0%	£0.00	£206.00	£0.00	£206.00	OS
Provision of Temporary School Building on Vacant Commercial Land and the use of that land as a State-funded School, for up to 3 Academic Years		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS

Change of Use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos (Sui Generis Uses) to Dwellinghouses (Use Class C3)		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	0.0%	£0.00	£206.00	£0.00	£206.00	OS
Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Installation, Alterations or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Erection, extension, or alteration of a university building		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Movable structure within the curtilage of a historic visitor attraction, or listed pub/restaurant/etc		£96.00	0.0%	£0.00	£96.00	£0.00	£96.00	OS
Erection, extension or alteration on a closed defence site by or on behalf of the Crown of single living accommodation and/or non-residential buildings	(No fee set)	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	OS
Construction of new dwellinghouses	Not more than 50 Dwellinghouses	£334.00	0.0%	£0.00	£334.00	£0.00	£334.00	OS
	more than 50 dwellinghouses. £16,525 + £100 for each dwellinghouse in excess of 50. Maximum fee of £300,000	£100.00	0.0%	£0.00	£100.00	£0.00	£100.00	OS
Reserved Matters								
Application for approval of reserved matters following outline approval	Full fee due or if full fee already paid then £462 due						OS	
Approval/Variation/discharge of condition								
Removal or variation of a condition following grant of planning permission		£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
Discharge of condition(s) - Approval of details and/or confirmation that one of more planning conditions have been complied with	Householder Permissions	£34.00	0.0%	£0.00	£34.00	£0.00	£34.00	OS
	All other permissions	£116.00	0.0%	£0.00	£116.00	£0.00	£116.00	OS
Change of Use of a building to use as one or more separate dwellinghouses, or other cases								
	no. of dwellings 50 or less	£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
	more than 50 dwellings, £22,859 and an additional £138 for each dwelling in excess of 50 dwellings up to a maximum of £300,000	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	OS
Other Changes of Use of a building or land		£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
Advertising								
Relating to the business on the premises		£132.00	0.0%	£0.00	£132.00	£0.00	£132.00	OS
Advance signs which are not situated on or visible from the site, directing the public to a business		£132.00	0.0%	£0.00	£132.00	£0.00	£132.00	OS
Other advertisements		£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS
Application for a Non-material Amendment Following a Grant of Planning Permission								
Applications in respect of householder developments		£34.00	0.0%	£0.00	£34.00	£0.00	£34.00	OS
Applications in respect of other developments		£234.00	0.0%	£0.00	£234.00	£0.00	£234.00	OS
Application for Permission in Principle								
Site Area	per 0.1 ha (or part thereof)	£402.00	0.0%	£0.00	£402.00	£0.00	£402.00	OS
Concessions								
Non-Profit making club, society, organisation or trust, providing sports or recreational facilities		£462.00	0.0%	£0.00	£462.00	£0.00	£462.00	OS

2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

CIL Charging Schedule - residential charging zones (charge per m²)

Zone 1 Lincoln Strategy Area (LSA)	no. of dwellings 50 or less	£25.00	0.0%	£0.00	£25.00	£0.00	£25.00	OS
Zone 2 Non Lincoln Strategy Area	more than 50 dwellings, £22,859 and an additional £138 for each dwelling in excess of 50 dwellings subject to maximum in total of £300,000	£15.00	0.0%	£0.00	£15.00	£0.00	£15.00	OS
Zone 3 North East Quadrant Sustainable Urban Extension	Each 0.1 ha of the site area, where the site does not exceed 15 ha	£20.00	0.0%	£0.00	£20.00	£0.00	£20.00	OS
Zone 4 Gainsborough West (as shown shaded green on the charging schedule map of Gainsborough)	Where the site exceeds 15 ha £34,934 and an additional £138 for each 0.1 ha in excess of 15ha subject to a maximum in total of £78,000	£138.00	0.0%	£0.00	£138.00	£0.00	£138.00	OS
£0 charge for apartments across all zones								

CIL Charging Schedule - commercial charging zones (applicable to whole district) (charge per m²)

Convenience Retail *	£40.00	0.0%	£0.00	£40.00	£0.00	£40.00	OS
All Other Uses **	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	OS

* Convenience retail is defined as everyday items including food, drink and non-durable household goods

** All other uses and the £0 rate include comparison retail and retail warehousing

*** CIL charges subject to indexation

No change is permitted to the CIL charging schedule without a full examination by The Planning Inspectorate

FEES AND CHARGES REPORT

APPENDIX 12 – STRATEGIC HOUSING

1. Service Description

Housing and Communities has a number of Fees and Charges namely:

- Housing Enforcement Charges
- Selective Licensing

Housing Enforcement Charges

The Housing Act makes provision for the Council to recover its costs when carrying out certain enforcement functions. This is generally in relation to the serving of notices and the carrying out of works in default. A more proactive approach to enforcement is resulting in more cases where charges can be applied, therefore there is more potential to recover certain costs.

The Council can also now issue Civil Penalties for certain housing offences and the income derived from these is ring fenced to resource further private sector housing work.

Selective Licensing

The Council's existing scheme ended on the 18th of July 2021. Without a scheme the scope to issue Civil Penalties for offences is greatly reduced and therefore has an impact on the income that can be achieved.

A feasibility exercise is underway in relation to whether a new scheme will be designated and any revised fee for this will be go through the necessary approvals.

2. Prior years analysis, current financial year projections

The table below illustrates income achieved 2019/2020, 2020/2021 and 2021/2022. A forecast for 2022/2023 is provided.

Income achieved	2019-20 (£)	2020-21 (£)	2021-22 (£)	2022-23 Forecast (£)
Enforcement Notices	(82,086)	(41,581)	(29,749)	(72,000)
Total Income	(82,086)	(41,581)	(29,749)	(72,000)
Budget	(79,300)	(50,000)	(44,000)	(72,000)
Income Achieved (Above)/Below Budget	(2,786)	8,419	14,251	-

3. Pricing

Housing Enforcement Charges only represent a small element of the Housing and Communities Service.

The costing for each element has been calculated based on a proportionate hourly rate for staff time with absorption of overheads and additional costs.

4. Understanding Customers and Markets

Housing Enforcement Charges

The scope for increasing income within housing enforcement charges is limited. Charges can only be applied in set situations and our policy approach is to resolve matters reasonably and cooperatively. Charges are only applied when formal notices are served which is usually only as a last resort measure.

Selective Licensing

The legislation for selective licensing is very prescriptive in regard to fees and charges therefore the current scheme is in line with this. Should any other schemes be considered in the future the fees will be reviewed accordingly.

5. Proposed Charging

Housing Enforcement Charges

It is proposed to apply inflation at 6% to the current years' fee.

6. Impact on Medium Term Financial Plan (MTFP)

	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)	2027/28 (£)
Current Budget in MTFP	(73,400)	(74,400)	(75,400)	(75,400)	(50,000)
Proposed Budget - Housing Standards Fees & Charges	(36,000)	(36,200)	(36,400)	(36,400)	(11,000)
Proposed Budget - Housing Standards Other Income	(38,900)	(39,700)	(40,500)	(40,500)	(40,500)
Impact on MTFP 2023/24 Pressure/ (Saving)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)

7. Recommendation

Members are requested to recommend to Council the charges for 2023/2024 as set out in the schedule below.

Prosperous Communities Committee

Strategic Housing

2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

Housing Enforcement Charges								
Mandatory HMO Licence Application	Up to 5 units / bedrooms	£850.00	6.0%	£51.00	£901.00	£0.00	£901.00	OS
	Per additional unit	£52.00	5.8%	£3.00	£55.00	£0.00	£55.00	OS
	Maximum charge - n/a							
Mandatory HMO Licence Renewal	Up to 5 units / bedrooms	£721.00	6.0%	£43.00	£764.00	£0.00	£764.00	OS
	Per additional unit	£52.00	5.8%	£3.00	£55.00	£0.00	£55.00	OS
	Maximum charge - n/a							
Hazard Awareness Notice	None	£0.00	0.0%	£0.00	£0.00	£0.00	£0.00	OS
Improvement Notice	For one hazard	£374.56	6.0%	£22.44	£397.00	£0.00	£397.00	OS
Emergency Remedial Action Notice (plus work - see below)	Cost of works plus hourly rate of officer time	Cost of works plus officer time to execute and arrange						OS
	Officer time charged at £39 per hour							
Prohibition Order		£360.50	6.0%	£21.50	£382.00	£0.00	£382.00	OS
Emergency Prohibition Order		£374.56	6.0%	£22.44	£397.00	£0.00	£397.00	OS
Demolition Order		£374.56	6.0%	£22.44	£397.00	£0.00	£397.00	OS
Immigration Procedure Inspection	Per inspection	£74.91	5.7%	£4.09	£79.17	£15.83	£95.00	S
Mobile Homes Act 2013 – Compliance Notice	Hourly rate of relevant officers with on costs plus work in default costs of works							OS
Mobile Homes Act 2014 – Emergency Remedial Action Notice	Hourly rate of relevant officers with on costs plus work in default cost of works							OS
Penalty Charge Notice (Smoke and Carbon Monoxide Alarm (England) Regulations 2015)	Up to £5,000							OS
Monetary penalty (Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014)	Up to £5,000							OS
Financial Penalty - Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020	up to £30,000							OS
Works In Default of any Legislation or Emergency Remedial Action *	Base charge							OS
Enforcement of the Domestic Minimum Level of Energy Efficiency (under the Energy Efficiency (Private Rented Property)(England and Wales) Regulations 2015, as amended)	up to £5,000							OS
Housing and Planning Act - Civil Penalties	up to £30,000							

* Outside the scope of VAT unless the owner agrees in which case VAT is chargeable at the standard rate.

Prosperous Communities Committee

Mobile Homes

2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

Mobile Homes Act 2013								
Caravan Site - Fit & Proper Person	One-off license	£243.00	6.2%	£15.00	£258.00	£0.00	£258.00	OS
Issue of a New Licence		£321.05	5.9%	£18.95	£340.00	£0.00	£340.00	OS
Deposit of Site Rules		£32.00	6.3%	£2.00	£34.00	£0.00	£34.00	OS
Transfer and Alteration of a Licence		£107.02	5.6%	£5.98	£113.00	£0.00	£113.00	OS

FEES AND CHARGES REPORT

APPENDIX 13 – WASTE SERVICES

1. Service Description

Waste Services offers a range of much needed services to the local community, including the collection of standard household waste, plus and garden waste and co-mingled recyclate, bulky and clinical waste collections. They also undertake street cleansing and mechanical road sweeping.

In addition to these services, private road sweeping and collection of bulky items such as fridges and freezers from commercial premises are undertaken.

1a) Price on Application

Commercial Waste and Private Road Sweeping – all fees and charges with prices on application, this is due to the variety of requirements of customers. A pricing model has been developed for both service areas to assist officers in developing a price range, based on the individual requirements and specifications of the customer.

1b) Garden Waste Service

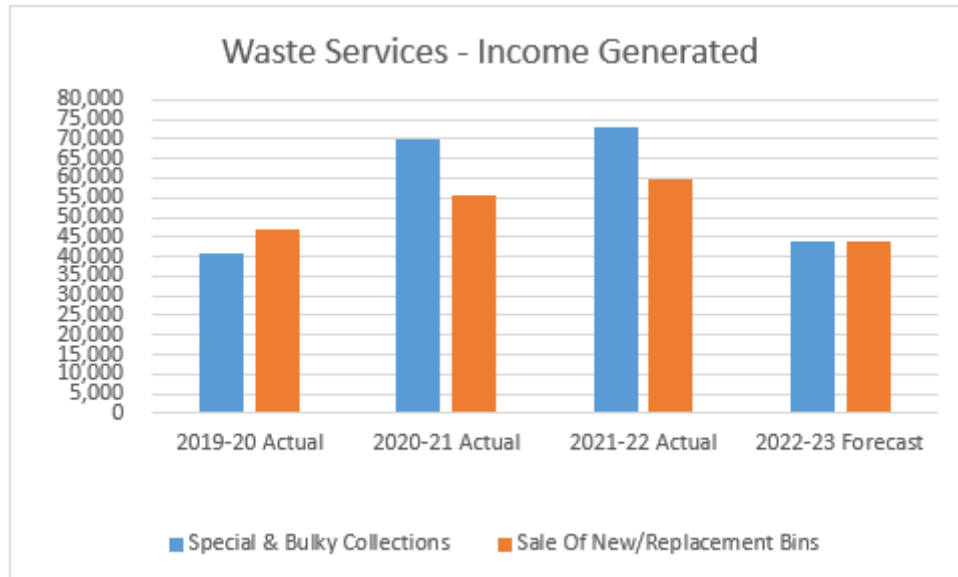
A charge for the collection of Garden Waste was implemented with effect from 1st April 2018. Until 2021/2022, the fee for this service was held at £35.

The price is now £39 per subscription, as agreed for the two years 2021/2022 and 2022/2023.

The Government are currently consulting on a new Environment Bill, one element of this could be new legislation meaning Councils may have to provide a free for all garden waste service. Whilst the Government are proposing to compensate Councils through New Burdens funding, it would mean the Council would no longer receive any income from the service.

2. Prior years analysis, current financial year projections

The graphs below shows the actual income achieved for the previous 3 financial years plus an estimate for 2022/2023.





As the graphs above demonstrate, income had increased for Garden Waste service subscriptions, bulky waste collections and street cleansing incomes in 2021/2022. We are predicting a drop in 2022/2023 for Bulky waste collection and Street Cleansing income.

3. Pricing

3a) Green Garden Waste.

The forecast figures below are based on the 2022/2023 current year rate of 28,002 subscriptions. The assumption is that moving forward the figure is unlikely to change as an increase of subscriptions (2%) is expected to match the fall in current subscriptions (2%). The subscription charge for 2023/2024 is held at the current rate and future year subscriptions charges are due to rise by 2% each year.

An income budget was agreed in the 2022/2023 MTFP of £1,102,900. This budget remains for the same for the period of the 2023/2024 MTFP (the income budget in section 6 includes £300 for the sale of garden waste sacks).

The Government are currently consulting on a new Environment Bill, one element of this could be new legislation meaning Councils may have to provide a free for all garden waste service. Whilst the Government are proposing to compensate Councils through New Burdens funding, it would mean the Council would no longer receive any income from the service.

3b) Bulky Waste

The forecast figures below are based on an average number of bulky waste requested of the last three years, which is 1,500. This figure is not expected to change.

It is proposed that domestic bulky waste collection fees are unchanged to ensure the service is accessible to all our residents given the current cost of living crisis.

4. Understanding Customers and Markets

Waste services, as mentioned above, offer much needed services within the local community. Charges have had inflationary increases in previous years, these increases have been accepted by the users of the service as it is in line with previous years. An inflationary increase has been applied to waste sack charges.

Replacement bins and wheeled bins for new properties have been increased to reflect total cost recovery for supply and delivery, and to ensure one consistent charge is applied across all bin types.

5. Proposed Charging

The proposed charges for 2023/2024 are illustrated below.

It is proposed to increase the price of new and replacement bins in line with inflation at 6%, rounded to the nearest pound. This is in due to the rise in costs to purchase the bin stock.

It is proposed to keep the current price for Bulky Waste services to ensure the service is accessible to all our residents given the current cost of living crisis.

6. Impact on Medium Term Financial Plan (MTFP)

	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)	2027/28 (£)
Current Budget in MTFP (Green Waste)	(1,103,200)	(1,103,200)	(1,103,200)	(1,103,200)	(1,103,200)
Current Budget in MTFP (Supplementary Services)	(90,100)	(91,900)	(93,700)	(94,600)	(94,600)
Proposed Budget - Sales Of Garden Sacks/wheeled bin replacement	(300)	(300)	(300)	(300)	(300)
Proposed Budget - Garden Wheelie Bins Service Chgs	(1,102,900)	(1,102,900)	(1,102,900)	(1,102,900)	(1,102,900)
Proposed Budget - Special & Bulky Collections	(45,300)	(46,200)	(47,100)	(48,000)	(48,000)
Proposed Budget - Sale Of New/Replacement Bins	(47,400)	(48,300)	(47,600)	(47,600)	(47,600)
Impact on MTFP 2023/24 Pressure/ (Saving)	(2,600)	(2,600)	(1,000)	(1,000)	(1,000)

7. Recommendation

Members are requested to approve the charges for the 2023/2024 financial year as detailed in the schedule below.

Prosperous Communities Committee

Operational Services

2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

Garden Waste and Additional Blue Sacks	Per 5 sacks	£9.15	3.8%	£0.35	£9.50	£0.00	£9.50	OS
	Postage & packaging of 5 sacks	£2.35	6.4%	£0.15	£2.50	£0.00	£2.50	OS
Garden Waste Wheeled Bin (Annual charge)	Collection of 1st bin	£39.00	0.0%	£0.00	£39.00	£0.00	£39.00	OS
Garden Waste Wheeled Bin (Annual charge)	Collection of 2nd and subsequent bins	£39.00	0.0%	£0.00	£39.00	£0.00	£39.00	OS
Wheeled Bin Replacement (supply & delivery)	Green/Black /blue recycling	£35.00	5.7%	£2.00	£37.00	£0.00	£37.00	OS
Wheeled Bins for New Properties (supply & delivery)	Green/Black /blue recycling	£35.00	5.7%	£2.00	£37.00	£0.00	£37.00	OS
Bulky Household Waste Collections	Collection articles worth up to 6 points	£34.30	0.0%	£0.00	£34.30	£0.00	£34.30	OS
	Additional articles worth 1 point collected at the same time	£4.50	0.0%	£0.00	£4.50	£0.00	£4.50	OS
Collection and Disposal of Fridges and Freezers from Commercial Premises		£95.20	6.1%	£5.80	£101.00	£0.00	£101.00	OS

FEES AND CHARGES REPORT

APPENDIX 14 – TRINITY ARTS CENTRE (TAC)

1. Service Description

Trinity Arts Centre (TAC) is operated by West Lindsey District Council and is widely used by local and touring professional companies who stage shows at the centre. Alongside this, the venue maintains an active and full roster of community group activities across its secondary spaces and the main auditorium doubles up as a one screen cinema when not in use as a live entertainment space.

The venue is acutely managed and staffed by a small team of industry professionals who in recent years have increased the programme on offer, reduced annual subsidies and transitioned the venue to a more commercially viable operation whilst maintaining strong community links.

2. Prior years analysis, current financial year projections

Historically cinema has offered TAC the most cost effective and simple of operations. Post pandemic, cinema operations have been further streamlined to make the best use of staff time and skills.

There was no film income in 2020/2021 and 2021/2022. Film showing started again on the 29th of April 2022.

Cinema has been affected globally with attendance down by 41% compared to pre-pandemic levels. Industry discussions have cited streaming platforms and a lack of decent blockbuster releases being a primary contributor. Cinema attendance at TAC has been variable with hits like Downton Abbey and Top Gun attracting audiences of approximately 40% capacity whilst other releases have attracted capacities of 20% – 0%.

There was a national campaign to improve cinema attendance in 2022 with a campaign for £3.50 tickets with a noticeable increase in up-take across the UK.

Cinema income

Year	2017/18 Actual	2018/19 Actual	2019/20 Actual	2020/21 Actual	2021/22 Actual	2022/23 forecast
Cinema Income	£37,375	£34,038	£34,510	£0	£0	£8,000

During the pandemic, TAC room hire grew exponentially with almost all days being hired by one group or another. Over the last year, the number of regular hires has reduced slightly for a variety of reasons:

- **Fame Academy:** Business closed because of the pandemic.
- **Tsunami AllStars:** Business relocated to a larger venue to meet their growing student demand and the need for specialist gym style studio space.
- **High Fives Creche:** Business closed due to the lack of custom.
- **ALIVE Church:** Group have purchased their own venue in town where they will run their adult education classes. They will remain hiring TAC for their Sunday services.
- **CLIP:** Business has closed and taken over by ACIS.

Current hirers remaining include **Rhythm in Movement**, **DuckEgg Youth Theatre** and the **Arts Society** have confirmed their commitment but are borderline with hire fees as they are at the top of their threshold.

The closure of another venue in town has seen an increase in hire requests, but nothing coming to fruition with the groups citing the cost of hiring being a barrier due to the low customer base they are currently dealing with.

Year	2017/18 Actual	2018/19 Actual	2019/20 Actual	2020/21 Actual	2021/22 Actual	2022/23 forecast
Room Hire Income	£13,256	£10,125	£3,913	£4,175	£21,400	£19,000

3. Pricing

Demand

Below is a table comparing the Box Office forecast income for 2023/2024 to 2032/2033 against the budget agreed in the MTFP approved in March 2022.

The assumption is that fees and charges will increase by 2.5% year on year.

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
Events forecast	139,900	143,400	147,000	150,700	154,500	158,400	162,400	166,500	170,700	175,000
Box office takings	135,800	135,800	135,800	135,800	135,800	135,800	135,800	135,800	135,800	135,800
	4,100	7,600	11,200	14,900	18,700	22,600	26,600	30,700	34,900	39,200

We are expecting venue hire demand to remain unpredictable as the lasting effects of the pandemic and the new cost of living crisis takes hold. Our hiring groups rely on having a strong customer base which we are aware presently is on a fine threshold with little room for movement. A slight drop in custom or increase in expenditure could make or break groups in the current climate.

Below is a table comparing the room hire forecast income from 2023/2024 to 2032/2033 against the budget agreed in the MTFP approved in March 2021. The assumption is that fees and charges will increase by 2.5% year on year.

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
Hire of room forecast	18,100	18,600	19,100	19,600	20,100	20,600	21,100	21,600	22,100	22,700
MTFP Hire of rooms	21,000	21,500	22,000	22,600	22,600	22,600	22,600	22,600	22,600	22,600
	- 2,900	- 2,900	- 2,900	- 3,000	- 2,500	- 2,000	- 1,500	- 1,000	- 500	100

4. Understanding Customers and Markets

With the advent of a new cinema being built in the centre of town, TAC's focus is on establishing itself with a high-quality live programme.

The market is variable and unpredictable and for TAC to be successful, the centre will require a degree of flexibility to meet the demands of the market and compete with its competitors.

5. Proposed Charges

All fees included in the fees and charges schedule have been frozen, to remain competitive and increase customer base.

All other fees & charges generated by the centre are Price on Application (POA) to assist officers in developing a price range, based on the individual requirements and specifications of the customer.

6. Impact on Medium Term Financial Plan (MTFP)

	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)	2027/28 (£)
Current Budget in MTFP	(21,000)	(21,500)	(22,000)	(22,600)	(22,600)
Venue Hire - Performance	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)
Proposed Budget - Venue Hire Studio	(17,000)	(17,000)	(17,500)	(18,000)	(18,600)
Impact on MTFP 2023/24 Pressure/ (Saving)	-	500	500	600	-

7. Recommendation

Members are asked to approve charges for the 2023/2024 financial year as detailed in the schedule below.

2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

Theatre (rehearsal) (Mon-Thurs)	per hour	£58.50	0.0%	£0.00	£58.50	£0.00	£58.50	X
Theatre (rehearsal) (Mon-Thurs)	per half day	£192.50	0.0%	£0.00	£192.50	£0.00	£192.50	X
Theatre (rehearsal) (Mon-Thurs)	per full day	£300.00	0.0%	£0.00	£300.00	£0.00	£300.00	X
Theatre (rehearsal) (Fri-Sun)	per hour	£58.50	0.0%	£0.00	£58.50	£0.00	£58.50	X
Theatre (rehearsal) (Fri-Sun)	per half day	£231.00	0.0%	£0.00	£231.00	£0.00	£231.00	X
Theatre (rehearsal) (Fri-Sun)	per full day	£363.50	0.0%	£0.00	£363.50	£0.00	£363.50	X
Theatre (performance) (Mon-Thurs)	per hour	£69.50	0.0%	£0.00	£69.50	£0.00	£69.50	X
Theatre (performance) (Mon-Thurs)	per half day	£246.00	0.0%	£0.00	£246.00	£0.00	£246.00	X
Theatre (performance) (Mon-Thurs)	per full day	£401.50	0.0%	£0.00	£401.50	£0.00	£401.50	X
Theatre (performance) (Fri-Sun)	per hour	£69.50	0.0%	£0.00	£69.50	£0.00	£69.50	X
Theatre (performance) (Fri-Sun)	per half day	£294.50	0.0%	£0.00	£294.50	£0.00	£294.50	X
Theatre (performance) (Fri-Sun)	per full day	£481.50	0.0%	£0.00	£481.50	£0.00	£481.50	X
Room hire(Mon-Sat) (educational/charity)	per hour	£14.50	0.0%	£0.00	£14.50	£0.00	£14.50	X
Room hire(Mon-Sat)	per hour	£21.50	0.0%	£0.00	£21.50	£0.00	£21.50	X
Room hire(Mon-Sat)	per half day	£72.00	0.0%	£0.00	£72.00	£0.00	£72.00	X
Room Hire (Mon-Sat)	per full day	£126.50	0.0%	£0.00	£126.50	£0.00	£126.50	X
Thomas Johnson Room (Mon-Sat) (educational/charity)	per hour	£8.50	0.0%	£0.00	£8.50	£0.00	£8.50	X
Thomas Johnson Room(Mon-Sat)	per hour	£12.50	0.0%	£0.00	£12.50	£0.00	£12.50	X
Thomas Johnson Room(Mon-Sat)	per half day	£55.00	0.0%	£0.00	£55.00	£0.00	£55.00	X
Thomas Johnson Room(Mon-Sat)	per full day	£65.00	0.0%	£0.00	£65.00	£0.00	£65.00	X
Duty Manager/Technician	per hour	£14.00	0.0%	£0.00	£14.00	£0.00	£14.00	X
Booking Fee (face to face / phone)		£1.00	0.0%	£0.00	£1.00	£0.00	£1.00	X
Ticket insurance per ticket	£2 incl VAT							S
Film showings - adult		£5.42	0.0%	£0.00	£5.42	£1.08	£6.50	S
Film showings - concessionary *		£4.59	0.0%	£0.00	£4.59	£0.92	£5.51	S
Film showings - TAC member	10% discount on eligible tickets							S

Box office commission for community production hire agreements is 10%

Box office commission for professional production hire agreements is 15%

* concessionary prices eligibility are school children, those on income support, senior citizens, students, those on disability allowance, Military id card and Blue light card

FEES AND CHARGES REPORT

APPENDIX 15 – LEA FIELDS CREMATORIUM

1. Service description

Lea Fields Crematorium offers an excellent bereavement service and facility for West Lindsey residents, and the wider area, in line with the Bereavement Strategy and in accordance with all relevant legislation, policies and procedures.

Lea Fields delivers cost effective operations, compassionate cremations and a supportive after care service.

There is also the opportunity for family and friends to lease memorials, for loved ones who have died as a way of coping with the overwhelming grief felt after a death.

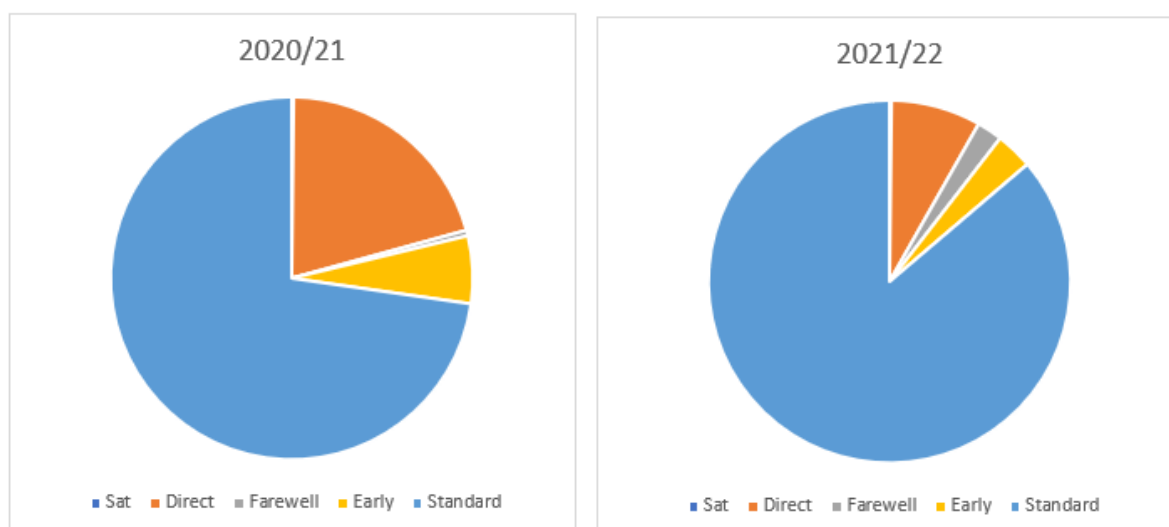
2. Prior years analysis, current financial year projections

Since the first service on 3rd February 2020 to 7th October 2022 the Crematorium has performed 1,490 services and have served 50 different Funeral Director companies. Lea Fields continues to receive positive feedback from both funeral directors and families.

The table below shows the actuals cremations figures for 2019/2020, 2020/2021, 2021/22 and the forecast 2022/2023 figures. In 2019/2020 the service was only operational for two months.

	2019/20	2020/21	2021/22	2022/23
Number of Cremations	73	598	573	675
Income from Cremations	(55,150)	(431,552)	(451,424)	(542,300)

The pie chart below shows the actual percentage split of the cremation service types provided from 2020/2021 and 2021/2022. Direct services were in higher demand in 2021/2022 as restrictions were imposed on numbers being allowed to attend a funeral in line with the Covid-19 regulations and also as a result of a neighbouring Crematorium having technical issues resulting in Lea Fields providing Direct Services on their behalf for two weeks.



3. Pricing

Lea Fields Crematorium pricing is benchmarked against competing facilities in Lincoln, North Lincolnshire (Scunthorpe), and Doncaster. We also included benchmarking for Babworth Crematorium (Westerleigh group) and Barnby Moor Crematorium (Memoria group), which are privately owned crematoria forming part of a larger network of crematoria. We are currently the most expensive standard service by £25.

In 2021 Lincoln Crematorium reduced their 'Direct Cremation' fee by £100 and North Lincolnshire introduced 'Layered service' approach. Lea Fields has remained competitive despite our competitors' reactions.

Whilst the pricing remains reasonably competitive, the fees and charges also protect the profit margin to ensure the facility remains viable. Secondary spend on items not directly related to the funeral are considered a luxury item.

	N Lincs actual - 2022	Lincoln actual - 2022	Babworth actuals - 2022	Barnby Moor actuals - 2022	Barnby moor wef April 2022	WLDC - 2022
Cremation - Adult 17+ years (inc. Med Ref fee and environment fee)						
Body parts / slides and blocks	66.00	85.00	N/A	0.00	N/A	79.50
Cremation Child up to and including 16	715.00	0.00	FOC	FOC	FOC	850.00
Mon-Fri Cremation - Adult 17+ years (inc. Med Ref fee and environment fee)	715.00	830.00	825.00	825.00	825.00	850.00
Saturday Service - with discussion with Manager	0.00	0.00	1,125.00	1125.00	1230.00	1,190.00
Direct cremation (no attendance)	515.00	495.00	430.00	445.00	N/A	465.00
Direct cremation (with attendance)	600.00	N/A	N/A	N/A	N/A	528.00
Simple cremation service tues/wed 09.00 & 9.20 only if different		N/A	525.00	680.00	700.00	686.00
Cremation service 09.00 and 09.45 with no option to extend		N/A	525.00	680.00	700.00	686.00
Late cancellation fee (cancellations within 72 hours of service)	150.00	N/A	N/A	105.00	N/A	116.50
Organist	No	N/A	N/A	N/A	55.00	N/A
Chapel fee ext 20 mins	150.00	190.00	330.00	150.00	325.00	185.00
Chapel fee ext 40 mins	200.00	380.00	330.00	365.00	325.00	238.00
Strewing/burying of cremated remains from elsewhere	75.00	103.00	N/A	FOC	69.00	55.00

Income generation through memorial sales is an important element of service provision. This is handled with sensitivity and tactfully to ensure that low-income families have affordable memorial options.

Demand

A 5-year forecast has been carried out. Moving forward it is suggested that market demand is shifting in the type of services preferred. The choice to have a direct cremation has increased significantly in the sector. Whilst we have recognised this trend and the risks associated with this Lea Fields Crematorium has not yet noticed the shift in demand, but we are keeping this under review as this will have an impact of the forecast income as Direct services (£465) fees are 45% lower than a Standard Service (£850).

The forecast is lower than the budgets agreed in the 2021/2022 MTFP in March 2021. This is as a result of the change in market choice and remaining competitive with our local competitors.

Table below show the forecast based on the market against the current budgets agreed. This is based on the fees proposed for 2022/23 and 2% increase for each following year.

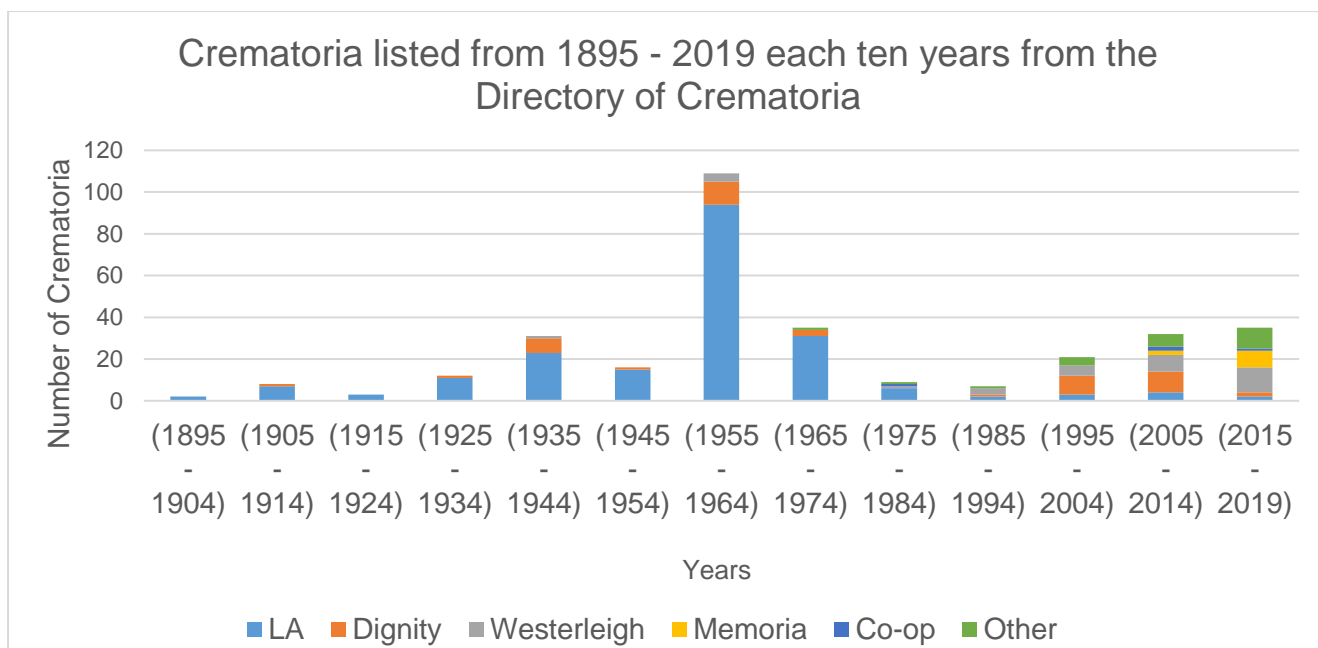
Split By Services Type	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Saturday Service	1	1	0	0	0	0	0
Direct Cremation	123	46	47	48	50	51	52
Farewell Service	3	13	20	21	21	22	22
Early Service	36	19	27	28	28	29	30
Standard Service	435	494	581	595	610	625	641
Totals Cremation Services	598	573	675	692	709	727	745

Below show the changes in the percentage of the demand expected.

Percentage Split By Service Type	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Saturday Service	0%	0%	0%	0%	0%	0%	0%
Direct Cremation	21%	8%	7%	7%	7%	7%	7%
Farewell Service	1%	2%	3%	3%	3%	3%	3%
Early Service	6%	3%	4%	4%	4%	4%	4%
Standard Service	73%	86%	86%	86%	86%	86%	86%
Total	100%	100%	100%	100%	100%	100%	100%

4. Understanding Customers and Markets

Local Authority operated crematoria no longer have the monopoly in the crematoria industry. Private investors control a large number of crematorium service provision locations around the UK and have also invested in this area. They have developed a multiple marketing strategy, using TV advertising as an effective tool to promote their offer and pursue a greater market share, brand awareness and sales revenue. Lea Fields compete with both neighbouring Local Authorities and private investors in this highly competitive and fast-changing environment. We seek new information and invite innovation to ensure a sustainable business model that equals both our private and local authority competitors.



Customer expectations continue to rise in the bereavement industry and it is constantly evolving, driven by greater choice and easily accessible information. Whilst ensuring that Lea Fields remains true to the West Lindsey District Council ethos, we also understand and appreciate that change is essential for survival in this highly competitive and fast-changing environment.

5. Proposed Charges

The proposed charges are outlined in the table below.

Direct cremations maximise staff time and use of equipment that may otherwise not be utilised at less favourable times during the day. Other Crematoriums have reduced their Direct Cremations service fees by as much as £100 to try to increase their market share. Direct Cremations play an important part of our service and running cost efficiency, to remain competitive we are proposing to freeze the charge at £465.

Cremation services have been increased by 2% rather than inflation at 6%. This decision has been made to ensure we stay competitive with other Cremation providers. This is especially important as we are still establishing ourselves in the market. However, Saturday Service, Chapel extensions and Memorial services have been increased by 6% inflation as this is a luxury service.

Leased memorials, which can be considered a luxury item, have been increased by inflation at 6%. This is to reflect the increased shipping costs of granite.

Chapel Tributes are frozen to enhance our offer and encourage take up to widen our reach. If Obitus increase their charges we will do an additional request in year to increase.

To encourage strewing/scattering of cremated remains into our Garden of Remembrance from another crematorium and potential memorial sales our fee has been frozen at the current rate of £55. It is important to try to attract these customers as we look to embed Lea Fields Crematorium in the local community, this could lead to families choosing Lea Fields for future services taking place at our crematorium, it will also encourage memorial sales for loved ones scattered here.

These changes reflect the charging regime in the Lea Fields Business Plan approved by Members earlier this year.

6. Impact on Medium Term Financial Plan (MTFP)

	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)	2027/28 (£)
Current Budget in MTFP	(648,700)	(710,100)	(710,100)	(710,500)	(710,500)
Proposed Budget - Leased Memorials income - Barbican	(1,700)	(1,700)	(1,900)	(2,200)	(2,200)
Proposed Budget - Leased Memorials income - Mulberry Tree	(1,200)	(1,200)	(1,400)	(1,600)	(1,600)
Proposed Budget - Leased Memorials income - Sanctum Vault	(1,600)	(1,700)	(1,800)	(1,800)	(1,800)
Proposed Budget - Book of Remembrance	(3,300)	(3,500)	(3,700)	(3,900)	(3,900)
Proposed Budget - Chapel Tributes	(19,400)	(21,100)	(23,000)	(25,100)	(25,100)
Proposed Budget - Chapel income - 20m ext	(4,700)	(4,800)	(5,900)	(6,600)	(6,600)
Proposed Budget - Cremations - Direct	(22,800)	(24,200)	(25,300)	(26,300)	(26,300)
Proposed Budget - Cremations - Early Start	(19,600)	(20,000)	(21,100)	(22,300)	(22,300)
Proposed Budget - Cremations - Farewell	(11,300)	(11,500)	(12,300)	(12,600)	(12,600)
Proposed Budget - Cremations - Standard	(515,900)	(539,900)	(564,400)	(591,000)	(591,000)
Impact on MTFP 2023/24 Pressure/ (Saving)	47,200	80,500	49,300	17,100	17,100

7. Recommendation

Members are requested to recommend to Council the charges for 2023/2024 as illustrated in the schedule below:

Prosperous Communities Committee

Crematorium

2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

Cremation		£850.00	2.0%	£17.00	£867.00	£0.00	£867.00	X
Early start (09:00 & 09:45)		£686.00	2.0%	£14.00	£700.00	£0.00	£700.00	X
Direct Cremation (no attendance 08:45)		£465.00	0.0%	£0.00	£465.00	£0.00	£465.00	X
The Farewell Service	A 10 minute service, for 6 mourners, 1 piece of music played on repeat. No minister.	£528.00	2.1%	£11.00	£539.00	£0.00	£539.00	X
Body parts/slides and blocks		£79.50	6.3%	£5.00	£84.50	£0.00	£84.50	X
Saturday service (with discussion with Manager)		£1,190.00	6.0%	£71.00	£1,261.00	£0.00	£1,261.00	X
Late cancellation fee (cancellations within 72 hours of service)		£116.50	5.6%	£6.50	£123.00	£0.00	£123.00	X
Chapel fee (extension 20 minutes)		£185.00	5.9%	£11.00	£196.00	£0.00	£196.00	X
Chapel fee (extension 40 minutes)		£238.00	5.9%	£14.00	£252.00	£0.00	£252.00	X
Memorial Service (45mins)		£238.00	5.9%	£14.00	£252.00	£0.00	£252.00	X
Strewing/scattering of cremated remains from elsewhere		£55.00	0.0%	£0.00	£55.00	£0.00	£55.00	X
Webcast recording		£41.50	0.4%	£0.17	£41.67	£8.33	£50.00	S
Webcast recording (available for 28 days and download)		£47.00	4.6%	£2.17	£49.17	£9.83	£59.00	S
DVD recording (1st copy)		£52.00	4.2%	£2.17	£54.17	£10.83	£65.00	S
DVD recording (each subsequent copy)		£26.00	2.6%	£0.67	£26.67	£5.33	£32.00	S
Visual tribute (1 photograph)		£15.50	2.1%	£0.33	£15.83	£3.17	£19.00	S
Visual tribute (2-25 photographs)	Slideshow played on a loop throughout service	£41.50	0.4%	£0.17	£41.67	£8.33	£50.00	S
Pro Visual tribute (2-25 photographs)	Professionally edited slideshow	£69.50	1.9%	£1.33	£70.83	£14.17	£85.00	S
Visual tribute (for additional 25 photos)	Both standard and professionally edited slideshow	£27.00	1.9%	£0.50	£27.50	£5.50	£33.00	S
Video tribute (up to 5 minutes)		£36.50	0.5%	£0.17	£36.67	£7.33	£44.00	S
Extra work (Pro tribute)		£17.50	6.0%	£0.00	£17.50	£3.50	£21.00	S
Book of Remembrance (2 lines)		£78.00	0.4%	£0.33	£78.33	£15.67	£94.00	S
Book of Remembrance (each additional line) (to a maximum of 8 lines)		£8.50	-2.0%	-£0.17	£8.33	£1.67	£10.00	S
Book of Remembrance (illustrations)	plus Admin Fee £10-£30 dependent on requirements	POA			POA	POA	POA	S

Miniature book (leather - 2 lines)		£93.50	-0.2%	-£0.17	£93.33	£18.67	£112.00	S
Miniature book (leather - 5 lines)		£114.50	-0.3%	-£0.33	£114.17	£22.83	£137.00	S
Miniature book (leather - 8 lines)		£124.50	0.4%	£0.50	£125.00	£25.00	£150.00	S
Memorial card (2 lines)		£41.50	0.4%	£0.17	£41.67	£8.33	£50.00	S
Memorial card (5 lines)		£62.50	0.0%	£0.00	£62.50	£12.50	£75.00	S
Memorial card (8 lines)		£72.50	0.0%	£0.00	£72.50	£14.50	£87.00	S
Additional inscription to existing books and cards		£19.00	0.9%	£0.17	£19.17	£3.83	£23.00	S
Floral design (available for 5 and 8 lines only)		£41.50	0.4%	£0.17	£41.67	£8.33	£50.00	S
Caskets *		£47.00	1.1%	£0.50	£47.50	£9.50	£57.00	S
Temporary deposit of Cremated remains per month after initial month		£10.50	4.8%	£0.50	£11.00	£2.20	£13.20	S
*** Sanctum 2000 vault (leased for 10 years) including up to 80 letters **		£839.50	6.0%	£50.50	£890.00	£178.00	£1,068.00	S
*** Sanctum 2000 vault - per letter above 80		£2.00	25.0%	£0.50	£2.50	£0.50	£3.00	S
*** Barbican memorial (space lease for 5 years) **		£204.00	5.8%	£11.83	£215.83	£43.17	£259.00	S
*** Mulberry Tree - per leaf, space leased for 5 years		£143.00	6.1%	£8.67	£151.67	£30.33	£182.00	S
*** Mulberry Tree - per leaf with motif, space leased for 5 years		£166.67	6.0%	£10.00	£176.67	£35.33	£212.00	S

* If a casket is sold as part of a funeral package it will be exempt from VAT; if supplied on its own it will be standard rated

** Sanctum 2000 vault/Barbican memorial/Mulberry tree - additional artwork/photo plaque can be provided - POA (plus Admin Fee £10-£30 dependent on requirements)

*** When a Mulberry leaf, Barbican plaque or Sanctum vault is purchased there will be a 10% discount applied to any book of remembrance purchase.

FEES AND CHARGES REPORT

APPENDIX 16 – COMMUNITIES: DEFIBRILLATOR MEMBERSHIP SCHEME

1. Service description

Automated External Defibrillators (AED's) are portable devices that can be used on someone having a cardiac arrest. They check the heart rhythm and send an electric shock to the heart to try and restore a normal rhythm. They have been in wide use for many years and form part of the standard equipment that paramedics, ambulances and first responders carry. In the event of someone suffering a cardiac arrest, the time it takes to administer aid is critical.

Having access to a nearby AED can greatly reduce the amount of time it takes to administer lifesaving support. They give the best possible chance for someone to survive until medical services arrive.

All AED's contain consumable parts that need replacing either when used or expired.

Council approved the introduction of the Membership Scheme and fee on the 9th of September 2020, for immediate implementation. The scheme enables AED's to be deployable for longer and reduce the likelihood of an AED not being deployable.

For a set annual fee of £100 (incl. VAT) per device, each guardian would receive:

- Replacement battery and pads when activated.
- Replacement battery and pads when expired.
- Online reporting tool.
- Out of hours contact.
- Quarterly maintenance checks to compliment local checks by defibrillator champions.

The need for new AED installations has decreased, but some locations in the district still justify a newly installed device due to reduced coverage. The criteria for a new installation remains the same as previously agreed at PCC (30.01.2018 Continuation of Community Grants).

Criteria:

- Constituted organisations, Parish/Town Councils, charities, social enterprises, schools and faith-based organisations are eligible.
- From 2023/2024 Organisations must match fund £600 towards any new defibrillator awarded (previously £400).
- The Communities Team will review all applications on an on-going basis.

2. Prior years analysis, current financial year projections

The introduction of the Defibrillator Membership Scheme was approved by Council 07.09.20 and there are currently 57 customers signed up to the service, as of 5th October 2022.

Cost recovery will be monitored through monthly budget monitoring. If 68 customers were to sign up to the scheme this would result in a small surplus of approximately £350 pa. With the nature of deployments, this is difficult to predict. However, as the scheme develops, annual data will be available for deployments ensuring financial predictions can be more accurate.

It is now automatic for any new installation to be signed up to the Membership Scheme.

Marketing of the scheme is underway and all communities with AED's have been informed of the service.

Membership Information as at 5th October 2022	
Max. Market Capacity	100-120
Membership Required for Total Cost Recovery (TCR)	68
Current Membership - Number of Customers	57
Forecast Income Achieved 2022/2023	£ 4,750
Annual Membership Fee (net of VAT)	£ 83.33

3. Pricing

The fee has been set on the basis of cost recovery being achieved if 68 customers with defibrillators signed up to the scheme.

The scheme is projected to achieve that level of membership in 2024/2025. A maintained price of £100 (incl. VAT) would provide continuity for our communities and align to all current literature and would not create a pressure on the MTFP.

A match funding contribution of £600 towards any new installation will be implemented from 2023/2024 (an increase from £400).

4. Understanding Customers and Markets

The market has capacity for approximately 100-120 defibrillators, of which 102 communities currently have defibrillators installed by West Lindsey District Council.

All new installations are automatically signed up to the annual maintenance scheme. However, new installations have reduced compared to previous years because of the difficulty in finding new, suitable locations.

To achieve total cost recovery a take up of 67% of the current 102 defibrillators installed is required (68). The projection for the scheme is to achieve this level by 2024/2025. This target is reflected in the budget implications detailed at section 7.

5. Proposed Charges

It is proposed that the fee is maintained at the current level of £100 (incl. VAT) for 2023/2024.

6. Impact on Medium Term Financial Plan (MTFP)

There was a £10k pa budget allocated to the Defibrillator Scheme up to the end of 2022/2023 from the Community Grant Scheme earmarked reserve, which includes £2.5k for equipment maintenance.

There is also a base budget of £2k pa to cover the cost of maintaining defibrillators attached to West Lindsey District Council buildings i.e.

- Lea Fields Crematorium
- Trinity Arts Centre
- Guildhall
- Caenby Corner Depot

From 2023/2024 any income generated from the maintenance scheme will be utilised to purchase equipment to facilitate the maintenance of the defibrillators which are signed up to the scheme.

	2023/24 (£)	2024/25 (£)	2025/26 (£)	2026/27 (£)	2027/28 (£)
Current Budget in MTFP	2,000	2,000	2,000	2,000	2,000
Proposed Budget - Equipment Maintenance	7,300	7,800	8,300	8,800	9,300
Proposed Budget - Defib Maintenance Scheme Income	(5,300)	(5,800)	(6,300)	(6,800)	(7,300)
Impact on MTFP 2023/24 Pressure / (Saving)	0	0	0	0	0
Projected Scheme Subscription (68 to achieve TCR)	0	0	0	0	0

7. Recommendation

Members are requested to recommend to Council the charges for 2023/2024 as illustrated in the schedule below.

Prosperous Communities Committee				Communities			
2022/23	Proposed Increase / (Decrease)		2023/24	VAT Amount	2023/24 Charge Inc. VAT	VAT Rate	
£	% Type	or £	£	£	£		
Defibrillator maintenance service (annual charge)	£83.33	0.0%	£0.00	£83.33	£16.67	£100.00	S

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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