Public Document Pack

West Lindsey District Council

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AGENDA

This meeting will be streamed live via the address below and the video archive published on our website

Prosperous Communities Committee
Tuesday, 1st December, 2020 at 6.30 pm
https://west-lindsey.public-i.tv/core/portal/home

Members:

Councillor Owen Bierley (Chairman)
Councillor Paul Howitt-Cowan (Vice-Chairman)
Councillor John McNeill (Vice-Chairman)

Councillor Stephen Bunney
Councillor Mrs Tracey Coulson
Councillor Christopher Darcel
Councillor Michael Devine
Councillor Mrs Jessie Milne
Councillor Mrs Judy Rainsforth
Councillor Tom Regis
Councillor Jim Snee
Councillor Mrs Mandy Snee
Councillor Mrs Anne Welburn
Councillor Trevor Young

1. **Register of Attendance**

2. **Public Participation**
Up to 15 minutes are allowed for public participation. Participants are restricted to 3 minutes each.

3. **Minutes of Previous Meeting** (PAGES 3 - 6)
To confirm and sign as a correct record the Minutes of the Prosperous Communities Committee held on 20 October 2020.

Agendas, Reports and Minutes will be provided upon request in the following formats:

Large Clear Print: Braille: Audio: Native Language

4. **Matters Arising Schedule** (PAGES 7 - 9)
Setting out current position of previously agreed actions as at 23 November 2020.

5. **Members' Declarations of Interest**
Members may make any declarations at this point but may also make them at any time during the course of the meeting.

6. **Public Reports**

i) Progress and Delivery Report, April - September 2021 (PAGES 10 - 39)

ii) Proposed Fees and Charges 2021/22 Prosperous Communities (PAGES 40 - 148)

iii) Environmental Protection Policy (PAGES 149 - 169)

iv) S106 Precedent wording amendment (PAGES 170 - 182)

v) Together 24 Programme (PAGES 183 - 192)

vi) Workplan (PAGES 193 - 195)

7. **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 items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

8. **Exempt Reports**

i) Proposed Fees and Charges - Exempt Appendices relating to CCTV and Building Control Services (PAGES 196 - 203)

Ian Knowles
Head of Paid Service
The Guildhall
Gainsborough

Monday, 23 November 2020

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Prosperous Communities Committee held via MS Teams at https://west-lindsey.public-i.tv/core/portal/home on 20 October 2020 commencing at 6.30 pm.

Present:

Councillor Owen Bierley (Chairman)
Councillor Paul Howitt-Cowan (Vice-Chairman) and
Councillor John McNeill (Vice-Chairman)

Councillor Stephen Bunney
Councillor Michael Devine
Councillor Mrs Jessie Milne
Councillor Mrs Judy Rainsforth
Councillor Jim Snee
Councillor Mrs Mandy Snee
Councillor Mrs Anne Welburn
Councillor Trevor Young

In Attendance:

Ian Knowles	Chief Executive
Sally Grindrod-Smith	Assistant Director of Planning and Regeneration
Ady Selby	Assistant Director of Commercial and Operational Services
James Welbourn	Democratic and Civic Officer
Katie Storr	Senior Democratic & Civic Officer

Apologies: Councillor Mrs Tracey Coulson
Councillor Tom Regis

Membership: No substitutes were appointed

21 PUBLIC PARTICIPATION

There was no public participation.

22 MINUTES OF PREVIOUS MEETING

(a) Meeting of the Prosperous Communities Committee – 14 July 2020.

RESOLVED that the Minutes of the Meeting of the Prosperous Communities Committee held on 14 July 2020 be confirmed and signed as a correct record.

(b) Concurrent Meeting of the Corporate Policy and Resources and Prosperous Communities Committees – 16 July 2020.

RESOLVED that the Minutes of the Concurrent Meeting of the Corporate Policy and Resources and Prosperous Communities Committees held on 16 July 2020 be confirmed and signed as a correct record.

23 MATTERS ARISING SCHEDULE

Members gave consideration to the Matters Arising Schedule which set out the current position of all previously agreed actions as at 12 October 2020.

With Members indicating their contentment at the position, the Matters Arising were duly **NOTED**.

24 MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made at this point in the meeting.

25 CONSULTATION RESPONSE TO PLANNING FOR THE FUTURE WHITE PAPER

The ‘Planning for the future’ White Paper was published in early August and included significant changes at both Policy and Development Management stages.

Since 1947 planning applications in England have been assessed on a case-by-case basis against a long-term local plan, with permission ultimately decided by committee. The new system proposes to diminish this.

Land would instead be classified into three zones within a new Local Plan, with outline planning permission awarded automatically if proposals meet specific criteria within specific zones.

As well as introducing a zonal planning approach the White Paper also sought to make changes to:

The development of local plans
The role of Councillors in Development Management
Public Engagement
Developer Contributions
Design
Enforcement

Members therefore gave consideration to a report which considered these proposals and the implications of the White Paper. Section 2 of the report set out a summary of the key proposals, section 3 the implications of each proposal and section 4 the next stages.

The report also sought agreement on the proposed consultation response, appended to the report.

A workshop had been offered to all Members to attend to discuss the implications of the White Paper for West Lindsey, its communities and residents. This had been held on 7 October and all discussion points and comments had been collated and added to the West Lindsey response. Members were provided with a final opportunity to add further comment to the response as drafted and highlight to Officers where they considered the response could be more emphasised or strengthened.

Debate ensued with the following areas being identified: -

Affordable Housing – the need for affordable products that meet local needs, not a nationally prescribed product that doesn't assist locals, particularly our young people to access.

Climate Change - the White Paper wasn't considered radical enough, Members were of the view that consideration should be being given to all aspects of sustainability, not just carbon neutrality.

Regeneration and renewal – Members considered there was too much emphasis within the White Paper about the new; new development, new design and not enough focus on the benefits of re-use, regeneration and renewal.

Lack of public / Member engagement afforded within the proposals – This was something of real concern to Members. Some were of the view that the system was already heavily weighted in favour of developers. The democratic engagement of communities and a system where Members were at the heart of the decision making process was key. The proposals appeared to be the direct opposite of what the public would expect, already often requesting that they be more involved and receive more notification of proposals. Digital consultation in rural communities was also a matter of concern, given connectivity issues. Inclusivity seemed to be lacking.

Officers undertook to make necessary adjustments in line with Members' comments, with the final consultation response being signed off under delegated powers in consultation with the Chairman.

The Chairman thanked Members for their participation and encouraged Members to make individual responses to the consultation.

On that basis it was **RESOLVED** that: -

(a) the conclusions of the report and the suggested response to each question be endorsed; and

(b) Delegated authority be granted to the Assistant Director of Planning and Regeneration, Projects and Growth in consultation with the Chair of Prosperous Communities Committee to finalise and submit the response, on behalf of West Lindsey District Council, in line with the content of the report and the comments made throughout the debate, summarised above.

26 WORKPLAN

Members gave consideration to the Committee Workplan. A Committee Member enquired whether the Strategic Visitor Economy Strategy could be brought forward, currently planned for March 2021. The Assistant Director for Planning and Regeneration indicated the Council's work programme was aligned to the work of the Tourism Action Zone and as such bringing the Strategy forward earlier may not be feasible. Officers undertook to bring forward a position update in the absence of the full Strategy.

RESOLVED that the workplan as set out in the report be received and noted.

The meeting concluded at 7.06 pm.

Chairman

Prosperous Communities Matters Arising Schedule

Purpose:
To consider progress on the matters arising from previous Prosperous Communities Committee meetings.

Recommendation: That members note progress on the matters arising and request corrective action if necessary.

Matters arising Schedule

Meeting	Prosperous Communities Committee				
Status	**Title**	**Action Required**	**Comments**	**Due Date**	**Allocated To**
Black	**information pack for parish councils re reporting issues**	Extract from mins of mtg 22/10/19 Officers undertook to prepare a guidance and information pack for Parish Councils covering some of the top issues affecting a number of parishes, explaining how to report certain issues and the options available to them. This was welcomed.	**At previous Committee Meetings the Parish Charter document has now been approved and a new Parish Council Support webpage has been created as part of this. This page lists details of schemes open to parish/town councils and links to reporting things to the District Council. The page is now live at: www.west-lindsey.gov.uk/parishsupport**	15/06/20	Grant White
Black	**Attendance at future committee by WellBeing Lincs**	Extract from mins of mtg 14/7/2020 The Chairman confirmed future attendance by the Service Manager of the Partnership would be welcomed and Officers undertook to arrange this for a future meeting.	**please work with cttee admin to arrange attendance - no date agreed yet. Officers meeting with Service Manager w/c 17/8 and will confirm date following the meeting.** **Future cttee dates have been shared with Well being Lincs attendance will likely be in early new year - looking at the workplan.** **Wellbeing Lincs have confirmed availability for Dec/ Jan and March Meeting . this will be added to the workplan at a date to be agreed at the next chairs brief .** **Agreed March meeting due to workplan**	31/12/20	Diane Krochmal

Black	**consultation response - planning white paper**	extract from mins of mtg 20/10: - to finalise and submit the response, on behalf of West Lindsey District Council, in line with the content of the report and the comments made throughout the debate,	**the response was amended in line with committee comments and submitted before the deadline. Members were provided with a copy of the final response by way of the weekly CExec message / newsletter**	28/10/20	Sally Grindrod-Smith
Black	**visitor economy strategy**	Extract from Mins of Mtg 20/10/20 . A Committee Member enquired whether the Strategic Visitor Economy Strategy could be brought forward, currently planned for March 2021. The Assistant Director for Planning and Regeneration indicated the Council's work programme was aligned to the work of the Tourism Action Zone and as such bringing the Strategy forward earlier may not be feasible. Officers undertook to bring forward a position update in the absence of the full Strategy.	**Whist this request has been considered, we are currently providing direct business support to the sector and as a result further work is needed to understand the action required as we emerge from the pandemic and this will be aligned with our regional work on the Tourism Action Zone**	31/12/20	Wendy Osgodby
Green	**enforcement Training for Parish Councils**	Extract from mins 22/10/19 in the past Officers from within the enforcement team had provided training to local residents in order that they could be certified to issue fixed penalties. The number of tickets issued by such persons however was very limited because although they had received training catching the culprit in the act still remained a challenge. This was something Officers were prepared to take away and see if further training could be offered as it had been previously and if there was desire and need in the community	**this is something the council have offered previously and can continue to offer should Parish Wardens wish to issue FPNs for matters such as dog fouling or litter. Any individual has to be authorised and receive specific training. Information on this provision can be outlined within the Parish Charter.** **Currently on hold due to COVID -19 rules - virtual training not appropriate**	01/02/21	Grant White

Green	**parish charter publicity and promotion and yearly impact review**	approval to commence the publicity and promotion of the charter as per section 4 of the parish charter report. Also need to put in yearly review report as per section of the report	**Publicity and Promotion of the Charter has had to be adapted due to COVID 19 .** **the adopted Parish Charter is now live on our website. It is available on its own webpage: www.west-lindsey.gov.uk/parishcharter** **A page has also been created for Parish Forum events: www.west-lindsey.gov.uk/parishforum** **At the minute this page states we have no current planned events due to Covid-19 but that we are looking at a virtual event.** **GW Will liaise with Comms Teams and send out comms about this to Parish/Town Councils when we can also promote the virtual event so it's all linked up.**	31/12/20	Grant White
Green	**Questions relating to Wellbeing Lincs Annual Report**	Extract from mins of mtg 14/7/20: - Councillor Young made reference to a number of questions he had submitted in advance of the meeting.....Officers advised the Committee that responses were being sought from the Partnership. Both the questions posed and responses received would be circulated to all Members of the Committee.	**Awaiting a response from Wellbeing Lincs with more up to date information from 2019/20 rather than 2018/19** **As at 14 Sept information still awaited, further chases have been issued, it is hoped a response will be received before cttee next sits. Further reminder has been issues and Officers have been in direct contact with the partnership regarding this request recently.**	31/12/20	Diane Krochmal
Green	**CCTV Case studies for Members Newsletter**	extract from mins of mtg 14/7/2020 Members felt it imperative that there was better reporting of outcomes directly resulting from CCTV intervention or information in order to improve public confidence. Officers undertook to publish some case studies in a future edition of the Members Bulletin	**New comms and promotional material showing the use and impact of CCTV is planned to take place beginning January/February 2021. This timing coincides with comms on CCTV as part of the Safer Streets funded project to upgrade and expand CCTV in Gainsborough. In the meantime social media posts will be used to promote routine duties performed by CCTV where possible especially in the run up to Christmas and New Year.**	28/02/21	Grant White

Prosperous Communities Committee	
Tuesday 1st December 2020	

Subject: Progress and Delivery Report, Quarter Two 2020-21

Report by:	Chief Executive
Contact Officer:	Ellen King Change and Performance Officer Ellen.King@west-lindsey.gov.uk
Purpose / Summary:	To consider the Progress and Delivery report for quarter two (July-September) 2020/21

RECOMMENDATION(S):

To assess the performance of the Council's services through agreed performance measures and indicate areas where improvements should be made, having regard to the remedial measures set out in the report.

IMPLICATIONS

Legal: N/A

There are no legal implications as a result of this report

Financial : FIN/89/21/B/SL

There are no financial implications arising from this report. The financial performance measures are reconciled to service performance reported through the quarterly budget monitoring process which is reported to Corporate Policy and Resources alongside this report.

Staffing : N/A

There are no staffing implications as a result of this report

Equality and Diversity including Human Rights : N/A

Data Protection Implications : N/A

Climate Related Risks and Opportunities: N/A

Section 17 Crime and Disorder Considerations: N/A

Health Implications: N/A

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

None.

Risk Assessment :

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**		**No**	**X**

Progress and Delivery Report

Quarter Two 2020/21

July - September

Executive Summary

Introduction

This report presents a detailed summary of Council performance for Quarter Two, 2020-21 (July - September). In line with the Council's recent senior restructure, performance information in this report is grouped by portfolio. Each section of the report begins with an overall summary of portfolio performance, including measures which have been above or below target for at least two consecutive quarters. This is followed by a one page performance summary for each service within that portfolio. Key information includes performance by exception (above or below target) and narrative relating to service activity for the quarter. Where performance is below target, additional information has been included to explain: why this is the case, what remedial action is being taken to improve performance and when performance is expected to be back on track.

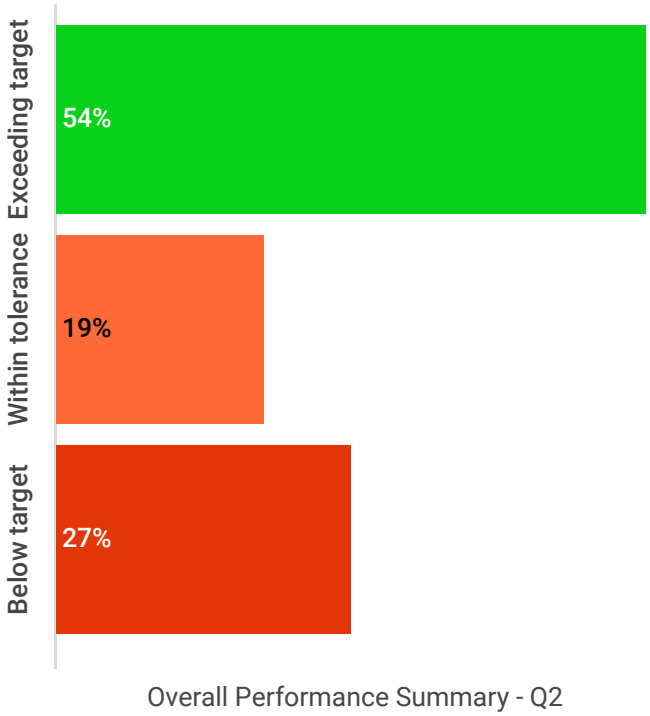
For those key performance indicators (KPIs) where it has been identified that significant remedial action is required to improve performance, action plans have been created. In order to monitor progress, these action plans will be included in Progress and Delivery reports on a rolling basis until all actions have been completed. It has not been necessary to include any action plans within the quarter two report.

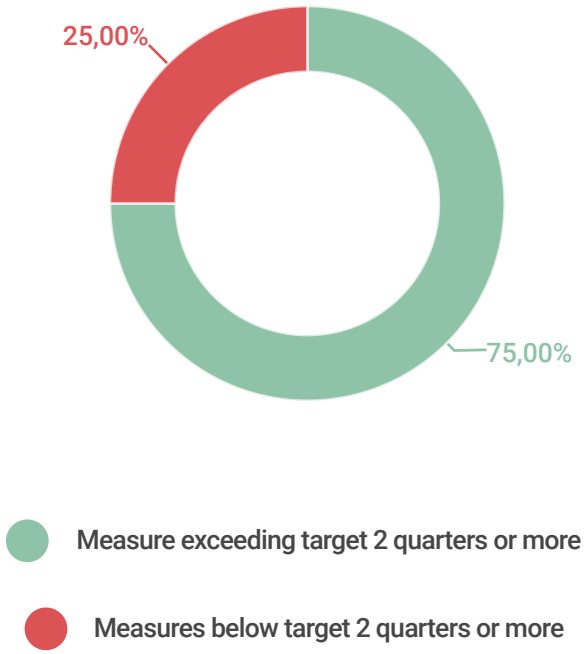
The Impact of COVID-19 on Council Performance

The Coronavirus pandemic has had a significant impact on Council performance in quarters one and two. In some cases, this has led to improvements, for example, more people at home for longer periods of time has led to increased waste recycling rates. In other cases, the effects of COVID-19 have had a negative impact with some services unable to operate fully, or at all for lengthy periods of time, such as the Leisure Centre, Town Centre Markets or Trinity Arts Centre. Where this is the case, it is unlikely that performance will meet the target by year end. Some services, such as Housing Benefit and Council Tax Support have experienced unprecedented spikes in demand which have placed additional strain on capacity. With the easing of lockdown at the end of June, performance in some areas will begin to improve although it is too early to say whether and when it will return to pre-COVID levels. Updates and analysis will continue to be provided on a rolling basis through Progress and Delivery reporting.

Those KPIs directly impacted by the COVID-19 pandemic are indicated by "C-19" within the report.

Overall Summary of Council Performance





Performance by Portfolio

Portfolio	No of measures	Measures exceeding target	Measures within tolerance	Measures below target
Corporate Services	8	7	0	1
Finance and Property	2	1	0	1
Homes and Communities	8	2	1	5
Operational and Commercial	17	6	8	3
Planning and Regeneration	3	3	0	0
Regulatory Services and Change Management	17	9	2	6

Corporate Health

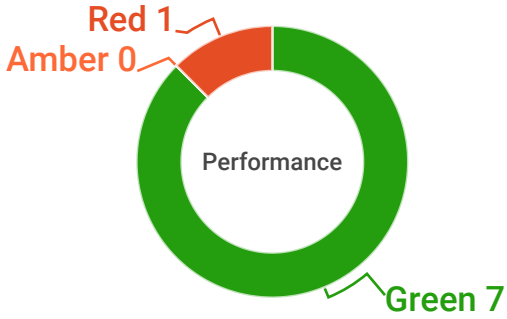
- **Customer satisfaction remains high and improving at 3.9 stars out of a possible 5 stars. This is equivalent to a satisfaction rate of 79%. A total of 147 compliments were received during the quarter, with Waste Services and Planning receiving the highest proportion.**
- **A total of 68 complaints were received which is an increase of 106% compared to the same period last year. The highest proportion of complaints relate to a traveller settlement in the district, with complaints directed to planning enforcement and the planning service. A recent virtual mail room data breach also generated a number of complaints for the Council tax service.**
- **Staff sickness absence has risen during quarter two, though it remains within agreed tolerance level. There has been a slight increase in stress/ anxiety related absence and staff are being provided with the appropriate support to enable a return to work. Significant resources have been put in place to support staff during the pandemic; including the recent launch of 'One', a health and wellbeing initiative designed to support staff through the next stages of the pandemic.**
- **100% of staff who can work from home continue to do so in line with government guidance.**
- **Two data breaches were reported to the Information Commissioner's Office (ICO), however, neither of these resulted in further action from the ICO.**

KPI	Q2 (2019/20)	Target	Q2 (2020/21)	Perf	DoT
Time taken to pay invoices	10 days	14 days	10 days		
Average Customer satisfaction rating out of 5 stars	3.5 stars	3.5 stars	3.9 stars		
% of complaints where the Council is deemed at fault	44%	45%	32%		
Average number of days to resolve a complaint	6.1 days	21 days	7 days		
% of calls answered within 21 seconds	79%	80%	73%		
Average number of staff sickness absence days per FTE	0.53 days	0.6 days	0.69 days		
Recorded Health and Safety incidents	19	NTS	10	-	
Server and system availability	98%	98%	100%		
Data breaches resulting in action by the Information Commissioner's Office	0	0	0		

Corporate Services Performance Summary

Services included:

- **Democratic Services & Contracts Management**
- **ICT**
- **Systems Development**



Measures where performance is above target for at least two consecutive quarters

KPI	Q1 (2020/21)	Target	Q2 (2020/21)	Perf
% of FoI requests processed within the statutory limit	100%	100%	100%	
Number of subsequent challenges to FoI requests	0	0	0	
Challenges to the procurement exercise that are subsequently upheld	0	0	0	
LLPG Standard	Gold	National standard	Gold	
Website availability	100%	98%	100%	
% of systems development requests completed on time	98%	80%	98%	

Democratic Services and Contracts Management

- Virtual Member training and development events have resumed; focusing on effective chairing of meetings, carbon literacy and the Statement of Accounts.
- The Democratic Services Team continue to make great efforts to implement arrangements and protocols to ensure vital committee meetings can be held; all of which have run successfully so far.
- A total of 161 Freedom of Information Requests were received during the quarter, a reduction of 39% on the same period last year. All requests continue to be processed on time.
- All Civic events remain cancelled as a result of the pandemic and the Civic Officer continues to be redeployed at Lea Fields Crematorium.
- Since April, a number of contracts have been awarded by the Council but none of these went to local suppliers due to the nature of goods and services required. New contracts relate to a new computer system, virtual mail room provision, the undertaking of an empty homes review, and the renewal of the Council's Carbon Management Plan.

Performance exceptions

KPI	Q2 (2019/20)	Target	Q2 (2020/21)	Perf	DoT
% of FoI requests processed within the statutory limit	100%	100%	100%		
Number of subsequent challenges to FoI requests	0	0	0		
% of contracts awarded to local suppliers	25%	25%	0%		
Challenges to the procurement exercise that are subsequently upheld	0	0	0		

ICT

- New performance measures were introduced in September 2019 following a performance workshop with the Team Manager and Chief Executive. Baselining continues to take place in order that targets can be set from 2021/22 onwards. Performance against all ICT measures will continue to be reported on until targets have been agreed.

ICT Performance Measures

KPI	Q2 (2019/20)	Target	Q2 (2020/21)	Perf	DoT
Number of helpdesk requests received	N/A	NTS	289	...	N/A
Average number of hours taken to action a helpdesk request	N/A	NTS	17 hrs, 2 mins	...	N/A
Number of change management requests received	N/A	NTS	244	...	N/A
Number of change management requests completed	N/A	NTS	191	...	N/A

Systems Development

- All KPIs continue to perform above target.
- Constant proactive monitoring ensures good quality data.
- Quick reallocation of tasks ensures there are no delays in dealing with requests.

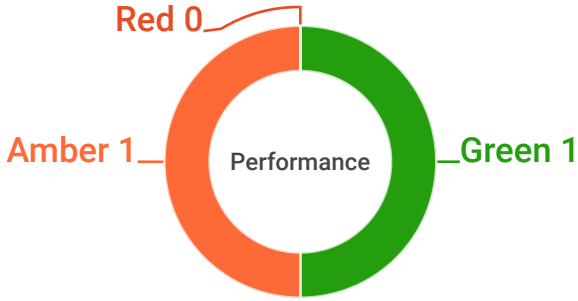
Performance exceptions

KPI	Q2 (2019/20)	Target	Q2 (2020/21)	Perf	DoT
LLPG Standard	Gold	National standard	Gold		
Website Availability	98%	98%	100%		
% of systems development requests completed within target time	97%	80%	96%		

Finance & Property Performance Summary

Services included:

- **Property and Assets**



Measures where performance is above target for at least two consecutive quarters

KPI	Q1 (2020/21)	Target	Q2 (2020/21)	Perf
Portfolio voids	5%	12%	10%	

Property and Assets

- Car parking income continues to suffer as a result of the pandemic. After initially offering free car parking during quarter one, there has been some income recovery during quarter two though this is still 48% down compared to the same time last year.
- Income from assets remains positive, with an increase of £21k compared to the same point last year.
- The split between planned and responsive maintenance is below target, however, this is expected as more planned work is procured and undertaken in the second half of the year.
- Rental portfolio voids continue to perform well, though they are at a higher level than usual due to units (particularly retail units) struggling with COVID restrictions.

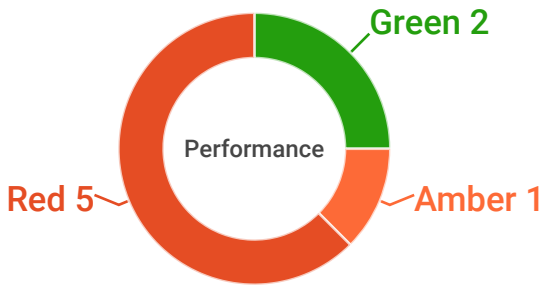
Performance exceptions

KPI	Q2 (2019/20)	Target	Q2 (2020/21)	Perf	DoT
Rental portfolio voids	4%	12%	10%		
Planned maintenance	71%	70%	60%		

Homes & Communities Performance Summary

Services included:

- **Home Choices**
- **Housing**
- **Communities**



Measures where performance is above target for at least two consecutive quarters

KPI	Q1(2020/21)	Target	Q2 (2020/21)	Perf
Average number of nights spent in temporary accommodation	45.5	56	45.5	
Number of households housed from the Housing Register	8	19	48	

Measures where performance is below target for at least two consecutive periods

KPI	Q1 (2020/21)	Target	Q2 (2020/21)	Perf
Number of households relieved from homelessness	47	45	39	
Number of nights spent in B&B accommodation	101	0	280	
Number of households prevented from becoming homeless	42	90	44	
Number of long-term empty properties	726	540	787	
Number of long-term empty properties brought back into use	1	25	2	

Home Choices

- Housing providers have been able to return their maintenance staff to work which has led to improvements in performance across the service.
- The service continues to reach out to partner agencies to encourage individuals with housing issues to contact the Council as early as possible.
- There has been a high demand for temporary accommodation as a result of three complex cases which have now been successfully resolved.
- The team continues to achieve excellent outcomes for both homeless prevention and relief and this trend is expected to continue as the team builds on positive relationships with private landlords.
- The nights spent in B&B accommodation target is a government target and not set by WLDC
- New Public Health commissioned housing related support contracts mean that all referrals to the Home Choices service must be made by district housing teams. This will give us a greater insight into demand for the service. In addition, the new Change 4 Lincs initiative launches on 12th October which will increase resources and options for dealing with recurring street homelessness.

Performance exceptions

KPI	Q2 (2019/20)	Target	Q2 (2020/21)	Perf	DoT
Average number of days spent in temporary accommodation	21 days	56 days	13 days		
Number of households relieved from homelessness	47	45	39		
Number of households housed from the Housing Register	19	19	48		
Number of nights spent in Bed and Breakfast accommodation	58	0	280		
Number of households prevented from becoming homeless	37	90	44		

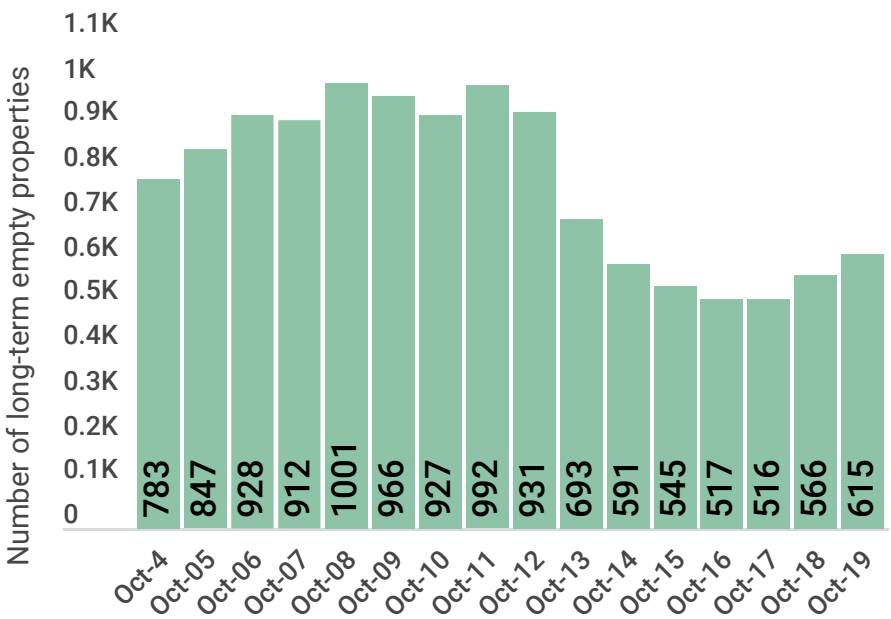
Housing

- Timescales for Disabled Facilities Grants (DFGs) have been severely impacted by the lockdown period. No work to progress grants was able to be undertaken for 90 days, therefore adding 90 days to the completion period and although there has been an improvement in August and September, performance for the year as a whole is unlikely to meet target.
- The number of empty properties has risen again though further analysis has not identified a pattern or specific reason for this increase . While the data shows an increase in empty properties, the overall number remains low as a percentage of all properties in the district (1%). The Council continues to prioritise empty property enforcement where there is a high risk of harm and there are no plans to change this approach given that the Viable Housing Solution is due to be in place imminently.

Performance exceptions

KPI	Q2 (2019/20)	Target	Q2 (2020/21)	Perf	DoT
The number of long-term empty properties in the district	563	540	787		
The number of long-term properties brought back into use	3	25	2		
Average number of days from DFG referral to completion	170	120	196		

Performance over time - number of long-term empty properties in the district



The chart shows long-term empty homes in the district from Oct 2004 to Oct 2019. There was a peak in long-term empty properties in Oct 2008 at 1,001 however remedial works has seen this number steadily decrease until Oct 2018 when the number began to rise.

Communities

All KPIs within this service area are performing within expected tolerance levels.

Community Grant Funding

- The Councillor Initiative Fund and Match Grant Funding Schemes have re-opened to new applications. New applications have been lower than expected as many projects and services continue to deal with the impact of the pandemic.
- Funding awarded from the Hardship Relief Fund has covered the Council's Community COVID Community Fund to a total of £100k. Approximately half of this remains available and will continue to support individuals and groups with COVID recovery up to March 2021. Any remaining funds at that point will be carried over to 2021/22 when new demand is expected to rise significantly.

RAF Scampton Community

- Community engagement activity continued with delivery supported by Community Lincs using One Public Estate Funding.
- A range of virtual events have been held to bring residents together, as well as a COVID compliant community litter pick.

Employment & Skills

- Work has been ongoing with local employers during quarter two to help identify challenges as a result of COVID-19.
- Initial work is taking place to prepare for providing redundancy support in the area.
- The Council is working in partnership with ACIS to deliver the Kick Start Programme and officers are also exploring opportunities to support apprentice roles with local employers.

CCTV

- Shoplifting has increased during quarter two following the re-opening of non-essential retail.
- An initial surge in public order and violence related incidents occurred in the three weekends following the re-opening of pubs, however, numbers of these types of offences have now fallen back to normal levels.
- Delivery of the Safer Streets funded CCTV expansion in Gainsborough is underway with final grant agreements and works set to begin in quarter three.

Local Access

- The development plan for the programme has been approved by the funders which includes initial spend on engagement work and the recruitment of a Programme Co-ordinator.

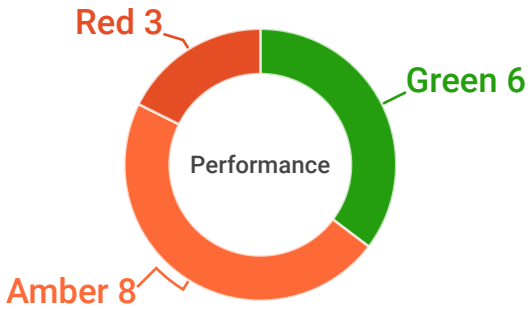
Hemswell Cliff

- The managed estate contract continues to realise improvements and work is ongoing to develop normalisation actions, including proposals for the adoption of street LED lighting and play parks.

Operational & Commercial Performance Summary

Services included:

- Building Control
- Crematorium
- Garden Waste
- Leisure Contract
- Trinity Arts Centre
- Operational Services
- Street Cleansing
- Markets



Measures where performance is above target for at least two consecutive quarters

KPI	Q1 (2019/20)	Target	Q2 (2020/21)	Perf
% of missed black and blue bin collections collected within target time	98%	95%	98%	

Measures where performance is below target for at least two consecutive quarters

KPI	Q1 (2020/21)	Target	Q2 (2020/21)	Perf
Average number of stalls on a Tuesday	16	37	29	

Building Control

- All KPIs for this service are performing within agreed tolerance levels.
- Income, application levels and market share all remain buoyant.

Performance exceptions

All KPIs within this service area are performing within expected tolerance levels

Crematorium

- KPIs have been introduced for the Crematorium but no targets have been assigned while these measures are baselined. These measures will be included for information in each P&D report.
- In line with other crematoria locally, quarter two has seen fewer services than expected, following a spike in quarter one as a result of COVID-19.
- The Crematorium continues to adapt to changing COVID regulations. This includes allowing people who are COVID positive, or who have been in close contact with somebody who has COVID to attend the funeral of a close family member. Whilst this does not directly affect our staff, the team has been split into two bubbles to ensure resilience and continuity of service with one bubble able to take over the running of crematorium should the other bubble be required to isolate.

Crematorium Performance Measures

KPI	Q2 (2019/20)	Target	Q2 (2020/21)	Perf	DoT
Number of services held	N/A	N/A	112	...	N/A
Income received	N/A	N/A	£80,038.00	...	N/A

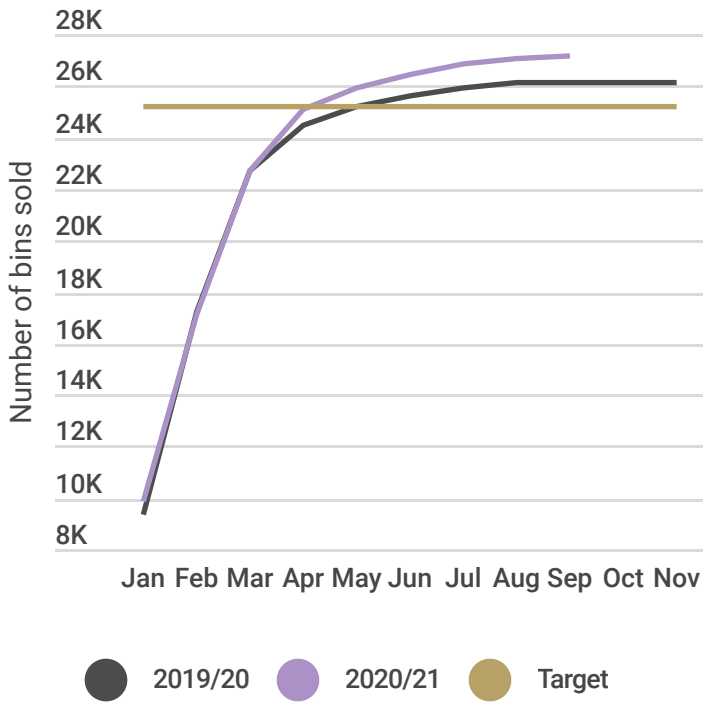
Garden Waste

- The service received a higher than expected number of subscription requests in quarter two. Appropriate communications were put out making it clear that those residents subscribing late in the year would only receive collections for the current calendar year and would be required to re-subscribe at the beginning of 2021 service, should they choose to do so.

Performance exceptions

KPI	Q2 (2019/20)	Target	Q2 (2020/21)	Perf	DoT
Number of bins sold	26,148	25,197	27,145		
Subscription take-up	55.5%	57%	57.5%		
Missed garden waste collection collections	0.07%	0.2%	0.06%		

Number of Bins Sold - 2019/20 performance compared to 2020/21



The number of bins sold has exceeded the target with 666 more bins sold in quarter two than at the same point last year.

Leisure Contract

- Both the Gainsborough and Market Rasen Leisure Centres opened their doors on 25th July following the easing of COVID restrictions. Usage was limited to gym, dance and spin classes.
- The swimming pool re-opened on 22nd August for lane and swim sessions only.
- In September, bookable casual swim sessions commenced, along with squash at Gainsborough and badminton and football at Market Rasen, which is proving very popular.
- Usage at the gym remains steady with customers finding their experience favourable and no negative comments being received from users of either centre.
- The outreach service has not yet recommenced, though Active Seniors is starting again at Gainsborough from 12th October.
- Usage of the Market Rasen Leisure Centre stands at 4,882 for the quarter. This measure is being baselined during 2020/21 so that a target can be assigned for 2021/22.

Performance exceptions

KPI	Q2 (2019/20)	Target	Q2 (2020/21)	Perf	DoT
Satisfaction with the Leisure Centres (C-19)	95%	75%	99%		
West Lindsey Leisure Facilities Usage (C-19)	80,372	78,750	36,000		
Number of Outreach Users (C-19)	116	116	0		

Trinity Arts Centre

- Government restrictions on public performances and gatherings continue to affect the Arts Centre's ability to host film or live performances. To adhere to social distancing regulations, the auditorium is limited to 36 people, rendering any public performances financially unviable.
- Great effort has gone into making the Centre COVID safe in order to maximise on secondary income through venue hire. New weekly hires have been secured with more to be confirmed in quarter three, including sports classes, dance classes, a playgroup, a youth theatre and two theatre schools. More than 100 young people are benefitting from attending creative workshops on a weekly basis.
- A bid has been submitted to the Cultural Recovery Fund for a total of £208,000. The centre is still awaiting the outcome from Arts Council England and the deadline has been extended due to the volume of bids received.

Markets

- The market was able to re-open to non-essential traders on 9th June and quarter two has seen a steady return of traders with a stall take-up of 376 stalls on the Tuesday market and 179 stalls for the Saturday market. Some stall holders remain cautious and are yet to return.
- Stall income remains at zero due to the decision not to charge stallholders rent for the remainder of 2020/21.
- At 14, the average number of stalls on a Saturday is within expected tolerance levels for the quarter, which is within agreed tolerance levels.
- The Gainsborough Farmers' Market has been relocated to the town centre on an interim basis to allow for appropriate social distancing measures.
- A three day continental market was held in the town centre in August 2020 which was well attended by traders and the public.

Performance exceptions

KPI	Q2 (2019/20)	Target	Q2 (2020/21)	Perf	DoT
Average number of stalls on a Tuesday	34	37	29		

Street Cleansing

- COVID restrictions have meant that many planned litter picks have not been able to go ahead, including the Great British Spring Clean initiative. However, litter picks have begun to resume during quarter two with 23 such events being held during the period, compared to 12 in quarter one.
- There has been a continued increase in fly-tipping in quarter two, with 847 instances in total. Of these, 99.6% were collected and disposed of within the target time. Whilst household waste and recycling centres have re-opened, these are subject to restrictions such as customers needing to book slots for different waste streams on different days. This, coupled with the internal drive to report fly-tips within the district are likely to have contributed to the rise.

Performance exceptions

KPI	Q2 (2019/20)	Target	Q2 (2020/21)	Perf	DoT
% of reported fly-tipping cases collected within target time	99%	90%	99.6%		

Waste Services

- Recycling rates remain within agreed parameters though there has been an increase in contamination of mixed dry recycling streams with current contamination levels at 30%. The Council is working with the Lincolnshire Waste Partnership to be able to offer a more comprehensive recycling service and to reduce the amount of contamination.
- Trials of both food waste and separate paper and card collections have begun in several districts as a fact finding mission. Indications are that the paper and card trials have been successful and the Lincolnshire Waste Partnership are in talks with the Department for the Environment, Food and Rural Affairs regarding a food waste collection roll out before the 2023 deadline.
- Commercial waste has suffered a considerable loss of income as a result of customers in industries affected by COVID-19 suspending the service. This has mainly affected the catering industry.

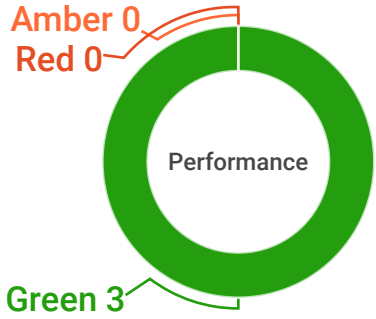
Performance exceptions

KPI	Q2 (2019/20)	Target	Q2 (2020/21)	Perf	DoT
% of missed black and blue bin collections collected within target time	98%	95%	98%		

Planning & Regeneration Performance Summary

Services included:

- **Development Management**



Measures where performance is above target for at least two consecutive quarters

KPI	Q1 (2020/21)	Target	Q2 (2020/21)	Perf
% of major planning applications determined on time	100%	90%	100%	
% of non-major planning applications determined on time	99%	80%	100%	

Measures where performance is below target for at least two consecutive quarters

There are no measures where performance is below target for two consecutive quarters.

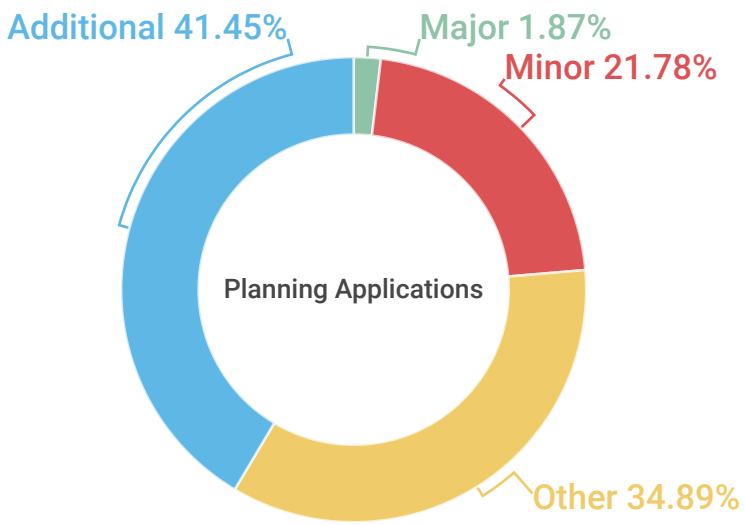
Development Management

- At 427 in total, the number of planning applications has increased by 13% compared to the same period last year, and an 11% increase on quarter one of this year.
- Total fee income from planning and pre-application services has also increased, up 27% compared to the same period last year. Total income for the quarter stands at £221,007.
- The service has recruited additional resource to cover the second half of the year in order to cope with expected demand.
- Team performance remains resilient despite increased demand with 100% of major applications, and 99% of other applications determined on time.
- Planning appeals recommenced in June and of the seven appeals received, six were dismissed and one was allowed.

Performance exceptions

KPI	Q2 (2019/20)	Target	Q2 (2020/21)	Perf	DoT
% of major planning applications determined on time	100%	90%	100%		
% of non-major applications determined on time	100%	80%	99%		
Appeals allowed as a % of all decisions	1%	5%	1%		

Breakdown of Planning Applications by Type for Quarter Two



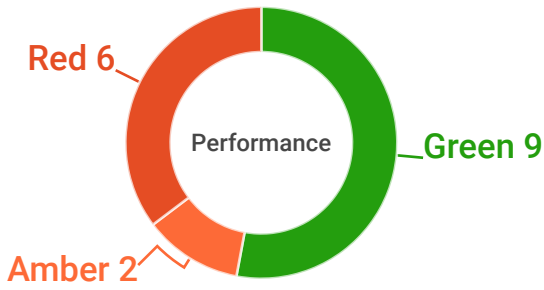
During quarter one, 427 planning applications were received in total; broken down as follows:

- 8 major applications
- 93 minor applications
- 149 other applications
- 177 additional applications

Regulatory Services & Change Management Performance Summary

Services included:

- **Council Tax and NNDR**
- **Enforcement**
- **Housing Benefit and Council Tax Support**
- **Local Land Charges**
- **Licensing**
- **Regulatory Services**



Measures where performance is above target for at least two consecutive quarters

KPI	Q1 (2020/21)	Target	Q2 (2020/21)	Perf
No of properties on the Council Tax base per FTE	5,527	5,000	5,533	
% housing enforcement cases closed within 6 months	96%	75%	92%	
% of licensing applications processed within target time	100%	96%	100%	
% of registered food premises rated 3* or above	98%	95%	98%	
number of environmental protection requests received	270	125	272	

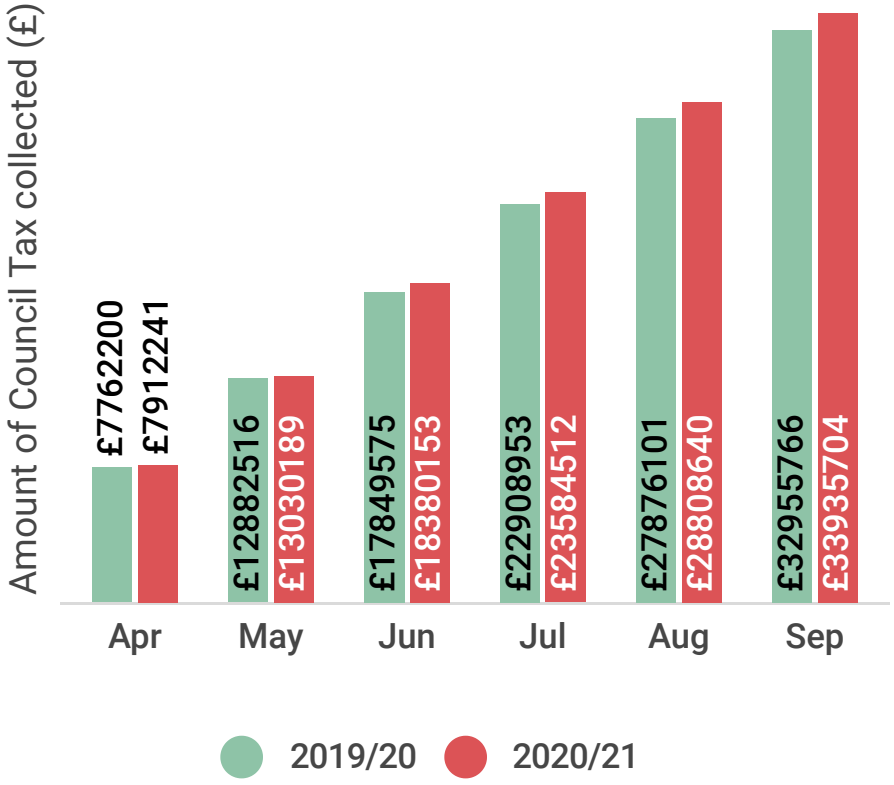
Council Tax and NNDR

- The issuing of statutory reminder notices resumed in August, however, Lincoln Magistrates Court have confirmed that they will not hear any Council Tax or Business Rate Liability Order hearings until at least December 2020. This will impact recovery collection rates as regulations state that recovery action can only be undertaken once Magistrates have granted a Liability Order.
- The team continues to support customers who have requested deferred payments; as well as signposting these customers to debt management organisations where necessary.
- Applications have begun to be received for the Discretionary Hardship Fund, with payments made to help reduce the Council Tax Liability of those most financially affected by the pandemic.
- Business Rate collection remains consistently below that of last year as a result of the pandemic. Work is ongoing to identify those businesses at risk of closure due to the pandemic.

Performance exceptions

KPI	Q2 (2019/20)	Target	Q2 (2020/21)	Perf	DoT
Number of properties on the Council Tax base per FTE	4,488	5,000	5,533		
NNDR in year collection rate	58.8%	58.8%	56.2%		

Amount of Council Tax collected - Q2 2019/20 compared to Q2 2020/21



The in year Council Tax collection rate is 0.57% lower than the same time last year, however, the team have been able to collect over £2.5m more Council Tax than at the same point last year.

Enforcement

- Performance within the enforcement service continues to be adversely impacted by COVID-19. The planning enforcement service continues to experience a backlog of open cases accrued as a result of lockdown during quarter one. During 2019/20, there were an average of 69 open cases and this figure has risen to 111 during the first half of 2020/21. This impacts on the ability to investigate, close and respond to cases quickly and means that lower priority cases are delayed. Whilst performance remains above target at this current time, the service is working to manage increased demand accordingly.
- Within housing enforcement, whilst case numbers are low and performance is currently within target, it has become more difficult to close cases effectively due to restrictions on visiting properties which has made it more difficult for landlords to deal with matters expediently.
- The percentage of licensed properties within the Gainsborough South-West ward remains on target at 92%.

Performance exceptions

KPI	Q2 (2019/20)	Target	Q2 (2020/21)	Perf	DoT
% of planning enforcement cases closed within 6 months	86%	75%	84%		
Number of community safety cases closed following compliance	72	60	21		
% of planning enforcement cases given an initial response within 20 working days	74%	90%	76%		

Housing Benefit and Council Tax Support

- The team have continued to work from home during quarter two and our customers continue to supply supporting evidence and apply for new claims digitally where possible. Despite the restrictions and additional pressure created by the pandemic, all targets have been met or exceeded during quarter two.
- The level of Council Tax support claims experienced during quarter one have now receded as people have returned to work, however, this may change as COVID-19 infection rates begin to rise again.
- Whilst new claims are half the level seen in quarter one, processing times are being impacted by the processing of Universal Credit applications by the Department for Work and Pensions. Despite this, processing times remain above target and better than at the same time last year.

Performance exceptions

KPI	Q2 (2019/20)	Target	Q2 (2020/21)	Perf	DoT
Cost per live claim	£5.70	£5.52	£4.85		
End to end processing times	4 days	5 days	3.8 days		

Local Land Charges

- There has been a higher than average number of searches received during the quarter following a rapid recovery in the housing market, with 920 searches received during the quarter compared to 662 in the same period last year.
- Along with the challenges on the team caused by working from home, additional challenges have been created by having to process searches on behalf of the search companies who have been unable to access their officer as a result of the pandemic. The team has worked with Human Resources and Customer Services to allow personal search companies to access the Guildhall from 5th October in a COVID safe way so that they can complete their own searches. This will result in a reduction in turnaround times by December when this measure should be back on target. This work will also be supported through the training of an apprentice to assist with basic searches.

Performance exceptions

KPI	Q2 (2019/20)	Target	Q2 (2020/21)	Perf	DoT
Average time taken to process a search	13.3 days	10 days	21.2 days		
Market Share	65%	65%	73%		

Licensing

- Whilst the number of licensing applications received is steadily recovering, numbers remain significantly lower than expected with 180 applications during the first half of 2020/21 compared to 516 at the same point last year.
- The team continues to focus on providing advice to premises in regard to operating safely and in a COVID secure way, and ensuring that as many of the licensable activities as possible are running at a level that enables the sector to function properly.

Performance exceptions

KPI	Q2 (2019/20)	Target	Q2 (2020/21)	Perf	DoT
% of licensing applications processed within target time	100%	96%	100%		

Regulatory Services

- COVID-19 restrictions meant that no food inspections were carried out during quarter one and only a limited number during quarter two. This means that the target for this measure will not be met by year end.
- Officers within this work area have been redeployed to focus on work relating to outbreak management and control, illegal operation of businesses and to provide advice and guidance to businesses to enable them to become COVID secure.
- A total of 450 service requests have been received so far in 2020/21, higher than the total for the whole of the previous year (354). This is a result of increased responsibilities placed on the Council relating to COVID-19. It is unlikely that this level of demand will decrease and work is underway to underensure demand can be managed appropriately going forward.

Performance exceptions

KPI	Q2 (2019/20)	Target	Q2 (2020/21)	Perf	DoT
% of food premises rated at 3* or above	97%	95%	98%		
Number of environmental protection requests received	195	125	272		
% of environmental protection cases closed within 6 months	99%	75%	99%		
% of Food Standard Agency scheduled inspections completed	27%	98%	1%		

The target for the number of food safety inspections will not be met this year due to COVID-19 restrictions on the service impacting performance for the remainder of the year.

Prosperous Communities	
Tuesday, 1st December 2020	

Subject: Proposed Fees and Charges 2021/22 Prosperous Communities

Report by:	Assistant Director, Finance, Business and Property Services
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 2021.

RECOMMENDATION(S):

1. **That Members consider the proposed fees and charges for 2021/22 as detailed, and make recommendation to Corporate Policy and Resources Committee for approval.**

2. **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.**

IMPLICATIONS

Legal:

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

Financial : FIN/71/21B/SL

The 2021/2022 fees and charges are explained in the body of this report. The financial effects of the increases, together with introducing new charges will be built into the Council's revenue budget.

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 £24,300 in 2021/22, rising to £41,800 in 2025/26, as a result of the amendments to fees proposed within this report.

Where inflation has been applied to fees and charges at 3% in 2021/22, it is proposed that inflation is assumed to be 2% for future year budgets within the MTFP.

Details of the proposed increases to each service area are contained within the report at Section 4.

The cumulative impact on the MTFP of the fees and charges review in relation to services within Prosperous Communities is:

Year	Increase in Contribution pa £	Cumulative Increase in Contribution £
2021/22	(24,300)	(24,300)
2022/23	(2,100)	(26,400)
2023/24	(3,600)	(30,000)
2024/25	(3,100)	(33,100)
2025/26	(8,700)	(41,800)

Staffing: None arising as a result 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 :

None arising as a result of this report.

Section 17 Crime and Disorder Considerations :

Some fees and charges are set to discourage anti-social behaviour i.e. the bulky waste service and impact on fly tipping.

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 2021/22.

1.2 The Council has in place a corporate Fees, Charges and Concessions Policy which aims to provide clear guidance on a number of areas, in particular this focuses on how fees and charges can assist in the achievement of Corporate Priorities, 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.

2 Fees and Charges Policy and Process

2.1 The review of fees for 2021/22 has been undertaken through a robust exercise including determining total service cost and then calculating a pricing level based on an estimated demand level to ensure full cost recovery, then considering benchmarking data and market conditions to determine an appropriate charge.

2.2 Consideration has been taken of the potential ongoing implications of Covid-19 on chargeable services. The budgetary implications contained within this report relate to any proposed increases in fees. Any impact on the demand for services will be presented as pressures or savings through the proposed budget reports to be presented to Committee separately as part of the budget setting process for the period 2021/22 to 2025/26.

2.3 Budget Managers have worked with their Finance Business Partner in undertaking this review.

2.4 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.

2.5 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.

2.6 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.

2.7 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.

2.8 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.

2.9 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 610 fees and charges reviewed 41% are statutory and 59% are non-statutory. In terms of 2019/20 actual income received this equates to;

	2019/20 Actuals £	
Statutory	1,190,922	32%
Non-Statutory	2,568,295	68%
Total	**3,759,217**	**100%**

3.2 Of the 252 statutory fees and charges set by Central Government 97% have experienced no change in the level of fees, with 3% seeing an increase in fees chargeable.

3.3 The increases in fees and charges for statutory services sit within Environment Services for private water supply work.

3.4 Of the 358 non-statutory fees and charges, 49% have experienced no change and 51% have increased.

3.5 Of those 182 (51%) non-statutory fees and charges increased, this equates to an average of £9.72 in monetary terms (net of VAT).

3.6 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.

3.7 The following fees and charges have been approved by Corporate Policy & Resources Committee or Council during 2020/21 and are included here for completeness;

- **Crematorium**
  - Barbican Memorial (space leased for 5 years)
  - Mulberry Tree – per leaf (space leased for 5 years)
  - Pro Visual tribute (2-25 photographs)
  - Visual Tribute – standard and pro visual (for additional 25 photographs)
  - Sanctum 2000 Vault (leased for 10 years) including upto 80 letters
  - Sanctum 2000 Vault – per letter above 80
  - Downloadable copy of visual tribute
  - The Farewell Service

- **Strategic Housing**
  - Civil Penalties – Housing and Planning Act

- **Communities**
  - Defibrillator Maintenance Scheme

- **Trinity Arts Centre**
  - Booking fee for transactions made over the telephone or face to face

3.8 The proposed fees and charges will apply from 1st April 2021, unless there are other constraints preventing this, in which case the operative date will be as soon as practicable after 1st April.

The complete schedule of proposed fees and charges for those services within Prosperous Communities Committee is at Appendix 1 of this report.

The 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

4.1 Appendix 2: Car Parks

Fees were set in accordance with the Car Park Strategy, effective from 1st April 2018.

A revised Car Park Strategy is to be presented to Committee at a later date, and it is proposed not to amend the parking fees at this time, pending the outcome of that review and in light of the impact of covid on current income levels.

It is proposed that the fee under 'Bus Station' for allocated stands be removed from the schedules as these charges are to be treated as lease agreements to allow for greater control over recovery of the costs and negotiations of rates applied.

4.2 Appendix 3: Cemeteries

The fees within this area were increased above inflation in previous years to bring them into line with neighbouring Authorities. For 2021/22 it is proposed to increase the fees and charges by inflation at 3%, rounded to 50p.

4.3 Appendix 4: Environment Services

This schedule consists mainly of statutory fees set at the maximum level. The charges for 2021/22 are expected to be reviewed in February 2021 and the schedule of charges will be updated to reflect any changes.

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

Of those which are non-statutory, inflation at 3% increase has been proposed.

4.4 Appendix 5: Fixed Penalty Notices

This schedule consists mainly of statutory set charges and no changes have been applied for 2021/22.

Inflation at 3% is proposed to be applied to those non-statutory fees and charges.

4.5 Appendix 6: Land Charges

A 6% increase is proposed across all fees and charges to reduce the subsidy of this service. The proposed charges are consistent with benchmarking data for neighbouring Authorities.

Where rounding has been applied to 50p for the smaller fees (below £5) the percentage increase is higher than the 6% base increase applied, although the monetary value of the increase is minimal.

4.6 Appendix 7: Licensing

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

Non-statutory fees have been reviewed and either 0%, 3% or 6% has been applied depending on whether total cost recovery has been achieved in those areas of service provision, with consideration to benchmarking data and what the service manager believes is appropriate within the market.

4.7 Appendix 8: Markets

There is an ongoing review of the service – it is proposed to make no changes at this time, in support of the high street recovery and future delivery, which will be subject of further report.

4.8 Appendix 9: Planning

The planning application fees are statutory and no increases are applicable for 2021/22 at this point.

The proposal is to increase Pre-Application Advice fees by 6% and move towards total cost recovery, except for the 'Household developer – Do I need Planning Permission' fee which is proposed to increase by 20% in line with benchmarking data. The proposed increases are not anticipated to decrease demand.

There has been a continued focus on reducing overhead service costs through more efficient practices. The service is no longer heavily reliant upon agency support staff and is continuing to move away from paper reliant processes.

4.9 Appendix 10: Strategic Housing

Housing Enforcement Charges - It is proposed to increase the non-statutory fees by inflation at 3%.

Mobile Homes – it is proposed to maintain the fees at the current level. The costs incurred are fully recovered and our fees are set in the upper quartile of our geographic neighbours.

Selective licensing – these fees were agreed and set for a 5 year period until 2020/21 in line with the original fee proposals relating to this legislation. The service is due to be reviewed early 2021 and any proposed amendments to fees will be reported to Committee.

4.10 Appendix 11: Waste Services

Proposed increase by inflation at 3% to the sale of sacks, stickers and bulky waste collections.

The sale of wheeled bin replacement and bins for new properties have been brought into line with total cost recovery analysis, and is consistent with benchmarking data for neighbouring authorities.

All wheeled bin types (residual, recycling, garden waste) are proposed to increase to a consistent charge across all of £35. This equates to a 6% increase for residual and recycling bins from £33, and a 133% increase in garden waste bins from £15.

Garden Waste Collections - The analysis of total cost recovery based on forecast budgets for 2021/22 resulted in a subscription fee of £36.55. However, it is proposed that the fee is not increased until 2022/23 and therefore the annual charge would remain at £35 for 2021/22.

4.11 Appendix 12: Trinity Arts Centre

Following a review of hire of room/theatre charges in 2018 these charges are now set fees which are included in the fees & charges schedules and the fee was frozen for 2020/21. It is proposed to apply inflation at 3% to these charges for 2021/22.

There is no proposed increase to film showing fees and charges for 2021/22.

It is proposed to remove the separate Sunday theatre hire and performance charges. Sunday charges will now be reduced to be the same as Friday and Saturday.

The following table highlights the current Sunday charges (2020/21), at a higher rate than other days of the week, which are proposed to be removed and the Friday to Saturday charge expanded to include Sunday at the same rate.

Prosperous Communities Committee — **Trinity Arts Centre**

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Theatre (rehearsal) (Fri-Sat)	per hour	£55.00	£66.00	3%	£1.50	£56.50	£11.30	£67.80	S
Theatre (rehearsal) (Fri-Sat)	per full day	£340.00	£408.00	3%	£6.50	£350.00	£70.00	£420.00	S
Theatre (rehearsal) (Sun)	per hour	£75.00	£90.00						S
Theatre (rehearsal) (Sun)	per full day	£595.00	£714.00						S
Theatre (performance) (Fri-Sat)	per hour	£65.00	£78.00	3%	£2.00	£67.00	£13.40	£80.40	S
Theatre (performance) (Sun)	per hour	£95.00	£114.00						S

The TAC booking system is being replaced in January 2021. Part of the change has resulted in the introduction of a booking fee for face to face/ over the phone bookings taken by Customer services. Currently customer are charged a booking fee but this forms part of the current booking system. This fee would be £1 (plus VAT) per transaction from January 2021, and is to remain at the same rate for 2021/22.

4.12 Appendix 13: Crematorium

It is proposed to increase the cremation and chapel fees by inflation at 3% for 2021/22.

Secondary service provision i.e. memorials and tributes are currently frozen pending a review of the structure of available services.

Any amendments arising from the review will be reported to Corporate Policy and Resources.

4.13 Appendix 14: Communities

The introduction of the defibrillator maintenance was approved by Council 07.09.20.

The fee has been set on the basis of cost recovery being achieved if 75% of communities with defibrillators (i.e. 60 out of the 80 communities who currently have a defibrillator) signed up to the scheme.

In light of the implementation of the fee being effective from September 2020, it is proposed that the fee is maintained at the current level of £100 (incl. VAT) for 2021/22.

Cost recovery analysis will be undertaken as the scheme is rolled out and will inform the fees and charges review for this service for 2022/23.

4.14 Appendix 15: CCTV Service (Commercially Sensitive*)

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

4.15 Appendix 16: Building Control (Commercially Sensitive*)

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

**The Proper Officer has determined in preparing Appendices 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 1 – Fees and Charges 2021/2022
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 & Bus Station**

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Car Parks									
Gainsborough not including Roseway	0-1 hours	£0.00	£0.00	0%	£0.00	£0.00	£0.00	£0.00	S
	1-2 hours	£0.92	£1.10	0%	£0.00	£0.92	£0.18	£1.10	S
	2-3 hours	£1.33	£1.60	0%	£0.00	£1.33	£0.27	£1.60	S
	3-4 hours	£1.67	£2.00	0%	£0.00	£1.67	£0.33	£2.00	S
	4-6 hours	£2.75	£3.30	0%	£0.00	£2.75	£0.55	£3.30	S
	6+ hours	£3.25	£3.90	0%	£0.00	£3.25	£0.65	£3.90	S
Roseway only	0-1 hours	£0.00	£0.00	0%	£0.00	£0.00	£0.00	£0.00	S
	1-2 hours	£1.17	£1.40	0%	£0.00	£1.17	£0.23	£1.40	S
	2-3 hours	£1.66	£2.00	0%	£0.00	£1.66	£0.33	£2.00	S
	3-4 hours	£2.08	£2.50	0%	£0.00	£2.08	£0.42	£2.50	S
	Travelodge permit	£5.42	£6.50	0%	£0.00	£5.42	£1.08	£6.50	S
Market Rasen	0-1 hours	£0.00	£0.00	0%	£0.00	£0.00	£0.00	£0.00	S
	1-2 hours	£0.00	£0.00	0%	£0.00	£0.00	£0.00	£0.00	S
	2-3 hours	£0.67	£0.80	0%	£0.00	£0.67	£0.13	£0.80	S
	3-4 hours	£0.83	£1.00	0%	£0.00	£0.83	£0.17	£1.00	S
	4-6 hours	£1.42	£1.70	0%	£0.00	£1.42	£0.28	£1.70	S
	6+ hours	£1.67	£2.00	0%	£0.00	£1.67	£0.33	£2.00	S
Annual Season Tickets									
Gainsborough only	Mon-Sat	£510.00	£612.00	0%	£0.00	£510.00	£102.00	£612.00	S
	Mon-Sat (If paid by monthly DD)	£440.00	£528.00	0%	£0.00	£440.00	£88.00	£528.00	S
	Mon-Fri	£430.00	£516.00	0%	£0.00	£430.00	£86.00	£516.00	S
	Mon-Fri (If paid by monthly DD)	£350.00	£420.00	0%	£0.00	£350.00	£70.00	£420.00	S
Market Rasen Only	Mon-Sat	£255.00	£306.00	0%	£0.00	£255.00	£51.00	£306.00	S
	Mon-Sat (If paid by monthly DD)	£220.00	£264.00	0%	£0.00	£220.00	£44.00	£264.00	S
	Mon-Fri	£215.00	£258.00	0%	£0.00	£215.00	£43.00	£258.00	S
	Mon-Fri (If paid by monthly DD)	£175.00	£210.00	0%	£0.00	£175.00	£35.00	£210.00	S
Penalty Charge Notice									
Higher Rate		£70.00	£70.00	0%	£0.00	£70.00	£0.00	£70.00	OS
Higher rate discounted if paid within 14 days		£35.00	£35.00	0%	£0.00	£35.00	£0.00	£35.00	OS
Lower Rate		£50.00	£50.00	0%	£0.00	£50.00	£0.00	£50.00	OS
Lower rate discounted if paid within 14 days		£25.00	£25.00	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									
Roseway car park (2 charging bays)	charge per kWh	£0.25	£0.30	0%	£0.00	£0.25	£0.05	£0.30	S

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Prosperous Communities Committee Schedules

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

Prosperous Communities Committee — **Markets**

	2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
	£	£	% Type	or £	£	£	£	
Gainsborough Market								
Tuesday Market								
Registered Trader								
1 stall	£16.00	£16.00	0%	£0.00	£16.00	£0.00	£16.00	OS
2 stalls	£27.00	£27.00	0%	£0.00	£27.00	£0.00	£27.00	OS
3 stalls	£35.00	£35.00	0%	£0.00	£35.00	£0.00	£35.00	OS
4 stalls	£43.00	£43.00	0%	£0.00	£43.00	£0.00	£43.00	OS
5 stalls	£51.00	£51.00	0%	£0.00	£51.00	£0.00	£51.00	OS
Casual Trader								
1 stall	£17.50	£17.50	0%	£0.00	£17.50	£0.00	£17.50	OS
2 stalls	£35.00	£35.00	0%	£0.00	£35.00	£0.00	£35.00	OS
3 stalls	£52.50	£52.50	0%	£0.00	£52.50	£0.00	£52.50	OS
4 stalls	£70.00	£70.00	0%	£0.00	£70.00	£0.00	£70.00	OS
5 stalls	£87.50	£87.50	0%	£0.00	£87.50	£0.00	£87.50	OS
Saturday Market								
Registered Trader								
1 stall	£10.00	£10.00	0%	£0.00	£10.00	£0.00	£10.00	OS
2 stalls	£20.00	£20.00	0%	£0.00	£20.00	£0.00	£20.00	OS
3 stalls	£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
4 stalls	£30.00	£30.00	0%	£0.00	£30.00	£0.00	£30.00	OS
5 stalls	£35.00	£35.00	0%	£0.00	£35.00	£0.00	£35.00	OS
Casual Trader								
1 stall	£16.50	£16.50	0%	£0.00	£16.50	£0.00	£16.50	OS
2 stalls	£33.00	£33.00	0%	£0.00	£33.00	£0.00	£33.00	OS
3 stalls	£49.50	£49.50	0%	£0.00	£49.50	£0.00	£49.50	OS
4 stalls	£66.00	£66.00	0%	£0.00	£66.00	£0.00	£66.00	OS
5 stalls	£82.50	£82.50	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	£23.50	0%	£0.00	£23.50	£0.00	£23.50	OS
Casual Trader	£25.50	£25.50	0%	£0.00	£25.50	£0.00	£25.50	OS
Saturday Market								
Registered Trader	£15.00	£15.00	0%	£0.00	£15.00	£0.00	£15.00	OS
Casual Trader	£20.00	£20.00	0%	£0.00	£20.00	£0.00	£20.00	OS

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Prosperous Communities Committee

Pre Application Advice

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Development									
Householder development - do I need planning permission?		£20.83	£25.00	20%	£4.17	£25.00	£5.00	£30.00	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		£80.00	£96.00	6%	£5.00	£85.00	£17.00	£102.00	S
Non-residential changes of use including siting of caravans for sites under 1 ha or buildings under 1,000 m^2 (gross)		£171.00	£205.20	6%	£10.67	£181.67	£36.33	£218.00	S
Non-residential changes of use including siting of caravans for sites of 1 ha or above or buildings of 1,000 m^2 or above (gross)		£300.00	£360.00	6%	£18.33	£318.33	£63.67	£382.00	S
Development of 1-9 dwellings including changes of use to residential									
	1st dwelling	£206.00	£247.20	6%	£13.16	£219.16	£43.83	£263.00	S
	Additional dwellings	£114.00	£136.80	7%	£7.67	£121.67	£24.33	£146.00	S
Development of 10-49 dwellings including changes of use to residential									
	10th dwelling	£1,241.00	£1,489.20	6%	£74.83	£1,315.83	£263.17	£1,579.00	S
	Additional dwellings	£61.00	£73.20	7%	£4.00	£65.00	£13.00	£78.00	S
Development of 50 or more dwellings									
	minimum fee	£3,719.00	£4,462.80	6%	£223.50	£3,942.50	£788.50	£4,731.00	S
With additional fee subject to negotiation dependant on complexity of proposal. Encouragement to adopt a Planning Performance Agreement.									
Non-residential development where no floor space is created.		£110.00	£132.00	6%	£6.67	£116.67	£23.33	£140.00	S
Non-residential development up to 499 m^2 floor area, or 0.5 ha site area		£150.00	£180.00	6%	£9.17	£159.17	£31.83	£191.00	S
Non-residential development between 500 and 999 m^2 floor area, or between 0.51ha and 1.0 ha.									
	For 500 m^2 or 0.51ha	£227.00	£272.40	6%	£13.84	£240.84	£48.17	£289.00	S
	Each additional 100 m^2 or 0.1 ha	£114.00	£136.80	7%	£7.67	£121.67	£24.33	£146.00	S
Non-residential development between 1,000 and 4,999 m^2 floor area, or between 1.1ha and 2.0ha.									
	For 1,000 m^2 or 1.1ha	£778.00	£933.60	6%	£47.00	£825.00	£165.00	£990.00	S
	Each additional 100 m^2 or 0.1 ha	£58.00	£69.60	6%	£3.67	£61.67	£12.33	£74.00	S
Non-residential development of 5,000 m^2 or more or 2.1ha or more.									
	Minimum fee	£3,165.00	£3,798.00	6%	£190.00	£3,355.00	£671.00	£4,026.00	S
With additional fee subject to negotiation dependant on complexity of proposal. Encouragement to adopt a Planning Performance Agreement.									
Variation or removal of condition.		£80.00	£96.00	6%	£5.00	£85.00	£17.00	£102.00	S
Advertisements		£80.00	£96.00	6%	£5.00	£85.00	£17.00	£102.00	S
Non-householder listed building consent		£156.00	£187.20	6%	£9.84	£165.84	£33.17	£199.00	S
Additional site visit		£136.00	£163.20	6%	£8.17	£144.17	£28.83	£173.00	S
Hazardous Substances		£ negotiable			£ negotiable				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 dwelling).

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Prosperous Communities Committee Schedules

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

Prosperous Communities Committee — **Planning**

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Decision Notices, Consents, Determinations, Tree Preservation Orders, Enforcement Notices, S106 Agreements	Per Item (black/white)	£27.00	£27.00	4%	£1.00	£28.00	£0.00	£28.00	OS
		Plus officer time per hour at cost recovery							
Other copies									
Copy plans - A4	Per side of A4 (black/white)	£0.20	£0.20	25%	£0.05	£0.25	£0.00	£0.25	OS
Copy plans - A3	Per copy	£0.50	£0.50	10%	£0.05	£0.55	£0.00	£0.55	OS
Copy plans - A2, A1, A0	Per copy	£6.30	£6.30	3%	£0.20	£6.50	£0.00	£6.50	OS
Information on planning records	Planning Control	£0.25	£0.30	16%	£0.04	£0.29	£0.06	£0.35	S
Requests for Planning Information	Planning - as per above plus officer time per hour	£59.50	£71.40	4%	£2.17	£61.67	£12.33	£74.00	S
		Plus officer time per hour at cost recovery							
Entry onto Self-Build and Custom-Build Housing Register		£50.00	£50.00	4%	£2.00	£52.00	£0.00	£52.00	OS
Public Path Orders, i.e. Diversion Orders	Minimum charge	£541.00	£541.00	3%	£17.00	£558.00	£0.00	£558.00	OS
	Maximum charge	£1,622.00	£1,622.00	3%	£49.00	£1,671.00	£0.00	£1,671.00	OS
Plus actual advertisement costs									

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S	Standard Rate 20%
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OS	Outside Scope
X	Exempt

Prosperous Communities Committee

Planning Applications

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 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	£462.00	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	£138.00	0%	£0.00	£138.00	£0.00	£138.00	OS
Householder Applications									
Alterations/extensions to a single dwellinghouse, including works within boundary									
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	£206.00	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	£407.00	0%	£0.00	£407.00	£0.00	£407.00	OS
New dwellinghouses	Where number of new dwellinghouses is not more than 50	£334.00	£334.00	0%	£0.00	£334.00	£0.00	£334.00	OS
	Where the number of dwellinghouses exceeds 50, £16,525 and an additional £100 for each dwelling in excess of 50 subject to a maximum in total of £300,000	£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	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	£234.00	0%	£0.00	£234.00	£0.00	£234.00	OS
	More than 40m^2 but no more than 75m^2	£462.00	£462.00	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	£462.00	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	£138.00	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	£462.00	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	£138.00	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	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
	More than 465m^2 but no more than 540m^2	£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS
Between 540 > 4215 m^2, £462 for the first 540 m^2 then £462 per additional 75 m^2	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	£462.00	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	£138.00	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	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
	More than 465 m^2 gross floor space created	£2,580.00	£2,580.00	0%	£0.00	£2,580.00	£0.00	£2,580.00	OS

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Prosperous Communities Committee Schedules

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S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee

Planning Applications Continued

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Applications other than Building Works									
Car parks, service roads or other accesses	For existing uses	£234.00	£234.00	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	£234.00	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	£234.00	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	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Agricultural and Forestry buildings & operations		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Demolition of buildings		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Communications (previously referred to as 'Telecommunications Code Systems Operators')		£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS
Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class (A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (Class B1a)		£96.00	£96.00	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		£96.00	£96.00	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	£96.00	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 use within Shops (Use Class A1), Financial and Professional services (Use Class A2), Restaurants and Cafes (Use Class A3), Business (Use Class B1), Storage or Distribution (Use Class B8), Hotels (Use Class C1), or Assembly or Leisure (Use		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from Offices (Use Class B1a) Use to Dwellinghouses (Use Class C3)		£96.00	£96.00	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 Dwellinghouses (Use Class C3)		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	£206.00	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	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS

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

	if it includes building operations in connection with the change of use	£206.00	£206.00	0%	£0.00	£206.00	£0.00	£206.00	OS
Change of use of a building and any land within its curtilage from Light Industrial (Use Class B1c) to Dwellinghouses (Use Class C3)		£96.00	£96.00	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	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	£206.00	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 Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Café's (Use		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	£206.00	0%	£0.00	£206.00	£0.00	£206.00	OS

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Planning Applications Continued

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Change of Use of a building from Shops (use Class A1) and Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Use Class D2)		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (Class B1a)		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop		£96.00	£96.00	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	£96.00	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	£96.00	0%	£0.00	£96.00	£0.00	£96.00	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									
Application for removal or variation of a condition following grant of planning permission		£234.00	£234.00	0%	£0.00	£234.00	£0.00	£234.00	OS
Request for confirmation that one of more planning conditions have been complied with		£34 per request for Householder otherwise £116 per request							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	£462.00	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	£138.00	0%	£0.00	£138.00	£0.00	£138.00	OS
Other Changes of Use of a building or land		£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS
Advertising									
Relating to the business on the premises		£132.00	£132.00	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	£132.00	0%	£0.00	£132.00	£0.00	£132.00	OS
Other advertisements		£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS

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Application for a Non-material Amendment Following a Grant of Planning Permission									
Applications in respect of householder developments		£34.00	£34.00	0%	£0.00	£34.00	£0.00	£34.00	OS
Applications in respect of other developments		£234.00	£234.00	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	£402.00	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	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS

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Community Infrastructure Levy (CIL)

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 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	£25.00	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	£15.00	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	£20.00	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	£0.00	£0.00	0%	£0.00	£0.00	£0.00	£0.00	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	£40.00	0%	£0.00	£40.00	£0.00	£40.00	OS
All Other Uses **		£0.00	£0.00	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

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

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Prosperous Communities Committee

Fixed Penalty Notices

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Depositing Litter	Fee set by Government - payable within 14 days of issue	£75.00	£75.00	0%	£0.00	£75.00	£0.00	£75.00	OS
	Fee set by Government - discounted if paid within 10 days	£50.00	£50.00	0%	£0.00	£50.00	£0.00	£50.00	OS
Failure to produce Waste Documents	Fee set by Government - payable within 14 days of issue	£300.00	£300.00	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	£300.00	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	£75.00	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	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	£75.00	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	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	£75.00	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	£200.00	0%	£0.00	£200.00	£0.00	£200.00	OS
Nuisance Parking	Fee set by Government - payable within 14 days of issue	£100.00	£100.00	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	£100.00	3%	£3.00	£103.00	£0.00	£103.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	£75.00	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	£100.00	3%	£3.00	£103.00	£0.00	£103.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	£75.00	0%	£0.00	£75.00	£0.00	£75.00	OS
Flytipping	Fee set by Government - payable within 14 days of issue	£400.00	£400.00	0%	£0.00	£400.00	£0.00	£400.00	OS
High Hedge Fee	Fee set locally	£316.00	£316.00	3%	£9.00	£325.00	£0.00	£325.00	OS
Fee for abandoned shopping trolleys	Fee set locally (maximum charge)	£100.00	£100.00	3%	£3.00	£103.00	£0.00	£103.00	OS
High Hedges Complaints Application		£316.00	£316.00	3%	£9.00	£325.00	£0.00	£325.00	OS

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X	Exempt

Prosperous Communities Committee

Pest Control and Stray Dogs

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Reclaim of Stray Dogs	Prescribed fee	£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
	Collection fee	£42.00	£42.00	3%	£3.00	£43.50	£0.00	£43.50	OS
	Plus kennel and vet fees as incurred by the authority.								

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OS	Outside Scope
X	Exempt

Prosperous Communities Committee — **Strategic Housing**

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Housing Enforcement Charges									
Mandatory HMO Licence Application	Up to 5 units / bedrooms	£825.00	£825.00	3%	£24.75	£849.75	£0.00	£849.75	OS
	Per additional unit	£50.00	£50.00	3%	£1.50	£51.50	£0.00	£51.50	OS
	Maximum charge - n/a								
Mandatory HMO Licence Renewal	Up to 5 units / bedrooms	£700.00	£700.00	3%	£21.00	£721.00	£0.00	£721.00	OS
	Per additional unit	£50.00	£50.00	3%	£1.50	£51.50	£0.00	£51.50	OS
	Maximum charge - n/a								
Hazard Awareness Notice	None	£0.00	£0.00	0%	£0.00	£0.00	£0.00	£0.00	OS
Improvement Notice	For one hazard	£350.00	£350.00	3%	£10.50	£360.50	£0.00	£360.50	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				Cost of works plus officer time to execute and arrange	£0.00	£0.00	OS
	Officer time charged at £30 per hour								
Prohibition Order		£350.00	£350.00	3%	£10.50	£360.50	£0.00	£360.50	OS
Emergency Prohibition Order		£350.00	£350.00	3%	£10.50	£360.50	£0.00	£360.50	OS
Demolition Order		£350.00	£350.00	3%	£10.50	£360.50	£0.00	£360.50	OS
Immigration Procedure Inspection	Per inspection	£70.00	£84.00	3%	£2.10	£72.10	£14.42	£86.52	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
Notice of Intent (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
Works In Default of any Legislation or Emergency Remedial Action *	Base charge	Cost of work plus hourly rate of officer with on costs							OS
Selective Licensing	WLDC Scheme Fee	£375.00	£375.00	0%	£0.00	£375.00	£0.00	£375.00	OS
	Co-Regulated Scheme (WLDC Fee)	£120.00	£120.00	0%	£0.00	£120.00	£0.00	£120.00	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.

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OS	Outside Scope
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Prosperous Communities Committee — **Mobile Homes**

	2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
	£	£	% Type	or £	£	£	£	
Mobile Homes Act 2013								
Issue of a New Licence	£300.00	£300.00	3%	£9.00	£309.00	£0.00	£309.00	OS
Deposit of Site Rules	£30.00	£30.00	3%	£1.00	£31.00	£0.00	£31.00	OS
Transfer and Alteration of a Licence	£100.00	£100.00	3%	£3.00	£103.00	£0.00	£103.00	OS

Prosperous Communities Committee — **Communities**

	2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
	£	£	% Type	or £	£	£	£	
Defibrillator maintenance service (annual charge)	£83.33	£100.00	0%	£0.00	£83.33	£16.67	£100.00	S

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OS	Outside Scope
X	Exempt

Prosperous Communities Committee

Environment Services Local Air Pollution

All charges are set by DEFRA		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Application Fee									
- Standard Process		£1,650.00	£1,650.00	0%	£0.00	£1,650.00	£0.00	£1,650.00	OS
- Reduced fee activities		£155.00	£155.00	0%	£0.00	£155.00	£0.00	£155.00	OS
PVR I and PVR II activities		£257.00	£257.00	0%	£0.00	£257.00	£0.00	£257.00	OS
Vehicle refinishers, & Parts 2, 3, 4 reduced fee activity		£362.00	£362.00	0%	£0.00	£362.00	£0.00	£362.00	OS
- Mobile Screening and crushing plant		£1,650.00	£1,650.00	0%	£0.00	£1,650.00	£0.00	£1,650.00	OS
- For the third to seventh applications		£985.00	£985.00	0%	£0.00	£985.00	£0.00	£985.00	OS
- For the eighth and subsequent applications		£498.00	£498.00	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	£71.00	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	£1,188.00	0%	£0.00	£1,188.00	£0.00	£1,188.00	OS
Late Application for Mobile Plant		£1,188.00	£1,188.00	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	£279.00	0%	£0.00	£279.00	£0.00	£279.00	OS
Annual Subsistence Fee -Standard Process	Low	£772.00	£772.00	0%	£0.00	£772.00	£0.00	£772.00	OS
	Medium	£1,161.00	£1,161.00	0%	£0.00	£1,161.00	£0.00	£1,161.00	OS
	High	£1,747.00	£1,747.00	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	£79.00	0%	£0.00	£79.00	£0.00	£79.00	OS
	Medium	£158.00	£158.00	0%	£0.00	£158.00	£0.00	£158.00	OS
	High	£237.00	£237.00	0%	£0.00	£237.00	£0.00	£237.00	OS
- PVR I & II Combined	Low	£113.00	£113.00	0%	£0.00	£113.00	£0.00	£113.00	OS
	Medium	£226.00	£226.00	0%	£0.00	£226.00	£0.00	£226.00	OS
	High	£341.00	£341.00	0%	£0.00	£341.00	£0.00	£341.00	OS
- Vehicle refinishers	Low	£228.00	£228.00	0%	£0.00	£228.00	£0.00	£228.00	OS
	Medium	£365.00	£365.00	0%	£0.00	£365.00	£0.00	£365.00	OS
	High	£548.00	£548.00	0%	£0.00	£548.00	£0.00	£548.00	OS
- Mobile Screening and crushing plant 1st to 2nd Permits	Low	£626.00	£626.00	0%	£0.00	£626.00	£0.00	£626.00	OS
	Medium	£1,034.00	£1,034.00	0%	£0.00	£1,034.00	£0.00	£1,034.00	OS
	High	£1,551.00	£1,551.00	0%	£0.00	£1,551.00	£0.00	£1,551.00	OS
- Mobile Screening and crushing plant 3rd to 7th Permits	Low	£385.00	£385.00	0%	£0.00	£385.00	£0.00	£385.00	OS
	Medium	£617.00	£617.00	0%	£0.00	£617.00	£0.00	£617.00	OS
	High	£924.00	£924.00	0%	£0.00	£924.00	£0.00	£924.00	OS
- Mobile Screening and crushing plant 8th and Subsequent permits	Low	£198.00	£198.00	0%	£0.00	£198.00	£0.00	£198.00	OS
	Medium	£314.00	£314.00	0%	£0.00	£314.00	£0.00	£314.00	OS
	High	£473.00	£473.00	0%	£0.00	£473.00	£0.00	£473.00	OS

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X	Exempt

Prosperous Communities Committee

Environment Services Local Air Pollution continued

All charges are set by DEFRA		2020/21 Excl. VAT £	2020/21 Inc. VAT £	Proposed Increase/decrease % Type	or £	2021/22 £	VAT Amount £	2021/22 Charge Inc. VAT £	VAT Rate
Application Fee for Part A(2) Activity									
For Each Part A(2)		£3,363.00	£3,363.00	0%	£0.00	£3,363.00	£0.00	£3,363.00	OS
SWIP (Small Waste Incineration Plant Installation		£3,363.00	£3,363.00	0%	£0.00	£3,363.00	£0.00	£3,363.00	OS
Mobile Small Waste Incineration Plant		£3,363.00	£3,363.00	0%	£0.00	£3,363.00	£0.00	£3,363.00	OS
Late Fee Application Part A(2)		£1,188.00	£1,188.00	0%	£0.00	£1,188.00	£0.00	£1,188.00	OS
Variation of Part A(2) Permit		£1,368.00	£1,368.00	0%	£0.00	£1,368.00	£0.00	£1,368.00	OS
Subsistence Charge for Part A(2)	Low	£1,343.00	£1,343.00	0%	£0.00	£1,343.00	£0.00	£1,343.00	OS
	Medium	£1,507.00	£1,507.00	0%	£0.00	£1,507.00	£0.00	£1,507.00	OS
	High	£2,230.00	£2,230.00	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	£0.00	0%	£0.00	£0.00	£0.00	£0.00	OS
Transfer Schedule B Part B Reduced Fee Activity	Partial Transfer	£47.00	£47.00	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	£169.00	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	£497.00	0%	£0.00	£497.00	£0.00	£497.00	OS
Joint Application to Transfer Part B Mobile Plant		£53.00	£53.00	0%	£0.00	£53.00	£0.00	£53.00	OS
Surrender Part B Permit		£0.00	£0.00	0%	£0.00	£0.00	£0.00	£0.00	OS
Part A(2) Total Transfer		£235.00	£235.00	0%	£0.00	£235.00	£0.00	£235.00	OS
Part A(2) Partial Transfer		£698.00	£698.00	0%	£0.00	£698.00	£0.00	£698.00	OS
Party A(2) Surrender Permit		£698.00	£698.00	0%	£0.00	£698.00	£0.00	£698.00	OS
Part A (2) where the substantial change results in SWIP		£3,363.00	£3,363.00	0%	£0.00	£3,363.00	£0.00	£3,363.00	OS
Substantial Change									
Reduce Fee Activity		£102.00	£102.00	0%	£0.00	£102.00	£0.00	£102.00	OS
Other Part B or Solvent Emission Activity		£1,050.00	£1,050.00	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	£1,650.00	0%	£0.00	£1,650.00	£0.00	£1,650.00	OS
- New operator at low risk reduced fee		£78.00	£78.00	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	£52.00	0%	£0.00	£52.00	£0.00	£52.00	OS
Late Fee Payment of Subsistence Fees		£52.00	£52.00	0%	£0.00	£52.00	£0.00	£52.00	OS

APPENDIX 1 – Fees and Charges 2021/2022
Prosperous Communities Committee Schedules

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

Prosperous Communities Committee

Environment Services Local Air Pollution continued

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
**All statutory charges are set by DEFRA		£	£	% Type	or £	£	£	£	
Request for Information / Document Disclosure where Charging is Permitted	Minimum per request plus cost of materials	£76.00	£76.00	3%	£2.00	£78.00	£0.00	£78.00	OS
	Thereafter per hour	£45.00	£45.00	3%	£1.00	£46.00	£0.00	£46.00	OS
Health Certificates		£55.00	£55.00	3%	£2.00	£57.00	£0.00	£57.00	OS
Food Premises Register	Per page	£3.00	£3.00	3%	£0.00	£3.00	£0.00	£3.00	OS
SFBB Pack	(including diary)	£11.00	£13.20	3%	£0.00	£11.00	£2.20	£13.20	S
Diary Refill		£6.00	£7.20	3%	£0.18	£6.18	£1.24	£7.42	S
Private Water Supply Work	Cost Recovery - Mileage (Per Mile)	£0.40	£0.40	0%	£0.00	£0.40	£0.00	£0.40	OS
**	Risk assessment - Maximum Hourly Charge	£42.31	£42.31	3%	£1.27	£43.58	£0.00	£43.58	OS
**	Sampling (each visit) - Maximum Hourly Charge	£42.31	£42.31	3%	£1.27	£43.58	£0.00	£43.58	OS
**	Investigation - Maximum Hourly Charge	£42.31	£42.31	3%	£1.27	£43.58	£0.00	£43.58	OS
**	Granting an authorisation (each authorisation) - Maximum Hourly Charge	£37.27	£37.27	3%	£1.12	£38.39	£0.00	£38.39	OS
**	Full Laboratory Costs	as per laboratory costs				as per laboratory costs		as per laboratory costs	OS
**	Full Courier Charges	as per laboratory costs				as per laboratory costs		as per laboratory costs	OS
Food Advisory	Charge for a visit (up to a maximum 2 hours contact time)	£134.00	£160.80	3%	£4.00	£138.00	£27.60	£165.60	S
	Charge for additional hours	£43.00	£51.60	3%	£1.00	£44.00	£8.80	£52.80	S
Food Hygiene Rating Scheme	Re-inspections	£165.00	£165.00	3%	£5.00	£170.00	£0.00	£170.00	OS
** Health Act 2006	Smoking in a smoke free place	£50.00	£50.00	0%	£0.00	£50.00	£0.00	£50.00	OS
**	Failure to display no smoking sign	£200.00	£200.00	0%	£0.00	£200.00	£0.00	£200.00	OS

APPENDIX 1 – Fees and Charges 2021/2022
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

	2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
	£	£	% Type	or £	£	£	£	
Bingo Premises Licence								
Application Fee for Provisional Statement	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Licence for Provisional Statement Premises	£914.90	£914.90	6%	£54.90	£969.80	£0.00	£969.80	OS
Application Fee New Premises	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Annual Fee	£847.80	£847.80	6%	£50.90	£898.70	£0.00	£898.70	OS
Variation of Licence	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Transfer Fee	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS
Application for Reinstatement	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS
Adult Gaming Centre								
Application Fee for Provisional Statement	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Licence for Provisional Statement Premises	£914.90	£914.90	6%	£54.90	£969.80	£0.00	£969.80	OS
Application Fee New Premises	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Annual Fee	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS
Variation of Licence	£923.40	£923.40	6%	£55.40	£978.80	£0.00	£978.80	OS
Transfer Fee	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS
Application for Reinstatement	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS
Family Entertainment Centre								
Application Fee for Provisional Statement	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Licence for Provisional Statement Premises	£913.80	£913.80	3%	£27.40	£941.20	£0.00	£941.20	OS
Application Fee New Premises	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Annual Fee	£750.00	£750.00	0%	£0.00	£750.00	£0.00	£750.00	OS
Variation of Licence	£923.40	£923.40	6%	£55.40	£978.80	£0.00	£978.80	OS
Transfer Fee	£847.80	£847.80	6%	£50.90	£898.70	£0.00	£898.70	OS
Application for Reinstatement	£847.80	£847.80	6%	£50.90	£898.70	£0.00	£898.70	OS
Betting Premises (Other)								
Application Fee for Provisional Statement	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Licence for Provisional Statement Premises	£913.80	£913.80	6%	£54.80	£968.60	£0.00	£968.60	OS
Application Fee New Premises	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Annual Fee	£600.00	£600.00	0%	£0.00	£600.00	£0.00	£600.00	OS
Variation of Licence	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Transfer Fee	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS
Application for Reinstatement	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS
Betting Premises (Tracks)								
Application Fee for Provisional Statement	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Licence for Provisional Statement Premises	£913.80	£913.80	3%	£27.40	£941.20	£0.00	£941.20	OS
Application Fee New Premises	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Annual Fee	£798.80	£798.80	6%	£47.90	£846.70	£0.00	£846.70	OS
Variation of Licence	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Transfer Fee	£847.80	£847.80	6%	£50.90	£898.70	£0.00	£898.70	OS
Application for Reinstatement	£847.80	£847.80	6%	£50.90	£898.70	£0.00	£898.70	OS

APPENDIX 1 – Fees and Charges 2021/2022
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)

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Miscellaneous									
Change of Circumstances		£50.00	£50.00	0%	£0.00	£50.00	£0.00	£50.00	OS
Fee for Copy of a Licence Under the Gambling Act 2005		£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
Temporary Usage License		£390.10	£390.10	3%	£11.70	£401.80	£0.00	£401.80	OS
Unlicensed FEC's & Prize gaming Permits (10 year duration)									
New Gaming Machine Permit (no annual fee)		£300.00	£300.00	0%	£0.00	£300.00	£0.00	£300.00	OS
Renewal		£300.00	£300.00	0%	£0.00	£300.00	£0.00	£300.00	OS
Change of name on permit		£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
Copy of permit		£15.00	£15.00	0%	£0.00	£15.00	£0.00	£15.00	OS
New Prize Gaming Permit (no annual fee)		£300.00	£300.00	0%	£0.00	£300.00	£0.00	£300.00	OS
Renewal		£300.00	£300.00	0%	£0.00	£300.00	£0.00	£300.00	OS
Change of name on permit		£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
Copy of permit		£15.00	£15.00	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	£200.00	0%	£0.00	£200.00	£0.00	£200.00	OS
New grant Club Gaming Permit with Club Premises Certificate (fast track)		£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
Renewal		£200.00	£200.00	0%	£0.00	£200.00	£0.00	£200.00	OS
Renewal of Club Gaming Permit with Club Premises Certificate (fast track)		£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
Annual Fee		£50.00	£50.00	0%	£0.00	£50.00	£0.00	£50.00	OS
Variation		£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
Copy of permit		£15.00	£15.00	0%	£0.00	£15.00	£0.00	£15.00	OS
Lotteries									
Society Lottery - New		£40.00	£40.00	0%	£0.00	£40.00	£0.00	£40.00	OS
Society Lottery - Renewal		£20.00	£20.00	0%	£0.00	£20.00	£0.00	£20.00	OS
Machines in Alcohol Licensed premises - 3 or more machines									
New		£150.00	£150.00	0%	£0.00	£150.00	£0.00	£150.00	OS
Annual Fee		£50.00	£50.00	0%	£0.00	£50.00	£0.00	£50.00	OS
Transfer		£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
Variation		£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
Change of name on permit		£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
Copy of gaming machine permit		£15.00	£15.00	0%	£0.00	£15.00	£0.00	£15.00	OS
Gambling Machine Permit - Up to 2 Machines	One-off fee	£50.00	£50.00	0%	£0.00	£50.00	£0.00	£50.00	OS

APPENDIX 1 – Fees and Charges 2021/2022
Prosperous Communities Committee Schedules

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

Prosperous Communities Committee — **Licensing**

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Taxi Licensing (Including Horse Drawn Omnibus)									
Driver's License Application (3Yr)	New/Renewal	£171.00	£171.00	6%	£10.00	£181.00	£0.00	£181.00	OS
Knowledge Test Fee Including ID check	New Driver Licenses includes Right to licence checks	£35.00	£35.00	6%	£2.00	£37.00	£0.00	£37.00	OS
Knowledge Test Fee - Resit	New Driver Licenses	£35.00	£35.00	0%	£0.00	£35.00	£0.00	£35.00	OS
DBS Check	On New or Renewal	£44.00	£44.00	0%	£0.00	£44.00	£0.00	£44.00	OS
DBS Admin Fee*	On New or Renewal	£10.00	£10.00	0%	£0.00	£10.00	£0.00	£10.00	OS
	**This fee is controlled by City of Lincoln Council and subject to change*								
Vehicle License	New	£249.00	£249.00	3%	£7.00	£256.00	£0.00	£256.00	OS
Vehicle License	Renewal	£249.00	£249.00	3%	£7.00	£256.00	£0.00	£256.00	OS
Replacement Plate ADD cost of materials	Plate only (does not include cost of plate)	£29.00	£29.00	3%	£1.00	£30.00	£0.00	£30.00	OS
Replacement Plate & Bracket ADD cost of materials	Plate and Bracket (does not include cost of plate & bracket)	£38.00	£38.00	3%	£1.00	£39.00	£0.00	£39.00	OS
Private Hire Operators Licence (5Yr)		£223.00	£223.00	0%	£0.00	£223.00	£0.00	£223.00	OS
Transfer of Ownership of Taxi/Private Hire Vehicle License		£28.00	£28.00	3%	£1.00	£29.00	£0.00	£29.00	OS
Alcohol and Entertainment Licenses		**Charges set by Licensing Act 2003**							
New Premise Licence									
Category A		£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
Category B		£190.00	£190.00	0%	£0.00	£190.00	£0.00	£190.00	OS
Category C		£315.00	£315.00	0%	£0.00	£315.00	£0.00	£315.00	OS
Category D		£450.00	£450.00	0%	£0.00	£450.00	£0.00	£450.00	OS
Category E		£635.00	£635.00	0%	£0.00	£635.00	£0.00	£635.00	OS
Large scale application >4999 (minimum fee applies)		£1,000.00	£1,000.00	0%	£0.00	£1,000.00	£0.00	£1,000.00	OS
Variation of Premises Licence		£100 - £635	£100 - £635	0%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Change of DPS or Disapplication of DPS		£23.00	£23.00	0%	£0.00	£23.00	£0.00	£23.00	OS
Annual fee demand									
Category A		£70.00	£70.00	0%	£0.00	£70.00	£0.00	£70.00	OS
Category B		£180.00	£180.00	0%	£0.00	£180.00	£0.00	£180.00	OS
Category C		£295.00	£295.00	0%	£0.00	£295.00	£0.00	£295.00	OS
Category D		£320.00	£320.00	0%	£0.00	£320.00	£0.00	£320.00	OS
Category E		£350.00	£350.00	0%	£0.00	£350.00	£0.00	£350.00	OS
Large scale annual fee >4999 (minimum fee applies)		£500.00	£500.00	0%	£0.00	£500.00	£0.00	£500.00	OS
Minor Variation		£89.00	£89.00	0%	£0.00	£89.00	£0.00	£89.00	OS
Provisional Statement		£195.00	£195.00	0%	£0.00	£195.00	£0.00	£195.00	OS
Register of Interest		£21.00	£21.00	0%	£0.00	£21.00	£0.00	£21.00	OS
Copy of Licence		£10.50	£10.50	0%	£0.00	£10.50	£0.00	£10.50	OS

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Prosperous Communities Committee Schedules

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Club Premises Certificate - New		£100 - £635	£100 - £635	0%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Variation		£100 - £635	£100 - £635	0%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Minor Variation		£89.00	£89.00	0%	£0.00	£89.00	£0.00	£89.00	OS
Personal Licence - New		£37.00	£37.00	0%	£0.00	£37.00	£0.00	£37.00	OS
Personal Licence - Change of name /address		£10.50	£10.50	0%	£0.00	£10.50	£0.00	£10.50	OS
Personal Licence - Copy of Licence (card part, paper part or both)		£10.50	£10.50	0%	£0.00	£10.50	£0.00	£10.50	OS
Transfer of Premises Licence		£23.00	£23.00	0%	£0.00	£23.00	£0.00	£23.00	OS
Temporary Event Notice		£21.00	£21.00	0%	£0.00	£21.00	£0.00	£21.00	OS
Skin Piercing	Premises registration	£185.00	£185.00	3%	£6.00	£191.00	£0.00	£191.00	OS
	Personal registration	£50.00	£50.00	6%	£3.00	£53.00	£0.00	£53.00	OS
Street Trading Consents		£187.00	£187.00	6%	£11.00	£198.00	£0.00	£198.00	OS
Copy of Any License Not Covered by the Licensing Act 2003 or Gambling Act 2005		£26.00	£26.00	3%	£1.00	£27.00	£0.00	£27.00	OS

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Prosperous Communities Committee Schedules

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Prosperous Communities Committee

Licensing (contd)

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Sale of Animals	New (Part A)	£193.00	£193.00	6%	£12.00	£205.00	£0.00	£205.00	OS
	New (Part B)	£108.00	£108.00	3%	£3.00	£111.00	£0.00	£111.00	OS
	Renewal (Part A)	£193.00	£193.00	3%	£6.00	£199.00	£0.00	£199.00	OS
	Renewal (Part B)	£108.00	£108.00	0%	£0.00	£108.00	£0.00	£108.00	OS
Animal Boarding Establishments	Cats or Dogs - New (Part A)	£242.00	£242.00	6%	£15.00	£257.00	£0.00	£257.00	OS
	Cats or Dogs - New (Part B)	£108.00	£108.00	3%	£3.00	£111.00	£0.00	£111.00	OS
(Excludes vet fees payable direct to vet)	Cats or Dogs - Renewal (Part A)	£242.00	£242.00	3%	£7.00	£249.00	£0.00	£249.00	OS
	Cats or Dogs - Renewal (Part B)	£108.00	£108.00	0%	£0.00	£108.00	£0.00	£108.00	OS
	Cats and Dogs (Dual) - New (Part A)	£285.00	£285.00	6%	£17.00	£302.00	£0.00	£302.00	OS
	Cats and Dogs (Dual) - New (Part B)	£108.00	£108.00	3%	£3.00	£111.00	£0.00	£111.00	OS
	Cats and Dogs (Dual) - Renewal (Part A)	£285.00	£285.00	3%	£9.00	£294.00	£0.00	£294.00	OS
	Cats and Dogs (Dual) - Renewal (Part B)	£108.00	£108.00	0%	£0.00	£108.00	£0.00	£108.00	OS
	Home Boarding - New (Part A)	£160.00	£160.00	6%	£10.00	£170.00	£0.00	£170.00	OS
	Home Boarding - New (Part B)	£108.00	£108.00	3%	£3.00	£111.00	£0.00	£111.00	OS
	Home Boarding - Renewal (Part A)	£160.00	£160.00	3%	£5.00	£165.00	£0.00	£165.00	OS
	Home Boarding - Renewal (Part B)	£108.00	£108.00	0%	£0.00	£108.00	£0.00	£108.00	OS
Hiring of Horses	New or Renewal (Part A) + vet fee	£242.00	£242.00	6%	£15.00	£257.00	£0.00	£257.00	OS
	New or Renewal (Part B) + vet fee	£108.00	£108.00	6%	£6.00	£114.00	£0.00	£114.00	OS
Dog Breeding	New (part A) + vet fee	£242.00	£242.00	6%	£15.00	£257.00	£0.00	£257.00	OS
	New (part B)	£108.00	£108.00	6%	£6.00	£114.00	£0.00	£114.00	OS
	Renewal (Part A)	£242.00	£242.00	3%	£7.00	£249.00	£0.00	£249.00	OS
	Renewal (Part B)	£108.00	£108.00	6%	£6.00	£114.00	£0.00	£114.00	OS
Dog Day Care	New (Part A)	£160.00	£160.00	6%	£10.00	£170.00	£0.00	£170.00	OS
	New (Part B)	£108.00	£108.00	6%	£6.00	£114.00	£0.00	£114.00	OS
Dog Day Care	Renewal (Part A)	£160.00	£160.00	3%	£5.00	£165.00	£0.00	£165.00	OS
	Renewal (Part B)	£108.00	£108.00	0%	£0.00	£108.00	£0.00	£108.00	OS
Exhibition Of Animals	New or Renewal (Part A)	£160.00	£160.00	6%	£10.00	£170.00	£0.00	£170.00	OS
Application to be re-rated	per hour or part of	£63.00	£63.00	3%	£2.00	£65.00	£0.00	£65.00	OS
Variation to the licence	per hour or part of	£63.00	£63.00	3%	£2.00	£65.00	£0.00	£65.00	OS
Dangerous Wild Animals (Excluding vet fees)	Vets fees plus admin costs of	£159.00	£159.00	6%	£10.00	£169.00	£0.00	£169.00	OS
Zoos (Excluding vet fees) - 4 yr. initial application	Application fee plus Vets fees plus admin/costs inc	£696.00	£696.00	6%	£42.00	£738.00	£0.00	£738.00	OS
Zoos (Excluding vet fees) - 6 yr. licence	Application fee plus Vets fees plus admin/costs inc	£1,701.00	£1,701.00	6%	£102.00	£1,803.00	£0.00	£1,803.00	OS

APPENDIX 1 – Fees and Charges 2021/2022
Prosperous Communities Committee Schedules

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

Scrap Metal									
New/Renewal Collectors fee - 3 yr.	Admin/processing of application (part A)	£107.00	£107.00	6%	£6.00	£113.00	£0.00	£113.00	OS
	Document inspection - year 1 (part B)	£38.00	£38.00	6%	£2.00	£40.00	£0.00	£40.00	OS
	Document inspection - year 2 (part B)	£40.00	£40.00	6%	£2.00	£42.00	£0.00	£42.00	OS
	Document inspection - year 3 (part B)	£40.00	£40.00	6%	£2.00	£42.00	£0.00	£42.00	OS
Change of details, name / address		£40.00	£40.00	6%	£2.00	£42.00	£0.00	£42.00	OS
New/Renewal Site fee - 3 yr.	Part A Admin of application includes initial yr. 1 inspection by 2 officers	£408.00	£408.00	6%	£24.00	£432.00	£0.00	£432.00	OS
	Part B Follow up compliance inspection by 2 officers - year 1	£256.00	£256.00	6%	£15.00	£271.00	£0.00	£271.00	OS
	Part B Follow up compliance inspection - year 2 by 2 officers	£265.00	£265.00	6%	£16.00	£281.00	£0.00	£281.00	OS
Change of site manager		£40.00	£40.00	3%	£1.00	£41.00	£0.00	£41.00	OS
Sex Shop Licences and Sexual Entertainment Venues	Initial application (part A)	£1,887.00	£1,887.00	0%	£0.00	£1,887.00	£0.00	£1,887.00	OS
	compliance check (part B)	£133.00	£133.00	6%	£8.00	£141.00	£0.00	£141.00	OS
	Renewal (part A)	£317.00	£317.00	6%	£19.00	£336.00	£0.00	£336.00	OS
	compliance check (part B)	£133.00	£133.00	6%	£8.00	£141.00	£0.00	£141.00	OS
	Transfer fee	£221.00	£221.00	6%	£13.00	£234.00	£0.00	£234.00	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 1 – Fees and Charges 2021/2022
Prosperous Communities Committee Schedules

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X	Exempt

Prosperous Communities Committee

Land Charges

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Access to data	Access to information not held on public registers (includes £5 admin fee)	£22.50	£22.50	6%	£1.50	£24.00	£0.00	£24.00	OS
	Cancellation Fee	£6.00	£6.00	8%	£0.50	£6.50	£0.00	£6.50	OS
LLC1:	Any one part of the register	£7.50	£7.50	7%	£0.50	£8.00	£0.00	£8.00	OS
	Whole of the register	£22.50	£22.50	6%	£1.50	£24.00	£0.00	£24.00	OS
	Per additional parcel (maximum of £16)	£1.00	£1.00	50%	£0.50	£1.50	£0.00	£1.50	OS
CON 29R	One parcel	£71.00	£85.20	6%	£4.50	£75.50	£15.10	£90.60	S
	Each additional parcel	£16.00	£19.20	6%	£1.00	£17.00	£3.40	£20.40	S
	Lincolnshire County Council Fee	£23.10	£27.72	0%	£0.00	£23.10	£4.62	£27.72	S
CON 29O									
submitted with CON29R or LLC1	Each printed enquiry	£17.50	£21.00	6%	£1.00	£18.50	£3.70	£22.20	S
submitted on its own	Each printed enquiry	£17.50	£21.00	6%	£1.00	£18.50	£3.70	£22.20	S
Administration Fee		£12.50	£15.00	6%	£1.00	£13.50	£2.70	£16.20	S
Additional Enquiries *	Per additional enquiry	£30.00	£36.00	6%	£2.00	£32.00	£6.40	£38.40	S/O
Filing a definitive certificate of the Lands Tribunal		£3.00	£3.00	17%	£0.50	£3.50	£0.00	£3.50	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)		Fee set according to time and work involved							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)

APPENDIX 1 – Fees and Charges 2021/2022
Prosperous Communities Committee Schedules

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

Prosperous Communities Committee — **Cemeteries**

	2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
	£	£	% Type	or £	£	£	£	
Exclusive Rights of Burial (B) or Cremated Remains (C) in Earthen Graves								
Single Grave not exceeding 9' x 4' (99 years) (B)	£618.50	£618.50	3%	£18.50	£637.00	£0.00	£637.00	OS
Double Grave not exceeding 9' x 4' (99 years) (B)	£866.00	£866.00	3%	£26.00	£892.00	£0.00	£892.00	OS
Triple Grave not exceeding 9' x 4' (99 years) (B)	£967.50	£967.50	3%	£29.00	£996.50	£0.00	£996.50	OS
Single Grave not exceeding 9' x 4' (50 years) (B)	£309.50	£309.50	3%	£9.50	£319.00	£0.00	£319.00	OS
Double Grave not exceeding 9' x 4' (50 years) (B)	£432.50	£432.50	3%	£13.00	£445.50	£0.00	£445.50	OS
Triple Grave not exceeding 9' x 4' (50 years) (B)	£484.00	£484.00	3%	£14.50	£498.50	£0.00	£498.50	OS
Cremated remains only grave not exceeding 4' 6" x 4' (C)	£371.00	£371.00	3%	£11.00	£382.00	£0.00	£382.00	OS
Cremated remains only grave not exceeding 4' 6" x 4' (C) (child up to 12 years)	£100.00	£100.00	3%	£3.00	£103.00	£0.00	£103.00	OS
Exhumation:								
Body	£537.50	£537.50	3%	£16.00	£553.50	£0.00	£553.50	OS
Cremated remains	£269.00	£269.00	3%	£8.00	£277.00	£0.00	£277.00	OS
Monuments, Gravestones, Tablets & Monumental Inscriptions (Permission to erect) (Includes initial inscription)								
Headstone up to 18 inches (C)	£124.00	£124.00	3%	£3.50	£127.50	£0.00	£127.50	OS
Headstone 18 inches to 3ft (B)	£148.00	£148.00	3%	£4.50	£152.50	£0.00	£152.50	OS
Headstone over 3ft but under 4ft (B)	£269.00	£269.00	3%	£8.00	£277.00	£0.00	£277.00	OS
Small vase (up to 6 inches) (B) (C)	£53.50	£53.50	3%	£1.50	£55.00	£0.00	£55.00	OS
Vase (6 inches to 1ft) (B) (C)	£99.00	£99.00	3%	£3.00	£102.00	£0.00	£102.00	OS
Plaque (not exceeding 8" x 4" (fixed)) (B) (C)	£53.50	£53.50	3%	£1.50	£55.00	£0.00	£55.00	OS
Plaque (not exceeding 12" x 6"(fixed)) (B) (C)	£99.00	£99.00	3%	£3.00	£102.00	£0.00	£102.00	OS
Flat stone (not exceeding 12" x 12") (B) (C)	£99.00	£99.00	3%	£3.00	£102.00	£0.00	£102.00	OS
Flat stone (not exceeding 12" x 18") (B) (C)	£109.50	£109.50	3%	£3.50	£113.00	£0.00	£113.00	OS
Memorial figurine (not exceeding 12" (fixed)) (B) (C)	£99.00	£99.00	3%	£3.00	£102.00	£0.00	£102.00	OS
Memorial figurine (12" up to 24" (fixed)) (B) (C)	£118.00	£118.00	3%	£3.50	£121.50	£0.00	£121.50	OS
For each inscription after the first	£44.00	£44.00	3%	£1.50	£45.50	£0.00	£45.50	OS
Registration Fees								
Per certified copy of a certificate of grant of exclusive Right of Burial	£70.50	£70.50	3%	£2.00	£72.50	£0.00	£72.50	OS
Per certified copy of entry in Register of Burials	£70.50	£70.50	3%	£2.00	£72.50	£0.00	£72.50	OS
Copies of Certificates								
Permission to plant memorial tree	£80.50	£80.50	3%	£2.50	£83.00	£0.00	£83.00	OS
Permission to install memorial seat	£80.50	£80.50	3%	£2.50	£83.00	£0.00	£83.00	OS

NB. Burial grounds are at Market Rasen & Springthorpe

APPENDIX 1 – Fees and Charges 2021/2022
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

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Garden Waste and Additional Blue Sacks	Per 5 sacks	£8.85	£8.85	3%	£0.30	£9.15	£0.00	£9.15	OS
	Postage & packaging of 5 sacks	£2.25	£2.25	4%	£0.10	£2.35	£0.00	£2.35	OS
Garden Waste Wheeled Bin (Annual charge)	Collection of 1st bin	£35.00	£35.00	0%	£0.00	£35.00	£0.00	£35.00	OS
Garden Waste Wheeled Bin (Annual charge)	Collection of 2nd and subsequent bins	£35.00	£35.00	0%	£0.00	£35.00	£0.00	£35.00	OS
Wheeled Bin Replacement (supply & delivery)	Residual /blue recycling	£33.00	£33.00	6%	£2.00	£35.00	£0.00	£35.00	OS
	Garden Waste 2nd and subsequent bins	£15.00	£15.00	133%	£20.00	£35.00	£0.00	£35.00	OS
Wheeled Bins for New Properties (supply & delivery)	Residual/blue recycling	£33.00	£33.00	6%	£2.00	£35.00	£0.00	£35.00	OS
	Garden Waste 2nd and subsequent bins	£15.00	£15.00	133%	£20.00	£35.00	£0.00	£35.00	OS
Bulky Household Waste Collections	Collection articles worth up to 6 points	£32.00	£32.00	3%	£1.00	£33.00	£0.00	£33.00	OS
	Additional articles worth 1 point collected at the same time	£4.15	£4.15	3%	£0.15	£4.30	£0.00	£4.30	OS
Collection and Disposal of Fridges and Freezers from Commercial Premises		£88.60	£88.60	3%	£3.00	£91.60	£0.00	£91.60	OS

** Minimum charge for domestic sized appliances. For larger commercial sized appliances please contact for a quote.

APPENDIX 1 – Fees and Charges 2021/2022
Prosperous Communities Committee Schedules

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

Prosperous Communities Committee — **Crematorium**

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Cremation		£805.00	£805.00	3%	£24.00	£829.00	£0.00	£829.00	X
Early start (09:00 & 09:45)		£650.00	£650.00	3%	£19.50	£669.50	£0.00	£669.50	X
Direct Cremation (no attendance 08:45)		£450.00	£450.00	3%	£13.50	£463.50	£0.00	£463.50	X
Body parts/slides and blocks		£75.00	£75.00	3%	£2.50	£77.50	£0.00	£77.50	X
Saturday service (with discussion with Manager)		£1,127.00	£1,127.00	3%	£34.00	£1,161.00	£0.00	£1,161.00	X
Late cancellation fee (cancellations within 72 hours of service)		£110.00	£110.00	3%	£3.50	£113.50	£0.00	£113.50	X
Chapel fee (extension 20 minutes)		£175.00	£175.00	3%	£5.50	£180.50	£0.00	£180.50	X
Chapel fee (extension 40 minutes)		£225.00	£225.00	3%	£7.00	£232.00	£0.00	£232.00	X
Strewing/scattering of cremated remains from elsewhere		£55.00	£55.00	0%	£0.00	£55.00	£0.00	£55.00	X
The Farewell Service	A 10 minute service, for 6 mourners, 1 piece of music played on repeat. No minister.	£500.00	£500.00	3%	£15.00	£515.00	£0.00	£515.00	X
Webcast recording		£40.00	£48.00	0%	£0.00	£40.00	£8.00	£48.00	S
Webcast recording (available for 28 days and download)		£45.00	£54.00	0%	£0.00	£45.00	£9.00	£54.00	S
DVD recording (1st copy)		£50.00	£60.00	0%	£0.00	£50.00	£10.00	£60.00	S
DVD recording (each subsequent copy)		£25.00	£30.00	0%	£0.00	£25.00	£5.00	£30.00	S
Visual tribute (1 photograph)		£15.00	£18.00	0%	£0.00	£15.00	£3.00	£18.00	S
Visual tribute (2-25 photographs)	Slideshow played on a loop throughout service	£40.00	£48.00	0%	£0.00	£40.00	£8.00	£48.00	S
Pro Visual tribute (2-25 photographs)	Professionally edited slideshow	£66.67	£80.00	0%	£0.00	£66.67	£13.33	£80.00	S
Visual tribute (for additional 25 photos)	Both standard and professionally edited slideshow	£25.83	£31.00	0%	£0.00	£25.83	£5.17	£31.00	S
Video tribute (up to 5 minutes)		£35.00	£42.00	0%	£0.00	£35.00	£7.00	£42.00	S
DVD containing the tribute (1st copy)		£25.00	£30.00	0%	£0.00	£25.00	£5.00	£30.00	S
DVD containing the tribute (each subsequent copy)		£20.00	£24.00	0%	£0.00	£20.00	£4.00	£24.00	S
Downloadable copy of Visual Tribute		£10.00	£12.00	0%	£0.00	£10.00	£2.00	£12.00	S
Book of Remembrance (2 lines)		£75.00	£90.00	0%	£0.00	£75.00	£15.00	£90.00	S
Book of Remembrance (each additional line) (to a maximum of 8 lines)		£8.33	£10.00	0%	£0.00	£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)		£90.00	£108.00	0%	£0.00	£90.00	£18.00	£108.00	S
Miniature book (leather - 5 lines)		£110.00	£132.00	0%	£0.00	£110.00	£22.00	£132.00	S
Miniature book (leather - 8 lines)		£120.00	£144.00	0%	£0.00	£120.00	£24.00	£144.00	S
Memorial card (2 lines)		£40.00	£48.00	0%	£0.00	£40.00	£8.00	£48.00	S
Memorial card (5 lines)		£60.00	£72.00	0%	£0.00	£60.00	£12.00	£72.00	S
Memorial card (8 lines)		£70.00	£84.00	0%	£0.00	£70.00	£14.00	£84.00	S
Additional inscription to existing books and cards		£18.33	£22.00	0%	£0.00	£18.33	£3.67	£22.00	S
Floral design (available for 5 and 8 lines only)		£40.00	£48.00	0%	£0.00	£40.00	£8.00	£48.00	S
Caskets *		£45.00	£54.00	0%	£0.00	£45.00	£9.00	£54.00	S
Temporary deposit of Cremated remains per month after initial month		£10.00	£12.00	0%	£0.00	£10.00	£2.00	£12.00	S
Witnessed scattering		£20.00	£20.00	0%	£0.00	£20.00	£0.00	£20.00	X
Sanctum 2000 vault (leased for 10 years) including up to 80 letters **		£791.67	£950.00	0%	£0.00	£791.67	£158.33	£950.00	S
Sanctum 2000 vault - per letter above 80		£1.75	£2.10	0%	£0.00	£1.75	£0.35	£2.10	S
Barbican memorial (space lease for 5 years) **		£192.50	£231.00	0%	£0.00	£192.50	£38.50	£231.00	S
Mulberry Tree - per leaf, space leased for 5 years **		£137.50	£165.00	0%	£0.00	£137.50	£27.50	£165.00	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.

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Prosperous Communities Committee Schedules

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X	Exempt

Prosperous Communities Committee

Trinity Arts Centre

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Theatre (rehearsal) (Mon-Thurs)	per hour	£55.00	£66.00	3%	£1.50	£56.50	£11.30	£67.80	S
Theatre (rehearsal) (Mon-Thurs)	per half day	£180.00	£216.00	3%	£5.50	£185.50	£37.10	£222.60	S
Theatre (rehearsal) (Mon-Thurs)	per full day	£280.00	£336.00	3%	£8.50	£288.50	£57.70	£346.20	S
Theatre (rehearsal) (Fri-Sun)	per hour	£55.00	£66.00	3%	£1.50	£56.50	£11.30	£67.80	S
Theatre (rehearsal) (Fri-Sun)	per half day	£216.00	£259.20	3%	£6.50	£222.50	£44.50	£267.00	S
Theatre (rehearsal) (Fri-Sun)	per full day	£340.00	£408.00	3%	£10.00	£350.00	£70.00	£420.00	S
Theatre (performance) (Mon-Thurs)	per hour	£65.00	£78.00	3%	£2.00	£67.00	£13.40	£80.40	S
Theatre (performance) (Mon-Thurs)	per half day	£230.00	£276.00	3%	£7.00	£237.00	£47.40	£284.40	S
Theatre (performance) (Mon-Thurs)	per full day	£375.00	£450.00	3%	£11.50	£386.50	£77.30	£463.80	S
Theatre (performance) (Fri-Sun)	per hour	£65.00	£78.00	3%	£2.00	£67.00	£13.40	£80.40	S
Theatre (performance) (Fri-Sun)	per half day	£275.00	£330.00	3%	£8.50	£283.50	£56.70	£340.20	S
Theatre (performance) (Fri-Sun)	per full day	£450.00	£540.00	3%	£13.50	£463.50	£92.70	£556.20	S
Studio One/Two (Mon-Sat) (educational/charity)	per hour	£13.33	£16.00	3%	£0.17	£13.50	£2.70	£16.20	S
Studio One/Two (Mon-Sat)	per hour	£20.00	£24.00	3%	£0.50	£20.50	£4.10	£24.60	S
Studio One/Two (Mon-Sat)	per half day	£65.83	£79.00	3%	£2.17	£68.00	£13.60	£81.60	S
Studio One/Two (Mon-Sat)	per full day	£115.83	£139.00	3%	£3.67	£119.50	£23.90	£143.40	S
The Lounge (including duty manager)	per half day	£115.83	£139.00	3%	£3.67	£119.50	£23.90	£143.40	S
The Lounge (including duty manager)	per full day	£222.50	£267.00	3%	£6.50	£229.00	£45.80	£274.80	S
Duty Manager/Technician	per hour	£13.33	£16.00	3%	£0.17	£13.50	£2.70	£16.20	S
Booking Fee (face to face / phone)		£1.00	£1.20	0%	£0.00	£1.00	£0.20	£1.20	S
Film showings - adult		£5.00	£6.00	0%	£0.00	£5.00	£1.00	£6.00	S
Film showings - concessionary *		£4.17	£5.00	0%	£0.00	£4.17	£0.83	£5.00	S
Film showings - TAC member		£3.75	£4.50	0%	£0.00	£3.75	£0.75	£4.50	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 and those on disability allowance

FEES AND CHARGES REPORT

APPENDIX 2 – 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 2018/19 and 2019/20, 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 reduced offer of the smaller town.

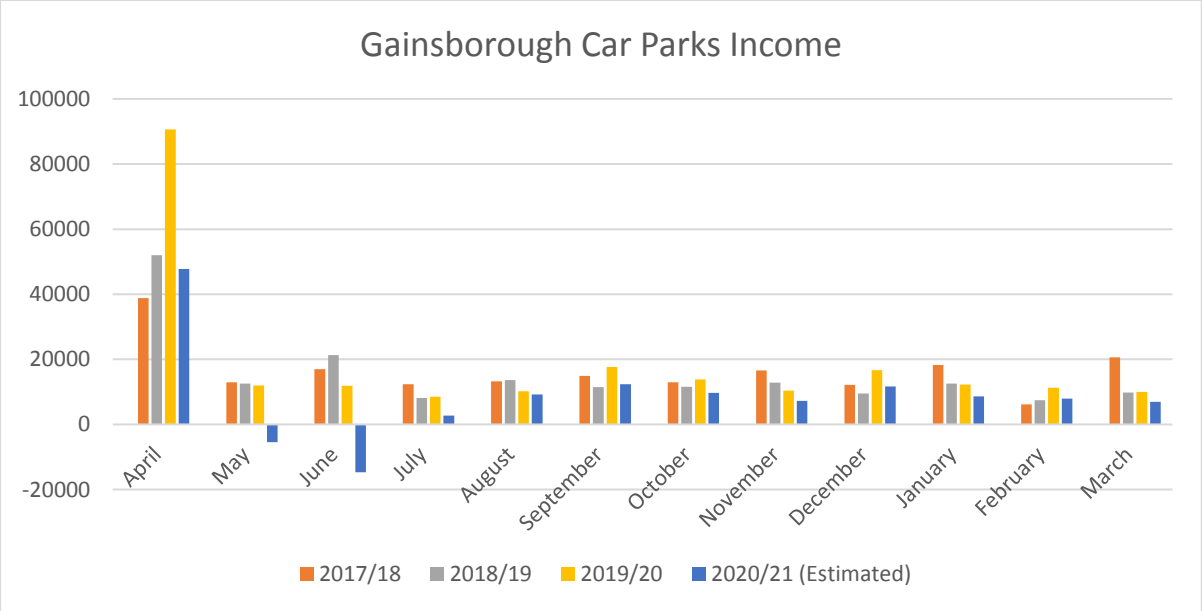
The purpose of the strategy was to review and update the car parking provision to ensure that the supply of car parking responds to current and future demand, and is aligned to the regeneration programme of Gainsborough.

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.

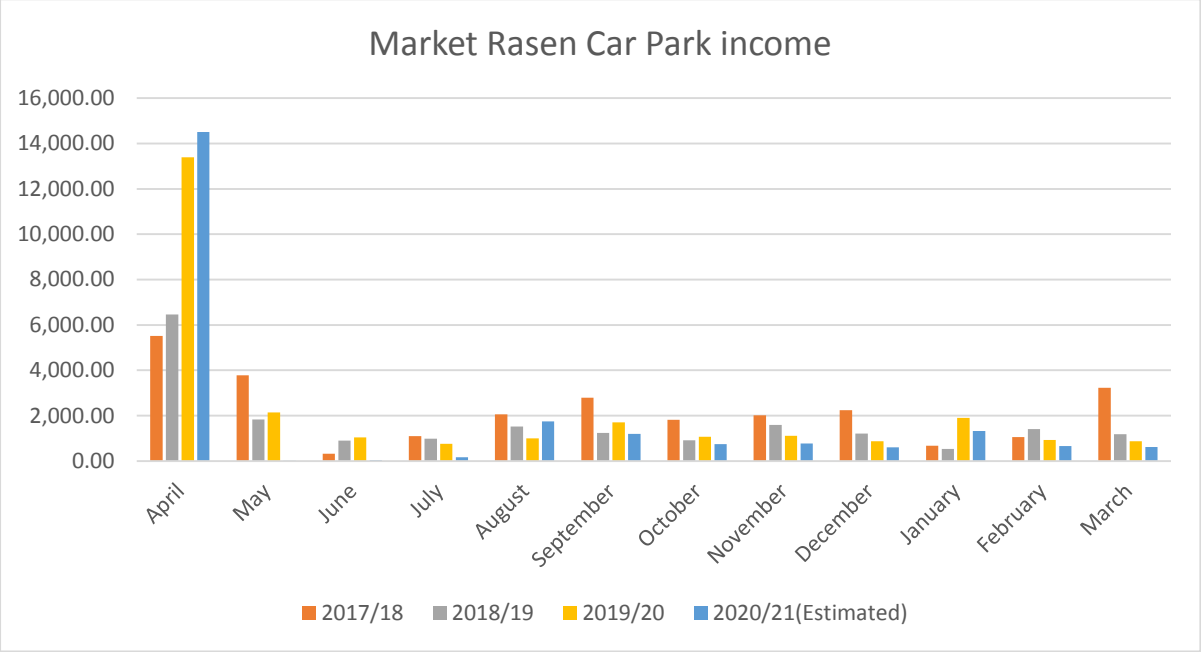
2. Prior years analysis, current financial year projections

The graphs below illustrate:

Gainsborough combined income (car parks & permits) 2017/18, 2018/19, 2019/20 and 2020/21 actuals to August with estimates to year-end.



Market Rasen combined income (carparks & permits) 2017/18, 2018/19, 2019/20 and actuals to August, estimates to year-end.



The table below highlights actual income achieved collectively across the car parks over the last three financial years (estimated for 2020/21).

	Total	Budget	Under/(over)
Income received 2017/18	225,135	262,700	37,565
Income received 2018/19	202,114	301,900	99,786
Income received 2019/20	252,009	262,000	9,991
Income received 2020/21 estimated	178,310	267,900	89,590

3. COVID Impact

Due to the COVID 19 pandemic, car parking charges were suspended from 01/04/2020 until 01/07/2020 and income during July and August was 64% of those taken during the same period in 2019. Based on this and the ongoing impact of Covid 19, the estimation is that income levels will be 70% of the income taken during 2019/2020 for the remaining 7 months of 2020/21. The income received from the car parks will rely on the resilience of the High Street, the ongoing effect of Covid 19 circulating in the community and that peoples shopping habits are not permanently altered – with all these consideration it has been estimated that income for 2021/22 will be around the 85% of income received during 2019/20 and for 2022/23 income will be back to the level received during 2019/20.

Permit charges were also suspended for the same period resulting in lost income of £23k. Between the start of the pandemic and 11/08/2020 there were 68 permit cancellations from a pre pandemic total of 261 permits, which has also reduced

income by a further £29k. The proposed budget for 2021/22 has been based on 200 permits on the present pricing structure.

4. **Pricing**

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

Whilst fees have covered the costs in previous years, this didn't happen in 2018/19 and isn't expected to do so over the period of the Medium Term Financial Plan. Reasons for this are varied, including Roseway car park being closed for half of 2018/19 (one-off), moving to 1 hour free parking and use of supermarket free parking.

Whilst our car park fees have been identified as being in the mid-range, previous benchmarking showed that our permit fees were considerably lower. Because the benchmarking showed our permit fees could be detrimental to our financial position when compared to our Pay & Display income, since April 2018 for Gainsborough & April 2019 for Market Rasen we have worked to alleviate this by way of a 2 part price increase for both areas. Gainsborough has now been completed as of 1st April 2019 with Market Rasen applying their second increase in April 2020, as passed by Prosperous Communities Committee on 23rd October 2018.

5. **Understanding Customers and Markets**

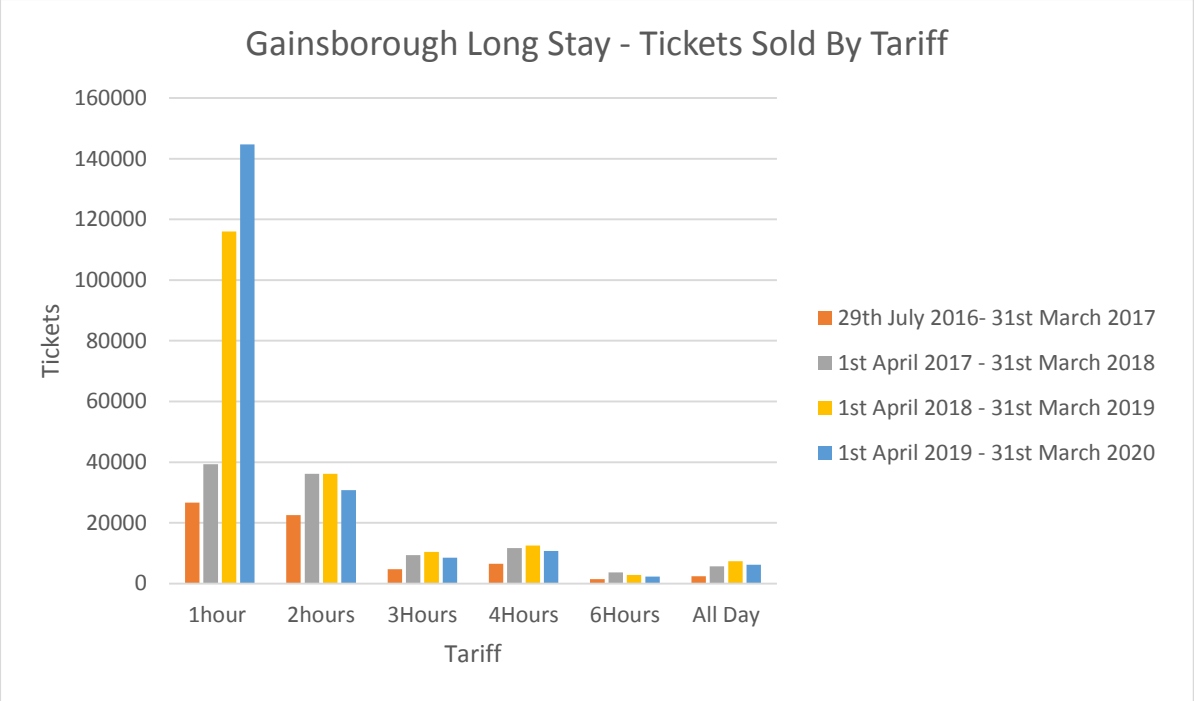
The new machines installed in Gainsborough in August 2016 and installed in Market Rasen in February 2017, support a data collection system which provides information on usage and are a key tool in assessing future fees and charges.

A recommendation of the strategy was a change to the Pay & Display tariff, replacing the 'free parking after 3pm' tariff with a 'free first hour at any time'. This was introduced in Gainsborough with effect from 1 April 18 following a consultation exercise where it was overwhelmingly preferred. As regards to Market Rasen a free first 2 hours policy was adopted in December 17 following a campaign by local businesses.

Information from the ticket machines shows that income has increased as a result of the completion of work at Roseway car park. Over the period Apr 19 to Mar 20 of the total number of tickets sold 72% of those in Gainsborough were free tickets (i.e. for 1 hour only). For the period Apr 18 to Mar 19 this figure was 63%.

In Market Rasen the figure was higher at 86% for the period April19 to March 20.

This can be seen in the graph below which shows the number of tickets sold for all Gainsborough car parks with the exception of Roseway as this is the sole short stay car park with a different tariff. The number of 1 hour tickets has increased considerably over the 4 year period and especially when the free first hour policy was introduced.



Following the introduction of the increase in permits prices in both Gainsborough and Market Rasen permit sales have increased marginally.

6. 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 2021.

The Car Park Strategy Report is being presented to Committee at a later date and it is proposed not to amend the parking fees at this time, pending the outcome of that review.

The bus station allocated stand charges have been removed from the Fees and Charges schedule and individual lease agreements with be put in place.

7. Recommendation

Members are asked to approve charges for the 2021/2022 financial year as detailed in the schedule below, but with consideration that these may be amend as a result of the Car Park Strategy Report being presented to Committee in the future.

Prosperous Communities Committee

Car Parks & Bus Station

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Car Parks									
Gainsborough not including Roseway	0-1 hours	£0.00	£0.00	0%	£0.00	£0.00	£0.00	£0.00	S
	1-2 hours	£0.92	£1.10	0%	£0.00	£0.92	£0.18	£1.10	S
	2-3 hours	£1.33	£1.60	0%	£0.00	£1.33	£0.27	£1.60	S
	3-4 hours	£1.67	£2.00	0%	£0.00	£1.67	£0.33	£2.00	S
	4-6 hours	£2.75	£3.30	0%	£0.00	£2.75	£0.55	£3.30	S
	6+ hours	£3.25	£3.90	0%	£0.00	£3.25	£0.65	£3.90	S
Roseway only	0-1 hours	£0.00	£0.00	0%	£0.00	£0.00	£0.00	£0.00	S
	1-2 hours	£1.17	£1.40	0%	£0.00	£1.17	£0.23	£1.40	S
	2-3 hours	£1.66	£2.00	0%	£0.00	£1.66	£0.33	£2.00	S
	3-4 hours	£2.08	£2.50	0%	£0.00	£2.08	£0.42	£2.50	S
	Travelodge permit	£5.42	£6.50	0%	£0.00	£5.42	£1.08	£6.50	S
Market Rasen	0-1 hours	£0.00	£0.00	0%	£0.00	£0.00	£0.00	£0.00	S
	1-2 hours	£0.00	£0.00	0%	£0.00	£0.00	£0.00	£0.00	S
	2-3 hours	£0.67	£0.80	0%	£0.00	£0.67	£0.13	£0.80	S
	3-4 hours	£0.83	£1.00	0%	£0.00	£0.83	£0.17	£1.00	S
	4-6 hours	£1.42	£1.70	0%	£0.00	£1.42	£0.28	£1.70	S
	6+ hours	£1.67	£2.00	0%	£0.00	£1.67	£0.33	£2.00	S
Annual Season Tickets									
Gainsborough only	Mon-Sat	£510.00	£612.00	0%	£0.00	£510.00	£102.00	£612.00	S
	Mon-Sat (If paid by monthly DD)	£440.00	£528.00	0%	£0.00	£440.00	£88.00	£528.00	S
	Mon-Fri	£430.00	£516.00	0%	£0.00	£430.00	£86.00	£516.00	S
	Mon-Fri (If paid by monthly DD)	£350.00	£420.00	0%	£0.00	£350.00	£70.00	£420.00	S
Market Rasen Only	Mon-Sat	£255.00	£306.00	0%	£0.00	£255.00	£51.00	£306.00	S
	Mon-Sat (If paid by monthly DD)	£220.00	£264.00	0%	£0.00	£220.00	£44.00	£264.00	S
	Mon-Fri	£215.00	£258.00	0%	£0.00	£215.00	£43.00	£258.00	S
	Mon-Fri (If paid by monthly DD)	£175.00	£210.00	0%	£0.00	£175.00	£35.00	£210.00	S

Penalty Charge Notice									
Higher Rate		£70.00	£70.00	0%	£0.00	£70.00	£0.00	£70.00	OS
Higher rate discounted if paid within 14 days		£35.00	£35.00	0%	£0.00	£35.00	£0.00	£35.00	OS
Lower Rate		£50.00	£50.00	0%	£0.00	£50.00	£0.00	£50.00	OS
Lower rate discounted if paid within 14 days		£25.00	£25.00	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									
Roseway car park (2 charging bays)	charge per kWh	£0.25	£0.30	0%	£0.00	£0.25	£0.05	£0.30	S

FEES AND CHARGES REPORT

APPENDIX 3 – CEMETERIES

1. Service Description

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

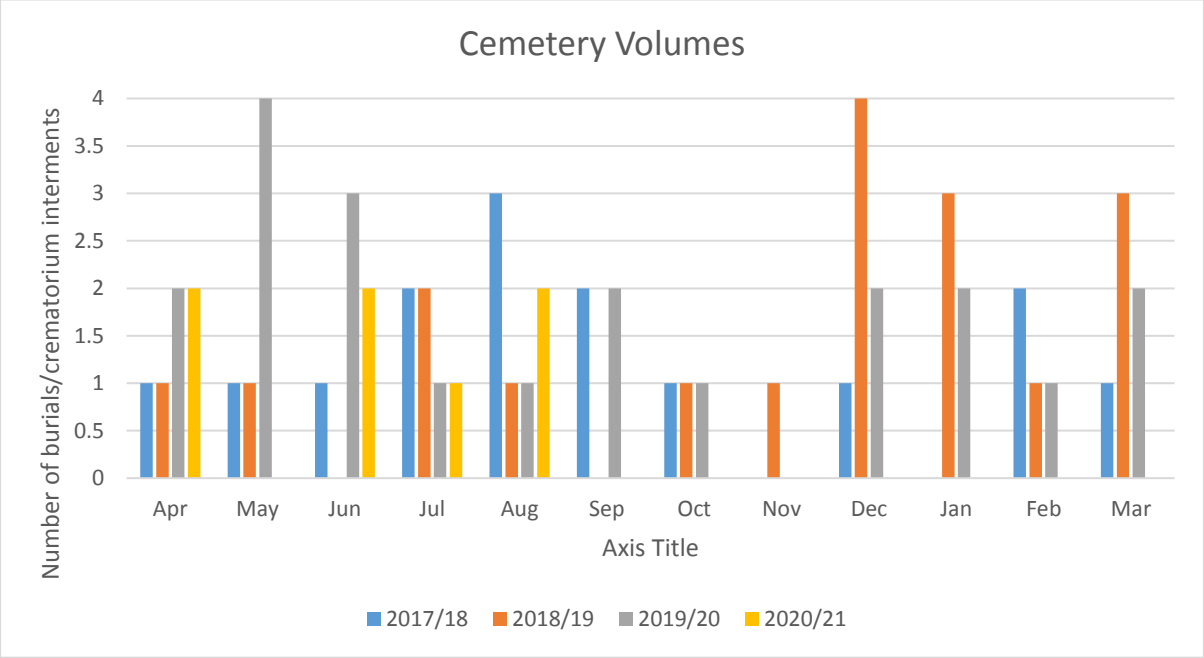
Costs for maintaining the grounds at these sites have been steadily increasing, but the income received from the sites is small and therefore the council heavily subsidises these areas. In 2019/20 the net cost was £77,223.

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 table below illustrates volumes for 2017-18, 2018-19, 2019-20 and actuals to August 2020.



3. Covid Impact

There has been no impact on the service or income levels as a direct result of Covid-19.

4. Pricing

Recent benchmarking shows the fees set for this service are now more in alignment with neighbouring councils. The 2019-20 approved increase was the final step towards the charges set by other councils. With effect from 2020-21 the proposal is to increase fees by inflation at 3%, rounded to the nearest 50p.

5. Understanding Customers and Markets

The table below shows the last 3 financial year volumes data for burials for West Lindsey District Council and volumes to 31st August for the current year. There has been a small increase 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 years	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Totals
2017/18	1	1	1	2	3	2	1	0	1	0	2	1	15
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								7

6. Proposed Charging

The proposed charges are outlined in the table below.

7. Recommendation

Members are requested to recommend to Council the charges for the 2021/22 as detailed in the schedule below.

Prosperous Communities Committee

Cemeteries

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Exclusive Rights of Burial (B) or Cremated Remains (C) in Earthen Graves									
Single Grave not exceeding 9' x 4' (99 years) (B)		£618.50	£618.50	3%	£18.50	£637.00	£0.00	£637.00	OS
Double Grave not exceeding 9' x 4' (99 years) (B)		£866.00	£866.00	3%	£26.00	£892.00	£0.00	£892.00	OS
Triple Grave not exceeding 9' x 4' (99 years) (B)		£967.50	£967.50	3%	£29.00	£996.50	£0.00	£996.50	OS
Single Grave not exceeding 9' x 4' (50 years) (B)		£309.50	£309.50	3%	£9.50	£319.00	£0.00	£319.00	OS
Double Grave not exceeding 9' x 4' (50 years) (B)		£432.50	£432.50	3%	£13.00	£445.50	£0.00	£445.50	OS
Triple Grave not exceeding 9' x 4' (50 years) (B)		£484.00	£484.00	3%	£14.50	£498.50	£0.00	£498.50	OS
Cremated remains only grave not exceeding 4' 6" x 4' (C)		£371.00	£371.00	3%	£11.00	£382.00	£0.00	£382.00	OS
Cremated remains only grave not exceeding 4' 6" x 4' (C) (child up to 12 years)		£100.00	£100.00	3%	£3.00	£103.00	£0.00	£103.00	OS
Exhumation:									
Body		£537.50	£537.50	3%	£16.00	£553.50	£0.00	£553.50	OS
Cremated remains		£269.00	£269.00	3%	£8.00	£277.00	£0.00	£277.00	OS
Monuments, Gravestones, Tablets & Monumental Inscriptions (Permission to erect) (Includes initial inscription)									
Headstone up to 18 inches (C)		£124.00	£124.00	3%	£3.50	£127.50	£0.00	£127.50	OS
Headstone 18 inches to 3ft (B)		£148.00	£148.00	3%	£4.50	£152.50	£0.00	£152.50	OS
Headstone over 3ft but under 4ft (B)		£269.00	£269.00	3%	£8.00	£277.00	£0.00	£277.00	OS
Small vase (up to 6 inches) (B) (C)		£53.50	£53.50	3%	£1.50	£55.00	£0.00	£55.00	OS
Vase (6 inches to 1ft) (B) (C)		£99.00	£99.00	3%	£3.00	£102.00	£0.00	£102.00	OS
Plaque (not exceeding 8" x 4" (fixed)) (B) (C)		£53.50	£53.50	3%	£1.50	£55.00	£0.00	£55.00	OS
Plaque (not exceeding 12" x 6"(fixed)) (B) (C)		£99.00	£99.00	3%	£3.00	£102.00	£0.00	£102.00	OS
Flat stone (not exceeding 12" x 12") (B) (C)		£99.00	£99.00	3%	£3.00	£102.00	£0.00	£102.00	OS
Flat stone (not exceeding 12" x 18") (B) (C)		£109.50	£109.50	3%	£3.50	£113.00	£0.00	£113.00	OS
Memorial figurine (not exceeding 12" (fixed)) (B) (C)		£99.00	£99.00	3%	£3.00	£102.00	£0.00	£102.00	OS
Memorial figurine (12" up to 24" (fixed)) (B) (C)		£118.00	£118.00	3%	£3.50	£121.50	£0.00	£121.50	OS
For each inscription after the first		£44.00	£44.00	3%	£1.50	£45.50	£0.00	£45.50	OS
Registration Fees									
Per certified copy of a certificate of grant of exclusive Right of Burial		£70.50	£70.50	3%	£2.00	£72.50	£0.00	£72.50	OS
Per certified copy of entry in Register of Burials		£70.50	£70.50	3%	£2.00	£72.50	£0.00	£72.50	OS
Copies of Certificates									
Permission to plant memorial tree		£80.50	£80.50	3%	£2.50	£83.00	£0.00	£83.00	OS
Permission to install memorial seat		£80.50	£80.50	3%	£2.50	£83.00	£0.00	£83.00	OS

NB. Burial grounds are at Market Rasen & Springthorpe

FEES AND CHARGES REPORT

APPENDIX 4 - ENVIRONMENT SERVICES

1. Service Description

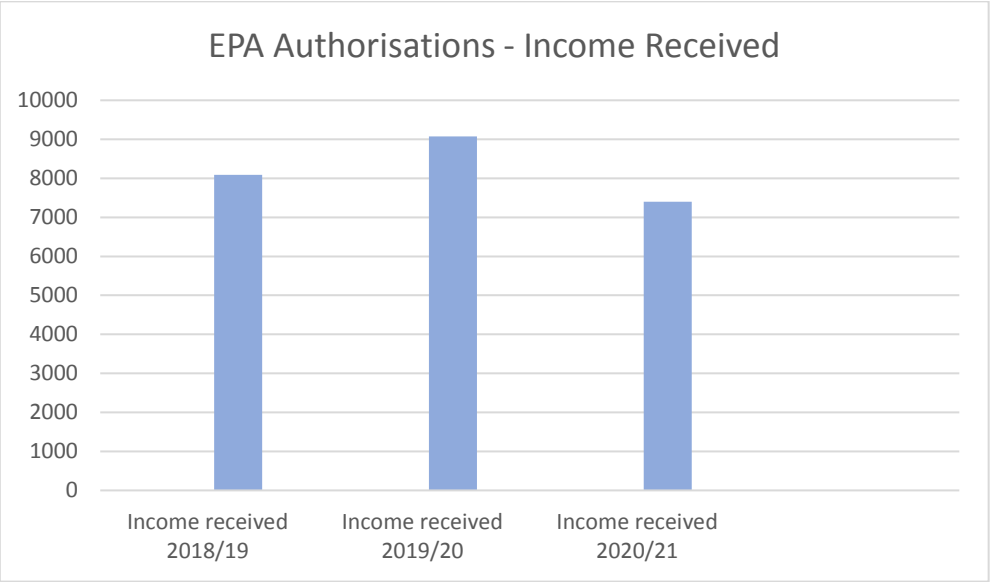
The Environmental Regulatory Service has a number of Fees and Charges namely:

- **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 graph below demonstrates the total income received by the service for Environmental Protection Act (EPA) Authorisations over the last 3 years (2020/21 is a forecast).



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 2019/20 totalled £2,700 (including health certificates). Included within this area is the provision for food hygiene re-visits which were introduced in 18/19 and are proposed to continue into future years.

3. COVID impact

The Food and Health, and Safety work areas have been significantly impacted by the Covid situation. Food inspections have not taken place and as a result there has been no scope to offer re inspections that can be charged for. Alongside this the relevant officers have been focussed on Covid advice and not on specific food business work. Work is being undertaken to consider how this returns to normal, but is guided by the Governments position on Covid.

Other environmental type services have not stalled during this period and we continue to charge as usual for work relating to private water supplies and permitting.

4. Pricing

Statutory Fees

These charges are all set by DEFRA. The charges for 2021/22 will be reviewed in February 2021 and the schedule of charges will be updated to reflect any changes.

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 3% has been applied for all non-statutory fees as appropriate, to bring into line with available benchmarking data.

5. 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 regards to the identification of premises where fees may be charged is ongoing.

6. Proposed Charging

Statutory charges will be applied in accordance with legislation. Statutory charges are set by DEFRA and 2021/22 rates are not released until February 2021. 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 between 3% where appropriate to reflect inflation, and to bring into line with benchmarking data.

7. Recommendation

Members are requested to recommend to Council the charges for 2021/22 as set out in the schedule below.

Prosperous Communities Committee

Environment Services Local Air Pollution

All charges are set by DEFRA		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Application Fee									
- Standard Process		£1,650.00	£1,650.00	0%	£0.00	£1,650.00	£0.00	£1,650.00	OS
- Reduced fee activities		£155.00	£155.00	0%	£0.00	£155.00	£0.00	£155.00	OS
PVR I and PVR II activities		£257.00	£257.00	0%	£0.00	£257.00	£0.00	£257.00	OS
Vehicle refinishers, & Parts 2, 3, 4 reduced fee activity		£362.00	£362.00	0%	£0.00	£362.00	£0.00	£362.00	OS
- Mobile Screening and crushing plant		£1,650.00	£1,650.00	0%	£0.00	£1,650.00	£0.00	£1,650.00	OS
- For the third to seventh applications		£985.00	£985.00	0%	£0.00	£985.00	£0.00	£985.00	OS
- For the eighth and subsequent applications		£498.00	£498.00	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	£71.00	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	£1,188.00	0%	£0.00	£1,188.00	£0.00	£1,188.00	OS
Late Application for Mobile Plant		£1,188.00	£1,188.00	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	£279.00	0%	£0.00	£279.00	£0.00	£279.00	OS
Annual Subsistence Fee -Standard Process	Low	£772.00	£772.00	0%	£0.00	£772.00	£0.00	£772.00	OS
	Medium	£1,161.00	£1,161.00	0%	£0.00	£1,161.00	£0.00	£1,161.00	OS
	High	£1,747.00	£1,747.00	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	£79.00	0%	£0.00	£79.00	£0.00	£79.00	OS
	Medium	£158.00	£158.00	0%	£0.00	£158.00	£0.00	£158.00	OS
	High	£237.00	£237.00	0%	£0.00	£237.00	£0.00	£237.00	OS
- PVR I & II Combined	Low	£113.00	£113.00	0%	£0.00	£113.00	£0.00	£113.00	OS
	Medium	£226.00	£226.00	0%	£0.00	£226.00	£0.00	£226.00	OS
	High	£341.00	£341.00	0%	£0.00	£341.00	£0.00	£341.00	OS
- Vehicle refinishers	Low	£228.00	£228.00	0%	£0.00	£228.00	£0.00	£228.00	OS
	Medium	£365.00	£365.00	0%	£0.00	£365.00	£0.00	£365.00	OS
	High	£548.00	£548.00	0%	£0.00	£548.00	£0.00	£548.00	OS
- Mobile Screening and crushing plant 1st to 2nd Permits	Low	£626.00	£626.00	0%	£0.00	£626.00	£0.00	£626.00	OS
	Medium	£1,034.00	£1,034.00	0%	£0.00	£1,034.00	£0.00	£1,034.00	OS
	High	£1,551.00	£1,551.00	0%	£0.00	£1,551.00	£0.00	£1,551.00	OS
- Mobile Screening and crushing plant 3rd to 7th Permits	Low	£385.00	£385.00	0%	£0.00	£385.00	£0.00	£385.00	OS
	Medium	£617.00	£617.00	0%	£0.00	£617.00	£0.00	£617.00	OS
	High	£924.00	£924.00	0%	£0.00	£924.00	£0.00	£924.00	OS
- Mobile Screening and crushing plant 8th and Subsequent permits	Low	£198.00	£198.00	0%	£0.00	£198.00	£0.00	£198.00	OS
	Medium	£314.00	£314.00	0%	£0.00	£314.00	£0.00	£314.00	OS
	High	£473.00	£473.00	0%	£0.00	£473.00	£0.00	£473.00	OS

Prosperous Communities Committee

Environment Services Local Air Pollution continued

All charges are set by DEFRA		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Application Fee for Part A(2) Activity									
For Each Part A(2)		£3,363.00	£3,363.00	0%	£0.00	£3,363.00	£0.00	£3,363.00	OS
SWIP (Small Waste Incineration Plant Installation		£3,363.00	£3,363.00	0%	£0.00	£3,363.00	£0.00	£3,363.00	OS
Mobile Small Waste Incineration Plant		£3,363.00	£3,363.00	0%	£0.00	£3,363.00	£0.00	£3,363.00	OS
Late Fee Application Part A(2)		£1,188.00	£1,188.00	0%	£0.00	£1,188.00	£0.00	£1,188.00	OS
Variation of Part A(2) Permit		£1,368.00	£1,368.00	0%	£0.00	£1,368.00	£0.00	£1,368.00	OS
Subsistence Charge for Part A(2)	Low	£1,343.00	£1,343.00	0%	£0.00	£1,343.00	£0.00	£1,343.00	OS
	Medium	£1,507.00	£1,507.00	0%	£0.00	£1,507.00	£0.00	£1,507.00	OS
	High	£2,230.00	£2,230.00	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	£0.00	0%	£0.00	£0.00	£0.00	£0.00	OS
Transfer Schedule B Part B Reduced Fee Activity	Partial Transfer	£47.00	£47.00	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	£169.00	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	£497.00	0%	£0.00	£497.00	£0.00	£497.00	OS
Joint Application to Transfer Part B Mobile Plant		£53.00	£53.00	0%	£0.00	£53.00	£0.00	£53.00	OS
Surrender Part B Permit		£0.00	£0.00	0%	£0.00	£0.00	£0.00	£0.00	OS
Part A(2) Total Transfer		£235.00	£235.00	0%	£0.00	£235.00	£0.00	£235.00	OS
Part A(2) Partial Transfer		£698.00	£698.00	0%	£0.00	£698.00	£0.00	£698.00	OS
Party A(2) Surrender Permit		£698.00	£698.00	0%	£0.00	£698.00	£0.00	£698.00	OS
Part A (2) where the substantial change results in SWIP		£3,363.00	£3,363.00	0%	£0.00	£3,363.00	£0.00	£3,363.00	OS
Substantial Change									
Reduce Fee Activity		£102.00	£102.00	0%	£0.00	£102.00	£0.00	£102.00	OS
Other Part B or Solvent Emission Activity		£1,050.00	£1,050.00	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	£1,650.00	0%	£0.00	£1,650.00	£0.00	£1,650.00	OS
- New operator at low risk reduced fee		£78.00	£78.00	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	£52.00	0%	£0.00	£52.00	£0.00	£52.00	OS
Late Fee Payment of Subsistence Fees		£52.00	£52.00	0%	£0.00	£52.00	£0.00	£52.00	OS

Prosperous Communities Committee

Environment Services Local Air Pollution continued

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
All statutory charges are set by DEFRA		£	£	% Type	or £	£	£	£	
Request for Information / Document Disclosure where Charging is Permitted	Minimum per request plus cost of materials	£76.00	£76.00	3%	£2.00	£78.00	£0.00	£78.00	OS
	Thereafter per hour	£45.00	£45.00	3%	£1.00	£46.00	£0.00	£46.00	OS
Health Certificates		£55.00	£55.00	3%	£2.00	£57.00	£0.00	£57.00	OS
Food Premises Register	Per page	£3.00	£3.00	3%	£0.00	£3.00	£0.00	£3.00	OS
SFBB Pack	(including diary)	£11.00	£13.20	3%	£0.00	£11.00	£2.20	£13.20	S
Diary Refill		£6.00	£7.20	3%	£0.18	£6.18	£1.24	£7.42	S
Private Water Supply Work	Cost Recovery - Mileage (Per Mile)	£0.40	£0.40	0%	£0.00	£0.40	£0.00	£0.40	OS
**	Risk assessment - Maximum Hourly Charge	£42.31	£42.31	3%	£1.27	£43.58	£0.00	£43.58	OS
**	Sampling (each visit) - Maximum Hourly Charge	£42.31	£42.31	3%	£1.27	£43.58	£0.00	£43.58	OS
**	Investigation - Maximum Hourly Charge	£42.31	£42.31	3%	£1.27	£43.58	£0.00	£43.58	OS
**	Granting an authorisation (each authorisation) - Maximum Hourly Charge	£37.27	£37.27	3%	£1.12	£38.39	£0.00	£38.39	OS
**									
**	Full Laboratory Costs	as per laboratory costs				as per laboratory costs		as per laboratory costs	OS
**	Full Courier Charges	as per laboratory costs				as per laboratory costs		as per laboratory costs	OS
Food Advisory	Charge for a visit (up to a maximum 2 hours contact time)	£134.00	£160.80	3%	£4.00	£138.00	£27.60	£165.60	S
	Charge for additional hours	£43.00	£51.60	3%	£1.00	£44.00	£8.80	£52.80	S
Food Hygiene Rating Scheme	Re-inspections	£165.00	£165.00	3%	£5.00	£170.00	£0.00	£170.00	OS
** Health Act 2006	Smoking in a smoke free place	£50.00	£50.00	0%	£0.00	£50.00	£0.00	£50.00	OS
**	Failure to display no smoking sign	£200.00	£200.00	0%	£0.00	£200.00	£0.00	£200.00	OS

FEES AND CHARGES REPORT

APPENDIX 5 – FIXED PENALTY NOTICES

1. Service Description

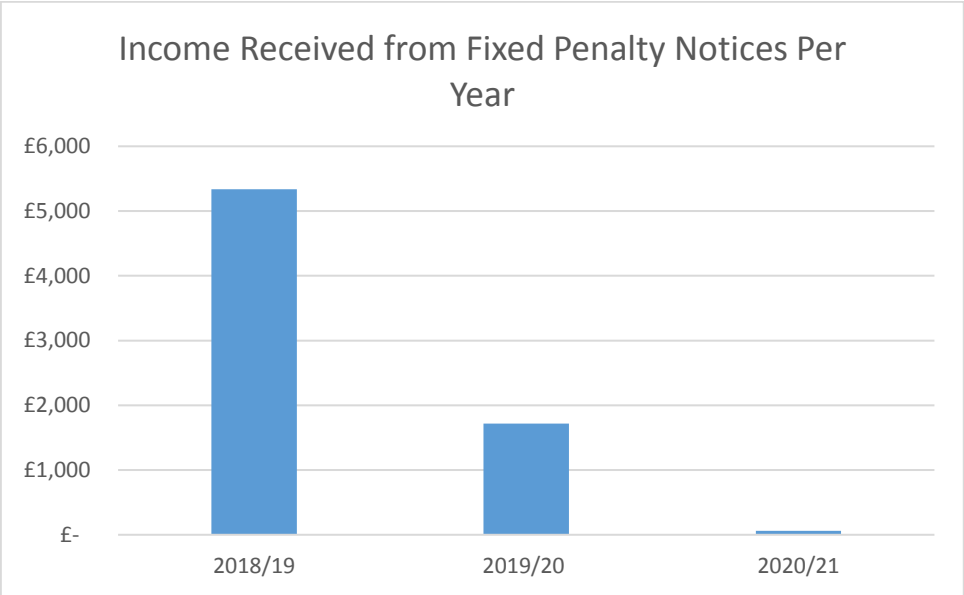
Fixed Penalty Notices (FPNs) are used to tackle specific problems associated with enviro- crime and anti-social behaviour. These charges are in the main set by statute and where appropriate set locally by the Council.

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 graph below illustrates the levels of income achieved in previous financial years. As you can see this is a very 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.



3. Covid Impact

A large proportion of the fixed penalty notices that would usually be issued ceased during the initial lockdown. This reduction continued even when restrictions were eased as officers were redeployed to focus on Covid related matters. Progress has been made to issue a number of fly tipping related FPNs, however work in relation to

early presentation of waste has been scaled back accordingly. As a result the overall income expected for this year is likely to be reduced.

4. Pricing

The maximum charge allowed, as set by Government, for failure to comply with a waste receptacles notice has been increased to the maximum penalty of £100.

5. Understanding Customers and Markets

The approach taken in regards to enviro-crime specifically is currently under review and with it the use of Fixed Penalty Notices for enforcement. During 18/19 the Council enhanced its use of fixed penalty notices mainly in relation to the early presentation of waste with the Councils bagged collection areas.

6. Proposed Charging

The charging schedule sets out where fees are set by statute and where fees are set by the Council. It is proposed that the fees set by the Council remain largely the same as post analysis they are deemed to cover the costs that are incurred within the service.

Statutory charges will be applied in accordance with legislation.

Inflation at 3% has been applied to non-statutory fees and charges relating to high hedges.

7. Recommendation

Members are requested to recommend to Council the charges for 2021/22 as set out in the schedule below.

Prosperous Communities Committee

Fixed Penalty Notices

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Depositing Litter	Fee set by Government - payable within 14 days of issue	£75.00	£75.00	0%	£0.00	£75.00	£0.00	£75.00	OS
	Fee set by Government - discounted if paid within 10 days	£50.00	£50.00	0%	£0.00	£50.00	£0.00	£50.00	OS
Failure to produce Waste Documents	Fee set by Government - payable within 14 days of issue	£300.00	£300.00	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	£300.00	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	£75.00	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	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	£75.00	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	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	£75.00	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	£200.00	0%	£0.00	£200.00	£0.00	£200.00	OS
Nuisance Parking	Fee set by Government - payable within 14 days of issue	£100.00	£100.00	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	£100.00	3%	£3.00	£103.00	£0.00	£103.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	£75.00	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	£100.00	3%	£3.00	£103.00	£0.00	£103.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	£75.00	0%	£0.00	£75.00	£0.00	£75.00	OS
Flytipping	Fee set by Government - payable within 14 days of issue	£400.00	£400.00	0%	£0.00	£400.00	£0.00	£400.00	OS
High Hedge Fee	Fee set locally	£316.00	£316.00	3%	£9.00	£325.00	£0.00	£325.00	OS
Fee for abandoned shopping trolleys	Fee set locally (maximum charge)	£100.00	£100.00	3%	£3.00	£103.00	£0.00	£103.00	OS
High Hedges Complaints Application		£316.00	£316.00	3%	£9.00	£325.00	£0.00	£325.00	OS

Prosperous Communities Committee

Pest Control and Stray Dogs

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Reclaim of Stray Dogs	Prescribed fee	£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
	Collection fee	£42.00	£42.00	3%	£3.00	£43.50	£0.00	£43.50	OS
	Plus kennel and vet fees as incurred by the authority.								

FEES AND CHARGES REPORT

APPENDIX 6 - LAND CHARGES SERVICES

1. Service Description

The provision of a public register in the Local Land Charges service is a statutory requirement that provides an income to the authority on a cost recovery basis. The service is a key part of the wider conveyancing process used to buy, sell re-mortgage etc. land and property within England and Wales.

Conveyancers request standard information. This is split into two parts, information that is held within the register (statutory element) and information that forms part of the CON29, which refers to the contract that the Law Society and Local Authorities work under when requesting and providing this information.

There is a proposal within the new Infrastructure Act, to centralise the statutory element of the Local Land Charges search and make Land Registry responsible for administering the register. The Local Authority will retain liability and responsibility for information provided from the register.

2. Prior years analysis, current financial year projections

The table below illustrates the volumes of searches over the last three financial years (please note 2020-21 is an estimate) and the levels of income achieved month by month.

	2017/18	2018/19	2019/20	2020/21
Searches Received	2,591	2,681	2,489	2,273
Income Received	£116k	£103k	£93k	£100k

Total income received previous three financial years against budget (2020-21 estimated)

	Total £	**Budget £**	**Under/(over) £**
Income received 2017/18	115,788	117,400	1,612
Income received 2018/19	103,438	121,500	18,0862
Income received 2019/20	92,973	125,600	32,627
Income received 2020/21 (Forecast)	100,000	135,700	35,700

3. Covid Impact

Due to the pandemic, we have been unable to provide a face-to-face service for personal search companies, therefore we have had to undertake the searches that these companies usually do themselves. This has put on immense pressure to the team as additional workload that cannot be charged for under these current circumstances. This along with an increase in searches generally has led to our turnaround times increasing dramatically over the last few months as we are undertaking work we normally wouldn't do (this currently equates to 1 persons full time hours). Agency staff have been employed to help to clear the backlog.

4. Pricing

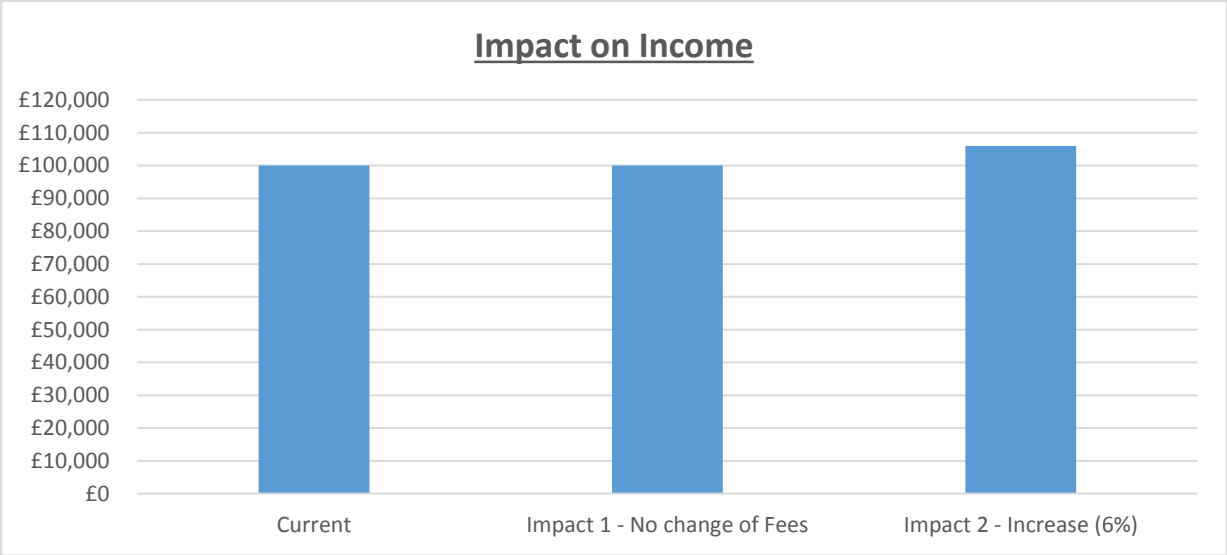
The service has proposed an increase of 6% across all fees and charges within the service area. The resulting charges are consistent with benchmarking data for neighbouring Authorities.

Impact on income of options for fees and charges;

Current budget 2021/22	£110,300
Impact 1 - No change of Fees	£110,300
Impact 2 - Increase (6%) *Increase of:*	£116,800 *£6,500*

Based on 2020/21 estimated volume.

Therefore, we are proposing to increase fees by 6% for 2021/22.



5. Understanding Customers and Markets

The Local Land Charges service (LLC), over the years has achieved a reputation across the district as being a quality and accurate service. This reputation has been built, primarily, by one person, who has led the service with professionalism, attention to detail and a huge, in depth knowledge of this statutory provision.

A core group of customers have remained loyal to the service because of this, however there has been no formal attempt by the service to increase its market share due to the lack of resilience in service due to the antiquated process and procedures created by the paper-based systems.

6. Proposed Charges

For non-statutory charges the Land Charges Service proposes to apply an increase of 6%.

7. Recommendation

Members are requested to recommend to Council the charges for 2021/22 as illustrated in the schedule below.

Prosperous Communities Committee

Land Charges

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Access to data	Access to information not held on public registers (includes £5 admin fee)	£22.50	£22.50	6%	£1.50	£24.00	£0.00	£24.00	OS
	Cancellation Fee	£6.00	£6.00	8%	£0.50	£6.50	£0.00	£6.50	OS
LLC1:	Any one part of the register	£7.50	£7.50	7%	£0.50	£8.00	£0.00	£8.00	OS
	Whole of the register	£22.50	£22.50	6%	£1.50	£24.00	£0.00	£24.00	OS
	Per additional parcel (maximum of £16)	£1.00	£1.00	50%	£0.50	£1.50	£0.00	£1.50	OS
CON 29R	One parcel	£71.00	£85.20	6%	£4.50	£75.50	£15.10	£90.60	S
	Each additional parcel	£16.00	£19.20	6%	£1.00	£17.00	£3.40	£20.40	S
	Lincolnshire County Council Fee	£23.10	£27.72	0%	£0.00	£23.10	£4.62	£27.72	S
CON 29O									
submitted with CON29R or LLC1	Each printed enquiry	£17.50	£21.00	6%	£1.00	£18.50	£3.70	£22.20	S
submitted on its own	Each printed enquiry	£17.50	£21.00	6%	£1.00	£18.50	£3.70	£22.20	S
Administration Fee		£12.50	£15.00	6%	£1.00	£13.50	£2.70	£16.20	S
Additional Enquiries *	Per additional enquiry	£30.00	£36.00	6%	£2.00	£32.00	£6.40	£38.40	S/O
Filing a definitive certificate of the Lands Tribunal		£3.00	£3.00	17%	£0.50	£3.50	£0.00	£3.50	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)		Fee set according to time and work involved							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)

FEES AND CHARGES REPORT

APPENDIX 7 - 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.

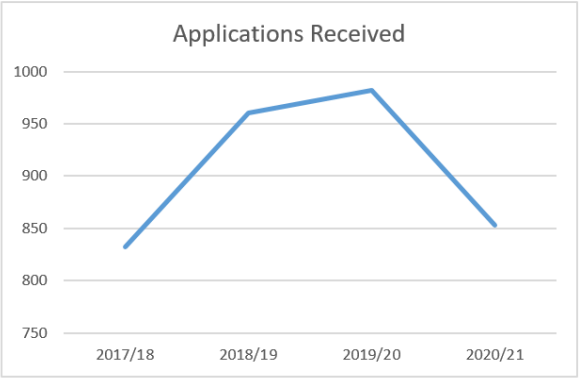
- There are also a number of applications that we process whereby we are prevented from setting any fee, such as house to house collections, street collections and some caravan site licences.

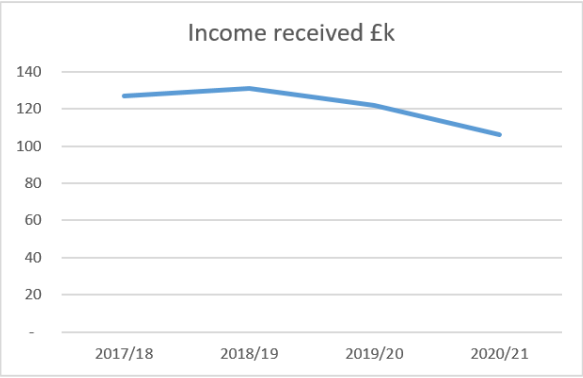
Whilst some of the fees are partially statutory charges the authority has the flexibility to set the fee up to a maximum. As with other service areas we are required to comply with the relevant regulations when compiling the fees and must be ready to justify the levels of fees which are approved. Licensing 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 (please note that Sept 20 to Mar 21 is a forecast). 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 can't go over.

	2017/18	2018/19	2019/20	2020/21
Applications Received	832	960	982	853
Income Received	£127k	£131k	£122k	£106k





The table below highlights actual income achieved against budget for the last three financial years (estimated for 2020/21).

	Total £	**Budget £**	**Under/(over) £**
Income received 2017/18	126,811	111,800	(15,011)
Income received 2018/19	130,627	118,500	(12,127)
Income received 2019/20	122,314	118,700	(3,614)
Income forecast 2020/21	105,800	115,300	9,500

Many of the fees within the Licensing service are statutory, or statutory with a ceiling range as to what we can charge.

3. COVID Impact

Many of the businesses that pay fees and charges within this work area have been significantly affected by the pandemic. In the main the income has not decreased in a manner which was first feared as there have been no concessions made within the licensing fees by Government during this period.

4. Pricing

A mix of inflationary increase of 3% and 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.

The table below illustrates the impact on income at the RPI increase of 3%:

Current	£128,100
Impact 1 - No change of Fees	£128,100
Impact 2 - RPI increase (average 3%) *Increase of:*	£129,700 *£1,600*

5. 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.

6. Proposed Charging

Statutory charges will be applied in accordance with legislation.

For other charges the Licensing Service proposes to apply a mix of inflationary increases of 0%, 3% and 6% depending on where total cost recovery has been achieved in those areas of service provision, with consideration to benchmarking data and what the service manager believes is appropriate within the market.

7. Recommendation

Members are requested to recommend to Council the charges for 2021/22 as illustrated in the schedules below:

Prosperous Communities Committee

Licensing - Gambling Act

	2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
	£	£	% Type	or £	£	£	£	
Bingo Premises Licence								
Application Fee for Provisional Statement	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Licence for Provisional Statement Premises	£914.90	£914.90	6%	£54.90	£969.80	£0.00	£969.80	OS
Application Fee New Premises	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Annual Fee	£847.80	£847.80	6%	£50.90	£898.70	£0.00	£898.70	OS
Variation of Licence	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Transfer Fee	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS
Application for Reinstatement	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS
Adult Gaming Centre								
Application Fee for Provisional Statement	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Licence for Provisional Statement Premises	£914.90	£914.90	6%	£54.90	£969.80	£0.00	£969.80	OS
Application Fee New Premises	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Annual Fee	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS
Variation of Licence	£923.40	£923.40	6%	£55.40	£978.80	£0.00	£978.80	OS
Transfer Fee	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS
Application for Reinstatement	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS
Family Entertainment Centre								
Application Fee for Provisional Statement	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Licence for Provisional Statement Premises	£913.80	£913.80	3%	£27.40	£941.20	£0.00	£941.20	OS
Application Fee New Premises	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Annual Fee	£750.00	£750.00	0%	£0.00	£750.00	£0.00	£750.00	OS
Variation of Licence	£923.40	£923.40	6%	£55.40	£978.80	£0.00	£978.80	OS
Transfer Fee	£847.80	£847.80	6%	£50.90	£898.70	£0.00	£898.70	OS
Application for Reinstatement	£847.80	£847.80	6%	£50.90	£898.70	£0.00	£898.70	OS
Betting Premises (Other)								
Application Fee for Provisional Statement	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Licence for Provisional Statement Premises	£913.80	£913.80	6%	£54.80	£968.60	£0.00	£968.60	OS
Application Fee New Premises	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Annual Fee	£600.00	£600.00	0%	£0.00	£600.00	£0.00	£600.00	OS
Variation of Licence	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Transfer Fee	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS
Application for Reinstatement	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS
Betting Premises (Tracks)								
Application Fee for Provisional Statement	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Licence for Provisional Statement Premises	£913.80	£913.80	3%	£27.40	£941.20	£0.00	£941.20	OS
Application Fee New Premises	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Annual Fee	£798.80	£798.80	6%	£47.90	£846.70	£0.00	£846.70	OS
Variation of Licence	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Transfer Fee	£847.80	£847.80	6%	£50.90	£898.70	£0.00	£898.70	OS
Application for Reinstatement	£847.80	£847.80	6%	£50.90	£898.70	£0.00	£898.70	OS

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Miscellaneous									
Change of Circumstances		£50.00	£50.00	0%	£0.00	£50.00	£0.00	£50.00	OS
Fee for Copy of a Licence Under the Gambling Act 2005		£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
Temporary Usage License		£390.10	£390.10	3%	£11.70	£401.80	£0.00	£401.80	OS
Unlicensed FEC's & Prize gaming Permits (10 year duration)									
New Gaming Machine Permit (no annual fee)		£300.00	£300.00	0%	£0.00	£300.00	£0.00	£300.00	OS
Renewal		£300.00	£300.00	0%	£0.00	£300.00	£0.00	£300.00	OS
Change of name on permit		£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
Copy of permit		£15.00	£15.00	0%	£0.00	£15.00	£0.00	£15.00	OS
New Prize Gaming Permit (no annual fee)		£300.00	£300.00	0%	£0.00	£300.00	£0.00	£300.00	OS
Renewal		£300.00	£300.00	0%	£0.00	£300.00	£0.00	£300.00	OS
Change of name on permit		£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
Copy of permit		£15.00	£15.00	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	£200.00	0%	£0.00	£200.00	£0.00	£200.00	OS
New grant Club Gaming Permit with Club Premises Certificate (fast track)		£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
Renewal		£200.00	£200.00	0%	£0.00	£200.00	£0.00	£200.00	OS
Renewal of Club Gaming Permit with Club Premises Certificate (fast track)		£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
Annual Fee		£50.00	£50.00	0%	£0.00	£50.00	£0.00	£50.00	OS
Variation		£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
Copy of permit		£15.00	£15.00	0%	£0.00	£15.00	£0.00	£15.00	OS
Lotteries									
Society Lottery - New		£40.00	£40.00	0%	£0.00	£40.00	£0.00	£40.00	OS
Society Lottery - Renewal		£20.00	£20.00	0%	£0.00	£20.00	£0.00	£20.00	OS
Machines in Alcohol Licensed premises - 3 or more machines									
New		£150.00	£150.00	0%	£0.00	£150.00	£0.00	£150.00	OS
Annual Fee		£50.00	£50.00	0%	£0.00	£50.00	£0.00	£50.00	OS
Transfer		£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
Variation		£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
Change of name on permit		£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
Copy of gaming machine permit		£15.00	£15.00	0%	£0.00	£15.00	£0.00	£15.00	OS
Gambling Machine Permit - Up to 2 Machines	One-off fee	£50.00	£50.00	0%	£0.00	£50.00	£0.00	£50.00	OS

Prosperous Communities Committee | **Licensing**

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Taxi Licensing (Including Horse Drawn Omnibus)									
Driver's License Application (3Yr)	New/Renewal	£171.00	£171.00	6%	£10.00	£181.00	£0.00	£181.00	OS
Knowledge Test Fee Including ID check	New Driver Licenses includes Right to licence checks	£35.00	£35.00	6%	£2.00	£37.00	£0.00	£37.00	OS
Knowledge Test Fee - Resit	New Driver Licenses	£35.00	£35.00	0%	£0.00	£35.00	£0.00	£35.00	OS
DBS Check	On New or Renewal	£44.00	£44.00	0%	£0.00	£44.00	£0.00	£44.00	OS
DBS Admin Fee*	On New or Renewal	£10.00	£10.00	0%	£0.00	£10.00	£0.00	£10.00	OS
	**This fee is controlled by City of Lincoln Council and subject to change*								
Vehicle License	New	£249.00	£249.00	3%	£7.00	£256.00	£0.00	£256.00	OS
Vehicle License	Renewal	£249.00	£249.00	3%	£7.00	£256.00	£0.00	£256.00	OS
Replacement Plate ADD cost of materials	Plate only (does not include cost of plate)	£29.00	£29.00	3%	£1.00	£30.00	£0.00	£30.00	OS
Replacement Plate & Bracket ADD cost of materials	Plate and Bracket (does not include cost of plate & bracket)	£38.00	£38.00	3%	£1.00	£39.00	£0.00	£39.00	OS
Private Hire Operators Licence (5Yr)		£223.00	£223.00	0%	£0.00	£223.00	£0.00	£223.00	OS
Transfer of Ownership of Taxi/Private Hire Vehicle License		£28.00	£28.00	3%	£1.00	£29.00	£0.00	£29.00	OS
Alcohol and Entertainment Licenses		**Charges set by Licensing Act 2003**							
New Premise Licence									
Category A		£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
Category B		£190.00	£190.00	0%	£0.00	£190.00	£0.00	£190.00	OS
Category C		£315.00	£315.00	0%	£0.00	£315.00	£0.00	£315.00	OS
Category D		£450.00	£450.00	0%	£0.00	£450.00	£0.00	£450.00	OS
Category E		£635.00	£635.00	0%	£0.00	£635.00	£0.00	£635.00	OS
Large scale application >4999 (minimum fee applies)		£1,000.00	£1,000.00	0%	£0.00	£1,000.00	£0.00	£1,000.00	OS
Variation of Premises Licence		£100 - £635	£100 - £635	0%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Change of DPS or Disapplication of DPS		£23.00	£23.00	0%	£0.00	£23.00	£0.00	£23.00	OS
Annual fee demand									
Category A		£70.00	£70.00	0%	£0.00	£70.00	£0.00	£70.00	OS
Category B		£180.00	£180.00	0%	£0.00	£180.00	£0.00	£180.00	OS
Category C		£295.00	£295.00	0%	£0.00	£295.00	£0.00	£295.00	OS
Category D		£320.00	£320.00	0%	£0.00	£320.00	£0.00	£320.00	OS
Category E		£350.00	£350.00	0%	£0.00	£350.00	£0.00	£350.00	OS
Large scale annual fee >4999 (minimum fee applies)		£500.00	£500.00	0%	£0.00	£500.00	£0.00	£500.00	OS
Minor Variation		£89.00	£89.00	0%	£0.00	£89.00	£0.00	£89.00	OS
Provisional Statement		£195.00	£195.00	0%	£0.00	£195.00	£0.00	£195.00	OS
Register of Interest		£21.00	£21.00	0%	£0.00	£21.00	£0.00	£21.00	OS
Copy of Licence		£10.50	£10.50	0%	£0.00	£10.50	£0.00	£10.50	OS

Club Premises Certificate - New		£100 - £635	£100 - £635	0%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Variation		£100 - £635	£100 - £635	0%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Minor Variation		£89.00	£89.00	0%	£0.00	£89.00	£0.00	£89.00	OS
Personal Licence - New		£37.00	£37.00	0%	£0.00	£37.00	£0.00	£37.00	OS
Personal Licence - Change of name /address		£10.50	£10.50	0%	£0.00	£10.50	£0.00	£10.50	OS
Personal Licence - Copy of Licence (card part, paper part or both)		£10.50	£10.50	0%	£0.00	£10.50	£0.00	£10.50	OS
Transfer of Premises Licence		£23.00	£23.00	0%	£0.00	£23.00	£0.00	£23.00	OS
Temporary Event Notice		£21.00	£21.00	0%	£0.00	£21.00	£0.00	£21.00	OS
Skin Piercing	Premises registration	£185.00	£185.00	3%	£6.00	£191.00	£0.00	£191.00	OS
	Personal registration	£50.00	£50.00	6%	£3.00	£53.00	£0.00	£53.00	OS
Street Trading Consents		£187.00	£187.00	6%	£11.00	£198.00	£0.00	£198.00	OS
Copy of Any License Not Covered by the Licensing Act 2003 or Gambling Act 2005		£26.00	£26.00	3%	£1.00	£27.00	£0.00	£27.00	OS

Prosperous Communities Committee

Licensing (contd)

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Sale of Animals	New (Part A)	£193.00	£193.00	6%	£12.00	£205.00	£0.00	£205.00	OS
	New (Part B)	£108.00	£108.00	3%	£3.00	£111.00	£0.00	£111.00	OS
	Renewal (Part A)	£193.00	£193.00	3%	£6.00	£199.00	£0.00	£199.00	OS
	Renewal (Part B)	£108.00	£108.00	0%	£0.00	£108.00	£0.00	£108.00	OS
Animal Boarding Establishments	Cats or Dogs - New (Part A)	£242.00	£242.00	6%	£15.00	£257.00	£0.00	£257.00	OS
	Cats or Dogs - New (Part B)	£108.00	£108.00	3%	£3.00	£111.00	£0.00	£111.00	OS
(Excludes vet fees payable direct to vet)	Cats or Dogs - Renewal (Part A)	£242.00	£242.00	3%	£7.00	£249.00	£0.00	£249.00	OS
	Cats or Dogs - Renewal (Part B)	£108.00	£108.00	0%	£0.00	£108.00	£0.00	£108.00	OS
	Cats and Dogs (Dual) - New (Part A)	£285.00	£285.00	6%	£17.00	£302.00	£0.00	£302.00	OS
	Cats and Dogs (Dual) - New (Part B)	£108.00	£108.00	3%	£3.00	£111.00	£0.00	£111.00	OS
	Cats and Dogs (Dual) - Renewal (Part A)	£285.00	£285.00	3%	£9.00	£294.00	£0.00	£294.00	OS
	Cats and Dogs (Dual) - Renewal (Part B)	£108.00	£108.00	0%	£0.00	£108.00	£0.00	£108.00	OS
	Home Boarding - New (Part A)	£160.00	£160.00	6%	£10.00	£170.00	£0.00	£170.00	OS
	Home Boarding - New (Part B)	£108.00	£108.00	3%	£3.00	£111.00	£0.00	£111.00	OS
	Home Boarding - Renewal (Part A)	£160.00	£160.00	3%	£5.00	£165.00	£0.00	£165.00	OS
	Home Boarding - Renewal (Part B)	£108.00	£108.00	0%	£0.00	£108.00	£0.00	£108.00	OS
Hiring of Horses	New or Renewal (Part A) + vet fee	£242.00	£242.00	6%	£15.00	£257.00	£0.00	£257.00	OS
	New or Renewal (Part B) + vet fee	£108.00	£108.00	6%	£6.00	£114.00	£0.00	£114.00	OS
Dog Breeding	New (part A) + vet fee	£242.00	£242.00	6%	£15.00	£257.00	£0.00	£257.00	OS
	New (part B)	£108.00	£108.00	6%	£6.00	£114.00	£0.00	£114.00	OS
	Renewal (Part A)	£242.00	£242.00	3%	£7.00	£249.00	£0.00	£249.00	OS
	Renewal (Part B)	£108.00	£108.00	6%	£6.00	£114.00	£0.00	£114.00	OS
Dog Day Care	New (Part A)	£160.00	£160.00	6%	£10.00	£170.00	£0.00	£170.00	OS
	New (Part B)	£108.00	£108.00	6%	£6.00	£114.00	£0.00	£114.00	OS
Dog Day Care	Renewal (Part A)	£160.00	£160.00	3%	£5.00	£165.00	£0.00	£165.00	OS
	Renewal (Part B)	£108.00	£108.00	0%	£0.00	£108.00	£0.00	£108.00	OS
Exhibition Of Animals	New or Renewal (Part A)	£160.00	£160.00	6%	£10.00	£170.00	£0.00	£170.00	OS
Application to be re-rated	per hour or part of	£63.00	£63.00	3%	£2.00	£65.00	£0.00	£65.00	OS
Variation to the licence	per hour or part of	£63.00	£63.00	3%	£2.00	£65.00	£0.00	£65.00	OS
Dangerous Wild Animals (Excluding vet fees)	Vets fees plus admin costs of	£159.00	£159.00	6%	£10.00	£169.00	£0.00	£169.00	OS
Zoos (Excluding vet fees) - 4 yr. initial application	Application fee plus Vets fees plus admin/costs inc	£696.00	£696.00	6%	£42.00	£738.00	£0.00	£738.00	OS
Zoos (Excluding vet fees) - 6 yr. licence	Application fee plus Vets fees plus admin/costs inc	£1,701.00	£1,701.00	6%	£102.00	£1,803.00	£0.00	£1,803.00	OS

Scrap Metal									
New/Renewal Collectors fee - 3 yr.	Admin/processing of application (part A)	£107.00	£107.00	6%	£6.00	£113.00	£0.00	£113.00	OS
	Document inspection - year 1 (part B)	£38.00	£38.00	6%	£2.00	£40.00	£0.00	£40.00	OS
	Document inspection - year 2 (part B)	£40.00	£40.00	6%	£2.00	£42.00	£0.00	£42.00	OS
	Document inspection - year 3 (part B)	£40.00	£40.00	6%	£2.00	£42.00	£0.00	£42.00	OS
Change of details, name / address		£40.00	£40.00	6%	£2.00	£42.00	£0.00	£42.00	OS
New/Renewal Site fee - 3 yr.	Part A Admin of application includes initial yr. 1 inspection by 2 officers	£408.00	£408.00	6%	£24.00	£432.00	£0.00	£432.00	OS
	Part B Follow up compliance inspection by 2 officers - year 1	£256.00	£256.00	6%	£15.00	£271.00	£0.00	£271.00	OS
	Part B Follow up compliance inspection - year 2 by 2 officers	£265.00	£265.00	6%	£16.00	£281.00	£0.00	£281.00	OS
Change of site manager		£40.00	£40.00	3%	£1.00	£41.00	£0.00	£41.00	OS
Sex Shop Licences and Sexual Entertainment Venues	Initial application (part A)	£1,887.00	£1,887.00	0%	£0.00	£1,887.00	£0.00	£1,887.00	OS
	compliance check (part B)	£133.00	£133.00	6%	£8.00	£141.00	£0.00	£141.00	OS
	Renewal (part A)	£317.00	£317.00	6%	£19.00	£336.00	£0.00	£336.00	OS
	compliance check (part B)	£133.00	£133.00	6%	£8.00	£141.00	£0.00	£141.00	OS
	Transfer fee	£221.00	£221.00	6%	£13.00	£234.00	£0.00	£234.00	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 8 – 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.

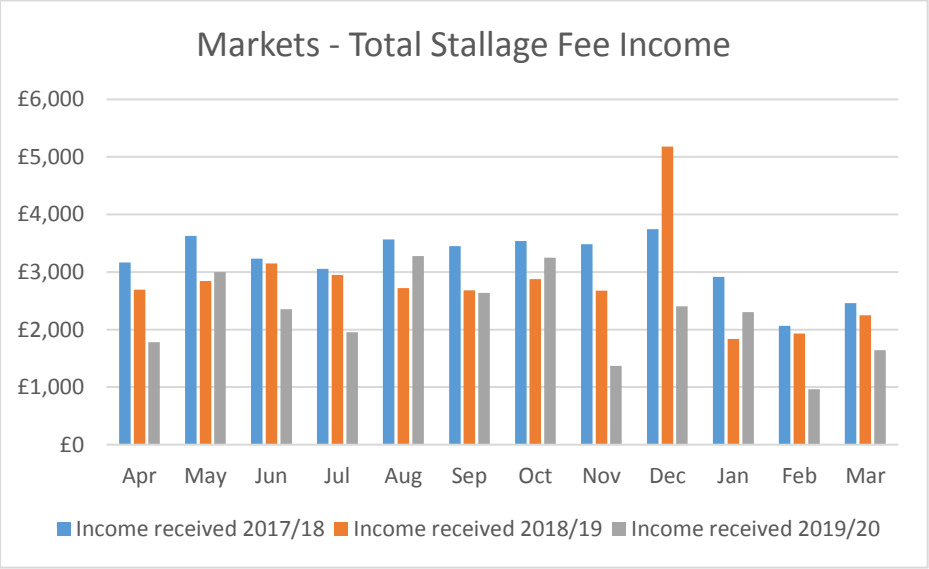
Traders pay their stall fees mostly by card payments, we do still have a minority paying with cash/cheques.

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 is now subject to review and future delivery options are to be considered by the Council's Prosperous Communities Committee later in the financial year.

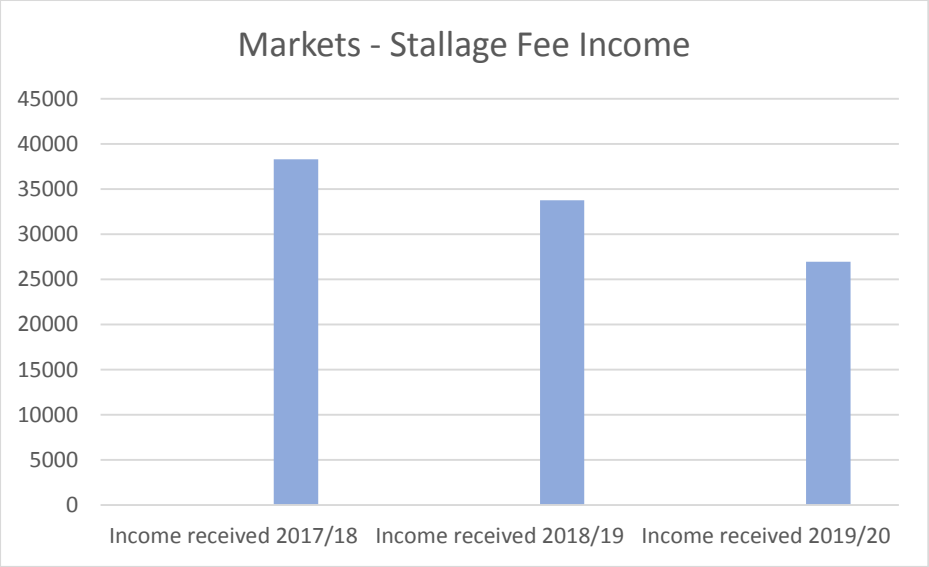
2. Prior years analysis, current financial year projections

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 2020/21 as Members have agreed free market rents until April 2021 due to Covid-19.



Total income received year on year is illustrated below, there is no income for 2020/21 as Members have agreed free market rents until April 2021 due to Covid-19.

As the table shows income has been gradually reducing since 2017-18.



3. Covid Impact

Covid-19 has had a severe impact on the market. From March 23rd 2020 to June 1st 2020 the market was closed in-line with Government guidelines, with the exception of food / pet stalls. Markets were able to reopen in June 2020 in-line with Government guidelines, amendments were made to the layout of the market to make the market Covid-19 safe.

To help support our traders during the pandemic and to aid recovery Members have agreed no rents would be charged for 2020/21.

4. Pricing

As the service is currently under review we are not proposing any amendments to fees and charges.

5. Future Operating Model

The market has capacity for 91 number of stalls, current levels of occupancy fall significantly short of this level. The number of traders has reduced over the past 3 years and function is currently the subject of an in-depth review by the Prosperous Communities Committee, with this committee considering a report in February 2021.

6. Proposed Charging

Members will consider re-introduction of market rental charges in February 2021, at this point it is anticipated that rent will be fully re-introduced from April 2021 at the 2020/21 rate.

7. Recommendation

Members are requested to recommend to Council the charges for 2021/22 as illustrated in the schedule below;

Prosperous Communities Committee

Markets

	2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
	£	£	% Type	or £	£	£	£	
Gainsborough Market								
Tuesday Market								
Registered Trader								
1 stall	£16.00	£16.00	0%	£0.00	£16.00	£0.00	£16.00	OS
2 stalls	£27.00	£27.00	0%	£0.00	£27.00	£0.00	£27.00	OS
3 stalls	£35.00	£35.00	0%	£0.00	£35.00	£0.00	£35.00	OS
4 stalls	£43.00	£43.00	0%	£0.00	£43.00	£0.00	£43.00	OS
5 stalls	£51.00	£51.00	0%	£0.00	£51.00	£0.00	£51.00	OS
Casual Trader								
1 stall	£17.50	£17.50	0%	£0.00	£17.50	£0.00	£17.50	OS
2 stalls	£35.00	£35.00	0%	£0.00	£35.00	£0.00	£35.00	OS
3 stalls	£52.50	£52.50	0%	£0.00	£52.50	£0.00	£52.50	OS
4 stalls	£70.00	£70.00	0%	£0.00	£70.00	£0.00	£70.00	OS
5 stalls	£87.50	£87.50	0%	£0.00	£87.50	£0.00	£87.50	OS
Saturday Market								
Registered Trader								
1 stall	£10.00	£10.00	0%	£0.00	£10.00	£0.00	£10.00	OS
2 stalls	£20.00	£20.00	0%	£0.00	£20.00	£0.00	£20.00	OS
3 stalls	£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
4 stalls	£30.00	£30.00	0%	£0.00	£30.00	£0.00	£30.00	OS
5 stalls	£35.00	£35.00	0%	£0.00	£35.00	£0.00	£35.00	OS
Casual Trader								
1 stall	£16.50	£16.50	0%	£0.00	£16.50	£0.00	£16.50	OS
2 stalls	£33.00	£33.00	0%	£0.00	£33.00	£0.00	£33.00	OS
3 stalls	£49.50	£49.50	0%	£0.00	£49.50	£0.00	£49.50	OS
4 stalls	£66.00	£66.00	0%	£0.00	£66.00	£0.00	£66.00	OS
5 stalls	£82.50	£82.50	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	£23.50	0%	£0.00	£23.50	£0.00	£23.50	OS
Casual Trader	£25.50	£25.50	0%	£0.00	£25.50	£0.00	£25.50	OS
Saturday Market								
Registered Trader	£15.00	£15.00	0%	£0.00	£15.00	£0.00	£15.00	OS
Casual Trader	£20.00	£20.00	0%	£0.00	£20.00	£0.00	£20.00	OS

FEES AND CHARGES REPORT

APPENDIX 9 - 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 Planning White Paper[1], released in August and at consultation, proposes that *"Planning fees should continue to be set on a national basis and cover at least the full cost of processing the application type based on clear national benchmarking. This should involve the greater regulation of discretionary pre-application charging to ensure it is fair and proportionate."*

- 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. It may be noted that The Government White Paper does propose "*greater regulation of discretionary pre-application charging to ensure it is fair and proportionate."*

In addition 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 all new 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 2018-19 and 2019-20 and an estimate for 2020-21.

Income achieved	2018-19 (£)	2019-20 (£)	2020-21 forecast (£)
Pre-application fees	(50,555)	(73,701)	(62,100)
Total Income	**(50,555)**	**(73,701)**	**(62,100)**

Budget	**(57,200)**	**(59,100)**	**(62,100)**

[1] Paragraph 5.18, Planning for the Future (MHCLG), August 2020.

Income achieved	2018-19 (£)	2019-20 (£)	2020-21 forecast (£)
Planning fees	(960,724)	(948,519)	(824,500)
Total Income	**(960,724)**	**(948,519)**	**(824,500)**

Budget	**(1,146,600)**	**(960,100)**	**(949,500)**

3. COVID Impact

The Government's position has been that planning is important for the economic recovery, and that planning decisions must continue to be processed within the statutory time periods (8/13wks), with extensions of time to be encouraged where necessary.

The Service has seen continuous levels of demand, so far seemingly unaffected by the pandemic. In Q1 2020/21 we received 384 applications, including 11 major planning applications – an average of 128 apps a month. By way of comparison, the 2019/20 average was 127 apps a month.

It suggests so far that service demand has remained consistent in spite of the current pandemic, although the position will continue to be monitored throughout the financial year.

4. Price

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

The intention for the fees charged for pre-application advice is to increase them by 6% and move towards total cost recovery, except for the 'Household developer – Do I need Planning Permission' fee which is proposed to increase by 20% in line with benchmarking data. The proposed increases are not anticipated to decrease demand and are forecast to achieve an additional £4,400 p/a.

There has been a continued focus on reducing overhead service costs through more efficient practices. The service is no longer heavily reliant upon agency support staff and is continuing to move away from paper reliant processes.

5. Understanding Customers and Markets

During the current financial year the strategic growth agenda has continued to focus on developing key relationships with land owners and developers to restore confidence in the local housing market. Working with partners such at 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 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.

6. 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 3%.

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. In addition, the impact of significant factors that will directly affect the development industry, not least the effects of Brexit and the Covid19 pandemic, are not yet quantifiable.

7. Recommendation

Members are asked to approve charges for 2021/22 as illustrated in the schedule below.

Prosperous Communities Committee

Pre Application Advice

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Development									
Householder development - do I need planning permission?		£20.83	£25.00	20%	£4.17	£25.00	£5.00	£30.00	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		£80.00	£96.00	6%	£5.00	£85.00	£17.00	£102.00	S
Non-residential changes of use including siting of caravans for sites under 1 ha or buildings under 1,000 m^2 (gross)		£171.00	£205.20	6%	£10.67	£181.67	£36.33	£218.00	S
Non-residential changes of use including siting of caravans for sites of 1 ha or above or buildings of 1,000 m^2 or above (gross)		£300.00	£360.00	6%	£18.33	£318.33	£63.67	£382.00	S
Development of 1-9 dwellings including changes of use to residential									
	1st dwelling	£206.00	£247.20	6%	£13.16	£219.16	£43.83	£263.00	S
	Additional dwellings	£114.00	£136.80	7%	£7.67	£121.67	£24.33	£146.00	S
Development of 10-49 dwellings including changes of use to residential									
	10th dwelling	£1,241.00	£1,489.20	6%	£74.83	£1,315.83	£263.17	£1,579.00	S
	Additional dwellings	£61.00	£73.20	7%	£4.00	£65.00	£13.00	£78.00	S
Development of 50 or more dwellings									
	minimum fee	£3,719.00	£4,462.80	6%	£223.50	£3,942.50	£788.50	£4,731.00	S
With additional fee subject to negotiation dependant on complexity of proposal. Encouragement to adopt a Planning Performance Agreement.									
Non-residential development where no floor space is created.		£110.00	£132.00	6%	£6.67	£116.67	£23.33	£140.00	S
Non-residential development up to 499 m^2 floor area, or 0.5 ha site area		£150.00	£180.00	6%	£9.17	£159.17	£31.83	£191.00	S
Non-residential development between 500 and 999 m^2 floor area, or between 0.51ha and 1.0 ha.									
	For 500 m^2 or 0.51ha	£227.00	£272.40	6%	£13.84	£240.84	£48.17	£289.00	S
	Each additional 100 m^2 or 0.1 ha	£114.00	£136.80	7%	£7.67	£121.67	£24.33	£146.00	S
Non-residential development between 1,000 and 4,999 m^2 floor area, or between 1.1ha and 2.0ha.									
	For 1,000 m^2 or 1.1ha	£778.00	£933.60	6%	£47.00	£825.00	£165.00	£990.00	S
	Each additional 100 m^2 or 0.1 ha	£58.00	£69.60	6%	£3.67	£61.67	£12.33	£74.00	S
Non-residential development of 5,000 m^2 or more or 2.1ha or more.									
	Minimum fee	£3,165.00	£3,798.00	6%	£190.00	£3,355.00	£671.00	£4,026.00	S
With additional fee subject to negotiation dependant on complexity of proposal. Encouragement to adopt a Planning Performance Agreement.									
Variation or removal of condition.		£80.00	£96.00	6%	£5.00	£85.00	£17.00	£102.00	S
Advertisements		£80.00	£96.00	6%	£5.00	£85.00	£17.00	£102.00	S
Non-householder listed building consent		£156.00	£187.20	6%	£9.84	£165.84	£33.17	£199.00	S
Additional site visit		£136.00	£163.20	6%	£8.17	£144.17	£28.83	£173.00	S
Hazardous Substances		£ negotiable			£ negotiable				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 dwelling).

Prosperous Communities Committee | **Planning**

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Decision Notices, Consents, Determinations, Tree Preservation Orders, Enforcement Notices, S106 Agreements.	Per Item (black/white)	£27.00	£27.00	4%	£1.00	£28.00	£0.00	£28.00	OS
		Plus officer time per hour at cost recovery							
Other copies									
Copy plans - A4	Per side of A4 (black/white)	£0.20	£0.20	25%	£0.05	£0.25	£0.00	£0.25	OS
Copy plans - A3	Per copy	£0.50	£0.50	10%	£0.05	£0.55	£0.00	£0.55	OS
Copy plans - A2, A1, A0	Per copy	£6.30	£6.30	3%	£0.20	£6.50	£0.00	£6.50	OS
Information on planning records	Planning Control	£0.25	£0.30	16%	£0.04	£0.29	£0.06	£0.35	S
Requests for Planning Information	Planning - as per above plus officer time per hour	£59.50	£71.40	4%	£2.17	£61.67	£12.33	£74.00	S
		Plus officer time per hour at cost recovery							
Entry onto Self-Build and Custom-Build Housing Register		£50.00	£50.00	4%	£2.00	£52.00	£0.00	£52.00	OS
Public Path Orders, i.e. Diversion Orders	Minimum charge	£541.00	£541.00	3%	£17.00	£558.00	£0.00	£558.00	OS
	Maximum charge	£1,622.00	£1,622.00	3%	£49.00	£1,671.00	£0.00	£1,671.00	OS
Plus actual advertisement costs									

Prosperous Communities Committee

Planning Applications

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 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	£462.00	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	£138.00	0%	£0.00	£138.00	£0.00	£138.00	OS
Householder Applications									
Alterations/extensions to a single dwellinghouse, including works within boundary									
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	£206.00	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	£407.00	0%	£0.00	£407.00	£0.00	£407.00	OS
New dwellinghouses	Where number of new dwellinghouses is not more than 50	£334.00	£334.00	0%	£0.00	£334.00	£0.00	£334.00	OS
	Where the number of dwellinghouses exceeds 50, £16,525 and an additional £100 for each dwelling in excess of 50 subject to a maximum in total of £300,000	£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	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	£234.00	0%	£0.00	£234.00	£0.00	£234.00	OS
	More than 40m^2 but no more than 75m^2	£462.00	£462.00	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	£462.00	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	£138.00	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	£462.00	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	£138.00	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	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
	More than 465m^2 but no more than 540m^2	£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS
Between 540 > 4215 m^2, £462 for the first 540 m^2 then £462 per additional 75 m^2	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	£462.00	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	£138.00	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	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
	More than 465 m^2 gross floor space created	£2,580.00	£2,580.00	0%	£0.00	£2,580.00	£0.00	£2,580.00	OS

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Applications other than Building Works									
Car parks, service roads or other accesses	For existing uses	£234.00	£234.00	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	£234.00	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	£234.00	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	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Agricultural and Forestry buildings & operations		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Demolition of buildings		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Communications (previously referred to as 'Telecommunications Code Systems Operators')		£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS
Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class (A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (Class B1a)		£96.00	£96.00	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		£96.00	£96.00	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	£96.00	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 use within Shops (Use Class A1), Financial and Professional services (Use Class A2), Restaurants and Cafes (Use Class A3), Business (Use Class B1), Storage or Distribution (Use Class B8), Hotels (Use Class C1), or Assembly or Leisure (Use		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from Offices (Use Class B1a) Use to Dwellinghouses (Use Class C3)		£96.00	£96.00	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 Dwellinghouses (Use Class C3)		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	£206.00	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	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS

	if it includes building operations in connection with the change of use	£206.00	£206.00	0%	£0.00	£206.00	£0.00	£206.00	OS
Change of use of a building and any land within its curtilage from Light Industrial (Use Class B1c) to Dwellinghouses (Use Class C3)		£96.00	£96.00	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	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	£206.00	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 Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Café's (Use		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	£206.00	0%	£0.00	£206.00	£0.00	£206.00	OS

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Change of Use of a building from Shops (use Class A1) and Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Use Class D2)		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (Class B1a)		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop		£96.00	£96.00	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	£96.00	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	£96.00	0%	£0.00	£96.00	£0.00	£96.00	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									
Application for removal or variation of a condition following grant of planning permission		£234.00	£234.00	0%	£0.00	£234.00	£0.00	£234.00	OS
Request for confirmation that one of more planning conditions have been complied with		£34 per request for Householder otherwise £116 per request							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	£462.00	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	£138.00	0%	£0.00	£138.00	£0.00	£138.00	OS
Other Changes of Use of a building or land		£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS
Advertising									
Relating to the business on the premises		£132.00	£132.00	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	£132.00	0%	£0.00	£132.00	£0.00	£132.00	OS
Other advertisements		£462.00	£462.00	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	£34.00	0%	£0.00	£34.00	£0.00	£34.00	OS
Applications in respect of other developments		£234.00	£234.00	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	£402.00	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	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS

Prosperous Communities Committee

Community Infrastructure Levy (CIL)

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 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	£25.00	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	£15.00	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	£20.00	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	£0.00	£0.00	0%	£0.00	£0.00	£0.00	£0.00	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	£40.00	0%	£0.00	£40.00	£0.00	£40.00	OS
All Other Uses **		£0.00	£0.00	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

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

FEES AND CHARGES REPORT

APPENDIX 10 – STRATEGIC HOUSING

1. Service Description

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

- Housing Enforcement Charges
- Mobile Homes
- 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.

Mobile Home Fees

The annual inspection of mobile home sites ceased during 2018/19. The decision to cease the annual inspection is based on the resources required to carry out inspections and the level of income that is received. It is not felt, that given the minimal income that is achieved that it is an effective use of officer time.

This does not remove any obligations from the Council in regards to taking any formal enforcement action.

Should the number of sites increase to an amount where the inspections are viable the decision to inspect annually can be revisited.

The Council can also charge for any enforcement work related to these sites and recover its costs accordingly.

Selective Licensing

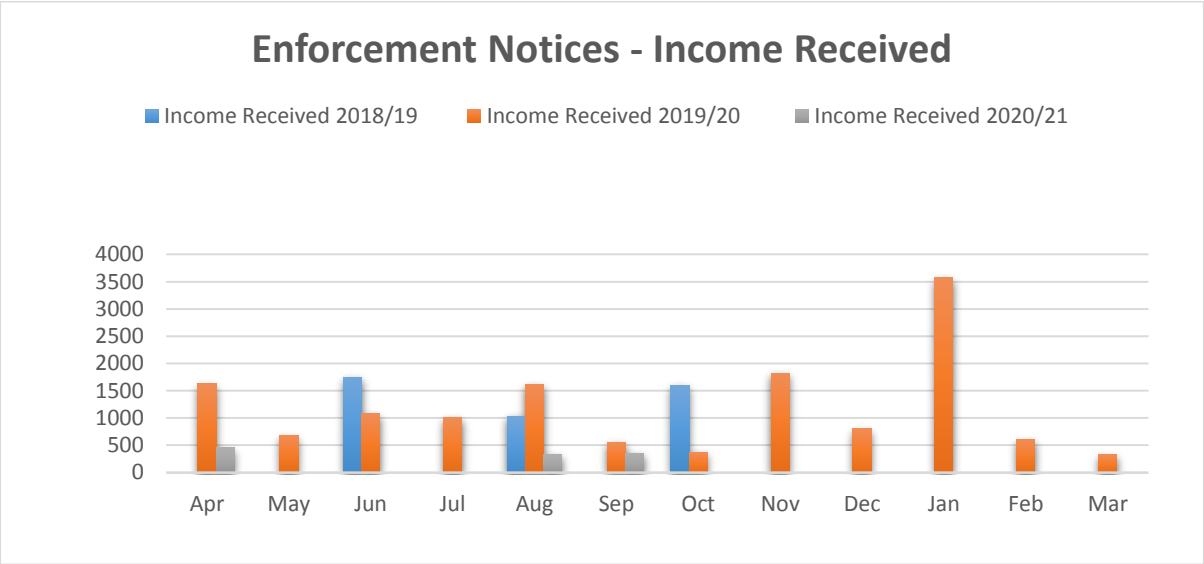
This is a new fee that the Council introduced in 2016 for properties in the private rented sector that fall within the designated selective licensing area. This fee is set

for a 5 year period at £375 and will not be changed for the duration of the scheme. A review of the service is due to take place early in 2021.

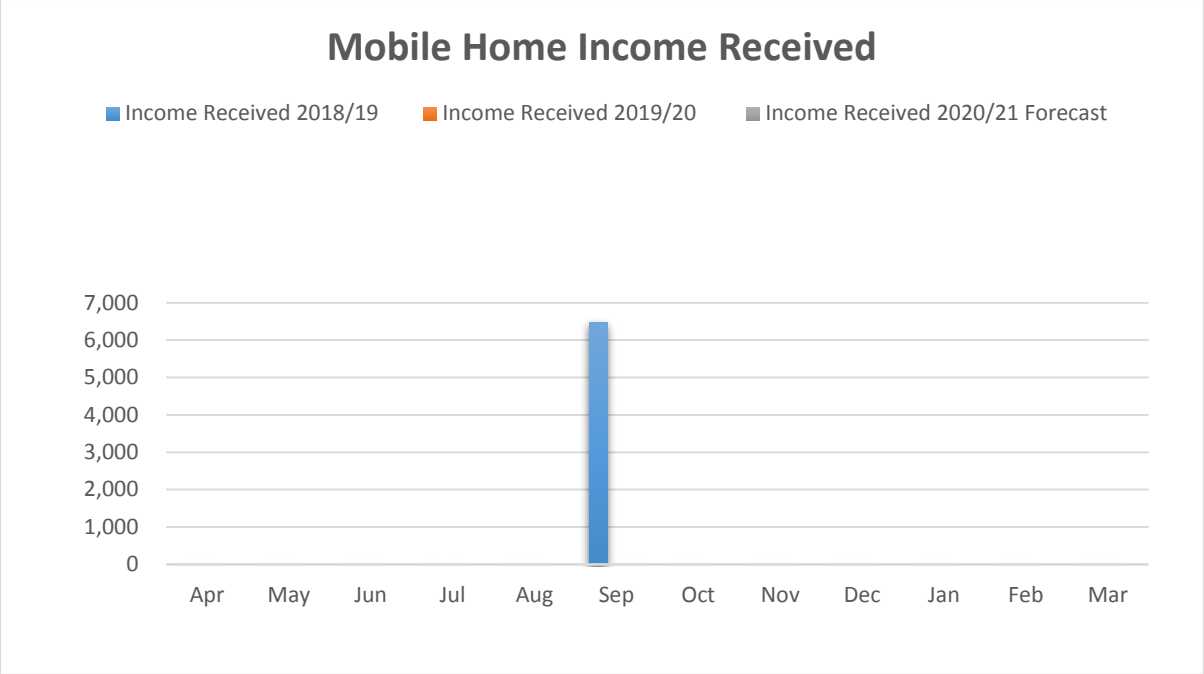
Any enforcement work related to selective licensing will be charged as per the housing enforcement charges schedule previously detailed.

2. Prior years analysis, current financial year projections

The table below illustrates Income achieved 2018/19, 2019/20 and actuals for 2020/21 to date for Enforcement.



The table below illustrates Income achieved 2018/19, 2019/20 and estimate for 2020/21 for Mobile Homes.



Total income achieved is also illustrated below;

	2018/19 £	2019/20 £	2020/21 to date £
Enforcement Actuals	14,044	1,125	1,125
Mobile Homes Actuals	6,483	-	-
Total	**20,527**	**1,125**	**1,125**

3. Covid Impact

Covid has had a significant impact on the ability to serve notices in the housing enforcement work area. This is due to the reduction in the number of face to face inspections during the pandemic. Whilst these inspections are slowly returning to normal it is clear that it will take some time to return to the pre pandemic levels.

Alongside this the ability to serve a civil penalty for additional offences has been impacted.

4. 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.

5. 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.

Mobile Home Fees

Any new sites that receive planning permission are added to the fees and charges schedule as per the planning application.

Selective Licensing

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

6. Proposed Charging

Housing Enforcement Charges

It is proposed to apply inflation at 3% to the current years' fee.

Mobile Home Fees

We recommend no increase in this area. The costs incurred are fully recovered and our fees are set in the upper quartile of our geographic neighbours.

Selective Licensing

These fees are agreed and set for a 5 year period until 2020/21 in line with the original fee proposals relating to this legislation. A review of the service is due to take place early in 2021.

7. Recommendation

Members are asked to approve charges for the next year as detailed below;

Housing Enforcement Charges:
Members are requested to recommend to Council the fees for 2021/22.

Mobile Home Fees:
Members are requested to recommend to Council the maintained fees for 2021/22.

Selective Licensing

Members are requested to recommend to Council that the current fees are maintained for 2021/22. The service is due to be reviewed early 2021.

Prosperous Communities Committee

Strategic Housing

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Housing Enforcement Charges									
Mandatory HMO Licence Application	Up to 5 units / bedrooms	£825.00	£825.00	3%	£24.75	£849.75	£0.00	£849.75	OS
	Per additional unit	£50.00	£50.00	3%	£1.50	£51.50	£0.00	£51.50	OS
	Maximum charge - n/a								
Mandatory HMO Licence Renewal	Up to 5 units / bedrooms	£700.00	£700.00	3%	£21.00	£721.00	£0.00	£721.00	OS
	Per additional unit	£50.00	£50.00	3%	£1.50	£51.50	£0.00	£51.50	OS
	Maximum charge - n/a								
Hazard Awareness Notice	None	£0.00	£0.00	0%	£0.00	£0.00	£0.00	£0.00	OS
Improvement Notice	For one hazard	£350.00	£350.00	3%	£10.50	£360.50	£0.00	£360.50	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				Cost of works plus officer time to execute and arrange	£0.00	£0.00	OS
	Officer time charged at £30 per hour								
Prohibition Order		£350.00	£350.00	3%	£10.50	£360.50	£0.00	£360.50	OS
Emergency Prohibition Order		£350.00	£350.00	3%	£10.50	£360.50	£0.00	£360.50	OS
Demolition Order		£350.00	£350.00	3%	£10.50	£360.50	£0.00	£360.50	OS
Immigration Procedure Inspection	Per inspection	£70.00	£84.00	3%	£2.10	£72.10	£14.42	£86.52	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
Notice of Intent (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
Works In Default of any Legislation or Emergency Remedial Action *	Base charge	Cost of work plus hourly rate of officer with on costs							OS
Selective Licensing	WLDC Scheme Fee	£375.00	£375.00	0%	£0.00	£375.00	£0.00	£375.00	OS
	Co-Regulated Scheme (WLDC Fee)	£120.00	£120.00	0%	£0.00	£120.00	£0.00	£120.00	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

	2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
	£	£	% Type	or £	£	£	£	
Mobile Homes Act 2013								
Issue of a New Licence	£300.00	£300.00	3%	£9.00	£309.00	£0.00	£309.00	OS
Deposit of Site Rules	£30.00	£30.00	3%	£1.00	£31.00	£0.00	£31.00	OS
Transfer and Alteration of a Licence	£100.00	£100.00	3%	£3.00	£103.00	£0.00	£103.00	OS

FEES AND CHARGES REPORT

APPENDIX 11 – WASTE SERVICES

1. Service Description

Waste services offers a range of much needed services to the local community including the collection of standard household and green waste collection, bulky and clinical waste collections 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.

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.

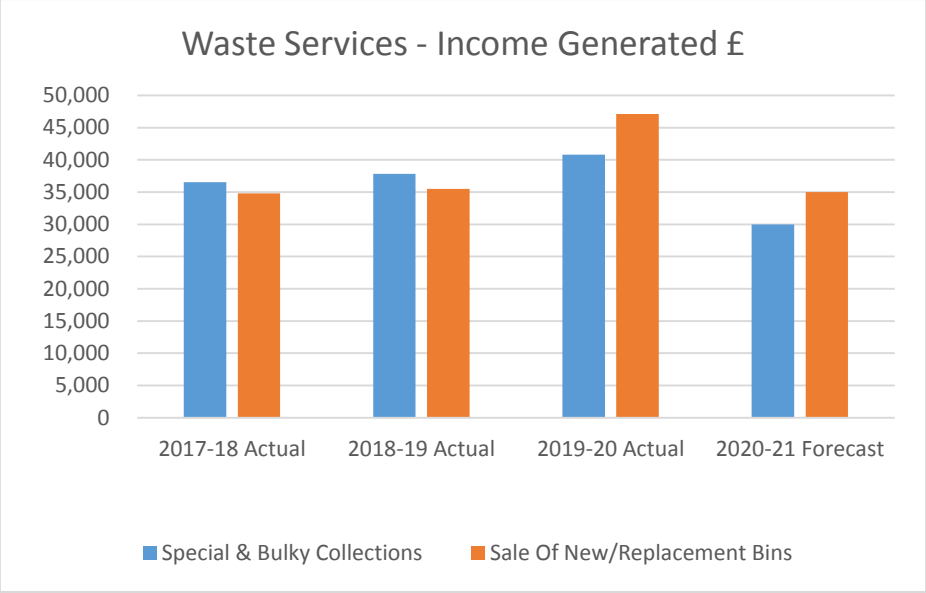
1b) Garden Waste Service

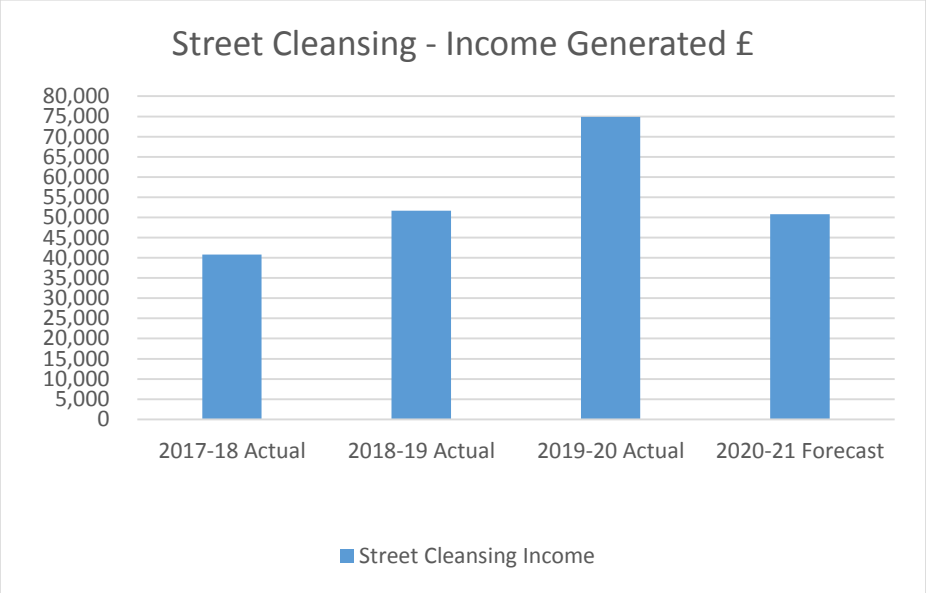
A charge for the collection of Garden Waste was implemented with effect from 1st April 2018. It is now part of the standard Fees and charges review.

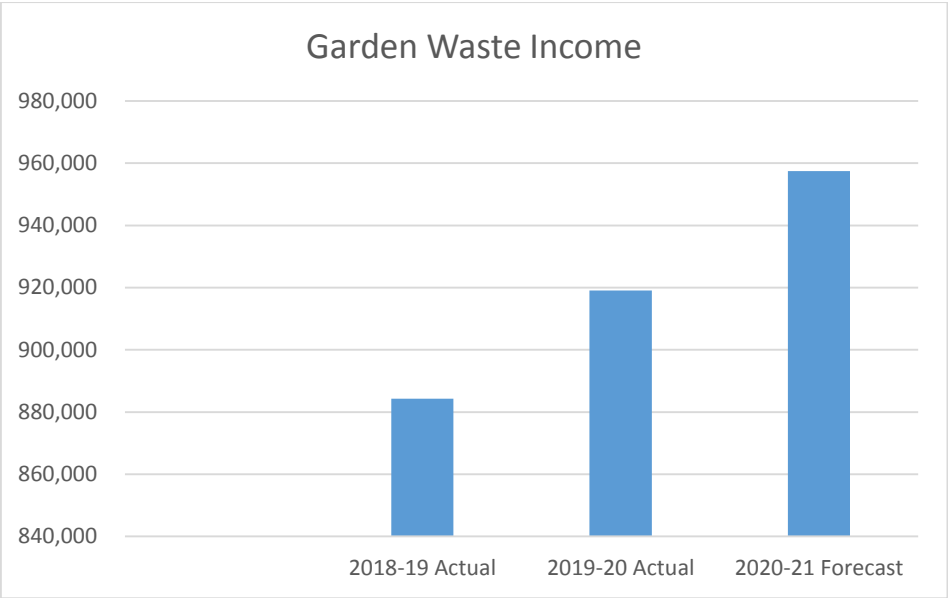
The analysis of total cost recovery based on forecast budgets for 2021/22 resulted in a subscription fee of £36.55. However, it is proposed that the fee is not increased until 2022/23 and therefore the annual charge would remain at £35 for 2021/22.

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 2020-21.


Waste Services - Income Generated £
50,000
45,000
40,000
35,000
30,000
25,000
20,000
15,000
10,000
5,000
0
2017-18 Actual
2018-19 Actual
2019-20 Actual
2020-21 Forecast
Special & Bulky Collections
Sale Of New/Replacement Bins


Street Cleansing - Income Generated £
80,000
75,000
70,000
65,000
60,000
55,000
50,000
45,000
40,000
35,000
30,000
25,000
20,000
15,000
10,000
5,000
0
2017-18 Actual
2018-19 Actual
2019-20 Actual
2020-21 Forecast
Street Cleansing Income



As the graphs above demonstrate, income has increased for Garden Waste service subscriptions. Other Waste Services have seen a decrease in income, primarily due to the impact of Covid-19.

3. COVID Impact

The pandemic has had a significant impact on the income streams for waste collection services during 2020/21, particularly around street cleansing and bulky waste collections, as well as incurring additional costs for the service in the form of agency staff required to cover for those operatives who are required to self-isolate for periods.

However, the green waste service has continued to grow and has seen an increase in subscriptions year on year.

4. Pricing

Fees for Waste sacks have been increased by inflation at 3% and rounded up to the nearest 5p.

Fees for bulky household collections have also been increased by inflation at 3%, and rounded up to the nearest £1.

Replacement wheeled bins have been increased to cover the cost of purchase and delivery. Garden Waste wheeled bins have been brought into line with the residual and blue bin replacement charge. This reflects total cost recovery and is also consistent with benchmarking data available from other Local Authorities. There will be one consistent charge across all replacement bins and wheeled bins for new properties.

For Garden Waste subscriptions it is proposed to not raise the fee for this service until 2022/23.

The Street Cleansing price on application model has been updated so that for 2021/22 the revised budgets and pay structures will be applied.

5. Understanding Customers and Markets

Waste services as mentioned above offers a much needed service 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 and bulky waste collections.

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.

6. Proposed Charging

The proposed charges for 2021/22 are illustrated below.

7. Recommendation

Members are requested to approve the charges for the 2021/22 financial year as detailed in the schedule below.

Prosperous Communities Committee

Operational Services

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Garden Waste and Additional Blue Sacks	Per 5 sacks	£8.85	£8.85	3%	£0.30	£9.15	£0.00	£9.15	OS
	Postage & packaging of 5 sacks	£2.25	£2.25	4%	£0.10	£2.35	£0.00	£2.35	OS
Garden Waste Wheeled Bin (Annual charge)	Collection of 1st bin	£35.00	£35.00	0%	£0.00	£35.00	£0.00	£35.00	OS
Garden Waste Wheeled Bin (Annual charge)	Collection of 2nd and subsequent bins	£35.00	£35.00	0%	£0.00	£35.00	£0.00	£35.00	OS
Wheeled Bin Replacement (supply & delivery)	Residual /blue recycling	£33.00	£33.00	6%	£2.00	£35.00	£0.00	£35.00	OS
	Garden Waste 2nd and subsequent bins	£15.00	£15.00	133%	£20.00	£35.00	£0.00	£35.00	OS
Wheeled Bins for New Properties (supply & delivery)	Residual/blue recycling	£33.00	£33.00	6%	£2.00	£35.00	£0.00	£35.00	OS
	Garden Waste 2nd and subsequent bins	£15.00	£15.00	133%	£20.00	£35.00	£0.00	£35.00	OS
Bulky Household Waste Collections	Collection articles worth up to 6 points	£32.00	£32.00	3%	£1.00	£33.00	£0.00	£33.00	OS
	Additional articles worth 1 point collected at the same time	£4.15	£4.15	3%	£0.15	£4.30	£0.00	£4.30	OS
Collection and Disposal of Fridges and Freezers from Commercial Premises		£88.60	£88.60	3%	£3.00	£91.60	£0.00	£91.60	OS

** Minimum charge for domestic sized appliances. For larger commercial sized appliances please contact for a quote.

FEES AND CHARGES REPORT

APPENDIX 12 – TRINITY ARTS CENTRE (TAC)

1. Service Description

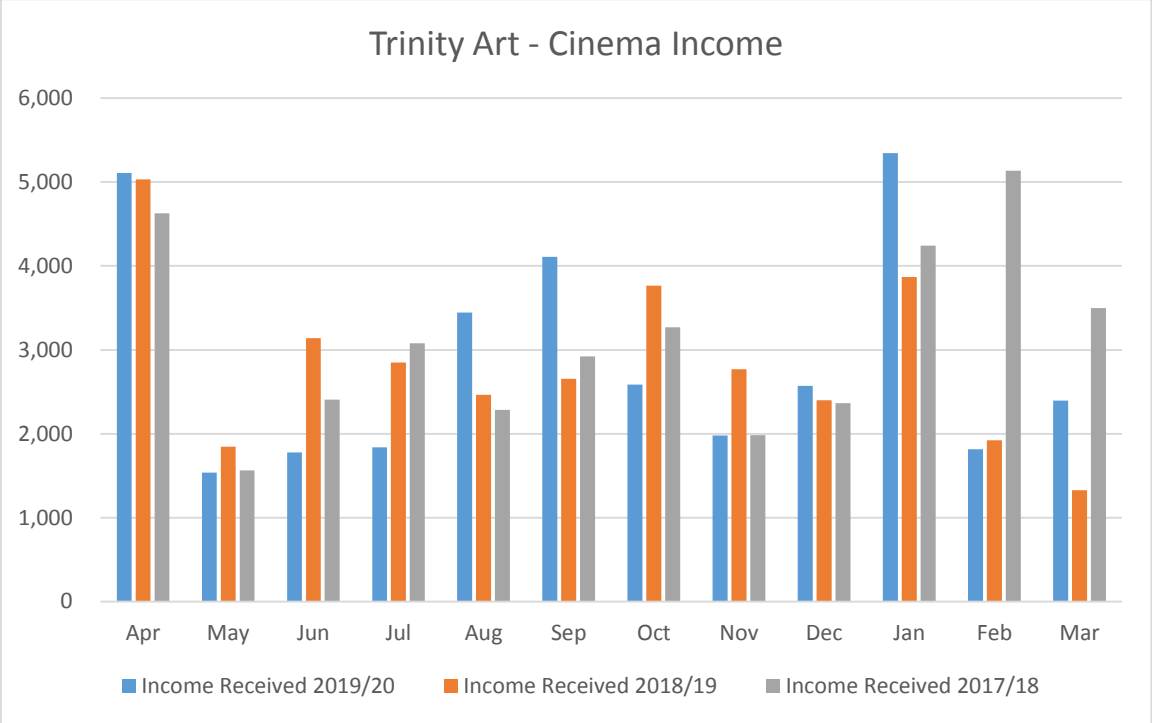
Trinity Arts Centre (TAC) is operated by West Lindsey District Council and is widely used by local and touring professional companies who stage shows at the centre. The centre also offers additional spaces for events and workshops and a one screen cinema.

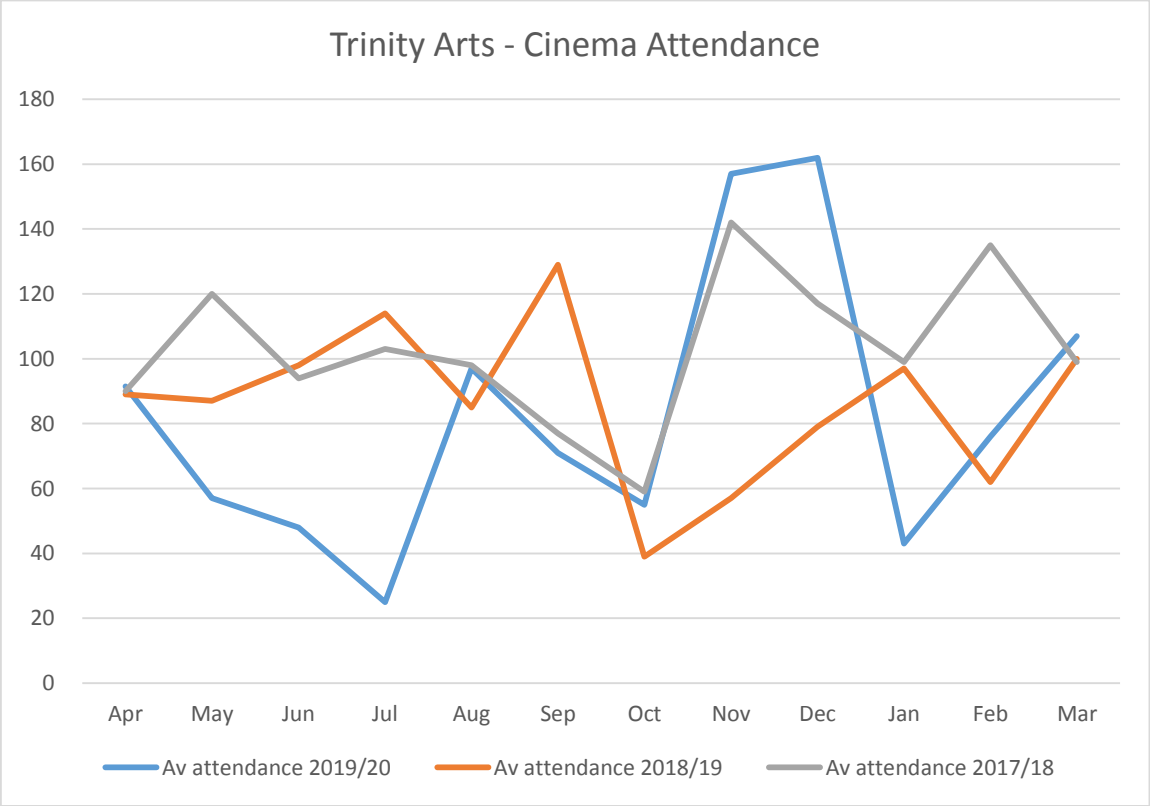
For many years, Trinity Arts Centre has received significant subsidy from the council, and with the appointment of a new manager in July 2018, the object to transition the centre to a more sustainable footing in three years was set.

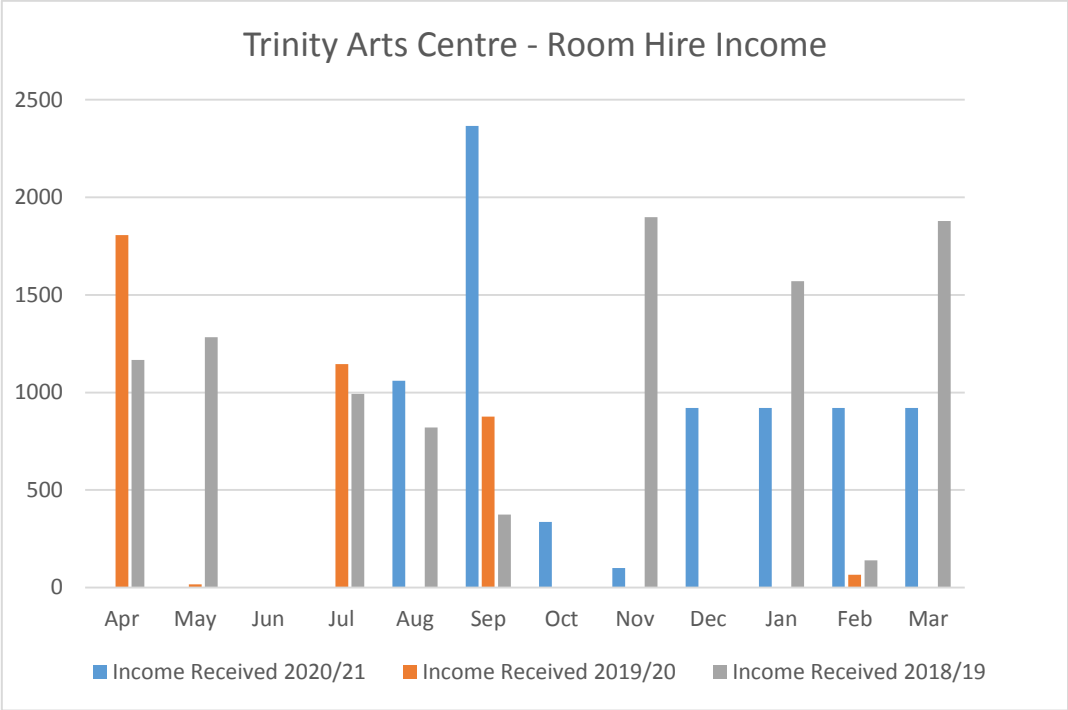
2. Prior years analysis, current financial year projections

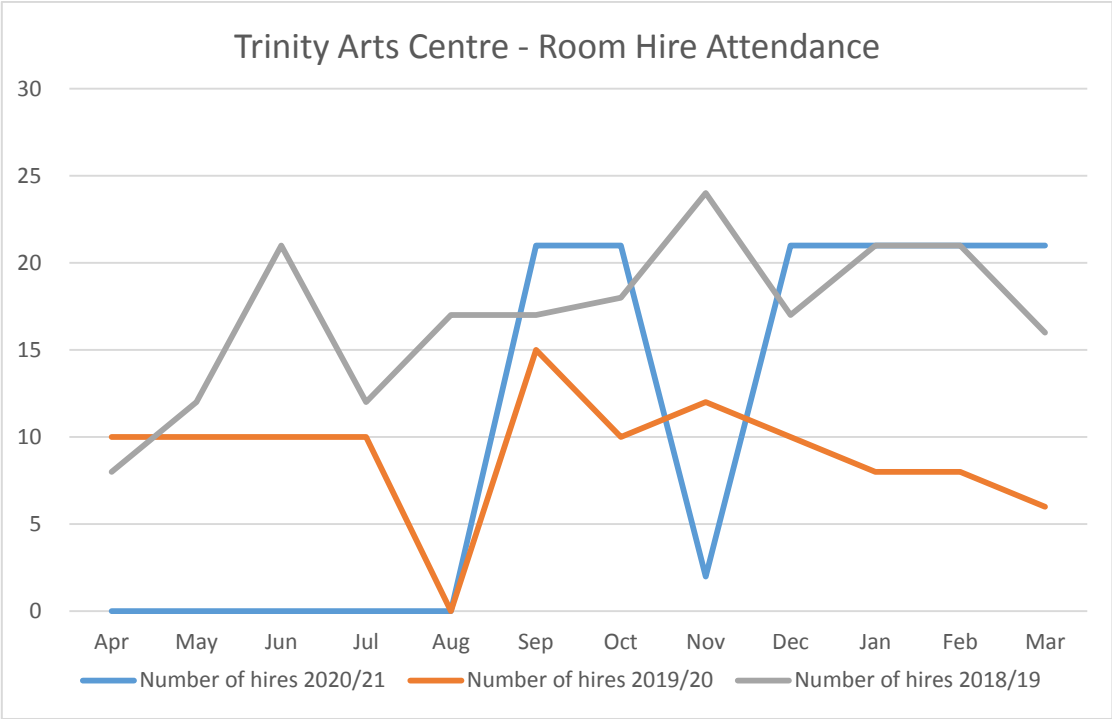
Historically cinema has offered TAC the most cost effective and simple of operations and is easily something the centre could have maximised on as an additional income as the centre already has the technology to support multiple screens. However, in light of a new cinema being established in the town centre, a significant change of identity is required in order to establish the centre as a live event space.

The graphs below shows cinema income and average attendance over the past 3 years. There will be no film income in 2020/21.









Since the hire fee changes fully took place with effect from 1 April 2019, the centre has retained its original customers and gained extra. Space hire income for 2019/20 was £3,912.

3. Covid Impact

A public event carries with it a significant cost. In normal times, we cover these costs adequately, however with consumer confidence at an all-time low right across the industry, this will prove a challenge in the short term.

Box Office sales have halted due to there being no clear indication as to when venues are allowed to reopen, and this will remain the case until the government provide clear guidance on the matter. Most patrons have requested refunds on their tickets. Scheduling to date has been based on assumptions, and whilst at the start of lockdown, the programme was rescheduled for the autumn, now we are closer to the autumn season, it's looking likely that it will get rescheduled again. This, for obvious reasons, can cause problems for our customers.

Reopening with performances/films is also heavily governed by what is available. When the government announced cinemas could reopen on 4th July, cinemas across the country filled their programme with old and in some cases nostalgic titles, however, their opening date was quickly pushed back when they realised that no new releases would be available and people weren't booking tickets.

The centre has been limited by the government restrictions however it has benefited from a £35,000 emergency grant from Arts Council England.

In addition, an award of £196,690 has been secured from the treasury's Cultural Recovery Fund. The allocation comes from a fund of £500m put aside to assist culturally significant organisations who were financially viable pre-Covid to weather the storm of Covid-19 for the remainder of this financial year.

4. Pricing

A review of the hire fees took place when the new manager started, with a new fee structure implemented from October 2018. The increase in hire fees didn't fully come into operation until 1 April 2019 however as it was appropriate to honour advance bookings at the original price. Previous years fees did not cover the true cost of running an event meaning the centre was operating at a loss. Therefore, a more realistic charging structure was developed ensuring costs were adequately covered whilst maintaining a competitive edge with neighbouring theatres.

The TAC booking system is being replaced in January 2021. Part of the change has resulted in the introduction of a booking fee for face to face/ over the phone bookings taken by Customer services. Currently customer are charged a booking fees but this forms part of the current booking system. This fee would be £1 (plus VAT) per transaction from January 2021, and is to remain at the same rate for 2021/22.

5. Understanding Customers and Markets

People associate TAC as being a cinema more often than a theatre for live performances. Over the years the promotion of Trinity has been more closely linked to its cinema operation than it has with its live performance programme. However in light of a new cinema being built in the town centre, a significant change of identity is required in order to establish the centre as a live space event.

The appointment of a new centre manager in 2018 has seen a significant change in programme already as he consciously programmes better quality and more live events which has seen a rise in attendances.

As part of the business plan mentioned above one proposal is to replace the current box office system with an intelligent box office system. Such a system will provide us with wide ranging and intelligent reports delivering crucial information to help inform decisions on programming, marketing, the customer journey and more.

6. Proposed Charges

The proposed charges for the room/theatre hire and cinema are outlined in the table below.

There is a proposed 3% increases to these charges from 1 April 2021, but there are no proposed changes to Film showing fees and charges.

It is proposed to remove the separate Sunday theatre hire and performance charges. Sunday charges will now be reduced to be the same as Friday and Saturday.

Introduction of new booking fee see paragraph 4.

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.

7. Recommendation

Members are asked to approve charges for the 2021/22 financial year as detailed in the schedule below.

Prosperous Communities Committee

Trinity Arts Centre

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Theatre (rehearsal) (Mon-Thurs)	per hour	£55.00	£66.00	3%	£1.50	£56.50	£11.30	£67.80	S
Theatre (rehearsal) (Mon-Thurs)	per half day	£180.00	£216.00	3%	£5.50	£185.50	£37.10	£222.60	S
Theatre (rehearsal) (Mon-Thurs)	per full day	£280.00	£336.00	3%	£8.50	£288.50	£57.70	£346.20	S
Theatre (rehearsal) (Fri-Sun)	per hour	£55.00	£66.00	3%	£1.50	£56.50	£11.30	£67.80	S
Theatre (rehearsal) (Fri-Sun)	per half day	£216.00	£259.20	3%	£6.50	£222.50	£44.50	£267.00	S
Theatre (rehearsal) (Fri-Sun)	per full day	£340.00	£408.00	3%	£10.00	£350.00	£70.00	£420.00	S
Theatre (performance) (Mon-Thurs)	per hour	£65.00	£78.00	3%	£2.00	£67.00	£13.40	£80.40	S
Theatre (performance) (Mon-Thurs)	per half day	£230.00	£276.00	3%	£7.00	£237.00	£47.40	£284.40	S
Theatre (performance) (Mon-Thurs)	per full day	£375.00	£450.00	3%	£11.50	£386.50	£77.30	£463.80	S
Theatre (performance) (Fri-Sun)	per hour	£65.00	£78.00	3%	£2.00	£67.00	£13.40	£80.40	S
Theatre (performance) (Fri-Sun)	per half day	£275.00	£330.00	3%	£8.50	£283.50	£56.70	£340.20	S
Theatre (performance) (Fri-Sun)	per full day	£450.00	£540.00	3%	£13.50	£463.50	£92.70	£556.20	S
Studio One/Two (Mon-Sat) (educational/charity)	per hour	£13.33	£16.00	3%	£0.17	£13.50	£2.70	£16.20	S
Studio One/Two (Mon-Sat)	per hour	£20.00	£24.00	3%	£0.50	£20.50	£4.10	£24.60	S
Studio One/Two (Mon-Sat)	per half day	£65.83	£79.00	3%	£2.17	£68.00	£13.60	£81.60	S
Studio One/Two (Mon-Sat)	per full day	£115.83	£139.00	3%	£3.67	£119.50	£23.90	£143.40	S
The Lounge (including duty manager)	per half day	£115.83	£139.00	3%	£3.67	£119.50	£23.90	£143.40	S
The Lounge (including duty manager)	per full day	£222.50	£267.00	3%	£6.50	£229.00	£45.80	£274.80	S
Duty Manager/Technician	per hour	£13.33	£16.00	3%	£0.17	£13.50	£2.70	£16.20	S
Booking Fee (face to face / phone)		£1.00	£1.20	0%	£0.00	£1.00	£0.20	£1.20	S
Film showings - adult		£5.00	£6.00	0%	£0.00	£5.00	£1.00	£6.00	S
Film showings - concessionary *		£4.17	£5.00	0%	£0.00	£4.17	£0.83	£5.00	S
Film showings - TAC member		£3.75	£4.50	0%	£0.00	£3.75	£0.75	£4.50	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 and those on disability allowance

FEES AND CHARGES REPORT

APPENDIX 13 –LEA FIELDS CREMATORIUM

1. Service description

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

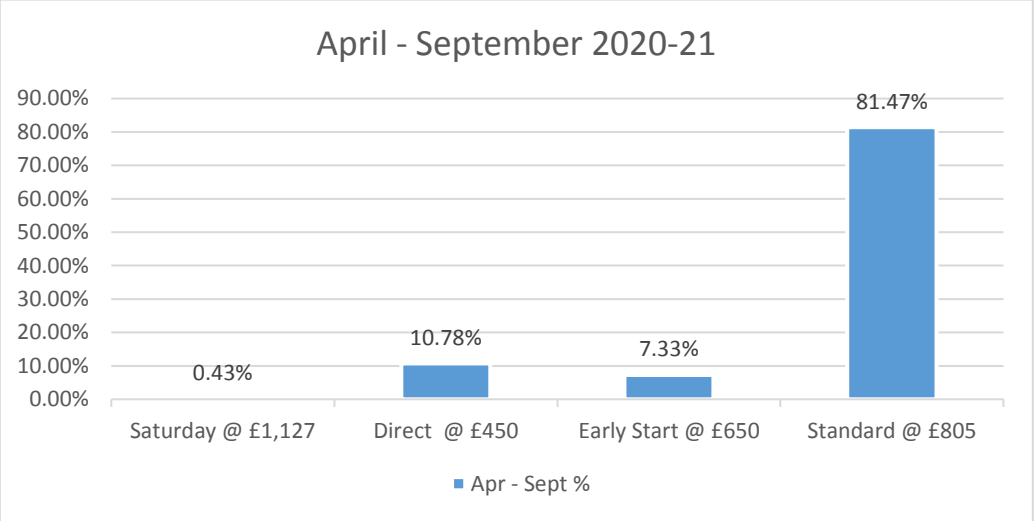
Lea Fields delivers cost effective operations, compassionate cremations and a supportive after care service.

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, as at the end of September, we have carried out 300 services and 5 memorial services. Lea Fields continue to receive positive feedback form both funeral directors and families.

The chart below shows the actual percentage split of the cremation service types from 1st April 2020 to 30th September 2020.



The table below shows the cremations figures for 2020-21. The forecast total number of cremations is 567. Using the percentage split of services above the forecast income for 2020-21 is £427,437.

	Apr - Sept 2020 Actuals	Oct - mar 2021 Forecast	2020-21 Total Forecast
Number of Cremations	232	335	567
Income for Cremations	£175,572	£251,865	£427,437

3. COVID-19 impact

The facility has been popular with Funeral Directors and families for cremations and funerals, but has not received the expected footfall essential for raising the profile of Lea Fields and to what Lea Fields has on offer.

Secondary spend purchases on memorialisation have not been as lucrative due to COVID-19 virus and the restrictions this has imposed. The strewing area landscaping is yet to be completed however once the strewing areas are usable, any remains scattered on site will generate memorial interest.

4. Pricing

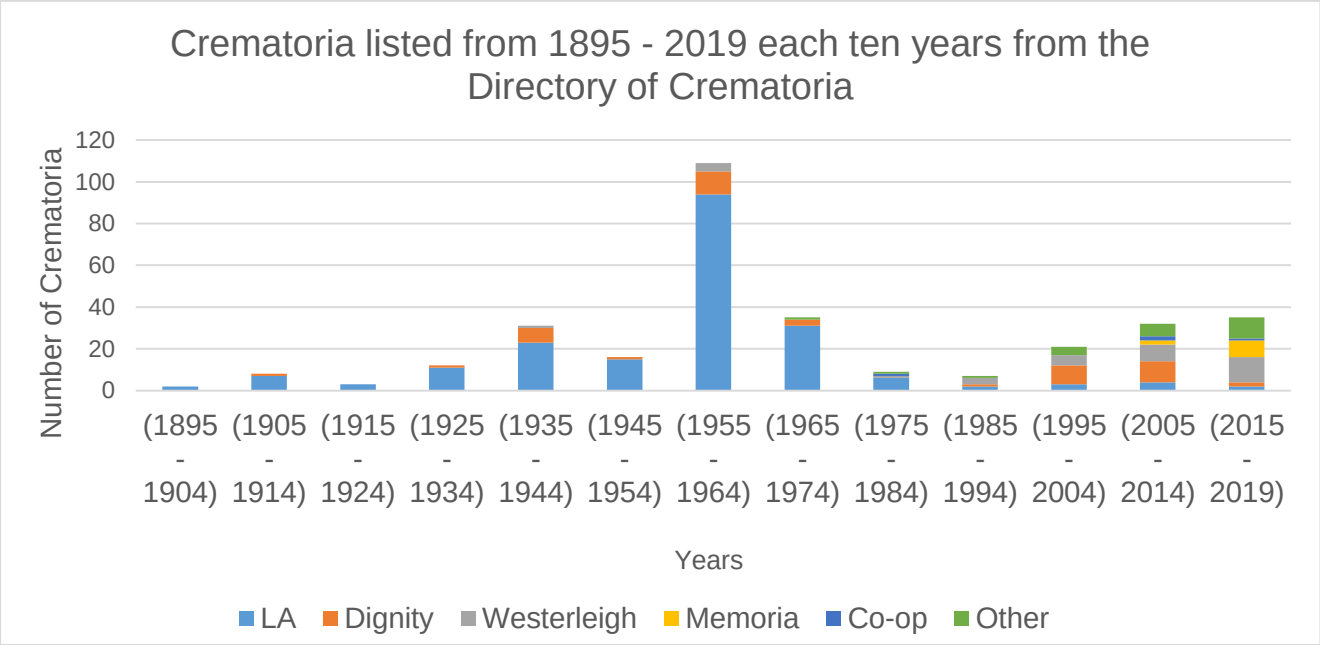
Lea Fields pricing is benchmarked against competing facilities in Lincoln, North Lincolnshire (Scunthorpe) and Doncaster.

Whilst the pricing remains 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.

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.

5. Understanding Customers and Markets

Local Authority operated crematoria no longer have the monopoly in the crematoria industry. Since the late 1970’s private investors have invested in this area, marketed well, and becoming profitable. Lea Fields compete with the private investors in this highly competitive and fast-changing environment, seeking new information and inviting innovation to ensure a sustainable business model.



Customer expectations continue to rise in the bereavement industry and is constantly evolving, driven by greater choice. 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.

6. Proposed Charges

The proposed charges are outlined in the table below.

7. Recommendation

Members are requested to recommend to Council the charges for 2021/22 as illustrated in the schedule below

Prosperous Communities Committee

Crematorium

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Cremation		£805.00	£805.00	3%	£24.00	£829.00	£0.00	£829.00	X
Early start (09:00 & 09:45)		£650.00	£650.00	3%	£19.50	£669.50	£0.00	£669.50	X
Direct Cremation (no attendance 08:45)		£450.00	£450.00	3%	£13.50	£463.50	£0.00	£463.50	X
Body parts/slides and blocks		£75.00	£75.00	3%	£2.50	£77.50	£0.00	£77.50	X
Saturday service (with discussion with Manager)		£1,127.00	£1,127.00	3%	£34.00	£1,161.00	£0.00	£1,161.00	X
Late cancellation fee (cancellations within 72 hours of service)		£110.00	£110.00	3%	£3.50	£113.50	£0.00	£113.50	X
Chapel fee (extension 20 minutes)		£175.00	£175.00	3%	£5.50	£180.50	£0.00	£180.50	X
Chapel fee (extension 40 minutes)		£225.00	£225.00	3%	£7.00	£232.00	£0.00	£232.00	X
Strewing/scattering of cremated remains from elsewhere		£55.00	£55.00	0%	£0.00	£55.00	£0.00	£55.00	X
The Farewell Service	A 10 minute service, for 6 mourners, 1 piece of music played on repeat. No minister.	£500.00	£500.00	3%	£15.00	£515.00	£0.00	£515.00	X
Webcast recording		£40.00	£48.00	0%	£0.00	£40.00	£8.00	£48.00	S
Webcast recording (available for 28 days and download)		£45.00	£54.00	0%	£0.00	£45.00	£9.00	£54.00	S
DVD recording (1st copy)		£50.00	£60.00	0%	£0.00	£50.00	£10.00	£60.00	S
DVD recording (each subsequent copy)		£25.00	£30.00	0%	£0.00	£25.00	£5.00	£30.00	S
Visual tribute (1 photograph)		£15.00	£18.00	0%	£0.00	£15.00	£3.00	£18.00	S
Visual tribute (2-25 photographs)	Slideshow played on a loop throughout service	£40.00	£48.00	0%	£0.00	£40.00	£8.00	£48.00	S
Pro Visual tribute (2-25 photographs)	Professionally edited slideshow	£66.67	£80.00	0%	£0.00	£66.67	£13.33	£80.00	S
Visual tribute (for additional 25 photos)	Both standard and professionally edited slideshow	£25.83	£31.00	0%	£0.00	£25.83	£5.17	£31.00	S
Video tribute (up to 5 minutes)		£35.00	£42.00	0%	£0.00	£35.00	£7.00	£42.00	S
DVD containing the tribute (1st copy)		£25.00	£30.00	0%	£0.00	£25.00	£5.00	£30.00	S
DVD containing the tribute (each subsequent copy)		£20.00	£24.00	0%	£0.00	£20.00	£4.00	£24.00	S
Downloadable copy of Visual Tribute		£10.00	£12.00	0%	£0.00	£10.00	£2.00	£12.00	S
Book of Remembrance (2 lines)		£75.00	£90.00	0%	£0.00	£75.00	£15.00	£90.00	S
Book of Remembrance (each additional line) (to a maximum of 8 lines)		£8.33	£10.00	0%	£0.00	£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)		£90.00	£108.00	0%	£0.00	£90.00	£18.00	£108.00	S
Miniature book (leather - 5 lines)		£110.00	£132.00	0%	£0.00	£110.00	£22.00	£132.00	S
Miniature book (leather - 8 lines)		£120.00	£144.00	0%	£0.00	£120.00	£24.00	£144.00	S
Memorial card (2 lines)		£40.00	£48.00	0%	£0.00	£40.00	£8.00	£48.00	S
Memorial card (5 lines)		£60.00	£72.00	0%	£0.00	£60.00	£12.00	£72.00	S
Memorial card (8 lines)		£70.00	£84.00	0%	£0.00	£70.00	£14.00	£84.00	S
Additional inscription to existing books and cards		£18.33	£22.00	0%	£0.00	£18.33	£3.67	£22.00	S
Floral design (available for 5 and 8 lines only)		£40.00	£48.00	0%	£0.00	£40.00	£8.00	£48.00	S
Caskets *		£45.00	£54.00	0%	£0.00	£45.00	£9.00	£54.00	S
Temporary deposit of Cremated remains per month after initial month		£10.00	£12.00	0%	£0.00	£10.00	£2.00	£12.00	S
Witnessed scattering		£20.00	£20.00	0%	£0.00	£20.00	£0.00	£20.00	X
Sanctum 2000 vault (leased for 10 years) including up to 80 letters **		£791.67	£950.00	0%	£0.00	£791.67	£158.33	£950.00	S
Sanctum 2000 vault - per letter above 80		£1.75	£2.10	0%	£0.00	£1.75	£0.35	£2.10	S
Barbican memorial (space lease for 5 years) **		£192.50	£231.00	0%	£0.00	£192.50	£38.50	£231.00	S
Mulberry Tree - per leaf, space leased for 5 years **		£137.50	£165.00	0%	£0.00	£137.50	£27.50	£165.00	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 14 – COMMUNITIES – DEFIBRILLATOR MAINTENANCE SCHEME

1. Service description

On 23rd April 2020, a Community Defibrillator Scheme was approved by Delegated Decision to include the provision of a maintenance service provided by the Council.

The Delegated Decision Notice requested that Full Council be presented with a recommendation to approve the new annual maintenance fee of £100 (incl. VAT).

Council subsequently approved the introduction of the service and fee on the 9th September 2020, for immediate implementation.

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 defibrillator 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.

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

- Replacement battery and pads when activated.
- Replacement battery and pads when expired.
- Online reporting tool.
- Out of hours contact.
- Annual check.
- Access for First Aid Roadshows around the District.

2. Prior years analysis, current financial year projections

The introduction of the defibrillator maintenance was approved by Council 07.09.20 and as such there is no data available for the current financial year.

Cost recovery will be monitored through monthly budget monitoring. There are currently 80 defibrillators in the community, if 60 (75%) were to sign up to the scheme this would result in a small surplus of £300 pa.

After Council approved the maintenance fee 07.09.20 it was made automatic for new installations of defibrillators to sign up to the scheme. There has been one new

installation since the fee was implemented and five more scheduled in for autumn 2020.

Marketing of the scheme is underway and all communities with defibrillators will be informed of the service.

3. Impact of Covid-19

Installations were continuing throughout 'lockdown' in a COVID safe manner. However, there was a decreased amount of applications received due to the lack of community meetings and activities. The maintenance scheme will not be impacted by COVID-19.

4. Pricing

The fee has been set on the basis of cost recovery being achieved if 75% of communities with defibrillators (i.e. 60 out of the 80 communities who currently have a defibrillator) signed up to the scheme.

Cost recovery analysis will be undertaken as the scheme is rolled out and will inform the fees and charges review for this service for 2022/23.

5. Understanding Customers and Markets

The market has capacity for approximately 100-120 defibrillators, of which 80 communities currently have defibrillators installed by West Lindsey District Council.

All new installations from September 2020 are automatically signed up to the annual maintenance scheme.

There were 79 defibrillators installed prior to September 2020.

6. Proposed Charges

In light of the implementation of the fee being effective from September 2020, it is proposed that the fee is maintained at the current level of £100 (incl. VAT) for 2021/22.

An analysis of cost recovery and service take up will inform a review of the fee for the year 2022/23.

7. Recommendation

Members are requested to recommend to Council the charges for 2021/22 as illustrated in the schedule below:

Prosperous Communities Committee							Communities	
	2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
	£	£	% Type	or £	£	£	£	
Defibrillator maintenance service (annual charge)	£83.33	£100.00	0%	£0.00	£83.33	£16.67	£100.00	S

Prosperous Communities Committee
Tuesday 1st December 2020

Subject: Environmental Protection Policy

Report by:	Chief Executive
Contact Officer:	Andy Gray Housing and Enforcement Manager andy.gray@west-lindsey.gov.uk
Purpose / Summary:	This report presents a newly developed Policy which provides a framework for the functions undertaken by the Environmental Protection work area. The development of this Policy is in response to the work area audit review carried out in 2019 in which substantial assurance was achieved.

RECOMMENDATION(S):

Committee are asked to:

a) Approve the Environmental Protection Policy.

b) Approve that any housekeeping changes to the Policy can be agreed with the Chief Executive in consultation with Chair of the Committee.

IMPLICATIONS

Legal:

In order to make effective and justifiable decisions the Council must have a framework that sets out in position across the various work areas included. This helps to ensure that the Council is on a sound legal footing if it is ever subject to challenge and makes clear to all stakeholders how the Council will act in certain situations.

Each work area covered within the Policy refers back to legislation and guidance, which is then supported by the Council's Corporate Enforcement Policy.

Financial : FIN/90/21/A/SSc

There are no financial implications arising from this report.

Staffing :

There are no staffing implications within the report

Equality and Diversity including Human Rights :

There are no equality and diversity implications within the report

Data Protection Implications :

There are no data protection implications within the report

Climate Related Risks and Opportunities :

A number of the functions within this Policy have a direct impact upon climate change. The work the Council undertakes in relation to air quality, contaminated land, smoke control and environmental permitting all contributes towards the overall regulatory objectives in regards to climate change nationally.

The Policy also contributes to the Council's local commitments within its Corporate Plan and Carbon Reduction targets.

Section 17 Crime and Disorder Considerations :

Health Implications:
Large parts of this Policy have a direct impact on the health of the public and it is essential that the Council has a regulatory framework in place to ensure that its obligations are met and that the impact of these implications are minimised.

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

Risk Assessment :

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** ☐

Key Decision:

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

Yes ☐ **No** ☐

1 Introduction

1.1 This Policy is newly developed and provides a framework for the functions undertaken by the Environmental Protection work area. The development of this Policy is in response to the work area audit review carried out in 2019 in which substantial assurance was achieved.

2 Scope

2.1 The Policy covers the following functions and sits underneath the Corporate Enforcement Policy;

- Statutory Nuisance (Noise, Smoke, Odour, Accumulation of Waste)
- Smoke Control
- Air Quality
- Environmental Permitting
- Public Health Drainage
- Contaminated Land
- Prevention of Damage by Pests
- Private Water Supplies
- Sunday Trading

2.2 The Policy aims to provide a clear framework in which to make decisions and to ensure that the Council's position is clear in relation to the matters covered within it.

3 Implementation

3.1 It is intended for the Policy to come into effect immediately after the call-in period subject to its approval, with the implementation date being the 9th December 2020.

4 Recommendations

4.1 Committee are asked to:

a) Approve the Environmental Protection Policy.

b) Approve that any housekeeping changes to the Policy can be agreed with the Chief Executive in consultation with the Chair of the Committee.

Environmental Protection Policy

Housing and Environmental Enforcement

November 2020

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1 Introduction

2 Aims and Objectives

3 Statutory Nuisance
(Includes, Noise, Smoke, Odour, Accumulation of Waste)

4 Smoke Control

5 Air Quality

6 Environmental Permitting

7 Public Health Drainage

8 Contaminated Land

9 Prevention of Damage by Pests

10 Private Water Supply

11 Sunday Trading

12 Internal Consultations - Planning

13 Formal Complaint

14 Review

1.0 INTRODUCTION

1.1 One of West Lindsey District Council's stated aims is to work to increase the quality of life of the district and its residents.

The Council are committed to protecting the environment, and the health of its residents, from the effects of pollution. This policy outlines how we managed our legal duties, for air quality, environmental permitting, public health drainage, accumulations of waste on land, pests, and contaminated land. It also details, how we investigate complaints of statutory nuisances (for example, noise, bonfire smoke, odour and so on) by following the same general procedures and principles.

2.0 AIMS AND OBJECTIVES

2.1 The overall aims of the Policy are to:

- Control and reduce pollution of the environment to acceptable levels to protect public health and to avoid unreasonable disturbance to those living and/or working in the District;

- Survey the District to control problems arising from vermin and other public health pests.

2.2 The objective of this document is to detail the decision framework which the Council will apply in deciding what, if any, of its enforcement powers to exercise in enforcing the provisions of the Acts.

2.3 The Council will have regard to the Human Rights Act, Article 8 and the Regulation of Investigatory Powers Act 2010 (as amended) (RIPA), to ensure that any monitoring or surveillance work, in the investigation of complaints, should not compromise an individual's right to "privacy, a family life and correspondence". In any situation where it is thought that "directed" or "intrusive" surveillance is required to investigate a complaint, then authorisation will be applied for, from one of West Lindsey District Council's authorised Officers.

3.0 STATUTORY NUISANCE (NOISE, SMOKE, ODOUR, ACCUMULATION OF WASTE ETC.)

3.1 Nuisance, in terms of the Environmental Protection Act 1990, can be defined as:

'*An unreasonable and significant emission of noise that causes significant and unreasonable interference with the use and enjoyment of your premises'.*

For a noise to be considered a statutory noise nuisance as defined by the Environmental Protection Act 1990, it has to materially interfere with the

average person's use of, or enjoyment of, a premises or be prejudicial to health. It is much more than just being able to hear a noise, or something that is annoying or irritating.

3.2 In relation to the investigation and control of statutory nuisances, the Council will seek to achieve this aim partly by enforcement of its powers under the provisions of Part III of the Environmental Protection Act 1990 ("the Act").

3.3 The Environmental Protection Act 1990 (as amended by the Noise and Statutory Nuisance Act 1993 and the Noise Act 1996 and the Clean Neighbourhoods and Environment Act 2005) gives us the power to investigate complaints of a nuisance, and to take action if we are satisfied that there is a statutory nuisance.

3.4 Other legislation used in relation to noise, are Codes of Practice under the procedure in section 71 of the Control of Pollution Act 1974, these provide guidance on minimising noise from ice-cream chimes, model aircraft, and audible intruder alarms.

3.5 If the complaint refers to issues of anti-social behaviour, i.e., shouting, general abuse, violence, threats to individuals or property, damage to property, then, as these matters cannot be effectively addressed using the powers of the nuisance law, the complaint will be referred to the Council's Anti-Social Behaviour Team. The Council are unable to deal with general living noise or cases where there is poor insulation and the behaviour is reasonable.

3.6 Any complaints of noise from premises belonging to a Registered Social Landlord will be referred on to their relevant contact. If any complaints are received for premises that fall within any of the Council's other legislative or regulatory schemes they may be referred into these to be addressed.

3.7 A complaint to the Council about a nuisance problem can be made by completing the online form, by phone, email, or letter. Complaints are acknowledged within 24 hours and we aim to commence work on a complaint within four working days. All complaints will be recorded and a log will be maintained of actions taken and decisions made. Information will be retained in accordance with the Council's documents and records retention policy.

3.8 We aim to provide an efficient and fair service - our investigation procedure can typically be set out in a series of set stages, as outlined below, although each case is different and may require a tailored approach:-

Stage 1 Letter sent out to both parties, advising of complaint and seeking further information. Often this approach resolves this issue, but if complaints continue should the problem continue, to Stage 2. Monitoring sheets are sent as required.

Stage 2 If monitoring sheets are returned or a nuisance witnessed and this demonstrates possible evidence of nuisance, further letters are sent out advising formal investigation which will include monitoring to establish nuisance.

Stage 3 If a nuisance is witnessed, formal action can be taken by through service of an Abatement Notice.

3.9 In the initial stages of a case we will seek to protect the identity of a complainant or witness from being revealed to the subject of the complaint. However, depending on the nature of the complaint, this may not be practicable as the source of it may be obvious, or the subject may reasonably assume where it has come from. If a case becomes subject to formal enforcement action, the identity of complainants may need to be disclosed.

3.10 Before action can be taken, an Officer has to establish that the nuisance complained of constitutes a statutory nuisance. This means that they have to prove that the nuisance is causing an unreasonable interference with someone's use or comfort of their property. Establishing 'nuisance' can depend upon the frequency and duration of the offending noise within the character of the area.

3.11 Monitoring will be carried out using all reasonable resources as defined in the Act, this will usually involve 3 visits in an attempt to witness nuisance. Monitoring visits will be at times identified as being a problem, i.e., planned, ad-hoc, or in certain circumstances. Where a problem is sporadic in nature, we will endeavour to provide a "ring when happening service" based on the resources we have available.

3.12 The Council does not operate a 24/7 call out service, as such, complaints which happen outside office hours are most likely to be followed up the next working day and subject to officer availability.

3.13 If, an Authorised Officer is satisfied that a statutory nuisance as defined in Section 79 of the Act, either exists or is likely to exist then they shall serve an Abatement Notice, using the powers of Section 80 of the Act, on the person by whose act, default or sufferance the nuisance is caused or permitted.

3.14 The Council can also deal with complaints relating to statutory nuisance by;

- Utilising Section 16 of the Local Government (Miscellaneous Provisions) Act 1976
- Determine that no further action is necessary
- Establishing if a business has a "Best Practicable Means" defence
- Utilising alternative legislation such as; The Control of Pollution Act 1974, Section 60; Community Protection Notice under the Anti-Social Behaviour, Crime and Policing Act 2014 or The Noise and Statutory Nuisance Act 1993 for example.

3.15 The issuing of a Community Protection Warning (CPW) at the start of a case, providing the threshold has been reached can be very useful in preventing further instances of nuisance, thus alleviating suffering for neighbours. To follow the statutory nuisance procedure can be long and drawn out, if the threshold for a CPN is reached it can defer behaviour. If a nuisance persists and following

a thorough investigation that a statutory nuisance exists, primary legislation should be used and an Abatement Notice issued.

4.0 Smoke Control

4.1 Smoke Control Areas was created under the Clean Air Act 1993 and gave local authorities powers to control emissions of dark smoke, grit, dust and fumes from industrial premises and furnaces and to declare "Smoke Control Areas" in which emissions of smoke from domestic properties are banned.

4.2 The emission of dark smoke from bonfires burning at industrial or trade premises is prohibited under The Clean Air Act 1993, appropriate action will be taken as outline in the Corporate Enforcement Policy

4.3 Cable and/or insulation burning with a view to recovering the metal core(s) is dealt with section 33 of the Clean Air Act 1993 in these cases appropriate action will be taken as outlined in the Corporate Enforcement Policy.

4.4 A ‘commercial bonfire’ is a term we use to describe a bonfire taking place on the site of a commercial premises or the burning of trade waste. Under sections 33 and 34 of The Environmental Protection Act 1990 all businesses have a duty of care to ensure that their waste is disposed of correctly and must be collected by registered waste carriers. It is also an offence to store or dispose of waste (including burning) trade waste without an Environmental Permit or registered exemption or in a manner likely to cause pollution of the environment or harm to human health. Complaints of burning trade and industrial waste will be referred to the Environment Agency.

5.0 AIR QUALITY

5.1 The Government, through the Environment Act 1995 (Part IV) has placed a duty on local authorities to periodically review and assess the air quality within their areas in line with the objectives contained in the National Air Quality Strategy. The law also gives new powers for action, enabling local authorities to declare Air Quality Management Areas to control emissions to so that air quality objectives can be complied with, within the time table set out in the Strategy.

5.2 West Lindsey District Council has carried out reviews and assessments of air quality, including Stage 1 and Stage 2 reports which concluded that it was not necessary to declare any Air Quality Management Areas.

5.3 The Updating, and Screening Assessment was completed in October 2003 which provided an update on air quality issues within West Lindsey District Council’s area. To-date the Updating and Screening Assessment has concluded that no detailed assessment is required within the District.

5.4 A continuous monitoring station has been installed at a background site at Gainsborough Cemetery programmed to monitor emissions from the power

stations in the Trent Valley. This is currently monitoring real-time concentrations of Nitrogen Dioxide (NO_2) and Sulphur Dioxide (SO_2).

5.5 NO_2 diffusion tube sites were sited at locations to provide the following:

- a triplicate co-location study with a continuous analyser to provide a local bias adjustment factor for diffusion tubes
- baseline data at 3 proposed large-scale developments likely to impact on air quality
- confirmation of compliance with the NO_2 annual mean objective at the busy Junction

5.6 There are currently no designated Air Quality Management Areas within the District and therefore an Air Quality Action Plan is not required. The air quality across West Lindsey is considered to be good, and as such there are no specific measures related to the control and mitigation of sources of local air pollution currently in place.

5.7 West Lindsey will continue to monitor within the NO_2 diffusion tube network and assess the results along with those from the automatic monitoring station at Gainsborough.

5.8 The adopted Central Lincolnshire Local Plan contains objectives and policies designed to minimise the impact upon local air quality from new developments.

5.9 Bureau Veritas has been commissioned by West Lindsey District Council to undertake Annual Progress Reports which are submitted to DEFRA annually.

6.0 ENVIRONMENTAL PERMITTING

6.1 The Authority will seek out, by all reasonable means, businesses operating Prescribed Processes without the required Environment Permit under Regulation 12 and Schedule 5 of the Environmental Permitting (England and Wales) Regulations 2016. Further information may be requested prior to the determination of the application by the Authority serving a notice.

6.2 Where a company is suspected of operating, whether knowingly or not, a Process which requires Permitting, the Authority will make that company aware of the fact, request relevant information by formal notice and, dependent on the information received, write to the company and invite them to make an application, within 14 days or such other longer time as is agreed.

6.3 The company will be given information and advice as to the legal requirements, technical guidance, the potential effects of emissions on the environment and the need to adopt BAT.

6.4 The Authority will only determine Duly Made applications that satisfy the formal requirements, and which are supported by sufficient additional information as may be requested. The decision must be made within 10 working days. No application for an Environmental Permit will be considered without the payment

in advance of the appropriate fee. Any application received without the appropriate fee (set annually by DEFRA) will be deemed as not being duly made and the applicant will be advised accordingly

6.5 All applicants approaching, or approached by, the Authority will be given advice and guidance on making an application, together with the opportunity to discuss a draft application prior to submission. In the case of an existing process each application will be followed by a formal site inspection to view the whole process.

6.6 The Authority will determine all applications within the determination period laid down by the Secretary of State. The determination for 'New' processes is 4 months. If either party requires an extension to the determination period, this can be done by agreement in writing.

6.7 The Authority will issue Environmental Permits with conditions that are clear, concise and enforceable. All Environmental Permits will be initially issued in draft form and the operators will be given 21 days to query the suitability or meaning of the conditions. The Authority will respond to operators' concerns on draft conditions within 14 days, and will make every effort to resolve those concerns, including by means of consultation with DEFRA, LAU and other relevant bodies.

6.8 The conditions will be drafted taking full account of the Secretary of State's Process Guidance Notes (PG), BREF, Sector Guidance Notes (SG) most aptly fitting the process and the way it is operated. Where a process needs to be permitted by virtue of the definitions given under the Regulations, but no appropriate guidance note exists, discussions will be held with the operator as to the most appropriate note(s) to use with, where necessary, advice from the LAU. Environmental Permits will be accompanied by clear guidance on the operator's right of appeal to the Secretary of State. Environmental Permits conditions will make operators aware of what actions they are required to carry out, either with immediate effect or at some future date. Conditions may either come immediately into force or may require the operator to undertake or commence specific actions at some time in the future.

6.9 Where a company is operating a Permitted Process and, in doing so, is causing justifiable complaints from neighbours, the operator will be required to upgrade to the full BAT standard within a shorter timescale than that prescribed within the appropriate Process Guidance Note.

6.10 The Authority's inspector will carry out a risk assessment to determine how many routine site visits are required for each particular process and will make regular routine site visits to inspect processes and discuss any matters arising with the operator. Visits will usually be made following prior appointment with the operator, or unannounced inspections as deemed necessary.

6.11 The Authority will respond to complaints arising from neighbours of the site, or other concerned parties, relating to the operation of a process. All complaints concerning emissions to the air from a permitted process will be investigated

using all reasonable resources to confirm whether there is a genuine cause for complaint and that the source of the emission is, or is likely to be arising from the process site.

6.12 Where the Authority is of the opinion, by virtue of a site visit, inspection or complaint, that an unauthorised emission may be arising from a process the operator will be required to investigate, locate and remedy the cause, where appropriate. The Authority will, normally, initially contact the operator verbally, on site or by telephone, of its opinion and require immediate action to be taken to remedy the problem.

6.13 The Authority will then consider whether or not there has been any breach of the Environmental Permit conditions, whether the problem has arisen from an unforeseen accident or cause, and whether any variations or additions to the Environmental Permit conditions are required.

6.14 If necessary, in light of a real or perceived serious risk to the environment, the Authority's inspector will enter premises at any time and may exercise his powers under the Act. If serious harm to the environment is perceived by the Authority's inspector, the Authority's inspector will enter the site and, if necessary, take appropriate steps to stop all or part of the process pending investigation.

6.15 The Authority will request payment in respect of the annual Subsistence Fee by no later than 1st June each year.

6.16 The Authority will not consider issuing a variation notice under Regulation 20 in respect of a substantial change to the process unless the appropriate fee has been paid. Where an operator notifies the Authority of a change to the process, which is considered to be a substantial change, the Authority will notify the operator accordingly and request the requisite fee and advertisement of the proposed change.

6.17 The Authority will exercise its powers under Regulation 36 by serving formal Enforcement Notices for serious or continued breach of Environmental Permit conditions or other legal requirements. Enforcement Notices will normally be accompanied by an explanatory letter stating why such action has been taken and will be comprised of a legal notice and detailed schedule. Enforcement Notices will, in accordance with the Regulations, specify what, in the opinion of the Authority constitutes a breach, what is required to rectify the situation and the timescale within which it should be achieved.

6.18 The Authority will exercise its powers under Regulation 37 by serving a Suspension Notice on part or all of a process, where the inspector is satisfied that there is an actual or imminent risk of serious pollution of the environment. The use of a Suspension Notice is considered by the Authority to be an emergency measure to prevent serious pollution occurring, or continuing and to promote immediate remedial action by the operator. It need not relate to a breach of permit conditions. A Suspension Notice will take immediate effect and stop the operation of part, or all of the process, until such time as the Authority

is satisfied that the risk has been abated. Such notices will normally be served, by hand, on the most senior representative of the operator on site at the time and a copy will be served on the Company Secretary or Director by post.

6.19 The Authority's inspector will take such steps as are deemed necessary to ensure immediate effect of the notice by visiting the site and, if necessary, exercising powers under Schedule 3 Para. 2, of the Environmental Protection Act 1990. The operator will be made fully aware, both in the notice and verbally, of the reasons for the notice being served and the steps required to remedy the situation. The operator should note that failure to comply with a Suspension Notice may result in prosecution.

6.20 The Authority will exercise its powers under Regulation 22 by serving a notice revoking the Environmental Permit and rendering the continued operation of the process unlawful. Where an operator, after being served with a reminder, fails to pay the annual subsistence fee, the Authority may issue a Revocation Notice to which there is no right of appeal.

6.21 The Authority may exercise its powers to prosecute offenders under Regulation 38 where there is a contravention of the legal requirements of the Environmental Permitting (England and Wales) Regulations 2016. The Authority will advise operators on the procedures for making an appeal under Regulation 31 and Schedule 6 of the Environmental Permitting (England and Wales) Regulations 2016. Where an operator is considering an appeal, the Authority would wish to enter into meaningful discussions to endeavour to resolve the matter to mutual satisfaction with, where necessary, advice from the LAU. When the operator wishes to proceed with the appeal the Authority will give advice on the correct procedure to be adopted. In order to minimise costs, the Authority will normally agree to the appeal being considered by the Secretary of State on the basis of written submissions. However, where an appeal relates to matters of public concern, the Authority may request a public inquiry.

6.22 The Authority will use its powers under Part III of the Act in relation to Statutory Noise Nuisances arising from a process but not related to emissions of prescribed substances. The provisions of Part I of the Act do not relate to noise nuisance which, whilst arising from the operation of the process, does not constitute an emission of a prescribed substance. Excessive noise can constitute a Statutory Nuisance and render the operator liable to enforcement action by way of an Abatement Notice. Initially a duly authorised officer of the Authority will make the operator aware of the problem and informally request steps to be taken to remedy the problem by the adoption of Best Practicable Means.

6.23 Abatement Notices will be served if informal requests fail to secure an appropriate response, which will specify the action to be taken and the timescale within which it is to be achieved. Failure to comply with the notice will render the operator liable to prosecution under Section 80 of the Act.

7.0 DRAINAGE

7.1 The Council's role is to ensure that the people who are legally responsible for remedying a defective drainage system take the appropriate action within a reasonable time period which in turn ensures the protection of public health.

7.2 The Statutory Undertakers took over ownership of private sewers and lateral drains that extend beyond individual property boundaries in 2011. Where there are small areas of private sewers that remain, these are generally dealt with by the Water Undertaker. Problems associated with defective public sewers are addressed by the Water Companies who are given legal responsibility as "statutory undertakers", and in effect act as owners of the public systems

7.3 Owners and occupiers have responsibility for those pipes within their property boundary which take waste water away from their home. In rural areas where there is no public sewer connection, small individual waste systems are used which are designed to either contain the effluent and require emptying or treat the effluent before discharging into the surrounding land or drainage ditches.

7.4 A Cesspit or Cesspool is an example of a contained system that requires periodic emptying. Septic Tanks and Package Treatment Plants are systems that break down the effluent so that it can be discharged into the surrounding land or to a watercourse, provided it meets the quality criteria set by the Environment Agency. In order to prevent pollution from small sewage discharges, the Environmental Permitting (England and Wales) (Amendment) Regulations 2010, requires some small sewage discharges to be permitted.

7.5 It is the responsibility of the owner or occupier of premises served by these systems to ensure that they work correctly. If the septic tank or cesspool serves several properties, then there is likely to be a shared responsibility.

7.6 Local Authorities are given powers to address public health problems arising from blocked or otherwise defective private drains and private sewers. These powers extend to problems arising from cesspools and septic tanks.

The principal powers that local authorities have to address drainage problems are:

- The power to require the unblocking of private drains or sewers.
- The Public Health Act 1961 Section 17(3).
- The Local Government (Miscellaneous Provisions) Act (LG (MP)) 1976 Section 35.
- The power to require the repair of private drains or sewers
- The Public Health Act 1961 Section 17
- The Building Act (BA) 1984 Section 59

7.7 If there is a problem that requires work to be carried out we will explain people's responsibilities and try to agree a way forward to ensure that the drainage system is restored. If works are required and we cannot get informal agreement from the people who are responsible then we can use the law. A notice will define the nature of the works required and a time period within which the works will be completed.

7.8 If the work is still not carried out then we can seek a legal prosecution or carry out the works in default and claim the costs back, including the extra costs of our involvement.

8.0 CONTAMINATED LAND

8.1 Contaminated Land is defined in section 78A(2) of the Environmental Protection Act 1990 as: 'Land which appears to the local authority in whose area it is situated to be in such a condition, by reason of substances in, on or under the land, that - (a) significant harm is being caused or there is a significant possibility of such harm being caused; or (b) pollution of controlled waters is being, or is likely to be, caused.'

8.2 The Council will provide advice and information via the Council's Contaminated Land Inspection Strategy.

8.3 The Council will provide advice and information either verbally or in writing to any person enquiring about contaminated land within the District.

8.4 The Council will carry out inspection of land and identification of land that may be contaminated as detailed in the Contaminated Land Inspection Strategy.

8.5 This Strategy should be reviewed five years following its formal adoption by the Council in line with current government guidance.

8.6 The Environmental Protection team also works closely with other regulatory bodies to ensure that historically contaminated land is cleaned up in such a way that it is safe, suitable for its end use, and does not present a risk to health or the environment as a whole.

8.7 In addition, the team works closely with the Planning department in ensuring that new development on potentially contaminated land does not give rise to any significant risks to the future occupiers and users of that site.

9.0 PREVENTION OF DAMAGE BY PESTS ACT 1949

9.1 The objective of this document is to detail the decision framework which the Council will apply in deciding what, if any, of its enforcement powers to exercise in enforcing the provisions of the Act. The Council will seek to achieve this aim partly by enforcement of its powers under the provisions of the Prevention of Damage by Pests Act 1949 ("the Act"), in relation to rats and mice.

9.2 The Council will seek to carry out its powers and duties under the Act efficiently and effectively, and in a way that is open, clear and helpful to members of the public and to business.

9.3 The Authority will normally require the occupier of land (other than agricultural land) to notify the Authority in writing of instances where it is known that substantial numbers of rats and mice are living on or resorting to the land.

Occupiers of land (other than agricultural land) are required under Section 3(1) of the Act to notify the local authority, in writing, if it comes to their attention that there is a substantial infestation of rats or mice on that land. The form of the written notice should be in accordance with the provisions of the Public Health Act 1936. A person is not, however, required to give notice to the local authority where notice has to be given to the appropriate Minister under Part II of the Act (Infestation of Food). Failure to notify the Authority, where required, is an offence under Section 3(4) of the Act for which the Authority may prosecute.

9.4 Where the Authority is satisfied following inspection of the land, following a complaint, surveying the District or notification received under Section 3(1) of the Act, that steps are required to destroy either rats or mice, or for keeping the land free from rats or mice, the occupier and/or owner will be informed accordingly.

9.5 The person or business will normally be given information and advice, orally or in writing, as to their legal duties and of the remedial action or steps that are required. The Authority may also serve written notice under Section 4(1) of the Act on the occupier and/or owner formally requiring that the necessary action be taken. The form of any such written notice will be compliant with the provisions of the Public Health Act 1936. Failure to comply with a notice served under Section 4(1) of the Act is an offence under Section 5(2) of the Act.

9.6 The Authority will take all reasonable steps to identify the person responsible for the land prior to serving a notice under Section 4(1). Where it is not clear who is responsible for the land, the Authority will serve Requisition for Information Notice(s), using the powers of Section 16 of the Local Government (Miscellaneous Provisions) Act 1976, upon those persons who may have an interest in land on which an infestation arises, before serving a notice under Section 4(1) of the Act.

9.7 Before serving a notice under Section 4(1) of the Act, the Authority will normally visit the person responsible for the infestation to discuss the evidence upon which the enforcement action is to be based, the reasons for taking the action, the nature of any works that may be necessary and the time period considered reasonable to abate the nuisance. These discussions may provide a valuable guide to effective enforcement.

9.8 The notice will be clearly and concisely worded, may specify works required to remedy the infestation and will specify a time period within which the work has to be undertaken. The notice will have attached, written details of the procedure for an appeal against the notice under the provisions of Section 4(5) of the Act.

9.10 If a Notice has not been complied with and an appeal has not been lodged within a period of 21 days after the service of the notice, then the Authority will consider the appropriate action as outlined in the Corporate Enforcement Policy.

10.0 Private Water Supplies

10.1 The purpose of this document is to state the Council's policy on the Private Water Supplies Regulations 2016 (as amended) ("the regulations"). This document is relevant to Enforcement Officers, consumers and companies who source their water from a Private Water Supply (PWS) or Private Distribution

- Water Industry Act 1991 (as amended)
- Private Water Supplies Regulations 2016 (as amended)
- Health and Safety at Work Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety Regulations 1999

10.2 The Private Water Supplies Regulations 2016 (as amended) were introduced to implement Council Directive 98/83/EC on the quality of water intended for human consumption. They came into effect in January 2010 and are enforced by the Environmental Protection team. The approach of the regulations is risk assessment based. They place new enforcement provisions, administrative burdens and duties on the Council to carry out risk assessments and monitor private mains water distribution networks. They allow the council to recover their reasonable expenses that it incurs when fulfilling functions and discharging these duties. The Drinking Water Inspectorate (DWI) has produced a guidance document to assist with the implementation of these Regulations.

10.3 A Private Water Supply is either,

- A private well, spring, borehole or surface water abstraction the water from which is intended for human consumption,
- A 'Private Distribution System' that takes drinking water from the water undertaker (e.g. Anglian Water/Severn Trent) and further distributes it to others for human consumption via, for example, a network of pipes. In other words the water is distributed by a third party. An example of this in West Lindsey includes some caravan parks and private estates.

10.4 The regulations apply to all private supplies of water intended for human consumption, which is defined as,

- all water intended for drinking cooking, food preparation or other domestic purpose (i.e. hygiene practises);
- All water used in any food-production undertaking where the product is intended for human consumption.

10.5 The Council will ensure that all supplies are: -

- Risk assessed in line with the regulations within 5 years of the regulations being introduced and every 5 years subsequently.
- Sampled as indicated by the risk assessments and/or legislative requirements to ensure that the water meets the criteria for wholesomeness in the regulations

10.6 If the supply fails, the Council will implement its responsibilities depending on whether there is a potential danger to human health or the water is unwholesome. These include informing the consumers, investigating the cause and/or serving notices. If a private supply is a potential danger to human health the Council will serve a notice on the relevant person to either prohibit or restrict the use of that supply. Such notices will be supported by appropriate advice. They may be amended by a further notice at any time.

10.7 The Council will revoke the notice as soon as the danger to human health no longer exists. The Council will also be certain that service of the notice will not create a greater danger to human health than not serving the notice. The Council's approach will be graduated and risk-based as outlined in the Corporate Enforcement Policy.

10.8 If a situation arises where a private supply becomes unusable or unavailable and properties are left without a domestic supply, the Council will work with the appropriate water authorities and/or third parties to maintain a supply of drinking water that complies with the regulations. This may include the service of appropriate notices to restore the supply. The Council will seek advice from Public Health England on the guidance to be given to consumers when a supply fails. This advice will take into account the wider risks posed by restricting use of the supply and agree the criteria for withdrawing the advice.

It is important to note, however, that West Lindsey District Council has no legal duty to provide such a service and as such cannot guarantee that this will always be available.

10.9 West Lindsey must monitor the supply of single dwellings supply which are owner occupied on request; however, the owner will be required to meet the cost of this service. Such monitoring visits will require a risk assessment to be carried out to establish the necessary chemical and microbiological testing criteria, and testing for client requested parameters will not be possible in isolation. All sampling will be carried out in accordance with the minimum requirement contained in the Private Water Supply Regulations.

10.10 In the event of a failure in respect of single dwellings, the owners of the premises will be informed of the health risks present and what measures should be taken to improve the supply. No enforcement action will be taken in these cases, as it is deemed that the occupier owns the risk.

10.11 All known private water supplies that serve Single Private Dwellings will be contacted periodically to maintain accurate records of supply type, numbers served and to identify any changes in use.

10.12 The Council will recover reasonable expenses that it incurs when fulfilling functions and discharging its duties under the regulations in accordance with the yearly fees and charges.

11.0 The Sunday Trading Act 1994

11.1 The Sunday Trading Act 1994 governs the sale of goods from retail premises, and loading and deliveries on Sundays. This Act restricts certain large shops from opening for sale to a maximum of 6 hours between 10am and 6pm and must clearly display these times inside and outside the shop. A large shop is a retail shop with an internal sales area of at least 280 square metres

11.2 This Authority will enforce Sunday trading law and will investigate complaints about businesses that breach that law. Where necessary the appropriate enforcement action will be taken as outlined in the Corporate Enforcement Policy.

12.0 Internal Consultations - Planning

12.1 Environmental Protection are consulted by the Planning Department on all planning applications within West Lindsey and will endeavour to respond within 10 working days.

12.2 The Environmental Protection Team will consider a number of environmental issues including noise and vibration, before making a recommendation to the Planning Department. Typically this recommendation is that the application be approved; be approved subject to appropriate conditions; or be refused.

12.3 The recommendations made by Environmental Protection are not binding on the Planning Authority who will consider all relevant issues concerning a planning application.

12.4 The Environmental Protection team will also provide advice to applicants and their consultants prior to the submission of a planning application and/or the preparation of a noise assessment.

13.0 Complaints and Appeal

13.1 Any person who is not satisfied with any aspect of the service they have received or who want to appeal against any decisions that affect them can make a complaint by either

- Emailing the Customer Experience Team
- Calling our Customer Service Team.
- Visiting the Council Offices
- By letter

14.0 Review

14.1 This Policy will be reviewed from time to time as required and amended in line with legislation or regulation changes. Procedures may change to reflect new information and guidance received, whenever it is made available.

Prosperous Communities Committee	
Tuesday 1 December 2020	

Subject: S106 Precedent wording amendment

Report by:	Assistant Director of Planning and Regeneration
Contact Officer:	Sarah Elvin Housing Communities Project Officer sarah.elvin@west-lindsey.gov.uk
Purpose / Summary:	West Lindsey have a standard precedent wording for S106 agreements which has been agreed by members. This precedent is increasingly causing delays to the planning process due to the Mortgagee Exemption Clause being unacceptable to Registered Providers (RP.) This report seeks to amend the exemption clause wording currently used, replacing it with the National Housing Federation Mortgagee Exemption Clause wording (as detailed in appendix 2 para. 1).

RECOMMENDATION(S):

That the Committee accepts the National Housing Federation Mortgagee Exemption Clause wording (as detailed in appendix 2 para. 1) as part of the standard S106 precedent wording, and that this wording replace that previously used.

IMPLICATIONS

Legal:

(N.B.) Where there are legal implications the report MUST be seen by the MO

Financial : FIN/108/21/TB

(N.B.) All committee reports MUST have a Fin Ref

Staffing : None

(N.B.) Where there are staffing implications the report MUST have a HR Ref

Equality and Diversity including Human Rights : None

NB: Please explain how you have considered the policy's impact on different groups (for example: young people, elderly, ethnic minorities, LGBT community, rural residents, disabled, others).

Data Protection Implications : None

Climate Related Risks and Opportunities: None

Section 17 Crime and Disorder Considerations: None

Health Implications: None

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

Wherever possible please provide a hyperlink to the background paper/s

If a document is confidential and not for public viewing it should not be listed.

Risk Assessment :

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**		**No**	**x**

1. Current Approach

1.1 West Lindsey have a standard precedent wording for S106 agreements which has been agreed by members. This precedent is increasingly causing delays to the planning process due to the Mortgagee Exemption Clause being unacceptable to Registered Providers (RP.)

1.2 The Mortgagee Exemption Clause (MEC) details the process that has to be undertaken should a mortgagee take possession of the properties covered by the S106. The amount lenders are willing to lend against new affordable properties depends on the wording of this clause. All Mortgagee Exemption Clauses ultimately reach the point where the properties can be sold on the open market as that is the purpose of the MEC. The way in which the clause is worded and the steps the lenders must follow to reach this point is the matter for discussion.

1.3 Registered Providers are increasingly having to look to the private finance market to borrow funds in order to deliver new affordable homes. In recent years, lenders have become increasingly risk adverse. They require comfort that they will be able to repossess homes built for affordable housing and realise the asset, unfettered by restrictions on valuation and / or occupancy, to ensure unpaid debts could be recouped.

1.4 The current MEC clause that is within WLDC S106 precedent reduces the flexibility for Registered Providers to borrow against these units by suppressing the value of each unit due to its categorisation in valuation terms. This can result in lengthy delays to planning applications and protracted requests to amend existing S106 agreements. Accessing further funding to support RP development programmes continues to be a priority in order to meet defined need and support the People and Place objectives within the Corporate Plan. It is therefore important to ensure the approach and process for delivering Affordable Housing in West Lindsey is efficient to ensure continued investment in Affordable Housing across the District.

1.5 Registered Providers over the last 12 months or so have advised us they cannot sign up to the current WLDC S106 precedent wording MEC clause as it will stifle their future development and investment programmes.

1.6 WLDC's current case by case approach to dealing with this is costly, time consuming and becoming increasingly ineffective.

2. What has changed?

2.1 Since the introduction of affordable rent in the Localism Act 2011-, the level of grant funding Registered Providers can access has diminished significantly from what previously was available. The Government's intention for introducing affordable rent was to try and shift more of the

funding requirements for new dwellings onto the sector. This shift has meant that Registered Providers need to borrow more to fill the gap left from the reduced grant funding.

2.2 There has also been a general tightening of lending in the property sector since the credit crunch of 2008. Whilst Registered Providers are generally reliable due to the presence of the Regulator of Social Housing, banks are keen to ensure that the process for taking possession of any properties provides more clarity and works more in-line with existing market requirements. Alongside this, the Registered Provider sector is accessing a far wider range of funding than in the past. For example, a lot of our Registered Providers development finance is through the issue of bonds. As part of establishing these, there is a lot of focus on financial rating and ensuring the strongest asset value can be achieved to mitigate the risks to the investment. The bonds sold directly support Registered Provider's development programmes.

3. What are the risks?

3.1 WLDC have been working with Registered Providers to understand the rationale behind requiring this change to the MEC clause and the checks and balances that are in place which mitigate the risk of the affordable properties defaulting to market properties and ultimately, the tenants having to vacant their homes. A summary of information received from two of our main Registered Providers operating in West Lindsey, in relation to this can be found at appendix 1.

3.2 The application process for becoming an RP is stringent and over 80% of all housing providers who apply are not successful, this offers comfort around financial stability of RP and some of the newer for profit providers that have recently started to appear in the sector. Some of the following are examples of the mitigating factors detailed by RP's:

- In depth reviews and regular monitoring by the Regulator of Social Housing.
- Internal audits of accounts, finance committee and bi-monthly finance monitoring
- Management board with clear finance focus
- Due diligence from funders and robust financial analysis prior to lending.

3.3 The key risk associated with not making a change to the MEC is that Registered Providers would not be able to maintain an adequate build programme and as such develop new affordable housing schemes in the district due to funding difficulties. This in turn causes viability issues for schemes and also makes it difficult for developers to sell Affordable Housing units as part of wider development, as RPs are not able to raise the fund to purchase units delivered through s106 agreements. **Balanced against** - The risk of these new properties being sold on the open market by lenders to Registered Providers as a result of the Registered Provider becoming insolvent. The Regulator of Social

Housing work with Registered Providers who have been identified as financially vulnerable, ultimately seeking a take over from other more solvent Registered Providers should that be required. For context and probably most importantly it should be noted that to date, no MEC clause has been triggered in England and so this clause in any form has never been enacted.

3.4 WLDC have an identified need through the Central Lincolnshire Housing Needs Assessment for 592 new affordable homes to be delivered each year. It is acknowledged through the West Lindsey Housing Strategy that this number of affordable units cannot be delivered through the developer contributions sought through the planning obligations alone. This, therefore requires WLDC to work proactively alongside our Registered Provider partners in an enabling and facilitation role to ensure that additional affordable housing can be delivered to meet this identified need.

4. What is the ask?

4.1 Lincs Legal have been working with WLDC initially to try and develop a compromise clause which mitigates the risk even further of the properties becoming market units while offering flexibility to Registered Providers and satisfying lenders.

4.2 During this work with Lincs Legal and Registered Providers, it has become clear that the only way forward is for WLDC to adopt the NHF wording for the MEC clause. The proposed new MEC wording against the current precedent wording is detailed at appendix 2 paragraph 1.

4.3 Given that this clause has been almost universally accepted across the country, Registered Providers lenders are no longer accepting variations.

5. Conclusion

5.1 WLDC have been engaged in ongoing discussions with colleagues from Homes England for some time on this matter and have balanced all the risks and opportunities available, including exploring alternative wording. However the alternatives fall short of what is required by lenders to RPs and will not enable to affordable housing the District need.

5.2 Equally, whilst it is important for WLDC to consider the evidence and make the right decision for the Local Authority and residents, it is also worth noting the approach other Lincolnshire Authorities have taken. To that end Boston, South Kesteven and East Lindsey have already accepted the NHF wording for the MEC clause.

5.3 It is considered that when balancing the risk to future units caused by an RPs insolvency against the risk of substantial under delivery of

affordable housing across the District and Central Lincolnshire that the variation to the MEC clause is an appropriate and managed risk to take.

6. Recommendation

6.1 That the Committee accepts the National Housing Federation Mortgagee Exemption Clause wording (as detailed in appendix 2 para. 1) as part of the standard S106 precedent wording, and that this wording replace that previously used.

Appendix 1

Acis

Regulator of Social Housing (RSH)

1. Acis are subject to an In Depth Assessment every 3 years. These in depth assessments are heavily weighted to financial viability retaining compliant governance and viability ratings.
2. Acis provide an annual statutory accounts return and annual business plan return, both of which undergo strong review/validation prior to sign off by the regulator.
3. Quarterly regulatory returns primarily focused on cashflow forecast and funding structure, again with full review/validation and sign off by the regulator.
4. Annual stability reviews undertaken by the regulator taking into account all of the above returns and any other available information.

Funders

1. Funders covenants including interest cover, gearing and asset cover monitored and report on an ongoing basis.
2. Funders receive and scrutinise, quarterly management accounts, annual statutory accounts, budgets and business plans.
3. Funders covenants certified by external auditors at year end.

Internal

1. Strong independent board of directors with strong financial skills/experience. Strong scrutiny and challenge of all financial reporting, presented bi-monthly.
2. Finance committee with representative from the board, undertaking further in-depth review of management accounts, treasury reports etc, presented bi-monthly.
3. Board approved treasury policy strategy with ongoing monitoring.
4. Board approved budgets and 30 year business plan including extensive stress testing scenarios and early warning triggers. These are regularly monitored and reported to the board.
5. Detailed long term cashflow forecasts.
6. Detailed assets and liabilities registers which closely tracks all long, short and potential assets and liabilities.

As you can see there is a significant focus by the Regulator of Social Housing (and associated controls) on the financial viability of Registered Providers through their regulatory framework and therefore the risk of a Registered Provider becoming insolvent, without any intervention, is extremely remote.

Longhurst Group

In order to provide affordable homes Registered Providers primarily rely on Private Finance from Banks or the Capital Markets for which our Housing Assets are provided as security for said funding.

There are two basis of valuation, allowable under the terms of our Loan Agreements, which are used to assess the individual property valuations being EUV-SH (Existing Use-Social Housing) and MV-STT (Market Value-Subject to Tenancies) against which funds can be drawn.

The valuation of housing stock owned by RPs depends not only on the market value of the property but is also based on a rent flow that comes from the housing stock normally over a 30-year business plan. When a site is purchased by an Association there is no value in the land until such time as tenants are paying rent.

RPs have agreed funding arrangements which will require security cover from properties owned and valuations of this security are updated on a regular basis. Before funds can be drawn down from the available facility, it is a normal requirement that available properties be placed into charge to meet the security cover requirements.

Our solicitors prepare a Certificate of Title setting out certain statements about the property. Funder's solicitors will need to know whether there is any matter that would affect the RP's ability to receive rent or, significantly, which would restrict the use of the property in any way that would affect the funder's ability to recoup its loan advances with interest and other associated costs.

In the unusual event that a funder would need to exercise its power of sale, it would need to be satisfied that it could sell on the open market free of restrictions, albeit that the properties would still be subject to tenancies. There are basically three levels of valuation that can be attributed to the security by a valuer of housing stock. The first would be the open market value of the property with vacant possession. The second would be the Market Value Subject to Tenancy (MV-STT), being the value of property subject to existing tenancies but without a limitation of affordable housing rents and government imposed policy from time to time. The final level of valuation will be the Existing Use Value of the property (EUV), which will be property subject to the tenancies which can only be rented at affordable rent in accordance with government policies.

In order to obtain the best valuation of tenanted housing stock (i.e. at MV-STT), it is essential that titles to the property to be purchased do not limit the use to "affordable housing". A planning permission should not, likewise, provide for permission for a development to be used as "affordable housing".

The majority of new developments, at present, are Section 106 schemes which provide for quotas of developments to be allocated for affordable housing schemes. In order to elevate a valuation of an affordable housing scheme to MV-STT, it is vital there is a mortgagee exemption provision which has the effect that a mortgagee or chargee (which must include also a receiver) exercising a power of sale be able to dispose of the affordable housing element of the development free from the affordable housing restrictions.

Understandably, Local Authorities wish to reserve affordable housing within their districts and there have evolved a number of versions of mortgagee exemption provisions which require such mortgagees to attempt first of all to transfer the affordable housing stock to another RP or back to the local authority. However, the requirements of funders are becoming ever increasingly demanding and it is essential that a mortgagee exemption provision provides for a mortgagee to be able to secure a sale free from any "sell on" provisions within three months and it is essential that a mortgagee shall be able to be repaid the total of the outstanding mortgage debt plus all interest and associated costs etc.

Some examples and further information is attached to this letter at Annex A.

If a mortgagee exemption provision is not acceptable to a funder, then only an EUV-SH valuation will be achievable, and the registered provider will only be able to draw down the lower EUV-SH value in respect of each unit.

The difference between an EUV and an MV-STT valuation varies from area to area and in respect of unit to unit. A rough estimate, depending on area and rental income streams, is that an EUV valuation is 40% of the market value of the property with an MV-STT valuation being 60%. The

significance for a registered provider in agreeing a satisfactory mortgagee exemption provision is, therefore, very significant.

To add some comfort any RP which has been in a potential default position with their lenders has, to date, been transferred to another RP to retain the properties as affordable housing and lenders have not once taken possession of assets and exercised their power of sale.

The table below provides an example of an individual property and the number of existing properties required to secure funding to develop each property.

For developing RP's the ability to achieve an MV-STT valuation is important to ensure we can continue to develop new affordable homes within our area of operation using our existing and future housing assets as security to fund these new homes. Restrictions to valuations for mortgage purposes will affect our future capacity as the number of available properties to offer lenders as security will diminish faster than if a MV-STT valuation is achieved.

OMV	EUV-SH Valuation	MV-STT Valuation	Variance
£120,000	£48,000	£72,000	£24,000
No of properites required as security	2.50	1.67	

Appendix 2

1. Proposed Mortgagee Exemption Clause

The [affordable housing provisions] in this Agreement ***[DN: cross-referencing the specific provisions would be preferable]*** shall not be binding on:-

- a mortgagee or chargee (or any receiver (including an administrative receiver) appointed by such mortgagee or charge or any other person appointed under any security documentation to enable such mortgagee or chargee to realise its security or any administrator (howsoever appointed) including a housing administrator (each a **Receiver**)) of the whole or any part of the [affordable dwellings] or any persons or bodies deriving title through such mortgagee or chargee or Receiver PROVIDED THAT:

    - such mortgagee or chargee or Receiver shall first give written notice to the Council of its intention to dispose of the [affordable dwellings] and shall have used reasonable endeavours over a period of three months from the date of the written notice to complete a disposal of the [affordable dwellings] to another registered provider or to the Council for a consideration not less than the amount due and outstanding under the terms of the relevant security documentation including all accrued principal monies, interest and costs and expenses; and

    - if such disposal has not completed within the three month period, the mortgagee, chargee or Receiver shall be entitled to dispose of the [affordable dwellings] free from the [affordable housing provisions] in this Agreement which provisions shall determine absolutely.

2. Existing Chargee's Duty Clause

The provisions under this Deed shall not be binding on a Chargee PROVIDED THAT the Chargee shall prior to seeking to dispose of any Affordable Housing Unit(s) pursuant to any default under the terms of its mortgage or charge give not less than one (1) month's prior written notice to the Council of its intention to dispose and;

a) in the event that the Council responds within two (2) months from receipt of the notice indicating that arrangements for the transfer of the Affordable Housing Unit(s) can be made in such a way as to safeguard the Dwelling(s) as Affordable Housing then the Chargee shall co-operate with such arrangements and use its reasonable endeavours to secure such transfer

b) if the Council does not serve its response to the notice served under Clause 7.1(a) above within two (2) months then the Chargee shall be entitled to dispose free of restrictions set out in the Schedule Five

c) if the Council or any other person cannot within three (3) months of the date of the Chargee's notice under Clause 7.1(a) above secure such transfer then provided that the Chargee shall have complied with its obligations under Clause 7.1(a) the Chargee shall be entitled to dispose free of the restrictions set out in the Schedule Five

PROVIDED THAT at all times the rights and obligations in this Clause 7.1 shall not require the Chargee to act contrary to its duties under the charge or mortgage and that the Council must give full consideration to protecting the interests of the Chargee in respect of monies outstanding under the charge or mortgage

Prosperous Communities Committee
1 December 2020

Subject: Together 24 Programme

Report by:	Chief Executive
Contact Officer:	Ady Selby Assistant Director of Operational and Commercial Services ady.selby@west-lindsey.gov.uk
Purpose / Summary:	To inform Members of the new, transformational programme, Together 24 (T24).

RECOMMENDATION(S):

1. **Members welcome the achievements of the Customer First Programme.**

2. **Members approve the Objectives of the Together 24 Programme, as set out below;**

   - **All Council services have been redesigned with approved recommendations implemented by December 2024**
   - **Customer requirements are identified and factored into service redesigns with focus on digital enablement by December 2024**
   - **Maintain and or improve levels of customer and officer satisfaction by December 2024**
   - **Ensure that officers have the right level of skills and behaviours and have the right tools to do their job by December 2024**
   - **Efficiencies totalling a minimum of £300k are realised by December 2024**

3. **That progress related to the Together 24 (T24) programme be reported annually through the Members Newsletter, with oversight of the Project being reported quarterly to the Chairs Briefing Meeting, as part of the wider project update report regularly received.**

IMPLICATIONS

Legal: None

(N.B.) Where there are legal implications the report MUST be seen by the MO

Financial : FIN/91/21/TJB

The Together24 Programme has a cashable savings target of £300k by December 2024.

There are no additional financial implications from implementing this programme. A Capital budget of £355k has been approved by the Corporate Policy and Resources Committee to deliver the CRM system and as detailed in the report at paragraph 4.7.

Staffing : The programme may result in some new ways of working and structural changes, dependent on the outcome of service reviews.

(N.B.) Where there are staffing implications the report MUST have a HR Ref

Equality and Diversity including Human Rights : None

NB: Please explain how you have considered the policy's impact on different groups (for example: young people, elderly, ethnic minorities, LGBT community, rural residents, disabled, others).

Data Protection Implications : The programme will be compliant with the Councils policies and procedures

Climate Related Risks and Opportunities: Service Reviews will aim to deliver environmental benefits wherever possible. These may include, but aren't limited to, reduced mileage and less reliance on paper-based processes**.**

Section 17 Crime and Disorder Considerations: None

Health Implications: None

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

Wherever possible please provide a hyperlink to the background paper/s

If a document is confidential and not for public viewing it should not be listed.

Risk Assessment :
Current programme risks are identified in section 7.

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:x

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

Yes		**No**	**x**

1 Introduction

1.1 Together 24 (T24) is, as its name suggests, a collaborative programme designed to ensure all Council services are able to move to the next level in service delivery.

1.2 Technology is moving fast and there is a need to embrace it. Also, our customers' expectations are changing; their experience through whichever channel they choose to access our services should have the right look and feel, and be consistent. The learning we gain from their connections with us should inform our future business planning and service delivery.

1.3 This new programme comes after a period of reflection by Management Team following the recommendations of the Peer Review in early 2020.

1.4 The Customer First programme achieved some tangible benefits and has prepared us for the next stage in our journey.

1.5 T24 has developed a clear Vision and a condensed number of SMART (Specific, Measurable, Achievable, Realistic and Time-bound) Objectives. It will have its own Programme Board within the governance structure of the Council. The programme aims to have delivered the recommendations from technology-led service reviews in all front and back office service areas by December 2024.

2 Background

2.1 Following the Peer Review earlier in 2020, Management Team developed an action plan in order to address the issues raised.

2.2 One recommendation from the Peer Review was to "***Strip the Customer First Programme to its core and 'rebrand' it*** *– its objectives are sound but the vision is currently too big and undeliverable, with some confusion about its overall purpose or vision. It has had its successes, eg in service redesign, so has potential for more. Engage your staff, who want to serve customers to full effect, to consider what customers really need and therefore what you need to do to meet those needs. Develop a new programme that offers a clean break from the current one."*

2.3 Having reviewed the programme, Management Team considered the initiative had served its purpose and, whilst it provides the building blocks for future improvements, a new programme was needed with a clearer vision and smarter objectives.

2.4 A Project Team was formed to fully understand the needs and this vision was developed "***Together, through our staff and technology, we will excel in meeting the needs of our customers through service delivery".***

2.5 The following SMART objectives have been developed for the programme;

- All Council services have been redesigned with approved recommendations implemented by December 2024
- Customer requirements are identified and factored into service redesigns with focus on digital enablement by December 2024
- Maintain and or improve levels of customer and officer satisfaction by December 2024
- Ensure that officers have the right level of skills and behaviours and have the right tools to do their job by December 2024
- Efficiencies totalling a minimum of £300k are realised by December 2024

3 Customer First Programme Review

3.1 A full review of the Customer First Programme has been undertaken including an analysis of the programme achievements, see Table 1.

Table 1. Customer First Programme Achievements

What were we trying to achieve?	Outcome / action
Improved Telephony	Upgraded telephone system and contact centre application
	Improved menu options for customers
	GDPR message for customers – to meet statutory requirements
	Call back facility
	Soft phones
	Contact centre functionality for Revenues and Benefits
	0300 number to reduce costs for those paying through telephone
Improved Email service	Emails integrated into the Contact Centre application
Improved face to face service provision	Benchmark of customer expectation and needs established
Improved Website	86 development activities to improve access.
	85 live e forms in place
Establish SMS capabilities	SMS capabilities implemented and used to notify Green Garden Waste Customers of renewals
Implement a Customer Relationship Management System	Successful procurement completed
Improve Income and Payments facilities	Upgrade for existing system completed
Implementation of event booking system	Event bright successfully piloted and implemented
Improved complaints, compliments and comments process	Designated officer appointed
	Reviewed process and implemented on firm step
	Regular reporting at Customer First Board and committees. Voice of the Customer Report.
Improved service for Market Traders	Hand held payment card devise implemented
	Markets management and payments built into firm step
Developing our people	Behaviour framework developed around new values and embedded into the recruitment and appraisals
	All managers received customer experience training
Customer focused vision and values	New vision and values agreed in Corporate Plan

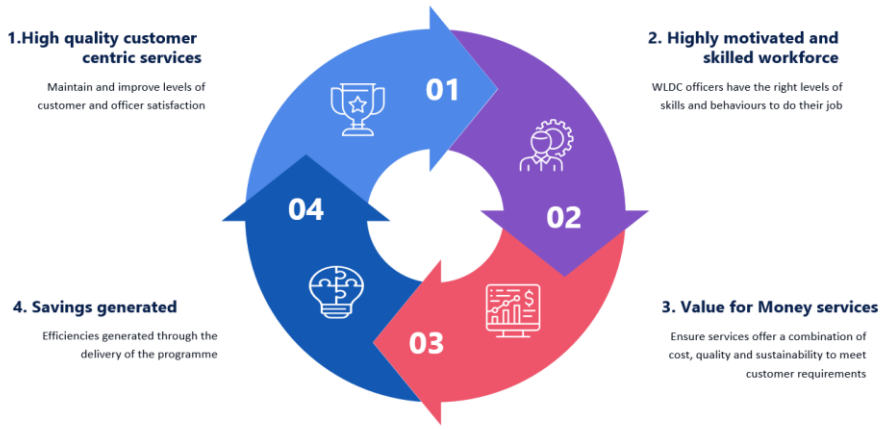
3.2 As a result of the review and feedback from the Peer Review, plus the changing needs of service areas, Management Team took the decision to close Customer First programme and commission a new programme with a new vision and more appropriate and SMART objectives.

4 Together 24 Programme (T24)

4.1 T24 is West Lindsey's key transformation programme for the next four years and will contribute to delivery of the Corporate Plan in general and the 'Our Council' outcomes in particular.

4.2 The programme aims to deliver the four benefits shown in Figure 1. Each of the benefits has been profiled, with owners assigned and associated KPIs identified. Service specific baselines and on-going performance for these metrics will be captured during the delivery of the programme enabling its success to be monitored.

Figure 1 T24 Programme Benefits



4.3 T24 will build on the work of the Customer First programme and is seen as a commissioner of CRM and ERP system. Both these tools will support the delivery of the programme.

4.4 The implementation of the programme will be undertaken through a five step approach discussed below.

- **Step One: Change Management.** How we move the Council from its current state to a desired future state. It is the discipline that guides how we prepare, equip and support individuals to successfully adopt change.
- **Step Two: Service Review.** The process which provides the evidence to inform recommendations. An overview of what is included within the review can be seen below in figure 2.
- *Figure 1: Service Review Inclusions*

- **Step Three: Business Case and Service Plan.** Takes the learning from the Service Reviews and provides justification for implementing the identified recommendations.
- **Step Four: Implementation.** Implementing the relevant processes, tools and systems to deliver the preferred option.
- **Step Five: Continuous Improvement.** The last step is not the final step within the process, as it is important that Council services continue to review and improve services. Review dates will be identified to encourage an emphasis on continuous improvement.

4.5 To help organise and manage the delivery of the programme, the service reviews have been organised into seven tranches. A period of 20 weeks has been allocated for the completion of the review, with an additional 12 weeks identified for the implementation of recommendations. Tranche one commenced on 5th October 2020 and includes the following service areas.

- Waste & Recycling
- Street Cleansing
- Trinity Arts Centre
- Environmental Health (statutory nuisance and private water supply)
- Financial and Procurement Management
- Performance Management

4.6 As a headline programme, T24 has undergone a rigorous governance process prior to Management Team sign-off. Quality assurance activities have been identified allowing for the Business Case and supporting governance strategies (such as Risk Management and Stakeholder Management) to remain relevant and fit-for-purpose.

4.7 The Corporate Policy and Resources Committee at its meeting in July 2020 approved a £355k budget for the implementation of a CRM system. As this Programme is seen as a commissioner, this budget will be held by the Corporate Systems Manager to include;

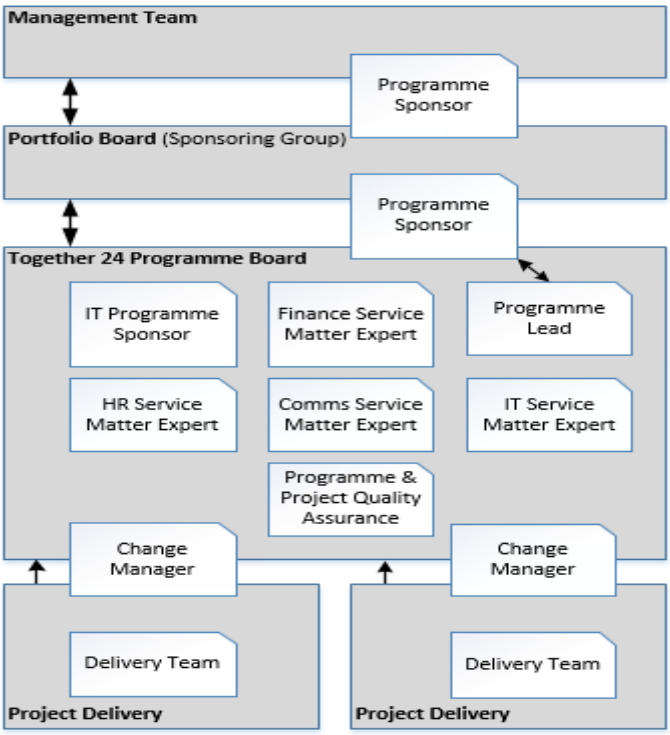
- Implementation and design of the core CRM system £182,000 (approved to spend)
- Development Management system solution £123,000
- Omni-channel, Artificial Intelligence, process automation and Customer Feedback £50,000

4.8 The CRM project team and service representatives will determine the functionality of the CRM system for the delivery of the Planning System, but have the option to procure an alternative solution should this not be achievable

5 Programme Structure

5.1 To ensure the successful delivery of the programme; key positions roles have been identified and an organisation structure identified. An overview of the organisation is shown in Figure 3.

Figure 2:T24 Organisational Structure



6 Resource

6.1 There are no new resource or financial implications resulting from the implementation of T24. Staffing resource has been allocated following recent Senior Management and Programme/Project Team restructures.

7 Risk Management

7.1 T24 has nine risks allocated to the programme (see Table 2) all which have all have a rating of **Amber**. Risks will be monitored throughout the delivery of the programme with visibility at the Programme Board and review dates allocated to ensure the on-going management of risk.

Table 1: Programme risk register

Risk	L	I	Rating	
Risk 01: Benefits of the Programme are not realised	2	3	6	
Risk 02: The required resources and finance are not available when needed	2	3	6	
Risk 03: Resistance from staff and key stakeholders to engage with the Programme	2	3	6	
Risk 04: Failure to achieve programme benefits	2	3	6	
Risk 05: Resources dedicated to T24 projects are redeployed in COVID-19 causing delays	2	3	6	
Risk 06: The cost of technology is prohibitive to the ambitions of the Council	2	2	4	
Risk 07: The Programme isn't delivered in line with the agreed timescales	2	2	4	

Risk	L	I	Rating	
Risk 08: Transitional changes cause disruption to customers	2	2	4	
Risk 09: Digital technology is not adopted by the majority of our customers to access our services	2	2	4	

Prosperous Communities Committee Workplan as at 23 November 2020

Purpose:
The table below provides a summary of reports that are due on the Forward Plan for the remainder of the Civic Year.

Recommendation:
1. That members note the contents of this document.

Title	Lead Officer	Purpose of the report
1 DECEMBER 2020		
Environmental Protection Policy	Andy Gray, Housing and Enforcement Manager	policy that outlines approach to EP work areas
Progress and Delivery Report, April - September 2021	Ellen King, Senior Performance Officer	This report presents progress against the Council's key performance measures for the first half of 2020-2021 (April - September)
Together 24 Programme	Ady Selby, Assistant Director of Commercial and Operational Services	To introduce to Members the new transformational programme, Together 24.
Proposed Fees and Charges 2021/22 Prosperous Communities	Sue Leversedge, Business Support Team Leader	to proposed fees and charges to take effect from 1 April 2021
S106 precedent wording amendment	Sarah Elvin, Housing Communities Project Officer	Report to recommend an amendment to the current S106 precedent wording in relation to the mortgagee exemption clause.
26 JANUARY 2021		
Separate Paper & Card Collection	Robert Gilliot, Waste and Recycling Team Manager	To introduce a separate paper and card collection to improve the quality and quantity of materials collected. Residents receive an additional bin for paper which is collected on a monthly basis.

Lincolnshire Homes for Independence Blueprint	Diane Krochmal, Assistant Director Homes and Communities	to present the Lincolnshire Homes for Independence Blueprint for approval
Market Rasen Development Fund	Grant White, Enterprising Communities Manager	To approve changes to the established Market Rasen Development Fund in order to support new priorities, change the delivery style and ensure appropriate fund management and governance are in place.
Prosperous Communities Revenue Base Budgets 2021/22 to 2025/26	Sue Leversedge, Business Support Team Leader	the report sets out details of the Committees draft revenue budget for the period 2021/22 and estimates to 2025/26.
Reintroduction of rents on Gainsborough Market	Ady Selby, Assistant Director of Commercial and Operational Services	Plan on how the free renatl period will end and a strategy for re-introducing charges
26 MARCH 2021		
Strategic Visitor Economy Strategy	Wendy Osgodby, Senior Growth Strategy & Projects Officer	Support for the Visitor Economy is embedded within West Lindsey District Council's Corporate Plan, under the theme 'A prosperous and enterprising district' as follows: Vision: 'Creating local wealth through the visitor economy' Objectives: -Increasing number of visitors / length of stay -Increasing expenditure by visitors -Developing leisure, culture and recreational offer -Increasing the quality and number of businesses / jobs in the sector Therefore, it is clear that support for developing our Visitor Economy sits at the centre of our strategy for the future of the district.
Public Transportation Programme	Grant White, Enterprising Communities Manager	To updated on past progress of transport initiatives supported by WLDC and approve a new delivery plan for

our Public Transportation Programme.

Lincolnshire Health and Well-being Partnership Presentation

Note: - Full Council passed a motion on 2 November, relating to the combating of litter. The requested work will be added to the work plan in due course.

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

Document is Restricted

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

Document is Restricted