

15th December 2016

Policy & Resources Committee

Subject: Proposed Fees and Charges 2017/18

Report by:

Financial Services Manager

Contact Officer:

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Purpose / Summary:

Propose revised Fees and Charges to take effect from 1 April 2017.

RECOMMENDATION(S):

- 1. That Members recommend to Council for approval the proposed Fees and Charges as detailed in Appendix A to E**
- 2. That Members recommend to Council for approval the proposed Fees and Charges as recommended by Prosperous Communities Committee and detailed at Appendix F to Q**

IMPLICATIONS

Legal: None arising as a result of this report

Financial : FIN/96/17

The 2017/2018 fees and charges are explained in the appendices of this report. The financial effects of the increases together with introducing new charges will result in an additional £40,873 being built into the Councils Medium Term Financial Plan.

Proposed increases including recommendations from Prosperous Communities Committee	Average Proposed Increase	Proposed Increase £	Budget Impact
Central and Democratic	0.00%		£0
Elections	0.00%		£0
Property Name Changes	1.50%		£300
Revenue Services	0.00%		£0
Room Hire	0.00%		£0
Building Control	0.28%		£600
Car Parks	0.00%		£0
Cemeteries	New and benchmarked		£5,200
Environment Services	Set by DEFRA in January 2017		
Fixed Penalty Notices	0.00%		£0
Land Charges	2.20%		£2,500
Licensing	Upto 12%		£1,100
Markets	0.00%		£0
Planning	2.20%		£1,100
Strategic Housing (Enforcement Charges)	100%	£150.00	
Trinity Arts Centre	Price on Application		
Operational Services			£29,900
Total Budget Impact			£40,700

Staffing: None arising as a result of this report.

Equality and Diversity including Human Rights :

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

Risk Assessment :

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

Climate Related Risks and Opportunities :

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

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

N/A

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

Yes

No

Key Decision:

Yes

No

1. Introduction

- 1.1 This report and appendices sets out the proposed fees and charges for 2017/18.
- 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 full cost recovery and income generation from fees and charges and eligibility for concessions.
- 1.3 It is recognised that although full cost recovery will be the customary approach, 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 set by statute.
- 1.6 Most non statutory charges have been uplifted by inflation of 2.2%, other than the following;

No change - Annual subscriptions to committee reports and photocopying
Cost recovery - Property name changes
No change - Room Hire and Planning documentations
No change – Court Costs at cost recovery
Small change – Building Control to cost recovery
No change – Car Parking strategy approved in year to be reviewed 2017
Cost recovery – Licensing
No change – Markets (under review)
New charge – Strategic Housing enforcement
Move to cost recovery – Burials
Price on application – Trinity Arts
Cost recovery/benchmarked – Second Green Bin
No Change – wheeled bins

Full details are contained within the appendices attached to this report.

2 Fees and Charges

- 2.1 The review of fees and charges this year has been more robust than in previous years, combining the benchmarking of charges, previously undertaken with an assessment of the level of cost recovery and market demand where information is available.

- 2.2 As part of the review process the officers were furnished with greater levels of strategic information. The service areas worked with their finance business partner to review the levels of income against the costs of providing the service to understand and determine the level of cost recovery.
- 2.3 The review has in the main tried to consider the full cost recovery constraints. However, the process has been influenced to a degree by issues where the Council considers through the benchmarking exercise that the charge proposed is fair and reasonable for the service being provided.
- 2.4 In addition specific services need to understand the impact of new strategies before amending fees and charges at this stage.
- 2.5 The greatest risk/concern for Managers is receiving challenges to the level of fees and charges. 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, we have tried to ensure that they are at a level whereby they do not vary substantially when compared to other local authorities. In most cases the proposed fees remain around the median to third quartile on the benchmarking range to reduce the likelihood of challenge.
- 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 There are risks of a reluctance to accept the proposed fees and charges; especially where the proposed fees provide for some significant stepped changes in order to try and draw our fees and charges in line with other authorities. By undertaking a detailed income and expenditure review and coupled with the previously undertaken benchmarking process, we have given confidence in our approach and proposals.
- 2.9 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.
- 2.10 The fees and charges will be subject to continuous monitoring during the year to either implement changes during the year if required, or to feed into the following years Medium Term Financial Plan.
- 2.11 Of the 415 fees and charges reviewed, 48% are statutory and 60% of these are not proposing an increase as they demonstrate full cost recovery. 52% are non-statutory fees and 83% are proposing an increase and 17% holding the current fees for 2017/18. There are a number of new fees to be introduced in 2017/18, representing 5% of the total fees and charges reviewed.

- 2.12 The increased income as proposed does not take into consideration any changes to income from the impacts of business plan implementations. These changes will be built into the budget at a later stage.
- 2.13 The proposed fees and charges will apply from 1st April 2017, unless there are other constraints preventing this, in which case the operative date will be as soon as practicable after 1st April.
- 2.14 The following appendices summarises the proposed changes by service area.

Appendix A Central & Democratic

Appendix B Elections

Appendix C Property Name changes

Appendix D Revenue Services

Appendix E Room Hire

Appendix F Building Control (Confidential)

Appendix G Car Parks

Appendix H Cemeteries

Appendix I Environment Services

Appendix J Fixed Penalty Notices

Appendix K Land Charges

Appendix L Licensing

Appendix M Markets

Appendix N Planning

Appendix O Strategic Housing

Appendix P Trinity Arts Centre

Appendix Q Operational Services

FEES AND CHARGES REPORT

APPENDIX A - CENTRAL & DEMOCRATIC SERVICES

1. Background

The Central & Democratic service has a number of Fees and Charges namely:

- Statutory Charges – Public Path Orders i.e. diversion orders; Access to records under the Data Protection Act; Inspection of background papers to committee reports. These fees are set by Government within a range and are reviewed annually. At this time there are no planned increases.
- Non-Statutory Charges – Annual subscription for agenda, reports and minutes; Photocopying. Fees for these services can be set locally by WLDC.

For 17/18 there are no plans to increase the fees as there is little or no use of the fees aforementioned.

2. Impact of Different Options

Service user can be analysed as follows;

No usage data to show.

3. Pricing

Cost of Sales, Overheads: Total Cost

There has been no income generated from sales, as Committee reports and planning applications are available online. Prices have therefore been estimated based on a unit cost basis, incorporating officer time and production costs.

Table of past fees and forecast fees at current rates and then at proposed rates

4. Understanding Customers and Markets

Little or no use of these fees occurs.

5. Proposed Charges

Statutory charges will be applied in accordance with legislation.

For non-statutory charges the Central and Democratic service proposes to leave the fees at the current level.

Policy and Resources Committee		Central & Democratic Services							
		Current Net Charge		Proposed Increase		Proposed Net Charge	VAT Amount	Total Charge Incl VAT	VAT rate included
		2016/17 £	%	£	2017/18 £	£	£	£	
Statutory Charges									
Public Path Orders, i.e.	Minimum Charge	£525.31			£525.31	£0.00	£525.00		OS
Diversion Orders	Maximum Charge	£1,574.91			£1,574.91	£0.00	£1,575.00		OS
Plus actual advertisement costs									
Access to records under the Data Protection Act		£11.26			£11.26	£0.00	£11.00		OS
Inspection of background papers to committee reports		£6.14			£6.14	£0.00	£6.00		OS
Non - Statutory Charges									
Annual subscription for agenda, reports and minutes.	Planning Services	£206.70			£206.70	£41.34	£248.00		S
	Other Committees	£62.76			£62.76	£12.55	£75.00		S
Photocopying (where no other charge applies)	Per side of A4(colour)	£0.17			£0.17	£0.03	£0.20		S
	Per side of A4(black/white)	£0.17			£0.17	£0.03	£0.20		S

6. Recommendation

Members are asked to approve charges for 2017/18 as detailed above;

FEES AND CHARGES REPORT

APPENDIX B - ELECTORAL SERVICES

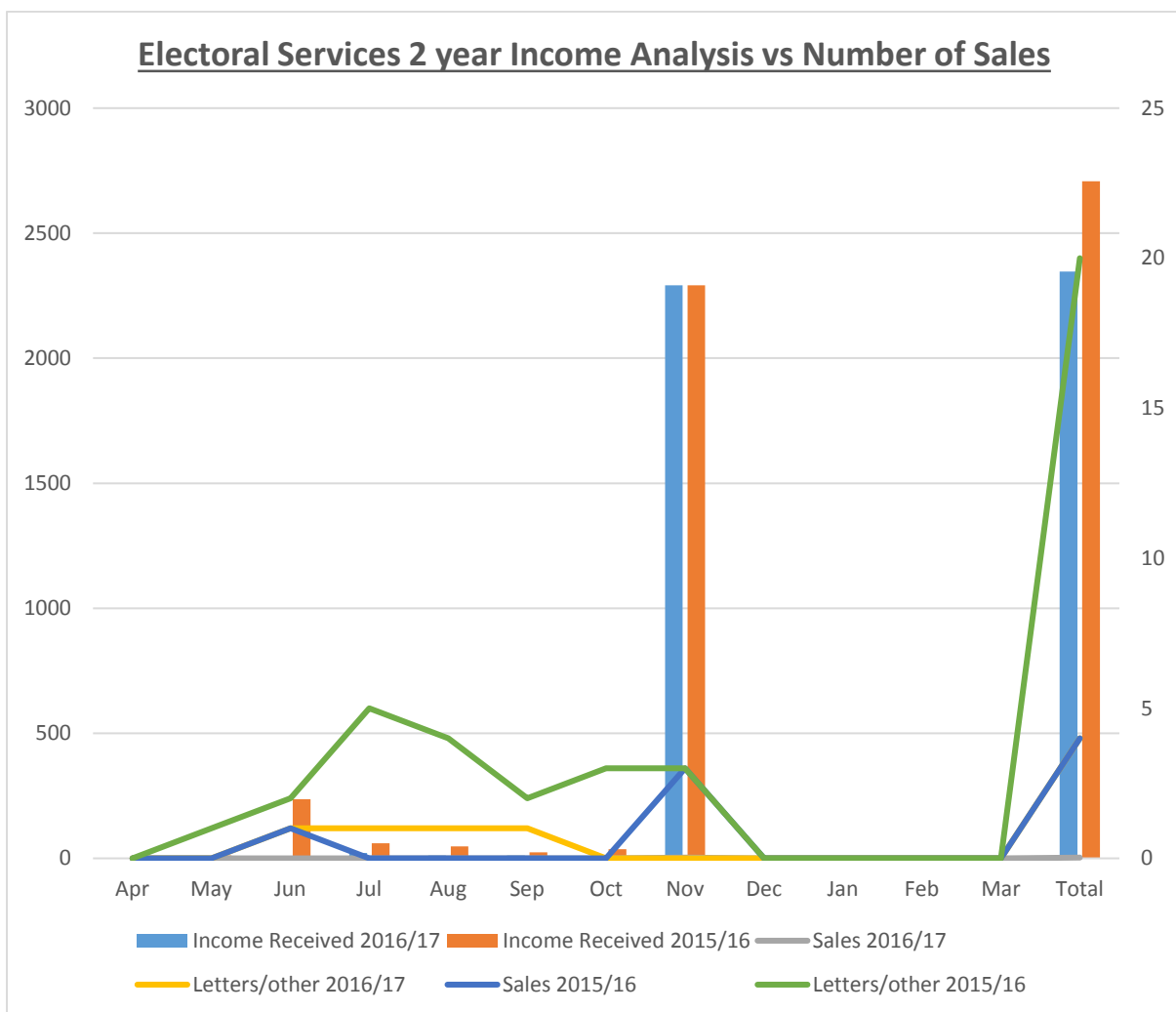
1. Background

Electoral Service has a limited number of Fees and Charges namely;

- Letters confirming elector's register
- Sales of electoral registers
- Inspection of Return of Declaration of Election Expenses

The charges are set by section 110 of the Representation of the People Regulations 2001.

2. Income



3. Costs

The statutory charges are set to cover costs.

4. Proposed Charging

The charges for Electoral Services are Statutory Fixed and remain unchanged from 2016/17 at this time

5. Recommendation

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

Policy and Resources Committee		Central & Democratic Services						
The prices are set by section 110 of the Representation of the People Regulations 2001.		Current Net Charge	Proposed Increase		Proposed Net Charge	VAT Amount	Total Charge Incl VAT	VAT rate included
		2016/17 £	% Type	or £	2017/18 £			
	Electoral Services (Statutory):							
Letters confirming elector's register		£12.00			£12.00	£0.00	£12.00	OS
Copy of "old" electoral registers		£50.00			£50.00	£0.00	£50.00	OS
Sales of Electoral Registers		£10.00			£10.00	£0.00	£10.00	OS
- Per thousand names or part		£5.00			£5.00	£0.00	£5.00	OS
- Concession		£0.25			£0.25	£0.00	£0.25	OS
Supply of Computer Data		£20.00			£20.00	£0.00	£20.00	OS
- Per thousand names of part		£1.50			£1.50	£0.00	£1.50	OS
- Concession (minimum fee £30.00)		£1.80			£1.80	£0.00	£1.80	OS
Address/Elector labels	- Per thousand names or part	£25.00			£25.00	£0.00	£25.00	OS
	- Concession	£12.00			£12.00	£0.00	£12.00	OS
Inspection of Return of Declaration of Election expenses		£1.50			£1.50	£0.00	£1.50	OS
Copy of a Return of Declaration of Election Expenses	- Per side	£0.20			£0.20	£0.00	£0.20	OS

FEES AND CHARGES REPORT

APPENDIX C - Property Name Changes (Corporate Governance, System Development)

1. Background

The function of street naming and numbering now sits alongside the Local Land and Property Gazetteer Custodian within the System Development team. The Street Naming and Numbering (SNN) function is a statutory service and the council is responsible for naming the streets, allocating postal numbers and requests to change house names. The only part of this function which can be charged on a cost recoverable basis is the request for house names.

2. Impact of Different Options

Service user can be analysed as follows;

	Total	Budget	Under/Over
Income received 2016/17	£ 1,278	£ 1,300	(22)
Income received 2015/16	£ 1,410	£ 1,000	410
Income received 2014/15	£ 1,740	£ 900	840

3. Pricing

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

	2016/17	2015/16	2014/15	2013/14	2012/13
Fee charged	£ 66.78	£ 63.00	£ 63.00	£ 62.50	£ 61.50
Fees rec'd	£ 868.59 <small>As at 26/10/16</small>	£ 945.00	£1228.00	£ 812.50	£1597.50
Royal Mail Charges	£ 476.00	£ 339.00	£ 419.00	£ 275.00	£ 331.00
Total Income	£1344.59	£1284.00	£1677.00	£1087.50	£1928.50

	14/15	15/16	16/17
Direct Costs	371,386.54	387,253.47	500,600.00
Overheads	346,297.74	361,867.94	55,200.00
TOTAL COSTS	25,088.80	25,385.53	555,800.00

Although SNN fees currently exceeds the set budget figure each year, there is nothing we can do to ensure continued income. If a customer wishes to add a name plate to their house and not apply for the change to be formalised, we cannot enforce the customer to comply. However if the change is only applied by the customer the LLPG, statutory consultees and the Royal Mail will not be informed of this informal change.

4. Understanding Customers and Markets

Other Lincolnshire authorities' charges as at 2015 was as follows:

Name of authority	Cost per renaming of property	Cost per renaming of street
BOSTON	Not known	Not known
ELDC	No Charge	No Charge
LINCOLN CITY	£64.00	£-
NORTH KESTEVEN	£25.00	£150.00
SOUTH KESTEVEN	No charge	No Charge
SOUTH HOLLAND	No charge	No Charge
WEST LINDSEY	£63.00	£-

The renaming of streets is a very rare occurrence, and over the last 5 years we have only received two requests, neither of which gained the necessary two thirds of residents agreement.

5. Proposed Charges

Statutory charges will be applied in accordance with legislation.

The current charge is £66.78, and it is proposed to increase this to £68.00 for the next three years.

By keeping the charge the same over the next three years would reduce the amount of changes needed to be made to all publicity and systems. Each year changes to the fees takes approximately 3 hours to make all the necessary changes to the electronic forms, integration to payments, and the website.

Policy and Resources Committee		Central & Democratic Services						
		Current Net Charge	Proposed Increase		Proposed Net Charge	VAT Amount	Total Charge Incl VAT	VAT rate included
		2016/17 £	% Type	£	2017/18£	£	£	
Property Name Changes:								
Naming or renaming of a registered property		£66.78	:C	£1.00	£67.78	£0.00	£68.00	OS

6. Recommendation

Members are requested to recommend to Council the fees of £68.00 are applied for the period 2017/18 to 2020/21.

FEES AND CHARGES REPORT

APPENDIX D - REVENUE SERVICES

1. Background

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

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

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

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

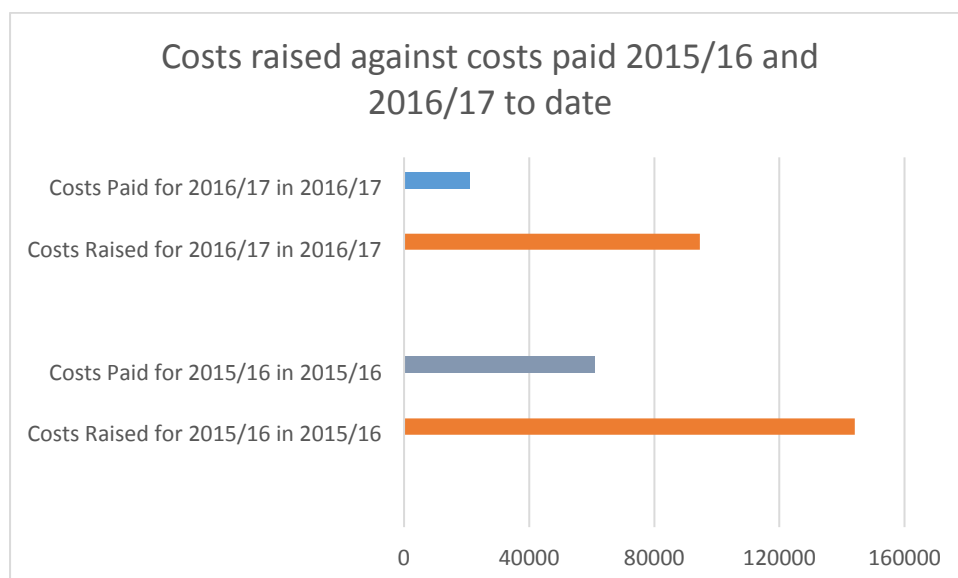
Recovery procedures and the Court timetable for Council Tax is agreed in advance and ensures that all taxpayers are treated fairly and objectively.

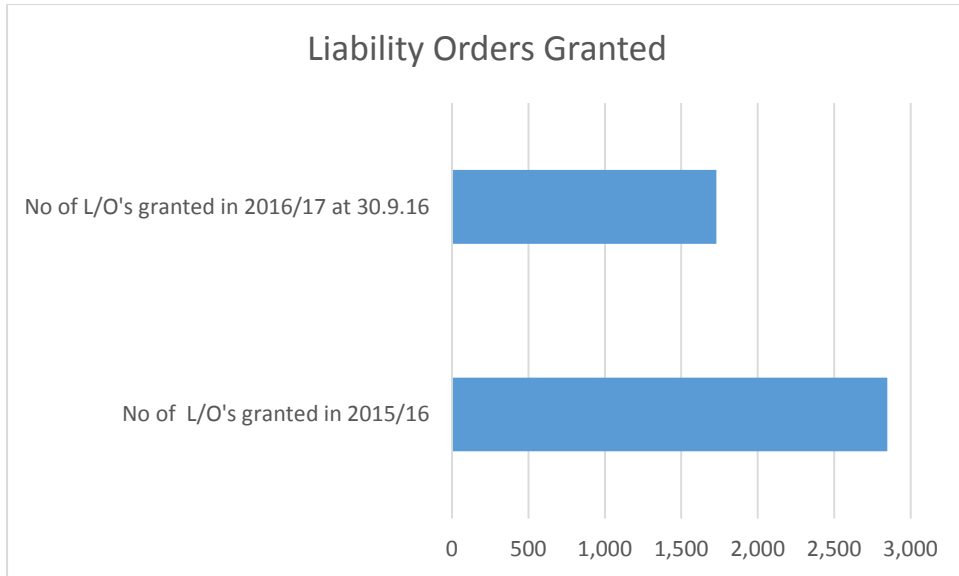
If an account holder receives a summons it is because they have not ensured that we have received payments in accordance with notices that have been sent (e.g. the Demand and Reminder Notices).

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

2. Income Impact

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





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

3. Costs

The council is required to calculate the cost of Summons for council tax to ensure the amount charged is reasonable and transparent for court.

For 2016/17 the cost was £71.20, the fee of £75.00 is therefore reasonable and demonstrates full cost recovery.

4. Proposed Charging

The court costs added to Council Tax accounts and NNDR accounts are both Statutory Fixed. The charges are set in March and are not yet published, however it is assumed that they will remain unchanged from 2015/16 and 2016/17.

Policy and Resources Committee		Revenue Services					
Current Net Charge	Proposed Increase		Proposed Net Charge	VAT Amount	Total Charge Incl VAT	VAT rate included	
2016/17 £	%	Type	£	2017/18 £	£	£	
Revenues *							
Court costs added to Council Tax accounts.	£75.00			£75.00	£0.00	£75.00	OS
Court costs added to NNDR accounts.	£85.00			£85.00	£0.00	£85.00	OS

* Charges agreed with Magistrates

5. Recommendation

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

Members are requested to recommend to Council the fees for 2017/18 with further review prior to 2018/19 fee setting.

FEES AND CHARGES REPORT

APPENDIX E - CUSTOMER SERVICES

1. Background

Customer Services has a limited number of Fees and Charges namely;

- **Room Hire** – The provision of council meeting rooms for external use
- **Planning documents** – provision of decision notices, consents and determinations. Copy plans/Mapping Setting

Room Hire

The current service charge for room hire is above the benchmark average by 14%. The fees ensure full cost recovery and for some charges exceeds this by 4 times.

The offer of external room hire is in its infancy and take up has been slow. This can be attributed to both the fee and lack of marketing to promote the services on offer. Customer Services have started to proactively raise the profile of the meeting room offer through external marketing channels. Additional work is underway to establish area offer and saturation. From this analysis and discussion, the target customer and demand will be established and consideration can then be applied with regards the feasibility of reducing the charge to increase demand.

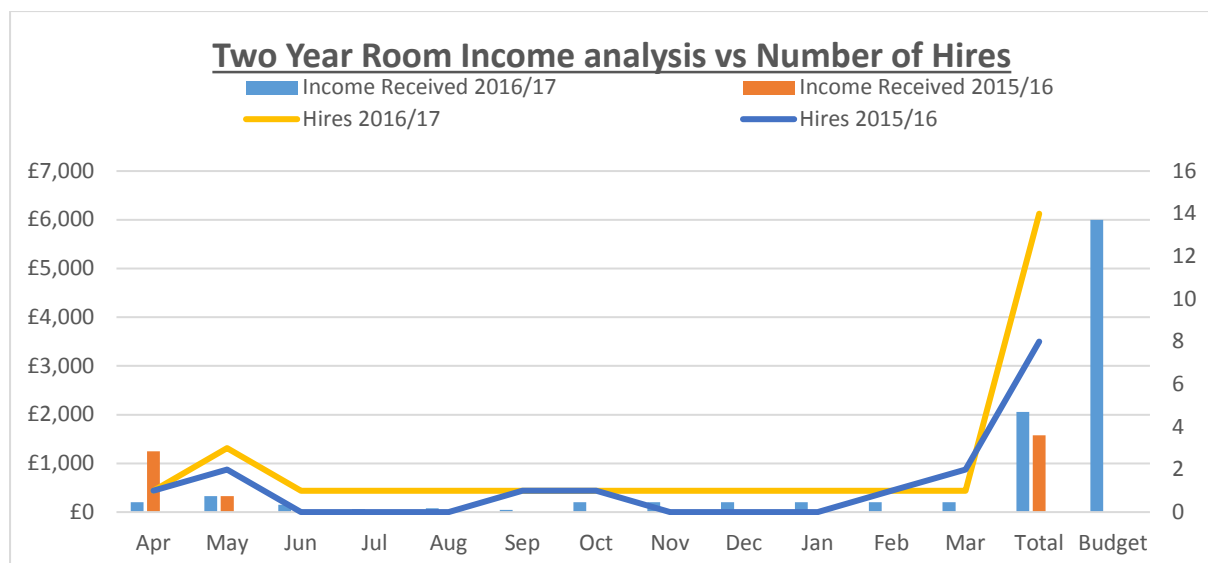
Planning Documents

Planning work is dependent on the local plan, market demand and developers viability in addition to economic stability.

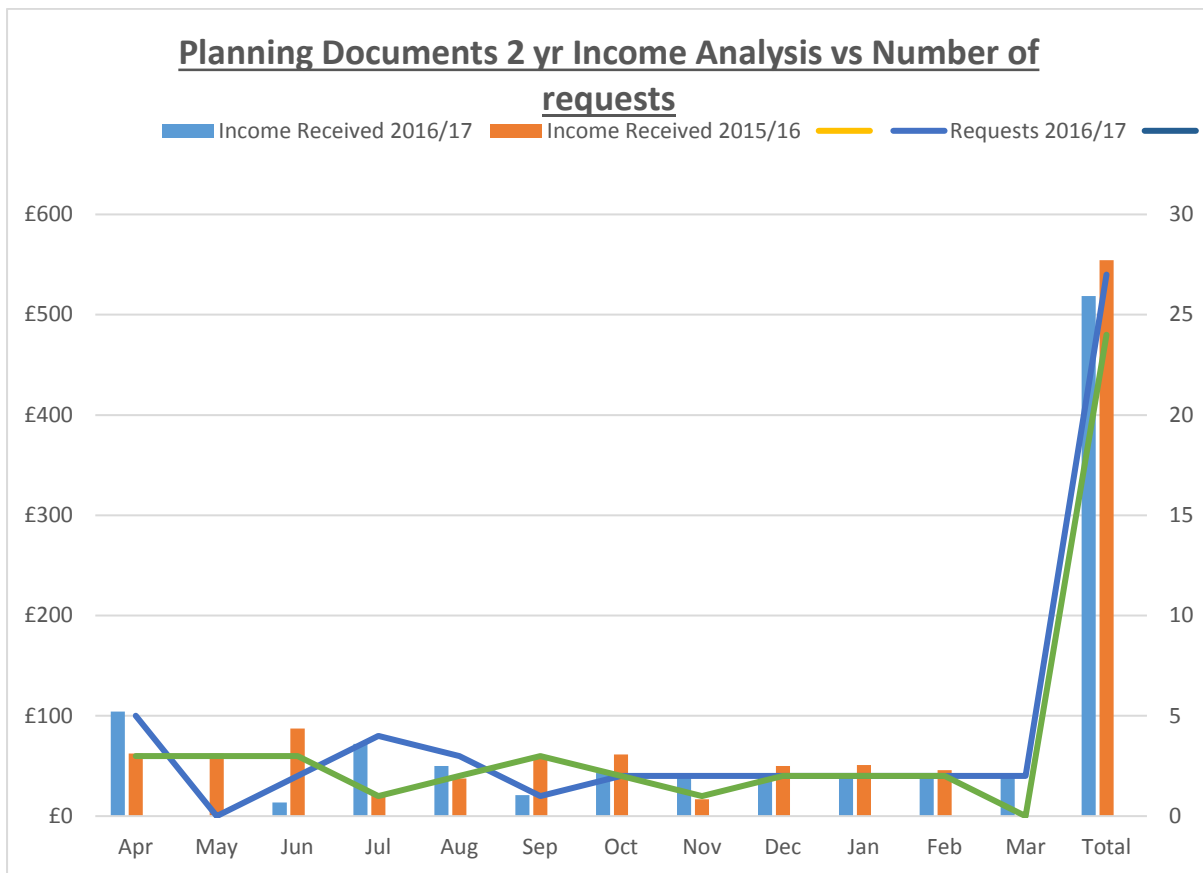
Decision notices, consents, determinations, Tree Preservation orders, Enforcement notices, S106 Agreements are all available via the council website free of charge. However, should hardcopies be requested then a fee is charged for this.

Demand for these services is minimal.

2. Impact of Options



Room Hire	Total	Budget	Under/(over)
Income Projection 2016/17	2,058	6,000	3,942
Income Received 2015/16	1,576	0	(1,576)



Planning Documents	Total	Budget	Under/(over)
Income Projection 2016/17	519	3,000	2,481
Income Received 2015/16	554	9,000	8,446

3. Pricing

Charged Services only represent a small element of the Customer Support function.

The costing for each element has been calculated based on a proportionate hourly rate for staff time with absorption of overheads and additional costs. These are detailed in the tables below:

Room Hire

		16/17 Fee	Officer time	Addtl costs	TOTAL COST	Over/(under) recovered	Recovery	Proposed Fee
			£	£	£	£	%	£
Room Hire								
Chamber (Up to 60 People)	Day Rate (0900 to 1700)	£250.00	35.83	77.20	113.03	136.97	221.18	250
	1/2 Day	£150.00	26.85	38.60	65.45	84.55	229.17	150
	Evening Rate (1800 to 2200)	£300.00	82.26	67.55	149.81	150.19	200.25	300
Trent or Ancholme (Up to 20 People)	Day Rate (0900 to 1700)	£125.00	32.51	28.60	61.11	63.89	204.54	125
	1/2 Day	£75.00	23.54	14.30	37.84	37.16	198.21	75
	Evening Rate (1800 to 2200)	£200.00	82.26	37.52	119.78	80.22	166.97	200
Chamber, Trent & Ancholme (Up to 100 People)	Day Rate (0900 to 1700)	£500.00	65.74	77.20	142.94	357.06	349.79	500
	1/2 Day	£300.00	32.51	38.60	71.11	228.89	421.86	300
	Evening Rate (1800 to 2200)	£500.00	105.54	67.55	173.09	326.91	288.87	500
Additional Day Hours (or part hours)	Per Hour (Max 2 hours)	£30.00	18.21	9.65	27.86	2.14	107.68	30

Planning Documents

Planning Documents		16/17 Fee	Officer time	Addtl costs	TOTAL COST	Over/(under) recovered	Recovery	Proposed Fee
			£	£	£	£	%	£
Planning								
Decision notices, consents, determinations, Tree Preservation orders, Enforcement notices, S106 Agreements.	£24.00	6.63	0.00	6.63	17.37	361.84	£	24.00
Other copies	£0.20	0.00	0.05	0.05	0.15	400.00	£	0.20
Mapping Setting								
Copy plans - A3	£0.50	0.00	0.20	0.20	0.30	250.00		£0.50
Copy plans - A2, A1, A0	£6.00	0.00	1.00	1.00	5.00	600.00		£6.00
Information on planning records	£0.20	0.00	0.05	0.05	0.15	400.00		£0.20
Requests for Planning Information	£55.00	39.80	0.00	39.80	15.20	138.20		£55.00

4. Understanding Customers and Markets

Room Hire

Meeting room hire was a new service offered in 2015/16. Work has commenced to establish the current market offer and saturation points, this will be completed by March 2017 and will inform the fee setting process for 2017/18 as demand and target customer is identified and embedded into the service offer.

Satisfaction surveys have been developed and will be issued to customers post service delivery from November 2016.

Planning Documents

Demand for this service is low due to elements readily available on the council website free of charge.

5. Proposed Charges

Customer Services proposes to maintain fees for room hire at the current rates, ensuring price stability. This will bring charges into closer alignment with other Local Authorities and the local offer, whilst not compromising on full cost recovery. Market demand needs to be established over the next financial year to see if a price reduction would stimulate demand.

Customer Services proposes to maintain fees for planning documents at the current rates, ensuring price stability. This will not compromise full cost recovery.

Room Hire:

Policy and Resources Committee		Central & Democratic Services							
		Current Net Charge	Proposed Increase		Proposed Net Charge	VAT Amount	Total Charge Incl	VAT rate included	
		2016/17 £	%	Type	or £	2017/18 £	£	£	
Main Room Hire:									
Chamber (Up to 60 People)	Day Rate (0900 to 1700)	£250.00	0.0%			£250.00	£50.00	£300.00	S
	1/2 Day	£150.00	0.0%			£150.00	£30.00	£180.00	S
	Evening Rate (1800 to 2200)	£300.00	0.0%			£300.00	£60.00	£360.00	S
Trent or Ancholme (Up to 20 People)	Day Rate (0900 to 1700)	£125.00	0.0%			£125.00	£25.00	£150.00	S
	1/2 Day	£75.00	0.0%			£75.00	£15.00	£90.00	S
	Evening Rate (1800 to 2200)	£200.00	0.0%			£200.00	£40.00	£240.00	S
Chamber, Trent & Ancholme (Up to 100 People)	Day Rate (0900 to 1700)	£500.00	0.0%			£500.00	£100.00	£600.00	S
	1/2 Day	£300.00	0.0%			£300.00	£60.00	£360.00	S
	Evening Rate (1800 to 2200)	£500.00	0.0%			£500.00	£100.00	£600.00	S
Additional Day Hours (or part hours)	Per Hour (Max 2 hours)	£30.00	0.0%			£30.00	£6.00	£36.00	S
Other Room Hire:									
Meeting Room (Up to 10 people)	Day Rate (0900 to 1700)	£100.00	0.0%			£100.00	£20.00	£120.00	S
	1/2 Day	£60.00	0.0%			£60.00	£12.00	£72.00	S
Meeting Room (Up to 5 people)	Day Rate (0900 to 1700)	£80.00	0.0%			£80.00	£16.00	£96.00	S
	1/2 Day	£50.00	0.0%			£50.00	£10.00	£60.00	S
Meeting Room (Up to 3 people)	Day Rate (0900 to 1700)	£60.00	0.0%			£60.00	£12.00	£72.00	S
	1/2 Day	£35.00	0.0%			£35.00	£7.00	£42.00	S
Additional Day Hours (or part hours)	Per Hour (Max 2 hours)	£20.00	0.0%			£20.00	£4.00	£24.00	S
Refreshments packages are available on request and quotes are based on individual needs sessions		POA							
* Discounts are available for consecutive days or block bookings for details									

Planning Documents

Prosperous Communities Committee		Planning						
		Current Net Charge	Proposed Increase		Proposed Net Charge	VAT Amount	Total Charge Incl VAT	VAT rate included
		2016/17 £	%	£	2017/18 £	£	2017/18 £	
Decision notices, consents, determinations, Tree Preservation orders, Enforcement notices, S106 Agreements.	Per side of A4 (black/white)	£24.00		£0.00	£24.00	£0.00	£24.00	OS
Plus Officer time at cost recovery								
Other copies	Per side of A4 (black/white)	£0.20		£0.00	£0.20	£0.00	£0.20	OS
Copy plans - A3	Per copy	£0.50		£0.00	£0.50	£0.00	£0.50	OS
Copy plans - A2, A1, A0	Per copy	£6.00		£0.00	£6.00	£0.00	£6.00	OS
Information on planning records	Planning Control	£0.20		£0.00	£0.20	£0.00	£0.20	OS
Requests for Planning Information	Planning - as per above plus officer time per	£55.00		£0.00	£55.00	£0.00	£55.00	OS
Plus Officer time at cost recovery								

6. Recommendation

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

Room Hire:

Members are requested to recommend to Council the maintained fees for 2017/18 with further work to be undertaken to review impacts prior to 2018/19 fee setting.

Planning Documents:

Members are requested to recommend to Council the maintained fees for 2017/18 and that these are held at this rate for the next three financial years.

FEES AND CHARGES REPORT

APPENDIX G - CAR PARKS

1. Background

Car parks are operated by the council in Gainsborough and Market Rasen. The approval of a Car Parking Strategy earlier in this financial year, introduced, for the first time charging in Market Rasen.

New tariffs were introduced for Gainsborough as well as the ones in Market Rasen. 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.

As part of the overall review of parking it was also 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. Impact of Different Options

No usage data available at this time.

3. Pricing

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

Table of Cost of Sales, Overheads: Total Cost v Net Income

	14/15	15/16	16/17
Income	161,790	176,753	113,067
Direct Costs	74,398	68,396	101,400
Overheads	24,883	40,029	56,100
TOTAL COSTS	99,280	108,426	157,500
NET Surplus/ (Deficit)	62,510	68,327	(44,433)

Current Fees have covered the costs and are also expected to over the Medium Financial Plan.

Recent benchmarking has arrived at the conclusion that car park fees are in the mid to high range except for parking permits where our fees are considerably lower.

Possibly in future years an area to target a potential fee increase would be parking permits. Even if they doubled, they would still be considered inexpensive.

Table of past fees and forecast fees at current rates and then at proposed rates

Prosperous Communities Committee		Car Parks & Bus Station						
		Current Net Charge	Proposed Increase		Proposed Net Charge	VAT Amount	Total Charge Incl	VAT rate include
		2016/17 £	%	or £	2017/18 £	£	2017/18	
Car Parks								
Gainsborough	0-1 hours	£0.50			£0.50	£0.10	£0.60	S
	1-2 hours	£0.92			£0.92	£0.18	£1.20	S
	2-3 hours	£1.33			£1.33	£0.27	£1.60	S
	3-4 hours	£1.67			£1.67	£0.33	£2.10	S
	4-6 hours	£2.75			£2.75	£0.55	£3.30	S
	6+ hours	£3.25			£3.25	£0.65	£3.90	S
Market Rasen	0-1 hours	£0.25			£0.25	£0.05	£0.30	S
	1-2 hours	£0.42			£0.42	£0.08	£0.60	S
	2-3 hours	£0.67			£0.67	£0.13	£0.90	S
	3-4 hours	£0.83			£0.83	£0.17	£1.00	S
	4-6 hours	£1.43			£1.43	£0.29	£1.80	S
	6+ hours	£1.68			£1.68	£0.34	£2.10	S
Annual Season Tickets								
District Wide (Including parking at both Gainsborough and Market Rasen)	Mon-Sat	£177.36	C		£177.36	£35.47	£212.90	S
	Mon-Sat (if paid by monthly DD)	£153.36	C		£153.36	£30.67	£184.10	S
	Mon-Fri	£150.86	C		£150.86	£30.17	£181.10	S
	Mon-Fri (if paid by monthly DD)	£124.36	C		£124.36	£24.87	£149.30	S
Market Rasen Only	Mon-Sat	£88.68	C		£88.68	£17.74	£106.50	S
	Mon-Sat (if paid by monthly DD)	£76.68	C		£76.68	£15.34	£92.10	S
	Mon-Fri	£75.43	C		£75.43	£15.09	£90.60	S
	Mon-Fri (if paid by monthly DD)	£62.18	C		£62.18	£12.44	£74.70	S
Penalty Charge Notice								
Higher Rate		£70.00			£70.00	£0.00	£70.00	OS
Higher rate discounted if paid within 14 days		£35.00			£35.00	£0.00	£35.00	OS
Lower Rate		£50.00			£50.00	£0.00	£50.00	OS
Lower rate discounted if paid within 14 days		£25.00			£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 categorized 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.								
Bus Station								
Allocated stand	Per quarter for first stand	£288.65	S		£288.65	£0.00	£289.00	X
	Per quarter for second stand	£177.10	S		£177.10	£0.00	£178.00	X
Registered Casual Users Per Quarter		£54.05	S		£54.05	£0.00	£55.00	X

NB. It is proposed to leave the charges at 2016/17 rates as the current charges have only been in force for 3-4 months.

3. Understanding Customers and Markets

Data around usage has been very sparse, limited only to occasional manual counts of car park occupancy and the amount of cash collected from ticket machines. The new machines installed in Gainsborough in August 2016 and to be installed in Market Rasen in late 2016, support a data collection system which will provide excellent information on usage going forward.

This financial year has seen an increase in permit sales with a similar fall in pay and display tickets. In spite of the multi storeys new operator offering lower tariffs than the council car parks, it has had limited success with the majority of permit holders that previously used the multi storey, moving to other council car parks when the private operator took on the multi storey car park.

4. Proposed Charges

For non-statutory charges the Car Park Service proposes to apply no increase for the reasons mentioned above.

5. Recommendation

Members are asked to approve charges for the 2017-2018 financial year as detailed below.

It is recommended that charges are held at their current level because it was decided that Market Rasen's charges were set at 50% of those in Gainsborough. Whilst it was not suggested that this policy was to be maintained permanently, it was certainly a key factor in the setting of Market Rasen's tariffs. As it has not yet been possible to start charging in Market Rasen, an increase in April after approximately 3 months of the new charges would appear unreasonable. Assuming that the relationship of charging between the two towns is to be maintained for the time being at least, it follows that Gainsborough's charges would remain un-changed too.

FEES AND CHARGES REPORT

APPENDIX H - CEMETERY SERVICES

1. Background

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 subsidise these areas.

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

The current service charge is below the benchmark average and does not recover full costs, a further 130% uplift is required to bring charges in line with market average and achieve a break-even position.

(EROB – single grave space)	West Lindsey	- £250
	Newark	- £470
	Bassetlaw	- £750
	Gainsborough TC	- £512

2. Impact of Different Options

The following options were considered as part of the review;

Option 1 – increase approx in line with inflation – will not reduce the subsidy on the grounds maintenance costs

Option 2 – phased increase for term of external current grounds maintenance provision – will enable gradual progression to break-even position within 4 years

Option 3 – increase to achieve break-even position from 2017/18 – removes subsidy cost in relation to the current grounds maintenance contract from the Council with immediate effect

Option 4 – opportunity to introduce new service charges – potentially provides further income streams.

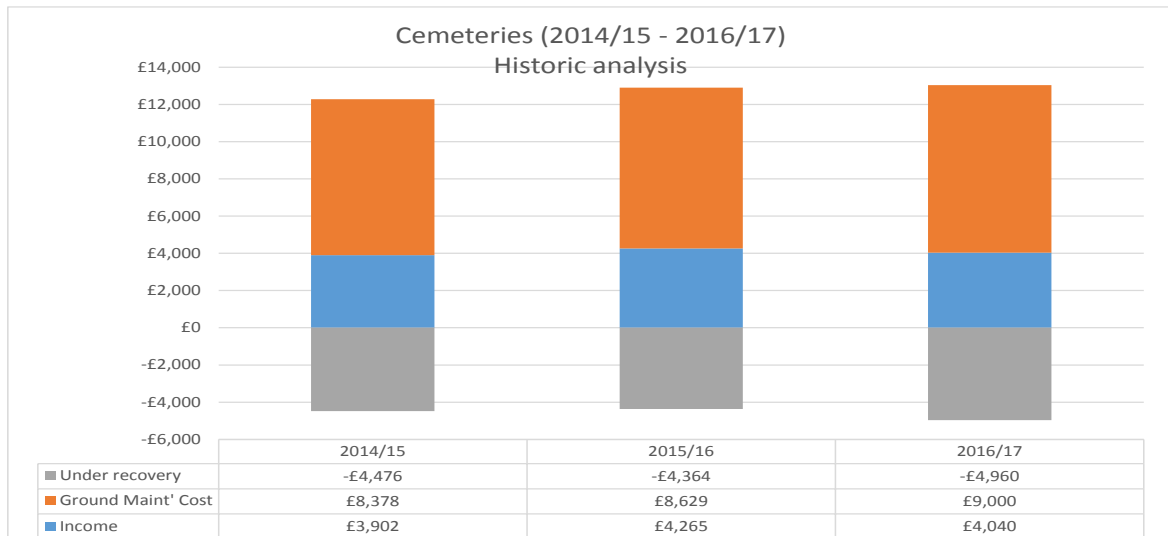
3. Pricing

The graphs below reflect the current costs and income levels, resulting in a net under recovery of grounds maintenance costs of circa £5k

The Cemetery service is demand driven and cannot be influenced.

Recent benchmarking shows the fees set for this services are considerably lower than in other areas. This year's recommended increase is a step towards the charges set by other Councils and will need to be reviewed and increased annually to fully recover costs.

A historic analysis shows similar recovery shortfall over recent years.



4. Understanding Customers and Markets

The table below shows the last three years usage data for burials for West Lindsey District Council. There has been an increase in this service over the last two years, however it is one that is linked to the demographics of the area and the space available.

	April	May	June	July	August	September	October	November	December	January	February	March	Total
2014/15	0	2	1	3	0	0	1	3	0	0	0	0	10
2015/16	0	0	5	0	2	3	1	0	1	2	3	5	22
2016/17	5	0	0	0	0	0	0	0	0	0	0	0	5
Total	5	2	6	3	2	3	2	3	1	2	3	5	

5. Proposed Charges

It is proposed that fees are increased to achieve cost recovery and to implement new service charges (Option 3 and 4)

Prosperous Communities Committee		Cemeteries						
	Current Net Charge	Proposed Increase		Proposed Net Charge	VAT Amount	Total Charge Incl VAT	VAT rate included	
	2016/17 £	%	or £	2017/18 £	£	2017/18 £		
Exclusive Rights of Burial in Earthen Graves								
Single Grave not exceeding 9' x 4'	£250.00	130%		£575.00	£0.00	£575.00	OS	
Grave not exceeding 9' x 4' for double/triple interments	£350.00	130%		£805.00	£0.00	£805.00	OS	
Cremated remains only grave not exceeding 4' 6" x 4'	£150.00	130%		£345.00	£0.00	£345.00	OS	
Exclusive right of Burial child grave up to 12 years (99 years)	New			£100.00	£0.00	£100.00	OS	
Exclusive Right of Burial single (50 years)	New			£287.50	£0.00	£287.50	OS	
Exclusive Right of Burial double (50 years)	New			£402.50	£0.00	£402.50	OS	
Exclusive Right of Burial triple (50 years)	New			£450.00	£0.00	£450.00	OS	
Exclusive Right of Burial double (99 years)	New			£805.00	£0.00	£805.00	OS	
Exclusive Right of Burial triple (99 years)	New			£900.00	£0.00	£900.00	OS	
Cremated remains only - Exclusive Right of Burial child up to 12 years	New			£80.00	£0.00	£80.00	OS	
Exhumation								
Body	New			£500.00	£0.00	£500.00	OS	
Cremated remains	New			£250.00	£0.00	£250.00	OS	
Monuments, Gravestones, Tablets & monumental inscriptions (Permission to erect)								
The right to erect or place on a grave or vault	A headstone not exceeding 3 feet in height	£ 60.00	130%		£138.00	£0.00	£138.00	OS
	A vase or tablet not exceeding 12 inches in height by 12 inches in width at the head of the grave	£ 40.00	130%		£92.00	£0.00	£92.00	OS
	For each inscription after the first	£ 25.00	130%		£58.00	£0.00	£58.00	OS
	Headstone over 3ft but under 4ft	New			£250.00	£0.00	£250.00	OS
	Flat stone (not exceeding 12" x 18")	New			£102.00	£0.00	£102.00	OS
	vase (up to 12" in height) (fixed)	New			£92.00	£0.00	£92.00	OS
	Plaque (not exceeding 12" x 6") (fixed)	New			£92.00	£0.00	£92.00	OS
Cremation	Memorial figurine (over 12" but under 24" fixed)	New			£110.00	£0.00	£110.00	OS
	Headstone up to 18 inches	New			£115.00	£0.00	£115.00	OS
	Headstone 18 inches to 3ft	New			£138.00	£0.00	£138.00	OS
	Flat stone (not exceeding 12" x 12")	New			£92.00	£0.00	£92.00	OS
	small vase (up to 6" in height) (fixed)	New			£50.00	£0.00	£50.00	OS
	Plaque (not exceeding 8" x 4") (fixed)	New			£50.00	£0.00	£50.00	OS
	Memorial figurine (not exceeding 12" fixed)	New			£92.00	£0.00	£92.00	OS
Registration Fees								
Per certified copy of a certificate of grant of exclusive right of burial	£40.00	130%		£92.00	£0.00	£92.00	OS	
Per certified copy of entry in Register of Burials	£40.00	130%		£92.00	£0.00	£92.00	OS	
Copies of Certificates								
Permission to plant memorial tree	New			£75.00	£0.00	£75.00	OS	
Permission to install memorial seat	New			£75.00	£0.00	£75.00	OS	
Burial grounds at Market Rasen & Springthorpe								

6. Recommendation

Members are requested to recommend the fees as detailed above for the period 2017/18 to 2019/20.

FEES AND CHARGES REPORT

APPENDIX I - ENVIRONMENT SERVICES

1. Background

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

- **Statutory Fees**
 - Environmental Services Local Air Pollution –
 - Private water Supply Work – all fees are set as a maximum charge.
 - Request for Information
- **Non Statutory Fees**
 - Health Certificate
 - Food Advisory Service – (New for 17/18)

Statutory Fees

These charges are all set by DEFRA. The charges for 2017/18 will be set in January 2017 and the schedule of charges 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 except in one case.

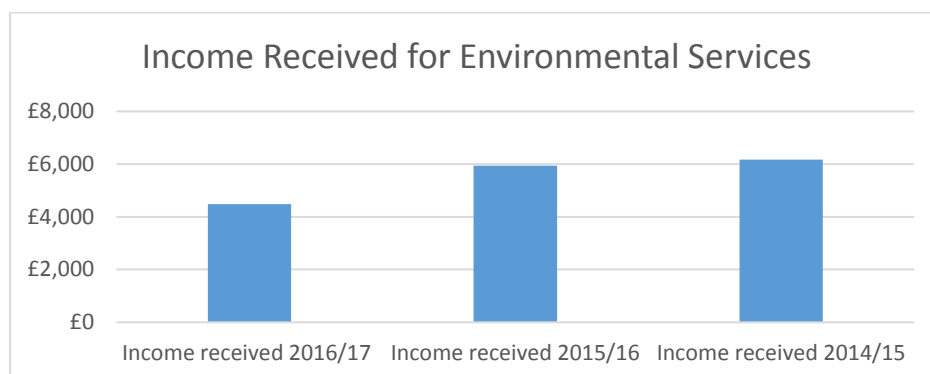
Non statutory Fees

Health Certificates – current service is proposing an RPI increase in 2017/18.

Food Advisory Service – this is new service for 2017/18 to provide businesses with advice and support in order to ensure legal compliance.

2. Impact of Options

The graph below demonstrates the total income received by the service for statutory fees over the last 3 years.



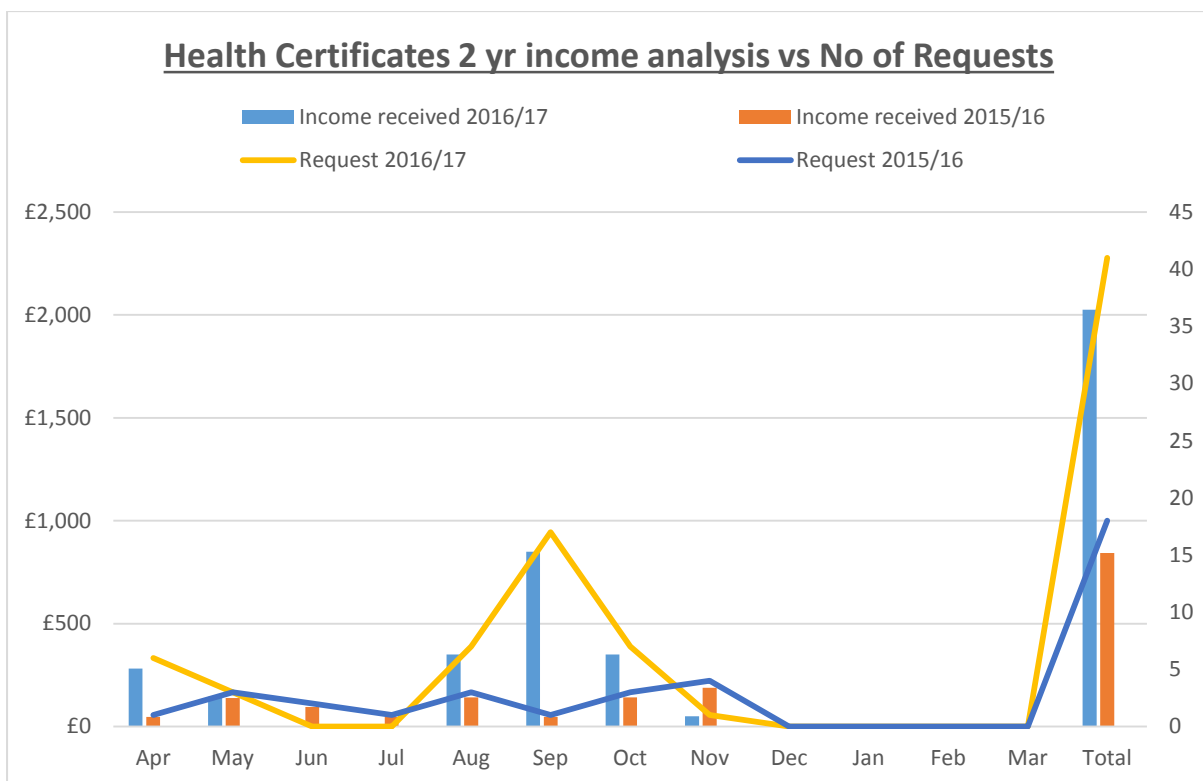
Environmental Services	Total	Budget	Under/(over)
Income Projection 2016/17	4,484	10,800	6,316
Income Received 2015/16	5,941	10,800	4,859
Income Received 2014/15	6,168	10,800	4,632

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

All works charged the actual time taken up to the maximum. In the last 12 months the maximum fee set by statute has been sufficient to cover costs except in one case.

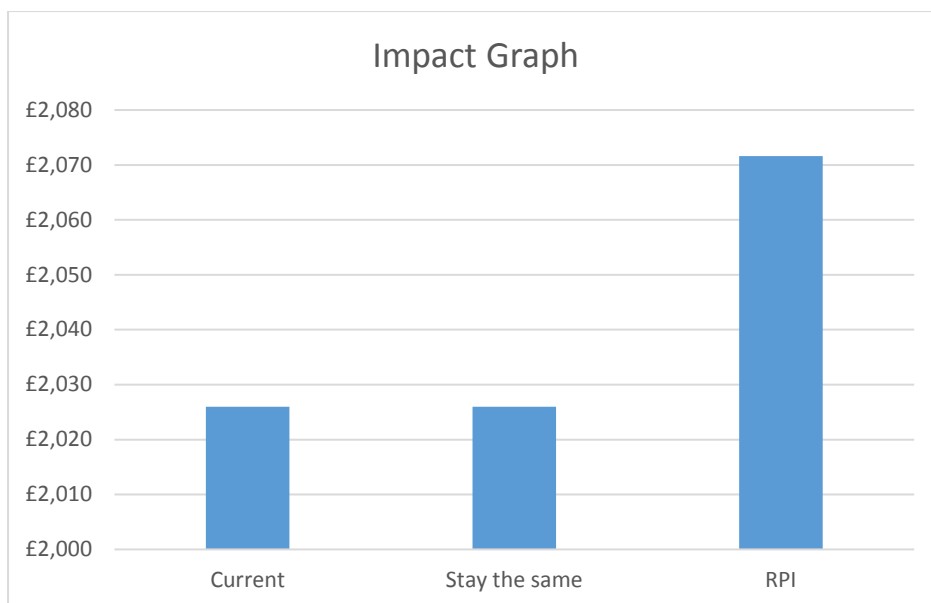
Non Statutory:

Health Certificates – The graph shows income and requests received for issuing a health certificate for the previous 2 years.



We recommend an increase of RPI in 2017/18. The graph below shows the impact on increasing the fee based on 2016/17 activity.

Current	£2,026
Stay the same	£2,026
RPI Increase	£2,072



3. Pricing

The costing for the Food Advice Service has been calculated based on a proportionate hourly rate for staff time with absorption of overheads and additional costs. The proposed price will give full cost recovery.

4. Understanding Customers and Markets

The majority of fees and charges are statutory and set by statute.

With regard to the proposed new charge for advisory visits to businesses within the District. These visits will be give businesses advice and support in order to ensure that their businesses comply with legal requirements. It is felt that this value adding service will enable businesses to attain a higher star rating.

5. Proposed Charges

Statutory charges will be applied in accordance with legislation.

Health Certificate – increase by RPI.

Request for Information – increase by RPI. This is in line with benchmarking information received from other local authorities.

New fees

SFBB pack - including diary	£10	to cover costs
Diary refill	£5	to cover costs

Updated hygiene score sticker £15 to cover costs

Regulatory Advisory visits - £125 for first two hours of the visit and then £40 per hour. The £125 covers officer time (including admin support and travel costs). The £40 is for officer time and has been set at this level after benchmarking what other authorities charge or are considering charging.

Health Act 2006 – Failure to display No Smoking signs £200

Prosperous Communities Committee	Environment Services Local Air Pollution
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Current Net Charge	Proposed Net Charge	VAT Amount	Total Charge Incl VAT	VAT Rate
2016/17 £	2017/18 £	£	2017/18 £	

All charges are set by DEFRA

Application Fee					
- Standard Process		£1,579.00	£1,579.00	£0.00	£1,579.00 OS
- Additional fee for operating without a permit		£1,137.00	£1,137.00	£0.00	£1,137.00 OS
- Reduced fee activities		£148.00	£148.00	£0.00	£148.00 OS
- Reduced fee activities: Additional Fee for operating without a permit		£68.00	£68.00	£0.00	£68.00 OS
- Mobile Screening and crushing plant		£1,579.00	£1,579.00	£0.00	£1,579.00 OS
- For the third to seventh applications		£943.00	£943.00	£0.00	£943.00 OS
- For the eighth and subsequent applications		£477.00	£477.00	£0.00	£477.00 OS

An additional charge of £297 applies to the above where the permit is for a combined part B and waste installation.

Annual Subsistence Fee -Standard Process	Low	£739.00	£739.00	£0.00	£739.00 OS
	Medium	£1,111.00	£1,111.00	£0.00	£1,111.00 OS
	High	£1,672.00	£1,672.00	£0.00	£1,672.00 OS

An additional charge of £99 for Low , £149 for Medium and £198 for High applies to the above where the permit is for a combined part B and waste installation.

- Reduced fee activities	Low	£76.00	£76.00	£0.00	£76.00 OS
	Medium	£151.00	£151.00	£0.00	£151.00 OS
	High	£227.00	£227.00	£0.00	£227.00 OS
- PVR I & II Combined	Low	£108.00	£108.00	£0.00	£108.00 OS
	Medium	£216.00	£216.00	£0.00	£216.00 OS
	High	£326.00	£326.00	£0.00	£326.00 OS
- Vehicle refinishers	Low	£218.00	£218.00	£0.00	£218.00 OS
	Medium	£349.00	£349.00	£0.00	£349.00 OS
	High	£524.00	£524.00	£0.00	£524.00 OS
- Odourisation of natural gas	Low	£76.00	£76.00	£0.00	£76.00 OS
	Medium	£151.00	£151.00	£0.00	£151.00 OS
	High	£227.00	£227.00	£0.00	£227.00 OS
- Mobile Screening and crushing plant 1st to 2nd Permits	Low	£618.00	£618.00	£0.00	£618.00 OS
	Medium	£989.00	£989.00	£0.00	£989.00 OS
	High	£1,485.00	£1,485.00	£0.00	£1,485.00 OS
- Mobile Screening and crushing plant 3rd to 7th Permits	Low	£368.00	£368.00	£0.00	£368.00 OS
	Medium	£590.00	£590.00	£0.00	£590.00 OS
	High	£884.00	£884.00	£0.00	£884.00 OS
- Mobile Screening and crushing plant 8th and Subsequent permits	Low	£189.00	£189.00	£0.00	£189.00 OS
	Medium	£302.00	£302.00	£0.00	£302.00 OS
	High	£453.00	£453.00	£0.00	£453.00 OS

Where a part B installation is subject to reporting under the E-PRTR regulation an additional charge of £99 applies.

<u>Transfer and Surrender</u>					
- Transfer		£162.00	£162.00	£0.00	£162.00 OS
- Partial transfer		£476.00	£476.00	£0.00	£476.00 OS
- New operator at low risk reduced fee		£75.00	£75.00	£0.00	£75.00 OS
- Reduced fee activities: Partial transfer		£45.00	£45.00	£0.00	£45.00 OS
<u>Substantial Change</u>					£0.00
- Standard Process		£1,005.00	£1,005.00	£0.00	£1,005.00 OS
- Standard process where the substantial change results in a new PPC activity		£1,579.00	£1,579.00	£0.00	£1,579.00 OS
- Reduced fee activities		£98.00	£98.00	£0.00	£98.00 OS

Subsistence charges can be paid in four equal instalments at an additional cost of £36 p.a.

Prosperous Communities Committee		Environment Services Local Air Pollution				
		Current Net Charge	Proposed Net Charge	VAT Amount	Total Charge Incl VAT	VAT Rate
All charges are set by DEFRA		2016/17 £	2017/18 £	£	2017/18 £	
Request for Information / Document Disclosure where Charging is Permitted	Minimum per request plus cost of materials	£70.00	£71.54	£0.00	£71.54	OS
	Thereafter per hour	£42.00	£42.00	£0.00	£42.00	OS
Health Certificates		£50.00	£51.10	£0.00	£51.10	OS
Food Premises Register	Per page	£3.00	£3.00	£0.00	£3.00	OS
SFBB Pack	(including diary)		£10.00	£0.00	£10.00	OS
Diary Refill			£5.00	£0.00	£5.00	OS
Updated hygiene score sticker			£15.00	£0.00	£15.00	OS
Private Water Supply Work	Maximum charges			£0.00		
	Risk assessment (each assessment)	£500.00	£500.00	£0.00	£500.00	OS
	Sampling (each visit)	£100.00	£100.00	£0.00	£100.00	OS
	Investigation (each investigation)	£100.00	£100.00	£0.00	£100.00	OS
	Granting an authorisation (each authorisation)	£100.00	£100.00	£0.00	£100.00	OS
	Analysing a sample:-			£0.00		
	Taken under regulation 10 (domestic supplies)	£25.00	£25.00	£0.00	£25.00	OS
	Taken during check monitoring (commercial supplies)	£100.00	£100.00	£0.00	£100.00	OS
	Taken during audit monitoring (commercial supplies)	£500.00	£500.00	£0.00	£500.00	OS
Food Advisory	Charge for a visit (up to a maximum 2 hours contact time)		£125.00		£125.00	OS
	Charge for additional hours		£40.00		£40.00	OS
Health Act 2006	Smoking in a smoke free place	£50.00	£50.00		£50.00	OS
	Failure to display no smoking fine		£200.00		£200.00	OS

6. Recommendation

Members are requested to recommend to Council the charges for 2017/18 with further work to be undertaken to review impacts prior to the 2018/19 fee setting. The statutory fees will be in line with recommendations from DEFRA.

FEES AND CHARGES REPORT

APPENDIX J – FIXED PENALTY NOTICES

Community Safety

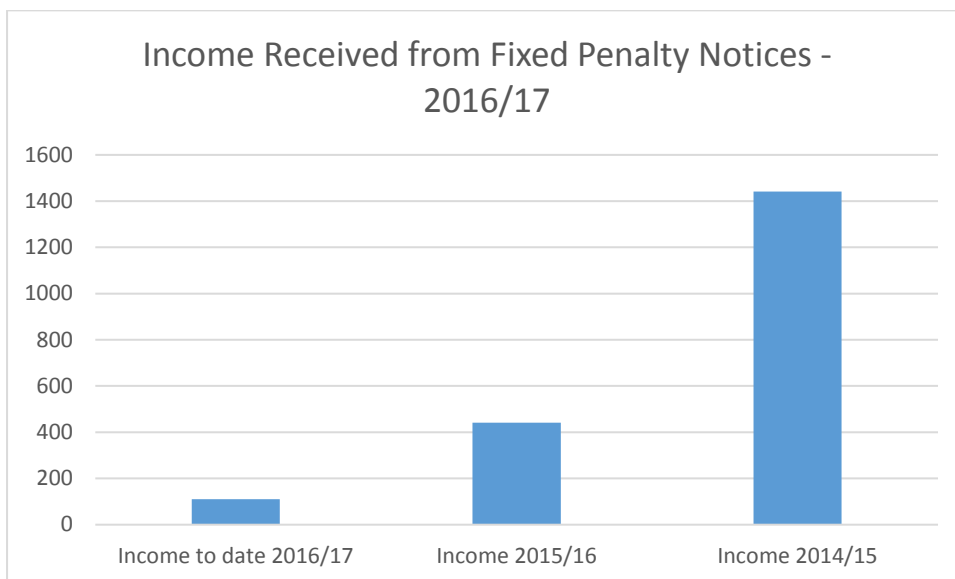
1. Background

Fixed Penalty Notices (FPNs) are used to tackle specific problems associated with environmental 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.

2. Impact of Different Options

The graph shows the income received from Fixed Penalty notices for the last three years. We are proposing no amendment to the charges for 2017/18. In previous years there has been a larger team dealing with this area which has significantly reduced this financial year. It is worth noting that there is no target to issue Fixed Penalty Notices, however there will be a more pro-active approach in this area going forward.



3. Pricing

The charging schedule sets out where fees are set by statute. Where the fees are set by the Council, it is proposed that these remain the same as they are deemed to cover the costs that are incurred within the service.

4. 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. It is likely that the Council will enhance its use of Fixed Penalty Notices over the coming months to tackle specific areas where these incidents occur on a regular basis.

5. Proposed Charges

Statutory charges will be applied in accordance with legislation.

Prosperous Communities Committee		Fixed Penalty Notices						
		Current Net Charge	Proposed Increase		Proposed Net Charge	VAT Amount	Total Charge Incl VAT	VAT Rate
		2016/17 £	%	£	2017/18 £	£	£	
Depositing Litter	Fee set by Government - payable within 14 days of issue	£75.00			£75.00	£0.00	£75.00	OS
	Fee set by Government - discounted if paid within 10 days	£50.00			£50.00	£0.00	£50.00	OS
Failing to pick up Dog Fouling	Fee set by Government - payable within 14 days of issue	£50.00			£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	£0.00	£300.00	OS
Failure to produce Authority to Transport Waste	Fee set by Government - payable within 14 days of issue	£300.00			£300.00	£0.00	£300.00	OS
Unauthorised Distribution of Free Printed Matter	Fee set by Government - payable within 14 days of issue	£75.00			£75.00	£0.00	£75.00	OS
Failure to comply with a Waste Receptacles Notice	Fee set by Government - payable within 14 days of issue	£75.00			£75.00	£0.00	£75.00	OS
	Fee set by Government - discounted if paid within 10 days	£60.00			£60.00	£0.00	£60.00	OS
Abandoning a Vehicle	Fee set by Government - payable within 14 days of issue	£200.00			£200.00	£0.00	£200.00	OS
Nuisance Parking	Fee set by Government - payable within 14 days of issue	£100.00			£100.00	£0.00	£100.00	OS
Failure to comply with Dog Control Order	Fee set by Council - payable within 14 days of issue	£75.00			£75.00	£0.00	£75.00	OS
	Fee set by Council - discounted if paid within 10 days	£50.00			£50.00	£0.00	£50.00	OS
Anti Social Behaviour Crime and Policing Act 2014 - Community Protection Notice	Fee set by Council - payable within 14 days of issue	£75.00			£75.00	£0.00	£75.00	OS
	Fee set by Council - discounted if paid within 10 days	£50.00			£50.00			
Anti Social Behaviour Crime and Policing Act 2014 - Public Space Protection Order	Fee set by Council - payable within 14 days of issue	£75.00			£75.00	£0.00	£75.00	OS
	Fee set by Council - discounted if paid within 10 days	£50.00						
Flytipping	Fee set by Council				£400.00	£0.00	£400.00	OS
	Fee set by Council - discounted if paid within 10 days				£250.00	£0.00	£250.00	OS
Smoking Free Regulations - Premises / Vehicles	Fee set by Government - payable within 14 days of issue	£50.00			£50.00	£0.00	£50.00	OS

6. Recommendation

Members are requested to recommend to Council the charges for 2017/18. with further work to be undertaken to review impacts prior to 2018/19 fee setting.

FEES AND CHARGES REPORT

APPENDIX K - LAND CHARGES SERVICES

1. Background

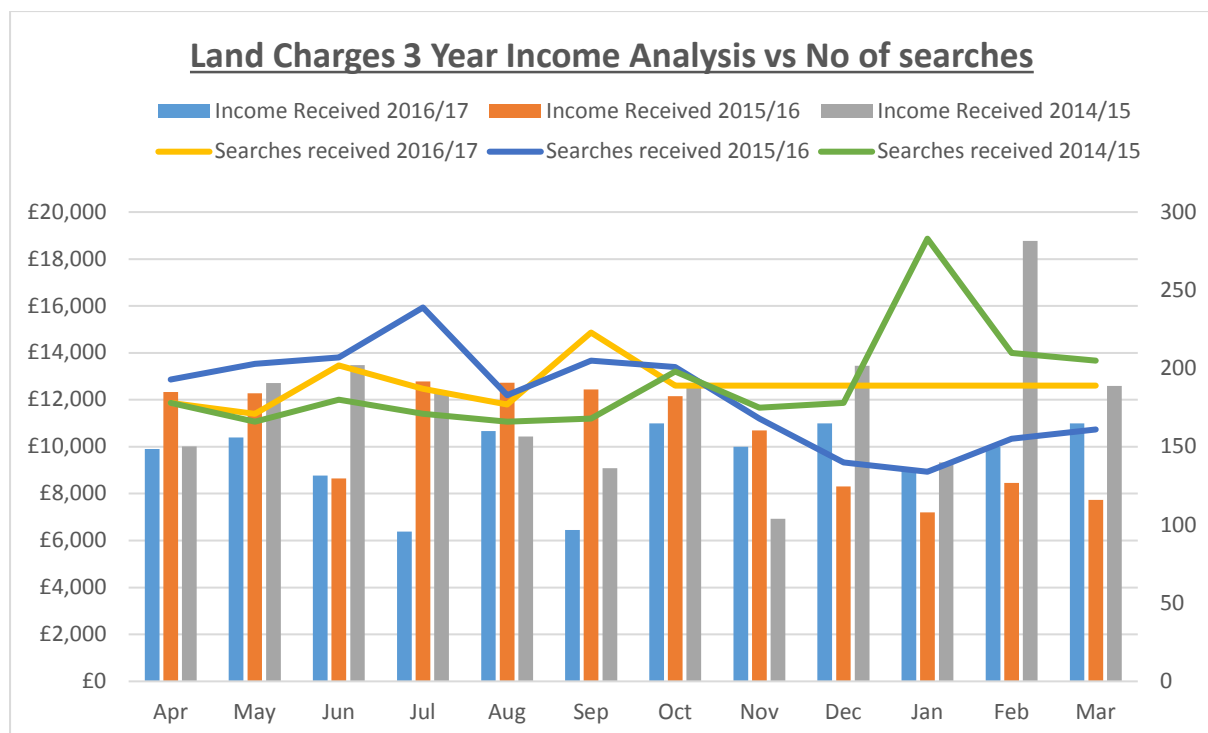
The provision of a public register in the Local Land Charges service is a statutory requirement that provides an income to the authority on a cost recovery basis. The service is a key part of the wider conveyancing process used to buy, sell re-mortgage etc. land and property within England and Wales.

Standard information is requested by conveyancers. This is split into two parts, information that is held within the register (statutory element) and information which forms part of the CON29, which makes reference 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.

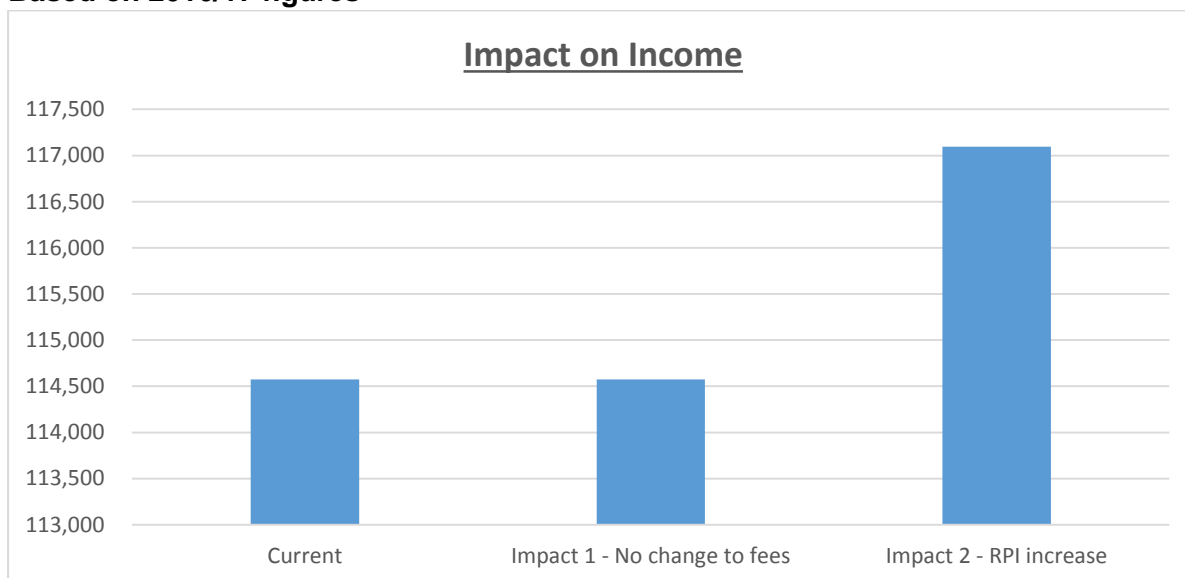
2. Impact of Different Options

Please note that October 2016 to March 2017 is a forecast. It is recommended to add RPI % to the fees. There has also been a Law Society change in 2016/17 which has resulted in lower income levels of approximately £10k which has been reflected in the income budgets for Land Charges from 2017/18 onwards.



	Total	Budget	Under/(over)
Income Received 2016/17	114,575	125,000	10,425
Income Received 2015/16	125,749	125,000	(749)
Income Received 2014/15	141,767	125,000	(16,767)

Based on 2016/17 figures



An in depth review of fees and charges will be undertaken at 2018/19 budget setting after the implementation of the new automated IT system which is planned to go live in December 2016. After this point there will be sufficient data to analyse to ensure that full cost recovery is achieved. Therefore as an interim measure we are proposing to only increase the fees by RPI for 2017/18.

3. Pricing

The Land Charge function is dependent on market demand in addition to the economy.

	Actual 14/15	Actual 15/16	Forecast 16/17	Budget 17/18
Income	-142,040	-151,288	-115,000	-115,000
Direct Costs	107,984	116,042	130,900	128,100
Overheads	53,199	131,956	31,700	31,700
Net Income	19,144	96,710	47,600	44,800

Note: Overheads for 2015/16 are high due to a National legal challenge.

Benchmarking has highlighted that with a few exceptions we are below the median level of comparative authorities and suggests the fees could be raised and still remain at a level that could easily be considered reasonable. Once the new IT system has been implemented then a full review will be completed.

Table of past fees (2016/17) and forecast fees (2017/18) at current rates and then at proposed rates

Based on 16/17 activity	£
Current	114,575
Impact 1 - No change to fees	114,575
Impact 2 - RPI increase	117,096

4. 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.

The Service did not increase its Non-Statutory fees in 2016/17 and they remained at the level set in 2015/16.

5. Proposed Charges

For non-statutory charges the Land Charges Service proposes to apply an increase equivalent to RPI, ensuring full cost recovery by 2020/21 after the new IT system has been implemented as illustrated below;

Prosperous Communities Committee		Land Charges						
		Current Net Charge	Proposed Increase		Proposed Net Charge	VAT Amount	Total Charge Incl VAT	VAT rate included
		2016/17 £	%	£	2017/18 £	£	2017/18 £	
Access to data	registers (includes £5 admin fee)	£19.00	2.20%	£0.42	£19.50	£0.00	£20.00	OS
	Cancellation Fee	£5.00	2.20%	£0.11	£5.20	£0.00	£5.20	OS
LLC1:	Any one part of the register	£6.15	2.20%	£0.14	£6.30	£0.00	£6.30	OS
	Whole of the register	£19.00	2.20%	£0.42	£19.50	£0.00	£19.50	OS
	Per additional parcel (maximum of £16)	£1.00	2.20%	£0.02	£1.10	£0.00	£1.10	OS
CON 29R	One parcel	£61.00	2.20%	£1.34	£62.40	£12.48	£74.88	S
	Each additional parcel	£13.50	2.20%	£0.30	£13.80	£2.76	£16.56	S
	Lincolnshire County Council Fee *	£20.00	2.20%	£0.44	£20.50	£4.10	£24.60	S
CON 29O								
submitted with CON29R or LLC1	Each printed enquiry	£15.00	2.20%	£0.33	£15.40	£3.08	£18.48	S
submitted on its own	Each printed enquiry	£15.00	2.20%	£0.33	£15.40	£3.08	£18.48	S
Administration Fee		£10.00	2.20%	£0.22	£10.30	£2.06	£12.36	S
Additional Enquiries	Per additional enquiry	£26.00	2.20%	£0.57	£26.60	£5.32	£31.92	S
Filing a definitive certificate of the Lands Tribunal		£2.50	2.20%	£0.06	£2.60	£0.00	£2.60	OS
Office copy of an entry in the register (not including a copy or extract of any plan or document filed pursuant to these rules)								OS
Fee set according to time and work involved								

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

6. Recommendation

Members are asked to approve charges for 2017/18 as detailed below;

Members are requested to recommend to Council the charges for 2017/18 with further work to be undertaken to review impacts after the implementation of the new IT system and prior to 2018/19 fee setting ensuring full cost recovery by 2020/21.

FEES AND CHARGES REPORT

APPENDIX L - LICENSING SERVICES

1. Background

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;

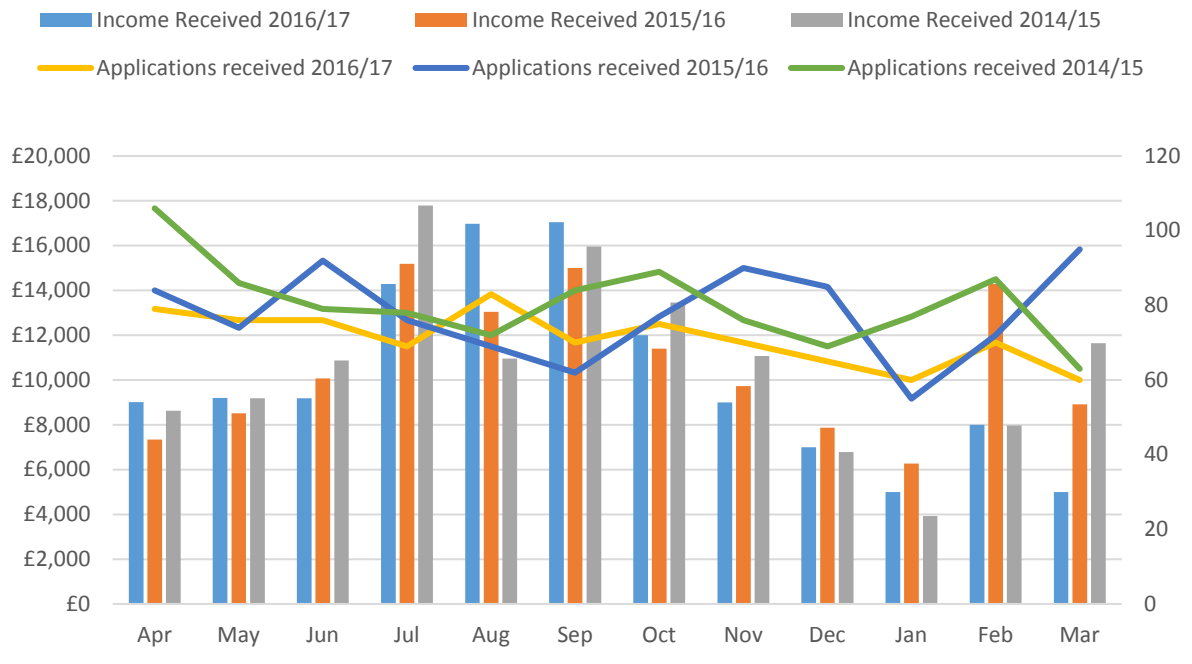
- Licensing Fees – which are statutory set fees dependent upon type of application, the details of which are known by the Team Manager each year. The majority of these are derived from alcohol, entertainment and late night refreshment, all of which are governed by the Licensing Act 2003. It is important 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.

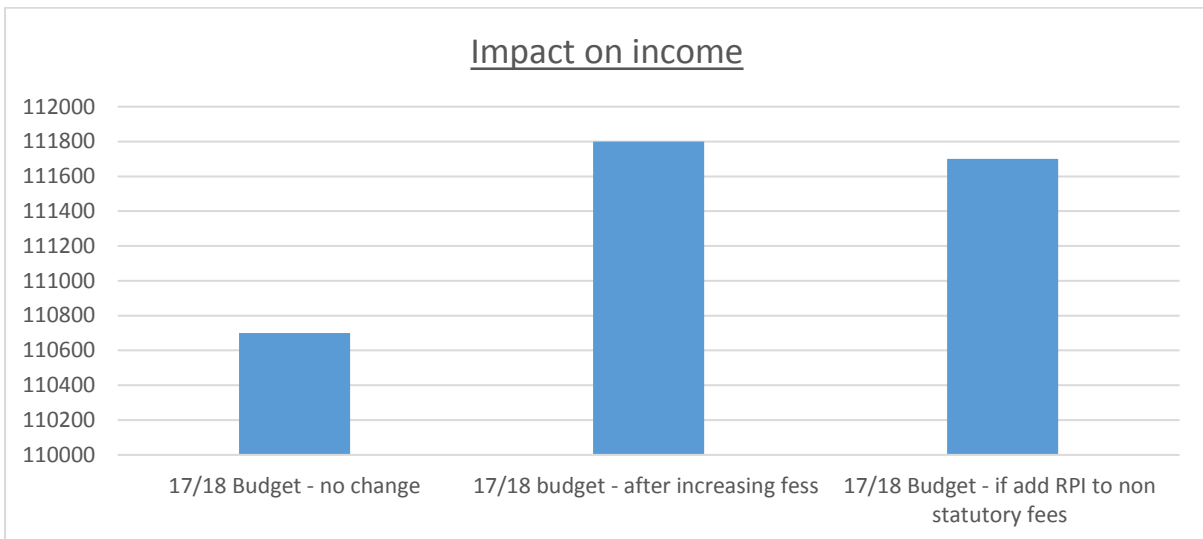
2. Impact of Different Options

Please note that Oct 2016 to Mar 2017 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.

Licensing 3 Year Income Analysis vs Number of Applications



	Total	Budget	Under/(over)
Income Received 2016/17	121,714	131,300	9,586
Income Received 2015/16	127,632	141,500	13,868
Income Received 2014/15	128,250	127,300	(950)



Many of the fees within the Licensing service are statutory or statutory with a ceiling range as to what we can charge. After a thorough review it can be confirmed that we are currently at full cost recovery on most of the Licensing fees. Therefore the proposal is to only increase 6 of the fees as outlined below with the addition of 4 new fees.

		Current Fee	New Fee	Increase %	Notes
Knowledge Test Fee	New or Lapsed Driver Licenses	25.00	28.00	12	Increase fee
Knowledge Test Fee	Retest	25.00	28.00	12	Increase fee
Replacement Plate	Plate Only		27.00		New Fee
Replacement Plate	Plate and Bracket	50.00	36.00	-28	Fee reduction
Pet Shops	New	159.00	175.00	10	Increase fee
	Renewal	159.00	175.00	10	Increase fee
Dog Breeding	Renewal	199.00	220.00	11	Increase fee
Animal Boarding Establishments including Home Boarding	Cats or Dogs - Renewal	199.00	220.00	11	Increase fee
	Home Boarding - New		145.00		New Fee
	Home Boarding - Renewal		145.00		New Fee
Zoos - Annual Inspection	Officer hourly rate		58.00		New Fee

3. Pricing

The Licensing function is not dependent on the local plan, or particularly the availability of skilled workers, however any form of growth within the district has the potential to impact on our service provision by placing increased demand of our services which in turn has the potential to generate income further also.

Broadly speaking, both the number of applications received and the income generated has been consistent over recent years.

Actual income for 2014/15 = £137k

Actual income for 2015/16 = £132k

Forecasted income for 2016/17 = £126k

The reduced income figure forecasted above is not unexpected and in the main is due to reduced applications from the taxi trade. This is for two reasons:

- 1) A policy was implemented to prevent 'out of area' taxi operators being licensed by this authority (and then trading elsewhere in the country)
- 2) Changes in legislation effective from October 2015 which means that taxi drivers are now issued a licence for a three year duration compared to the previous system whereby they were licensed annually

The impact of the above reasons will be felt within future years and has been recognised within the MTFP. Budget has reduced from £131,300 in 16/17 to £116,400 in 2017/18 mainly due to this change. This has resulted in the net budget not balancing to zero in 2017/18 due to reduced activity levels.

It is worth noting that we cannot recover the cost of enforcement through our licence fees and additionally, we also process some permits/licences whereby we receive no income at all e.g. House to House Collections, Street Collections and some Caravan site licences, therefore we can never totally recover our costs.

	Actual 14/15	Actual 15/16	Forecast 16/17	Budget 17/18
Income	-136,754	-132,291	-126,300	-116,400
Direct Costs	110,549	115,258	110,200	111,400
Overheads	26,092	67,788	50,400	50,400
Net Income	-113	50,755	34,300	45,400

WLDC are at the lower end of the charging scale through the benchmarking process but given the low number of establishments falling within this category it is not deemed to be one where we can be making significant increases.

4. Understanding Customers and Markets

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

At 2016/17 budget setting 10% had been applied where we are not at the median and 6% where we are already at the median.

5. Proposed Charges

Statutory charges will be applied in accordance with legislation.

For other charges the Licensing Service proposes to apply the following as illustrated below;

Current Net Charge	Proposed Increase		Proposed Net Charge	VAT Amount	Total Charge Incl VAT	VAT Rate
	% Type	or £				
2016/17 £			2017/18 £	£	£	

Bingo Premises Licence

Application Fee for Provisional Statement			953.70		£953.70	£0.00	£953.70	OS
Licence for Provisional Statement Premises			859.10		£859.10	£0.00	£859.10	OS
Application Fee New Premises			953.70		£953.70	£0.00	£953.70	OS
Annual Fee			796.06		£796.06	£0.00	£796.06	OS
Variation of Licence			953.70		£953.70	£0.00	£953.70	OS
Transfer Fee			826.10		£826.10	£0.00	£826.10	OS
Application for Reinstatement			826.10		£826.10	£0.00	£826.10	OS

Adult Gaming Centre

Application Fee for Provisional Statement			953.70		£953.70	£0.00	£953.70	OS
Licence for Provisional Statement Premises			859.10		£859.10	£0.00	£859.10	OS
Application Fee New Premises			953.70		£953.70	£0.00	£953.70	OS
Annual Fee			826.10		£826.10	£0.00	£826.10	OS
Variation of Licence			867.00		£867.00	£0.00	£867.00	OS
Transfer Fee			826.10		£826.10	£0.00	£826.10	OS
Application for Reinstatement			826.10		£826.10	£0.00	£826.10	OS

Family Entertainment Centre

Application Fee for Provisional Statement			953.70		£953.70	£0.00	£953.70	OS
Licence for Provisional Statement Premises			858.00		£858.00	£0.00	£858.00	OS
Application Fee New Premises			953.70		£953.70	£0.00	£953.70	OS
Annual Fee			750.00		£750.00	£0.00	£750.00	OS
Variation of Licence			867.00		£867.00	£0.00	£867.00	OS
Transfer Fee			796.06		£796.06	£0.00	£796.06	OS
Application for Reinstatement			796.06		£796.06	£0.00	£796.06	OS

Betting Premises (Other)

Application Fee for Provisional Statement			953.70		£953.70	£0.00	£953.70	OS
Licence for Provisional Statement Premises			858.00		£858.00	£0.00	£858.00	OS
Application Fee New Premises			953.70		£953.70	£0.00	£953.70	OS
Annual Fee			600.00		£600.00	£0.00	£600.00	OS
Variation of Licence			953.70		£953.70	£0.00	£953.70	OS
Transfer Fee			826.10		£826.10	£0.00	£826.10	OS
Application for Reinstatement			826.10		£826.10	£0.00	£826.10	OS

Betting Premises (Tracks)

Application Fee for Provisional Statement			953.70		£953.70	£0.00	£953.70	OS
Licence for Provisional Statement Premises			858.00		£858.00	£0.00	£858.00	OS
Application Fee New Premises			953.70		£953.70	£0.00	£953.70	OS
Annual Fee			750.00		£750.00	£0.00	£750.00	OS
Variation of Licence			953.70		£953.70	£0.00	£953.70	OS
Transfer Fee			796.06		£796.06	£0.00	£796.06	OS
Application for Reinstatement			796.06		£796.06	£0.00	£796.06	OS

Miscellaneous

Change of Circumstances			49.82		£49.82	£0.00	£49.82	OS
Fee for Copy of a Licence Under the Gambling Act 2005			24.00		£24.00	£0.00	£24.00	OS
Temporary Usage License			377.30		£377.30	£0.00	£377.30	OS

Unlicensed FEC's & Prize Gaming Permits (10 year duration)

New Gaming Machine Permit (no annual fee)			300.00		£300.00	£0.00	£300.00	OS
Renewal			300.00		£300.00	£0.00	£300.00	OS
Change of name on permit			25.00		£25.00	£0.00	£25.00	OS
Copy of permit			15.00		£15.00	£0.00	£15.00	OS
New Prize Gaming Permit (no annual fee)			300.00		£300.00	£0.00	£300.00	OS
Renewal			300.00		£300.00	£0.00	£300.00	OS
Change of name on permit			25.00		£25.00	£0.00	£25.00	OS
Copy of permit			15.00		£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	£0.00	£200.00	OS
New Grant Club Gaming Permit with Club Premises Certificate			100.00		£100.00	£0.00	£100.00	OS
Renewal			200.00		£200.00	£0.00	£200.00	OS
Renewal with Club Premises Certificate			100.00		£100.00	£0.00	£100.00	OS
Annual fee			50.00		£50.00	£0.00	£50.00	OS
Variation			100.00		£100.00	£0.00	£100.00	OS
Copy of permit			15.00		£15.00	£0.00	£15.00	OS
New Grant Club Machine Permit			200.00		£200.00	£0.00	£200.00	OS
New Grant Club Machine Permit with Club Premises Certificate			100.00		£100.00	£0.00	£100.00	OS
Renewal			200.00		£200.00	£0.00	£200.00	OS
Renewal with Club Premises Certificate			100.00		£100.00	£0.00	£100.00	OS
Annual fee			50.00		£50.00	£0.00	£50.00	OS
Variation			100.00		£100.00	£0.00	£100.00	OS
Copy of permit			15.00		£15.00	£0.00	£15.00	OS

Lotteries

Society Lottery - New			40.00		£40.00	£0.00	£40.00	OS
Society Lottery - Renewal			20.00		£20.00	£0.00	£20.00	OS

Machines in Alcohol Licensed premises - 3 or more Machines

New			150.00		£150.00	£0.00	£150.00	OS
Annual Fee			50.00		£50.00	£0.00	£50.00	OS
Transfer			25.00		£25.00	£0.00	£25.00	OS
Variation			100.00		£100.00	£0.00	£100.00	OS
Change of name on permit			25.00		£25.00	£0.00	£25.00	OS
Copy of gaming machine permit			15.00		£15.00	£0.00	£15.00	OS
Up to 2 Machines		One-off fee	50.00		£50.00	£0.00	£50.00	OS

2016/17	Proposed Increase		2017/18	VAT Amount	2017/18 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

Taxi Licensing (Including Horse Drawn Omnibus)

Driver's Licence Application (3Yr)	New/Renewal	£156.00	0.00%	£0.00	£156.00	£0.00	£156.00	OS
Knowledge Test Fee	New or Lapsed Driver Licenses	£25.00	0.00%	£3.00	£28.00	£0.00	£28.00	OS
Knowledge Test Fee	Retest	£25.00	0.00%	£3.00	£28.00	£0.00	£28.00	OS
DBS Check	On New or Renewal	£44.00	0.00%	£0.00	£44.00	£0.00	£44.00	OS
DBS Admin Fee*	On New or Renewal	£10.00	0.00%	£0.00	£10.00	£2.00	£12.00	S
	<i>*This fee is controlled by LCC and subject to change</i>							
Vehicle Licence	New	£249.00	0.00%	£0.00	£249.00	£0.00	£249.00	OS
Vehicle Licence	Renewal	£249.00	0.00%	£0.00	£249.00	£0.00	£249.00	OS
Replacement Plate	Plate Only	£0.00	0.00%	£27.00	£27.00	£0.00	£27.00	OS
Replacement Plate	Plate and Bracket	£50.00	0.00%	-£14.00	£36.00	£0.00	£36.00	OS
Private Hire Operators Licence (5Yr)		£210.00	0.00%	£0.00	£210.00	£0.00	£210.00	OS
Transfer of Ownership of Taxi/Private Hire Vehicle Licence		£25.00	0.00%	£0.00	£25.00	£0.00	£25.00	OS

Alcohol and Entertainment Licences**New Premises Licence**

Category A		£100	0.00%	£0.00	£100.00	£0.00	£100.00	OS
Category B		£190	0.00%	£0.00	£190.00	£0.00	£190.00	OS
Category C		£315	0.00%	£0.00	£315.00	£0.00	£315.00	OS
Category D		£450	0.00%	£0.00	£450.00	£0.00	£450.00	OS
Category E		£635	0.00%	£0.00	£635.00	£0.00	£635.00	OS
Large scale application >4999		£1000 minimum	0.00%	£0.00	£1000 minimum	£0.00	£1000 minimum	OS
Variation of Premises Licence		£100 - £635	0.00%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Change of DPS or Dissapplication of DPS		£23	0.00%	£0.00	£23.00	£0.00	£23.00	OS

Annual fee demand

Category A		£70	0.00%	£0.00	£70.00	£0.00	£70.00	OS
Category B		£180	0.00%	£0.00	£180.00	£0.00	£180.00	OS
Category C		£295	0.00%	£0.00	£295.00	£0.00	£295.00	OS
Category D		£320	0.00%	£0.00	£320.00	£0.00	£320.00	OS
Category E		£350	0.00%	£0.00	£350.00	£0.00	£350.00	OS
Large scale annual fee >4999		£500 minimum	0.00%	£0.00	£500 minimum	£0.00	£500 minimum	OS
Minor Variation		£89	0.00%	£0.00	£89.00	£0.00	£89.00	OS
Provisional Statement		£195	0.00%	£0.00	£195.00	£0.00	£195.00	OS
Register of Interest		£21	0.00%	£0.00	£21.00	£0.00	£21.00	OS
Copy of Licence		£10.50	0.00%	£0.00	£10.50	£0.00	£10.50	OS
Club Premises Certificate - New		£100 - £635	0.00%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Variation		£100 - £635	0.00%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Minor Variation		£89	0.00%	£0.00	£89.00	£0.00	£89.00	OS
Personal Licence - New		£37	0.00%	£0.00	£37.00	£0.00	£37.00	OS
Personal Licence - Change of name/address		£10.50	0.00%	£0.00	£10.50	£0.00	£10.50	OS
Personal Licence - Copy of Licence (card part, paper part or both)		£10.50	0.00%	£0.00	£10.50	£0.00	£10.50	OS
Transfer of Premises Licence		£23	0.00%	£0.00	£23.00	£0.00	£23.00	OS
Temporary Event Notice		£21	0.00%	£0.00	£21.00	£0.00	£21.00	OS
Sex Shop Licences and Sexual Entertainment Venues	Initial application	£1,950.00	0.00%	£0.00	£1,950.00	£0.00	£1,950.00	OS
	Renewal	£1,528.52	0.00%	£0.00	£1,528.52	£0.00	£1,528.52	OS
	Transfer fee	£395.00	0.00%	£0.00	£395.00	£0.00	£395.00	OS
Pet Shops	New	£159.00	0.00%	£16.00	£175.00	£0.00	£175.00	OS
	Renewal	£159.00	0.00%	£16.00	£175.00	£0.00	£175.00	OS
Animal Boarding Establishments including Home Boarding (Excludes vet fees payable direct to vet)	Cats or Dogs - New - Admin Fee Only	£79.00	0.00%	£0.00	£79.00	£0.00	£79.00	OS
	Cats or Dogs - Renewal	£199.00	0.00%	£21.00	£220.00	£0.00	£220.00	OS
	Dual Usage - New - Admin Fee Only	£79.00	0.00%	£0.00	£79.00	£0.00	£79.00	OS
	Dual Usage - Renewal	£259.00	0.00%	£0.00	£259.00	£0.00	£259.00	OS
	Home Boarding - New	£0.00	0.00%	£145.00	£145.00	£0.00	£145.00	OS
	Home Boarding - Renewal	£0.00	0.00%	£145.00	£145.00	£0.00	£145.00	OS
Horse Riding Establishment (Excluding vet fees)	Admin Cost - New or Renewal	£79.00	0.00%	£0.00	£79.00	£0.00	£79.00	OS
Dog Breeding	New	£79.00	0.00%	£0.00	£79.00	£0.00	£79.00	OS
	Renewal	£199.00	0.00%	£21.00	£220.00	£0.00	£220.00	OS
Dangerous Wild Animals (Excluding vet fees) - 2 yr licence	Vets fees plus admin costs	£140.00	0.00%	£0.00	£140.00	£0.00	£140.00	OS
Zoos (Excluding vet fees) - payable at 4yr initial application	Vets fees plus admin costs	£350.00	0.00%	£0.00	£350.00	£0.00	£350.00	OS
Zoos (Excluding vet fees) - payable at 6yr intervals	Vets fees plus admin costs of	£499.00	0.00%	£0.00	£499.00	£0.00	£499.00	OS
Zoos - Annual Inspection	Officer hourly rate	£0.00	0.00%	£58.00	£58.00	£0.00	£58.00	OS
Scrap Metal								
New Collectors fee - 3 yr		£199.00	0.00%	£0.00	£199.00	£0.00	£199.00	OS
Collectors fee renewal - 3 yr		£199.00	0.00%	£0.00	£199.00	£0.00	£199.00	OS
Change details, name/address		£100.00	0.00%	£0.00	£100.00	£0.00	£100.00	OS
New Site fee - 3 yr		£1,298.00	0.00%	£0.00	£1,298.00	£0.00	£1,298.00	OS
Renewal - 3 yr		£1,298.00	0.00%	£0.00	£1,298.00	£0.00	£1,298.00	OS
Change of site manager		£70.00	0.00%	£0.00	£70.00	£0.00	£70.00	OS
Skin Piercing	Premises registration	£174.00	0.00%	£0.00	£174.00	£0.00	£174.00	OS
Skin Piercing	Personal registration	£45.00	0.00%	£0.00	£45.00	£0.00	£45.00	OS
Street Trading Consents		£170.00	0.00%	£0.00	£170.00	£0.00	£170.00	OS
Copy of Any License Not Covered by the Licensing Act 2003 or Gambling Act 2005		£24.00	0.00%	£0.00	£24.00	£0.00	£24.00	OS

6. Recommendation

Members are asked to approve charges for 2017/18 as detailed below;

Members are requested to the recommend to Council the fees as detailed above, only applying an increase of no more than 10% where we are not at full cost recovery.

FEES AND CHARGES REPORT

APPENDIX M – GAINSBOROUGH MARKET

1. Background

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

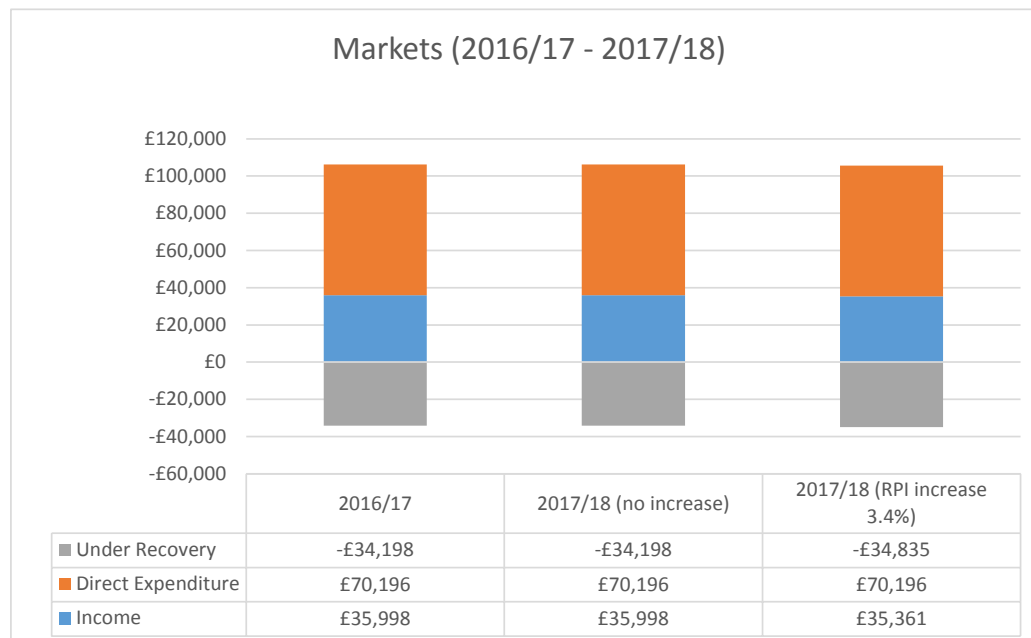
The market function is now part of Operational Services and is managed on a day to day basis by the Market Officer.

Traders pay their stall fees by monthly invoice and there is no longer a cash collection of rents on market days. Current rental charges for Casual Traders are £17.50 per stall and £25.50 for a Vending Van on Tuesday or for Registered Traders, £16 per stall and £23.50 for a Vending Van. Charges for Saturday are £16.50 for stalls and £20 for Vending Vans for Casual Traders and £10/£15 respectively for Registered Traders. Registered Traders are entitled to 4 weeks annual leave per year, which is deducted from their monthly invoice total.

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 currently being considered by the Council's Prosperous Communities Committee.

2. Impact of Different Options



It is estimated that an increase in charges of around 3% based on RPI would drive a reduction in utilisation of around 5%.

3. Pricing

A breakdown of the costs associated with this function for the past 3 years is shown below. This shows how income from the market has decreased as stall numbers have declined. Direct expenditure has reduced; there have been some efficiencies within the operational teams but the higher spend in 2013/14/15 can mainly be attributed to additional settlement payments made to staff, a programme of stall repairs and some additional markets. The actual spend for the core operational function is relatively consistent.

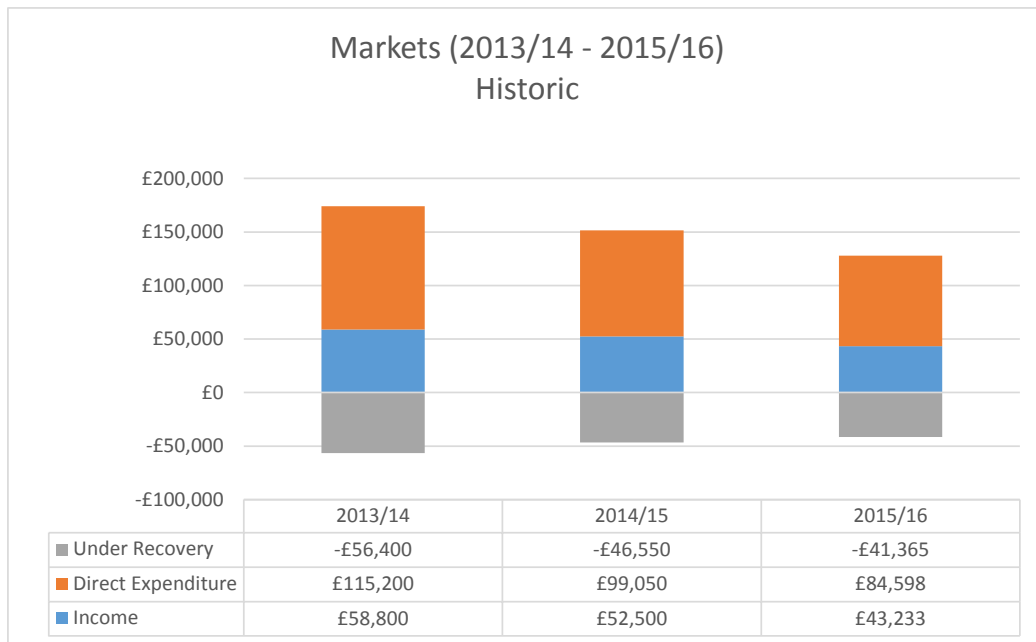
The current market review focusses on a range of options which will deliver further efficiency savings, an effective management structure and stabilise the market stall numbers (with the potential for modest growth).

	2013/2014	2014/2015	2015/2016
INCOME			
Tuesday Stalls	£41,800	£40,600	£32,661
Saturday Stalls	£14,000	£10,600	£9,212
Other	£3,000	£1,300	£1,360
Total Income	£58,800	£52,500	£43,233
EXPENDITURE			
Direct Expenditure	£115,200	£99,050	£84,598
Overheads	£40,300	£36,200	£30,900
Total Expenditure	£155,500	£135,250	£115,498
Total Direct Subsidy Exc. Overheads	£56,400	£46,550	£41,365
Total Direct Subsidy Inc. Overheads	£96,700	£82,750	£72,265

As outlined above, current trader payment arrangements as via monthly invoice and there is no longer a cash collection of rents on market days. Registered Traders are entitled to 4 weeks annual leave per year, which is deducted from their monthly invoice total.

As of April 2016, outstanding market payments amounted to **£8,864.76**; £6,775 for the year 2015/16 and £2,090 for 2014/15. The level of arrears has increased during 2015/16, following the introduction of invoicing for all Trader fees (prior to this, payment by monthly invoice was optional and many traders chose to pay in cash on a weekly basis).

Given the increase in arrears, the method of market fee payments is now being considered as part of the wider review of the function.



4. Understanding Customers and Markets

The market function is currently the subject of an in-depth review by the Prosperous Communities Committee. The aim of this review is to deliver a more efficient and effective service and a range of future delivery options are being considered. It is likely that consultation and further engagement with staff, traders and wider stakeholders will be required as part of this process.

5. Proposed Charges

In light of this ongoing review and given the current decline in numbers, it is proposed to freeze the market stall fees for 2017/18.

Prosperous Communities Committee **Markets**

Current Net Charge	Proposed Increase		Proposed Net Charge	VAT Amount	Total Charge Incl VAT	VAT rate included
	2016/17 £	% Type				

Gainsborough Market

Tuesday Market

Registered Trader

1 stall	£16.00		£0.00	£16.00	£0.00	£16.00	X
2 stalls	£27.00		£0.00	£27.00	£0.00	£27.00	X
3 stalls	£35.00		£0.00	£35.00	£0.00	£35.00	X
4 stalls	£43.00		£0.00	£43.00	£0.00	£43.00	X
5 stalls	£51.00		£0.00	£51.00	£0.00	£51.00	X

Casual Trader

1 stall	£17.50		£0.00	£17.50	£0.00	£17.50	X
2 stalls	£35.00		£0.00	£35.00	£0.00	£35.00	X
3 stalls	£52.50		£0.00	£52.50	£0.00	£52.50	X
4 stalls	£70.00		£0.00	£70.00	£0.00	£70.00	X
5 stalls	£87.50		£0.00	£87.50	£0.00	£87.50	X

Saturday Market

Registered Trader

1 stall	£10.00		£0.00	£10.00	£0.00	£10.00	X
2 stalls	£20.00		£0.00	£20.00	£0.00	£20.00	X
3 stalls	£25.00		£0.00	£25.00	£0.00	£25.00	X
4 stalls	£30.00		£0.00	£30.00	£0.00	£30.00	X
5 stalls	£35.00		£0.00	£35.00	£0.00	£35.00	X

Casual Trader

1 stall	£16.50		£0.00	£16.50	£0.00	£16.50	X
2 stalls	£33.00		£0.00	£33.00	£0.00	£33.00	X
3 stalls	£49.50		£0.00	£49.50	£0.00	£49.50	X
4 stalls	£66.00		£0.00	£66.00	£0.00	£66.00	X
5 stalls	£82.50		£0.00	£82.50	£0.00	£82.50	X

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	£23.50			£23.50	£0.00	£23.50	X
Casual	£25.50			£25.50	£0.00	£25.50	X

Saturday Market

Registered	£15.00			£15.00	£0.00	£15.00	X
Casual	£20.00			£20.00	£0.00	£20.00	X

6. Recommendation

Members are requested to recommend to Council the charges for 2017/18 are not increased with a further review to take place the following year.

FEES AND CHARGES REPORT

APPENDIX N - PLANNING SERVICES

1. Background

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

- Planning Application Fees – Statutory set fees by Central Government and are dependent upon type of application. Fees are not reviewed annually. At this time there are no planned increases this year and we have not been informed of any planned increases next year.
- Pre Application Advice – enhanced service to improve customer experience and reduce time spent on invalid applications by identifying potential issues prior to plan submission. Fees for this service can be set locally by WLDC.

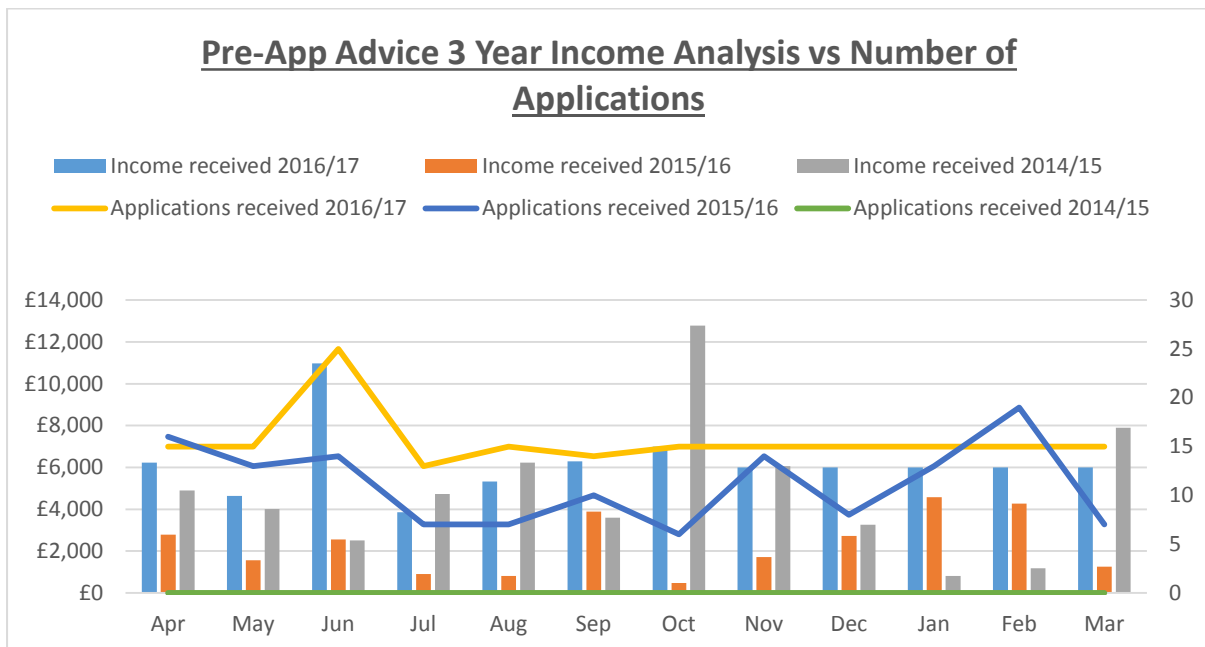
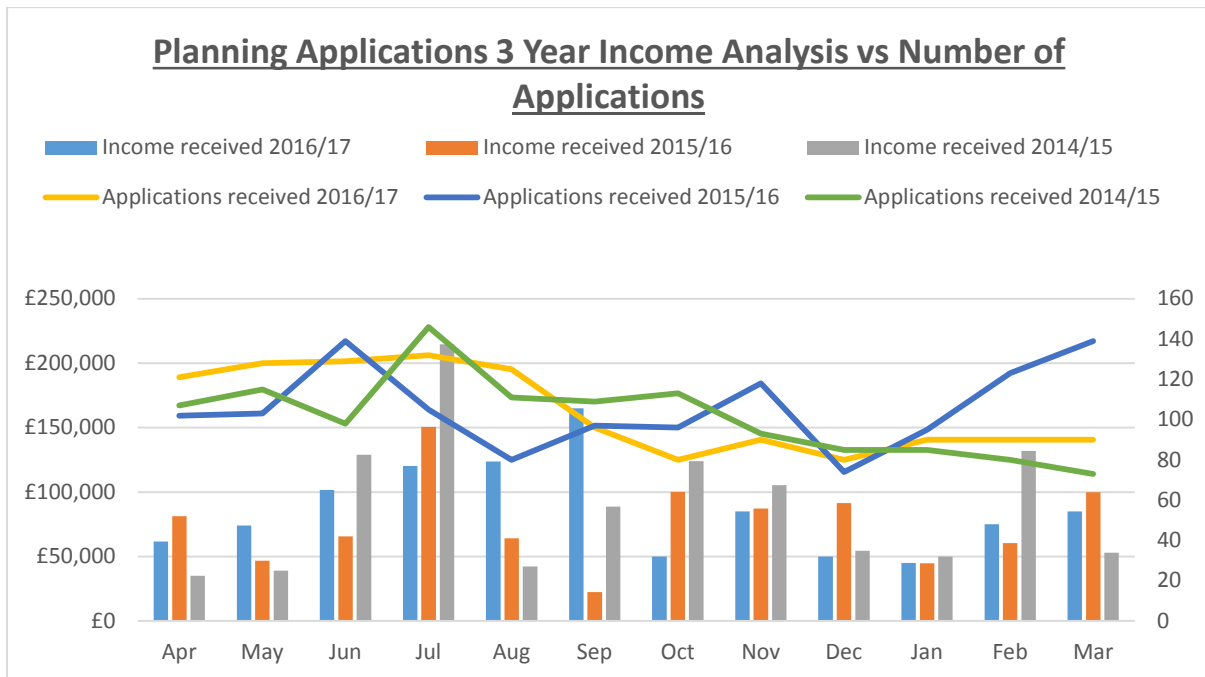
For 2016/17 the Planning service is expected to cover its costs and bring in more income to WLDC than the cost of providing the service.

During the current financial year there has been a strong focus on reducing service costs, a key part of this has been eliminating the high level of reliance on agency support staff. At the same time use of the service has steadily grown, application numbers are at a record high and accordingly income has followed this trend and exceeded budget targets. The section has undergone a management restructure in 2016 and during the next 12 months the new computer system is planned to bring further efficiencies.

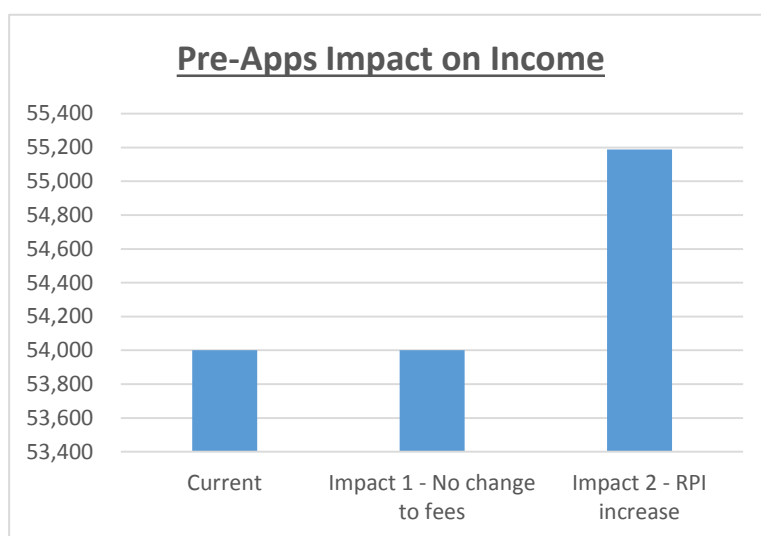
The trend seen in 2016/17 is forecast to continue over the next 2/3 years minimum due to the adoption of the new Central Lincolnshire Local Plan. Therefore it is felt that a more in depth review towards the end of 2017 will be appropriate to reflect the new local plan and the new computer system and the impact of both of these on service delivery.

2. Impact of Different Options

Please note that October 2016 to March 2017 is a forecast. It is recommended to add RPI % to the fees.



Planning Applications			
	Total	Budget	Under/(over)
Income Received 2016/17	1,036,416	836,200	(200,216)
Income Received 2015/16	914,891	850,000	(64,891)
Income Received 2014/15	1,067,508	460,500	(607,008)
Pre-App			
	Total	Budget	Under/(over)
Income Received 2016/17	74,292	54,000	(20,292)
Income Received 2015/16	27,485	50,000	22,515
Income Received 2014/15	57,929	38,000	(19,929)



As the Planning Applications Fees are statutory set we are unable to do any impact analysis.

3. Pricing

The Planning function is dependent on the local plan, market demand and developers viability in addition to economic stability, development costs and the availability of skilled workers and materials.

	Actual 14/15	Actual 15/16	Forecast 16/17	Budget 17/18
Fees and Charges Income	-1,125,437	-942,473	-1,110,200	-891,400
Other income	-1,519	-16,531	-40,200	-30,200
Direct Costs	558,627	752,458	766,700	750,100
Overheads	423,264	458,865	244,300	244,300
Net Income	-145,065	252,320	-139,400	72,800

Other income comprises of S106 administration charge and recovery of appeal costs

Benchmarking on the non-statutory fees has shown a wide range of charging across authorities with West Lindsey fees sitting across all quartiles. Once the new IT system is implemented a full in depth review will be undertaken.

Table of past fees (2016/17) and forecast fees (2017/18) at current rates and then at proposed rates

Pre-Apps	
Based on 16/17 activity	
	£
Current	54,000
Impact 1 - No change to fees	54,000
Impact 2 - RPI increase	55,188

4. Understanding Customers and Markets

During the current financial year the strategic growth agenda has focused on developing key relationships with land owners and developers to restore confidence in the local housing market. Working with partners such as the HCA, the Council has sought to gain a much improved understanding of the local viability pressures that have impacted upon delivery in the past and coupled with this the Council is investing heavily in regeneration and commercial projects. At service level this has involved officers working closely with all of these partners to make sure that the Planning service is fit for purpose and reflects modern industry development needs. On a smaller scale the number of complaints has substantially fallen throughout the year and the focus on improving performance for our customers has insured that the service has developed with a much sounder understanding of their needs. 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 only the RPI is proposed.

5. Proposed Charges

Statutory charges will be applied in accordance with legislation.

For non-statutory charges the Planning Service proposes to apply an increase equivalent to RPI, ensuring full cost recovery by 2020/21 after the new IT system has been implemented as illustrated on the next page.

Prosperous Communities Committee		Planning Applications						
		Current Net Charge	Proposed Increase		Proposed Net Charge	VAT Amount	Total Charge Incl VAT	VAT rate included
		2016/17 £	%	or £	2017/18 £	£	2017/18 £	
Outline Applications								
All types of building Per 0.1 ha		£110.00			£110.00	£0.00	£110.00	OS
Full Applications and Applications for Approval of Reserved Matters following an Outline Permission								
Alterations/extensions to existing Dwellings		£172.00			£172.00	£0.00	£172.00	OS
Erection of dwelling		£385.00			£385.00	£0.00	£385.00	OS
Other buildings	Less than 40 m ² floor space created	£195.00			£195.00	£0.00	£195.00	OS
	Between 40 and 75 m ² floor space created	£385.00			£385.00	£0.00	£385.00	OS
	Every additional 75 m ² up to 3750 m ²	£385.00			£385.00	£0.00	£385.00	OS
	Over 3750 m ² , £19,049 plus for each additional 75 m ² (Maximum fee £250,000)	£115.00			£115.00	£0.00	£115.00	OS
Plant or machinery where site does not exceed 5 ha; per 0.1 ha		£385.00			£385.00	£0.00	£385.00	OS
Over 5 ha £19,049 plus for each additional 0.1 ha (Maximum fee £250,000)		£115.00			£115.00	£0.00	£115.00	OS
Agricultural Buildings								
Less than 465 m ² floor space created		£80.00			£80.00	£0.00	£80.00	OS
Between 465 > 540 m ²		£385.00			£385.00	£0.00	£385.00	OS
Between 540 > 4215 m ² , £385 for the first 540 m ² then per additional 75 m ²		£385.00			£385.00	£0.00	£385.00	OS
Over 4215 m ² , £19,049 then per additional 75 m ² (Maximum fee £250,000)		£115.00			£115.00	£0.00	£115.00	OS
Glasshouses								
No more than 465 sq m floor space created		£80.00			£80.00	£0.00	£80.00	OS
More than 465 sq m floor space created		£2,150.00			£2,150.00	£0.00	£2,150.00	OS
Changes of use								
Buildings or land, including caravan sites		£385.00			£385.00	£0.00	£385.00	OS
A building to more than one dwelling where no. of dwellings 50 or less; per dwelling		£385.00			£385.00	£0.00	£385.00	OS
A building to more than one dwelling where no. of dwellings more than 50; £19,049 then for each dwelling in excess of 50 (Maximum fee of £250,000)		£115.00			£115.00	£0.00	£115.00	OS
Refuse or waste disposal where site area less than 15 ha; per 0.1 ha		£195.00			£195.00	£0.00	£195.00	OS
Refuse or waste disposal where site area exceeds 15 ha, £29,112 then for each 0.1 ha in excess of 15 ha (Maximum Fee £65,000)		£115.00			£115.00	£0.00	£115.00	OS
Other material change of use of building or land		£385.00			£385.00	£0.00	£385.00	OS
No Buildings created								
Ancillary to a dwelling		£172.00			£172.00	£0.00	£172.00	OS
Car parks, service roads, accesses at existing developments		£195.00			£195.00	£0.00	£195.00	OS
Exploratory drilling for oil/gas where site area does not exceed 7.5 ha; per 0.1 ha		£385.00			£385.00	£0.00	£385.00	OS
Exploratory drilling for oil/gas where site area exceeds 7.5 ha, £28,750 then for each 0.1 ha in excess of 7.5 ha (Maximum fee £250,000)		£115.00			£115.00	£0.00	£115.00	OS
Other operations - minerals working - site area does not exceed 15 ha; Per 0.1 ha		£195.00			£195.00	£0.00	£195.00	OS
Other operations - minerals working - site area exceeds 15 ha; £29,112 then for each 0.1 ha in excess of 15 ha (Maximum fee £65,000)		£115.00			£115.00	£0.00	£115.00	OS
Other operations - non-minerals related, per 0.1 ha (Maximum fee £250,000)		£195.00			£195.00	£0.00	£195.00	OS
Advertisements								
Relating to the business on the premises		£110.00			£110.00	£0.00	£110.00	OS
Advance direction signs to a business		£110.00			£110.00	£0.00	£110.00	OS
Other advertisements		£385.00			£385.00	£0.00	£385.00	OS
Prior Notifications and Approvals								
Agriculture, forestry or demolition proposals		£80.00			£80.00	£0.00	£80.00	OS
Telecommunications		£385.00			£385.00	£0.00	£385.00	OS
Proposed change of use to state funded school or registered nursery		£80.00			£80.00	£0.00	£80.00	OS
Proposed change of use of Agricultural building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hotels or Assembly or Leisure		£80.00			£80.00	£0.00	£80.00	OS
Proposed change of use of a Building from Office use to a dwellinghouse		£80.00			£80.00	£0.00	£80.00	OS
Proposed change of use of Agricultural building to a dwellinghouse where there are no associated building operations		£80.00			£80.00	£0.00	£80.00	OS
Proposed change of use of Agricultural Building to a dwellinghouse and associated building operations		£172.00			£172.00	£0.00	£172.00	OS
Proposed change of use of a building from retail or mixed use retail and residential use to a dwellinghouse where there are no associated building operations		£80.00			£80.00	£0.00	£80.00	OS
Proposed change of use of a building from retail or mixed use retail and residential use to a dwellinghouse and associated building operations		£172.00			£172.00	£0.00	£172.00	OS
Other Applications								
Renewal of temporary permission		£195.00	The equivalent planning application fee					OS
Variation or removal of a condition		£195.00			£195.00	£0.00	£195.00	OS
Lawful Development Certificates - Existing development		The equivalent planning application fee						OS
- Proposed development		Half the equivalent application fee						OS
High Hedges Complaints Application		£307.20			£307.20	£0.00	£307.00	OS

	Current Net Charge		Proposed Increase		Proposed Net Charge	VAT Amount £	Total Charge Incl VAT	VAT rate included
	2016/17 £	%	£	2017/18 £				
Development								
Householder development including alterations, extensions and outbuildings (this fee would also include establishing whether an application is required and any listed building consent enquiry if applicable)	£69.96	2.20%	£1.54	£72.00	£0.00	£72.00	OS	
Non-residential changes of use including siting of caravans for sites under 1 ha or buildings under 1,000 sq. m (gross)	£151.25	2.20%	£3.33	£155.00	£31.00	£186.00	S	
Non-residential changes of use including siting of caravans for sites of 1 ha or above or buildings of 1,000 sq m or above (gross)	£265.00	2.20%	£5.83	£271.00	£54.20	£325.20	S	
Development of 1-9 dwellings including changes of use to residential	1st dwelling	£181.50	2.20%	£3.99	£186.00	£37.20	£223.20	S
	additional dwellings	£100.00	2.20%	£2.20	£103.00	£20.60	£123.60	S
Development of 10-49 dwellings including changes of use to residential	10th dwelling	£1,100.00	2.20%	£24.20	£1,125.00	£225.00	£1,350.00	S
	additional dwellings	£53.00	2.20%	£1.17	£55.00	£11.00	£66.00	S
Development of 50 or more dwellings with additional fee subject to negotiation dependant on complexity of proposal. Encouragement to adopt a Planning Performance Agreement.	minimum fee	£3,300.00	2.20%	£72.60	£3,373.00	£674.60	£4,047.60	S
Non-residential development where no floorspace is created.	£96.00	2.20%	£2.11	£99.00	£19.80	£118.80	S	
Non-residential development up to 499 sq. m floor area, or 0.5 ha site area	£132.50	2.20%	£2.92	£136.00	£27.20	£163.20	S	
Non-residential development between 500 and 999 sq. m floor area, or between 0.51ha and 1.0 ha.	for 500 sq. m or 0.51ha	£200.00	2.20%	£4.40	£205.00	£41.00	£246.00	S
	for each additional 100 sq m or 0.1	£100.00	2.20%	£2.20	£103.00	£20.60	£123.60	S
Non-residential development between 1,000 and 4,999 sq. m floor area, or between 1.1ha and 2.0ha.	for 1,000 sq. m or 1.1ha	£689.00	2.20%	£15.16	£705.00	£141.00	£846.00	S
	for each additional 100 sq m or 0.1	£50.00	2.20%	£1.10	£52.00	£10.40	£62.40	S
Non-residential development of 5,000 sq. m or more or 2.1ha or more with additional fee subject to negotiation dependant on complexity of proposal. Encouragement to adopt a Planning Performance Agreement.	minimum fee	£2,809.00	2.20%	£1.10	£72.00	£14.40	£86.40	S
Variation or removal of condition.	£69.96	2.20%	£1.54	£72.00	£14.40	£86.40	S	
Advertisements	£69.96	2.20%	£1.54	£72.00	£14.40	£86.40	S	
Non-householder listed building consent	£137.50	2.20%	£3.03	£141.00	£28.20	£169.20	S	
Additional site visit	£120.00	2.20%	£2.64	£123.00	£24.60	£147.60	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 floorspace will receive the fee for that dwelling).

6. Recommendation

Members are asked to approve charges for 2017/18 as detailed below;

Members are requested to recommend to Council the charges for 2017/18 with further work to be undertaken to review impacts after the implementation of the new IT system and prior to 2018/19 fee setting ensuring full cost recovery by 2020/21. The Planning Service are seeking to set ambitious targets but don't want to frame the service in an unrealistic light as they are not in direct control of the way the development system may evolve over the next few years. The base budget is proposed to increase in 2017/18 from £654,300 to £836,200 and this is likely to remain for 2018/19 with a reduction down to £650,000 for 2019/20 – 2021/22.

FEES AND CHARGES REPORT

APPENDIX O - HOUSING AND COMMUNITIES

1. Background

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

- Housing Enforcement Charges
- Mobile Homes
- Selective Licensing

Housing Enforcement Charges

The current service charge for housing enforcement charges are below the benchmark average and based on an average time taken per notice they do not fully recover the costs.

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. Charges have been in place for this service for a number of years and it is now timely to review these.

Mobile Home Fees

Under the Mobile Homes Act the Council is able to charge for site inspections and licensing on an annual basis, as long as it has a charging policy in place.

This policy has been approved by Council and sets out the fees that are charged annually per site, fees for site inspections and fees for new licenses that are issued.

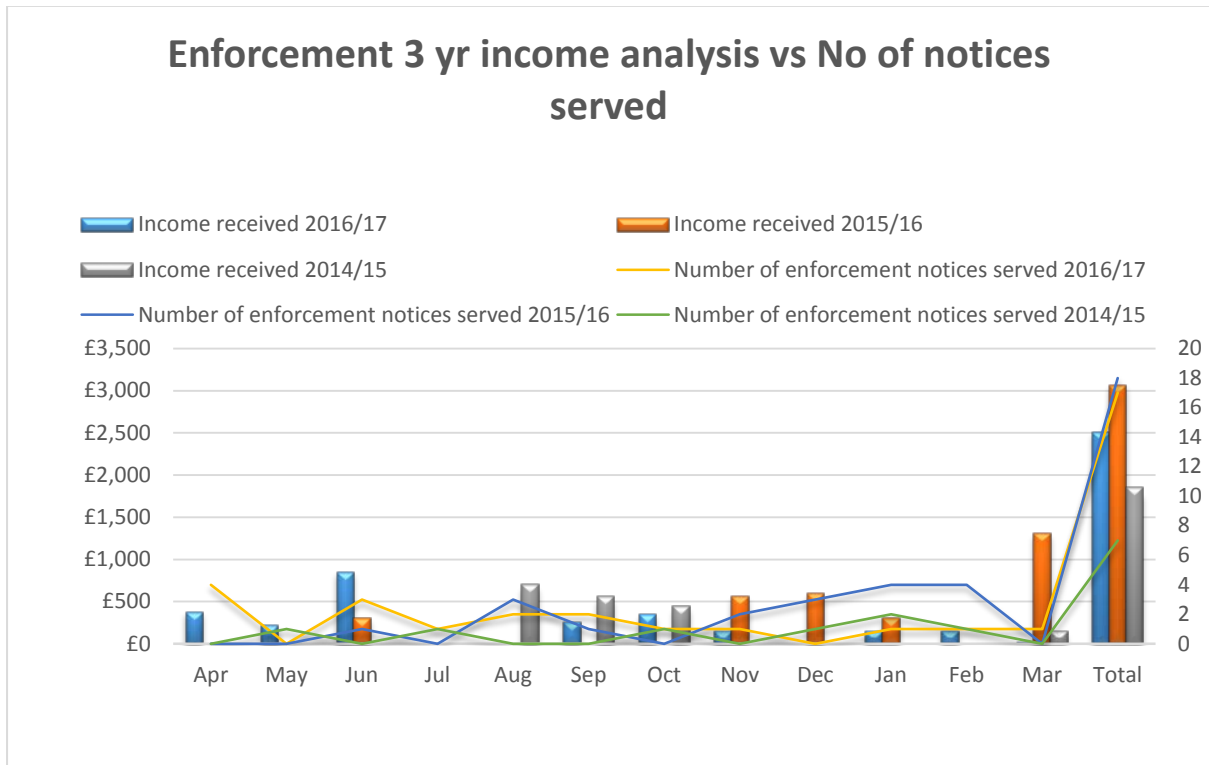
The Council can also charge for any enforcement work related to these sites and recover its costs accordingly.

Selective Licensing

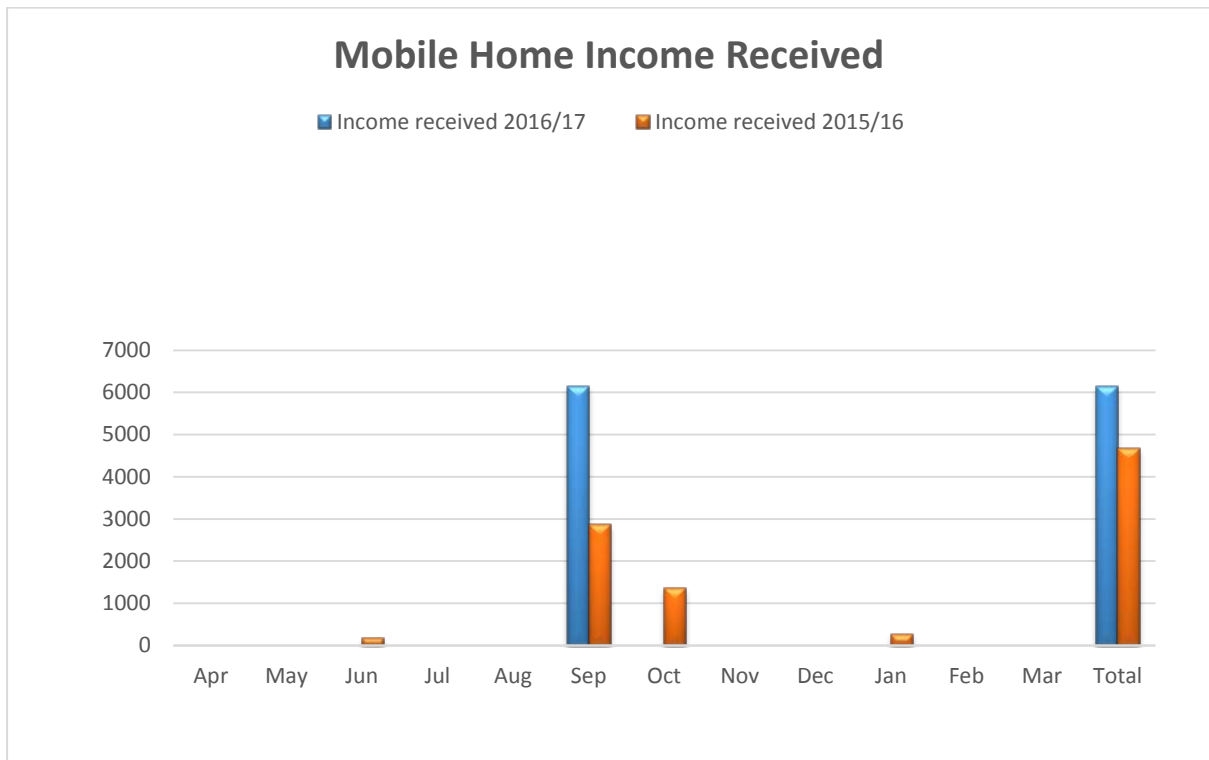
This is a new fee that the Council has introduced in 2016 for properties in the private rented sector that fall within the designated selective licensing area. This fee is set for a 5 year period at £375 and will not be changed for the duration of the scheme.

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

2. Impact of Options



Housing Enforcement Charges	Total	Budget	Under/(over)
Income Projection 2016/17	2508	0	2508
Income Received 2015/16	3066	0	3066



Mobile Home Fees	Total	Budget	Under/(over)
Income Projection 2016/17	6152	6300	-148
Income Received 2015/16	4683	7200	-2517

3. Pricing

Housing Enforcement Charges and Income from Mobile Homes 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. These are detailed in the tables below:

			Officer time	Addtl costs	TOTAL COST	Over/Under Recovered	Recovery	Proposed Fee
		16/17 Fee	£	£	£	£	%	£
Housing Enforcement Charges								
Improvement Notice	for one hazard	150.00	286.75	0.00	286.75	-136.75	52.31	300
	Per additional hazard	50.00	0.00	0.00	0.00	50.00		50
	Maximum charge	450.00	0.00	0.00	0.00	450.00		No maximum
Emergency Remedial Action Notice (plus work - see below)	for one hazard	150.00	286.75	0.00	286.75	-136.75	52.31	300
	Per additional hazard	50.00	0.00	0.00	0.00	50.00		50
	Maximum charge	450.00	0.00	0.00	0.00	450.00		No maximum
Prohibition Order	for one hazard	150.00	286.75	0.00	286.75	-136.75	52.31	300
	Per additional hazard	50.00	0.00	0.00	0.00	50.00		50
	Maximum charge	450.00	0.00	0.00	0.00	450.00		No maximum
Emergency Prohibition Order	for one hazard	150.00	286.75	0.00	286.75	-136.75	52.31	300
	Per additional hazard	50.00	0.00	0.00	0.00	50.00		50
	Maximum charge	450.00	0.00	0.00	0.00	450.00		No maximum
Demolition Order	for one hazard	150.00	286.75	0.00	286.75	-136.75	52.31	300
	Per additional hazard	50.00	0.00	0.00	0.00	50.00		50
	Maximum charge	450.00	0.00	0.00	0.00	450.00		No maximum
Immigration Procedure Inspection	Per Inspection	65.00	52.27	0.00	52.27	12.73	124.36	65
Mobile Homes								
Annual fee		£430.00	208.90	0.00	208.90	221.10	205.84	430
Plus fee per unit on site		£1.65	1.31	0.00	1.31	0.34	126.27	1.65
Issue of a new licence		£300.00	163.47	0.00	163.47	136.53	183.52	300
Deposit of site rules		£30.00	0.00	0.00	0.00	30.00		30
Transfer and alteration of a licence		£100.00	0.00	0.00	0.00	100.00		100

4. Understanding Customers and Markets

Housing Enforcement Charges

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

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 will be reviewed accordingly.

5. Proposed Charges

Housing Enforcement Charges

It is proposed to increase the standard enforcement fee within housing to £300 from £150. This proposed increase reflects the average time taken by officers to investigate and deal with cases where notices are served and fees can be applied. This fee is also in line with other local authorities from Lincolnshire and the East Midlands as per a recent benchmarking exercise carried out within the service.

2016 has seen an increase in the number of cases that are dealt with by Housing Enforcement and proactive approaches such as the selective licensing scheme are identifying more cases where formal action is needed. It is essential the Council recovers its costs in relation to this type of work, which is brought about in the main by landlords who do not meet their legal obligations under the Housing Act.

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 2021 in line with the legislation.

Housing Enforcement Charges:

Prosperous Communities Committee		Strategic Housing							
		Current Net Charge		Proposed Increase		Proposed Net Charge	VAT Amount	Total Charge Incl VAT	VAT rate
		2016/17 £	% Type	or £	2017/18 £	£	2017/18 £		
Housing Enforcement charges									
Mandatory HMO licence application	for up to 5 units / bedrooms	£450.00			£450.00	£0.00	£450.00	OS	
	per additional unit	£10.00			£10.00	£0.00	£10.00	OS	
	Maximum charge n/a					£0.00	£0.00	OS	
Mandatory HMO licence Renewal	for up to 5 units / bedrooms	£450.00			£450.00	£0.00	£450.00	OS	
	per additional unit	£10.00			£10.00	£0.00	£10.00	OS	
	Maximum charge n/a					£0.00	£0.00	OS	
Hazard Awareness Notice	None					£0.00	£0.00	OS	
Improvement Notice	for one hazard	£150.00		£150.00	£300.00	£0.00	£300.00	OS	
	Per additional hazard	£50.00			£50.00	£0.00	£50.00	OS	
						£0.00	£0.00	OS	
Emergency Remedial Action Notice (plus work - see below)	for one hazard	£150.00		£150.00	£300.00	£0.00	£300.00	OS	
	Per additional hazard	£50.00			£50.00	£0.00	£50.00	OS	
						£0.00	£0.00	OS	
Prohibition Order	for one hazard	£150.00		£150.00	£300.00	£0.00	£300.00	OS	
	Per additional hazard	£50.00			£50.00	£0.00	£50.00	OS	
						£0.00	£0.00	OS	
Emergency Prohibition Order	for one hazard	£150.00		£150.00	£300.00	£0.00	£300.00	OS	
	Per additional hazard	£50.00			£50.00	£0.00	£50.00	OS	
						£0.00	£0.00	OS	
Demolition Order	for one hazard	£150.00		£150.00	£300.00	£0.00	£300.00	OS	
	Per additional hazard	£50.00			£50.00	£0.00	£50.00	OS	
						£0.00	£0.00	OS	
Immigration Procedure Inspection	Per Inspection	£65.00			£65.00	£0.00	£65.00	OS	
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 costs of works								OS
Penalty Charge Notice (Smoke and Carbon Monoxide Alarm (England) Regulations 2015)	Up to £5000							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 £5000							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	
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	£0.00	£375.00	OS	
	Co-Regulated Scheme (WLDC Fee)	£120.00			£120.00	£0.00	£120.00	OS	
The Unauthorised Deposit of Waste	Up to £400 with an early payment incentive of £250	New			£400.00	£0.00	£400.00	OS	

Mobile Home Fees

Prosperous Communities Committee		Mobile Homes							
		Current Net Charge		Proposed Increase		Proposed Net Charge	VAT Amount	Total Charge Incl VAT	VAT rate
		2016/17 £	% Type	£	2017/18 £	£	£	£	
Annual fee		£430.00			£430.00	£0.00	£430.00	OS	
Plus fee per unit on site		£1.65			£1.65	£0.00	£1.65	OS	
Issue of a new licence		£300.00			£300.00	£0.00	£300.00	OS	
Deposit of site rules		£30.00			£30.00	£0.00	£30.00	OS	
Transfer and alteration of a licence		£100.00			£100.00	£0.00	£100.00	OS	

6. 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 increased fees for 2017/18 with further work to be undertaken to review impacts prior to 2018/19 fee setting.

Mobile Home Fees:

Members are requested to recommend to Council the maintained fees for 2017/18 and reviewed again in 2018/19.

FEES AND CHARGES REPORT

APPENDIX P - TRINITY ARTS CENTRE SERVICES

1. Background

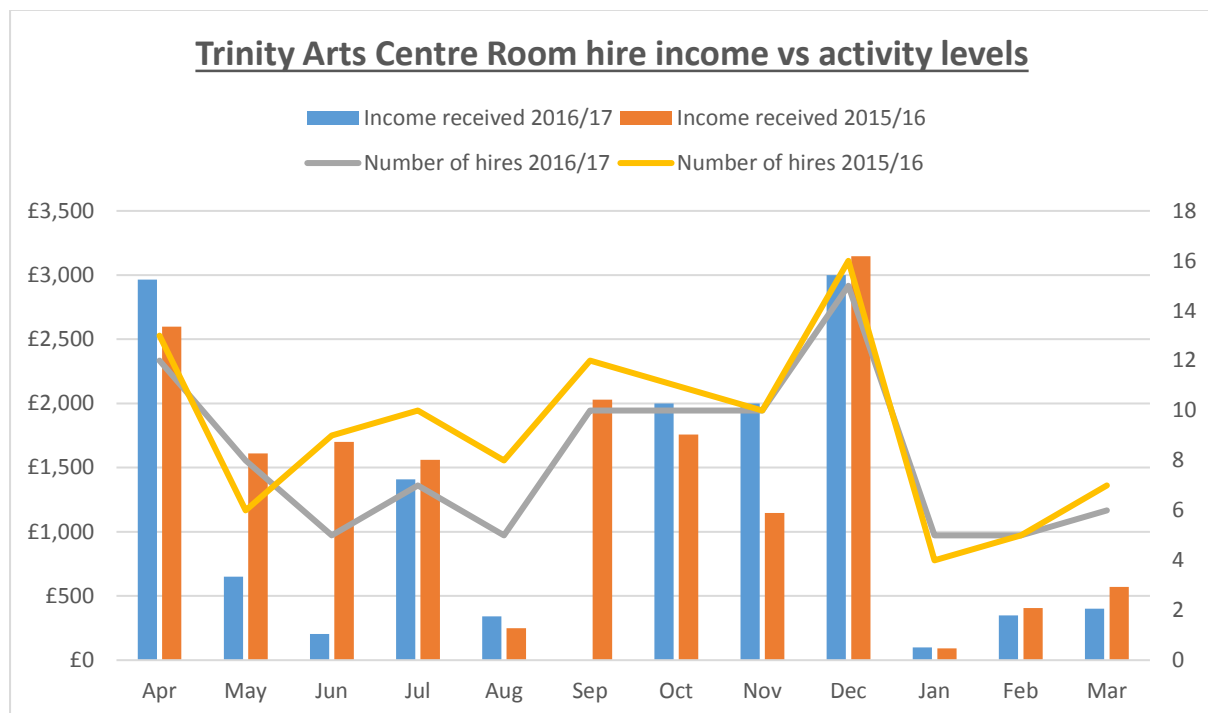
Since the introduction of a new model of operation in 2011 the offer and financial performance of Trinity Arts Centre has continued to grow. The Centre now operates on a commercial basis which has delivered growth in income and controlled costs.

The artistic programme is booked on a commercial basis and acts and films are secured to ensure the best return possible. All performances are monitored to ensure they positively contribute to the bottom line and loss making performances are removed from the programme. Profitability of the programme has been increased by the introduction of a hire package for touring shows and concentration on a split percentage of takings. Previous to 2011 the booking policy for shows was to offer visiting companies a guaranteed fee for performing. In some, if not most, cases the ticket sales generated were less than the guaranteed fee resulting in the performance running at a loss.

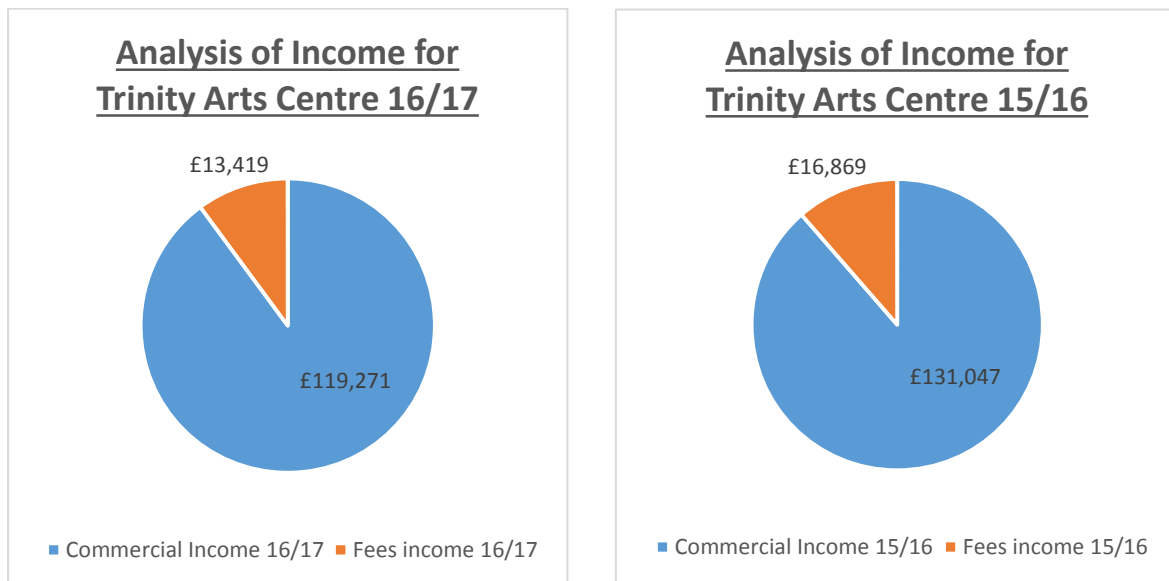
The only area of the business which is affected by fees and charges are room hires within the building. This is a very small area of the business and having these included within the fees and charges is restrictive. It would be ideal if room and auditorium hires could be booked on a booking by booking basis to ensure a financial return. For example the current set charges take no account of whether additional staffing is required or whether the Centre is open. Flexibility would allow a greater financial return for the arts centre and would allow this to be balanced with the current staffing structure.

2. Impact of Different Options

Please note that October 16 to March 17 is a forecast.



The fees and charges income element makes up a very small portion of the overall income taken at Trinity Arts Centre. The following charts for the last 2 years illustrates this:



It is therefore proposed to remove the room hire from the fees and charges review and make it a price on application process as there are a variety of different customers and the Trinity Arts Centre Manager makes commercial decisions on the fee to charge based on the customer. Hourly rates for staff have been established by the Finance Department to ensure that costs are recovered.

3. Pricing

	Actual 14/15	Actual 15/16	Forecast 16/17	Budget 17/18
Income	-129,843	-139,896	-132,100	-132,100
Direct Costs	158,040	159,123	167,300	165,800
Overheads	160,884	141,614	143,817	136,417
Net Income	189,081	160,841	179,017	170,117

Given the very bespoke nature of the services offered at the Trinity Arts Centre it is difficult to benchmark as the fee is on a case by case basis. The financial performance of the Trinity Arts Centre is very well managed.

4. Understanding Customers and Markets

Whilst the income from the programme has grown the income from hires has reduced. At the height of the recession many companies would bring a show to Trinity on a hire basis as this was the only way they could get into theatres. However, over the recent year the trend has been more towards a split of the takings. This still represents good value for Trinity Arts Centre with limited financial risk.

Customers have responded well to the increase offer at Trinity Arts Centre and positive feedback has been received regarding the programme and increased offer of events. This has had a massive impact on income during recent years.

5. Proposed Charges

It is proposed that Trinity room hire fees and charges are removed from the fees and charges process.

6. Recommendation

Members are asked to approve the removal of the room hire fees and charges from the fees and charges schedule. Fees will be price on application as decided by the Trinity Arts Centre Manager as detailed within the report.

FEES AND CHARGES REPORT

APPENDIX Q – WASTE SERVICES

1. Background

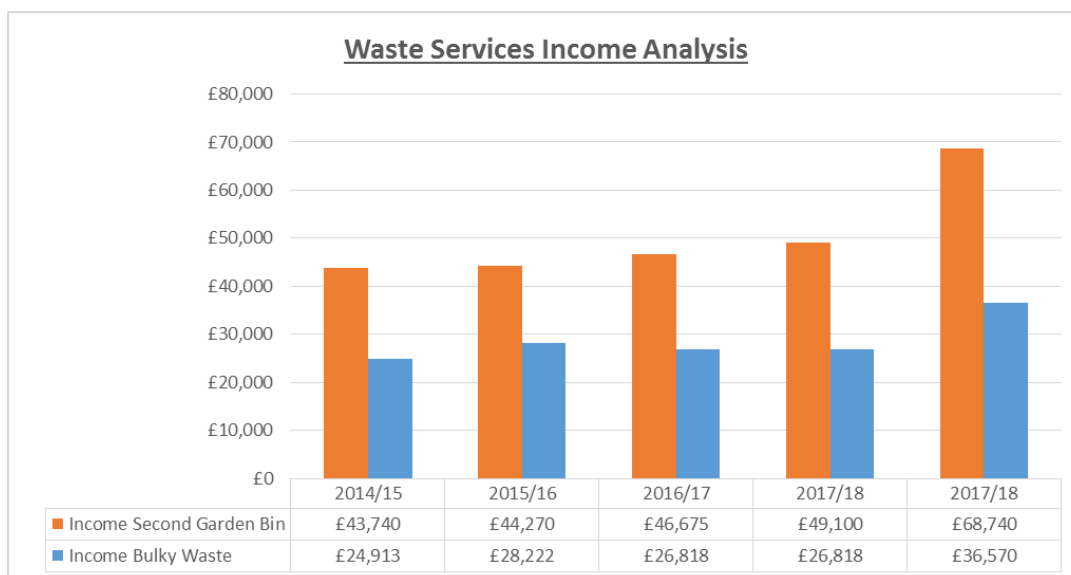
Waste services offers a range of much needed services to the local community including the collection of standard household and green waste collection, bulky and clinical waste collections and mechanical road sweeping. In addition to these services private road sweeping and collection of bulky items such as fridges and freezers from commercial premises.

Fees and Charges have increased in line with inflation for a number of years. The report focuses on the elements that could bring in extra income.

Commercial Waste charges will not be included in this review as this area has been subject to a recent business case for full implementation of the service which was approved at Commercial Board. This included a new charge to remove schools waste recycling.

2. Impact of Different Options

The chart below shows the income impact over the previous three years and the impact in the next financial year if charges remain the same or are charges at the proposed increase assuming demand stays constant resulting in additional income of £29,392 per year.



It is difficult to benchmark the possible implications of increasing the cost of an annual subscription for additional bins as very few other councils run this model, however demand has remained stable indicating that a price increase should be accepted by the users of this service.

3. Pricing

Waste Services are provided to the local residents of West Lindsey and do not have to compete with other councils or private businesses for their main customer base.

The tables below shows the income and total costs and net income for the garden waste bins and the bulky waste services.

Second Garden Waste bins	Actual	Actual	Forecast	Budget
Year	2014/15	2015/16	2016/17	2017/18
Income	£43,740	£44,270	£46,675	£68,740
Direct Costs	£47,885	£32,445	£47,032	£38,194
Overheads	£43,169	£38,009	£27,249	£27,246
Total Costs	£91,054	£70,455	£74,281	£65,440
Net Income	-£47,314	-£26,185	-£27,606	£3,300

Bulky Waste Collection	Actual	Actual	Forecast	Budget
Year	2014/15	2015/16	2016/17	2017/18
Income	£24,913	£28,222	£26,818	£36,570
Direct Costs	£27,274	£20,684	£29,787	£24,195
Overheads	£24,588	£24,231	£17,258	£17,916
Total Costs	£51,861	£44,915	£47,045	£42,111
Net Income	-£26,948	-£16,693	-£20,227	-£5,541

4. Understanding Customers and Markets

Waste services as mentioned above offers a much needed service within the local community. As the charges have had inflationary increases in previous years these increases should be accepted by the users of the service as it is in line with previous years. For the charges above inflation, there appears to be little correlation between a price increase and a fall in demand, the table below projects the impact of a 20% reduction in demand.

	20% decrease in customers	Forecast Income
Second green bin @ £35	£8,006	£21,075
Bulky waste @ £30	£1,418	£8,800
Total	£9,424	£29,875

5. Proposed Charges

For non-statutory charges the Waste Service proposes to apply a inflationary increase to most of the charges other than those identified in the report as increasing beyond this as illustrated below;

	Current charge	Proposed charge
Garden waste and blue additional waste sacks	£8	Add inflation
Delivery of sacks	£11-90	Add inflation
Postage of sacks	£2	Add inflation
Second garden waste bin annual charge	£25	£35
Wheeled bin replacement-Black	£33	£33
-Blue	£33	£33
-Green	£33	£33
Supply of new wheeled bin-black	£33	£33
-blue	£33	£33
-green	£33	£33
Bulky waste-up to 6 points	£22	£30
-each additional point	£4	£4
Commercial fridges and freezers	£86	Add inflation
Collection of clinical waste	£0	No change
Private roadsweeping- two hours	£88	Add inflation
-additional hours	£44	Add inflation

Second garden waste bins

By April 2016, West Lindsey will be the only council in Lincolnshire to offer a free garden waste collection service to most of its residents, the table below shows what other councils are charging from April 2016.

Council	First bin	Additional bins
East Lindsey	£30	£30
North Kesteven	£30	£15
South Kesteven	£33	£16-50
CoLC	£33	£33
BBC	£30	£15
South Holland	£49+£15 initial charge	£30
West Lindsey	£0	£25

The garden waste service cost West Lindsey £807k to provide in 2015/16, additional green bins account for 4.5% of the service, this gives an operational cost of £20.51 to empty each bin for a year for full cost recovery.

It is difficult to benchmark the possible implications of increasing the cost of an annual subscription for additional bins as very few, if any, other councils run this model. The table below shows the level of charge for additional garden waste bins over preceding years and the level of take-up.

Year	2011/12	2012/13	2013/14	2014/15	2015/16
Charge	£22-80	£22-80	£23-40	£24	£25
Income	£29,274	£25,286	£34,343	£43,740	£44,270

Customers	1284	1109	1467	1822	1770
Cancellations	116	63	45	28	65

This table appears to show there is little correlation between a price increase and a fall in demand, indeed the only year the price remained stable, demand reduced. Every other year the price has increased and so has demand. Cancellations also appear to show no correlation with price increases, it should be noted that cancellations occur for a variety of reasons, not just due to an increase in price.

Between 2011/12 and 2014/15 an average of 97 new customers joined the service per year.

Should an increase take place, the potential levels of additional income are demonstrated in the table below;

		£25	£30	£35
Demand continuing as now	Total Income	£46,675	£56,010	£65,345
	New Income	£2,405	£11,740	£21,075
10% decrease	Total Income	n/a	£50,409	£58,810
	New Income	n/a	£6,139	£14,540
20% decrease	Total Income	n/a	£44,808	£52,276
	New Income	n/a	£538	£8,006

The proposed charges are therefore detailed as below;

Prosperous Communities Committee

Operational Services

		Current Net Charge		Proposed Increase		Proposed Net Charge	VAT Amount	Total Charge Incl VAT	VAT Rate	
		2016/17	£	Apply %	Apply £	2017/18	£	£	2017/18	£
		2.20%				20%				
Garden waste and additional blue sacks	Per 5 sacks or stickers.	£8.00		y		£8.18	£0.00	£8.00	OS	
	Postage & Packaging of 5 sacks	£2.00		y		£2.04	£0.00	£2.00	OS	
Trade waste sacks	Per 10 sacks or stickers	£26.70		y		£27.29	£0.00	£27.00	OS	
Other waste sacks (eg. Schools)	Per 50 sacks or stickers	£80.00		y		£81.76	£0.00	£82.00	OS	
	Delivery of sacks	£12.00		y		£12.26	£0.00	£12.00	OS	
Garden waste wheeled bin (Annual charge)	Collection of 2nd and subsequent bins.	£30.00		n		£30.00	£0.00	£30.00	OS	
Wheeled Bin replacement (supply & delivery)	Residual, garden waste (each bin)	£33.00		n		£33.00	£0.00	£33.00	OS	
	Blue Recycling	£33.00		n		£33.00	£0.00	£33.00	OS	
Wheeled Bins for new properties (supply & delivery)	Residual, garden waste (each bin)	£33.00		n		£33.00	£0.00	£33.00	OS	
	Blue Recycling	£33.00		n		£33.00	£0.00	£33.00	OS	
Bulky household waste collections	Collection articles worth up to 6 points	£22.00	£8.00	n		£30.00	£0.00	£30.00	OS	
	Additional articles worth 1 point collected at the same time	£4.00		n		£4.00	£0.00	£4.00	OS	
Collection and disposal of Fridges and freezers from Commercial premises		£86.00		n		£86.00	£0.00	£86.00	OS	
Collection of clinical waste		£0.00		n		£0.00	£0.00	£0.00	OS	
Private road sweeping per hour	Minimum charge of 2 hours	£73.33		n		£73.33	£14.67	£88.00	S	
	Charge per hour thereafter	£36.67		n		£36.67	£7.33	£44.00	S	

6. Recommendation

Members are requested to approve the charges for the 2017-18 financial year as detailed below.

It is recommended that the supply of additional garden waste bins increase to £35 per year. There will be an increase in charge of bulky waste collection to £30 for the first six points. Clinical waste to remain free of charge, and all other waste services charges to increase by inflation.

