

REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM: 5
DATE OF MEETING:	6TH JANUARY 2020	CATEGORY: RECOMMENDED
REPORT FROM:	STRATEGIC DIRECTOR (CORPORATE RESOURCES)	OPEN
MEMBERS' CONTACT POINT:	VICKI SUMMERFIELD (01283595939) Victoria.summerfield@southderbyshire.gov.uk	DOC: s/Finance/Committee/2019- 20/Jan/Budget
SUBJECT:	SERVICE BASE BUDGETS 2020/21	
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: EDS

1.0 Recommendations

- 1.1 That the proposed income and expenditure revenue budget for this Committee's services for 2020/21 as detailed in **Appendix 1** is considered and recommended to the Finance and Management Committee for approval.
- 1.2 That the proposed fees and charges as detailed in **Appendix 2** for 2020/21 are considered and approved.

2.0 Purpose of the Report

- 2.1 As part of the annual financial planning cycle, the report details the Committee's proposed base budget for 2020/21 with comparisons to the current year budget. This includes an overview of the Committee's main spending areas.
- 2.2 It is proposed that the estimated income and expenditure is included in the consolidated budget of the Council for 2020/21 within the Council's overall medium-term financial position. This will be considered by the Finance and Management Committee on 9th January 2020.
- 2.3 The report also sets out proposals for the level of fees and charges under the responsibility of this Committee for 2020/21.

3.0 Executive Summary

- 3.1 The Committee is responsible for some large spending areas, including Waste Collection and Street Scene and a range of services across Environmental Health and Economic Development.

Income

- 3.2 The Committee is also responsible for services where significant amounts of income are generated for the Council which contribute to the cost of services. These include

licensing, trade waste, land charges and local planning applications. In total, these generate income of approximately £1.6m per annum.

- 3.3 These income streams can have a big impact on the Council's overall financial position and are a risk in the Council's Medium-Term Financial Plan (MTFP). Income generated can be difficult to predict year-on-year as it is subject to external factors such as the type and volume of planning applications.
- 3.4 In accordance with Regulations, income should not be to such an extent from year to year that large surpluses are made. This is particularly the case for Planning Fees, Land Charges and Licensing. Any additional income should ideally be reinvested back into services, used as a contribution to non-chargeable work or one-off costs, or process charges for services reduced.

The Council's Overall Financial Position

- 3.5 The Council's MTFP was fully reviewed and updated in October 2019. The overall position on the General Fund has not changed fundamentally over the last year. The current level of the General Fund Reserve remains healthy and is projected to remain so over the next four years based on current forecasts.
- 3.6 However, the continuing issue is the projected deficits each year over the life of the Plan. Although the current level of reserves can be utilised to meet the projected deficits, this is not a sustainable solution in the longer-term.
- 3.7 The Finance and Management Committee will consider the detail of the overall financial position on 9th January 2020, including proposals from this Committee.
- 3.8 It is important that the Committee scrutinises its spending base closely to identify budget savings and carefully examines any areas where there are cost pressures, together with any proposals to increase spending.

Summary of Expenditure

- 3.9 The following table provides an overall summary at service level of the Committee's net revenue expenditure.

	2020/21	2019/20	Movement
	£	£	£
Economic Development	327,622	314,716	12,906
Environmental Education	79,897	79,897	-0
Environmental Health	617,322	554,759	62,563
Highways	127,666	125,825	1,841
Licensing and Land Charges	16,878	27,388	-10,510
Planning	569,919	529,590	40,329
Street Scene	1,021,582	974,021	47,561
Waste and Transport	2,605,417	2,500,491	104,925
	5,366,303	5,106,688	259,615

- 3.10 The above table shows that the Committee's net expenditure is estimated to increase overall between 2019/20 and 2020/21 by £259,615. Detail of the changes within each service area is listed in **Appendix 1**. A summary of changes is shown in the following table.

Changes to Base Budget 2019/20 to 2020/21	£'000
Waste Disposal Costs	55
Professional Fees	42
New Community Enforcement Officer Post plus Materials	40
Incremental Salary Increase	35
Transfer of Computer Maintenance Budget from F&M	19
Staff Training	13
Increased Fuel Cost	10
Agency Cost for Refuse Collection	9
Insurance Charges	6
Materials Increase	5
Pictorial Wildflower Planting	4
Fee Income Increase	-7
Transfer of Materials Budget to F&M	-8
Vehicle Hire Reduction	-12
Computer Maintenance Reduction	-23
Spare Parts Reduction	-25
	163
Depreciation	97
Base Budget Increase	260

- 3.11 Excluding the increase in depreciation which is an accounting adjustment and not a cost to the Council, the increase in actual expenditure based on the proposed budgets is £163k. The majority of the increased budget variances listed were expected and have previously been included within the MTFP.

Waste and Transport

- 3.12 Waste disposal costs are expected to increase by inflation with a larger increase for Recycling due to growth of the District. The Growth provision within the MTFP has sums set-aside for statutory services affected by growth and therefore the provision has been reduced by £44k to offset the Base Budget increase for Recycling.
- 3.13 Due to inflation plus growth of the District, the cost of fuel (both diesel and petrol) is expected to increase during 2020/21. Inflationary costs are included within the MTFP and therefore this increase was expected.
- 3.14 Increases in staffing and potential sickness absence has resulted in a proposed increase in Agency costs of £9k. An inflationary increase was included within the MTFP but not to this extent.
- 3.15 A reduction to spare parts was not included within the MTFP but due to the new fleet of vehicles purchased during 2018/19, it is assumed that the costs of repairs will reduce in 2020/21. The MTFP includes increases in future years of the plan as the vehicles age.
- 3.16 Vehicle hire is expected to reduce due the purchase of new road sweepers during 2019/20. As noted above, a provision is included within the MTFP in future years for the cost of repairs to vehicles.

Professional Fees

- 3.17 The cost of £25k for the Local Plan was included within the MTFP as a known variance and has been transferred into the Base Budget for 2020/21. It is expected that costs will be incurred during 2021/22 and 2022/23 and therefore an additional £15k per year is included within the MTFP and will be transferred into the Base Budget as required.
- 3.18 Derbyshire County Council is responsible for Off-Street Parking fixed penalty notices and the Council contributes/receives a return based on the number of notices issued. During the past 3 years the final year statement has resulted in a deficit to the Council rather than a benefit, it is therefore prudent at this stage to budget for a cost of £8k in 2020/21.
- 3.19 A small increase of £6k in consultants assisting with larger site Planning agreements has been included within the proposed Base Budget for 2020/21.
- 3.20 The remaining £3k increase is due to inflation and was included within the MTFP previously.

Transfers Between Committee's

- 3.21 Due to the Senior Management Restructure implemented on 1st April 2019 a number of services were transferred to different Heads of Service. The result of this has been reported previously to Finance and Management Committee.
- 3.22 The budget for Computer Maintenance agreements for GIS has now been transferred from the former Business Systems Unit into Street Naming and Numbering and now included within this Committee.
- 3.23 Materials budgets have been transferred from Off-Street Parking into Public Buildings and are now the responsibility of the Finance and Management Committee.

Insurance

- 3.24 Insurance cover is an overall increase to the Council of £17k between 2019/20 and 2020/21. The impact on this Committee is £6k of the total and is mainly due to an increase in Vehicle Insurance.

Other Variances

- 3.25 Approval to increase the Establishment by one Community Enforcement Officer plus associated materials to perform the role was granted in February 2019 and £40k is now included in the Base Budget.
- 3.26 Pictorial Wildflower Planting and the associated costs was reported to Committee in August 2019 and £4k is now included within the Base Budget.
- 3.27 Incremental Salary increases are included within the MTFP each year and were expected ahead of the Budget round.
- 3.28 An increase for staff training is proposed within the budget to ensure Continual Professional Development. Planning have requested an increase of £10k out of the total increase to ensure that all Officers are fully up to date with statutory obligations.

- 3.29 Materials are proposed to increase in 2020/21 due to works on Street Scene within the District. An increase due to inflation was expected and this was covered within the MTFP reported in October.
- 3.30 Increases have been forecast on Licensing (£10k) and Trade Waste (£6k) with reductions on Pest Control (£3k) and support to other Local Authorities with their Local Plan (£6k). The overall net position is an additional £7k in fee income for 2020/21.
- 3.31 The reduction in Computer Maintenance charges is due to the new Planning and Land Charges software contract in place since July 2019. The reduced cost of this contract has now been included within the MTFP going forward.

Earmarked Reserves

- 3.32 Some spending is financed by drawing down earmarked reserves. After taking account of these amounts, the estimated balance on the relevant reserves is shown in the following table.

Environmental Services Reserves	Balance B/fwd 01/04/19 £	Estimated Drawdown 19/20 £	Estimated Drawdown 20/21 £	Estimated Balance 31/03/21 £
Environmental Education	9,709	0	0	9,709
Building Control Transition	20,000	-20,000	0	0
New Town Centre Grants	38,521	0	-38,521	0
District Conservation Works	10,000	0	-10,000	0
Planning Staffing and Support Costs	123,775	0	-22,524	101,251
Garden Village Fund	163,570	-80,000	-83,570	0
Planning 20% Fee Increase	33,048	-27,786	-5,262	0
GIS/LLPG Upgrade Works	9,000	0	-9,000	0
	407,623	-127,786	-168,877	110,960

- 3.33 The estimated drawdowns are included in the appropriate cost centres in the Committee's budget.
- 3.34 None of the specific Reserves include any additional contributions, although based on past years, it is likely that these reserves will not be drawn down to the extent noted above and additional contributions will be made.

4.0 Detail

- 4.1 The Committee's budgets by service area are detailed in **Appendix 1**.

Basis of the Budget

- 4.2 Budgets are generally calculated on a "no increase" basis i.e. they are maintained at the same level as the previous year adjusted only for known changes, price increases and variations due to contractual conditions.
- 4.3 In addition, budgets are also subject to a base line review which is used to justify proposed spending. This process places responsibility on budget holders to justify

their spending budgets by specifying their needs in a more constructed manner. This is supported by the Financial Services Unit, who analyse trends across services compared to current budgets.

Ongoing Service Provision

- 4.4 The budgets are based substantively on a continuation of existing service provision (in respect of staffing levels, frequency, quality of service, etc).
- 4.5 The full year effects of previous year's restructures and budget savings have been included, with non-recurring items removed.

Changes in Pay

- 4.6 A pay award is not included within the Base Budget at this stage as discussions are still on-going between the Local Government Unions and the National Employers. A discussion is not expected until after the General Election.
- 4.7 The MTFP includes a provision for a potential pay award increase of 2.5% for all employees and the individual service budgets will be updated once an agreement is reached.

Inflation

- 4.8 The Base Budget for 2020/21 has been uplifted by inflation where this applies, for example contract obligations.
- 4.9 Some base costs will be subject to inflation during future years and in some cases, it will be unavoidable, for example employee costs, when national pay increases are approved.
- 4.10 Allowances for inflation based on various assumptions regarding price increases, etc. are calculated across the main spending heads at an average of 2%.

Risks

- 4.11 All Committee budgets have been reviewed and known changes to income and expenditure have been reflected in the proposed base budget for 2020/21 as detailed in the report. Additional resources have been included in the proposed budgets for growth.
- 4.12 Other financial risks associated with the Committee's services are identified in the following table.

Risk	Issue / Potential Effect	Mitigating Action
Reduction in Income	Budgeted income from Planning, Licensing etc. totals £1.6m is not sustainable	Base budgets reflect actual income but remain prudent. This report contains detail on changes in anticipated income and is based on known marketplace conditions
Recycling	The Council has been made aware that the cost of kerbside recycling may be subject to increase	This is still under review. A provision of £100k has been set-aside in the MTFP to offset any additional costs

Growth	The Council's MTFP identifies underlying cost pressures yet to surface as a risk due to pressure from residential development.	A provision for growth has been set-aside in the MTFP each year over the life of the Plan.
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Proposed Fees and Charges 2020/21

4.13 **Appendix 2** provides a schedule of the proposed charges for next financial year together with a comparison to the existing charge. All charges are exclusive of VAT and where applicable, VAT is added at the appropriate rate in accordance with HMRC regulations.

4.14 A detailed review of fees and charges has been undertaken as part of the budget round. Where possible, charges have been increased to reflect inflation and the demand for services. The key points are detailed in the following sections.

Land and Property Searches

4.15 No changes are proposed for 2020/21.

Private Hire (Taxi) Licences

4.16 A reduction in the charge for plate magnets has been proposed due to the cost of magnets reducing. The only other change proposed is a new fee for non-attendance at the Depot for a taxi test. This is proving costly to the Council and reduces the availability for genuine customers.

Animal Licences

4.17 The existing fees are not proposed to change in 2020/21 but 4 new fees are proposed in relation to the arrangement of a licence for boarding of cats and dogs and the costs incurred for changing the details of an existing licence.

Other Licences

4.18 No changes to fees are proposed but a new fee for guest tattooists to attend premises within the District for less than 30 days has been proposed.

4.19 Total income from all licences of £180k per year is included in the budget for 2020/21 which is an increase of £10k from 2019/20.

Environmental Services

4.20 No changes to food export certificates is proposed but 2 new fees have been proposed. Electronic certificates (requested by Nestle) and Primary Authority agreement charges are new services for introduction in 2020/21.

4.21 Income can fluctuate from year to year and is expected to be around £70k which is unchanged from 2019/20.

4.22 A proposal to remove the maximum fee chargeable for a Welfare Funeral has been put forward for cases where an inheritor leaves the funeral to be arranged by the Authority but there are significant assets within the estate. Charges would be on a case by case basis and would take account of the time taken by Officers to organise the funeral.

Charges under the Licensing and Gambling Acts of 2003 and 2005

- 4.23 As the licensing authority, the Council is required to comply with the charging regime set under statute. The fees quoted are the maximum charged under the legislation. It is unlikely however that many of these licences, for example those that apply to casinos, will be applicable.

Pest Control Charges

- 4.24 No changes are proposed for 2020/21.

Waste Collection

- 4.25 No changes are proposed for 2020/21.

Planning Services

- 4.26 Planning application fees are not included within the fees and charges for approval as these are currently set nationally.
- 4.27 It is proposed to increase footpath applications/orders and planning enquiries by inflation to cover the cost of resources.

5.0 Financial Implications

- 5.1 As detailed in the report.

6.0 Corporate Implications

Employment Implications

- 6.1 None

Legal Implications

- 6.2 None.

Corporate Plan Implications

- 6.3 The proposed budgets and spending under the responsibility of this Committee provides the financial resources to enable many of the on-going services and Council priorities.

Risk Impact

- 6.4 The Financial Risk Register is detailed in the MTFP and financial risks specific to this Committee are detailed in section 4.

7.0 Community Impact

Consultation

- 7.1 The budget will be disseminated through Local Area Forums and separate consultation will be undertaken with the local business community.

Equality and Diversity Impact

- 7.2 None.

Social Value Impact

- 7.3 None.

Environmental Sustainability

- 7.4 None.

8.0 Conclusions

- 8.1 That the proposed base budgets are scrutinised and approved to provide financial resources for continuation of service delivery.

9.0 Background Papers

- 9.1 None.

BUDGET - 2020/21

Environmental and Development

£'s		BUDGET			
		2019/20	2020/21	VARIANCE	
CCF00	Tourism Policy, Marketing & Development	59,903	59,903	0	Adverse salaries £7k, training £1k, insurance £1k, prof fees £1k, advertising £1k, equip hire £1k
CPH70	Promotion and Marketing of the Area	244,813	257,719	12,906	
Economic Development		304,716	317,622	12,906	
CPE10	Environmental Education	79,897	79,897	(0)	Training £1k, insurance £2k Favourable prof fees £1k; Adverse salaries £3k, training £3k Pest control income Salaries £30k (new post), materials £10k, depreciation £5k depreciation £6k, insurance £1k Gulley cleaning inflation Favourable materials £8k (trf to F&M); Adverse prof fees £8k (parking deficit), electricity £1k
Environmental Education		79,897	79,897	(0)	
CEE00	Food Safety	78,202	80,925	2,723	
CEE10	Pollution Reduction	289,114	293,943	4,829	
CEE50	Pest Control	14,439	17,568	3,129	
CEE60	Public Health	200	200	0	
CEH00	Community Safety (Safety Services)	121,284	166,641	45,357	
CEE80	Public Conveniences	49,720	56,245	6,525	
KGW00	Welfare Services	1,800	1,800	0	
Environmental Services		554,759	617,322	62,563	
HTK10	Environmental Maintenance (Other Roads)	20,001	21,811	1,811	
HTP10	Off Street Parking	97,339	98,667	1,328	
NAC60	Public Transport	28,486	28,999	513	
Highways		145,826	149,477	3,651	
ACL00	Local Land Charges	21,017	16,431	(4,586)	Favourable comp main £6k; Adverse salaries £1k
CEE70	Licensing	6,371	447	(5,924)	Favourable income £10k; Adverse salaries £2k, training £2k

Licencing and Land Charges		27,388	16,878	(10,510)	<p>Favourable comp main £21k ; Adverse salaries £4k, training £7k, prof fees £24k (£18k offset by CPD10), insurance £1k, scanning £2k</p> <p>Favourable prof fees £18k, salaries £13k; Adverse prof fees £25k (incl in MTFP), training £1k, contribution £6k</p> <p>Adverse comp main £19k (trf from F&M), salaries £2k</p> <p>Favourable training £3k; Adverse salaries £7k, depreciation £35k, wildflower £4k</p> <p>Favourable vehicle hire £12k; Adverse salaries £8k, depreciation £2k, materials £4k, street furniture £1k</p> <p>Favourable spare parts £25k, tyres £4k, depreciation £2k; Adverse fuel £10k, insurance £10k, comp main £2k</p> <p>Favourable disposal £11k; Adverse depreciation £51k, salaries £11k, agency £9k, insurance £4k, training £1k</p> <p>Favourable income £8k, recharge £3k, insurance £13k; Adverse collection costs £22k</p> <p>£44k growth, fee income £2k</p> <p>Salaries £3k, prof fees £1k</p>
CPB00	Building Regulations	35,200	35,200	0	
CPC10	Dealing with Development Control Applications	216,507	233,729	17,222	
CPD10	Planning Policy	289,498	291,560	2,062	
CPD30	Street Name & Numbering	(11,615)	9,430	21,045	
CPL00	Community Development	10,000	10,000	0	
Planning		539,590	579,919	40,329	
CCE00	Ground Maintenance	604,333	646,353	42,020	
CES00	Street Cleansing (not chargeable to highways)	349,687	353,418	3,731	
Street Scene		954,021	999,771	45,751	
PSX90	Transport Services	588,195	579,146	(9,049)	
CEW00	Household Waste Collection	1,472,673	1,538,021	65,348	
CEW10	Trade Waste Collection	(98,880)	(101,171)	(2,291)	
CEW20	Recycling	371,936	418,435	46,499	
CEW50	Depot Central Support	166,566	170,986	4,419	
Waste and Transport		2,500,491	2,605,417	104,925	
		5,106,688	5,366,303	259,615	

PROPOSED FEES AND CHARGES 2020/21

APPENDIX 2

VAT WILL BE CHARGED WHERE APPLICABLE AT THE APPROPRIATE RATE

LAND AND PROPERTY CHARGES	Fee 2019/20 exc VAT £:P	Proposed Fee 2020/21 £:P	Notes
LOCAL LAND CHARGE Searches			
LLCI Local Land Charges Residential	25.00	25.00	
LLCI Local Land Charges Commercial	40.00	40.00	
CON 29R (required form) Residential	55.00	55.00	
CON 29R (required form) Commercial	120.00	120.00	
Full Standard Search (LLC1 & CON 29R) Residential	80.00	80.00	
Full Standard Search (LLC1 & CON 29R) Commercial	160.00	160.00	
CON 29 (optional form) Other Questions - Each Enquiry	17.00	17.00	
Each Additional Enquiry (applicant's own question)	25.00	25.00	
Additional Parcel of Land	35.00	35.00	
CON 29 Component Elements			
Planning Decisions Residential (Each)	0.75	0.75	
Planning Decisions Commercial (Each)	4.00	4.00	
Building Regulations Residential (Each)	0.75	0.75	
Building Regulations Commercial (Each)	4.00	4.00	
Planning Designations & Proposals Residential	0.75	0.75	
Planning Designations & Proposals Commercial	2.30	2.30	
Highways Related	30.00	30.00	
Land Required for Public Purposes Residential			

	0.75	0.75	
Land Required for Public Purposes Commercial	2.30	2.30	
Nearby Railway Schemes Residential	0.75	0.75	
Nearby Railway Schemes Commercial	2.30	2.30	
Outstanding Notices Residential (Each)	0.75	0.75	
Outstanding Notices Commercial (Each)	2.30	2.30	
Contravention of Building Regulations Residential	0.75	0.75	
Contravention of Building Regulations Commercial	2.30	2.30	
Notices, Orders, Directions & Proceedings under Planning Acts Residential	0.75	0.75	
Notices, Orders, Directions & Proceedings under Planning Acts Commercial	2.30	2.30	
Conservation Area Residential (Each)	0.75	0.75	
Conservation Area Commercial (Each)	2.30	2.30	
Compulsory Purchase Residential	0.75	0.75	
Compulsory Purchase Commercial	2.30	2.30	
Contaminated Land Residential	0.75	0.75	
Contaminated Land Commercial	2.30	2.30	
Assets of Community Value Residential	0.75	0.75	
Assets of Community Value Commercial	2.30	2.30	
LICENSING FEES	Fee 2019/20 exc VAT £:P	Proposed Fee 2020/21 £:P	
PRIVATE HIRE LICENCES			
Vehicle	273.00	273.00	
Operator	495.00	495.00	

Depot non-attendance fee	0.00	31.00	Charge due to increase number of none attendance at the Depot impacting availability of test
Driver (3 years)	180.00	180.00	
Driver (1 year)	98.00	98.00	If one year licence granted by Committee
Transfer of vehicle licence to another person	38.00	38.00	
Re-test of vehicle	31.00	31.00	
Trailer	25.00	25.00	
Knowledge Test	27.00	27.00	
Change of licence details (not requiring another type of application)	10.50	10.50	
Copy of a paper licence, or the replacement of a badge/plate	10.50	10.50	
Replacement of a badge/plate	15.00	15.00	
Plate platforms	10.00	10.00	
Plate magnets	32.00	20.00	Reduction in price of magnets
FOOD EXPORT CERTIFICATES			
Food Export Certificates	55.00	55.00	
Food Export Certificates (electronic)	0.00	45.00	New service at the request of Nestle
Primary Authority agreement charges (hourly rate)	0.00	65.00	New service
Whole register	21.00	21.00	
Single page - owner of property concerned	0.00	0.00	
Single page - Any other party	7.30	7.30	
Register of Food Premises			
Whole register	57.70	57.70	
Single registration - proprietor of food business concerned	0.00	0.00	
Single registration - Any other party	18.90	18.90	
Food hygiene re-inspection at the request of the food business operator	125.00	125.00	
Animal Licences			
Pet shops - Grant of Licence - Application Fee	172.00	275.00	
Pet shops - Grant of Licence - Licence Fee	174.00	177.00	
Pet shops - Renewal - Application Fee	172.00	275.00	
Pet shops - Renewal - Licence Fee	174.00	177.00	
Riding establishments - Application Fee	173.00	195.00	
Riding establishments - Licence Fee	153.00	159.00	
Animal Boarding establishments - Home Boarding - Application Fee	133.00	146.00	

Animal Boarding establishments - Home Boarding - Licence Fee	88.00	94.00	
Animal Boarding establishments - Kennels & Catteries - Application Fee	173.00	232.00	
Animal Boarding establishments - Kennels & Catteries - Licence Fee	162.00	134.00	
Dangerous wild animals	204.00	204.00	
Breeding of Dogs - Grant of licence - Application Fee	177.00	242.00	
Breeding of Dogs - Grant of licence - Licence Fee	186.00	145.00	
Breeding of Dogs - Renewal - Application Fee	164.00	185.00	
Breeding of Dogs - Renewal - Licence Fee	185.00	145.00	
Keeping or Training Animals for Exhibition - Grant of Licence - Application Fee	146.00	166.00	
Keeping or Training Animals for Exhibition- Grant of Licence - Licence Fee	171.00	130.00	
Keeping or Training Animals for Exhibition - Renewal - Application Fee	146.00	166.00	
Keeping or Training Animals for Exhibition - Renewal - Licence Fee	171.00	130.00	
Boarding Arranger - Application Fee	0.00	192.00	Separate fee required for arranging the boarding of dogs/cats due to the nature of the inspection and application process
Boarding Arranger - Licence Fee	0.00	124.00	Separate fee required for arranging the boarding of dogs/cats due to the nature of the inspection and application process
Add Host Family Fee	0.00	118.00	Separate fee required for arranging the boarding of dogs/cats due to the nature of the inspection and application process
Change of Details - Animal Licence	0.00	20.00	New fee to cover the cost of changing licence details
Variation of Animal Licence	147.00	147.00	
Re-inspection for risk rating purposes	120.00	120.00	
Additional application fee if applying for more than one licensable activity at a time	100.00	100.00	
Inspection fee in relation to appeals (travel time will be added on to the time taken to inspect)	£45 per hour	£45 per hour	
Zoo Plus Vet Fees - (Grant 4 Years) (6 Year Renewal - Application Fee)	522.00	522.00	
Zoo Plus Vet Fees - (Grant 4 Years) (6 Year Renewal - Licence Fee)	222.00	222.00	
Other Licences			

	£50.00 to include the first half of viewing plus an additional fee of £20.00 for every half hour or part thereof	£50.00 to include the first half of viewing plus an additional fee of £20.00 for every half hour or part thereof	
Film Classifications			
Street Trading - Grant/Renewal of consent - Application Fee	206.00	206.00	
Street Trading - Grant/Renewal of consent - Consent Fee	166.00	166.00	
Street Trading - Special Events consent	179.00	179.00	
Tattooist - Operator & Premises	145.00	145.00	
Tattooist - Transfer	48.00	48.00	
Tattooist - temporary registration (less than 30 days)	0.00	77.00	Fee to allow guest tattooists attend premises within District
Sex establishment - Grant/Renewal - Application Fee	1,980.00	1,980.00	
Sex establishment - Grant/Renewal - Licence Fee	630.00	630.00	
Sex establishment - Variation - Application Fee	1,825.00	1,825.00	
Sex establishment - Variation - Licence Fee	393.00	393.00	
Sex establishment - Transfer - Application Fee	1,680.00	1,680.00	
Sex establishment - Transfer - Licence Fee	235.00	235.00	
Sex establishment - Change of details	28.00	28.00	
LICENCES & LICENSING (under the 2005 Regulations)			
Premises licences & Club Premises Certificate - Application Fee			
Rateable value - nil to £4,300 - Band A	100.00	100.00	
Rateable value - £4,300 to £33,000 - Band B	190.00	190.00	
Rateable value - £33,001 to £87,000 - Band C	315.00	315.00	
Rateable value - £87,001 to £125,000 - Band D	450.00	450.00	
Rateable value - £125,001 and above - Band E	635.00	635.00	
Premises Licences & Club Premises Certificate - Annual Fee			
Rateable value - nil to £4,300 - Band A	70.00	70.00	
Rateable value - £4,300 to £33,000 - Band B	180.00	180.00	
Rateable value - £33,001 to £87,000 - Band C	295.00	295.00	
Rateable value - £87,001 to £125,000 - Band D	320.00	320.00	
Rateable value - £125,001 and above - Band E	350.00	350.00	

Variation Fee in Transition (relates to alcohol only)			
Rateable value - nil to £4,300 - Band A	20.00	20.00	
Rateable value - £4,300 to £33,000 - Band B	60.00	60.00	
Rateable value - £33,001 to £87,000 - Band C	80.00	80.00	
Rateable value - £87,001 to £125,000 - Band D	100.00	100.00	
Rateable value - £125,001 and above - Band E	120.00	120.00	
Multiplier (mainly relates to town & city centre pubs) - Application Fee			
Rateable value - £87,001 to £125,000 - Band D	900.00	900.00	
Rateable value - £125,001 and above - Band E	1,905.00	1,905.00	
Rateable value - £87,001 to £125,000 - Band D	640.00	640.00	
Rateable value - £125,001 and above - Band E	1,050.00	1,050.00	
Exceptionally large Events (additional to licence fee) - Application Fee			
Number = 5,000 to 9,999	1,000.00	1,000.00	
Number = 10,000 to 14,999	2,000.00	2,000.00	
Number = 15,000 to 19,999	4,000.00	4,000.00	
Number = 20,000 to 29,999	8,000.00	8,000.00	
Number = 30,000 to 39,999	16,000.00	16,000.00	
Number = 40,000 to 49,999	24,000.00	24,000.00	
Number = 50,000 to 59,999	32,000.00	32,000.00	
Number = 60,000 to 69,999	40,000.00	40,000.00	
Number = 70,000 to 79,999	48,000.00	48,000.00	
Number = 80,000 to 89,999	56,000.00	56,000.00	
Number = 90,000 and over	64,000.00	64,000.00	
Exceptionally large Events (additional to licence fee) - Annual Fee			
Number = 5,000 to 9,999	500.00	500.00	
Number = 10,000 to 14,999	1,000.00	1,000.00	
Number = 15,000 to 19,999	2,000.00	2,000.00	
Number = 20,000 to 29,999	4,000.00	4,000.00	
Number = 30,000 to 39,999	8,000.00	8,000.00	
Number = 40,000 to 49,999	12,000.00	12,000.00	
Number = 50,000 to 59,999	16,000.00	16,000.00	
Number = 60,000 to 69,999	20,000.00	20,000.00	

Number = 70,000 to 79,999	24,000.00	24,000.00	
Number = 80,000 to 89,999	28,000.00	28,000.00	
Number = 90,000 and over	32,000.00	32,000.00	
Permitted Temporary Activities, Personal Licences & Miscellaneous			
Section 25 - theft, loss, etc of premises licence or summary	10.50	10.50	
Section 29 - application for a provisional statement where premises being built etc.	315.00	315.00	
Section 33 - notification of change of name or address	10.50	10.50	
Section 37 - application to vary licence to specify individual as premises supervisor	23.00	23.00	
Section 42 - application for transfer of premises licence	23.00	23.00	
Section 47 - interim authority notice following death etc of licence holder	23.00	23.00	
Section 79 - theft, loss etc of certificate or summary	10.50	10.50	
Section 82 - notification of change of name or alteration of rules of club	10.50	10.50	
Section 83(1) or (2) - change of relevant registered address of club	10.50	10.50	
Section 100 - temporary event notice	21.00	21.00	
Section 110 - theft, loss, etc of temporary event notice	10.50	10.50	
Section 117 - application for a grant or renewal of personal licence	37.00	37.00	
Section 126 - theft, loss etc of personal licence	10.50	10.50	
Section 127 - duty to notify change of name or address	10.50	10.50	
Section 178 - right of freeholder etc to be notified of licensing matters	21.00	21.00	
LICENCES UNDER THE GAMBLING ACT 2005			
Premises Licence Fee - regulation SI2007/479 - maximum fee			
New Application - New small Casinos	8,000.00	8,000.00	
New Application - New large Casinos	10,000.00	10,000.00	
New Application - Regional Casino	15,000.00	15,000.00	
New Application - Bingo Club	1,276.00	1,276.00	
New Application - Betting premises (excluding tracks)	1,276.00	1,276.00	
New Application - Tracks	1,276.00	1,276.00	
New Application - Family entertainment centres	1,063.00	1,063.00	
New Application - Adult gaming centres	1,063.00	1,063.00	
Annual Fee - New small Casinos	5,000.00	5,000.00	
Annual Fee - New large Casinos	10,000.00	10,000.00	

Annual Fee - Regional Casino	15,000.00	15,000.00	
Annual Fee - Bingo Club	835.00	835.00	
Annual Fee - Betting premises (excluding tracks)	536.00	536.00	
Annual Fee - Tracks	777.00	777.00	
Annual Fee - Family entertainment centres	609.00	609.00	
Annual Fee - Adult entertainment centres	777.00	777.00	
Application to vary - New small Casinos	4,000.00	4,000.00	
Application to vary - New large Casinos	5,000.00	5,000.00	
Application to vary - Regional Casino	7,500.00	7,500.00	
Application to vary - Bingo Club	1,276.00	1,276.00	
Application to vary - Betting premises (excluding tracks)	1,276.00	1,276.00	
Application to vary - Tracks	1,250.00	1,250.00	
Application to vary - Family entertainment centres	1,000.00	1,000.00	
Application to vary - Adult gaming centres	1,000.00	1,000.00	
Application to transfer - Existing Casinos	1,350.00	1,350.00	
Application to transfer - New small Casinos	1,800.00	1,800.00	
Application to transfer - New large Casinos	2,150.00	2,150.00	
Application to transfer - Regional Casino	6,500.00	6,500.00	
Application to transfer - Bingo Club	451.00	451.00	
Application to transfer - Betting premises (excluding tracks)	451.00	451.00	
Application to transfer - Tracks	451.00	451.00	
Application to transfer - Family entertainment centres	451.00	451.00	
Application to transfer - Adult gaming centres	451.00	451.00	
Application for reinstatement - Existing Casinos	1,350.00	1,350.00	
Application for reinstatement - New small Casinos	1,800.00	1,800.00	
Application for reinstatement - New large Casinos	2,150.00	2,150.00	
Application for reinstatement - Regional Casino	1,350.00	1,350.00	
Application for reinstatement - Bingo Club	451.00	451.00	
Application for reinstatement - Betting premises (excluding tracks)	451.00	451.00	
Application for reinstatement - Tracks	451.00	451.00	
Application for reinstatement - Family entertainment centres	451.00	451.00	
Application for reinstatement - Adult gaming centres	451.00	451.00	

Application for provisional statement - New small Casinos	8,000.00	8,000.00	
Application for provisional statement - New large Casinos	10,000.00	10,000.00	
Application for provisional statement - Regional Casino	15,000.00	15,000.00	
Application for provisional statement - Bingo Club	1,276.00	1,276.00	
Application for provisional statement - Betting premises (excluding tracks)	1,276.00	1,276.00	
Application for provisional statement - Tracks	1,276.00	1,276.00	
Application for provisional statement - Family entertainment centres	1,063.00	1,063.00	
Application for provisional statement - Adult gaming centres	1,063.00	1,063.00	
Licence Application (Provisional statement holders) - New small Casinos	3,000.00	3,000.00	
Licence Application (Provisional statement holders) - New large Casinos	5,000.00	5,000.00	
Licence Application (Provisional statement holders) - Regional Casino	8,000.00	8,000.00	
Licence Application (Provisional statement holders) - Bingo Club	451.00	451.00	
Licence Application (Provisional statement holders) - Betting premises (excluding tracks)	451.00	451.00	
Licence Application (Provisional statement holders) - Tracks	451.00	451.00	
Licence Application (Provisional statement holders) - Family entertainment centres	451.00	451.00	
Licence Application (Provisional statement holders) - Adult gaming centres	451.00	451.00	
Copy licence - New small Casinos	17.00	17.00	
Copy licence - New large Casinos	17.00	17.00	
Copy licence - Regional Casino	17.00	17.00	
Copy licence - Bingo Club	17.00	17.00	
Copy licence - Betting premises (excluding tracks)	17.00	17.00	
Copy licence - Tracks	17.00	17.00	
Copy licence - Family entertainment centres	17.00	17.00	
Copy licence - Adult gaming centres	17.00	17.00	
Notification of change - Existing Casinos	42.00	42.00	
Notification of change - New small Casinos	42.00	42.00	
Notification of change - New large Casinos	42.00	42.00	
Notification of change - Regional Casino	42.00	42.00	
Notification of change - Bingo Club	42.00	42.00	
Notification of change - Betting premises (excluding tracks)	42.00	42.00	
Notification of change - Tracks	42.00	42.00	

Notification of change - Family entertainment centres	42.00	42.00	
Notification of change - Adult gaming centres	42.00	42.00	
Temporary Use Notice - GA2005	127.00	127.00	
Permits - SI2007454 & SI2007/455 - set by the Secretary of State			
Application fee - FEC Gaming machine	300.00	300.00	
Application fee - Prize Gaming	300.00	300.00	
Application fee - Alcohol licences premises - notification of 2 or fewer machines	50.00	50.00	
Application fee - Alcohol licences premises - notification of more than 2 machines	150.00	150.00	
Application fee - Club Gaming permit	200.00	200.00	
Application fee - Club Gaming machine permit	200.00	200.00	
Application fee - Club Gaming permit (fast track application)	100.00	100.00	
Application fee - Club Gaming machine permit (fast track application)	100.00	100.00	
Application fee - Small Society Lottery Registration	40.00	40.00	
Annual fee - Alcohol licences premises - notification of more than 2 machines	50.00	50.00	
Annual fee - Club Gaming permit	50.00	50.00	
Annual fee - Club Gaming machine permit	50.00	50.00	
Annual fee - Small Society Lottery Registration	20.00	20.00	
Renewal fee - FEC Gaming machine	300.00	300.00	
Renewal fee - Prize Gaming	300.00	300.00	
Renewal fee - Club Gaming permit	200.00	200.00	
Renewal fee - Club Gaming machine permit	200.00	200.00	
Change of name - FEC permits	25.00	25.00	
Change of name - Prize Gaming permits	25.00	25.00	
Change of name - Alcohol Licences Premises - more than 2 machines	25.00	25.00	
Copy of permit - FEC permits	15.00	15.00	
Copy of permit - Prize Gaming permits	15.00	15.00	
Copy of permit - Alcohol Licences Premises - more than 2 machines	15.00	15.00	
Copy of permit - Club Gaming permit	15.00	15.00	
Copy of permit - Club Gaming machine permit	15.00	15.00	
Variation - Alcohol Licences Premises - more than 2 machines	100.00	100.00	

Variation - Club Gaming permit	100.00	100.00	
Variation - Club Gaming machine permit	100.00	100.00	
Transfer - Alcohol Licences Premises - more than 2 machines	25.00	25.00	
SCRAP METAL DEALERS ACT 2013			
Site Licence (new & renewal) Application Fee	189.00	189.00	
Site Licence (new & renewal) Total for 3 years licence	334.00	334.00	
Site Licence (new & renewal) - Additional Sites Total for 3 years License	190.00	190.00	
Collectors Licence (new & renewal) Application Fee	189.00	189.00	
Collectors Licence (new & renewal) Total for 3 years licence	125.00	125.00	
Conversion from Collectors Licence to Site Licence	75.00	75.00	
Conversion from Site Licence to Collectors Licence	75.00	75.00	
Change of name or address notifications	10.50	10.50	
Addition of new site to a Site Licence (annual fee per site)	190.00	190.00	
Replacement Licence	10.50	10.50	
Site Licence (change of manager)	10.50	10.50	
Site Licence (change of manager) where site manager has not been suitable person tested	75.00	75.00	
	Fee 2019/20 exc VAT £:P	Proposed Fee 2020/21 £:P	
PEST CONTROL FEES			
PEST CONTROL			
Domestic Charges - within working hours			
Rats (up to 3 visits) - low income groups	13.33	13.33	
Rats (up to 3 visits)	26.67	26.67	
Mice (up to 3 visits) - low income groups	23.33	23.33	
Mice (up to 3 visits)	46.67	46.67	
Wasps (one visit to treat one nest) - low income groups	23.33	23.33	
Wasps (one visit to treat one nest)	46.67	46.67	
Wasps - additional nests treated at same visit - low income groups	5.83	5.83	

Wasps - additional nests treated at same visit	11.67	11.67	
Cockroaches (up to 4 visits) - low income groups	35.00	35.00	
Cockroaches (up to 4 visits)	70.00	70.00	
Fleas (per visit) - low income groups	29.17	29.17	
Fleas (per visit)	58.33	58.33	
Other insects not listed above - per visit - low income groups	29.17	29.17	
Other insects not listed above - per visit	58.33	58.33	
Aborted visit charge	up to 16.67	up to 16.67	
Non Domestic Charges			
Routine Contracts	Quote on request	Quote on request	
All pests - hourly charge	71.00	71.00	
All pests - materials	Actual cost	Actual cost	
All pests - minimum charge (excl. materials)	71.00	71.00	
Stray dog picked up without ID and taken to kennels			
Admin fee (plus kennel fees)	28.35	28.35	
Fixed charge (Subject to statutory limit)	25.00	25.00	
Kennel charge	8.50	8.50	
PLANNING	Fee 2019/20 exc VAT £:P	Proposed Fee 2020/21 £:P	
PLANNING			
Copies of Plans	Cost of Printing	Cost of Printing	
Enquiries - Request for information tantamount to a search - Planning only	57.00	58.00	Inflationary increase to cover increased costs of resources
Application for an order for the stopping up or diversion of a footpath or bridleway pursuant to Section 257 of the Town and Country Planning Act 1990	2209.00	2247.00	Inflationary increase to cover increased costs of resources

An order for the stopping up or diversion of a footpath or bridleway pursuant to Section 257 of the Town and Country Planning Act 1990 to be submitted to the Secretary of State for a decision	1260.00	1281.42	Inflationary increase to cover increased costs of resources
Copies of documents relating to the South Derbyshire Local Plan	Cost of Printing	Cost of Printing	
STREET NAMING AND NUMBERING	Fee 2019/20 exc VAT £:P	Proposed Fee 2020/21 £:P	
Street Naming and Numbering			
Request to formally change an official name of an existing property	59.00	59.00	
Request to formally rename an existing street or unnamed road.	335.00 + 43.00 per household affected	335.00 + 43.00 per household affected	
Request for the naming of a new street	170.00 + 37.00 for every street issues at the same time.	170.00 + 37.00 for every street issues at the same time.	
Request for the issuing of number or name (restrictions apply) to new properties as part of a Development consisting of 1 - 9 Dwellings	59.00 per plot to a maximum of £295.00	59.00 per plot to a maximum of £295.00	
Request for the issuing of number or name (restrictions apply) to new properties as part of a Development consisting of 10 or more Dwellings	28.00 per plot	28.00 per plot	
Request to amend a previously confirmed naming and numbering schedule (Restrictions apply)	14.00 per plot affected by the schedule amendment	14.00 per plot affected by the schedule amendment	
Request for the naming of premises and Commercial/Industrial Estates	59.00 per plot	59.00 per plot	
WASTE COLLECTION FEES	Fee 2019/20 exc VAT £:P	Proposed Fee 2020/21 £:P	
WASTE COLLECTION			
Recharge Damaged/Stolen Wheelie bins - 240L bins	41.00	41.00	
Recharge Damaged/Stolen Wheelie bins - 360L bins	70.00	70.00	
Sale of clinical sacks - per 250 sacks	60.00	60.00	

Abandoned Vehicle Charge - Not on Site	61.00	61.00	
Abandoned Vehicle Charge - Removed from site	95.00	95.00	
Domestic Bulkies - 6 items excluding fridges	30.00	30.00	
Domestic Bulkies - fridge	25.00	25.00	
Sale of Trade Refuse sacks - General Trade Price - per 10 bags	20.00	20.00	
Sale of Trade Refuse sacks - General Trade Price - per 25 bags	50.00	50.00	
Sale of Trade Refuse sacks - General Trade Price - per 50 bags	100.00	100.00	
Sale of Trade Refuse sacks - General Trade Price - per 100 bags	200.00	200.00	
Sale of Trade Refuse sacks - General Trade Price - per 250 bags	250.00	250.00	
Sale of Trade Refuse sacks - Parish Council Price (no disposal) - per 10 bags	15.20	15.20	
Sale of Trade Refuse sacks - Parish Council Price (no disposal) - per 25 bags	38.00	38.00	
Sale of Trade Refuse sacks - Parish Council Price (no disposal) - per 50 bags	76.00	76.00	
Sale of Trade Refuse sacks - Parish Council Price (no disposal) - per 100 bags	152.00	152.00	
Sale of Trade Refuse sacks - Parish Council Price (no disposal) - per 250 bags	380.00	380.00	
Private hire vehicle tests	31.00	31.00	
Sale of Compost Sacks per roll (Caddy Liners)	3.50	3.50	
Sale of Compost Sacks per roll(Wheelie Bin Liners)	7.80	7.80	
Trade Waste (Max Charge) - 240L Wheeled bin per week	9.20	9.20	
Trade Waste (Max Charge) - 360L Wheeled bin per week	13.90	13.90	
Trade Waste (Max Charge) - 660L Wheeled bin per week	18.50	18.50	
Trade Waste (Max Charge) - 1,100L Wheeled bin per week	20.85	20.85	
Trade Waste (Max Charge) - per sack	2.05	2.05	
Job Tickets	Fee dependant on work	Fee dependant on work	
ENVIRONMENTAL SERVICES FEES AND CHARGES	Fee 2019/20 exc VAT £:P	Proposed Fee 2020/21 £:P	
Environmental Protection			
Copies of Environmental Protection Act Register	FREE	FREE	

EPR Processes (EPA90 - Part 1)	Contact Council	Contact Council	
Copies of Environmental Protection Act Register	FREE	FREE	
Contaminated land enquiry standard search (solicitors and householders)	50.00	50.00	
MISC ENVIRONMENTAL HEALTH SERVICES			
High Hedge dispute (non-refundable)	210.00	210.00	
High Hedge dispute (non-refundable) - for low income groups	105.00	105.00	
Welfare funeral - Only charges where inheritors to the estate are identified following the funeral	240.00	At cost	The Council has recently spent considerable amounts of time arranging welfare funerals where there are significant assets in the estate, but the family won't arrange the funeral. We propose to remove the maximum fee in order to enable us to cover our costs
Private Water Supplies			
Risk Assessments for supplies where the duty holder has not submitted any data (Hourly rate, up to a maximum total cost of £500)	33.36	33.36	
Risk Assessments for supplies where the duty holder has partially submitted data(Hourly rate, up to a maximum total cost of £500)	17.00	17.00	
Sampling (Hourly rate up to a maximum fee of £100)	33.36	33.36	
Investigation in the event of a sample failure (Hourly rate up to maximum cost of £100)	33.36	33.36	
Authorisation to temporarily breach a standard whilst remedial work carried out.	100.00	100.00	
Regulation 10 sample	25.00	25.00	
Check monitoring sample analysis (up to a maximum of £100)	At cost	At cost	
Audit monitoring sample analysis (up to a maximum of £500)	At cost	At cost	
Environmental Education			
Environmental Education Programme 2 hour session	100.00	100.00	
Environmental Education Programme 1 hour session	75.00	75.00	
Environmental conservation training per session per leader	90.00	90.00	
Wildlife Watch (approx 13 sessions per year) - per child	2.00	2.00	
Walks	2.00	2.00	
NightWatch - per person	2.50	2.50	
Fun Science Event	FREE	FREE	