

REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM:5
DATE OF MEETING:	4th JANUARY 2021	CATEGORY: RECOMMENDED
REPORT FROM:	STRATEGIC DIRECTOR (CORPORATE RESOURCES)	OPEN
MEMBERS' CONTACT POINT:	VICKI SUMMERFIELD (01283595939) Victoria.summerfield@southderbyshire.gov.uk	DOC: s/Finance/Committee/2020-21/Jan/Budget
SUBJECT:	SERVICE BASE BUDGETS 2021/22	
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 2021/22 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 2021/22 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 2021/22 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 2021/22 within the Council's overall medium-term financial position. This will be considered by the Finance and Management Committee on 11th February 2021.
- 2.3 The report also sets out proposals for the level of fees and charges under the responsibility of this Committee for 2021/22.

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 £1.5m 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 November 2020. The overall position on the General Fund has not changed fundamentally over the last year. The current level of the General Fund Reserve remains above the £1.5m statutory balance by the end of the planning cycle.
- 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. Delays to the Fair Funding Review also leaves the Council with uncertainty regarding future funding past 2021/22.
- 3.7 The Finance and Management Committee will consider the detail of the overall financial position on 11th February 2021, 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.

	2021/22 £	2020/21 £	Movement £
Economic Development	344,350	365,920	-21,570
Environmental Services	809,185	781,433	27,752
Highways & Parking	61,801	126,385	-64,585
Licensing & Land Charges	20,624	23,254	-2,630
Planning	638,628	617,974	20,655
Street Scene	1,194,076	1,063,950	130,126
Waste & Transport	3,080,615	2,728,207	352,407
	6,149,279	5,707,124	442,155

- 3.10 The above table shows that the Committee's net expenditure is estimated to increase overall between 2020/21 and 2021/22 by £442,155. Detail of the changes within each service area is listed in **Appendix 1**. A summary of changes is shown in the following table.

	£'000
Salaries	375
Tyres & spare parts	21
Insurance	18
Internal recharge	6
Fuel	6
Professional fess	4
Food Safety income	-10
Grant payments	-12
Transfer to Finance & Management	-18
One-off costs 20/21 removed	-57
Gully cleansing contract	-69
	264
Depreciation	178
Base Budget Increase	442

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 £264k. The majority of the increased budget variances listed were expected and have previously been included within the MTFP.

Salaries

3.12 Employee costs have increased by approximately £40k due to incremental salary rises, but the main increase is due to the approved restructures for Cultural Services, Environmental Services and Operational Services in February, July and October 2020. All additional costs were included in the MTFP in November.

3.13 The Cultural Services restructure impacts mainly on the Housing and Community Services Committee, but Environmental Education staffing support was increased with Planning Services contributing to the revised structure. The overall increase to the budget is £15k and if Planning fee income is below the budget in 2021/22, any shortfall will be funded from the Planning earmarked reserve.

3.14 Environmental Services increased the number of staff but also promoted existing staff and increased the income budget for Food Safety as part of their restructure. This has increased the overall budget in 2021/22 by £59k.

3.15 The Operational Services restructure update included changes due to District growth, management support and the proposal to bring the gully cleansing service in-house. Although the total increase to the base budget is £194k (including fuel increases), the actual increase to the General Fund MTFP is approximately only £8k as the growth element was already covered within a provision.

Tyres and Spare Parts

3.16 The cost of £21k for anticipated increases in vehicle maintenance was included within the MTFP as a known variance and has been transferred into the Base Budget for 2021/22. It is expected that costs will increase over the life of the plan therefore an additional sum per year is included within the MTFP and will be transferred into the Base Budget as required.

Insurance

- 3.17 Insurance cover is an overall increase to the Council of £31k between 2020/21 and 2021/22. The impact on this Committee is £18k of the total and is mainly due to an increase in Vehicle Insurance associated with the increase in the number of vehicles.

Transfers Between Committees

- 3.18 Due to the Business Change and ICT restructure approved in 2019, changes have been made to the location of individual budgets within this service area.
- 3.19 The budget for Computer Maintenance agreements for GIS has now been transferred from the Street Naming and Numbering cost centre and is now included within Digital Services in Finance and Management Committee.

One-off Costs

- 3.20 Consultancy costs for a review of Waste provision (£20k), body cams and equipment for the new Community Safety Enforcement Officer (£10k), contributions towards the East Midlands Economic Gateway (£22k) and a study on the Ivanhoe Line (£5k) were all approved and actioned during 2020/21 as one-off costs, and therefore these budgets have been removed for 2021/22.

Other Variances

- 3.21 An increase for costs of membership to Keep Britain Tidy has been proposed of £4k as there will be two surveys a year undertaken in 2021/22 with only one survey a year in previous years.
- 3.22 Grant payments have previously been made to Repton and Etwall Parish Council's for maintenance of the Public Conveniences, but these facilities are now closed and in a state of disrepair and therefore the grants of £4k are no longer payable. A grant sum of £8k for two financial years was approved to pay Overseal Parish Council for the transfer of the public conveniences from the Council with no future revenue contributions. The removal of these grants is a benefit to the General Fund of £12k going forwards.

Earmarked Reserves

- 3.23 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.

	Balance B/fwd 2020/21 £	Estimated Movement 2020/21 £	Estimated Movement 2021/22 £	Estimate Balance 31/03/22 £
Local Plan Support Costs	145,233	0	0	145,233
Planning Staffing and Support Costs	138,775	-36,999	-56,337	45,439
Environmental Education	16,414	4,260	-13,469	7,205
Building Control Transition	13,709	-13,709	0	0
District Conservation Works	10,000	0	-10,000	0
New Town Centre Grant - Non-Heritage	43,717	0	-43,717	0
Operational Services Public Open Spaces	146,906	0	-50,000	96,906
Garden Village Fund	77,854	-77,854	0	0
Planning 20% Fee Increase	90,598	0	0	90,598
	683,206	-124,302	-173,523	385,381

3.24 The estimated drawdowns are included in the appropriate cost centres in the Committee's budget.

3.25 Based on past years, it is likely that these reserves will not be drawn down to the extent noted above and additional contributions may be received to supplement these reserves. It should be noted however that there is a risk with the Environmental Education service that the reserve level is very low and if the reduction in income that has been forecast due to the unknown impact of the pandemic is accurate this could present concerns to future service delivery.

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 no official notification has been submitted to the Council although it is expected that no award will be made in 2021/22 in accordance with the Government's national pay freeze.
- 4.7 The MTFP includes a provision for a potential pay award increase of 2.5% per year for all employees from 2022/23.

Inflation

- 4.8 The Base Budget for 2021/22 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 2021/22 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 £1.5m 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 is 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. Additional costs are being incurred in 2020/21 due to Covid-19, but these are being funded by a Government Grant.
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 and this is kept under review.

Proposed Fees and Charges 2021/22

- 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 2021/22.

Private Hire (Taxi) Licences

- 4.16 No changes are proposed for 2021/22, although these are subject to periodic review and considered separately for example, when regulations change.

Animal Licences

- 4.17 No changes are proposed for 2021/22, although these are subject to periodic review and considered separately for example, when regulations change.

Other Licences

- 4.18 No changes are proposed for 2021/22, although these are subject to periodic review and considered separately for example, when regulations change.

Environmental Services

- 4.19 Increases in Food Export certificates by 2% rounded to the nearest £ has been proposed.
- 4.20 Income can fluctuate from year to year and is expected to be around £80k which is a £10k increase on 2020/21 and was approved as part of the Environmental Services restructure.

Charges under the Licensing and Gambling Acts of 2003 and 2005

- 4.21 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

- 4.22 Increases on all fees have been proposed and fluctuate between 2% and 6% after a review of the cost of maintaining the services.
- 4.23 It has been proposed to remove the fees for treatment of cockroaches as there is not a requirement for this service in the community.

Waste Collection

- 4.24 No changes are proposed for 2021/22.

Planning Services

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

Street Naming and Numbering

- 4.27 A 5% increase has been proposed against all fees to assist with the costs of continuing development and improvement of the addressing systems and data quality.

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 to be delivered.

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.

ENVIRONMENTAL & DEVELOPMENT SERVICES - BUDGET SETTING 2021/22

	Proposed Budget 2021/22 £	Approved Budget 2020/21 £	Movement £	Comments
Tourism Policy, Marketing & Development	61,071	66,071	-5,000	Favourable one-off cost for Ivanhoe Line in 20/21
Promotion and Marketing of the Area	273,252	289,849	-16,597	Favourable one-off cost for EMEG in 20/21 £22k; Adverse salaries £5k
Community Development	10,027	10,000	27	
ECONOMIC DEVELOPMENT	344,350	365,920	-21,570	
Food Safety	81,771	85,926	-4,155	Favourable income £10k, insurance £1k; Adverse salaries £7k
Pollution Reduction	410,289	320,971	89,318	Favourable training £4k, mileage £1k; Adverse salaries £92k, Computer main £3k
Pest Control	15,752	18,255	-2,503	Favourable computer main
Public Health	0	200	-200	
Public Conveniences	30,367	56,245	-25,879	Favourable depreciation £14k, grant payments £12k
Community Safety (Safety Services)	173,485	211,612	-38,127	Favourable salaries £30k, tools £10k; Adverse training £2k
Environmental Education	95,721	86,423	9,298	Adverse salaries
Welfare Services	1,800	1,800	0	
ENVIRONMENTAL SERVICES	809,185	781,433	27,752	
Environmental Maintenance (Other Roads)	-70,557	-1,281	-69,276	Gully cleansing contract fee removal due to in-house provision
Public Transport	29,001	28,999	2	
Off-Street Parking	103,357	98,667	4,689	Depreciation
HIGHWAYS & PARKING	61,801	126,385	-64,585	
Local Land Charges	18,651	18,876	-225	
Licensing	1,973	4,378	-2,406	Favourable DBS check £5k; Adverse salaries £3k
LICENSING & LAND CHARGES	20,624	23,254	-2,630	
Emergency Planning and Works	16,000	16,000	0	

Building Regulations	35,200	35,200	0	
Dealing with Development Control Applications	281,178	254,914	26,263	Adverse salaries £18k, subscriptions £2k, internal recharge £6k
Structure and Local Planning	313,807	301,604	12,203	Salaries
Street Name & Numbering	-7,556	10,255	-17,812	Favourable computer main trf to CPH50 £19k; Adverse salaries £2k
PLANNING	638,628	617,974	20,655	
Grounds Maintenance	653,399	658,908	-5,509	Favourable salaries £14k; Adverse HRA recharge £2k, depreciation £5k, insurance £1k
Countryside Recreation & Management	0	14,404	-14,404	Trf to Street Cleansing
Street Cleansing (not chargeable to highways)	540,678	390,639	150,039	Adverse salaries £105k, depreciation £37k, prof fees £6k, income £2k
STREET SCENE	1,194,076	1,063,950	130,126	
Household Waste Collection	1,745,163	1,596,001	149,161	Favourable one-off consultant for waste review in 20/21 £20k; Adverse salaries £20k, training £2k, depreciation £143k, insurance £4k
Trade Waste Collection	-99,563	-101,171	1,609	Insurance
Recycling	418,435	418,435	0	
Direct Services Central Admin	323,206	212,166	111,039	Salaries
Transport Services	693,374	602,775	90,598	Adverse salaries £49k, tyres & spare parts £21k, fuel £6k, insurance £12k, depreciation £2k
WASTE & TRANSPORT	3,080,615	2,728,207	352,407	
TOTAL BUDGET	6,149,279	5,707,124	442,155	

PROPOSED FEES AND CHARGES

2021/22

VAT WILL BE CHARGED WHERE APPLICABLE AT THE APPROPRIATE RATE

APPENDIX 2

LAND AND PROPERTY CHARGES	Fee 2020/21 £:P	Proposed Fee 2021/22	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 2020/21 £:P	Proposed Fee 2021/22	
PRIVATE HIRE LICENCES			
Vehicle	273.00	273.00	
Operator	495.00	495.00	
Depot non-attendance fee	31.00	31.00	Charge due to 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	38.40	38.40	
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	20.00	20.00	
FOOD EXPORT CERTIFICATES			
Food Export Certificates	55.00	56.00	increase rounded to the nearest pound

Food Export Certificates (electronic)	45.00	46.00	increase rounded to the nearest pound
Primary Authority agreement charges (hourly rate)	65.00	66.00	increase rounded to the nearest pound
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	275.00	275.00	
Pet shops - Grant of Licence - Licence Fee	177.00	177.00	
Pet shops - Renewal - Application Fee	275.00	275.00	
Pet shops - Renewal - Licence Fee	177.00	177.00	
Riding establishments - Application Fee	195.00	195.00	
Riding establishments - Licence Fee	159.00	159.00	
Animal Boarding establishments - Home Boarding - Application Fee	146.00	146.00	
Animal Boarding establishments - Home Boarding - Licence Fee	94.00	94.00	
Animal Boarding establishments - Kennels & Catteries - Application Fee	232.00	232.00	
Animal Boarding establishments - Kennels & Catteries - Licence Fee	134.00	134.00	
Dangerous wild animals	204.00	204.00	
Breeding of Dogs - Grant of licence - Application Fee	242.00	242.00	
Breeding of Dogs - Grant of licence - Licence Fee	145.00	145.00	
Breeding of Dogs - Renewal - Application Fee	185.00	185.00	
Breeding of Dogs - Renewal - Licence Fee	145.00	145.00	
Keeping or Training Animals for Exhibition - Grant of Licence - Application Fee	166.00	166.00	
Keeping or Training Animals for Exhibition- Grant of Licence - Licence Fee	130.00	130.00	
Keeping or Training Animals for Exhibition - Renewal - Application Fee	166.00	166.00	
Keeping or Training Animals for Exhibition - Renewal - Licence Fee	130.00	130.00	

Boarding Arranger - Application Fee	192.00	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	124.00	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	118.00	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	20.00	20.00	
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			
Film Classifications	£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	
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)	77.00	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	8,000.00	8,000.00	

Casino			
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	
PEST CONTROL FEES	Fee 2020/21 £:P	Proposed Fee 2021/22	
PEST CONTROL			
Domestic Charges - within working hours			
Rats (up to 3 visits) - low income groups	13.33	14.17	increase rounded to the nearest pound
Rats (up to 3 visits)	26.67	28.33	increase rounded to the nearest pound
Mice (up to 3 visits) - low income groups	23.33	24.17	increase rounded to the nearest pound
Mice (up to 3 visits)	46.67	48.33	increase rounded to the nearest pound
Wasps (one visit to treat one nest) - low income groups	23.33	24.17	increase rounded to the nearest pound
Wasps (one visit to treat one nest)	46.67	48.33	increase rounded to the nearest pound
Wasps - additional nests treated at same visit - low income groups	5.83	6.67	increase rounded to the nearest pound
Wasps - additional nests treated at same visit	11.67	13.33	increase rounded to the nearest pound
Cockroaches (up to 4 visits) - low income groups	35.00	Not treated	
Cockroaches (up to 4 visits)	70.00	Not treated	
Fleas (per visit) - low income groups	29.17	30.00	increase rounded to the nearest pound
Fleas (per visit)	58.33	60.00	increase rounded to the nearest pound
Other insects not listed above - per visit - low income groups	29.17	30.00	increase rounded to the nearest pound
Other insects not listed above - per visit	58.33	60.00	increase rounded to the nearest pound
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	72.00	increase rounded to the nearest pound
All pests - materials	Actual cost	Actual cost	
All pests - minimum charge (excl. materials)	71.00	72.00	increase rounded to the nearest pound

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 2020/21 £:P	Proposed Fee 2021/22	
PLANNING			
Copies of Plans	Cost of Printing	Cost of Printing	
Enquiries - Request for information tantamount to a search - Planning only	58.00	58.00	
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	2247.00	2247.00	
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	1281.42	1281.42	
Copies of documents relating to the South Derbyshire Local Plan	Cost of Printing	Cost of Printing	
STREET NAMING AND NUMBERING	Fee 2020/21 £:P	Proposed Fee 2021/22	
Street Naming and Numbering			
Request to formally change an official name of an existing property	59.00	62.00	Continued improvements to the addressing systems and address data quality.
Request to formally rename an existing street or unnamed road.	335.00 + 43.00 per household affected	352.00 + 45.00 per household affected	Continued improvements to the addressing systems and address data quality.
Request for the naming of a new street	170.00 + 37.00 for every street issued at the same time.	179.00 + 39.00 for every street issued at the same time.	Continued improvements to the addressing systems and address data quality.
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	62.00 per plot to a maximum of £310.00	Continued improvements to the addressing systems and address data quality.

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	30.00 per plot	Continued improvements to the addressing systems and address data quality.
Request to amend a previously confirmed naming and numbering schedule (Restrictions apply)	14.00 per plot affected by the schedule amendment	15.00 per plot affected by the schedule amendment	Continued improvements to the addressing systems and address data quality.
Request for the naming of premises and Commercial/Industrial Estates	59.00 per plot	62.00 per plot	Continued improvements to the addressing systems and address data quality.
WASTE COLLECTION FEES	Fee 2020/21 £:P	Proposed Fee 2021/22	
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 2020/21 £:P	Proposed Fee 2021/22	
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	At cost	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	All discussed at Steering Group meeting (funding partners inc SDDC) on 30th Sept 2020 and agreed no change
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	

