

<b>REPORT TO:</b>	<b>ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE (SPECIAL – BUDGET)</b>	<b>AGENDA ITEM: 5</b>
<b>DATE OF MEETING:</b>	<b>3 JANUARY 2023</b>	<b>CATEGORY: RECOMMENDED</b>
<b>REPORT FROM:</b>	<b>STRATEGIC DIRECTOR (CORPORATE RESOURCES)</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>CHARLOTTE JACKSON</b> <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>	<b>DOC:</b> s/Finance/Committee/2022-23/Jan/Budget
<b>SUBJECT:</b>	<b>SERVICE BASE BUDGETS 2023/24</b>	
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: EDS</b>

## **1.0 Recommendations**

- 1.1 That the proposed income and expenditure revenue budget for this Committee's services for 2023/24 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 2023/24 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 2023/24 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 2023/24 within the Council's overall medium-term financial position. This will be considered by the Finance and Management Committee on 9<sup>th</sup> February 2023.
- 2.3 The report also sets out proposals for the level of fees and charges under the responsibility of this Committee for 2023/24.

## **3.0 Detail**

- 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.
- 3.5 Land Charges has been added as a risk area within the table at 4.12 due to excessive expenditure for support of the service from Lichfield District Council. Over two financial years £200k was set aside in the MTFP after approval at Finance and Management Committee in November 2021 to enable a review of the service to be undertaken. During 2021/22 £84k was utilised against the costs of service from Lichfield. The remaining £116k is set aside in the MTFP for 2022/23 whilst a solution is being pursued.

### The Council’s Overall Financial Position

- 3.6 The Council’s Medium-Term Financial Plan (MTFP) was fully reviewed and updated in November 2022. The overall position on the General Fund has changed considerably over the last year due to numerous additional service pressures and the General Fund Reserve is now predicted to be below the minimum balance of £1.5m by 2025/26.
- 3.7 The continuing issue is the projected increasing deficits each year over the life of the Plan. Although the current level of reserves can be utilised in the short-term to meet the projected deficits, this is not a sustainable solution. Delays to the Fair Funding Review leaves the Council with uncertainty regarding future funding past 2023/24.
- 3.8 The Finance and Management Committee will consider the detail of the overall financial position on 9<sup>th</sup> February 2022, including proposals from this Committee.
- 3.9 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

- 3.10 The following table provides an overall summary at service level of the Committee’s net revenue expenditure and the proposed movement between years.

	<b>Proposed Budget 2023/24</b>	<b>Approved Budget 2022/23</b>	<b>Movement</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Economic Development	369,718	367,555	2,163
Environmental Services	844,106	842,837	1,269
Highways & Parking	51,977	55,996	-4,019

Licensing & Land Charges	37,459	27,849	9,610
Planning	711,235	697,908	13,327
Street Scene	1,326,137	1,345,354	-19,217
Waste & Transport	3,449,273	3,312,533	136,741
	<b>6,789,905</b>	<b>6,650,033</b>	<b>139,873</b>

3.11 The above table shows that the Committee's net expenditure is estimated to increase overall between 2022/23 and 2023/24 by £139K. Detail of the changes within each service area is listed in **Appendix 1**. A summary of changes is shown in the following table.

	£'000
Employee Costs	242
Diesel Costs	113
Waste Management	69
Oil Costs	14
Subscriptions	12
Maintenance Agreements	11
Licensing fees	10
Road Fund Licence/MOT Testing	7
Agency Staff	6
Utilities	4
Petrol Costs	3
Training	2
Purchase of Bin & Sacks	2
Legal Fees	2
Street Naming & Numbering	-9
Waste Collections	-10
HRA Recharge	-22
Insurance	-33
Trade Waste Income	-33
Waste Contribution	-129
Earmarked Reserves	-164
	<b>99</b>
Depreciation	40
<b>Budget Increase</b>	<b>139</b>

3.12 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 £99k. The majority of the increased budget variances listed were expected and have previously been included within the MTFP.

### Employee Costs

3.13 Employee costs have increased by approximately £242k including oncosts. The main increase in staffing costs is in relation to additional temporary fixed term posts approved by Planning Committee and the phased additional Operational Services posts, funded through growth as approved in the Review of Operational Services Structure in 2020/21. The additional costs of £204k are offset by earmarked reserves. The impact to the General Fund from incremental salary rises and regraded posts is £38k.

## **Waste Disposal**

- 3.14 A 3% increase on the cost of waste disposal is expected and is 2 % higher than the expected inflation rate predicted within the MTFP.
- 3.15 Although the cost base has increased, it is anticipated that the income received from Derbyshire County Council (£84k) will increase due to the tonnages expected for disposal. In addition, an increase in the guaranteed rate per tonne as part of the recycling contract (£45k) has now been included. Any shortfall due to reduced tonnes will be drawn from earmarked reserves set-aside for the contract risks.
- 3.16 It is also proposed to increase the cost of purchasing additional bins and repairs to existing bins by £2k.

## **Vehicle Costs**

- 3.17 Due to the increase per litre of diesel during 2022/23, it is proposed to increase the expected cost for 2023/24. The budget is based on a price per litre of £1.49 (the Council pays a discounted rate in comparison to the forecourt) which is an increase of approximately 33p between years.
- 3.18 In addition, the usage of litres has been reduced by £12K for the expected savings from the new Hydrogen vehicles. The early results from the implementation of the Route Optimisation solution have not yielded the 10% reduction in fuel as expected. The software is not yet fully digitalised, therefore analysis on usage and cost will be completed quarterly and reported to Finance and Management Committee as part of the revenue monitoring cycle.
- 3.19 Oil costs have doubled as a result of the market uncertainties and risks to supply as a consequence of world events. The increase in costs of £14k reflect the price per litre not additional usage.
- 3.20 Spare parts have remained consistent in line with the review of the vehicle replacement plan. A provision (£25K) is included within the MTFP to allow for procurement delays whilst obtaining new fleet.

## **Subscriptions and Professional Fees**

- 3.21 An increase in subscriptions and professional fees is expected between years. Inflationary uplifts of approximately £3k were covered within the MTFP. The financial year has recorded record highs in inflation resulting in Subscriptions and Memberships to professional bodies increasing by 10.1%, the £12k budget increase in Subscriptions and Maintenance Agreements £11k reflect this percentage uplift.

## **Transfers and Recharges Between Committees**

- 3.22 Trade Waste collection is undertaken for service areas across the Council and a recharge between Committee's for parks and assets occurs every year.
- 3.23 After calculation of the charges from the General Fund to the HRA, the Grounds Maintenance recharge is to be increased by £22k.

## **Other Favourable Variances**

- 3.24 The Trade waste customer base has increased with new clients and retention of existing clients. The customer base is expected to remain stable with the current prices competitive within the market.
- 3.25 Insurance savings (£33k) are the result of the Council's tendering of its insurance services as reported in the November MTFP.
- 3.26 Street Naming and Numbering aligned with Planning Services has seen a sustained increase in income over the last few years accounting for the increase (£8.5K) for 2023/24.
- 3.27 The base budget for Planning Application Fees in line with the MTFP has not been uplifted for 2023/24. Although due to developments in the pipeline a surplus on income is predicted in the next financial year.
- 3.28 Waste collections have continued to increase year on year with the demand for bulky collections remaining high. The increase of £10K is to reflect the increase in demand.

### Earmarked Reserves

- 3.29 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.

#### Earmarked Reserves

	2022/23 B/fwd £	Budget 2022/23 £	Budget 2023/24 £	2023/24 C/fwd £
Planning Support and Local Plan	737,551	-191,362	-271,223	274,966
Asset Replacement	1,062,374	-360,000		702,374
Environmental Education	17,139	0	-12,445	4,694
Building Control Transition	13,709		-5,000	8,709
Operational Services Public Open Spaces	154,740	0	0	154,740
S106 Planning Policy Fee	13,100	0	0	13,100
Land Charges Software Support	70,000	0	-70,000	0
Growth	856,628	0	-87,800	768,828
	<b>2,925,241</b>	<b>-551,362</b>	<b>-446,468</b>	<b>1,927,411</b>

- 3.30 The budgeted drawdowns are included in the appropriate cost centres in the Committee's budget.
- 3.31 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.
- 3.32 It should be noted that there is a risk with the Environmental Education service. If the reserve drawdowns that are budgeted come to fruition, this service area will no longer be financially sustainable and will become an added cost to the General Fund. However, based on current forecasts, there is no drawdown currently planned for 2022/23 as income generated is meeting the cost of expenditure. i Continual five-

year forecasts are completed by Finance and the Service Manager and if there is a risk to funding of the service in the future, this will be reported to this Committee and Finance and Management Committee.

#### **4.0 Budget Basis**

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 agreed and submitted to the Council.

4.7 The MTFP was updated in November 2022 to include a pay award for 2022/23 and also includes a provision for a potential pay award increase of 3.5% per year for all employees from 2023/24.

##### **Inflation**

4.8 The Base Budget for 2023/24 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 8.8%. Average increases in inflation are peaking to over 10% currently although this is deemed to be an anomaly in the market. It is expected that inflation will average around 8.4% during 2022/23.

##### **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 2023/24 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.

<b>Risk</b>	<b>Issue / Potential Effect</b>	<b>Mitigating Action</b>
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 service went out to tender in 2021/22 with a risk share contract being in place from October 2021. Collection of waste is now in-house.	An additional budget of £100k has been implemented for collection of waste with a further provision of £50k per annum being set-aside in the MTFP.
Land Charges	The service is currently being managed by Lichfield District Council due to having no resource internally at a significantly larger cost than the savings on vacancies	At the Finance and Management Committee in November 2021, a provision of £200K was created over 2 financial years (2021/22 – 2022/23). £116k remains whilst a longer-term management solution of the service.
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 2023/24**

- 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 volatile fiscal market has resulted in a number of fees being uplifted to allow for the costs of providing the services to be met. The key points are detailed in the following sections.

### **Land and Property Searches**

- 4.15 A review of the fees has been undertaken resulting in a 20% increase in fees to align with neighbouring authorities. The CON29 elements of the fees and charges have also been removed to be consistent with other Councils fee structures. The income budget for Land charges has remained at the same level for 2023/24 due to an anticipated downturn in the housing market. The increase in fees is expected to counter act the decline in the volume of searches.

### **Private Hire (Taxi) Licences**

4.16 It is a requirement of legislation that surplus funds are not made on the private hire licences. A review of the fees over the past 3 years has shown a surplus, therefore the fees have been reduced to compensate for the additional income. Fees are subject to periodic review and considered separately for example, when regulations change. The level of private hire applications has been in decline since the pandemic, this is not expected to change, therefore the income budget has been reduced as noted in table 3.11.

### **Animal Licences**

4.17 A review of fees has been undertaken to ensure fees cover the cost incurred by the authority. Some fees have been reduced as a result of the review with the majority of charges staying the same.

### **Other Licences**

4.18 No changes are proposed for 2023/24, 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 an average CPI of 9% rounded to the nearest £ has been proposed. A new fee has been introduced for fish products to cover the extra work involved in providing the certificate.

4.20 Food Hygiene rating inspections have been uplifted to cover the costs involved and new fees have been introduced for the supply of food hygiene training courses. The income budgets have not been uplifted to reflect the new fee for the supply of training courses. The client base is not yet proven; therefore, it would be unrealistic to set income targets on unknown qualities.

4.21 An increase in fees for environmental protection and miscellaneous environmental fees at an average CPI of 9% rounded to the nearest £ has been proposed.

### **Charges under the Licensing and Gambling Acts of 2003 and 2005**

4.22 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**

4.23 Increased fees have been proposed by an average CPI of 9% after a review of the cost of maintaining the services.

### **Waste Collection**

4.24 Where fees are linked to the use of fuel prices these have been increased by £1 per collection to offset the costs. Trade waste collection has increased by CPI of 10%.

### **Planning Services**

4.25 Planning application fees are not included within the fees and charges for approval as these are currently set nationally.

### **Street Naming and Numbering**

4.26 No changes have been made to the fees in 2023/24, although a new fee has been introduced to encourage developers to officially address units in one application. .

## **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 Council is statutorily required to consult on its budget proposals, prior to setting the annual Council Tax rate, with the local business and community sector. The Council has an established process in place to meet this requirement. Consultation takes place for approximately four weeks following approval of the draft budget proposals by Finance and Management Committee in January each year. Any feedback is reported to the Council as part of the final approval process.

7.2 There is no statutory requirement to consult with residents or other stakeholders, although it is considered good practice to do so. Traditionally, the Council has disseminated proposals through Area/Community Forums and via a presentation at the South Derbyshire Partnership Board. Many authorities do consult formally regarding their budget proposals and medium-term financial plans prior to setting budgets, using panels, representative groups, etc. as a way of fully engaging local people.

### **Equality and Diversity Impact**

7.3 None.

### **Social Value Impact**

7.4 None.

### **Environmental Sustainability**

7.5 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 &amp; DEVELOPMENT SERVICES - BUDGET SETTING 2023/24

	Proposed Budget 2023/24 £	Approved Budget 22/23 £	Change £	Comments
Tourism Policy, Marketing & Development	79,874	78,263	1,611	Increase utilities £1.5k, Rent and stock
Promotion and Marketing of the Area	279,844	279,292	552	
Community Development	10,000	10,000	0	
<b>ECONOMIC DEVELOPMENT</b>	<b>369,718</b>	<b>367,555</b>	<b>2,163</b>	
Food Safety	78,300	72,945	5,356	Increased staff cots £5K
Pollution Reduction	409,544	411,242	-1,698	Decreased staff costs £1.5k
Pest Control	17,636	18,520	-884	Fee reduction £500
Public Health	0	0	0	
Public Conveniences	23,919	25,113	-1,194	Decrease depreciation £1k, Insurance £100
Community Safety (Safety Services)	202,554	202,866	-312	
Environmental Education	110,352	110,352	0	
Welfare Services	1,800	1,800	0	
<b>ENVIRONMENTAL SERVICES</b>	<b>844,106</b>	<b>842,837</b>	<b>1,269</b>	
Environmental Maintenance (Other Roads)	-70,557	-70,557	0	
Public Transport	29,719	29,302	417	
Off-Street Parking	92,815	97,251	-4,436	Decrease depreciation 8.3k, Increase utilities £1.4k, Professional Fees £2.5k
<b>HIGHWAYS &amp; PARKING</b>	<b>51,977</b>	<b>55,996</b>	<b>-4,019</b>	
Local Land Charges	6,702	6,055	647	
Licensing	30,757	21,794	8,963	Decrease Computing £1.2k, Fee income £10,500;
<b>LICENSING &amp; LAND CHARGES</b>	<b>37,459</b>	<b>27,849</b>	<b>9,610</b>	
Emergency Planning and Works	16,500	16,000	500	Increase TTP £500

Building Regulations	35,200	35,200	0	
Dealing with Development Control Applications	351,204	328,955	22,249	Increased staff costs £16.7k, Periodicals £2.5k, Computing £5.3k
Structure and Local Planning	320,722	321,713	-991	
Street Name & Numbering	-12,391	-3,959	-8,431	Increase fees income £8.5k
<b>PLANNING</b>	<b>711,235</b>	<b>697,908</b>	<b>13,327</b>	
Grounds Maintenance	751,254	769,776	-18,522	Decreased fee income £3.7k, depreciation £2k; increased recharge £22k
Street Cleansing (not chargeable to highways)	574,883	575,579	-695	
<b>STREET SCENE</b>	<b>1,326,137</b>	<b>1,345,354</b>	<b>-19,217</b>	
Household Waste Collection	1,714,115	1,698,814	15,301	Increased depreciation £57k, Recycling disbursements £35K Agency £6.2k, Subscriptions £9k; Cont. County Council (income) £83K, extra collections £10k
Trade Waste Collection	-107,076	-98,559	-8,517	Increase Waste Collection £24.7k, Fees (income) £33k
Recycling	478,929	482,761	-3,832	Increase waste management £8.5k, salary oncosts £31k, Contributions (income) 45.6k
Direct Services Central Admin	382,600	374,735	7,865	Increase salaries £8k
Transport Services	980,705	854,781	125,924	Increase Petrol/Diesel £116k, Oil £14k, MOT £3.2, RFL £3.2k, Subs £2.8k; decreased insurance £10.8 depreciation £5.8k
<b>WASTE &amp; TRANSPORT</b>	<b>3,449,273</b>	<b>3,312,533</b>	<b>136,741</b>	
	<b>6,789,905</b>	<b>6,650,033</b>	<b>139,873</b>	



# PROPOSED FEES AND CHARGES 2023/24

## APPENDIX 2

VAT WILL BE CHARGED WHERE APPLICABLE AT THE APPROPRIATE RATE

LAND AND PROPERTY CHARGES	Fee 2022/23 £:P	Proposed Fee 2023/24	Notes
<b>LOCAL LAND CHARGE Searches</b>			
LLCI Local Land Charges Residential	25.00	30.00	20% increase in line with neighbouring authorities
LLCI Local Land Charges Commercial	40.00	48.00	20% increase in line with neighbouring authorities
CON 29R (required form) Residential	55.00	66.00	20% increase in line with neighbouring authorities
CON 29R (required form) Commercial	120.00	144.00	20% increase in line with neighbouring authorities
Full Standard Search (LLC1 & CON 29R) Residential	80.00	96.00	20% increase in line with neighbouring authorities
Full Standard Search (LLC1 & CON 29R) Commercial	160.00	192.00	20% increase in line with neighbouring authorities
CON 29 (optional form) Other Questions - Each Enquiry	17.00	20.40	20% increase in line with neighbouring authorities
Each Additional Enquiry (applicant's own question)	25.00	30.00	20% increase in line with neighbouring authorities
Additional Parcel of Land	35.00	42.00	20% increase in line with neighbouring authorities
<b>CON 29 Component Elements</b>			
Planning Decisions Residential (Each)	0.75	-	Remove - Full CON29 Reports only
Planning Decisions Commercial (Each)	4.00	-	Remove - Full CON29 Reports only
Building Regulations Residential (Each)	0.75	-	Remove - Full CON29 Reports only
Building Regulations Commercial (Each)	4.00	-	Remove - Full CON29 Reports only
Planning Designations & Proposals Residential	0.75	-	Remove - Full CON29 Reports only
Planning Designations & Proposals Commercial	2.30	-	Remove - Full CON29 Reports only
Highways Related	30.00	-	Remove - Full CON29 Reports only
Land Required for Public Purposes Residential	0.75	-	Remove - Full CON29 Reports only
Land Required for Public Purposes Commercial	2.30	-	Remove - Full CON29 Reports only
Nearby Railway Schemes Residential	0.75	-	Remove - Full CON29 Reports only
Nearby Railway Schemes Commercial	2.30	-	Remove - Full CON29 Reports only
Outstanding Notices Residential (Each)	0.75	-	Remove - Full CON29 Reports only
Outstanding Notices Commercial (Each)	2.30	-	Remove - Full CON29 Reports only
Contravention of Building Regulations Residential	0.75	-	Remove - Full CON29 Reports only
Contravention of Building Regulations Commercial	2.30	-	Remove - Full CON29 Reports only
Notices, Orders, Directions & Proceedings under Planning Acts Residential	0.75	-	Remove - Full CON29 Reports only

Notices, Orders, Directions & Proceedings under Planning Acts Commercial	2.30	-	Remove - Full CON29 Reports only
Conservation Area Residential (Each)	0.75	-	Remove - Full CON29 Reports only
Conservation Area Commercial (Each)	2.30	-	Remove - Full CON29 Reports only
Compulsory Purchase Residential	0.75	-	Remove - Full CON29 Reports only
Compulsory Purchase Commercial	2.30	-	Remove - Full CON29 Reports only
Contaminated Land Residential	0.75	-	Remove - Full CON29 Reports only
Contaminated Land Commercial	2.30	-	Remove - Full CON29 Reports only
Assets of Community Value Residential	0.75	-	Remove - Full CON29 Reports only
Assets of Community Value Commercial	2.30	-	Remove - Full CON29 Reports only
<b>LICENSING FEES</b>	<b>Fee 2022/23 £:P</b>	<b>Proposed Fee 2023/24</b>	
<b>PRIVATE HIRE LICENCES</b>			
Vehicle	215.00	190.00	Fee reduced to include surplus made over the past 3 years as required by legislation
Hire Vehicle	121.00	121.00	
Operator 1 to 5 cars	382.00	382.00	
Operator 6 to 20 cars	505.00	505.00	
Operator 21 to 50 cars	684.00	684.00	
Operator 51 cars or more	893.00	893.00	
Driver (3 years)	331.00	265.00	Fee reduced to include surplus made over the past 3 years as required by legislation
Driver (2 years)	235.00	190.00	Fee reduced to include surplus made over the past 3 years as required by legislation
Driver (1 year)	150.00	135.00	Fee reduced to include surplus made over the past 3 years as required by legislation
Transfer of vehicle licence to another person	38.00	38.00	
Re-test of vehicle	31.00	31.00	
Depot non-attendance fee	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	37.00	37.00	
<b>FOOD EXPORT CERTIFICATES</b>			
Food Export Certificates (hardcopy)	£57.50	£62.70	9% increase (CPI)
Food Export Certificates (electronic)	£47.00	£51.50	9% increase (CPI) and rounding
Food Export Certificates (Fish Products)		£94.00	New fee (figure from cost of labour and materials)
Primary Authority Partnership (standard hourly fee)	67.50	67.50	
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	
<b>Register of Food Premises</b>	<b>No VAT</b>		
Food Hygiene re-rating inspection	£150.00	£180.00	20% increase to cover increased costs
Food Hygiene Level 2 training (cost per person for 1-4 delegates)		£40.00	New fee (figure from cost of labour and materials)
Food Hygiene Level 2 training (cost per person for 5 plus delegates)		£50.00	New fee (figure from cost of labour and materials)
Food Hygiene Level 3 training (per person)		£150.00	New fee (figure from cost of labour and materials)
Food Hygiene Refresher training (per person)		£30.00	New fee (figure from cost of labour and materials)
Safer Food Better Business plus diary		£15.00	New fee (figure from cost of labour and materials)
<b>Animal Licences</b>			
Pet shops - Grant of Licence - Application Fee (with more than one type of animal)	380.00	380.00	
Pet shops - Grant of Licence - Licence Fee (with more than one type of animal)	185.00	185.00	
Pet shops - Renewal - Application Fee (with more than one type of animal)	380.00	380.00	
Pet shops - Renewal - Licence Fee (with more than one type of animal)	185.00	185.00	
Pet shops - Grant of Licence - Application Fee (with one type of animal)	275.00	275.00	
Pet shops - Grant of Licence - Licence Fee (with one type of animal)	177.00	177.00	
Pet shops - Renewal - Application Fee (with one type of animal)	275.00	275.00	
Pet shops - Renewal - Licence Fee (with one type of animal)	177.00	177.00	
Riding establishments - Application Fee	275.00	275.00	
Riding establishments - Licence Fee	175.00	175.00	
Animal Boarding establishments - Home Boarding - Application Fee	146.00	138.00	Fee reduced to include surplus made over the past 3 years as required by legislation
Animal Boarding establishments - Home Boarding - Licence Fee	94.00	70.00	Fee reduced to include surplus made over the past 3 years as required by legislation

Animal Boarding Establishments - Doggy Day Care - Application Fee	230.00	230.00	
Animal Boarding Establishments - Doggy Day Care - Licence Fee	120.00	120.00	
Animal Boarding establishments - Kennels & Catteries - Application Fee	275.00	275.00	
Animal Boarding establishments - Kennels & Catteries - Licence Fee	165.00	165.00	
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	
Breeding of Dogs - Grant of licence - Kennel Breeding - Application Fee	305.00	305.00	
Breeding of Dogs - Grant of licence - Kennel Breeding - Licence Fee	205.00	205.00	
Breeding of Dogs - Renewal of licence - Kennel Breeding - Application Fee	225.00	225.00	
Breeding of Dogs - Renewal of licence - Kennel Breeding - Licence Fee	205.00	205.00	
Keeping or Training Animals for Exhibition - Grant of Licence - Application Fee	205.00	200.00	Fee reduced to include surplus made over the past 3 years as required by legislation
Keeping or Training Animals for Exhibition- Grant of Licence - Licence Fee	120.00	100.00	Fee reduced to include surplus made over the past 3 years as required by legislation
Keeping or Training Animals for Exhibition - Renewal - Application Fee	205.00	200.00	Fee reduced to include surplus made over the past 3 years as required by legislation
Keeping or Training Animals for Exhibition - Renewal - Licence Fee	120.00	100.00	Fee reduced to include surplus made over the past 3 years as required by legislation
Boarding Arranger - Application Fee	210.00	205.00	Fee reduced to include surplus made over the past 3 years as required by legislation
Boarding Arranger - Licence Fee	124.00	110.00	Fee reduced to include surplus made over the past 3 years as required by legislation
Add Host Family Fee	118.00	65.00	Fee reduced to include surplus made over the past 3 years as required by legislation
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	
<b>Other Licences</b>			
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	
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	
<b>LICENCES &amp; LICENSING (under the 2005 Regulations)</b>			
<b>Premises licences &amp; Club Premises Certificate - Application Fee</b>			
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	
<b>Premises Licences &amp; Club Premises Certificate - Annual Fee</b>			
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	
<b>Variation Fee in Transition (relates to alcohol only)</b>			
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	
<b>Multiplier (mainly relates to town &amp; city centre pubs) - Application Fee</b>			
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	
<b>Exceptionally large Events (additional to licence fee) - Application Fee</b>			
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	
<b>Exceptionally large Events (additional to licence fee) - Annual Fee</b>			
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	
<b>Permitted Temporary Activities, Personal Licences &amp; Miscellaneous</b>			
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	
<b>LICENCES UNDER THE GAMBLING ACT 2005</b>			
<b>Premises Licence Fee - regulation SI2007/479 - maximum fee</b>			
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	
<b>Permits - SI2007454 &amp; SI2007/455 - set by the Secretary of State</b>			
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	
<b>SCRAP METAL DEALERS ACT 2013</b>			
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	
<b>PEST CONTROL FEES</b>	<b>Fee 2022/23 £:P</b>	<b>Proposed Fee 2023/24</b>	
<b>PEST CONTROL</b>		<b>Exc VAT</b>	
<b>Domestic Charges - within working hours</b>			
Rats (up to 3 visits) - low income groups	£14.58 (£17.50)	£15.83 (£19.00)	Per pitch (9% increase (CPI) and rounding)
Rats (up to 3 visits)	£29.17 (£35.00)	£31.67 (£38.00)	Per pitch (9% increase (CPI) and rounding)
Mice (up to 3 visits) - low income groups	£25.00 (£30.00)	£27.08 (£32.50)	Per pitch (9% increase (CPI) and rounding)
Mice (up to 3 visits)	£50.00 (£60.00)	£54.17 (£65.00)	Per pitch (9% increase (CPI) and rounding)
Wasps (one visit to treat one nest) - low income groups	£25.00 (£30.00)	£27.08 (£32.50)	Per pitch (9% increase (CPI) and rounding)
Wasps (one visit to treat one nest)	£50.00 (£60.00)	£54.17 (£65.00)	Per pitch (9% increase (CPI) and rounding)
Wasps - additional nests treated at same visit - low income groups	£7.08 (£8.50)	£8.33 (£10.00)	Per pitch (9% increase (CPI) and rounding)
Wasps - additional nests treated at same visit	£14.17 (£17.00)	£15.42 (£18.50)	Per pitch (9% increase (CPI) and rounding)
Cockroaches (up to 4 visits) - low income groups	Not treated	Not treated	
Cockroaches (up to 4 visits)	Not treated	Not treated	
Fleas (per visit) - low income groups	£30.83 (£37.00)	£33.75 (£40.50)	Per pitch (9% increase (CPI) and rounding)
Fleas (per visit)	£61.67 (£74.00)	£67.50 (£81.00)	Per pitch (9% increase (CPI) and rounding)
Other insects not listed above - per visit - low income groups	£30.83 (£37.00)	£33.75 (£40.50)	Per pitch (9% increase (CPI) and rounding)
Other insects not listed above - per visit	£61.67 (£74.00)	£67.50 (£81.00)	Per pitch (9% increase (CPI) and rounding)
Aborted visit charge	£17.92 (£21.50)	£20.83 (£25.00)	Per pitch (9% increase (CPI) and rounding)

<b>Non Domestic Charges</b>			
<b>Routine Contracts</b>	<b>Quote on request</b>		
All pests - hourly charge	£74.50	£81.20	9% increase (CPI)
All pests - materials	Actual cost	Actual cost	
All pests - minimum charge (excl. materials)	£74.50	£81.20	9% increase (CPI)
<b>Stray dog picked up without ID and taken to kennels</b>			
Admin fee (plus kennel fees)	£40.00	£40.00	
Fixed charge (Subject to statutory limit)	£25.00	£25.00	
Kennel charge	£12.00	£12.00	
<b>PLANNING</b>	<b>Fee 2022/23 £:P</b>	<b>Proposed Fee 2023/24</b>	
<b>PLANNING</b>			
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	

