

REPORT: Executive Board Sub Committee

DATE: 18 March 2010

REPORTING OFFICER: Strategic Director - Environment

SUBJECT: Review of Fees and Charges

WARDS: Boroughwide

1 PURPOSE OF REPORT

1.1 In conjunction with the annual budget review it is proposed to increase the charges under the control of the Executive Board Sub Committee in accordance with the schedules shown in the Appendix.

2 RECOMMENDATIONS:

2.1 **The proposed fees and charges be agreed and referred to the relevant Policy and Performance Boards for information.**

3 SUPPORTING INFORMATION

3.1 The review of Fees and Charges has been carried out as part of the budget preparations for 2010/2011. As a consequence of the review it is proposed that existing fees and charges be increased in line with inflation.

3.2 The schedule in the attached Appendix includes a number of Statutory Fees that may increase during the coming Financial Year and Members are asked to agree to these increases as they occur.

4 FINANCIAL IMPLICATIONS

4.1 The effects of the proposals have been incorporated into the draft budgets for 2010/2011. Charges are adjusted annually in accordance with the current inflation rate.

5 POLICY IMPLICATIONS

5.1 There are no policy implications.

6 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children & Young People in Halton

There are no implications.

6.2 Employment Learning & Skills in Halton

There are no implications.

6.3 A Healthy Halton

There are no implications.

6.4 A Safer Halton

There are no implications.

6.5 Halton's Urban Renewal

There are no implications.

7 RISK ANALYSIS

7.1 Not Applicable

8 EQUALITY AND DIVERSITY ISSUES

8.1 There are no issues under this heading.

9 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

9.1 There are no background papers under the meaning of the Act.

APPENDIX

ENVIRONMENTAL INFORMATION

| Charges will apply subject to and in compliance with current statutory regulations | <u>PRESENT</u> | <u>PROPOSED</u> |
|---|----------------|-----------------|
| | £ | £ |
| The basis for charging is: | | |
| (1) Where the information already exists in the format requested: | | |
| Admin Charge - Charge inclusive of copying of first sheet. | 11.34 | 11.60 |
| A4 –per subsequent sheet. | 0.51 | 0.52 |
| A3 - per subsequent sheet | 0.78 | 0.80 |
| A2 –per subsequent sheet | 1.53 | 1.56 |
| A1 - per subsequent sheet | 6.44 | 6.56 |
| (2) Where assistance is required from Council staff to either extract interpret, or describe material, the staff time is charged at an hourly rate given below: | | |
| Manager | 118.52 | 121.00 |
| Professional Staff | 99.37 | 101.50 |
| Admin. Support | 59.77 | 61.00 |
| Typing Fees (hourly rate) | 54.40 | 55.50 |
| (Minimum Charge – Half an Hour for above 4 items) | | |
| Charges above are inclusive of VAT. | | |
| Postage | At Cost | At Cost |

REQUESTS FOR INFORMATION REGARDING POTENTIALLY CONTAMINATED LAND

| | <u>PRESENT</u> | <u>PROPOSED</u> |
|--|----------------|-----------------|
| | £ | £ |
| Land contamination reports for a given property or site is issued detailing all information held by HBC relating to known or potential contamination including historical, land use, landfill locations and details of site investigations and remediation contamination | | |
| The Charge varies depending on the size of the site for which information is requested:- | | |
| (1) For premises equivalent to less than 10 hectares in size. (e.g. a Single Domestic Property or a Small Factory Unit) | | |
| (i) The premises site only | 60.25 | 61.50 |
| (ii) Any search of the premises site and the land within 250 metres of the site boundaries | 98.50 | 100.50 |
| (iii) Any search of the premises site and the land within 500 metres of the site boundaries | 163.75 | 167.00 |
| (iv) Any search of the premises site and the land within 1000 metres of the site boundaries | 217.50 | 222.00 |
| (2) For premises equivalent to more 10 hectares in size. (e.g. a Housing estate or a large factory unit) | | |
| (i) The premises site only | 98.50 | 100.50 |
| (ii) Any search of the premises site and the land within 250 metres of the site boundaries | 163.75 | 167.00 |
| (iii) Any search of the premises site and the land within 500 metres of the site boundaries | 217.50 | 222.00 |
| (iv) Any search of the premises site and the land within 1000 metres of the site boundaries | 273.00 | 278.50 |

REQUESTS FOR ENVIRONMENTAL INFORMATION

For Commercial enquiries i.e. not schools, residents or bone fide student research

| | <u>PRESENT</u> £ | <u>PROPOSED</u> £ |
|--|-----------------------|-----------------------|
| ENVIRONMENTAL PROTECTION ACT | | |
| (1) List of authorised part "B" Processes | 38.00 | 38.75 |
| (2) List of authorised part "A" Processes (Available separately from the Environment Agency) | 39.00 | 39.75 |
| (3) Copy of Application for Authorisation from file | 23.00 Per Document | 23.50 Per Document |
| (4) Supplying a hard copy of the strategy for the inspection of contaminated land to commercial undertakings | 23.00 | 23.50 |
| (5) Supplying a hard copy of the air quality review and assessment to commercial undertakings | 23.00 | 23.50 |
| (6) Assistance from Council Staff to extract, Interpret or describe above material | 25.00 | 25.50 |
| OTHER INFORMATION | | |
| (1) One months data from pollution monitoring station | 322.00 | 328.50 |
| (2) Three months data from pollution monitoring station | 882.00 | 900.00 |
| (3) Six months data from pollution monitoring station | 1,262.00 | 1,287.50 |
| (4) Supplying a copy of consultants report | 39.00 | 39.75 |

Charges will apply subject to and in compliance with current statutory regulations

Note

Charges inclusive of VAT where applicable

ENVIRONMENTAL HEALTH SERVICES CHARGES

Charges will apply subject to and in compliance with current statutory regulations

| | <u>PRESENT</u> £ | <u>PROPOSED</u> £ |
|--|---|---|
| (1)* Clearing Drains at Domestic Premises – Hourly Rate | 68.00 (Minimum 1 Hour) | 69.50 (Minimum 1 Hour) |
| (2)* Pest Control | | |
| (i) Commercial Premises | | |
| - Hourly Rate | 60.00 | 61.25 |
| - Minimum Charge (excluding materials) | 76.25 | 77.75 |
| (ii) Disinfestations of empty domestic properties | 71.00 (Inclusive of Materials) | 72.50 |
| Domestic Premises for wasps/ bees, fleas, ants and other seasonal pests (£10 refund if premises are visited but no treatment carried out) | 22.50 | 23.00 |
| (iii) Squirrels and moles | 60.00 | 61.25 |
| (3) Condemned Food Certificates | | |
| (i) Charges under £5 to be waived. Maximum certificate charge – £220.00 | 5% of Total Value | 5% of Total Value |
| (ii) The fee charged will be increased by the cost of any fees paid out for the specialised disposal of food. | At Cost | At Cost |
| (4) Certification of Food Products for Export | | |
| - Certificates requiring signature | 56.00 | 57.00 |
| - Other documents requiring stamp | 6.50 | 6.75 |
| (5) Food Hygiene Training Courses | | |
| (i) Basic Food Hygiene Course (minimum) | 56.00 | 57.00 |
| (ii) Other Course/Seminars | To vary According to Demand and to reflect full Cost recovery | To vary According to Demand and to reflect full Cost recovery |

| | | | |
|------|--|---|---|
| (6) | Fresh Meat and Poultry Regulations 1990 | As agreed with Strategic Director Environment | As agreed with Strategic Director Environment & Economy |
| (7) | Kennelling of Dogs | | |
| | (i) Reclaiming of Stray Dogs | As agreed with Strategic Director Environment | As agreed with Strategic Director Environment & Economy |
| | (ii)* Collection of Dogs from repossessed premises | 70.50 | 72.00 |
| | (iii) Transportation of non seized animals i.e. dogs/cats to kennels or other premises | 70.50 | 72.00 |
| (8) | EPA Authorisation - Application – Statutory Fee - Renewal – Statutory Fee | As Advised As Advised | As Advised As Advised |
| (9) | Disclosure of Information | | |
| | (i) Information obtained under the Health and Safety at Work Act 1974 Etc. | 120.00 | 122.50 |
| | (ii) Voluntary Disclosure of Information (Plus Photocopying Charge of 50p per Sheet) | 101.00 | 103.00 |
| (10) | Acupuncture, tattooing, Ear Piercing and Electrolysis Establishments - Registration Fee | 92.00 | 94.75 |

NOTE

Charges marked with an asterisk are subject to the addition of VAT at the Standard Rate.

LICENCE FEES

HACKNEY CARRIAGE & PRIVATE HIRE CHARGES

| | <u>PRESENT</u> 2009/10 £ | <u>PROPOSED</u> 2010/11 £ |
|---|--------------------------------|---------------------------------|
| (1) Single Status Driver | | |
| - First Grant (Including 1 copy of user Guide) | 164.00 | 167.00 |
| - Renewal | 149.00 | 152.00 |
| - Extra copy of User Guide | 14.50 | 15.00 |
| - Extra copy of knowledge test syllabus | 7.00 | 7.00 |
| - Replacement Badges | At cost | 10.00 |
| - Replacement or duplicate paper licence or other document | 0.00 | 5.00 |
| | | |
| (2) Vehicle Licence | | |
| - Grant and Renewals 1 Year – Hackney Carriage | 192.50++ | 196.50++ |
| - Grant and Renewals 1 Year – Private Hire | 195.00++ | 199.00++ |
| ****- Transfers Balance of 1 Year as above | | |
| - Temporary Transfer Fees (Licence issued for a maximum of 2 months) | 50.00 | 75.50~~ |
| - Replacement Vehicle Plate (each) | 0.00 | 15.00 |
| - Replacement Bracket (each) | 0.00 | 15.00 |
| - Replacement Doors Stickers Private Hire (Pair) | 0.00 | 20.00 |
| - Replacement Internal plate | 0.00 | 10.00 |
| - Replacement or duplicate paper licence or other document | 0.00 | 5.00 |
| | | |
| (3) Private Hire Operator Licence | | |
| *- Standard | 518.00 | 528.00 |
| ** - Discounted | 197.00 | 201.00 |
| - Replacement or duplicate paper licence or other document | | 5.00 |
| | | |
| (4) Taxi Knowledge Test | 18.50 | 19.00 |
| *** Retest Fee (per re-test after second attempt) | | |
| | | |
| (5) LOWERHOUSE LANE DEPOT FEES: HACKNEY CARRIAGE & PRIVATE HIRE | | |
| - Vehicle Test Fee | 50.50 | 51.50 |
| - Vehicle Re-test Fee | 18.50 | 19.00 |
| - Vehicle Test Un-notified Cancellation Fee | 17.50 | 18.00 |
| - ++Includes Taximeter Sealing Fee | See ++ | See++ |

NOTES

- * Standard fee is charged if operator has 30 or more vehicles on system.
** Discounted fee is charged if operator has fewer than 30 vehicles in system
*** Further charges may apply per retest after second attempt
**** Unless part of a single transaction involving a simultaneous grant in which case £24.50
++ Includes Taximeter Sealing Fee. Owners of Private Hire Vehicles that are not equipped with meters may apply for the meter charge to be discounted from the annual licence fee.
~~ Temporary Transfer - Includes fee for licence to be transferred back to the original owner

LICENCE FEES (OTHER THAN HACKNEY CARRIAGE AND PRIVATE HIRE CHARGES)

| | <u>PRESENT</u> | <u>PROPOSED</u> |
|--|-----------------------------------|-----------------------------------|
| | £ | £ |
| | 2009/10 | 2010/11 |
| (1) Dangerous Wild Animals | 57.50 | 58.50 |
| (2) Pet Shops | 57.50 | 58.50 |
| (3) Animal Boarding Establishments | 57.50 | 58.50 |
| (4) Riding Establishments | 57.50 | 58.50 |
| (5) Breeding of Dogs | 57.50 | 58.50 |
| (6) Street Trading | | |
| - First Grant & Renewal | 327.50 | 334.00 |
| - Additional Vehicles (Per Vehicle) | 163.00 | 166.00 |
| - "Static" First Grant | 378.00 | 385.50 |
| - Change of Vehicle | 25.50 | 26.00 |
| (7) Hawkers etc. Cheshire County Council Act | 197.50 | 201.50 |
| (8) House to House Collections | Nil | Nil |
| (9) Street Collections | Nil | Nil |
| (10) Scrap Metal Dealers | Nil | Nil |
| (11) Motor Salvage Operator registration | 60.50 | 61.50 |
| (12) Sex Establishments | To be determined on application | To be determined on application |
| (13) Licensing Act 2003 | See Councils Web Site for details | See Councils Web Site for details |
| (14) Gambling Act 2005 | See Councils Web Site for details | See Councils Web Site for details |
| (15) Hypnotism | Nil | Nil |
| (16) Performing Animals | Nil | Nil |

NOTES

The fee charged for items 1, 2, 3, 4, and 5 will be increased by the cost of any fees paid out for specialist reports required before a Licence is granted.

Item 12 The expression "Sex Establishment" includes Sex Entertainment Venues, Sex Cinemas and Sex Shops

ROAD TRAFFIC REGULATION ACT 1984

| | <u>PRESENT</u> £ | <u>PROPOSED</u> £ |
|---|---|---|
| (1) The making of a Temporary Order at the request of a Third party (The fee is inclusive of advertising costs) | 1,600.00 | 1,635.00 |
| (2) The making of a Permanent Order | As agreed with Strategic Director Environment | As agreed with Strategic Director Environment & Economy |
| (3) The issuing of a temporary closure notice (including emergency notices) at the request of a third party | 240.00 | 245.00 |
| (4) The Issuing of a diversionary notice at the request of a third party | 200.00 | 205.00 |

HIGHWAYS ACT 1980

| | | |
|--|---|---|
| (1) Applying to the Magistrates Court for an Order to stop up or divert a highway - Permanent closure (Excluding appeal costs) Also applies to closures/diversions under Town & Country Planning Act 1990 | 540.00 Plus Technical & Advertising Costs | 551.00 Plus Technical & Advertising Costs |
| (2) Issuing of Scaffolding/Hoarding permit | 50.00 Plus £15.00 per week or part thereof | 51.00 Plus £15.00 per week or part thereof |
| (3) Issuing of Skip Permit | 34.00 | 35.00 |
| (4) Removal of unauthorised skip | At Cost Minimum £180.00 plus £7.00 to £15.00 per day storage fee | At Cost Minimum £185.00 plus £7.00 to £15.00 per day storage fee |
| (5) Issuing of permits to erect structures/equipment over or under the highway | At Cost Minimum £66.00 | At Cost Minimum £67.50 |
| (6) Construction of vehicular crossings on footways | As agreed with Strategic Director Environment | As agreed with Strategic Director Environment & Economy |
| (7) Section 38 Agreements | 8%of works cost Plus £500.00 | 8%of works cost Plus £500.00 |
| (8) Section 278 Agreements | As agreed with Strategic Director Environment | As agreed with Strategic Director Environment & Economy |
| (9) Alfresco Dining Areas Licence - First Licence - Renewal of Licence | 266.00 70.00 | 271.50 71.50 |
| (10) 'A' Board Licence – Per Annum | 50.00 | 51.00 |
| (11) Shop Displays Licence – Per Annum | 89.00 | 91.00 |
| (12) Other Part Viiia e.g. Promotions & Leisure | At Cost Minimum £89.00 Per licence | At Cost Minimum £91.00 Per licence |
| (13) Minor Highways Works Permits | 772.50 | 788.00 |

HIGHWAY SEARCHES

| | | |
|---|-------|-------|
| (1) Letter and plan showing adopted highway | 35.00 | 35.75 |
| (2) Additional questions | 10.00 | 10.20 |

SIGNING

| | | |
|---|---|---|
| (1) The design and erection of a traffic sign(s) at the request of a third party (VAT to be added in all cases) | As agreed With the Strategic Director Environment | As agreed With the Strategic Director Environment & Economy |
|---|---|---|

| | | |
|--|--------|-----------|
| (2) Provision of H Bar Road Markings (VAT to be added in all cases) | 57.50 | 58.75 |
| (3) Authorisation of Temporary Direction Signs (Normally for Housing Developments and Events) (VAT to be added in all cases) | 103.00 | 105.00 |
| (4) Provision of Disabled persons parking space (subject to meeting criteria) | - | No charge |

TRAFFIC SIGNALS

| | | |
|---|-------|-------|
| (1) Supply of Information on operation of traffic signals (VAT to be added in all cases) | 60.00 | 61.00 |
|---|-------|-------|

BUILDING ACT 1984 Section 18

| | | |
|---|--------|--------|
| Legal Charge for supplying and administering agreements (together with design checking and supervision charges as determined by the Strategic Director-Environment) | 190.00 | 194.00 |
|---|--------|--------|

STREET NAMING AND NUMBERING

| | | |
|------------------------------|--------|--------|
| - Up to 2 Dwellings | 21.00 | 21.50 |
| - Between 3 and 10 dwellings | 103.00 | 105.00 |
| - Schemes over 10 dwellings | 309.00 | 315.00 |

(No VAT – Outside the Scope of VAT)

ROAD SAFETY

| | | |
|--|---------|---------|
| (1) Adult Cycle Training (Requests from outside Borough) – 3 Hour Course (VAT to be added in all cases) | 51.50 | 52.50 |
| (2) Clearance of Accident Debris | At Cost | At Cost |
| (3) Supply of Accident Data | 51.50 | 52.50 |

Traffic Data

| | | |
|--|---------------------------|---------------------------|
| Supply of Automatic Traffic Count Data | At Cost Minimum £51.50 | At Cost Minimum £52.50 |
|--|---------------------------|---------------------------|

(No VAT – Outside the Scope of VAT)

NEW ROADS AND STREET WORKS ACT 1991

| | | | |
|---|-----------------|--------|--------|
| (1) Unit of Inspection (30% of Total) | (Statutory Fee) | 25.00 | 25.00 |
| (2) Defective Reinstatements - Per inspection (maximum 3 No.) | (Statutory Fee) | 47.50 | 47.50 |
| - Additional Single Inspection | (Statutory Fee) | 68.00 | 68.00 |
| (Appropriate if defect reported by a Member of public) | | | |
| (3) Section 50 - Street Works Income | | | |
| (i) New Apparatus | | | |
| - Administration Fee (non returnable) | | 140.00 | 143.00 |
| - Capitalised Fee in lieu of Annual Charges | | 165.00 | 168.50 |
| - Inspection Charges (3 Number) | (Statutory Fee) | 75.00 | 75.00 |
| (ii) Existing Apparatus | | | |
| - Administration Fee (non returnable) - payable in advance | | 103.00 | 105.00 |
| - Inspection Charges (3 Number) | (Statutory Fee) | 75.00 | 75.00 |

Some New Road and Street Works Charges are Statutory Fees, (as indicated above) and are subject to change during 2010/11.

MISCELLANEOUS

| | | <u>PRESENT</u> | <u>PROPOSED</u> |
|-------|---|---|---|
| | | £ | £ |
| 1. | Supply photocopy of the following: | | |
| (i) | A copy Building Regulation approval or completion certificate including Any other information normally attached (up to a maximum of 4 pages additional pages will be charged at 50p per copy) | 21.97 | 22.50 |
| (ii) | Four copies of the appropriate parts of an ordnance survey sheet necessary for the proper submission of a planning or building regulation (includes Ordnance Survey Licence) | 29.12 | 29.75 |
| (iii) | Any other chargeable documents | 37.29 | 38.00 |
| (iv) | Assistance from Council Staff to extract, interpret or describe this material | 26.57 | 27.00 |
| (v) | A4 Aerial Photograph | Charge as A4 Document | Charge as A4 Document |
| (vi) | Copy of tree preservation order | Charge as A4 Document | Charge as A4 Document |
| (vii) | Copy of Consultant Report | 68.97 | 70.50 |
| 2. | Copy of larger format plans | 10.47 | 10.75 |
| 3. | Map Production | | |
| (i) | Administration Charge | 11.34 | 11.60 |
| (ii) | Price per Copy | | |
| | A4 | 0.51 | 0.52 |
| | A3 | 0.78 | 0.80 |
| | A2 | 1.53 | 1.56 |
| | A1 | 6.44 | 6.56 |
| | A0 | 10.22 | 10.50 |
| (iii) | Price Per Disc - cd-r | 54.40 | 55.50 |
| | - dvd-r | 65.39 | 66.75 |
| (iv) | Assistance from Council Staff to extract. Interpret or describe material Flat rate of £12.88 to be added for access to OS data | 99.37 12.88 | 101.50 12.88 |
| 3. | Copies of weekly list of planning applications to non public authority applicants for one year, payable in advance. | 291.20 | 297.00 |
| 4. | Section 106, Town & Country Planning Act 1990 | | |
| (i) | Charges to developers for the preparation of agreements under the above legislation relating to the adoption of open space, together with any necessary supervision | | |
| | Legal & Supervision Costs | A fee to be negotiated as Appropriate | A fee to be negotiated as Appropriate |
| (ii) | Other Section 106 Agreements | As agreed With the Strategic Director Environment | As agreed With the Strategic Director Environment & Economy |
| 5. | Provision of non statutory information | | |
| (i) | Per question (Estate Agents, etc.) | 37.29 | 38.00 |
| (ii) | Per question reporting conditions compliance | 63.37 | 64.75 |

NOTE

Charges inclusive of VAT where applicable.