

**REPORT TO:** Executive Board

**DATE:** 10 March 2016

**REPORTING OFFICER:** Strategic Director – Community & Resources

**PORTFOLIO:** Resources

**SUBJECT:** Review of Council wide Fees and Charges

**WARDS:** Boroughwide

## **1.0 PURPOSE OF THE REPORT**

1.1 In conjunction with the annual budget review, it is proposed to charge the fee rates for services in accordance with the schedules shown in Appendix A and B. This report presents the proposed fees and charges for 2016/17 for services provided by both of the Council's Directorates.

**2.0 RECOMMENDATION: That the proposed fees and charges for 2016/17 as set out in Appendices A and for 2017/18 as set out in Appendix B, be approved.**

## **3.0 SUPPORTING INFORMATION**

3.1 The review of fees and charges has been carried out as part of the budget preparations for 2016/17. Generally fees and charges have been set to ensure the Council recovers costs incurred as a result of providing the service the fee is payable for. It is proposed that existing fees and charges be increased generally in line with inflation; others have been reviewed with consideration given to the impact of the price change.

3.2 The work of the Fees and Charges Topic Group over the past year, has also been incorporated into the changes which managers have made to each Department's fees and charges.

3.3 For consistency, all fees which are subject to VAT are shown as exclusive of VAT.

3.4 As part of the in-year budget monitoring process, actual income from fees and charges will be regularly reviewed against budgeted income.

3.5 The schedule in Appendix A includes a number of statutory fees which may increase during the coming financial year and therefore the relevant fees will be increased accordingly. Appendix B to the report covers chargeable rates for The Brindley and Registrars service for financial year 2017/18. Appendix C which includes chargeable rates for Halton Registration Service are included for information, these were previously agreed by Executive Board on 17 September 2015.

#### **4.0 POLICY IMPLICATIONS**

- 4.1 The effects of the proposed changes have been incorporated into budgets for 2016/17. As per the Medium Term Financial Strategy budgeted income for 2016/17 has been increased by 2%, except where additional increases have been proposed as saving items.

#### **5.0 FINANCIAL IMPLICATIONS**

- 5.1 The financial implications are as presented in the report and appendices.

#### **6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

##### **6.1 Children and Young People in Halton**

There are no implications for this priority.

##### **6.2 Employment, Learning and Skills in Halton**

There are no implications for this priority.

##### **6.3 A Healthy Halton**

There are no implications for this priority.

##### **6.4 A Safer Halton**

There are no implications for this priority.

##### **6.5 Halton's Urban Renewal**

There are no implications for this priority.

#### **7.0 RISK ANALYSIS**

- 7.1 There is a requirement for the fees to be paid and in order to avoid the risk of them not being paid; the fees should be received before the service is provided.
- 7.2 The Council's budget assumes an increase in fees and charges income in line with those proposed in the Appendix. If increases are not approved it may lead to a shortfall in budgeted income targets.

#### **8.0 EQUALITY AND DIVERSITY ISSUES**

- 8.1 There are no Equality and Diversity implications arising as a result of the proposed action.

#### **9.0 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 A**

**ENVIRONMENTAL INFORMATION**

	2015/16	2016/17
<b>Charges will apply subject to and in compliance with current statutory regulations</b>		
<b>The basis for charging is:</b>		
<b>Where the information already exists in the format requested:</b>		
Admin Charge - Charge inclusive of copying of first sheet.	10.50	10.75
A4 –per subsequent sheet.	0.50	0.75
A3 - per subsequent sheet	0.75	1.00
A2 –per subsequent sheet	1.50	1.75
A1 - per subsequent sheet	6.00	6.25
Provision of Electronic Documents	15.00	17.00
<b>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. Minimum Charge of 30 minutes is applied.</b>		
Manager	110.00	112.00
Professional Staff	93.00	95.00
Admin. Support	56.00	58.00
Typing Fees	51.00	53.00
Postage	At Cost plus15%	At Cost plus 15%
Provision of Electric Documents	15.00	17.00

**REQUESTS FOR INFORMATION REGARDING POTENTIALLY CONTAMINATED LAND**

**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:-**

**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	70.00	73.50
(II) Any search of the premises site and the land within 250 metres of the site boundaries	110.00	115.50
(iii) Any search of the premises site and the land within 500 metres of the site boundaries	185.00	194.25
(iv) Any search of the premises site and the land within 1000 metres of the site boundaries	250.00	262.50

**For premises equivalent to more than 10 hectares in size, (e.g. a Housing estate or a large factory unit)**

(i) The premises site only	110.00	115.5
(ii) Any search of the premises site and the land within 250 metres of the site boundaries	185.00	194.25
(iii) Any search of the premises site and the land within 500 metres of the site boundaries	250.00	262.50

## **LICENCE FEES**

### **HACKNEY CARRIAGE & PRIVATE HIRE CHARGES**

**2015/16**

**2016/17**

#### **Single Status Driver**

First Grant (max 3 year licence)	185.00	189.00
First Grant - inc DBS (max 3 year licence)	228.50	233.00
Renewal (max 3 year licence)	169.00	172.50
Renewal - inc DBS (max 3 year licence)	212.50	216.50
Replacement Badges	11.50	12.00

#### **Vehicle Licence**

Grant and Renewals 1 Year – Hackney Carriage ++ ##	218.00	222.50
Grant and Renewals 1 Year – Private Hire ++ ##	220.00	224.50
Temporary Transfer Fees (Licence issued for a maximum of 2 months)	85.50	87.50
Replacement Vehicle Plate (each)	17.30	17.50
Replacement Bracket (each)	17.30	17.50
Replacement Doors Stickers Private Hire (Pair)	23.00	23.50
Replacement Internal plate	11.50	12.00
Change to Personalised Number Plate	51.00	52.00
Private Hire Operator Licence:	265.00	270.00
Private Hire Operator Licence (5 years)	530.00	540.00
Replacement or duplicate paper licence or other document	6.30	6.50

#### **LOWERHOUSE LANE DEPOT FEES:**

Hackney Carriage & Private Hire		
Hackney Carriage and Private Hire - Vehicle Test Fee	57.00	58.00
Hackney Carriage and Private Hire - Vehicle Re-test Fee	22.50	23.00
Hackney Carriage and Private Hire - Vehicle Test Un-notified		
Cancellation Fee	21.50	22.00

#### **NOTES**

Hackney Carriage and Private Hire - ++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 ## Unless part of a single transaction involving a simultaneous grant in which case £28.50

<b>LICENCE FEES (OTHER THAN HACKNEY CARRIAGE AND PRIVATE HIRE CHARGES)</b>		<b>2015/16</b>	<b>2016/17</b>
(1)	Dangerous Wild Animals	67.80	69.50
(2)	Pet Shops	67.80	69.50
(3)	Animal Boarding Establishments	67.80	69.50
(4)	Riding Establishments	67.80	69.50
(5)	Breeding of Dogs	67.80	69.50
(6)	<b>Street Trading</b>		
	First Grant & Renewal	371.00	380.25
	Additional Vehicles (Per Vehicle)	184.50	189.10
	“Static” First Grant	429.00	439.70
	Change of Vehicle	28.50	29.25
	Daily Fee for Temporary Extension of Existing Consent (max 5 days per year)	64.00	64.60
	Daily Fee for Temporary Consent (max 5 days per year)	96.00	98.40
(7)	Hawkers etc. Cheshire County Council Act	223.00	230.55
(8)	House to House Collections	Nil	Nil
(9)	Street Collections	Nil	Nil
(10)	Scrap Metal Dealers	187.50	192.20
(11)	Sex Establishments	1383.50	1418.10
(12)	Licensing Act 2003	HBC website	HBC website
(13)	Gambling Act 2005	HBC website	HBC website
(14)	Hypnotism	Nil	Nil
(15)	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 plus 15%.

Item 11 The expression “Sex Establishment” includes Sex Entertainment Venues, Sex Cinemas and Sex Shops

<b>LOCAL LAND CHARGES (Search Fees)</b>		<b>2015/16</b>	<b>2016/17</b>
	Official Certificate (LLC1)	30.00	30.00
	Form CON29R	80.00	80.00
	Official Search (LLC1 & CON29)	110.00	110.00
	Each additional (LLC1) parcel*	5.00	5.00
	Each additional (CON29) parcel*	80.00	80.00
	CON29O Optional Enquiries (per person, per parcel)	12.00	12.00
	Each Additional Enquiry	26.00	26.00
	Personal Search	No Charge	No Charge

\*Parcel of land means land (including a building or part of a building) which is separately occupied or separately rated, in separate ownership. For the purposes of this definition an owner is a person who (in his own right or as a trustee for another person) is entitled to receive the rack rent of land, or, where the land is not a rack rent, would be so entitled if it were so let.

**ROAD TRAFFIC REGULATION ACT 1984**

	2015/16	2016/17
Temporary Order at request of a third party - *	750.00	753.75 (min charge)
Temporary Order at request of non-commercial organisations – Section 16A plus actual cost of advertising	(min charge £1400.00)	£1407.00)
Permanent Order	100.00	105.00
	At Cost plus 15% Administration Fee	At Cost plus 15% Administration Fee
Temporary Closure Notice (incl emergency) at request of a third party	325.00	328.25
Diversionary Notice at request of a third party	275.00	277.75

**HIGHWAYS ACT 1980**

Applying to the Magistrates Court for an Order to stop up or divert a highway	600.00	606.00
- Permanent closure (Excluding appeal costs) Also applies to closures/diversions under Town & Country Planning Act 1990	Plus Technical & Advertising Costs	Plus Technical & Advertising Costs
Issuing of Scaffolding/Hoarding permit	65.00	65.65
	Plus £20.00 per week or part thereof	Plus £20.20 per week or part of thereof
Issuing of Skip Permit – Initial Fee (up to 14 days)	21.00	21.20
Skip Permit – Additional periods (each additional 7 days)	11.00	11.10
Skip found without a licence (plus current permit fee)	60.00	60.60
Removal of unauthorised skip (minimum £189.00 plus £15.50 per day storage)	At Cost	At Cost
Issuing of permits to erect structures/equipment over or under the highway (Minimum £80)	At Cost	At Cost
Construction of vehicular crossings on footways	As agreed by the Strategic Director – Community & Resources	As agreed by the Strategic Director – Community & Resources
Section 38 Agreements	9% of works cost. Minimum charge £2,500	9% of works cost. Minimum charge £2,512
NOTE: If construction of road foundation commences before agreement is in place, then an additional fee of £2,562.00 will be payable		
PLUS Legal Agreement fee as detailed below		
(a) Basic Agreement	750.00	753.75
(b) Moderately Complex Agreement	1,250.00	1,256.25
(c) Highly Complex Agreement	2,000.00	2,010.00
NOTE: The Council will determine the appropriate agreement		
Section 278 Agreements	As agreed by the Strategic Director – Community & Resources	As agreed by the Strategic Director – Community & Resources
Alfresco Dining Areas Licence		
- First Licence	300.00	301.50
- Renewal of Licence	85.00	85.50
'A' Board Licence – Per Annum	51.00	51.25
Shop Displays Licence – Per Annum	100.00	100.50

	<b>2015/16</b>	<b>2016/17</b>
Other Part VIIa e.g. Promotions & Leisure – Commercial Organisations	140.00 Per licence for up to one week,	141.50 Per licence for up to one week,
(Applications made within 7 working days of the event will incur an additional administration fee of £105.00)	70.00 per additional week or part thereof	71.00 per additional week or part thereof
Other Part VIIa e.g. Promotions & Leisure – Non-Commercial Organisations	As agreed by the Strategic Director – Community & Resources	As agreed by the Strategic Director – Community & Resources
Minor Highways Works Permits	1,500.00	1,515.00
NOTE: The refundable cash bond is the value of the works as determined by the Council	plus refundable cash bond	plus refundable cash bond
Clearance of Accident Debris/Unauthorised obstructions on the Highway	At Cost plus 15% Administration Fee	At Cost plus 15% Administration Fee
Structural checking and technical approval of highways structures	As agreed by the Strategic Director – Community & Resources	As agreed by the Strategic Director – Community & Resources
Relocation of lighting column at request of third party Commercial Organisations	At Cost plus 15% Administration Fee	At Cost plus 15% Administration Fee
Non-commercial organisations	600.00 contribution towards actual cost	606.00 contribution towards actual cost
<b>HIGHWAY SEARCHES</b>		
Letter and plan showing adopted highway	50.00	51.00
Additional questions	15.00	15.50
<b>SIGNING</b>		
Design and Erection of a Traffic Sign(s) at the request of a third party	At Cost plus 15% Administration Fee	At Cost plus 15% Administration Fee
Initial Assessment of Application for Tourism Signs	100.00	105.00
Provision of H Bar Road Markings	80.00	80.00
Authorisation of Temporary Direction Signs (Normally for Housing Developments and Temporary Events)	130.00	135.00
Provision of Disabled Persons Parking Space (subject to meeting criteria)	No charge subject to meeting criteria	No charge subject to meeting criteria
<b>TRAFFIC SIGNALS</b>		
Supply of Information on Operation of Traffic Signals	180.00	185.00
Switching Off Traffic Signals and Bagging Overhead	380.00	385.00
Bagging over traffic signal head	60.00	65.00
Bagging over pedestrian push button / demand unit	30.00	35.00
Temporary Portable Traffic Signals (Multi Phase) (Administration Fee)	130.00	135.00

	2015/16	2016/17
<b>BUILDING ACT 1984 Section 18</b>		
Legal Charge for supplying and administering agreements (together with design checking and supervision charges as determined by the Strategic Director- Community & Resources)	205.00	210.00
<b>STREET NAMING AND NUMBERING</b>		
Up to 2 Dwellings	30.00	31.00
Between 3 and 10 dwellings	115.00	117.00
Schemes Over 10 dwellings	355.00	340.00
<b>ROAD SAFETY</b>		
Supply of Accident Data (per road/junction for up to 3 years)	125.00	130.00
Road Safety Courses	As agreed by the Strategic Director – Community & Resources	As agreed by the Strategic Director – Community & Resources
Junior Road Safety Officers Support to Each School for One Year	80.00	85.00
<b>TRAFFIC DATA</b>		
Supply of Automatic Traffic Count Data	120.00	125.00
Carry out Automatic Traffic Count (including provision of data in Excel format)	270.00	275.00
<b>CCTV MAINTENANCE</b>		
Management and Monitoring Cameras (per camera per annum) - Up to 2 Cameras	2,000.00	2,050.00
Management and Monitoring Cameras (per camera per annum) – Each Additional	1,000.00	1,025.00
Additional Charge for Monitoring Cameras on Broadband Link or Not Connected to Main Monitoring System (per camera per annum)	1,000.00	1,025.00
Maintenance of Camera (per camera per annum)	1,000.00	1,025.00
Reviewing CCTV Recording (per hour or part thereof)	120.00	125.00
Subject Access to CCTV Images (Statutory Fee) (Release of data to individual)	10.00	10.00
Subject Access to CCTV Images (Statutory Fee) (Release of data to legal representative)	50.00	50.00
Monitoring of deployable camera (up to 10Gb per month)	3,000.00	3,050.00
Installation/Removal of deployable camera (per hour)	100.00	105.00
Download data from deployable camera on site (per hour)	60.00	65.00
<b>CLOSURE OF BUS STOPS FOR ROADWORKS</b>		
Closure of Bus Stop for Roadworks (per stop)	155.00	160.00
Commissioning of Temporary Stop (per stop)	155.00	160.00
Bus Stop Closure Notice and Notice to the Public (per stop)	83.00	85.00
<b>Section 50 - Street Works Income (i) New Apparatus:</b>		
Administration Fee (non returnable)	160.00	162.00
Capitalised Fee in Lieu of Annual Charges	210.00	215.00
Inspection Charges (maximum of 3)	150.00	155.00
<b>Section 50 - Street Works Income (ii) Existing Apparatus:</b>		
Administration Fee (non returnable)	160.00	162.00
Inspection Charges (maximum of 3)	150.00	155.00

Some New Road and Street Works Charges are Statutory Fees (as indicated above) and are subject to change during 2016/17



	2015/16	2016/17
<b>Health &amp; Safety Advice to Academies</b>		
Primary and Special Needs Schools	1,200.00	1,260.00
Secondary Schools	1,500.00	1,575.00
All Through Schools	2,200.00	2,310.00
Academy Trusts	As agreed by the Strategic Director – Community & Resources	As agreed by the Strategic Director – Community & Resources
<b>Miscellaneous</b>		
Supply Photocopy of the Following:		
Building Regulation Approval or Completion Certificate and planning decision notice (max 4 pages)	27.00	29.00
Any Other Chargeable Documents	37.00	39.00
Assistance from Council Staff to Extract, Interpret or Describe this Material	27.00	29.00
A4 Aerial Photograph	As A4 Doc	As A4 Doc
Copy of tree preservation order	As A4 Doc	As A4 Doc
Copy of Consultant Report	67.00	69.00
Copy of larger format plans	13.00	15.00
Map Production:		
Admin Charge - inclusive of copying of first sheet.	12.50	14.50
A4 –per subsequent sheet.	0.55	0.65
A3 - per subsequent sheet	0.80	0.90
A2 –per subsequent sheet	1.55	1.65
A1 - per subsequent sheet	6.50	6.60
A0 - per subsequent sheet	10.50	10.60
Price per Copy (Colour)		
A4 –per subsequent sheet.	1.50	1.60
A3 - per subsequent sheet	2.00	2.10
A2 –per subsequent sheet	3.50	3.60
A1 - per subsequent sheet	12.50	12.60
A0 - per subsequent sheet	20.50	20.60
Price Per Disc - CD-R	55.00	56.00
Price Per Disc – DVD-R	65.00	70.00
Assistance from Council Staff to Extract, Interpret or Describe Material	95.00	100.00
Flat Rate to be Added for Access to OS Data	15.00	16.00
Weekly List of Planning Applications to Non-Public Authority Applicants for One Year	350.00	355.00
Provision of Non-Statutory Info. – Per Question (Estate Agents etc.)	40.00	45.00
Provision of Non-Statutory Info. – Per Question Reporting Conditions Compliance	65.00	70.00
Section 106, Town & Country Planning Act 1990: Charges to Developers for Preparation of Agreements Under Above Legislation Relating to Adoption of Open Space, Together with Supervision	Appropriate fee agreed	Appropriate fee agreed
Legal & Supervision Costs	As agreed by the Strategic Director – Community & Resources	As agreed by the Strategic Director – Community & Resources
Other Section 106 Agreements		

## BUILDING CONTROL

### Plan Charge: New Dwellings 2016/17

Number of House Types (Design)																						
Number of Dwellings		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
	1	240																				
	2	246	336																			
	3	252	342	432																		
	4	258	348	438	528																	
	5	264	354	444	534	624																
	6	270	360	450	540	630	720															
	7	276	366	456	546	636	726	816														
	8	282	372	462	552	642	732	822	912													
	9	288	378	468	558	648	738	828	918	1008												
	10	294	384	474	564	654	744	834	924	1014	1104											
	11	300	390	480	570	6660	750	840	930	1020	1100	1200										
	12	306	396	486	576	666	756	846	936	1026	1116	1206	1296									
	13	312	402	492	582	672	762	852	942	1032	1122	1212	1302	1392								
	14	318	408	498	588	678	768	858	948	1038	1128	1218	1308	1398	1488							
	15	324	414	504	594	684	774	864	954	1044	1134	1224	1314	1404	1494	1584						
	16	330	420	510	600	690	780	870	960	1050	1140	1230	1320	1410	1500	1590	1680					
	17	336	426	516	606	696	786	876	966	1056	1146	1236	1326	1416	1506	1596	1686	1776				
	18	342	432	522	612	702	792	882	972	1062	1152	1242	1332	1422	1512	1602	1692	1782	1872			
	19	348	438	528	618	708	798	888	978	1068	1158	1248	1338	1428	1518	1608	1698	1788	1878	1968		
	20	354	444	534	624	714	804	894	984	1074	1164	1254	1344	1434	1524	1614	1704	1794	1884	1974	2064	

Additional dwellings 21 and over – an additional charge of £6 per dwelling is applicable

**Site Inspection Charge: New Dwellings**

No. of Dwellings	Detached Dwelling Houses		Semi-Detached Dwelling Houses		Terraced/Town Houses or Flats	
	2015/16	2016/17	2015/16	2016/17	2015/16	2016/17
1	390	390	-	-	-	-
2	648	648	540	540	-	-
3	888	888	-	-	750	750
4	1110	1110	906	906	904	904
5	1314	1314	-	-	1040	1040
6	1500	1500	1236	1236	1158	1158
7	1668	1668	-	-	1258	1258
8	1818	1818	1530	1530	1358	1358
9	1950	1950	-	-	1458	1458
10	2064	2064	1788	1788	1558	1558
11	2178	2178	-	-	1658	1658
12	2292	2292	2010	2010	1758	1758
13	2406	2406	-	-	1858	1858
14	2520	2520	2214	2214	1958	1958
15	2634	2634	-	-	2058	2058
16	2748	2748	2418	2418	2158	2158
17	2862	2862	-	-	2258	2258
18	2976	2976	2622	2622	2358	2358
19	3090	3090	-	-	2458	2458
20	3204	3204	2826	2826	2558	2558
21 and over	Additional £114 per Dwelling	Additional £114 per Dwelling	Additional £102 per dwelling	Additional £102 per dwelling	Additional £100 per dwelling	Additional £100 per dwelling

**Building Notice Additional Charge: New Dwellings**

No. of Dwellings	2015/16	2016/17
1	130	130
2	174	174
3	204	204
4	234	234
5	264	264
6	294	294
7	324	324
8	354	354
9	384	384
10	414	414
11	444	444
12	474	474
13	504	504
14	534	534
15	564	564
16	594	594
17	624	624
18	654	654
19	684	684
20	714	714
21 and over	Additional £30per dwelling	Additional £30 per dwelling

### Domestic Extensions and Alterations

Category:	Full Plans				Building Notice Charge		Regularisation Charge	
	Plan Charge		Inspection Charge		2015/16	2016/17	2015/16	2016/17
	2015/16	2016/17	2015/16	2016/17				
<b>Extensions to Dwellings: To include: Basements, Ground Floor Single Storey, Two Storey and First Floor</b>								
1. Extension less than 10m <sup>2</sup>	150	150	180	180	375	375	510	510
2. Extension between 10m <sup>2</sup> and 40m <sup>2</sup>	150	150	300	300	495	495	660	660
3. Extension between 40m <sup>2</sup> and 100m <sup>2</sup>	150	150	450	450	645	645	810	810
<b>Loft Conversions:</b>								
4. Loft conversion no dormer	150	150	270	270	480	480	630	630
5. Loft Conversion with dormer	150	150	300	300	510	510	660	660
Detached / Attached Garages								
6. All garages less than 60m <sup>2</sup>	150	150	180	180	360	360	450	450
<b>Garage Conversions</b>								
7. Alterations to garage to form a habitable room	120	120	120	120	255	255	360	360
<b>Detached habitable building: Not a single Dwelling</b>								
8. Detached habitable building up to 100m <sup>2</sup>	150	150	425	425	620	620	780	780
<b>Other Domestic Work and Alterations</b>								
9. Structural and internal alterations with a commercial value less than £2000	150*	150*	N/A	N/A	165*	165*	225	225
10. Structural and internal alterations with a commercial value between £2001 and £5000	210*	210*	N/A	N/A	225*	225*	330	330
11. Structural and internal alterations with a commercial value between £5001 and £10000	120	120	135	135	270	270	375	375
12. Structural and internal alterations with a commercial value	135	135	180	180	330	330	450	450

between £10001 and £20000								
13. Replacement windows/doors up to 10 openings	105*	105*	N/A	N/A	105*	105*	135	135
14. Replacement windows/doors 11 or more openings	210*	210*	N/A	N/A	210*	210*	270	270
15. Installation of a heat producing appliance	195*	195*	N/A	N/A	195*	195*	240	240
16. Underpinning of existing foundations with a commercial value of less than £5000	240*	240*	N/A	N/A	240*	240*	300	300
17. Underpinning of existing foundations with a commercial value more than £5000	300*	300*	N/A	N/A	300*	300*	360	360
18. Renovation of a thermal element including existing roof, wall or floor	195*	195*	N/A	N/A	195*	195*	255	255
19. All electrical work carried out by a person not Part P registered	135*	135*	N/A	N/A	135*	135*	165	165
20. All electrical work carried out where no acceptable BS7671 test certificate is given	330*	330*	N/A	N/A	330*	330*	405	405
21. Installation of cavity wall insulation under the Competent Persons Scheme	15*	15*	N/A	N/A	15*	15*	24	24

\*This charge is the combined Plan and Inspection charges and payable at time of deposit of the application.

#### **Differential Matrix for Residential Work**

When a single application involves work to be undertaken at the same time as an extension/loft conversion to the dwelling then a reduction as per below table can be applied to the estimated cost of alteration work:

	<b>Circumstance attracting a reduction</b>	<b>Reduction in Building Control Charge shown in Schedule 2 when that work is being carried out at the same time that any work shown in Category 1 through to 5 in Schedule 2 is being undertaken</b>
1	Installation or replacement of windows and or doors in a dwelling house (under 10 units)	50% of Full Plans/Building Notice Charge dependent on which application is submitted
2	Where the work comes within the scope of Schedule 2 and the estimated cost of the building work is less than £10000	50% of Full Plans/Building Notice Charge dependent on which application is submitted

### **Building Work to Non Domestic Buildings**

	Plan Charge		Inspection Charge		Regularisation Charge	
	2015/16	2016/17	2015/16	2016/17	2015/16	2016/17
1. Replacement windows up to 10 openings	120	120	N/A	N/A	150	150
2. Replacement windows 11 or more	225	225	N/A	N/A	300	300
3. New/replacement shop front	90	90	165	165	315	315
4. Renovation of a roof, wall or floor with a commercial value of not more than £5,000	210	210	N/A	N/A	300	300
5. Renovation of a roof, wall or floor with a commercial value of between £5,001 to £10,000	120	120	120	120	315	315
6. Structural and internal alterations with a commercial value of less than £2,000	135	135	N/A	N/A	180	180
7. Structural and internal alterations with a commercial value of between £2,001 and £5,000	210	210	N/A	N/A	300	300
8. Structural and internal alterations with a commercial value of between £5,001 and £10,000	120	120	120	120	315	315
9. Structural and internal alterations with a commercial value of between £10,001 and £20,000	135	135	180	180	420	420
10. Any work not described in Items 1 to 9	Charge to be subject to project specific negotiation					

**PRE APPLICATION PLANNING FEE SCHEDULE** Charges for pre application are applied prior to planning requests being submitted to the Council. Planning application fees are set nationally.

	<b>2015/16</b>	<b>2016/17</b>
Site history requests	35.00	35.00
Advice for officer time regarding trees/listed buildings/conservation areas (per hour)	55.00	55.00
Planning Obligations administration and Management Fee (for monitoring obligations) (Does not include Legal Charge)	550.00	550.00
Discharge of conditions (Per Officer Per Hour)	55.00	55.00
Householder development – Unaccompanied Visit & Formal Response	55.00	55.00
Householder development – Meeting Request	110.00	110.00
Minor Development – Site Visit & Response <ul style="list-style-type: none"> <li>• less than 3 dwellings</li> <li>• all non-residential schemes with a floor space less than 500sqm or sites less than 0.5ha</li> <li>• adverts</li> <li>• change of use of building(s) with a floor space less than 500sqm or sites less than 0.5ha</li> <li>• single wind turbines/telecoms mast with mast height under 17m</li> </ul>	110.00	110.00
Minor Development – Meeting Request	260.00	260.00
Intermediate development – Site Visit & Response <ul style="list-style-type: none"> <li>• 3 to 9 dwellings</li> <li>• All non-residential schemes with a floor space between 500sqm and 1,000sqm or on sites between 0.5ha and 1ha</li> <li>• change of use of building(s) with a floor space between 500sqm and 1,000sqm or sites between 0.5ha and 1ha</li> <li>• other single wind turbines/telecoms mast with mast height over 17m</li> </ul>	210.00	210.00
Intermediate Development – Meeting Request	510.00	510.00
Major Development – Site Visit, Response & Meeting <ul style="list-style-type: none"> <li>• 10 to 49 dwellings</li> <li>• All non-residential schemes with a floor space between 1,000sqm and 2,000sqm or on sites between 1ha and 2ha</li> <li>• change of use of building(s) with a floor space between 1,000sqm and 2,000sqm or sites between 1ha and 2ha</li> <li>• 2 to 9 wind turbines</li> </ul>	760.00	760.00
Significant Development – Site Visit, Response & Meeting <ul style="list-style-type: none"> <li>• More than 50 dwellings</li> <li>• All non-residential schemes with a floor space over 2,000sqm or on sites over 2ha</li> <li>• change of use of building(s) with a floor space over 2,000sqm or sites over 2ha</li> <li>• more than 10 wind turbines</li> <li>• any scheme requiring an Environmental Impact Assessment</li> </ul>	1,100.00	1,100.00
Above meetings include a Planning Officer and a Highways Officer. Charge for additional officers (per hour)	60.00	60.00

<b>ADULT SOCIAL CARE</b>	<b>2015/16</b>	<b>2016/17</b>
<b>Meals in the Community</b>		
Family Placement Breakfast	1.90	1.95
Family Placement Lunch	2.35	2.40
Family Placement Tea	2.20	2.25
Meals - Delivered to People in Their Own Homes	3.35	3.40
Meals - Tea Time Pack Delivered to People in Their Own Homes	2.35	2.40
<b>Meals – Day Centre Users</b>		
Light Breakfast	1.35	1.40
Cooked Breakfast	2.05	2.10
Light Meal	1.90	1.95
Cooked Meal	3.40	3.45
<b>Visitors and Guests</b>		
Accommodation (per night)	11.75	12.00
Breakfast	2.95	3.00
Light Meal	3.80	3.90
Main Meal	5.15	5.25
<b>Maximum Charges for Community Based Care</b>		
Domiciliary Care (per hour)	11.68	11.90
Day Care (per session)	15.65	15.95
Family Placement (per session)	15.65	15.95
Dorset Gardens Support Charge (per week)	11.10	11.30
Handyperson Service (per hour)	5.50	5.60
Key Safe	33.95	34.60
Night Care Service (per week)	27.20	27.75
Transport (per journey)	1.60	2.00
Note: Transport fees are subject to the completion of a service consultation. The fee quoted for 2016/17 is the proposed charge.		
<b>Charges Community Based Services</b>		
Pitch Charges (weekly) - Riverview Gypsy Site - 21 pitches @	55.95	55.95
Pitch Charges (weekly) - Riverview Gypsy Site - 1 pitch @	65.30	66.00
Water & Sewerage (weekly) - Riverview Gypsy Site	11.60	13.36
Pitch Charges (daily) - Travellers Site	12.40	12.65
<b>Charges to Other Local Authorities</b>		
Older People in Residential Intermediate Care (per week)	641.80	654.65
Adults in Supported Accommodation (per week)	556.70	567.85
Day Care - Older People (per session)	44.90	45.80
Day Care - Adults with Learning Disability (per session)	65.95	67.25
Day Care - Adults with Physical/Sensory Disability (per session)	92.40	94.25
<b>Appointee/Receivership Charges</b>		
	100% of Interest	100% of Interest
For Council to Act as DWP Benefits Appointee	earned	earned
Securing Property	105.00	110.00
Continuous Monitoring of Property (when property holder is unable - cost per hour)	26.00	27.50
Storage of Wills (annual cost)	25.00	25.00
Property Searches, Meter Readings etc (cost per hour)	26.00	27.50
Appointeeship Service* (per week)		
*The weekly charge no longer applies to Deputyship cases.	6.00	7.00
Duchy of Lancaster Referrals (where people have died intestate)	Actual cost	Actual cost
Applications to the Court of Protection	Actual cost	Actual cost
Funeral Arrangements	275.00	300.00
Same day payment of personal allowances	5.00	5.00



<b>Community Wardens/Lifeline Charges</b>	<b>2015/16</b>	<b>2016/17</b>
<b>Single Occupancy – per person charge</b>		
Level 1 Call centre monitoring plus community warden reactive response. (Assessment and support plan, review within the first 6 weeks and then 6 monthly, unless further review is indicated.)	5.90	6.02
Level 2 Call centre monitoring plus reactive callout. Community warden visits up to two weekly, according to assessed need and support planning.	7.10	7.24
Level 3 Call centre monitoring plus reactive call out. Community warden daily visits according to assessed need and support planning. Assistive technology is provided according to assessed need.	9.45	9.64
<b>Dual Occupancy – per person charge</b>		
Level 1	4.85	4.95
Level 2	5.65	5.76
Level 3	7.85	8.01
<b>Multiple Occupancy (3 people all receiving service) per person charge</b>		
Level 1	4.55	4.64
Level 2	5.10	5.20
Level 3	6.60	6.73
<b>Multiple Occupancy (4 people all receiving service) per person charge</b>		
Level 1	4.40	4.49
Level 2	4.80	4.90
Level 3	5.90	6.02
<b>Payments for Adult Family Placements</b>		
Family Placement (per week)	404.10	412.20
Family Placement (per 6 hour session) 1 person	34.70	35.40
Family Placement (per 3 hour session) 1 person	17.35	17.70
Family Placement (per 6 hour session) 2 people	57.70	58.85
Family Placement (per 3 hour session) 2 people	28.85	29.45
Family Placement (per 6 hour session) 3 people	69.20	70.60
Family Placement (per 3 hour session) 3 people	34.60	35.30
Family Placement (night care per night)	57.75	58.90
<b>OPEN SPACES</b>		
<b>Allotments</b>		
Allotment Plot	0.43p m <sup>2</sup>	0.44p m <sup>2</sup>
New Tenant Admin Fee (includes £20 refundable cost of key)	41.00	41.00
<b>Cemeteries and Crematorium Charges</b>		
<b>Purchase of Exclusive Right of Burial (50 year lease):</b>		
Three interments	867.00	885.00
One or two interments	775.00	790.00
Cremated remains grave	459.00	470.00
Extension of lease for further 50 years after initial purchase		
Three Interments	867.00	885.00
One or two interments	775.00	790.00
Cremated remains grave	459.00	470.00
<i>Price includes fee for concrete beam for installation of memorial</i>		

<b>Interment Fees (Mon to Thurs 10am to 3pm and Fri 10am to 2pm):</b>	<b>2015/16</b>	<b>2016/17</b>
1 interment - adult	688.00	700.00
2 interments - adult	800.00	820.00
3 interments - adult	908.00	925.00
1 interment – child (1 year-16 years)	306.00	315.00
2 interments – child (1 year-16 years)	336.00	345.00
3 interments - child (1 year-16 years)	418.00	425.00
Stillborn child or child not exceeding 12 months	Nil	Nil
Burial of cremated remains (Mon-Fri)	173.00	177.00
Burial of two cremated caskets at same time or double cremated remains casket (Mon-Fri)	260.00	265.00
Burial of two cremated remains casket/double casket at the same time – non-resident		530.00
Additional fee outside of core times ( <i>Monday to Thursday 10.00 a.m. – 3.00 pm, Friday – 10.00 a.m. to 2.00 pm</i> ).	122.00	125.00
Saturday morning additional fee (full burials)	+50% of interment fee	+50% of interment fee
Non-resident charge for above	+ 100%	+100%
Indemnity fee	76.50	80.00
Use of Crematorium Chapel for funeral service	102.00	105.00
Transfer of Ownership of Exclusive Right of Burial	76.50	80.00
Replacement Grave Deed		50.00
Grave search – up to 10 names	31.00	35.00
<b>Memorials:</b>		
New Headstone	170.00	177.00
Additional Inscription	35.00	38.00
Vase/tablet/book – not exceeding 12” x 12” x 12”	45.00	48.00
Vase/tablet/book – up to 18” x 12” x 12”	65.00	68.00
Vase/tablet/book – over 18” up to 30” x 12” x 12”	80.00	84.00
Registration of BRAMM registered masons	Nil	Nil
Inscription to Baby Headstone in Baby Garden	61.00	63.00
<b>Memorial Benches (10 year lease)</b>		
5ft hardwood bench, with engraved plaque	724.00	740.00
Renewal of 10 year lease (new bench/plaque)	592.00	604.00
Granite bench – Four Seasons Garden only	1316.00	1345.00
Renewal of 10 year lease (existing bench)	535.00	545.00
<b>Crematorium Charges (Mon to Thurs 9am to 3.30pm and Fri 9am to 2pm):</b>		
Cremation charge – adult	637.00	650.00
Cremation charge – child (1 year-16 years)	306.00	315.00
Cremation charge – child under 1 year	66.00	70.00
Cremation charge – after anatomical examination	342.00	350.00
Saturday morning – additional charge	+ 50%	+50%
Scattering of remains (cremation at Widnes Crematorium) – Monday to Friday	56.00	58.00
Scattering of remains (no attendance) when cremation has taken place at another crematorium - Monday to Friday	97.00	100.00
Casket – wooden	66.00	68.00
Aluminium	41.00	42.00
Small wooden (child)	31.00	32.00
Token box	20.50	21.00
Storage of cremated remains after one calendar month from date of cremation	66.00	68.00
Postage of cremated remains (by secure carrier)	By Request	By Request
Certified Extract from the Cremation Register	46.00	47.00
<b>Miscellaneous Charges</b>		
Civil Funeral Celebrant	199.00	200.00
Reprinting of Invoice Schedule	-	25.00

	2015/16	2016/17
<b>Plaques (10 year lease)</b>		
Bronze plaque	245.00	250.00
Renewal for further 10 years	112.00	115.00
Granite plaque on Planter – Four Seasons/ Runcorn Cemetery Sundial	382.00	390.00
Renewal for further 10 years	158.00	160.00
<b>Book of Remembrance -</b>		
2 line entry	93.00	95.00
3 line entry	120.00	122.00
4 line entry	148.00	150.00
5 line entry	175.00	178.00
6 line entry	203.00	207.00
7 line entry	230.00	235.00
8 line entry	258.00	263.00
Flower designs	80.00	82.00
Other designs	90.00	92.00
Extra line to existing entry	46.00	48.00
<b>Slate Tablets</b>		
Slate Tablets per letter	4.10	4.50
<b>Memorial Cards -</b>		
2 line entry	38.00	40.00
3 line entry	50.00	52.00
4 line entry	62.00	64.00
5 line entry	74.00	76.00
6 line entry	87.00	89.00
7 line entry	99.00	101.00
8 line entry	111.00	113.00
Flower designs	80.00	82.00
Other designs	90.00	92.00
<b>Sanctum Vaults:</b>		
10 year lease (includes wooden casket)	586.00	600.00
Renewal for further 10 years	265.00	270.00
20 year lease (includes wooden casket)	790.00	805.00
Renewal for further 20 years	372.00	380.00
(included first placing of remains)		
Monday to Friday (not available Saturday)		
Placing 2nd casket of remains – Monday to Friday only	61.00	63.00
Opening vault on request	-	30.00
<b>Design and Lettering (prices exclusive of VAT)</b>		
Lettering (per letter)	3.90	4.00
Small design	76.50	78.00
Large design	97.00	99.00
Photo tile (portrait – 1 person)	138.00	140.00
Photo tile (landscape – 2 persons)	178.50	182.00
<b>Outdoor Facility Charges</b>		
<b>Summer Games:</b>		
Adult Bowling Green Card (Annual)	25.00	25.00
Couples Bowling Green Card (Annual) (in same household)	25.00	40.00
Junior Bowling Green Card (Annual)	12.50	12.50
Summer Rugby Adult	530.00	540.00
Summer Rugby Juniors - #	312.00	320.00
<b>Winter Games:</b>		
Adult B/B Pitch Hire (Alternate weeks)	530.00	540.00
Adult Casual Hire	135.00	135.00
Junior B/B Pitch Hire (Alternate weeks)	312.00	320.00
Mini Soccer B/B Hire	234.00	240.00
Junior Casual Hire	67.00	67.00
Adult Baseball Field (Annual)	1600.00	1600.00
Junior Baseball Field (Annual)	800.00	800.00

	2015/16	2016/17
<b>Event Equipment Hire (per day)</b>		
Radios x 12	360.00	400.00
Bandstand Hire (by written request only)	200.00	200.00
SJB Bridge Zip Wire Hire (1 hire day per year)	1224.00	1,500.00
<b>Land Hire – Victoria Park</b>		
Non Trading Day (per day)	105.00	115.00
Trading Day	260.00	275.00
FAIRGROUND Land Hire Bond (Refundable)	1,500.00	1,500.00
CIRCUS Land Hire Bond (Refundable)	2,500.00	2,500.00
CIRCUS Booking Non Refundable Deposit	500.00	500.00
<b>Land Hire – Spike Island</b>		
Non Trading Day (per day)	155.00	170.00
Trading Day	335.00	350.00
FAIRGROUND Land Hire Bond (Refundable)	1,500.00	1,500.00
CIRCUS Land Hire Bond (Refundable)	2,500.00	2,500.00
CIRCUS Booking Non Refundable Deposit	500.00	500.00
<b>Land Hire – Runcorn Town Hall</b>		
Non Trading Day (per day)	155.00	185.00
Trading Day	335.00	400.00
FAIRGROUND Land Hire Bond (Refundable)	1,500.00	1,500.00
CIRCUS Land Hire Bond (Refundable)	2,500.00	2,500.00
CIRCUS Booking Non Refundable Deposit	500.00	500.00
<b>Land Hire – Heath Park</b>		
Non Trading Day (per day)	155.00	185.00
Trading Day	335.00	400.00
FAIRGROUND Land Hire Bond (Refundable)	1,500.00	1,500.00
CIRCUS Land Hire Bond (Refundable)	2,500.00	2,500.00
CIRCUS Booking Non Refundable Deposit	500.00	500.00
<b>ENVIRONMENTAL HEALTH SERVICES</b>		
<b>Environmental Information</b>		
<b>Basis for Charging - where information exists in format requested:</b>		
Admin Charge - inclusive of copying of first sheet.	11.04	11.26
A4 –per subsequent sheet.	0.49	0.50
A3 - per subsequent sheet	0.74	0.76
A2 –per subsequent sheet	1.52	1.55
A1 - per subsequent sheet	6.23	6.36
<b>Basis for Charging - where assistance required from Council staff to extract, interpret, or describe material (hourly rates – minimum half hour):</b>		
Manager	114.74	117.03
Professional Staff	96.34	98.27
Admin. Support	57.91	59.06
Typing Fees (hourly rate)	53.04	54.10
Postage	At cost	At cost
<b>Environmental Protection Act</b>		
List of authorised part “B” Processes	41.62	41.62
List of authorised part “A” Processes	42.66	42.66
Copy of Application for Authorisation from file (per document)	26.01	26.01
Supply hardcopy air quality review and assessment to commercial undertakings	26.01	26.01
Assistance from Council Staff to extract, Interpret or describe above material	28.09	28.09
One months data from pollution monitoring station	353.74	353.74
Three months data from pollution monitoring station	964.45	964.45

	2015/16	2016/17
Six months data from pollution monitoring station	1,380.61	1380.61
Supplying a copy of consultant's report	42.66	42.66
<b>Condemned Food Certificates</b>		
Disposal of condemned food following statutory or voluntary process	At cost	At cost
<b>Certification of Food Products for Export</b>		
Certificates requiring signature	61.70	62.93
Other documents requiring stamp	20.40	20.81
<b>Kennelling of Dogs</b>		
Reclaiming of Stray Dogs	On Application*	On Application*
Collection of Dogs from repossessed premises	77.51	77.51
Transportation of non-seized animals i.e. dogs/cats to kennels or other premises	77.51	77.51
*As agreed with Strategic Director of Policy and Resources or Director of Public Health		
<b>EPA Authorisation</b>		
Application	Statutory fee	Statutory fee
Renewal	Statutory fee	Statutory fee
<b>Disclosure of Information (plus photocopying charge 50p per sheet)</b>		
Information obtained under the Health and Safety at Work Act 1974 etc.	136.92	139.66
Voluntary Disclosure of Information	115.28	117.59
<b>Acupuncture, Tattooing, Ear Piercing and Electrolysis Establishments</b>		
Registration fee	106.08	108.20
Additional Individual Operator Registration	33.56	34.23
Border Agency Accommodation Inspections	72.25	72.25
Return of Seized Sound Equipment (Noise Act 1996)	127.50	127.50
Licence for Houses in Multiple Occupation	307.02	313.16
Petroleum Consolidation Regulations 2014 Certificate and Licensing (NEW for 2015/16)	Statutory Fee	Statutory Fee
<b>Pest Control Charges</b>		
Commercial Charge for all pests (per hour, minimum 1 hour)	75.00	75.00
<b>School Charge: currently all schools are charged the commercial rate for all pests, the proposed charges are as follows:</b>		
Ants	53.04	53.04
Fleas	53.04	53.04
Wasps	53.04	53.04
Cockroaches	30.60	53.04
Mice	30.60	53.04
Rats	30.60	53.04
<b>Domestic Charges - #:</b>		
Ants	53.04	53.04
Fleas	53.04	53.04
Wasps	47.94	47.94
Bedbugs	30.60	30.60
Cockroaches	30.60	30.60
Mice	30.60	30.60
Rats	Free	Free
Note - # - Currently £10.00 refunded if we are unable to treat. The proposal is to introduce a £10.00 call out fee with the remainder of the fee being refunded if we are unable to treat.		

**Regulatory Enforcement and Sanctions Act**

Primary Authority is a statutory scheme, established by the Regulatory Enforcement and Sanctions Act 2008) and was extended by the Enterprise and Regulatory Reform Act 2013. It allows businesses who trade in more than one local authority area to form a legally recognised partnership with a single local authority in relation to regulatory compliance. This local authority is then known as its 'primary authority'. This ensures the business receives consistent advice on compliance wherever they trade. A Primary authority can direct the enforcement activity of regulators to ensure the application of regulation is consistent whilst consumers, workers and the environment are protected. There is provision within the system for Local Authorities to charge for consultancy and advice to Primary Authority Businesses. This charge can only recover the costs reasonably incurred in providing the service. The provision to charge businesses needs to be balanced with the local authority's role to promote economic growth by supporting businesses and providing advice and guidance. This is particularly important for small and medium sized enterprises who may not have access to alternative sources of regulatory advice. Therefore the first 10 hours of advice to all businesses will be free. Additional consultancy to primary authority businesses will be charged at an hourly rate of £55.14.

The first 10 hours of advice in a financial year to all businesses	Free	Free
Hourly rate for additional consultancy to primary authority businesses	54.06	55.14

**Trading Standards Services****Fireworks**

## Type of Application

One year licence to store explosives where, by virtue of regulation 27 of, and schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	178.00	178.00
Two year licence to store explosives where, by virtue of regulation 27 of, and schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	234.00	234.00
Three year licence to store explosives where, by virtue of regulation 27 of, and schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	292.00	292.00
Four year licence to store explosives where, by virtue of regulation 27 of, and schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	360.00	360.00
Five year licence to store explosives where, by virtue of regulation 27 of, and schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	407.00	407.00
One year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	83.00	83.00
Two year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	141.00	141.00
Three year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	198.00	198.00
Four year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	256.00	256.00
Five year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	313.00	313.00
One year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	105.00	105.00

	2015/16	2016/17
Two year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	136.00	136.00
Three year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	166.00	166.00
Four year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	198.00	198.00
Five year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	229.00	229.00
One year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	52.00	52.00
Two year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	83.00	83.00
Three year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	115.00	115.00
Four year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	146.00	146.00
Five year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	178.00	178.00
Varying the name of licensee or address of site. Statutory fee.	35.00	35.00
Any other kind of variation.	Reasonable cost to the licensing authority of having the work carried out	Reasonable cost to the licensing authority of having the work carried out
Transfer of licence. Statutory fee.	35.00	35.00
Replacement of licence. Statutory fee.	35.00	35.00
Weights and Measures charged per office hour	58.56	59.60
Feeding stuffs – Manufacturing (statutory fee)	451.00	451.00
Feeding stuffs – Placing on the Market (statutory fee)	226.00	226.00
<b>PUBLIC HEALTH</b>		
Health Improvement Team – exercise session charge	2.00	2.50
<b>COMMUNITY CENTRES</b>		
<b>Activities</b>		
Badminton (Juniors)	8.75	8.90
Badminton (Adults)	10.75	11.00
Climbing Wall (Adults – per hourly session)	2.50	2.60
Climbing Wall (Juniors – per hourly session)	1.00	1.00
Climbing Wall (Hire per hour inc. instructor)	35.00	35.75
<b>Community Groups:</b>		
Room Hire – Hall (per hour)	8.20	8.40
Room Hire – Small Room (per hour)	3.20	3.30
Room Hire – Medium Room (per hour)	4.70	4.80
Room Hire – Large Room (per hour)	5.30	5.40
<b>Private Groups:</b>		
Room Hire – Hall (per hour)	10.30	10.50
Room Hire – Small Room (per hour)	4.10	4.20
Room Hire – Medium Room (per hour)	5.70	5.80
Room Hire – Large Room (per hour)	6.40	6.50
<b>Commercial Groups:</b>		
Room Hire – Hall (per hour)	12.40	12.65
Room Hire – Small Room (per hour)	5.40	5.50
Room Hire – Medium Room (per hour)	7.00	7.20
Room Hire – Large Room (per hour)	7.50	7.70
Weekend Room Hire	Relevant room hire charge +50%	Relevant room hire charge +50%

	2015/16	2016/17
Performing Rights (of total charge)	5%	5%
Sportshall at Upton Community Centre (Adults)	31.75	32.50
Sportshall at Upton Community Centre (Juniors)	25.50	26.00
<b>LEISURE SERVICES</b>		
Halton Leisure Card	4.00	4.00
<b>Swimming</b>		
Adult	3.50	3.60
Junior	2.00	2.10
Halton Leisure Card (HLC)	2.20	2.20
Under 8s admission policy applies	Free	Free
Junior Lessons(10 lessons)	41.00	42.25
Senior Lessons(10 lessons)	42.50	43.75
Aqua Classes	4.90	5.00
<b>Sportshall</b>		
Adult	3.80	3.90
Junior	1.90	1.95
HLC	2.25	2.30
<b>Sportshall Block Bookings</b>		
Half Hall BB Hire	48.00	48.00
Adult admit fee	2.20	2.20
Junior admit fee	1.15	1.15
HLC admit fee	1.35	1.35
Squash (40 min)	3.60	3.70
Junior Squash	1.80	1.85
Casual Gym/Aerobics	5.00	5.00
Junior Fitness	2.50	2.50
Health Suite	6.00	6.00
Creche per hour.	1.70	1.80
Table Tennis	2.50	2.50
Junior Table Tennis	1.25	1.25
<b>Spectator</b>		
Adult	0.50	0.50
Junior	0.25	0.25
HLC	0.25	0.25
Shower	1.00	1.00
<b>Special Events – Kingsway Leisure Centre</b>		
Half Hall Booking	42.00	43.00
Full Hall Booking	84.00	86.00
Gymnasium	33.00	34.00
Creche	26.00	26.80
Swimming Pool	60.00	60.00
Small Pool	45.00	45.00
Studio 1& 2	32.00	28.00
<b>Special Events - Runcorn Swimming Pool</b>	50.00	50.00
<b>Special Events - Brookvale Recreation Centre</b>		
Swimming Pool	55.50	55.50
Sportshall Adult	66.50	66.50
Sportshall Junior	38.00	38.00
Half Hall Booking - Adult	36.00	37.00
Half Hall booking - Junior	21.00	22.00
Gymnasium - Adult	30.50	31.00
Gymnasium - Junior	20.50	21.00
Studio	26.00	26.50



	2015/16	2016/17
<b>ATP</b>		
Adult Casual	39.00	39.75
Junior Casual	19.50	19.85
Block Booking – Adult	34.50	35.20
Block Booking – Junior	17.25	17.60
Hockey Match - Adult	48.00	48.00
<b>LIBRARY SERVICES</b>		
<b>Loan Charges</b>		
Talking Books (3 weeks)	1.30	1.30
Talking Books - Leisure Card Holders (3 weeks)	0.80	0.80
DVDs Children's collection for 1 week	1.40	1.40
Learning for Life Collection – Non book Items (3 weeks)	1.30	1.30
Learning for Life Collection – Non book Items – Leisure Card Holders	Free	Free
<b>Fines on Overdue Items</b>		
<b>Books, Talking Books, CDs, and Learning for Life Collection:</b>		
Adult's Tickets (£2.00 maximum fine) (per day)	0.15	0.15
Children's Tickets	No charge	No charge
Young Person's Tickets	No charge	No charge
Leisure Card Holder (£2.00 maximum fine) (per day)	0.05	0.05
DVDs	0.55	0.55
DVDs – Leisure Card Holders (£8.00 maximum fine) (per day)	0.25	0.25
Additional Administrative Charge for Overdue Reminders	0.30	0.30
<b>Reservation Fees</b>		
Items in Stock	Free	Free
Items Bought Into Stock	2.50	2.50
Items Bought Into Stock – Leisure Card Holders	1.50	1.50
Items Obtained From Other Libraries or British Library	9.00	10.00
Items Obtained From Other Libraries or British Library – Leisure Card Holders	6.00	7.00
<b>Personal Computer Bookings</b>		
Printing (per page) – Black and White	0.15	0.15
Printing (per page) – Colour	0.25	0.25
Printing (per page) – Black and White – Leisure Card Holders	0.10	0.10
Printing (per page) – Colour – Leisure Card Holders	0.15	0.15
<b>Photocopies</b>		
A4 (per sheet)	0.15	0.15
A3 (per sheet)	0.25	0.25
<b>Fax</b>		
Per Sheet Received	0.50	0.50
To UK – First Sheet	1.00	1.00
To UK – Subsequent Sheets	0.25	0.25
To Europe – First Sheet	2.00	2.00
To Europe – Subsequent Sheets	0.50	0.50
To Outside Europe – First Sheet	3.00	3.00
To Outside Europe – Subsequent Sheets	1.00	1.00
<b>Lost Tickets</b>		
Adults	1.80	2.00
Children and Leisure Card Holders	0.90	1.00
<b>Room Hire</b>		
Community Groups – Meeting Room 2 (per hour)	9.50	10.00
Community Groups – Meeting Room 3 (per hour)	9.50	10.00

	2015/16	2016/17
Community Groups – Meeting Room 2 & 3 (per hour)	18.00	20.00
Community Groups – Meeting Room 4 (per hour)	5.00	6.00
Community Groups – Meeting Room 5 – ICT Suite (per hour)	9.50	10.50
Community Groups – Meeting Room 6 (per hour)	7.50	8.50
Community Groups – Meeting Room 7 (per hour)	6.00	7.00
Community Groups - Meeting Room - Runcorn (per hour)	7.00	8.00
Standard Rate Meeting Room 2 (per hour)	11.00	12.00
Standard Rate Meeting Room 3 (per hour)	11.00	12.00
Standard Rate Meeting Room 2 & 3 (per hour)	22.00	24.00
Standard Rate Meeting Room 4 (per hour)	6.00	7.00
Standard Rate Meeting Room 5 – ICT Suite (per hour)	11.00	12.00
Standard Rate Meeting Room 6 (per hour)	9.00	10.00
Standard Rate Meeting Room 7 (per hour)	7.00	8.00
Standard Rate Meeting Room - Runcorn (per hour)	9.00	10.00
<b>Kingsway Learning Centre</b>		
Meeting Room 13 Community Rate	13.50	13.80
Other Meeting Rooms Community Rate	7.50	7.70
Meeting Room 13 Council Standard Rate	16.50	16.80
Other Meeting Rooms Council Standard Rate	9.00	9.20
Block Bookings Discount (10 or more)	10%	10%
Private Groups (in addition to above charges)	+ 25%	+ 25%
Commercial Groups (in addition to above charges)	+ 50%	+ 50%
<b>WASTE MANAGEMENT</b>		
Charge for a new or replacement wheeled bin	26.50	27.00
Charge for the collection of bulky household items	21.50	22.00
Charges for the collection of commercial waste	5.60	5.70
Additional items each (maximum of 10 items per collection)		
Charge for collection of garden waste (paid HDL)	30.00	30.00
Charge for collection of garden waste (paid online)	25.00	25.00
Charge for the collection of commercial waste	Variable charges dependent upon size of containers and frequency of collection	Increase of 2% on 2015/16 charges
<b>STADIUM</b>		
<b>Room Hire</b>		
Bridge Suite	410.00	410.00
Karalius Suite	205.00	205.00
Single Box	55.00	55.00
Double Box	125.00	125.00
Triple Box	180.00	180.00
<b>Pitch Hire</b>		
7-Aside - Peak	75.00	75.00
7-Aside - Off Peak	55.00	55.00
5-Aside - Peak	45.00	45.00
5-Aside - Off Peak	40.00	40.00
<b>CRMZ YOUTH CENTRE (Commercial)</b>		
Room Hire – Art Studio (per hour)	10.00	10.00
Room Hire – Chill Out Room (per hour)	10.00	13.00
Room Hire – IT Suite (per hour)	10.00	13.00
Room Hire – Common Room (per hour)	15.00	19.50
Room Hire – Kitchen (per hour)	15.00	19.50
Room Hire – Main Hall (per hour)	20.00	26.00
Room Hire – Recording Studio (per hour)	15.00	19.50
Room Hire – Media Room (per hour)	10.00	13.00
Room Hire – Medical Suite (per hour)	10.00	13.00

	2015/16	2016/17
Room Hire – Meeting Room (per hour)	10.00	13.00
Room Hire – New Build Reception (per hour)	10.00	13.00
Room Hire – Sensory Room (per hour)	10.00	13.00

#### **CRMZ YOUTH CENTRE (Community / Youth)**

Room Hire – Art Studio (per hour)	10.00	7.00
Room Hire – Chill Out Room (per hour)	10.00	10.00
Room Hire – IT Suite (per hour)	10.00	10.00
Room Hire – Common Room (per hour)	15.00	15.00
Room Hire – Kitchen (per hour)	15.00	15.00
Room Hire – Main Hall (per hour)	20.00	20.00
Room Hire – Recording Studio (per hour)	15.00	10.00
Room Hire – Media Room (per hour)	10.00	7.00
Room Hire – Medical Suite (per hour)	10.00	7.00
Room Hire – Meeting Room (per hour)	10.00	7.00
Room Hire – New Build Reception (per hour)	10.00	7.00
Room Hire – Sensory Room (per hour)	10.00	7.00

#### **PROPERTY SERVICES**

Industrial Estate Service Charges	Based on actual costs for the preceding year with uplift for inflation	Based on actual costs for the preceding year with uplift for inflation
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#### **ADULT LEARNING CLASSES**

Maths	Free	-
English	Free	-
HEP Employability Skills	Free	-
Employability Skills	Free	-
Family Learning	Free	-
Children's Centre Courses	Free	-
5 Week Courses	£30	-
11 Week Courses	£60	-
12-22 Week Courses	£120	-
23-33 Week Courses	£180	-
Registration Fee for Accredited Courses (payable in addition to course fee)	£30	-

**Note – Above Fees are based on academic year, charges for 2016/17 will be set July/August 2016**

**Note – There is fee remission entitlement of various percentages for those on benefit and tax credits**

<b>THE BRINDLEY (2016/17 &amp; 2017/18)</b>	<b>2016/17</b>	<b>APPENDIX B 2017/18</b>
<b>The Theatre</b>		
<b>Commercial Hirers (1 performance or up to 8 hours):</b>		
Monday to Thursday	1,225.00	1,250.00
Friday and Saturday	1,375.00	1,400.00
Sunday and Bank Holidays	1,425.00	1,450.00
<b>Community Hirers (1 performance or up to 8 hours):</b>		
Monday to Thursday	765.00	765.00
Friday and Saturday	865.00	865.00
Sunday and Bank Holidays	965.00	965.00
Rehearsal Performance per 4 Hours (Monday to Thursday)	370.00	370.00
<b>The Studio</b>		
<b>Per 8 hour performance with technical support:</b>		
Monday to Thursday	360.00	370.00
Friday, Saturday and Sunday	410.00	420.00
<b>Per 4 hour rehearsal with technical support:</b>		
Monday to Thursday	210.00	215.00
Friday, Saturday and Sunday	260.00	265.00
<b>Per 4 hours dressing room facility:</b>		
Monday to Thursday	160.00	170.00
Friday, Saturday and Sunday	160.00	170.00
<b>Per 8 hours dressing room facility:</b>		
Monday to Thursday	260.00	270.00
Friday, Saturday and Sunday	260.00	270.00
<b>Per 12 hour dressing room facility:</b>		
Monday to Thursday	360.00	370.00
Friday, Saturday and Sunday	360.00	370.00
<b>Per 4 hour digital film screening:</b>		
Monday to Thursday	310.00	320.00
Friday, Saturday and Sunday	360.00	370.00
<b>Workshops (room only):</b>		
Monday to Thursday (10am – 5pm) per hour	25.00	30.00
Technical Support	POA	POA
<b>Education Room Hire</b>		
Monday to Saturday (hourly rate)	25.00	25.00
Monday to Saturday (day rate)	75.00	80.00
Technical Support	POA	POA
<b>Additional Charges</b>		
Inclusion within the Brindley season Brochure	150.00	160.00
Inclusion in the Brindley's Monthly Newspaper	75.00	80.00
Brindley to manage ticket sales (per ticket)	0.50	0.50
Programme/Merchandise sales by hire company	50.00	50.00
Programme/Merchandise sales by Brindley staff	20%	20%
Advert of Gallery Bridge 2 sides (Jan – Sept) pcm	100.00	100.00
Advert right hand entrance glass (Jan – Sept) pcm	150.00	150.00
Venue TV's Slide Show Advertisement (4 weeks)	N/A	100.00
Additional technicians (per hour)	15.00	16.00
Pre rig (sound, lighting or stage) (Monday to Friday)	335.00	345.00
Pre rig (sound, lighting or stage) (Saturday, Sunday or Bank Holidays)	380.00	390.00
Use of the orchestra pit	150.00	160.00
Smoke Machine (day)	20.00	23.00

	<b>2016/17</b>	<b>2017/18</b>
Smoke Machine (week)	60.00	70.00
Haze Machine (day)	20.00	23.00
Haze Machine (week)	60.00	70.00
Strobe Lights (day)	20.00	23.00
Strobe Lights (week)	60.00	70.00
Radio Mics (each)	30.00	32.00
Radio Mics (weekly)	90.00	95.00
Music Stand and Light (day)	5.00	5.00
Music Stand and Light (week)	15.00	15.00
Theatre Projector (day)	120.00	125.00
Theatre Projector (week)	350.00	375.00
Studio Projector and Screen (day)	60.00	65.00
Studio Projector and Screen (week)	180.00	195.00
Media Package – Projector and DVD Player (day)	50.00	55.00
Media Package – Projector and DVD Player (week)	150.00	165.00
Harlequin Dance Floor (day)	65.00	70.00
Harlequin Dance Floor (week)	195.00	200.00
Star Cloth (day)	90.00	95.00
Star Cloth (week)	270.00	285.00
Gauze (day)	40.00	45.00
Gauze (week)	100.00	105.00
Pyrotechnics (day)	POA	POA
Pyrotechnics (week)	POA	POA
Steinway Grand Piano – (Theatre only) (day)	120.00	125.00
Steinway Grand Piano – (Theatre only) (week)	360.00	375.00
Steinway Grand Piano tune (Theatre only) (weekday)	120.00	130.00
Steinway Grand Piano tune (Theatre only) (weekend)	150.00	160.00
Post show bar (waived if bar sales over £150)	50.00	60.00
Corkage Per Bottle (Wine)	10.00	10.00
Corkage Per Bottle (Champagne)	20.00	20.00
Café Facility Per Hour (outside of normal opening hours – waived if sales exceed £30.00 per hour)	30.00	40.00

	<b>2016/17</b>	<b>Appendix C 2017/18</b>
<b>REGISTRARS (2016/17 &amp; 2017/18)</b>		
Boston Suite and Lounge		
Monday to Thursday	180.00	200.00
Friday	210.00	230.00
Saturday	250.00	270.00
Sunday (11am to 1pm)	315.00	340.00
Bank Holiday	415.00	440.00
<b>Civic Suite, Runcorn Town Hall</b>		
Monday to Thursday	280.00	300.00
Friday	290.00	310.00
Saturday	320.00	340.00
Sunday (11am to 1pm)	360.00	380.00
Bank Holiday	460.00	480.00
<b>Leiria or Members Room, Runcorn Town Hall</b>		
Monday to Thursday	250.00	270.00
Friday	260.00	280.00
Saturday	285.00	300.00
Sunday (11am to 1pm)	330.00	350.00
Bank Holiday	430.00	450.00
<b>Council Chamber Runcorn Town Hall and Approved Premises</b>		
Monday to Thursday	350.00	370.00
Friday	375.00	390.00
Saturday	425.00	450.00
Sunday	495.00	520.00
Bank Holidays	600.00	620.00