

REPORT TO: Executive Board

DATE: 14 March 2019

REPORTING OFFICER: Strategic Director – Enterprise, 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, B and C. This report presents the proposed fees and charges for 2019/20 for services provided by both of the Council's Directorates.

2.0 RECOMMENDATION: That the proposed fees and charges for 2019/20 as set out in Appendix A and for 2020/21 as set out in Appendices B and C, 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 2019/20.

3.2 The general aim in setting fees and charges is to ensure the Council fully recovers the cost incurred in providing a service. In a number of cases this is achieved by breaking down the cost of providing a service on a unit basis but given the volume of services the Council provides isn't feasible on a case by case basis. Estimated costs will be reviewed at individual service level and budgeted income targets set to ensure the Council fully recovers the cost of providing that service.

3.3 Recovering the full cost of services through the year is also dependent on a number of other factors outside the agreed charge, including:

- Demand – will change year on year and could be determined by a number of drivers such as weather, economy, regional and national events, demographics etc...
- Competition – There are a number of services the Council provides for which there is a strong competitive market. Costs within the private sector are generally lower than in the public sector, for example employee terms and conditions.
- Statutory Element – Some charges are outside control of the Council with there being no discretion to what can be charged.

- 3.4 The setting of fees and charges is an annual exercise and where the Council has been successful in recovering costs, generally charges for the new financial year have been set by the inflation level highlighted in the Medium Term Financial Strategy, at 2%. As mentioned there will be reasons why the Council will have amended charges at a different rate to this, supporting reasons for any significant increases or decreases to charges have been provided within the schedules.
- 3.5 All proposed charges are exclusive of VAT. Where applicable, VAT will be added to the charges set out in the appendices.
- 3.6 Members have previously approved the 2020/21 charges for Halton Registration Service on 20 September 2018. For completeness the charges are included within this report
- 3.7 As part of the in-year budget monitoring process, actual income from fees and charges will be regularly reviewed against budgeted income. Supporting narrative will be provided within monitoring reports to highlight areas where the Council has not fully recovered the cost of providing a service.
- 3.8 The schedule in the appendices includes guidance on the charge being a discretionary or statutory fee. Statutory fees may result in changes throughout the year and therefore the relevant fees will be amended accordingly.

4.0 POLICY IMPLICATIONS

- 4.1 The effects of the proposed changes have been incorporated where possible into budgets for 2019/20. As per the Medium Term Financial Strategy budgeted income for 2019/20 has been increased by 2%, except where additional increases have been proposed as saving items, statutory fee increases apply or where income targets have been reduced to reflect the actual recovery rate. Individual fees and charges have been reviewed and increases proposed by Service Managers which also reflect the particular circumstances of each area.

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 Medium Term Financial Strategy. 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.

ENVIRONMENTAL INFORMATION

	2018/19	2019/20	Statutory / Discretionary
REQUESTS FOR INFORMATION REGARDING POTENTIALLY CONTAMINATED LAND			
Information relating to statutory designation under Part 2A of the Environmental Protection Act 1990, e.g. details of an entry on the Statutory Register	No Charge		D
Searches for land contamination information for a given property or site against 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 1 hectares in size, (e.g. a single domestic property or a small factory unit)			
(i) The premises site only	75.00	76.50	D
(ii) Any search of the premises site and the land within 250 metres of the site boundaries	120.00	122.40	D
(iii) Any search of the premises site and the land within 500 metres of the site boundaries	200.00	204.00	D
For premises equivalent to more than 1 hectares in size, (e.g. a Housing estate or a large factory unit)			
(i) The premises site only	120.00	122.40	D
(ii) Any search of the premises site and the land within 250 metres of the site boundaries	200.00	204.00	D
(iii) Any search of the premises site and the land within 500 metres of the site boundaries	275.00	279.48	D
Additional enquiries charged at £60 per hour			

LICENCE FEES

	2018/19	2019/20	Statutory / Discretionary
HACKNEY CARRIAGE & PRIVATE HIRE CHARGES			
Single Status Driver			
First Grant (max 3 year licence)	198.00	202.00	D
First Grant - inc DBS (max 3 year licence)	242.00	246.00	D
Renewal (max 3 year licence)	180.50	184.00	D
Renewal - inc DBS (max 3 year licence)	224.50	228.00	D
Replacement Badges	12.50	12.75	D
Vehicle Licence			
Grant and Renewals 1 Year – Hackney Carriage ++ ##	232.50	237.00	D
Grant and Renewals 1 Year – Private Hire ++ ##	234.50	239.00	D
Transfer of Existing Vehicle Licence		30.00	D
Temporary Transfer Fees (Licence issued for a maximum of 2 months)	91.50	93.50	D
Replacement Vehicle Plate (each)	18.50	19.00	D
Replacement Bracket (each)	18.50	19.00	D
Replacement Doors Stickers Private Hire (Pair)	24.50	25.00	D
Replacement Internal plate	12.50	12.75	D
Change to Personalised Number Plate	54.50	55.50	D
Private Hire Operator Licence:	282.50	288.00	D
Private Hire Operator Licence (5 years)	565.00	576.00	D
LOWERHOUSE LANE DEPOT FEES:			
Hackney Carriage & Private Hire			
Hackney Carriage and Private Hire - Vehicle Test Fee	60.50	61.50	D
Hackney Carriage and Private Hire - Vehicle Re-test Fee	24.00	24.50	D
Hackney Carriage and Private Hire - Vehicle Test Un-notified Cancellation Fee	23.00	23.50	D
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 £30.00			
LICENCE FEES (OTHER THAN HACKNEY CARRIAGE AND PRIVATE HIRE CHARGES)			
Dangerous Wild Animals*	73.00	73.00	D
Pet Shops*	73.00	73.00	D
Animal Boarding Establishments*	73.00	73.00	D
Riding Establishments*	73.00	73.00	D
Breeding of Dogs*	73.00	73.00	D
Street Trading			
First Grant & Renewal	398.00	406.00	D
Additional Vehicles (Per Vehicle)	198.00	202.00	D
“Static” First Grant	459.00	468.00	D
Change of Vehicle	30.50	31.00	D
Daily Fee for Temporary Extension of Existing Consent (max 5 days per year)	67.50	69.00	D
Daily Fee for Temporary Consent (max 5 days per year)	102.50	104.50	D

Hawkers etc. Cheshire County Council Act	241.00	245.00	D
	2018/19	2019/20	Statutory /
Street Trading (Continued)			Discretionary
Scrap Metal Dealers	201.00	205.00	D
	2018/19	2019/20	Statutory /
Street Trading (continued)			Discretionary
Sex Establishments**	1,482.50	1,512.50	D

Notes

The fee charged for items marked * will be increased by the cost of any fees paid out for specialist reports required before a Licence is granted plus 15%.

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

LOCAL LAND CHARGES (Search Fees)

Official Certificate (LLC1)	30.00	30.00	D
Form CON29R	80.00	80.00	D
Official Search (LLC1 & CON29)	110.00	110.00	D
Each additional (LLC1) parcel***	5.00	5.00	D
Each additional (CON29) parcel***	80.00	80.00	D
CON29O Optional Enquiries (per person, per parcel)	12.00	12.00	D
Each Additional Enquiry	26.00	26.00	D
Personal Search	No Charge	No Charge	D

Notes

***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.

HIGHWAYS

	2018/19	2019/20	Statutory / Discretionary
ROAD TRAFFIC REGULATION ACT 1984			
Temporary Order at request of a third party - * Note, increased charge of 25% reflects cost of service and benchmarking of neighbouring charges	1,600.00	2,000.00	D
Temporary Order at request of non-commercial organisations – Section 16A plus actual cost of advertising	£100.00 plus advertising At Cost plus 15%	£100.00 plus advertising At Cost plus 15%	D
Permanent Order	Administration Fee	Administration Fee	D
Temporary Closure Notice (incl emergency) at request of a third party	£360.00	380.00	D
Diversions Notice at request of a third party	£310.00	320.00	D
HIGHWAYS ACT 1980			
Applying to the Magistrates Court for an Order to stop up or divert a highway - Permanent closure (Excluding appeal costs)	700.00 Plus Technical & Advertising Costs	700.00 Plus Technical & Advertising Costs	D
Also applies to closures/diversions under Town & Country Planning Act 1990			
Issuing of Scaffolding/Hoarding permit – Note, 2019/20 charge increased by 13% to reflect actual cost	80.00	90.00	D
Issuing of Scaffolding/Hoarding permit (Additional week or part thereof) – Note, 2019/20 charge increased by 20% to reflect actual cost.	25.00	30.00	D
Issuing of Skip Permit – Initial Fee (up to 14 days) Note, increased charge of 25% reflects cost of service and benchmarking of neighbouring charges	25.00	30.00	D
Skip Permit – Additional periods (each additional 7 days) Note, increased charge of 25% reflects cost of service and benchmarking of neighbouring charges	16.00	20.00	D
Skip found without a licence (plus current permit fee) – Note, charge increased by 20% to reflect actual cost and to encourage the application of skip permits	80.00	100	D
Removal of unauthorised skip	At cost plus 15% administration fee	At cost plus 15% administration fee	D
Issuing of Cherry Picker/Mobile Platform permit (Initial week)	New charge	£90.00	D
Issuing of Cherry picker/Mobile Platform permit (Additional week or part thereof)	New charge	£30.00	D
Issuing of permits to erect structures/equipment over or under the highway (Minimum £80)	At cost plus 15% administration fee	At cost plus 15% administration fee	D
Construction of vehicular crossings on footways	As agreed by the Strategic Director – Enterprise, Community & Resources	As agreed by the Strategic Director – Enterprise, Community & Resources	D

HIGHWAYS ACT 1980 (Continued)	2018/19	2019/20	Statutory / Discretionary
Section 38 Agreements	10% of works cost. Minimum charge £2,562	10% of works cost. Minimum charge £2,562	D
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	755.00	777.00	D
(b) Moderately Complex Agreement	1,258.00	1,296.00	D
(c) Highly Complex Agreement	2,012.00	2,072.00	D
NOTE: The Council will determine the appropriate agreement			
Section 278 Agreements	As agreed by the Strategic Director – Enterprise, Community & Resources	As agreed by the Strategic Director – Enterprise, Community & Resources	D
Alfresco Dining Areas Licence	100.00	110.00	D
'A' Board Licence – Per Annum	55.00	57.00	D
Shop Displays Licence – Per Annum	120.00	130.00	D
Other Part VIIa e.g. Promotions & Leisure – Commercial Organisations			
(Applications made within 7 working days of the event will incur an additional administration fee of £130.00)	170.00	180.00	D
Other Part VIIa e.g. Promotions & Leisure – Non-Commercial Organisations	As agreed by the Strategic Director – Enterprise, Community & Resources	As agreed by the Strategic Director – Enterprise, Community & Resources	D
Minor Highways Works Permits	1,600.00	1,600.00	
NOTE: The refundable cash bond is the value of the works as determined by the Council	plus refundable cash bond	plus refundable cash bond	D
Clearance of Accident Debris/Unauthorised obstructions on the Highway	At Cost plus 15% Administration Fee	At Cost plus 15% Administration Fee	D
Structural checking and technical approval of highways structures	As agreed by the Strategic Director – Enterprise, Community & Resources	As agreed by the Strategic Director – Enterprise, Community & Resources	D
Relocation of lighting column at request of third party			
Commercial Organisations	At Cost plus 15% Administration Fee	At Cost plus 15% Administration Fee	D

Relocation of lighting column at request of third party (Continued)	2018/19	2019/20	Statutory / Discretionary
Non-commercial organisations	620.00	630.00	D
HIGHWAY SEARCHES			
Letter and plan showing adopted highway	52.00	53.00	D
Additional questions	16.00	17.00	D
SIGNING			
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	D
Initial Assessment of Application for Tourism Signs	120.00	130.00	D
Provision of H Bar Road Markings	90.00	95.00	D
Authorisation of Temporary Direction Signs (Normally for Housing Developments and Temporary Events)	145.00	150.00	D
Provision of Disabled Persons Parking Space (subject to meeting criteria)	No charge subject to meeting criteria	No charge subject to meeting criteria	D
TRAFFIC SIGNALS			
Supply of Information on Operation of Traffic Signals	210.00	220.00	D
Switching Off/On Traffic Signals and Bagging Over heads during normal working hours (08.00 - 19.00; Monday - Saturday (excluding bank holidays)) – Note, charge has increased by 100% due to new contract	300.00	600.00	D
Switching Off/On Traffic Signals and Bagging Over outside normal working hours - Note, charge has increased by 100% due to new contract	375.00	700.00	D
Bagging over traffic signal head	20.00	20.00	D
Bagging over pedestrian push button / demand unit	10.00	10.00	D
Temporary Portable Traffic Signals (Multi Phase) (Administration Fee)	160.00	170.00	D
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- Enterprise, Community & Resources)	210.00	210.00	D
STREET NAMING AND NUMBERING			
Up to 2 Dwellings	40.00	40.00	D
Between 3 and 10 dwellings	200.00	200.00	D
Schemes Over 10 dwellings	375.00	375.00	D
Re-numbering of properties where original numbering has already been confirmed	£50 per plot	£50 per plot	D
ROAD SAFETY			
Supply of Accident Data (per road/junction for up to 3 years)	160.00	170.00	D
Road Safety Courses	As agreed by the Strategic Director – Enterprise, Community & Resources	As agreed by the Strategic Director – Enterprise, Community & Resources	D
Junior Road Safety Officers Support to Each School for One Year	100.00	100.00	D

	2018/19	2019/20	Statutory / Discretionary
TRAFFIC DATA			
Supply of Automatic Traffic Count Data	140.00	150.00	D
CLOSURE OF BUS STOPS FOR ROADWORKS			
Closure of Bus Stop for Roadworks (per stop)	171.00	175.00	D
Commissioning of Temporary Stop (per stop)	171.00	175.00	D
Bus Stop Closure Notice and Notice to the Public (per stop)	91.00	95.00	D
Section 50 - Street Works Income (i) New Apparatus: - Note, a new charging scheme applies from April 2019. All charges include a statutory element			
Minor Works	New Charge	375.00	D
Standard Works	New Charge	750.00	D
Major Works	New Charge	1,500.00	D
Section 50 - Street Works Income (ii) Existing Apparatus: - Note, a new charging scheme applies from April 2019. All charges include a statutory element			
Minor Works	New Charge	375.00	D
Standard Works	New Charge	750.00	D
Major Works	New Charge	1,500.00	D
Miscellaneous			
Supply Photocopy of the Following:			
Building Regulation Approval or Completion Certificate and planning decision notice (max 4 pages)	30.00	30.00	D
Any Other Chargeable Documents	40.00	40.00	D
Assistance from Council Staff to Extract, Interpret or Describe this Material	30.00	30.00	D
A4 Aerial Photograph	As A4 Doc	As A4 Doc	D
Copy of tree preservation order	As A4 Doc	As A4 Doc	D
Copy of Consultant Report	70.00	70.00	D
Copy of larger format plans	16.00	16.00	D
Map Production:			
Admin Charge - inclusive of copying of first sheet.	15.00	15.00	D
A4 –per subsequent sheet.	0.70	0.70	D
A3 - per subsequent sheet	1.00	1.00	D
A2 –per subsequent sheet	1.70	1.70	D
A1 - per subsequent sheet	6.65	6.65	D
A0 - per subsequent sheet	10.65	10.65	D
Price per Copy (Colour)			
A4 –per subsequent sheet.	1.70	1.70	D
A3 - per subsequent sheet	2.20	2.20	D
A2 –per subsequent sheet	3.70	3.70	D
A1 - per subsequent sheet	12.70	12.70	D
A0 - per subsequent sheet	20.70	20.70	D
Price Per Disc - CD-R	58.00	58.00	D
Price Per Disc – DVD-R	72.50	72.50	D
Assistance from Council Staff to Extract, Interpret or Describe Material	110.00	110.00	D
Flat Rate to be Added for Access to OS Data	17.00	17.00	D
Weekly List of Planning Applications to Non-Public Authority Applicants for One Year	355.00	355.00	D
Provision of Non-Statutory Info. – Per Question (Estate Agents etc.)	47.00	47.00	D
Provision of Non-Statutory Info. – Per Question Reporting Conditions Compliance	72.00	72.00	D
Provision of Non-Statutory Info. – Per Question (Estate Agents etc.)	47.00	47.00	D

	2018/19	2019/20	Statutory / Discretionary
Miscellaneous (Continued)			
Provision of Non-Statutory Info. – Per Question Reporting Conditions Compliance	72.00	72.00	D
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			
Legal & Supervision Costs	Appropriate fee agreed As agreed by the Strategic Director – Enterprise, Community & Resources	Appropriate fee agreed As agreed by the Strategic Director – Enterprise, Community & Resources	D
Other Section 106 Agreements			D

PLANNING and BUILDING CONTROL

All costs set out below are discretionary.

The Council entered into a building control shared service arrangement with Knowsley Council on 01 January 2019. As a result building control charges may be subject to change through the year.

Plan Charge: New Dwellings 2019/20

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	660	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	
	2018/19	2019/20	2018/19	2019/20	2018/19	2019/20
1	390.00	390.00	-	-	-	-
2	648.00	648.00	540.00	540.00	-	-
3	888.00	888.00	-	-	750.00	750.00
4	1,110.00	1,110.00	906.00	906.00	904.00	904.00
5	1,314.00	1,314.00	-	-	1,040.00	1,040.00
6	1,500.00	1,500.00	1,236.00	1,236.00	1,158.00	1,158.00
7	1,668.00	1,668.00	-	-	1,258.00	1,258.00
8	1,818.00	1,818.00	1,530.00	1,530.00	1,358.00	1,358.00
9	1,950.00	1,950.00	-	-	1,458.00	1,458.00
10	2,064.00	2,064.00	1,788.00	1,788.00	1,558.00	1,558.00
11	2,178.00	2,178.00	-	-	1,658.00	1,658.00
12	2,292.00	2,292.00	2,010.00	2,010.00	1,758.00	1,758.00
13	2,406.00	2,406.00	-	-	1,858.00	1,858.00
14	2,520.00	2,520.00	2,214.00	2,214.00	1,958.00	1,958.00
15	2,634.00	2,634.00	-	-	2,058.00	2,058.00
16	2,748.00	2,748.00	2,418.00	2,418.00	2,158.00	2,158.00
17	2,862.00	2,862.00	-	-	2,258.00	2,258.00
18	2,976.00	2,976.00	2,622.00	2,622.00	2,358.00	2,358.00
19	3,090.00	3,090.00	-	-	2,458.00	2,458.00
20	3,204.00	3,204.00	2,826.00	2,826.00	2,558.00	2,558.00
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	2018/19	2019/20
1	130.00	130.00
2	174.00	174.00
3	204.00	204.00
4	234.00	234.00
5	264.00	264.00
6	294.00	294.00
7	324.00	324.00
8	354.00	354.00
9	384.00	384.00
10	414.00	414.00
11	444.00	444.00
12	474.00	474.00
13	504.00	504.00
14	534.00	534.00
15	564.00	564.00
16	594.00	594.00
17	624.00	624.00
18	654.00	654.00
19	684.00	684.00
20	714.00	714.00
21 and over	Additional £30per dwelling	Additional £30per dwelling

Domestic Extensions and Alterations

Category:	Full Plans				Building Notice Charge		Regularisation Charge	
	Plan Charge		Inspection Charge		2018/19	2019/20	2018/19	2019/20
	2018/19	2019/20	2018/19	2019/20				
Extensions to Dwellings: To include: Basements, Ground Floor Single Storey, Two Storey and First Floor								
1. Extension less than 10m ²	150.00	150.00	240.00	240.00	435.00	435.00	570.00	570.00
2. Extension between 10m ² and 40m ²	150.00	150.00	330.00	330.00	525.00	525.00	690.00	690.00
3. Extension between 40m ² and 100m ²	150.00	150.00	450.00	450.00	645.00	645.00	810.00	810.00
Loft Conversions:								
4. Loft conversion no dormer	150.00	150.00	360.00	360.00	510.00	510.00	630.00	630.00
5. Loft Conversion with dormer	150.00	150.00	396.00	396.00	540.00	540.00	690.00	690.00
Detached / Attached Garages								
6. All garages less than 60m ²	150.00	150.00	240.00	240.00	420.00	420.00	5400.00	5400.00
Garage Conversions								
7. Alterations to garage to form a habitable room	120.00	120.00	180.00	180.00	315.00	315.00	420.00	420.00
Detached habitable building: Not a single Dwelling								
8. Detached habitable building up to 100m ²	150.00	150.00	425.00	425.00	620.00	620.00	780.00	780.00
Other Domestic Work and Alterations								
9. Structural and internal alterations with a commercial value less than £2000	165.00*	165.00*	N/A	N/A	180.00*	180.00*	255.00	255.00
10. Structural and internal alterations with a commercial value between £2001 and £5000	240.00*	240.00*	N/A	N/A	255.00*	255.00*	360.00	360.00
11. Structural and internal alterations with a commercial value between £5001 and £10000	135.00	135.00	150.00	150.00	300.00	300.00	405.00	405.00
12. Structural and internal alterations with a commercial value	135.00	135.00	210.00	210.00	360.00	360.00	480.00	480.00

between £10001 and £20000								
13. Replacement windows/doors up to 10 openings	120.00*	120.00*	N/A	N/A	120.00*	120.00*	150.00	150.00
14. Replacement windows/doors 11 or more openings	210.00*	210.00*	N/A	N/A	210.00*	210.00*	270.00	270.00
15. Installation of a heat producing appliance	195.00*	195.00*	N/A	N/A	195.00*	195.00*	240.00	240.00
16. Underpinning of existing foundations with a commercial value of less than £5000	300.00*	300.00*	N/A	N/A	300.00*	300.00*	390.00	390.00
17. Underpinning of existing foundations with a commercial value more than £5000	360.00*	360.00*	N/A	N/A	360.00*	360.00*	465.00	465.00
18. Renovation of a thermal element including existing roof, wall or floor	210.00*	210.00*	N/A	N/A	210.00*	210.00*	270.00	270.00
19. All electrical work carried out by a person not Part P registered	150.00*	150.00*	N/A	N/A	150.00*	150.00*	210.00	210.00
20. All electrical work carried out where no acceptable BS7671 test certificate is given	330.00*	330.00*	N/A	N/A	330.00*	330.00*	435.00	435.00
21. Installation of cavity wall insulation under the Competent Persons Scheme	15.00*	15.00*	N/A	N/A	15.00*	15.00*	24.00	24.00

*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:

	Circumstance attracting a reduction	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
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	
	2018/19	2019/20	2018/19	2019/20	2018/19	2019/20
1. Replacement windows up to 10 openings	255.00	255.00	255.00	255.00	360.00	360.00
2. Replacement windows 11 or more	255.00	255.00	255.00	255.00	360.00	360.00
3. New/replacement shop front	120.00	120.00	165.00	165.00	405.00	405.00
4. Renovation of a roof, wall or floor with a commercial value of not more than £5,000	240.00	240.00	N/A	N/A	360.00	360.00
5. Renovation of a roof, wall or floor with a commercial value of between £5,001 to £10,000	135.00	135.00	150.00	150.00	405.00	405.00
6. Structural and internal alterations with a commercial value of less than £2,000	165.00	165.00	N/A	N/A	225.00	225.00
7. Structural and internal alterations with a commercial value of between £2,001 and £5,000	240.00	240.00	N/A	N/A	360.00	360.00
8. Structural and internal alterations with a commercial value of between £5,001 and £10,000	135.00	135.00	150.00	150.00	405.00	405.00
9. Structural and internal alterations with a commercial value of between £10,001 and £20,000	135.00	135.00	210.00	210.00	480.00	480.00
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.

	2018/19	2019/20
Site history requests	60.00 (per hour or part thereof)	60.00 (per hour or part thereof)
Advice for officer time regarding trees/listed buildings/conservation areas (per hour)	60.00 (per hour or part thereof)	60.00 (per hour or part thereof)
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)	60.00 (per hour or part thereof)	60.00 (per hour or part thereof)
Significant Development – Site Visit, Response & Meeting <ul style="list-style-type: none"> • More than 50 dwellings • All non-residential schemes with a floor space over 2,000sqm or on sites over 2ha • change of use of building(s) with a floor space over 2,000sqm or sites over 2ha • more than 10 wind turbines • any scheme requiring an Environmental Impact Assessment 	60.00 (per hour or part thereof)	60.00 (per hour or part thereof)
Above meetings include a Planning Officer and a Highways Officer. Charge for additional officers (per hour)	60.00 (per hour or part thereof)	60.00 (per hour or part thereof)

Development Category	Charging Rates
Category A – Householder Development <ul style="list-style-type: none"> • All proposed works to a domestic dwelling 	<ul style="list-style-type: none"> • £50 – unaccompanied visit and formal response to request • £100 – if a meeting is requested.
Category B – Minor Development <ul style="list-style-type: none"> • Up to and including 2 dwellings • All schemes and Change of Use of building(s) with a floor space less than 250sqm or sites less than 0.25ha • Advertisements • Shopfront Developments • Single wind turbines/telecoms mast with mast height under 17m • Ancillary development including car parks etc. 	<ul style="list-style-type: none"> • £200 to cover one unaccompanied site visit and formal response to request. • £260 if a meeting is requested and takes place; • Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc.
See also notes:	

(1), (2)	
<p>Category C – Intermediate Development</p> <ul style="list-style-type: none"> • 3 to 9 dwellings • All schemes and Change of Use of building(s) with a floor space between 250sqm and up to 500sqm or on sites between 0.25ha and up to 0.5ha • Development of infrastructure e.g. internal roads, development of rail sidings or siting of plant equipment • Single wind turbines/telecoms mast with mast height over 17m <p>See also notes: (1), (2),</p>	<ul style="list-style-type: none"> • £540 to cover one site visit, formal response to request and one meeting. • Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc.
<p>Category D – Small Scale Development</p> <ul style="list-style-type: none"> • 10 to 39 dwellings • All schemes and Change of Use of building(s) with a floor space over 500sqm and up to 1,000sqm or on sites over 0.5ha and up to 1ha <p>Up to 5 wind turbines</p> <p>See also notes: (1), (2),</p>	<ul style="list-style-type: none"> • £1500 to cover one site visit, formal response to request and up to two meetings. • Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc.
<p>Category E – Significant Development</p> <ul style="list-style-type: none"> • 40 to 99 dwellings • All schemes and Change of Use of building(s) with a floor space over 1,000sqm and up to 2,000sqm or on sites over 1 ha and up to 2ha <p>Between 6 and 20 wind turbines</p> <p>See also notes: (1), (2),</p>	<ul style="list-style-type: none"> • £2500 to cover one site visit, formal response to request and up to two meetings. • Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc.
<p>Category F – Large Scale Development</p> <ul style="list-style-type: none"> • 100 or more dwellings 	<ul style="list-style-type: none"> • £5040 to cover one site visit, formal response to request and up to two meetings. • Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health,

<ul style="list-style-type: none"> • All schemes and Change of Use of building(s) with a floor space over 2000sqm or on sites over 2ha in size • More than 20 wind turbines • Proposals for Solar Farms • All schemes requiring an Environmental Impact Assessment. • <p>See also notes: (1), (2),</p>	<p>Legal, Highways, Open Spaces etc</p>
<p>Notes:</p> <p>(1) Current hourly rate is £60 Meetings include a planning officer and a highways officer. Additional officers will be charged at an hourly rate.</p> <p>(2) Green Belt/Conservation Areas/Listed Buildings: Proposals involving one or more of these categories will incur additional fees due to the additional considerations involved. Additional fees for Category A £100, Category B £150, Category C £250, Category D £350, Category E £500, Category F £1000</p>	

ADULT SOCIAL CARE

	2018/19	2019/20	Statutory / Discretionary
Maximum Charges for Community Based Care			
Domiciliary Care (per hour) – Note – Full cost recovery applies if above threshold level	Full cost recovery, as per charge of care provider.	Full cost recovery, as per charge of care provider.	S
Residential Care – Note – Full cost recovery applies if above threshold level	Full cost recovery, as per charge of care provider.	Full cost recovery, as per charge of care provider.	S
Day Care (per session)	16.65	16.90	D
Family Placement (per session)	16.65	16.90	D
Dorset Gardens, Naughton Fields and Barkla Fields Support Charge (per week)	11.60	11.85	D
Key Safe	55.50	56.60	D
Night Care Service (per week)	28.45	29.00	D
Transport (per journey)	3.10	3.15	D
Charges Community Based Services			
Pitch Charges (weekly) Riverview Gypsy Site 21 pitches @	59.40	60.90	D
Pitch Charges (weekly) Riverview Gypsy Site 1 pitch @	69.35	71.10	D
Water & Sewerage (weekly) - Riverview Gypsy Site – Note, reduction in 2019.20 charge is based on previous year's actual usage	19.09	17.75	D
Combined Pitch and Water/Sewerage Charge – Canalside Traveller Site	79.95	81.95	D
Pitch Charges (daily) - Transit Site	13.25	13.60	D
Charges to Other Local Authorities			
Older People in Residential Intermediate Care (per week)	692.50	706.35	D
Adults in Supported Accommodation (per week) Bredon	600.00	612.00	D
Day Care - Older People (per session)	47.90	48.86	D
Day Care - Adults with Learning Disability (per session)	85.00	86.70	D
Day Care - Adults with Physical/Sensory Disability (per session)	98.50	100.47	D
Appointee/Deputyship Charges*			
Securing Property	110.00	110.00	D
Continuous Monitoring of Property (when property holder is unable - cost per hour)	27.50	27.50	D
Storage of Wills (annual cost)	27.50	27.50	D
Property Searches, Meter Readings etc (cost per hour)	27.50	27.50	D
Charging structure for the Appointeeship Service:			
Appointeeship clients (residential) per week	7.00	7.00	D
Appointeeship clients (community based) per week	10.00	10.00	D
Deputyship clients	charged in accordance with the fees set by the Office of the Public Guardian	charged in accordance with the fees set by the Office of the Public Guardian	S
Duchy of Lancaster Referrals (where people have died intestate)	Actual cost	Actual cost	S
Applications to the Court of Protection	Actual cost	Actual cost	S
Administration charge following a client leaving the Appointeeship service. – Note – Charge increased by 20% to reflect cost of service	250.00	300.00	D

	2018/19	2019/20	Statutory / Discretionary
Appointee/Deputyship Charges* (Continued)			
Funeral Arrangements – Note – Charge increased by 17% to reflect cost of service	300.00	350.00	D
Same day payment of personal allowances	5.00	5.00	D
Community Wardens/Lifeline Charges			
Single Occupancy – per person charge			
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.)	6.17	6.29	D
Level 2 Call centre monitoring plus reactive callout. Community warden visits up to two weekly, according to assessed need and support planning.	9.88	10.08	D
Mobile Homes Act 2013			
Fees for Licensing Residential Park Home Sites			
New License Application: 1-5 Pitches	495.00	505.00	D
New License Application: 6-15 Pitches	533.00	544.00	D
New License Application: 16-45 Pitches	571.00	582.00	D
New License Application: >46 Pitches	609.00	621.00	D
Transfer of Existing License: 1-5 Pitches	124.00	126.00	D
Transfer of Existing License: 6-15 Pitches	124.00	126.00	D
Transfer of Existing License: 16-45 Pitches	124.00	126.00	D
Transfer of Existing License: >46 Pitches	124.00	126.00	D
Application to vary a Site License: 1-5 Pitches	204.00	208.00	D
Application to vary a Site License: 6-15 Pitches	255.00	260.00	D
Application to vary a Site License: 16-45 Pitches	306.00	312.00	D
Application to vary a Site License: >46 Pitches	357.00	364.00	D
Annual License Fee: 1-5 Pitches	80.00	82.00	D
Annual License Fee: 6-15 Pitches	106.00	108.00	D
Annual License Fee: 16-45 Pitches	160.00	163.00	D
Annual License Fee: >46 Pitches	320.00	326.00	D
Deposit of Site Rules: 1-5 Pitches	30.00	31.00	D
Deposit of Site Rules: 6-15 Pitches	30.00	31.00	D
Deposit of Site Rules: 16-45 Pitches	30.00	31.00	D
Deposit of Site Rules: >46 Pitches	30.00	31.00	D

CHILDREN'S SOCIAL CARE

	2018/19	2019/20	Statutory / Discretionary
Halton Lodge Children's Centre			
Meeting Room – Voluntary Group Hourly Rate	6.70	6.90	D
Meeting Room – Voluntary Group Daily Rate	36.40	37.20	D
Meeting Room – Private Group Hourly Rate	8.80	9.00	D
Meeting Room – Private Group Daily Rate	50.80	51.90	D
Training Room 1&2 – Voluntary Group Hourly Rate	6.70	6.90	D
Training Room 1&2– Voluntary Group Daily Rate	36.40	37.20	D
Training Room 1&2 – Private Group Hourly Rate	8.80	9.00	D
Training Room 1&2 – Private Group Daily Rate	50.80	51.90	D
Training Room 1 – Voluntary Group Hourly Rate	3.60	3.70	D
Training Room 1– Voluntary Group Daily Rate	14.90	15.20	D
Training Room 1 – Private Group Hourly Rate	5.70	5.80	D
Training Room 1 – Private Group Daily Rate	29.30	29.90	D
Training Room 2 – Voluntary Group Hourly Rate	3.60	3.70	D
Training Room 2– Voluntary Group Daily Rate	14.90	15.20	D
Training Room 2 – Private Group Hourly Rate	5.70	5.80	D
Training Room 2 – Private Group Daily Rate	29.30	29.90	D
Community Room – Voluntary Group Hourly Rate	4.70	4.80	D
Community Room – Voluntary Group Daily Rate	22.10	22.60	D
Community Room – Private Group Hourly Rate	7.20	7.40	D
Community Room – Private Group Daily Rate	40.50	41.40	D
Quiet Room – Voluntary Group Hourly Rate	2.60	2.70	D
Quiet Room – Voluntary Group Daily Rate	10.30	10.50	D
Quiet Room – Private Group Hourly Rate	5.20	5.30	D
Quiet Room – Private Group Daily Rate	25.70	26.30	
Halton Brook Children's Centre			
Meeting Room – Voluntary Group Hourly Rate	6.70	6.90	D
Meeting Room – Voluntary Group Daily Rate	36.40	37.20	D
Meeting Room – Private Group Hourly Rate	8.80	9.00	D
Meeting Room – Private Group Daily Rate	50.80	51.90	D
Windmill Hill Children's Centre			
Play Room – Voluntary Group Hourly Rate	8.80	9.00	D
Play Room – Voluntary Group Daily Rate	50.80	51.90	D
Play Room – Private Group Hourly Rate	10.80	11.10	D
Play Room – Private Group Daily Rate	65.10	66.50	D
Training Room – Voluntary Group Hourly Rate	6.70	6.90	D
Training Room – Voluntary Group Daily Rate	36.40	37.20	D
Training Room – Private Group Hourly Rate	8.80	9.00	D
Training Room – Private Group Daily Rate	50.80	51.90	D
Family Room – Voluntary Group Hourly Rate	4.70	4.80	D
Family Room – Voluntary Group Daily Rate	22.10	22.60	D
Family Room – Private Group Hourly Rate	7.20	7.40	D
Family Room – Private Group Daily Rate	40.50	41.40	D
Brookvale Children's Centre			
Woodhatch Room – Voluntary Group Hourly Rate	8.80	9.00	D
Woodhatch Room – Voluntary Group Daily Rate	50.80	51.90	D
Woodhatch Room – Private Group Hourly Rate	10.80	11.10	D
Woodhatch Room – Private Group Daily Rate	65.10	66.50	D
Wellbrook Room – Voluntary Group Hourly Rate	6.70	6.90	D
Wellbrook Room – Voluntary Group Daily Rate	36.40	37.20	D
Wellbrook Room – Private Group Hourly Rate	8.80	9.00	D
Wellbrook Room – Private Group Daily Rate	50.80	51.90	D
Helston Room – Voluntary Group Hourly Rate	5.20	5.30	D
Helston Room – Voluntary Group Daily Rate	25.70	26.30	D
Helston Room – Private Group Hourly Rate	7.20	7.40	D
Helston Room – Private Group Daily Rate	40.50	41.40	D
Kilncroft Room – Voluntary Group Hourly Rate	4.10	4.20	D

Brookvale Children's Centre (Continued)	2018/19	2019/20	Statutory / Discretionary
Kilncroft Room – Voluntary Group Daily Rate	18.50	18.90	D
Kilncroft Room – Private Group Hourly Rate	6.20	6.40	D
Kilncroft Room – Private Group Daily Rate	32.80	33.50	D
Portleven Room – Voluntary Group Hourly Rate	4.10	4.20	D
Portleven Room – Voluntary Group Daily Rate	18.50	18.90	D
Portleven Room – Private Group Hourly Rate	6.20	6.40	D
Portleven Room – Private Group Daily Rate	32.80	33.50	D
Clovelly Room – Voluntary Group Hourly Rate	4.10	4.20	D
Clovelly Room – Voluntary Group Daily Rate	18.50	18.90	D
Clovelly Room – Private Group Hourly Rate	6.20	6.40	D
Clovelly Room – Private Group Daily Rate	32.80	33.50	D
Hanover Full Room – Voluntary Group Hourly Rate	8.80	9.00	D
Hanover Full Room – Voluntary Group Daily Rate	50.80	51.90	D
Hanover Full Room – Private Group Hourly Rate	10.80	11.10	D
Hanover Full Room – Private Group Daily Rate	65.10	66.50	D
Hanover Half Room – Voluntary Group Hourly Rate	4.40	4.50	D
Hanover Half Room – Voluntary Group Daily Rate	25.40	26.00	D
Hanover Half Room – Private Group Hourly Rate	6.70	6.90	D
Hanover Half Room – Private Group Daily Rate	32.60	33.10	D
Ditton Library			
Community Room & Kitchen– Voluntary Group Hourly Rate	8.80	9.00	D
Community Room & Kitchen – Voluntary Group Daily Rate	50.80	51.90	D
Community Room & Kitchen – Private Group Hourly Rate	10.80	11.10	D
Community Room & Kitchen – Private Group Daily Rate	65.10	66.50	D
Quiet Room – Voluntary Group Hourly Rate	3.10	3.20	D
Quiet Room – Voluntary Group Daily Rate	11.30	11.60	D
Quiet Room – Private Group Hourly Rate	5.20	5.40	D
Quiet Room – Private Group Daily Rate	25.70	26.30	D
Play Room – Voluntary Group Hourly Rate	5.20	5.40	D
Play Room – Voluntary Group Daily Rate	25.70	26.30	D
Play Room – Private Group Hourly Rate	7.20	7.40	D
Play Room – Private Group Daily Rate	40.00	40.80	D
Ditton Children's Centre			
Conference Room – Voluntary Group Hourly Rate	6.70	6.90	D
Conference Room – Voluntary Group Daily Rate	36.40	37.20	D
Conference Room – Private Group Hourly Rate	8.80	9.00	D
Conference Room – Private Group Daily Rate	50.80	51.90	D
Community Room – Voluntary Group Hourly Rate	5.20	5.30	D
Community Room – Voluntary Group Daily Rate	25.70	26.30	D
Community Room – Private Group Hourly Rate	7.20	7.40	D
Community Room – Private Group Daily Rate	40.00	40.80	D
Quiet Room – Voluntary Group Hourly Rate	3.10	3.20	D
Quiet Room – Voluntary Group Daily Rate	11.30	11.60	D
Quiet Room – Private Group Hourly Rate	5.20	5.40	D
Quiet Room – Private Group Daily Rate	25.70	26.30	D
Upton Children's Centre			
Meeting Room – Voluntary Group Hourly Rate	5.20	5.20	D
Meeting Room – Voluntary Group Daily Rate	25.70	25.70	D
Meeting Room – Private Group Hourly Rate	7.20	7.20	D
Meeting Room – Private Group Daily Rate	40.00	40.00	D
Play Room – Voluntary Group Hourly Rate	6.70	6.70	D
Play Room – Voluntary Group Daily Rate	36.40	36.40	D
Play Room – Private Group Hourly Rate	8.80	8.80	D
Play Room – Private Group Daily Rate	50.80	50.80	D
Warrington Road Children's Centre			
Buttercup Room – Voluntary Group Hourly Rate	8.80	9.00	D
Buttercup Room – Voluntary Group Daily Rate	50.80	51.90	D

	2018/19	2019/20	Statutory / Discretionary
Warrington Road Children's Centre (Continued)			
Buttercup Room – Private Group Hourly Rate	10.80	11.10	D
Buttercup Room – Private Group Daily Rate	65.10	66.50	D
Daisy Room – Voluntary Group Hourly Rate	5.20	5.40	D
Daisy Room – Voluntary Group Daily Rate	25.70	26.30	D
Daisy Room – Private Group Hourly Rate	7.20	7.40	D
Daisy Room – Private Group Daily Rate	40.00	40.80	D
Daffodil Room – Voluntary Group Hourly Rate	5.20	5.40	D
Daffodil Room – Voluntary Group Daily Rate	25.70	26.30	D
Daffodil Room – Private Group Hourly Rate	7.20	7.40	D
Daffodil Room – Private Group Daily Rate	40.00	40.80	D
Daisy and Daffodil Room – Voluntary Group Hourly Rate	8.80	9.00	D
Daisy and Daffodil Room – Voluntary Group Daily Rate	50.80	51.90	D
Daisy and Daffodil Room – Private Group Hourly Rate	10.80	11.10	D
Daisy and Daffodil Room – Private Group Daily Rate	65.10	66.50	D
Kitchen – Voluntary Group Hourly Rate	8.80	9.00	D
Kitchen – Voluntary Group Daily Rate	50.80	51.90	D
Kitchen – Private Group Hourly Rate	10.80	11.10	D
Kitchen – Private Group Daily Rate	65.10	66.50	D
Poppy Room – Voluntary Group Hourly Rate	3.10	3.20	D
Poppy Room – Voluntary Group Daily Rate	11.30	11.60	D
Poppy Room – Private Group Hourly Rate	5.20	5.40	D
Poppy Room – Private Group Daily Rate	25.70	26.30	
Kingsway Children's Centre			
Community Room – Voluntary Group Hourly Rate	8.80	9.00	D
Community Room – Voluntary Group Daily Rate	50.80	51.90	D
Community Room – Private Group Hourly Rate	10.80	11.10	D
Community Room – Private Group Daily Rate	65.10	66.50	D
Quiet Room – Voluntary Group Hourly Rate	3.10	3.20	D
Quiet Room – Voluntary Group Daily Rate	11.30	11.60	D
Quiet Room – Private Group Hourly Rate	5.20	5.40	D
Quiet Room – Private Group Daily Rate	25.70	26.30	D
Meeting Room – Voluntary Group Hourly Rate	4.10	4.20	D
Meeting Room – Voluntary Group Daily Rate	18.50	18.90	D
Meeting Room – Private Group Hourly Rate	6.20	6.40	D
Meeting Room – Private Group Daily Rate	32.80	33.50	D
For All Above - Equipment Hire TV, OHP, Projector, DVD Player available at an hourly rate of £2.70 each			
For All Above - 25% discount on all block bookings over 10 sessions			
*Early Years Day Care Parental Fees			
Warrington Road Bambini Daycare Centre			
Full Day 8am – 6pm	38.50	39.50	D
Morning 8am – 1pm	25.00	26.00	D
Afternoon 1pm – 6pm	24.00	25.00	D
*Ditton Early Years Centre			
Full Day 8am – 6pm	38.50	39.50	D
Morning 8am – 1pm	25.00	26.00	D
Afternoon 1pm – 6pm	24.00	25.00	D

OPEN SPACES

	2018/19	2019/20	Statutory / Discretionary
Allotments			
Allotment Plot	0.45p m ²	0.46p m ²	D
New Tenant Admin Fee (includes £20 refundable cost of key)	43.00	43.50	D
Cemeteries and Crematorium Charges			
Purchase of Exclusive Right of Burial (50 year lease):			
Three interments	935.00	955.00	D
One or two interments	830.00	845.00	D
Cremated remains grave	495.00	505.00	D
Extension of lease for further 50 years after initial purchase			
Three Interments	935.00	955.00	D
One or two interments	830.00	845.00	D
Cremated remains grave	495.00	505.00	D
<i>Price includes fee for concrete beam for installation of memorial</i>			
Interment Fees (Mon to Thurs 10am to 3pm and Fri 10am to 2pm):			
1 interment - adult	775.00	790.00	D
2 interments - adult	885.00	900.00	D
3 interments - adult	990.00	1,010.00	D
1 interment – child (1 year-16 years)	340.00	340.00	D
2 interments – child (1 year-16 years)	370.00	370.00	D
3 interments - child (1 year-16 years)	465.00	465.00	D
Stillborn child or child not exceeding 12 months – Note, Cost not recovered	Nil	Nil	D
Burial of cremated remains (Mon-Fri)	195.00	205.00	D
Burial of two cremated caskets at same time or double cremated remains casket (Mon-Fri)	295.00	300.00	D
Burial of two cremated remains casket/double casket at the same time – non-resident	570.00	580.00	D
Burial of Body Parts/ Organs	New Charge	80.00	D
Burial of cremated remains child under 16 (Mon-Fri) – Note, cost not recovered	New Charge	Nil	D
Additional fee outside of core times (<i>Monday to Thursday 10.00 a.m. – 2.00 pm, Friday – 10.00 a.m. to 1.30 pm</i>).	140.00	140.00	D
Saturday morning additional fee (full burials)	+50% of interment fee	+50% of interment fee	D
Non-resident charge for A-H above +100%(If Previous Borough resident when grave purchased – no extra charge)	+100%	+100%	D
Late Arriving Funeral – 10 minutes or more	55.00	55.00	D
Indemnity fee	90.00	90.00	D
Use of Crematorium Chapel for funeral service	120.00	120.00	D
Transfer of Ownership of Exclusive Right of Burial	90.00	90.00	D
Replacement Grave Deed	55.00	55.00	D
Grave search – up to 10 names	45.00	45.00	D
Memorials:			
New Headstone	190.00	190.00	D
Additional Inscription	50.00	50.00	D
Vase/tablet/book – up to 18" x 12" x 12"	75.00	75.00	D
Registration of BRAMM registered masons	Nil	Nil	D
Inscription to Baby Headstone in Baby Garden	65.00	65.00	D
Replacement headstone/kerb/refix to NAMM	50.00	50.00	D

Memorial Benches (10 year lease)	2018/19	2019/20	Statutory / Discretionary
5ft hardwood bench, with engraved plaque	765.00	785.00	D
Renewal of 10 year lease (existing bench) – Note, charge increased by 22%, to include cost of new bench	575.00	700.00	D
Crematorium Charges			
Cremation charge – adult	730.00	745.00	D
Cremation charge – child (1 year-16 years)	350.00	350.00	D
Cremation charge – child under 1 year	75.00	75.00	D
Cremation charge – after anatomical examination	395.00	395.00	D
Cremation webcast Live service charge	New Charge	30.00	D
Cremation webcast service charge	45.00	45.00	D
Cremation webcast physical Copy (DVD/Blu-Ray/USBcharge service)	New Charge	50.00	D
Saturday morning – additional charge	+50%	+50%	D
Scattering of remains (cremation at Widnes Crematorium) – Monday to Friday	70.00	70.00	D
Scattering of remains (no attendance) when cremation has taken place at another crematorium - Monday to Friday	115.00	117.00	D
Casket – wooden	76.00	78.00	D
Token box	25.00	25.00	D
Storage of cremated remains after one calendar month from date of cremation	80.00	80.00	D
Postage of cremated remains (by secure carrier)	By Request	By Request	D
Certified Extract from the Cremation Register	55.00	55.00	D
Miscellaneous Charges			
Civil Funeral Celebrant	205.00	205.00	D
Reprinting of Invoice Schedule	27.00	27.00	D
Incomplete cremation forms	New Charge	10.00	D
Late Cremation / Burial Forms	New Charge	25.00	D
Storage of Headstone After Burial - Up to 6 Months – Note, cost not recovered	Nil	0.00	D
Storage of Headstone After Burial - Monthly Charge Thereafter	New Charge	10.00	D
Plaques (10 year lease)			
Bronze plaque	262.50	268.34	D
Renewal for further 10 years	125.00	127.50	D
Granite plaque on Planter – Four Seasons/ Runcorn Cemetery	420.00	420.00	D
Sundial	170.00	170.00	D
Renewal for further 10 years	170.00	170.00	D
Book of Remembrance -			
2 line entry	100.00	100.00	D
3 line entry	130.00	130.00	D
4 line entry	160.00	160.00	D
5 line entry	185.00	185.00	D
6 line entry	220.00	220.00	D
7 line entry	245.00	245.00	D
8 line entry	275.00	275.00	D
Flower designs	90.00	90.00	D
Other designs	100.00	100.00	D
Extra line to existing entry	55.00	55.00	D
Slate Tablets			
Slate Tablets per letter	5.00	5.00	D

Sanctum Vaults:	2018/19	2019/20	Statutory / Discretionary
10 year lease (includes wooden casket)	640.00	650.00	D
Renewal for further 10 years	290.00	295.00	D
20 year lease (includes wooden casket)	850.00	870.00	D
Renewal for further 20 years	415.00	425.00	D
Placing 2nd casket of remains – Monday to Friday only	68.00	70.00	D
Opening vault on request	40.00	40.00	D
Design and Lettering (prices exclusive of VAT)			
Lettering (per letter)	4.38	4.46	D
Small design	82.50	84.00	D
Large design	108.00	110.00	D
Photo tile (portrait – 1 person)	150.00	153.00	D
Photo tile (landscape – 2 persons)	195.00	198.00	D
Outdoor Facility Charges			
Summer Games:			
Adult Bowling Green Card (Annual)	26.00	26.50	D
Couples Bowling Green Card (Annual) (in same household)	41.00	42.00	D
Junior Bowling Green Card (Annual)	13.00	13.25	D
Summer Rugby Adult	550.00	561.00	D
Summer Rugby Juniors - #	326.00	333.00	D
Winter Games:			
Adult B/B Pitch Hire (Alternate weeks)	564.00	575.00	D
Junior B/B Pitch Hire (Alternate weeks)	334.00	341.00	D
Mini Soccer B/B Hire	252.00	257.00	D
Adult Baseball Field (Annual)	1,673.00	1,706.00	D
Junior Baseball Field (Annual)	837.00	854.00	D
Bandstand Hire			
Halton Constituted Community Groups	POA	POA	D
Halton Registered Charities	POA	POA	D
Event Land Hire – Non Commercial			
Halton Constituted Community Groups	POA	POA	D
Halton Registered Charities	POA	POA	D
Land Hire Bond (Refundable)	POA	POA	D
Event Land Hire - Commercial			
Commercial Land Hire	POA	POA	D

PUBLIC HEALTH & PUBLIC PROTECTION SERVICES

	2018/19	2019/20	Statutory / Discretionary
Environmental Information			
Basic outstanding Environmental Health search	Free	Free	S
Access to information on Public Register	Free	Free	S
Provision of other environmental information that is not publicly available (per hour)	N/A	21.35	D
Environmental Protection Act			
List of authorised part "B" Processes	42.65	43.50	S
List of authorised part "A" Processes	43.70	44.57	S
Condemned Food Certificates			
Disposal of condemned food following statutory or voluntary process	At cost	At cost	S
Certification of Food Products for Export			
Certificates requiring signature	65.80	67.1	S
Other documents requiring stamp	21.80	22.2	S
National Food Hygiene Rating Scheme			
Request for Re-Inspection	112.65	114.90	S
Kennelling of Dogs			
Reclaiming of Stray Dogs	On Application*	On Application*	S
Collection of Dogs from repossessed premises	81.10	82.72	S
Transportation of non-seized animals i.e. dogs/cats to kennels or other premises	81.10	82.72	S
*As agreed with Strategic Director People or Director of Public Health			
Animal Welfare Licensing of Activities involving Animals (Regulations 2018)			
Pet Shop	New Charge	216.74	S
Pet Shop with Dangerous Animals	New Charge	321.42	S
Boarding Cats	New Charge	237.30	S
Boarding Dogs	New Charge	237.30	S
Breeding Dogs	New Charge	342.25	S
Hiring Horses	New Charge	342.25	S
Home Boarding Dogs	New Charge	195.24	S
Dog Day Care	New Charge	195.24	S
Exhibition Animals	New Charge	237.70	S
EPA Authorisation			
Application	Statutory fee	Statutory fee	S
Renewal	Statutory fee	Statutory fee	S
Health and Safety At Work Act 1974 etc.			
Provision of information obtained under the Act including production of statements and reports as requested (per hour)	20.93	21.35	S

Acupuncture, Tattooing, Ear Piercing and Electrolysis Establishments	2018/19	2019/20	Statutory / Discretionary
Registration fee	113.2	115.46	S
Additional Individual Operator Registration	35.8	36.52	S
Border Agency Accommodation Inspections	75.5	77.01	S
Return of Seized Sound Equipment (Noise Act 1996)	133.3	135.97	S
Housing Enforcement Notices under Section 49 of the Housing Act 2004	189.6	193.4	S
Houses in Multiple Occupation up to and including 5 rooms. 5 year license	New Charge	510	S
Houses in Multiple Occupation with 6 rooms. 5 year license	New Charge	546	S
Houses in Multiple Occupation with 7 rooms. 5 year license	New Charge	582	S
Houses in Multiple Occupation with 8 rooms. 5 year license	New Charge	618	S
Houses in Multiple Occupation with 9 rooms. 5 year license	New Charge	654	S
Houses in Multiple Occupation with 9 rooms and over. 5 year license	New Charge	690	S
Petroleum Consolidation Regulations 2014 Certificate and Licensing	Statutory Fee	Statutory Fee	S
Pest Control Charges			
Commercial Charge for all pests (per hour, minimum 1 hour)	76.90	78.40	D
School Charge:			
Ants	55.45	56.60	D
Fleas	55.45	56.60	D
Wasps	55.45	56.60	D
Cockroaches	55.45	56.60	D
Mice	55.45	56.60	D
Rats	55.45	56.60	D
Domestic Charges - #:			
Ants	46.21	47.1	D
Fleas	46.21	47.1	D
Wasps	41.75	42.6	D
Bedbugs	51.67	52.7	D
Cockroaches	26.67	27.2	D
Mice	26.67	27.2	D
Rats	Free	Free	S
Regulatory Enforcement and Sanctions Act			
The first 10 hours of advice in a financial year to all businesses	Free	Free	S
Hourly rate for additional consultancy to primary authority businesses	57.70	58.90	S
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.	185.00	185.00	S
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.	243.00	243.00	S

Trading Standards Services – Fireworks (Continued)	2018/19	2019/20	Statutory / Discretionary
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.	304.00	304.00	S
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.	374.00	374.00	S
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.	423.00	423.00	S
One year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	86.00	86.00	S
Two year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	147.00	147.00	S
Three year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	206.00	206.00	S
Four year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	266.00	266.00	S
Five year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	326.00	326.00	S
One year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	109.00	109.00	S
Two year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	141.00	141.00	S
Three year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	173.00	173.00	S
Four year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	206.00	206.00	S
Five year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	239.00	239.00	S
One year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	54.00	54.00	S
Two year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	86.00	86.00	S
Three year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	120.00	120.00	S
Four year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	152.00	152.00	S
Five year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	185.00	185.00	S
Varying the name of licensee or address of site. Statutory fee.	36.00	36.00	S
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	S
Transfer of licence. Statutory fee.	36.00	36.00	S
Replacement of licence. Statutory fee.	36.00	36.00	S
Weights and Measures charged per office hour	61.32	62.52	S
Feeding stuffs – Manufacturing (statutory fee)	451.00	451.00	S
Feeding stuffs – Placing on the Market (statutory fee)	226.00	226.00	S

PUBLIC HEALTH

2018/19

2019/20

**Statutory /
Discretionary
D**

Health Improvement Team – exercise session charge

2.75

COMMUNITY DEVELOPMENT

	2018/19	2019/20	Statutory / Discretionary
COMMUNITY CENTRES			
Activities			
Badminton (Juniors)	9.30	9.79	D
Badminton (Adults)	11.50	11.85	D
Climbing Wall (Adults – per hourly session)	2.70	2.78	D
Climbing Wall (Juniors – per hourly session)	1.10	1.13	D
Climbing Wall (Hire per hour inc. instructor)	37.50	38.63	D
Community Groups:			
Room Hire – Hall (per hour)	8.80	9.06	D
Room Hire – Small Room (per hour)	3.50	3.61	D
Room Hire – Medium Room (per hour)	5.00	5.15	D
Room Hire – Large Room (per hour)	5.60	5.77	D
Private Groups:			
Room Hire – Hall (per hour)	11.00	11.33	D
Room Hire – Small Room (per hour)	4.40	4.53	D
Room Hire – Medium Room (per hour)	6.10	6.28	D
Room Hire – Large Room (per hour)	6.80	7.00	D
Commercial Groups:			
Room Hire – Hall (per hour)	13.30	13.70	D
Room Hire – Small Room (per hour)	5.80	5.97	D
Room Hire – Medium Room (per hour)	7.60	7.83	D
Room Hire – Large Room (per hour)	8.10	8.34	D
Weekend Room Hire	Relevant room hire charge	Relevant room hire charge	D
	+50%	+50%	
Performing Rights (of total charge)	5%	0.05	D
Sportshall at Upton Community Centre (Adults)	33.50	34.50	D
Sportshall at Upton Community Centre (Juniors)	27.00	27.81	D

LEISURE & RECREATION

	2018/19	2019/20	Statutory / Discretionary
Swimming			
Adult	3.90	4.20	D
Junior	2.25	2.40	D
Halton Leisure Card (HLC)	2.40	2.60	D
Family Swim (2 x adults & 2 x juniors)	New Charge	10.00	D
Aquababes	3.30	3.50	D
Private lesson 121	16.00	16.00	D
Private lesson 221	22.00	22.00	D
Child Swim Lesson - 30 min membership	20.20	20.50	D
Child Swim Lesson - 60 min membership	26.70	27.00	D
Adult Swim Lesson - 30 min membership	20.20	21.00	D
Private lesson 121 membership	53.00	53.00	D
Private lesson 221 membership	34.00	34.00	D
Crash Course - 30 min (5 day)	22.00	23.00	D
Memberships			
Single membership – Note, reduction in charge to promote new membership	31.50	26.00	D
Joint membership - Note, reduction in charge to promote new membership	55.90	47.50	D
HLC Membership	25.20	25.20	D
Swim Only membership	23.50	44.72	D
Gym only membership (BRC/RSP)	15.99	42.00	D
Gym only membership (KLC)	17.99	23.50	D
Teen Membership	15.99	15.99	D
Family membership - Note, reduction in charge to promote new membership	63.00	52.00	D
Activities			
Bowls	53.00	54.20	D
Halton Day Services	89.00	91.00	D
Men's 50+ Badminton	4.10	4.20	D
Karate Club	23.50	24.00	D
Trampoline Private Hire	13.30	13.50	D
Trampoline Membership		14.00	D
Badminton Club Hire (Per court, per hour, plus admission)	5.20	5.20	D
Liverpool Canoe Club	48.50	49.50	D
Netball Leagues	280.00	280.00	D
Back to Netball	3.20	3.30	D
Sports Hall Admit Adult		2.40	D
Sports Hall Admit Junior	1.25	1.30	D
HLC Admit	1.45	1.50	D
Squash Adult	3.90	4.00	D
Squash Junior	2.00	2.10	D
Casual Gym/Aerobics	5.20	5.20	D
Junior Fitness	2.60	2.70	D
Health Suite	6.10	6.10	D
Table Tennis Adult	2.60	2.60	D
Table Tennis Junior	1.40	1.45	D
Spectator Adult	0.50	0.50	D
Spectator Junior	0.25	0.25	D
Spectator HLC	0.25	0.25	D
Half Hall Booking KLC	50.00	50.00	D
Full Hall Booking KLC	91.00	91.00	D
Gymnasium KLC	34.00	34.00	D
Creche	26.80	26.80	D
Swimming Pool KLC	64.50	80.00	D
Small Pool	47.00	47.00	D
Studio 1 & 2	29.70	29.70	D
Activities (Continued)	2018/19	2019/20	Statutory /

Discretionary

Swimming Pool RSP	29.70	40.00	D
Swimming Pool BRC	57.50	70.00	D
Five a Side Block Booking BRC	48.00	49.00	D
Five a Side Block Booking junior BRC	22.50	24.00	D
Five a Side Casual - Adult	39.00	42.00	D
Five a Side Casual - Junior	20.00	21.00	D
Full Hall Booking Adult BRC	69.50	69.50	D
Half Hall Booking Junior BRC	24.00	24.00	D
Full Hall Booking Junior BRC	39.50	39.50	D
Gymnasium Adult BRC	31.75	31.00	D
Gymnasium Junior BRC	21.50	21.00	D
Astro Casual Adult	40.00	40.00	D
Astro Casual Junior	22.00	22.00	D
Frank Myler Activity Room Block Booking	15.50	16.00	D
Frank Myler MUGA Block Booking	13.00	13.30	D
Halton Leisure Card	4.00	4.00	D

LIBRARY SERVICES**Loan Charges – Note, Charges Removed January 2019**

Talking Books (3 weeks)	1.30	Nil	D
Talking Books - Leisure Card Holders (3 weeks)	0.80	Nil	D
DVDs Children's collection for 1 week	1.40	Nil	D
Learning for Life Collection – Non book Items (3 weeks)	1.30	Nil	D
Learning for Life Collection – Non book Items – Leisure Card Holders	Free	Nil	D

Fines on Overdue Items - Note, Charges Removed January 2019**Books, Talking Books, CDs, and Learning for Life Collection:**

Adult's Tickets (£2.00 maximum fine) (per day)	0.15	Nil	D
Children's Tickets	No Charge	Nil	D
Young Person's Tickets	No Charge	Nil	D
Leisure Card Holder (£2.00 maximum fine) (per day)	0.05	Nil	D
Additional Administrative Charge for Overdue Reminders	0.30	Nil	D

Reservation Fees

Items in Stock	Free	Free	D
Items Bought Into Stock	2.50	2.50	D
Items Bought Into Stock – Leisure Card Holders	1.50	1.50	D
Items Obtained From Other Libraries or British Library	11.00	11.00	D
Items Obtained From Other Libraries or British Library – Leisure Card Holders	7.50	7.50	D

Personal Computer Bookings

Printing (per page) – Black and White	0.15	0.15	D
Printing (per page) – Colour	0.25	0.25	D
Printing (per page) – Black and White – Leisure Card Holders	0.10	0.10	D
Printing (per page) – Colour – Leisure Card Holders	0.15	0.15	D

Photocopies

A4 (per sheet)	0.15	0.15	D
A3 (per sheet)	0.25	0.25	D

Fax

Per Sheet Received	0.50	0.50	D
To UK – First Sheet	1.00	1.00	D
To UK – Subsequent Sheets	0.25	0.25	D

Library Services – Fax (Continued)

2018/19	2019/20	Statutory /
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			Discretionary
To Europe – First Sheet	2.00	2.00	D
To Europe – Subsequent Sheets	0.50	0.50	D
To Outside Europe – First Sheet	3.00	3.00	D
To Outside Europe – Subsequent Sheets	1.00	1.00	D
Lost Tickets			
Adults	2.20	2.20	D
Children and Leisure Card Holders	1.10	1.10	D
Room Hire			
Community Groups – Meeting Room 2 (per hour)	12.50	13.00	D
Community Groups – Meeting Room 3 (per hour)	12.50	13.00	D
Community Groups – Meeting Room 2 & 3 (per hour)	25.00	26.00	D
Community Groups – Meeting Room 4 (per hour)	7.25	7.50	D
Community Groups – Meeting Room 5 – ICT Suite (per hour)	14.00	14.50	D
Community Groups – Meeting Room 6 (per hour)	10.25	10.50	D
Community Groups – Meeting Room 7 (per hour)	8.75	9.00	D
Community Groups - Meeting Room - Runcorn (per hour)	9.75	10.00	D
Standard Rate Meeting Room 2 (per hour)	15.00	15.50	D
Standard Rate Meeting Room 3 (per hour)	15.00	15.50	D
Standard Rate Meeting Room 2 & 3 (per hour)	30.00	31.00	D
Standard Rate Meeting Room 4 (per hour)	8.75	9.00	D
Standard Rate Meeting Room 5 – ICT Suite (per hour)	15.00	15.50	D
Standard Rate Meeting Room 6 (per hour)	12.50	13.00	D
Standard Rate Meeting Room 7 (per hour)	9.75	10.00	D
Standard Rate Meeting Room - Runcorn (per hour)	12.50	13.00	D

WASTE & ENVIRONMENTAL IMPROVEMENT SERVICES

	2018/19	2019/20	Statutory / Discretionary
Waste Management			
Charge for a new or replacement wheeled bin	27.50	28.5	D
Charge for the collection of bulky household items	22.50	24.5	D
Charges for the collection of commercial waste	5.80	6.1	D
Charge for collection of garden waste (paid HDL)	30.00	37	D
Charge for collection of garden waste (paid online)	25.00	32	D
Charge for the collection of commercial waste	Increase of 2% on 2016/17 charges	Increase of 2.5% on 2018/19 Charges	D

STADIUM

	2018/19	2019/20	Statutory / Discretionary
Room Hire			
Bridge Suite	420.00	440.00	D
Karalius Suite	220.00	300.00	D
Single Box	65.00	70.00	D
Double Box	130.00	140.00	D
Triple Box	195.00	210.00	D
Pitch Hire – Change from 2018/19 Charging Structure applies in 2019/20 compete with similar venues.			
1/4 Hire - Off Peak	New Charge	40.00	D
1/2 Hire - Off Peak	New Charge	80.00	D
Full Pitch Hire - Off Peak	New Charge	160.00	D
1/4 Hire - Peak	New Charge	50.00	D
1/2 Hire - Peak	New Charge	50.00	D
Full Pitch Hire - Peak	New Charge	200.00	D

ECONOMY, ENTERPRISE & PROPERTY SERVICES**2018/19****2019/20****Statutory /
Discretionary****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	D
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ADULT LEARNING CLASSES – Note – Charges do not cover full cost of course, external grant covers the full remaining cost

Maths	Nil	Nil	D
English	Nil	Nil	D
HEP Employability Skills	Nil	Nil	D
Employability Skills	Nil	Nil	D
5 Week Courses – Cake Decorating, Calligraphy	30.00	30.00	D
10 Week Courses	60.00	60.00	D
22 Week Courses + £30 registration fee	120.00	120.00	D
33 Week Courses + £30 registration fee	160.00	160.00	D
Wellbeing Courses	Nil	Nil	D

Any course that does have a fee attached may be subject to fee remission (either 50% or 100%) dependant on which benefits the learner may be claiming

APPENDIX B

THE BRINDLEY

	2019/20	2020/21	Statutory / Discretionary
The Theatre			
Commercial Hirers (1 performance or up to 8 hours):			
Monday to Thursday	1,166.67	1,191.67	D
Friday to Sunday	1,333.33	1,358.33	D
Community Hirers (1 performance or up to 8 hours):			
Monday to Thursday	700.00	715.00	D
Friday and Saturday	800.00	815.00	D
Rehearsal Performance per 4 Hours (Monday to Thursday)	333.33	341.67	D
The Studio			
Per 8 hour performance with technical support:			
Monday to Thursday	329.17	335.00	D
Friday, Saturday and Sunday	370.83	378.33	D
Per 4 hour rehearsal with technical support:			
Monday to Thursday	191.67	195.83	D
Friday, Saturday and Sunday	233.33	238.33	D
Per 4 hours dressing room facility:			
Monday to Sunday	158.33	161.67	D
Per 8 hours dressing room facility:			
Monday to Sunday	241.67	246.67	D
Per 12 hour dressing room facility:			
Monday to Sunday	325.00	331.67	D
Workshops Per 1 hour (studio):			
Monday to Thursday (10am – 5pm) per hour	30.00	30.00	D
Saturday to Sunday	POA	POA	D
Technical Support	POA	POA	D
Workshops Per 4 hours (studio):			
Monday to Thursday (10am – 5pm) per hour	225.00	245.00	D
Saturday to Sunday	POA	POA	D
Technical Support			
Education Room Hire			
Hourly Rate	25.00	25.00	D
Day Rate	80.00	85.00	D
Technical Support		POA	D
Gallery Walls Hire			
Standard Hire (Per Month)	350.00	380.00	D
Community Hire (Per Month)	Nil	Nil	D
Gallery Room Hire			
Hourly Rate	-	50.00	D
3 Hours Rate	-	100.00	D
Additional Charges			
Inclusion within the Brindley season Brochure	150.00	154.17	D
Brindley Website Facebook Advert	POA	POA	D
Brindley to manage ticket sales (per ticket)	0.46	0.46	D
Programme/Merchandise sales by Brindley staff	83.33	87.50	D
Additional technicians (per hour)	15.83	15.83	D
Pre rig (sound, lighting or stage) (Monday to Friday)	312.50	320.83	D

	2019/20	2020/21	Statutory / Discretionary
Additional Charges (Continued)			
Pre rig (sound, lighting or stage) (Saturday, Sunday or Bank Holidays)	350.00	358.33	D
Use of the orchestra pit – Note, charge decreased to encourage hire	145.83	25.00	D
Use of the Orchestra Pit (3 days +) Inclusive when hiring	Nil	Nil	D
Brindley Theatre Music Stands and Lights –			
Smoke Machine (day)	21.67	22.50	D
Smoke Machine (3 days +)	65.00	67.50	D
Haze Machine (day)	21.67	22.50	D
Haze Machine (3 days +)	65.00	67.50	D
Strobe Lights (day)	21.67	22.50	D
Strobe Lights (3 days +)	65.00	67.50	D
Radio Mics (each)	29.17	30.00	D
Radio Mics (3 days +) (per mic)	87.50	90.00	D
Music Stand and Light (day) – Note, charge decreased by 29% to encourage hire	5.83	4.17	D
Music Stand and Light (3 days +) - Note, charge decreased by 29% to encourage hire	17.50	12.50	D
Theatre Projector (day)	112.50	116.67	D
Theatre Projector (3 days +)	337.50	350.00	D
Studio Projector and Screen (day)	60.00	61.67	D
Studio Projector and Screen (3 days +)	180.00	185.00	D
Media Package – Projector and DVD Player (day)	43.33	44.17	D
Media Package – Projector and DVD Player (3 days +)	130.00	132.50	D
Harlequin Dance Floor (day)	66.67	68.33	D
Harlequin Dance Floor (3 days +)	200.00	205.00	D
Star Cloth (day)	87.50	89.17	D
Star Cloth (3 days +)	262.50	267.50	D
Gauze (day)	43.33	45.83	D
Gauze (3 days +)	130.00	137.50	D
Pyrotechnics (day)	POA	POA	D
Pyrotechnics (week)	POA	POA	D
Steinway Grand Piano – (Theatre only) (day)	112.50	116.67	D
Steinway Grand Piano – (Theatre only) (3 days +)	325.00	350.00	D
Steinway Grand Piano tune (Theatre only) (weekday)	116.67	120.83	D
Steinway Grand Piano tune (Theatre only) (weekend)	145.83	150.00	D
Post show bar	91.67	93.33	D
Corkage Per Bottle (Wine)	8.33	8.33	D
Café Facility Per Hour (outside of normal opening hours) OR			
Café Space Hire – Note charge increased to cover full cost	33.33	41.67	D

Appendix C

REGISTRARS SERVICE**

	2019/20	2020/21	Statutory / Discretionary
Boston Suite and Lounge			
Monday to Thursday	220.00	240.00	D
Friday – Note, 10% increase applied by General Registry office	260.00	285.00	D
Saturday	300.00	325.00	D
Sunday (11am to 1pm)	380.00	410.00	D
Bank Holiday	480.00	510.00	D
Civic Suite, Runcorn Town Hall			
Monday to Thursday	330.00	355.00	D
Friday	340.00	365.00	D
Saturday	380.00	410.00	D
Sunday (11am to 1pm) – Note, 10% increase applied by General Registry Office	420.00	460.00	D
Bank Holiday	520.00	550.00	D
Leiria or Members Room, Runcorn Town Hall			
Monday to Thursday	300.00	325.00	D
Friday	310.00	335.00	D
Saturday	330.00	355.00	D
Sunday (11am to 1pm)	390.00	420.00	D
Bank Holiday	490.00	520.00	D
Council Chamber Runcorn Town Hall and Approved Premises			
Monday to Thursday	410.00	440.00	D
Friday	430.00	460.00	D
Saturday	490.00	520.00	D
Sunday	580.00	620.00	D
Bank Holiday	680.00	720.00	D

Note** - All charges are listed as discretionary but do include a statutory element applied by the General Registry Office