

**REPORT:** Executive Board Sub Committee  
**DATE:** 20 March 2008  
**REPORTING OFFICER:** Strategic Director - Environment  
**SUBJECT:** Review of Fees and Charges  
**WARDS:** Boroughwide

## **1 PURPOSE OF REPORT**

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

## **2 RECOMMENDATIONS:**

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

## **3 SUPPORTING INFORMATION**

- 3.1 The review of Fees and Charges has been carried out as part of the budget preparations. The review was carried out by increasing existing fees and charges in line with inflation with some exceptions to take into account Best Value issues.
- 3.2 A number of areas have been identified where income was not being maximised. As a result some new charges have been added and are highlighted in the schedule.
- 3.3 The schedule includes a number of Statutory Fees that may increase during the coming Financial Year.

## **4 FINANCIAL IMPLICATIONS**

- 4.1 The effects of the proposals have been incorporated into the draft budgets for 2008/2009. Charges are adjusted annually in accordance with the current inflation rate.

## **5 POLICY IMPLICATIONS**

- 5.1 There are no policy implications.

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

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

There are no implications

**6.2 Employment Learning & Skills in Halton**

There are no implications

**6.3 A Healthy Halton**

There are no implications

**6.4 A Safer Halton**

There are no implications

**6.5 Halton's Urban Renewal**

There are no implications

**7 RISK ANALYSIS**

7.1 Not Applicable

**8 EQUALITY AND DIVERSITY ISSUES**

8.1 There are no issues under this heading.

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

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

## APPENDIX

### ENVIRONMENTAL INFORMATION

	<u>PRESENT</u>	<u>PROPOSED</u>
	£	£
<b>Charges will apply subject to and in compliance with current statutory regulations</b>		
The basis for charging is:		
(1) Where the information already exists in the format requested:		
Admin Charge - Charge inclusive of copying of first sheet.	10.50	11.00
A4 –per subsequent sheet.	0.50	0.50
A3 - per subsequent sheet	0.75	0.75
A2 –per subsequent sheet	1.50	1.50
A1 - per subsequent sheet	6.00	6.25
(2) Where assistance is required from Council staff to either extract interpret, or describe material, the staff time is charged at an hourly rate given below:		
Manager	112.00	115.00
Professional Staff	94.00	96.50
Admin. Support	57.00	58.00
Typing Fees (hourly rate)	51.50	52.75
(Minimum Charge – Half an Hour for above 4 items)		
Postage	At Cost	At Cost

### REQUESTS FOR INFORMATION REGARDING POTENTIALLY CONTAMINATED LAND

	<u>PRESENT</u>	<u>PROPOSED</u>
	£	£
Land contamination reports for a given property or site is issued detailing all information held by HBC relating to known or potential contamination including historical, land use, landfill locations and details of site investigations and remediation contamination		
The Charge varies depending on the size of the site for which information is requested:-		
(1) <b>For premises equivalent to less than 10 hectares in size.</b> (e.g. a Single Domestic Property or a Small Factory Unit)		
(i) The premises site only	57.00	58.50
(II) Any search of the premises site and the land within 250 metres of the site boundaries	93.00	95.50
(iii) Any search of the premises site and the land within 500 metres of the site boundaries	155.00	159.00
(iv) Any search of the premises site and the land within 1000 metres of the site boundaries	206.00	211.00
(2) <b>For premises equivalent to more than 10 hectares in size.</b> (e.g. a Housing estate or a large factory unit)		
(i) The premises site only	93.00	95.50
(ii) Any search of the premises site and the land within 250 metres of the site boundaries	155.00	159.00
(iii) Any search of the premises site and the land within 500 metres of the site boundaries	206.00	211.00
(iv) Any search of the premises site and the land within 1000 metres of the site boundaries	258.00	265.00

Note

Charges inclusive of VAT where applicable.

**REQUESTS FOR ENVIRONMENTAL INFORMATION**

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

	<u>PRESENT</u> £	<u>PROPOSED</u> £
<b>ENVIRONMENTAL PROTECTION ACT</b>		
(1) List of authorised part "B" Processes	36.50	37.50
(2) List of authorised part "A" Processes (Available separately from the Environment Agency)	36.50	37.50
(3) Copy of Application for Authorisation from file	21.00 Per Document	22.00 Per Document
(4) Supplying a hard copy of the strategy for the inspection of contaminated land to commercial undertakings	21.00	22.00
(5) Supplying a hard copy of the air quality review and assessment to commercial undertakings	21.00	22.00
(6) Assistance from Council Staff to extract, Interpret or describe above material	23.00	24.00
<b>OTHER INFORMATION</b>		
(1) One months data from pollution monitoring station	305.00	312.50
(2) Three months data from pollution monitoring station	835.00	856.00
(3) Six months data from pollution monitoring station	1195.00	1225.00
(4) Supplying a copy of consultants report	36.50	37.50

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

Note

Charges inclusive of VAT where applicable

## **ENVIRONMENTAL HEALTH SERVICES CHARGES**

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

	<u>PRESENT</u> £	<u>PROPOSED</u> £
(1)* Clearing Drains at Domestic Premises – Hourly Rate	64.00 (Minimum 1 Hour)	66.00 (Minimum 1 Hour)
(2)* Pest Control		
(i) Commercial Premises		
- Hourly Rate	56.50	58.00
- Minimum Charge (excluding materials)	72.00	74.00
(ii) Disinfestations of empty domestic properties	67.00 (Inclusive of Materials)	69.00 (Inclusive of Materials)
Domestic Premises for wasps/ bees, fleas, ants and other seasonal pests (£10 refund if premises are visited but no treatment carried out)	21.25	21.75
(iii) Squirrels and moles	56.50	58.00
(3) Condemned Food Certificates		
(i) Charges under £5 to be waived. Maximum certificate charge – £220.00	5% of Total Value	5% of Total Value
(ii) The fee charged will be increased by the cost of any fees paid out for the specialised disposal of food.	At Cost	At Cost
(4) Certification of Food Products for Export		
- Certificates requiring signature	52.50	54.00
- Other documents requiring stamp	8.75	9.00
(5) Food Hygiene Training Courses		
(i) Basic Food Hygiene Course (minimum)	52.50	54.00
(ii) Other Course/Seminars	To vary According to Demand and to reflect full Cost recovery	To vary According to Demand and to reflect full Cost recovery
(6) Fresh Meat and Poultry Regulations 1990	As agreed with Strategic Director Environment	As agreed with Strategic Director Environment
(7) Kennelling of Dogs		
(i) Reclaiming of Stray Dogs	As agreed with Strategic Director Environment	As agreed with Strategic Director Environment
(ii)* Collection of Dogs from repossessed premises	67.00	68.50
(iii) Transportation of non seized animals i.e. dogs/cats to kennels or other premises	67.00	68.50
(8) EPA Authorisation		
- Application – Statutory Fee	As Advised	As Advised
- Renewal – Statutory Fee	As Advised	As Advised
(9) Disclosure of Information		
(i) Information obtained under the Health and Safety at Work Act 1974 Etc.	113.50	116.50
(ii) Voluntary Disclosure of Information (Plus Photocopying Charge of 50p per Sheet)	95.75	98.00
(10) Acupuncture, tattooing, Ear Piercing and Electrolysis Establishments		
- Registration Fee	87.50	89.50

### **NOTE**

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

## HACKNEY CARRIAGE & PRIVATE HIRE VEHICLE CHARGES

	<u>PRESENT</u>	<u>PROPOSED</u>
	£	£
(1) Single Status Driver		
- First Grant (Including 1 copy of user Guide)	155.00	159.00
- Renewal	141.00	144.50
- Extra copy of User Guide	13.50	14.00
- Extra copy of knowledge test syllabus	7.00	7.00
- Badges	At cost	At cost
(2) Vehicle Licence		
***- Grant and Renewals 1 Year – Hackney Carriage	182.00++	186.50++
***- Grant and Renewals 1 Year – Private Hire	185.00++	189.50++
****- Transfers Balance of 1 Year as above		
(3) Private Hire Operator Licence		
*- Standard	491.50	503.50
** - Discounted	187.00	191.50
(4) Taxi Knowledge Test	17.50	18.00
**** Retest Fee (per re-test after second attempt)		
(5) <b>LOWERHOUSE LANE DEPOT FEES:</b>		
HACKNEY CARRIAGE & PRIVATE HIRE		
- Vehicle Test Fee	48.00	49.00
- Vehicle Re-test Fee	17.50	18.00
- Vehicle Test Un-notified Cancellation Fee	16.50	17.00
- ++Taximeter Sealing Fee	See ++	See++

### NOTES

- \* Standard fee is charged if operator has 30 or more vehicles on system.
- \*\* Discounted fee is charged if operator has fewer than 30 vehicles in system
- \*\*\* Vehicle Licences increase plus £15 to cover hardware and software charges Private Hire Vehicles  
£12 to cover hardware and software charges Hackney Carriage Vehicles
- \*\*\*\* Further charges may apply per retest after second attempt
- \*\*\*\*\* Unless part of a single transaction involving a simultaneous grant in which case £23.50
- ++ Includes Taximeter Sealing Fee. Owners of Private Hire Vehicles that are not equipped with meters may apply for the meter charge to be discounted from the annual licence fee.

**LICENCE FEES**

	<u>PRESENT</u> £	<u>PROPOSED</u> £
(1) Dangerous Wild Animals	54.50	56.00
(2) Pet Shops	54.50	56.00
(3) Animal Boarding Establishments	54.50	56.00
(4) Riding Establishments	54.50	56.00
(5) Breeding of Dogs	54.50	56.00
(6) Street Trading		
- First Grant & Renewal	310.50	318.00
- Additional Vehicles (Per Vehicle)	154.50	158.50
- "Static" First Grant	358.00	367.00
- Change of Vehicle	24.00	24.50
(7) Hawkers etc. Cheshire County Council Act	187.00	192.00
(8) Dealing in Game	54.50	58.00
(9) House to House Collections	Nil	Nil
(10) Street Collections	Nil	Nil
(11) Scrap Metal Dealers	Nil	Nil
(12) Motor Salvage Operator registration	57.50	59.00
(13) Sex Establishments	To be determined on application	To be determined on application
(14) Licensing Act 2003	See Councils Web Site for details	See Councils Web Site for details
(15) Gambling Act 2005	See Councils Web Site for details	See Councils Web Site for details

**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..

Items 9, 10, and 11 are not now chargeable

**ROAD TRAFFIC REGULATION ACT 1984**

	<u>PRESENT</u> £	<u>PROPOSED</u> £
(1) The making of a Temporary Order at the request of a Third party (The fee is inclusive of advertising costs)	1230.00	1500.00
(2) The making of a Permanent Order	As agreed with Strategic Director Environment	As agreed with Strategic Director Environment
(3) The issuing of a temporary closure notice (including emergency notices) at the request of a third party	207.00	230.00
(4) The Issuing of a diversionary notice at the request of a third party	170.00	190.00

**HIGHWAYS ACT 1980**

(1) Applying to the Magistrates Court for an Order to stop up or divert a highway - Permanent closure (Excluding appeal costs) Also applies to closures/diversions under Town & Country Planning Act 1990	510.00 Plus Technical & Advertising Costs	525.00 Plus Technical & Advertising Costs
(2) Issuing of Scaffolding/Hoarding permit	48.50	50.00
(3) Issuing of Skip Permit	32.00	33.00
(4) Removal of unauthorised skip	At Cost Minimum 130.00	At Cost Minimum 134.00
(5) Issuing of permits to erect structures/equipment over or under the highway	At Cost Minimum 62.00	At Cost Minimum 64.00
(6) Construction of vehicular crossings on footways	As agreed with Strategic Director Environment	As agreed with Strategic Director Environment
(7) Section 38 Agreements	6% of works cost Plus £500.00	8% of works cost Plus £500.00
(8) Section 278 Agreements	As agreed with Strategic Director Environment	As agreed with Strategic Director Environment
(9) Alfresco Dining Areas Licence - First Licence - Renewal of Licence	250.00 66.00	258.00 68.00
(10) 'A' Board Licence – Per Annum – <b>New Charge for 2008/09</b>	N/A	50.00
(11) Shop Displays Licence – Per Annum – <b>New Charge for 2008/09</b>	N/A	86.00
(12) Other Part Viiia e.g. Promotions & Leisure-- <b>New Charge for 2008/09</b>	N/A	At Cost Minimum 86.00 per licence
(13) Minor Highways Works Permits – <b>New Charge for 2008/09</b>	N/A	750.00

**HIGHWAY SEARCHES**

(1) Letter and plan showing adopted highway – <b>New Charge for 2008/09</b>	N/A	35.00
(2) Additional questions – <b>New Charge for 2008/09</b>	N/A	10.00

**SIGNING**

(1) The design and erection of a traffic sign(s) at the request of a third party (VAT to be added in all cases)	As agreed With the Strategic Director Environment	As agreed With the Strategic Director Environment
(2) Provision of H Bar Road Markings (VAT to be added in all cases)	50.00	55.75
(3) Authorisation of Temporary Direction Signs – <b>New Charge for 2008/09</b> (Normally for Housing Developments and Events) (VAT to be added in all cases)	N/A	100.00

**BUILDING ACT 1984 Section 18**

Legal Charge for supplying and administering agreements (together with design checking and supervision charges as determined by the Strategic Director-Environment)	180.00	185.00
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**STREET NAMING AND NUMBERING – New Charge for 2008/09**

- Up to 2 Dwellings	N/A	20.00
- Between 3 and 10 dwellings	N/A	100.00
- Schemes over 10 dwellings	N/A	300.00

(No VAT – Outside the Scope of VAT)

**ROAD SAFETY**

(1) Adult Cycle Training (Requests from outside Borough) – 3 Hour Course (VAT to be added in all cases)	50.00	50.00
(2) Clearance of Accident Debris – <b>New Charge for 2008/09</b>	N/A	At Cost
(3) Supply of Accident Data – <b>New Charge for 2008/09</b>	N/A	50.00

**Traffic Data**

Supply of Automatic Traffic Count Data – <b>New Charge for 2008/09</b>	<u>N/A</u>	At Cost Minimum 50.00
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(No VAT – Outside the Scope of VAT)

**NEW ROADS AND STREET WORKS ACT 1991**

(1) Unit of Inspection (30% of Total)	(Statutory Fee)	24.00	25.00
(2) Defective Reinstatements - Per inspection (maximum 3 No.)	(Statutory Fee)	48.00	50.00
- Additional Single Inspection	(Statutory Fee)	24.00	25.00
(Appropriate if defect reported by a Member of public)			
(3) Section 50 - Street Works Income			
(i) New Apparatus			
- Administration Fee (non returnable)		127.00	135.00
- Capitalised Fee in lieu of Annual Charges		143.00	160.00
- Inspection Charges (3 Number)	(Statutory Fee)	72.00	75.00
(ii) Existing Apparatus			
- Administration Fee (non returnable) - payable in advance		82.00	100.00
- Inspection Charges (3 Number)	(Statutory Fee)	72.00	75.00

Some New Road and Street Works Charges are Statutory Fees, (as indicated above) and are subject to change during 2008/09.

**MISCELLANEOUS**

	<u>PRESENT</u>	<u>PROPOSED</u>
	£	£
1. Supply photocopy of the following:		
(i) A copy Building Regulation approval or completion certificate including Any other information normally attached (up to a maximum of 4 pages additional pages will be charged at 50p per copy)	20.00	21.00
(ii) Four copies of the appropriate parts of an ordnance survey sheet necessary for the proper submission of a planning or building regulation (includes Ordnance Survey Licence)	27.50	28.00
(iii) Any other chargeable documents	35.00	36.00
(iv) Assistance from Council Staff to extract, interpret or describe this material	25.00	25.50
(v) A4 Aerial Photograph	Charge as A4 Document	Charge as A4 Document
(vi) Copy of tree preservation order	Charge as A4 Document	Charge as A4 Document
(vii) Copy of Consultant Report	65.00	67.00
2. Copy of larger format plans	7.00	10.00
3. Map Production		
(i) Administration Charge	11.00	11.00
(ii) Price per Copy		
A4	0.50	0.50
A3	0.75	0.75
A2	1.50	1.50
A1	6.00	10.00
A0	7.50	10.00
(iii) Price Per Disc - cd-r	51.50	52.75
- dvd-r	62.00	63.50
(iv) Assistance from Council Staff to extract. Interpret or describe material	93.75	96.50
Flat rate of £12.88 to be added for access to OS data	12.88	12.88
3. Copies of weekly list of planning applications to non public authority applicants for one year, payable in advance.	275.00	282.00
4. Section 106, Town & Country Planning Act 1990		
(i) Charges to developers for the preparation of agreements under the above legislation relating to the adoption of open space, together with any necessary supervision		
Legal & Supervision Costs	A fee to be negotiated as Appropriate	A fee to be negotiated as Appropriate
(ii) Other Section 106 Agreements	As agreed With the Strategic Director Environment	As agreed With the Strategic Director Environment
5. Provision of non statutory information		
(i) Per question (Estate Agents, etc.)	35.00	36.00
(ii) Per question reporting conditions compliance	60.00	61.50

**NOTES**

Charges inclusive of VAT where applicable.