

COUNCIL

TUESDAY, 26TH FEBRUARY 2019, 6.30 PM
COUNCIL CHAMBER, TOWN HALL, CHORLEY

AGENDA

APOLOGIES

1 MINUTES OF MEETING TUESDAY, 22 JANUARY 2019 OF COUNCIL

(Pages 5 - 10)

2 DECLARATIONS OF ANY INTERESTS

Members are reminded of their responsibility to declare any pecuniary interest in respect of matters contained in this agenda.

If you have a pecuniary interest you must withdraw from the meeting. Normally you should leave the room before the business starts to be discussed. You do, however, have the same right to speak as a member of the public and may remain in the room to enable you to exercise that right and then leave immediately. In either case you must not seek to improperly influence a decision on the matter.

3 MAYORAL ANNOUNCEMENTS

4 PUBLIC QUESTIONS

Members of the public who have requested the opportunity to ask question(s) on any item(s) on the agenda will have three minutes to put their question(s) to the relevant Councillor. Members of the public will be allowed to ask one short supplementary question.

5 2019/20 DRAFT BUDGET AND SUMMARY BUDGET POSITION OVER THE MEDIUM TERM (TO FOLLOW)

To seek approval to recommendations from the Executive contained in the attached report of the Chief Finance Officer (Introduced by the Executive Member for Resources) and within the appendices listed below.

A APPENDIX A FORMAL COUNCIL TAX RESOLUTION 2019/20 (TO FOLLOW)

B APPENDIX B SPECIAL EXPENSES & PARISH PRECEPTS 2019/20 (TO FOLLOW)

- C APPENDIX C DELIVERING OUR PRIORITIES - CHORLEY COUNCIL MEDIUM TERM FINANCIAL STRATEGY 2019/20 TO 2021/22 (TO FOLLOW)**
- D APPENDIX D CUMULATIVE BUDGET DEFICIT & BUDGET STRATEGY 2018-19 TO 2020-21 (TO FOLLOW)**
- E APPENDIX E VARIANCE ANALYSIS - MOVEMENTS FROM 2018/19 ORIGINAL ESTIMATES (TO FOLLOW)**
- F APPENDIX F GENERAL FUND FORECAST ASSUMPTIONS (TO FOLLOW)**
- G APPENDIX G CAPITAL PROGRAMME (TO FOLLOW)**
 - Appendix G1 Capital Programme 2018/19 to 2021/22
 - Appendix G2 Capital Programme Financing 2018/19 to 2021/22
 - Appendix G3 Developer's Contributions 2017/18 to 2020/21
- H APPENDIX H CAPITAL STRATEGY (TO FOLLOW)**
- I APPENDIX I TREASURY MANAGEMENT (TO FOLLOW)**
 - Appendix I Treasury Management Strategy 2019/20 to 2021/22
 - Appendix I1 Advice of Treasury Management Consultants
- J APPENDIX J PAY POLICY 2019/20 (TO FOLLOW)**
- K APPENDIX K REPORT OF THE CHIEF FINANCE OFFICER (TO FOLLOW)**
- L APPENDIX L BUDGET CONSULTATION 2019/20 (TO FOLLOW)**
- M APPENDIX M ASSESSING THE IMPACT OF 2019/20 BUDGET PROPOSALS (TO FOLLOW)**

6 FEES AND CHARGES REVIEW 2019/20

(Pages 11 - 66)

To receive and consider the report of the Chief Finance Officer.

7 ALTERNATIVE BUDGET 2019/20

To consider a report of the Conservative Group (to follow).

8 COUNCIL APPOINTMENTS

Councillor Margaret France to be the Council's representative on the Lancashire Air Quality Champions Network.

9 **EXCLUSION OF THE PUBLIC AND PRESS**

To consider the exclusion of the press and public for the following items of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A to the Local Government Act.

By Virtue of Paragraph 1: Information relating to any individual.

Condition:

Information is exempt to the extent that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Information is not exempt if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to Regulation 3 of the Town & Country Planning General Regulations 1992(a).

10 **SENIOR MANAGEMENT RESTRUCTURE AND CONSEQUENTIAL CHANGES TO STAFFING STRUCTURES**

To receive and consider the report of the Chief Executive (to follow).

11 **ANY URGENT BUSINESS PREVIOUSLY AGREED WITH THE MAYOR**

GARY HALL
CHIEF EXECUTIVE

Electronic agendas sent to Members of the Council.

If you need this information in a different format, such as larger print or translation, please get in touch on 515151 or chorley.gov.uk

To view the procedure for public questions/ speaking click here

<https://democracy.chorley.gov.uk/documents/s67429/Appendix%203%20Standing%20Orders%20Aug%2016.pdf> and scroll to page 46

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MINUTES OF COUNCIL

MEETING DATE **Tuesday, 22 January 2019**

MEMBERS PRESENT: Councillor Margaret Lees (Mayor), Councillor Greg Morgan (Deputy Mayor) and Councillors Aaron Beaver, Eric Bell, Martin Boardman, Alistair Bradley, Terry Brown, Henry Caunce, Paul Clark, Jean Cronshaw, Alan Cullens, John Dalton, Doreen Dickinson, Christopher France, Gordon France, Margaret France, Jane Fitzsimons, Anthony Gee, Danny Gee, Tom Gray, Keith Iddon, Yvonne Hargreaves, Steve Holgate, Hasina Khan, Zara Khan, Paul Leadbetter, Roy Lees, Adrian Lowe, Marion Lowe, Matthew Lynch, June Molyneaux, Alistair Morwood, Steve Murfitt, Beverley Murray, Mark Perks, Debra Platt, Gillian Sharples, Joyce Snape, Kim Snape, Ralph Snape, John Walker, Paul Walmsley, Neville Whitham, Alan Whittaker and Peter Wilson

OFFICERS: Gary Hall (Chief Executive), Chris Sinnott (Director (Early Intervention and Support)), Asim Khan (Director (Customer and Digital)), Rebecca Huddleston (Director (Policy and Governance)), Chris Moister (Head of Legal, Democratic & HR Services), Ruth Rimmington (Democratic and Member Services Team Leader), Phil Davies (Electoral Services Manager) and Cathryn Filbin (Democratic and Member Services Officer)

APOLOGIES: Councillors Graham Dunn and Sheila Long

Five members of the public.

18.C.1 Minutes of meeting Tuesday, 20 November 2018 of Council

Decision: That the minutes of the Council meeting held on 20 November 2018 be approved as a correct record for signature by the Mayor.

18.C.2 Declarations of Any Interests

There were no declarations of interests received.

18.C.3 Mayoral Announcements

The Mayor highlighted that tickets are on sale for the Annual Mayor's Charity Ball taking place on Friday, 15 February.

18.C.4 Public Questions

There were no public questions for consideration.

18.C.5 Executive Cabinet

Members considered a general report of the meeting of Executive Cabinet held on 15 November, 13 December and 17 January 2019.

The Executive Leader, Councillor Alistair Bradley proposed and the Deputy Leader, Councillor Peter Wilson seconded the **Decision – that the report be noted.**

18.C.6 Revenue and Capital Budget Monitoring 2018/19 Report 2 (end of September 2018)

The Executive Member (Resources), Councillor Peter Wilson, presented the Revenue and Capital Budget Monitoring 2018/19 which had been considered by the Executive Cabinet on 15 November. The report requires full Council approval for a number of recommendations.

The Deputy Leader of the Opposition, Councillor Martin Boardman, highlighted the schedule of the investment budgets carried forward from 2017/18 and the new (nonrecurrent) investment budgets introduced in the 2018/19 budget in Appendix 2. He queried if all the committed funds can be spent in by the end of the Municipal Year. Councillor Peter Wilson gave assurances that there is commitment to deliver the projects within the Corporate Strategy.

The Executive Member (Resources), Councillor Peter Wilson, proposed and the Executive Leader, Councillor Alistair Bradley, seconded the **Decision – to**

- 1. Note the capital programme to be delivered in 2018/19 to 2020/21.**
- 2. Approve the budget changes to the capital programme outlined in paragraph 44.**

18.C.7 Overview and Scrutiny Committee and Task and Finish Groups

Members considered a general report of the meeting of the Overview and Scrutiny Committee held on 11 October and 29 November, the Overview and Scrutiny Performance Panel held on 20 September and 29 November and Task Group update.

The Chair of the Overview and Scrutiny Committee, Councillor John Walker, proposed and the Vice Chair, Councillor Alistair Morwood, seconded, the **Decision – that the report be noted.**

18.C.8 Governance Committee

Members considered a general report of the meeting of the Governance Committee held on 21 November.

The Chair of the Governance Committee, Councillor Paul Leadbetter, proposed, and the Vice-Chair, Councillor Anthony Gee, seconded the **DECISION – that the report be noted.**

18.C.9 Treasury Management Activity Mid-Year review 2018/19

The Chair of the Governance Committee, Councillor Paul Leadbetter, presented the Treasury Management Activity Mid-Year review 2018/19 which had been considered by the Governance Committee on 21 November. The report requires full Council approval.

The Chair of the Governance Committee, Councillor Paul Leadbetter, proposed, and the Vice-Chair, Councillor Anthony Gee, seconded the **DECISION – to add Low Volatility Net Asset Value (LVNAV) Money Market Funds to the list of approved Investment Counterparties with a limit of £3m per fund.**

18.C.10 General Purposes Committee

Members considered a general report of the meeting of the General Purposes Committee held on 13 December.

The Chair of the General Purposes Committee, Councillor Gordon France, proposed, and the Vice-Chair, Councillor Anthony Gee, seconded the **DECISION – that the report be noted.**

18.C.11 Chorley Council response to draft recommendations of warding arrangements

The Executive Leader, Councillor Alistair Bradley presented the Chorley Council response to the Local Government Boundary Commission for England's (LGBCE) draft recommendations on new borough warding arrangements for Chorley.

The Electoral Review of Chorley Council Committee have met twice to discuss the draft recommendations and formulate the response set out in the report. The Committee support the majority of the recommendations.

However, the Committee considered a number of alternative proposals. At the meeting, members of the Committee voted for option 2: to move Heskin (730 electors) from the Croston and Mawdesley ward to Eccleston, Charnock Richard and Euxton South ward; and to move part of Eccleston, Charnock Richard and Euxton South ward (178 electors) into Croston and Mawdesley ward (north of the River Yarrow to the Euxton Parish boundary) as their preferred option, subject to satisfactory variance to the mean tolerance levels.

However, as the figures for both wards have resulted in the tolerance levels to fall outside the +/- 10% variance requirement, it is felt that this proposal is less attractive, and members should consider option 1 as their preferred option: to move Heskin (730 electors) from the Croston and Mawdesley ward to the Eccleston, Charnock Richard and Euxton South ward; and to move part of Eccleston, Charnock Richard and Euxton South ward (284 electors) into Croston and Mawdesley ward (north of the River Yarrow to the new Euxton boundary and east of the (Croston and Mawdesley) boundary to the M6.

Members debated the proposal and noted that the Parish Council boundaries are not changing, that the LGBCE has a +/- 10% variance requirement and this make it difficult to balance the numbers and not split some communities.

The Leader of the Opposition, Councillor Alan Cullens, expressed his opinion that it is not sensible to make a response which falls outside the +/- 10% variance requirement and requested a recorded vote.

The Executive Leader, Councillor Alistair Bradley proposed and the Deputy Leader, Councillor Peter Wilson seconded and on being put to the vote the **Decision:**

a) To support the LGBCE's draft recommendations on the new boundary arrangements for the following borough wards -

| | |
|---------------------------------|--|
| Adlington & Anderton | Buckshaw & Whittle |
| Chorley East | Chorley East, Brindle & Hoghton |
| Chorley North | Chorley North East |
| Chorley North West | Chorley South East |
| Chorley South West | Clayton West & Cuerden |
| Coppull | Euxton |

b) the boundary changes proposed to the LGBCE's draft recommendations as detailed in Option 1 (paragraph 18) for the following wards –

| | |
|---------------------|--|
| Croston & Mawdesley | Eccleston, Charnock Richard and Euxton South |
|---------------------|--|

3. To approve the proposed new borough ward names as follows:

| LGBCE ward names | Preferred ward names |
|--|--------------------------------|
| Adlington & Anderton | No change |
| Buckshaw & Whittle | No change |
| Chorley East | No change |
| Chorley North | Chorley North & Astley |
| Chorley North East | Chorley Rural North East |
| Chorley North West | No change |
| Chorley South East | Chorley South & Heath Charnock |
| Chorley South West | No change |
| Clayton East, Brindle & Hoghton | No change |
| Clayton West & Cuerden | No change |
| Coppull | No change |
| Croston & Mawdesley | No change |
| Eccleston, Charnock Richard and Euxton South | Chorley Rural West |
| Euxton | No change |

FOR Councillors A Beaver, A Bradley, T Brown, P Clark, C France, G France, M France, J Fitzsimons, A Gee, Y Hargreaves, S Holgate, H Khan, Z Khan, R Lees, A Lowe, M Lowe, M Lynch, J Molyneaux, A Morwood, S Murfitt, B Murray, J Snape, K Snape, R Snape, P Walmsley, N Whitham, A Whittaker, P Wilson and The Mayor, M Lees.

AGAINST Councillors E Bell, M Boardman, H Caunce, A Cullens, J Dalton, D Dickinson, K Iddon, P Leadbetter, G Morgan, M Perks, D Platt and J Walker.

ABSTAIN Councillors J Cronshaw, D Gee and G Sharples.

18.C.12 To consider the Notices of Motion given in accordance with Council procedure Rule 10

Councillor Steve Holgate presented the following Motion submitted in accordance with Procedure Rule 10. Councillor Holgate circulated an updated version of the Motion

and explained that there had been a number of typographical errors in the published document.

Permitted Development

Permitted development is the part of planning law that allows people to carry out improvements on their home or property such as loft conversions, putting up a fence, adding a small conservatory or putting up a garden shed without having to apply to the Council for planning permission.

The government is now proposing that exploratory drilling for shale gas (Fracking) should also be considered as permitted development.

Building what can be up to a 1.5 Hectare fracking well pad without the consent of local people and by-passing the local planning process is an assault on our local democracy.

This Council instructs our chief executive to write on behalf of the Council to The Rt Hon James Brokenshire MP, Minister for Housing, Communities & Local Government as well as The Rt Hon Claire Perry MP, Minister of State for Energy & Clean Growth informing them that we are totally opposed to the government using permitted development legislation as a means of fast tracking shale gas exploration.

Councillor Kim Snape seconded the motion.

Following debate, Members unanimously made the **Decision - that the motion be supported.**

Mayor

Date

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| Report of | Meeting | Date |
|--|-------------------|------------------|
| Chief Finance Officer (Introduced by the Executive Member for Resources) | Executive Cabinet | 26 February 2019 |

REVIEW OF FEES & CHARGES 2019/20

PURPOSE OF REPORT

1. To amend some of the discretionary fees and charges the council currently makes to bring the income in line with the cost of delivering these services. In doing so to revise the income budgets for 2019/20 onwards.

RECOMMENDATION(S)

2. This report asks Council to approve:
 - a. Amendments to the Council's current fees and charges to be implemented as at 1st April 2019
 - b. Increases in the Council's 2019/20 income budgets
3. This report asks Council to note the full list of fees and charges given in Appendix 1 of this report.

EXECUTIVE SUMMARY OF REPORT

4. The council's fees and charges policy has been created to ensure fees are reviewed frequently and consistently. Finance lead on the review every year alongside service managers and directors. A review of fees and charges is submitted annually to January Executive Cabinet.
5. The 2019/20 review of fees and charges has identified four potential areas to increase fees and charges. These are summarised in table one with further detailed analysis given in the rest of the report. It is forecast that increasing charges as proposed could generate an additional £100k per annum and bring the cost of providing the services and income generated closer together. This has the effect of reducing or eliminating the council tax payer's subsidy to these services so instead council tax can fund other priority service areas.

| | | |
|--|-----|----|
| Confidential report Please bold as appropriate | Yes | No |
|--|-----|----|

| | | |
|--|-----|----|
| Key Decision? Please bold as appropriate | Yes | No |
|--|-----|----|

| | | |
|---|---|--------------------------------------|
| Reason Please bold as appropriate | 1, a change in service provision that impacts upon the service revenue budget by £100,000 or more | 2, a contract worth £100,000 or more |
|---|---|--------------------------------------|

| | | |
|--|---|---|
| | 3, a new or unprogrammed capital scheme of £100,000 or more | 4, Significant impact in environmental, social or physical terms in two or more wards |
|--|---|---|

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

6. The council should endeavour, when it is legal and feasible to do so, to charge users to meet the full cost of providing services.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

7. Without a regular review of fees and charges, new opportunities to introduce new services and charges may be missed.

CORPORATE PRIORITIES

8. This report relates to the following Strategic Objectives:

| | | | |
|--|--|---|---|
| Involving residents in improving their local area and equality of access for all | | A strong local economy | |
| Clean, safe and healthy communities | | An ambitious council that does more to meet the needs of residents and the local area | ✓ |

BACKGROUND

9. The Council's constitution outlines that it is the responsibility of each chief officer to agree its departmental charging policy in conjunction with the chief finance officer. It also stipulates that fees and charges should be reviewed annually.
10. The Council continues to experience large reductions in funding; the 2018/19 Medium Term Financial Strategy (MTFS) identifies a £3m budget gap by 2020/21. The MTFS identifies Chorley Council's commitment to generating income streams to help meet this funding challenge.
11. It is important that decisions are made consistently and adhere to the principles which are laid out in the fees and charges policy.

REVIEW OF FEES AND CHARGES 2019/20

12. The 2018/19 review of Fees and Charges introduced a new fees & charges policy and made adjustments to fees and charges for GIS, Bereavement and Bulky Waste Collection. It also resulted in an inflationary uplift in charges for community centres.
13. As per the new fees and charges policy introduced in 2018/19, fees and charges are to be reviewed annually and where possible charges increased if there exists a gap between the cost of delivering the service and the income collected.
14. It is proposed the following charges are not adjusted in 2019/20:

| Fee | Reason for Exclusion | Expected Review |
|-----------------------------------|--|-----------------|
| Car Parking – town centre | Fees will be reviewed once the major works to the town centre are completed | 19/20 |
| PCN | Penalty Charge Notices are set nationally | N/A |
| Planning | Planning fees set nationally | N/A |
| Building Control | Fees, in agreement with South Ribble Borough and Preston City Councils, have been set in August 17 with an average increase of 6% | 19/20 |
| Garden Waste Subscription | Charges will be reviewed after the implementation of the new contract when actual costs of delivering the service are better understood. | 19/20 |
| Use of Council Buildings | The use of the council's buildings is being reviewed as part of the Worksmart programme | 19/20 |
| Land Charges | The Infrastructure Act 2015 provides for the transfer of responsibility for Local Land Charges from local authorities to Land Registry. There has been no update as to when this transfer will be completed. | 19/20 |
| Summons Charges | Summons charges to remain the same until impact of introduction of universal credits is assessed | 19/20 |
| Geographical Information Services | Charges increased in line with costs for 2018/19, no increase in cost of service has been identified | 19/20 |
| Markets | Proposed inflationary increase rejected by members, due to the impact that the works to the town centre may be having | 19/20 |

15. The fees and charges that have been reviewed are outlined below in table 1. If the proposals to increase fees are approved it is estimated to increase income to the Council of £100k whilst bridging some of the gaps between income and the cost of service provision.

Table 1: Summary of the Proposed Changes to Income Budgets and Fees and Charges for 2018/19

| Service | 2019/20 | | | | | Proposal (more details in the report) |
|------------------------|----------------------------------|---|---|--|---------------------------|--|
| | 2018/19 Income Budget £ | Proposed Budget Alignment (1) £ | Income from Revised/New Charges (2) £ | Revised Budget 2019/20 (1) + (2) £ | Cost of Service £ | |
| Bereavement Services | (94,800) | (9,200) | (7,900) | (111,900) | 136,000 | Increase some charges to match the average charge across Lancashire and bring income closer to the cost of delivery. |
| Regulatory Services | (25,000) | 0 | (39,800) | (64,800) | 99,000 | Introduce new charges for invasive and non-invasive treatments Revise some the of current charges |
| Cotswold House | (279,000) | 0 | (25,000) | (304,000) | 333,000 | Increase charges in line with other local providers and within housing benefit regulations |
| Bulky Waste Collection | (48,300) | (10,000) | 0 | (58,300) | Built into Waste Contract | Budgets to be increased to reflect expected take-up of service in 2019/20. No proposed changes to charges in 19/20. |
| Community Centres | (61,000) | (14,000) | 0 | (75,000) | 235,000 | Budgets to be increased to reflect expected take-up of service in 2019/20. No proposed changes to charges in 19/20. |
| TOTAL | (508,100) | (33,200) | (72,700) | (614,000) | | |

Column (1) – adjustment to budgets to reflect forecast income levels that resulted from changes to charges in 2018/19

Column (2) – adjustment following changes to fees and charges or introduction of new fees and charges in 2019/20

Bereavement Services

16. The bereavement service still does not cover the direct cost of its services. Table 2 below outlines the proposed changes from adjusting fees in 2019/20 based on an average charge across Lancashire. In 2018/19 the interment of an adult was increased from £450 to £600 and the charge for headstones increased to £150.

Table 2: Bereavement Services Fees and Charges

| Type of Fee | Current Charge | Rank | Proposed Charge | Rank |
|---|----------------|------------------|-----------------|-----------------|
| Exclusive Right of Burial | £900.00 | 6 th | £900.00 | 6 th |
| Interment Adult | £600.00 | 7 th | £650.00 | 5 th |
| Interment of cremated remains | £95.00 | 11 th | £150.00 | 6 th |
| Memorial: Headstones inclusive of first inscription | £150.00 | | £150.00 | |
| Memorial: additional inscriptions and refix | £37.50 | | £45.00 | |
| Other Cemetery Charges: Certificate of Burial | £27.00 | | £30.00 | |
| Other Cemetery Charges: Certificate of Transfer | £27.00 | | £30.00 | |
| Other Cemetery Charges: Copy Certificate | £27.00 | | £30.00 | |
| Other Cemetery Charges: Search fee | £21.50 | | £30.00 | |

Rank – highest (1st) to lowest (11th) price in Lancashire

17. The current charge for the interment of cremated remains has not been changed since the service changed from being the scattering of cremated remains. As such the charge will be increased for 2019/20.
18. It is forecast that increasing charges in this manner will generate an additional £7,900 per annum.
19. In addition to the changes above, Full Council on 18th Sep 2018 approved new charges for Muslim Burials. These will meet the cost of the burials and will therefore not generate any additional net income. These charges will be added to the 2019/20 schedule.

Regulatory Services

20. A review of regulatory services has been undertaken and reported to Executive Cabinet on 15th November 2018. In addition, on the 1 October 2018, the Animal Welfare Regulations 2018 came into force replacing the licensing regimes for animal boarding, dog breeding, pet shops and riding establishments. Following on from these changes the service, as well as councils across the country, has reviewed the costs of licenses and the necessary break-even charges, a proposed list of changes to the current charges for licenses are outlined below

Table 3: Regulatory Services – Licences – Income from Proposed Charges

| Note | Fee | No. Licences | Licence Period (years) | Current Charge | Proposed Charge | Average Charge Lancs |
|------|---|--------------|------------------------|----------------|-----------------|----------------------|
| | Special treatments - Level 1 (non-intrusive treatments) | 100 | 1 | NEW | £212.44 | £164.00 |
| | Special treatments - Level 2 (intrusive treatments) | 100 | 1 | £98.50 | £258.39 | |
| 1 | Commercial Animal Boarding Licence up to 10 Kennels | 49 | 1/2/3 | £78.00 | £138.55 | £224.00 |
| | Commercial Animal Boarding Licence 10 - 25 Kennels | | | £78.00 | £156.65 | £225.00 |
| | Commercial Animal Boarding Licence 25-50 Kennels | | | £78.00 | £174.76 | £229.00 |
| | Commercial Animal Boarding Licence over 50 Kennels | | | £78.00 | £247.18 | £230.00 |
| 1 | Home Boarding Licence | 15 | 1/2/3 | NEW | £138.55 | £201.00 |
| 1 | Day Care Licence - Domestic | 15 | 1/2/3 | NEW | £138.55 | £249.00 |
| 1 | Day Care Licence - Commercial | 2 | 1/2/3 | NEW | £176.57 | £345.00 |
| 1 | Dog Breeding Licence- - excluding vet fees | 10 | 1/2/3 | £78.00 | £188.64 | £240.00 |
| 1 | Pet Sales Licence | 5 | 1/2/3 | £80.50 | £158.46 | £206.00 |
| 1 | Hiring of Horses Licence- excluding vet fees | 4 | 1/2/3 | £99.00 | £206.74 | £349.00 |
| 1 | Exhibition of Animals Licence | 1 | 1/2/3 | NEW | £212.78 | £235.00 |
| 2 | Stray Dog Reclamation Fee- excluding kennelling | 50 | each | £80.00 | £140.33 | £81.00 |
| | Stray Dog Fixed Penalty Charge | 20 | each | NEW | £88.57 | £66.00 |
| 3 | Street Trading Consent - Grant | 10 | 1 | £440.50 | £806.32 | £628.00 |
| 3 | Street Trading Consent - Renewal | 17 | 1 | NEW | £675.83 | £385.00 |

Note 1 – New licences are granted for either a 1, 2 or 3 year period based on a risk score.

Note 2 – The reclamation fee for stray dogs is collected by the kennel and is offset against the charges to the council; therefore an increase in fee will lead to a reduction in costs rather than additional income.

Note 3 – The fee for non-resident Street Trading licences has been removed.

21. The introduction of split charges for special treatments will be a new special policy introduced by Chorley Council. This approach to charging more for invasive treatments has been undertaken in London Boroughs but not yet in Lancashire. The new policy will be taken to the licensing committee and Full Council for approval.
22. All charges for licenses have been assessed against the expected cost of delivering the service. The proposed charges are lower than many Lancashire boroughs; it is assumed that the cost of delivering and enforcing the licenses is lower in Chorley however costs will be reviewed again in 2019/20 to ensure full costs are recovered.
23. Many charges have increased significantly. Charges for many of these licenses have not been reviewed for over 10 years. In addition, the costs of delivering and enforcing some licenses are higher than others, this is especially the case in granting, reviewing and enforcing street trading consent i.e. sandwich and ice-cream vans.
24. An increase in the 5 year licences will have minimal impact on the budget over the term of the licence.

Table 4: Housing fees and charges

| Fee | No. Licences | Licence Period (years) | Current Charge | Proposed Charge |
|--|--------------|------------------------|----------------|-----------------|
| Charge for Notices under Housing Act 2004 | 3 | each | £355.50 | £400.34 |
| Immigration Inspections | 8 | each | £65.00 | £94.20 |
| Houses in Multiple Occupation Licence- up to 5 Occupants | 7 | 5 | £452.00 | £859.67 |
| Houses in Multiple Occupation Licence 6-10 Occupants | 2 | 5 | £452.00 | £922.77 |
| Houses in Multiple Occupation Licence 11-15 Occupants | 1 | 5 | £452.00 | £1,059.11 |
| Houses in Multiple Occupation Licence over 15 Occupants | 0 | 5 | £452.00 | on application |

25. It is forecast that increasing charges in this manner will generate an additional £39,800 per annum.

Cotswold House

26. Charges at Cotswold House have not been reviewed since 2014. An exercise has been undertaken to review the current charges with those of another local registered provider. As a result of this it is proposed to increase charges from £246.99 to £270 per week generating an additional £25k per annum.
27. Increasing charges will go some way to bridging the gap between the cost of providing the accommodation, approximately £333k, and the income received – currently approximately £279k. The proposed increase in charges will be assessed by the housing benefits team to ensure they are within the permitted allowance.

OTHER CHANGES

Pre-Planning Fees

28. It is proposed to increase pre-planning fee charges by 20% in line with the increase in planning fees introduced in January 2018. This is expected to generate an additional £3k per annum. Planning fee income has been below budget in 2018/19 due to a reduction in the number of new housing developments. As such it is not proposed to increase the pre-planning fees budget in 2019/20.

Allotments

29. It is proposed that the council provide mains water on all allotment sites where feasible. To fund this it is proposed to increase charges to allotment tenants and in doing so bring rent in line with charges of neighbouring allotment providers.
30. Allotment Rents were agreed to be increased by 2.5% each year through Executive Member Decision in September 2014. Any further changes to rents require a 12 month notice as per the tenancy agreement.
31. Discussions at allotment advisory meetings have suggested that tenants would not like to see large allotment rent increases but an increase of £5 - £10 would be acceptable. It is proposed to make the following changes to fees and charges with a decision required by April 2019.

| | Current Charge | Proposed Charge 2019/20 | % Increase | Proposed Charge 2020/21 | % Increase |
|------------|-----------------------|--------------------------------|-------------------|--------------------------------|-------------------|
| Full Rent | 47.00 | 48.20 | 2.5% | 53.00 | 10.0% |
| Concession | 23.50 | 24.10 | 2.5% | 26.50 | 10.0% |

32. Any additional income will meet the cost of providing water to more sites. Further details are provided in appendix 2

NEXT STEPS

33. Any approved proposed changes to fees and charges will be actioned as at 1st April 2019. The council's fees and charges are predominately advertised on the Council's website. As such these will be amended for April 2019. Services will be notified well in advance to ensure all new invoices in 2019/20 are brought in line with the new charges.
34. The exhaustive list of fees and charges given in appendix 1 will be uploaded to the Council's website.

IMPLICATIONS OF REPORT

35. This report has implications in the following areas and the relevant Directors' comments are included:

| | | | |
|--|---|--|---|
| Finance | ✓ | Customer Services | |
| Human Resources | | Equality and Diversity | ✓ |
| Legal | | Integrated Impact Assessment required? | |
| No significant implications in this area | | Policy and Communications | |

COMMENTS OF THE STATUTORY FINANCE OFFICER

36. Any approved changes to fees and charges will require the council's income budgets to be updated. These changes to the budget have been included in the 2019/20 budget report also on this agenda.

COMMENTS OF THE MONITORING OFFICER

37. No comment

GARY HALL
CHIEF FINANCE OFFICER

There are no background papers to this report.

| Report Author | Ext | Date | Doc ID |
|---------------|------|----------|--------|
| James Thomson | 5025 | 03/01/19 | |

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Fees and Charges

2019-20



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Planning and Building Control

Planning – Statutory Fees

| Type of Fee | Unit of Charge | Charge per Unit | Additional Notes | VAT |
|--|---|--------------------|----------------------------|-----|
| Outline application - sites up to and including 2.5 hectares | per 0.1 Ha | £385.00 | | N |
| Outline application - sites over 2.5 hectares PLUS | per 0.1 Ha in excess of 2.5 Ha | £9,527 £115.00 | Maximum fee of £125,000 | N |
| Householder application - alterations/extensions to a single dwelling, inc. works within boundary | per dwelling | £172.00 | | N |
| Full application - alterations/extensions to two or more dwellings, inc. works within boundary | two or more dwelling | £339.00 | | N |
| Full application - new dwellings up to and including 50 | per dwelling | £385.00 | | N |
| Full application - new dwellings (more than 50) PLUS | per dwelling in excess of 50 dwellings | £19,049 £115.00 | Maximum Fee of £250,000 | N |
| Full application-erection of buildings (not dwelling, agricultural, glasshouses, plant or machinery) gross floor space to be created by the development 0-40 sq.m | | £195.00 | | N |

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| Type of Fee | Unit of Charge | Charge per Unit | Additional Notes | VAT |
|---|---------------------------------------|------------------------|-------------------------|-----|
| Full application - erection of buildings (not dwelling, agricultural, glasshouses, plant or machinery) - gross floor space to be created by the development 41-75 sq. m | | £385.00 | | N |
| Full application - erection of buildings (not dwelling, agricultural, glasshouses, plant or machinery) - gross floor space to be created by the development 75-3,750 sq. m | Per 75 sq. m or part thereof | £385.00 | | N |
| Full application - erection of buildings (not dwelling, agricultural, glasshouses, plant or machinery) - gross floor space to be created by the development > 3,750 sq. m PLUS | per 75 sq. m in excess of 3,750 sq. m | £19,049 £115.00 | Maximum Fee of £250,000 | N |
| Full application - erection of buildings (on land used for agriculture for agricultural purposes) - gross floor space to be created by the development 0-465 sq. m | | £80.00 | | N |
| Full application - erection of buildings (on land used for agriculture for agricultural purposes) - gross floor space to be created by the development 466-540 sq. m | | £385.00 | | N |
| Full application - erection of buildings (on land used for agriculture for agricultural purposes) - gross floor space to be created by the development 541-4,215 sq. m PLUS | | £385.00 | | N |

| Type of Fee | Unit of Charge | Charge per Unit | Additional Notes | VAT |
|--|---|------------------------|-------------------------|-----|
| | Per 75 sq. m or part thereof in excess of 540 sq. m | £385.00 | | |
| Full application - erection of buildings (on land used for agriculture for agricultural purposes) - gross floor space to be created by the development > 4,215 sq. m PLUS | Per 75 sq. m or part thereof in excess of 4,215 sq. m | £19,049 £115.00 | Maximum Fee of £250,000 | N |
| Full application - erection of glasshouses (on land used for agricultural purposes) - gross floor space to be created by the development 0-465 sq. m | | £80.00 | | N |
| Full application - erection of glasshouses (on land used for agricultural purposes) - gross floor space to be created by the development > 465 sq. m | | £2,150 | | N |
| Full application - erection/alterations/replacement of plant & machinery - site area not more than 5 Ha | Per 0.1 Ha or part thereof | £385.00 | | N |
| Full application - erection/alterations/replacement of plant & machinery - site area more than 5 Ha PLUS | Per 0.1 Ha or part thereof in excess of 5 | £19,049 £115.00 | Maximum Fee of £250,000 | N |

| Type of Fee | Unit of Charge | Charge per Unit | Additional Notes | VAT |
|--|---|-----------------|------------------------|-----|
| | Ha | | | |
| Applications other than building works - car parks, service roads or other accesses - for existing uses | | £195.00 | | N |
| Applications other than building works - waste (use of land for disposal or refuse or waste materials or deposit of material remaining after extraction or storage of minerals - 0 - 15 Ha | Per 0.1 Ha or part thereof | £195.00 | | N |
| Applications other than building works - waste (use of land for disposal or refuse or waste materials or deposit of material remaining after extraction or storage of minerals - > 15 Ha PLUS | | £29,112 | Maximum Fee of £65,000 | N |
| | Per 0.1 Ha or part thereof in excess of 15 Ha | £115.00 | | |
| Applications other than building works - operations connected with exploratory drilling for oil or natural gas - site area 0 - 7.5 Ha | Per 0.1 Ha or part thereof | £423.00 | | N |
| Applications other than building works - operations connected with exploratory drilling for oil or natural gas - site area > 7.5 Ha PLUS | | £31,725 | Maximum Fee of £65,000 | N |
| | Per 0.1 Ha or part thereof in excess of | £126.00 | | |

| Type of Fee | Unit of Charge | Charge per Unit | Additional Notes | VAT |
|---|---|------------------------|------------------------|-----|
| | 7.5 Ha | | | |
| Applications other than building works - operations other than exploratory drilling for the winning and working of oil or natural gas - site area 0 - 15 Ha | | £214.00 | | N |
| Applications other than building works - operations other than exploratory drilling for the winning and working of oil or natural gas - site area > 15 Ha PLUS | Per 0.1 Ha or part thereof in excess of 15 Ha | £32,100 £115.00 | Maximum Fee of £65,000 | N |
| Applications other than building works - Other operations winning and working of minerals - site area 0 - 15 Ha | Per 0.1 Ha or part thereof | £195.00 | | N |
| Applications other than building works - Other operations winning and working of minerals - site area > 15 Ha PLUS | Per 0.1 Ha or part thereof in excess of 15 Ha | £29,112 £115.00 | Maximum Fee of £65,000 | N |
| Applications other than building works - not coming within any of the above categories - any site area | Per 0.1 Ha or part thereof | £195.00 | Maximum fee of £1,690 | N |
| Lawful Development Certificate - existing use - in breach of a planning condition | | Same as full | | N |

| Type of Fee | Unit of Charge | Charge per Unit | Additional Notes | VAT |
|--|----------------|-----------------|------------------|-----|
| Lawful Development Certificate - existing use LDC - lawful not to comply with a particular condition | | £195.00 | | N |
| Lawful Development Certificate - proposed use | | ½ normal fee | | N |
| Prior Approval - agricultural and forestry buildings & operations or demolition of buildings | | £80.00 | | N |
| Prior Approval - telecommunications code systems operators | | £385.00 | | N |
| Prior Approval - proposed change of use to state funded school or registered nursery | | £80.00 | | N |
| Prior Approval - proposed change of use of agricultural building to a State Funded School or Registered Nursery | | £80.00 | | N |
| Prior Approval - proposed change of use of agricultural building to a flexible use within shops, financial & professional services, restaurants & cafes, business, storage or distribution, hotels, or assembly or leisure | | £80.00 | | N |
| Prior Approval - proposed change of use of a building from office (use class B1) use to a use falling within use Class C3 (Dwellinghouse) | | £80.00 | | N |
| Prior Approval - proposed change of use of agricultural building to a dwellinghouse (Class C3), where there are no associated building operations | | £80.00 | | N |
| Prior Approval - proposed change of use of agricultural building to a dwellinghouse (Class C3), and associated building operations | | £172.00 | | N |
| Prior Approval - proposed change of use of a building from a Retail (use Class A1 or A2) use or a mixed retail and residential use to a use falling within use class C3 (dwellinghouse) where there are no associated building costs | | £80.00 | | N |

| Type of Fee | Unit of Charge | Charge per Unit | Additional Notes | VAT |
|---|---|--|-------------------------|-----|
| Prior Approval - proposed change of use of a building from a Retail (use Class A1 or A2) use or a mixed retail and residential use to a use falling within use class C3 (dwellinghouse) and associated building costs | | £172.00 | | N |
| Reserved matters - application for approval of reserved matters following outline approval | | Full fee or if already paid then £385.00 | | N |
| Approval/Variation/Discharge of condition - application for removal or variation of a condition following grant of planning permission | | £195.00 | | N |
| Approval/Variation/Discharge of condition - request for confirmation that one or more planning conditions have been complied with | Per request householder / per request other | £28.00 / £97.00 | | N |
| Change of use - of a building to use as one or more separate dwellinghouses, or other cases < 50 dwellings | Each | £385.00 | | N |
| Change of use - of a building to use as one or more separate dwellinghouses, or other cases > 50 dwellings PLUS | Each in excess of 50 dwellings | £19,049 £115.00 | Maximum Fee of £250,000 | N |
| Other changes of use - of a building or land | | £385.00 | | N |
| Advertising - relating to the business on the premises | | £110.00 | | N |
| Advertising - advance signs which are not situated on or visible from the site, | | £110.00 | | N |

| Type of Fee | Unit of Charge | Charge per Unit | Additional Notes | VAT |
|--|----------------|-----------------|------------------|-----|
| directing the public to a business | | | | |
| Advertising - other advertisements | | £385.00 | | N |
| Application for a new planning permission to replace an extant planning permission - applications in respect of major developments | | £575.00 | | N |
| Application for a new planning permission to replace an extant planning permission - applications in respect of householder developments | | £57.00 | | N |
| Application for a new planning permission to replace an extant planning permission - applications in respect of other developments | | £195.00 | | N |
| Application for a non-material amendment following a grant of planning permission - applications in respect of householder developments | | £28.00 | | N |
| Application for a non-material amendment following a grant of planning permission - applications in respect of other developments | | £195.00 | | N |

Planning – Non Statutory Fees

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|--|-----------------------|------------------------|------------|
| Pre-application charging - small | Each | £172.80 | Inc. |
| Pre-application charging - medium | Each | £622.08 | Inc. |
| Pre-application charging - major initial meeting | Each | £622.08 | Inc. |
| Pre-application charging - major follow up meeting | Each | £311.04 | Inc. |
| Pre-application charging - large major initial meeting | Each | £1,036.80 | Inc. |
| Pre-application charging - large major follow up meeting | Each | £518.40 | Inc. |

Community Infrastructure Levy (CIL)

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|--|-----------------------|------------------------|------------|
| Dwelling houses (excluding apartments) | per sq. m | £65.00 | N |
| Apartments | per sq. m | No charge | N |
| Convenience retail (excluding neighbourhood convenience stores) | per sq. m | £160.00 | N |
| Retail warehouse, retail parks, and neighbourhood convenience stores | per sq. m | £40.00 | N |
| Community uses | per sq. m | No charge | N |
| All other uses | per sq. m | No charge | N |

Building Control

| TABLE A - New Housing - up to 300m ² floor area | | Plan Deposit Charge | | Inspection Charge | | Total Charge | |
|--|--|---------------------|----------|-------------------|-----------|--------------|-----------|
| Number of dwellings | | Basic Charge | Inc. VAT | Basic Charge | Inc. VAT | Basic Charge | Inc. VAT |
| 1 | | £165.37 | £198.44 | £436.42 | £523.70 | £601.79 | £722.15 |
| 2 | | £226.02 | £271.22 | £604.29 | £725.15 | £830.31 | £996.37 |
| 3 | | £297.67 | £357.20 | £767.51 | £921.01 | £1,065.18 | £1,278.22 |
| 4 | | £369.34 | £443.21 | £886.74 | £1,064.09 | £1,256.08 | £1,507.30 |
| 5 | | £446.51 | £535.81 | £981.67 | £1,178.00 | £1,428.18 | £1,713.82 |
| 6 | | £523.69 | £628.43 | £1,103.21 | £1,323.85 | £1,626.90 | £1,952.28 |
| 7 | | £545.74 | £654.89 | £1,178.47 | £1,414.16 | £1,724.21 | £2,069.05 |
| 8 | | £567.80 | £681.36 | £1,374.09 | £1,648.91 | £1,941.89 | £2,330.27 |
| 9 | | £589.84 | £707.81 | £1,569.74 | £1,883.69 | £2,159.58 | £2,591.50 |
| 10 | | £595.36 | £714.43 | £1,783.90 | £2,140.68 | £2,379.26 | £2,855.11 |
| TABLE A - New Housing - between 301m ² & 700m ² floor area | | | | | | | |
| Single dwelling - floor area to 500m ² | | £200.00 | £240.00 | £600.00 | £720.00 | £800.00 | £960.00 |
| Single dwelling - floor area between 501m ² & 700m ² | | £200.00 | £240.00 | £800.00 | £960.00 | £1,000.00 | £1,200.00 |

| | Plan Deposit Charge | | Inspection Charge | | Total Charge | |
|--|---------------------|----------|-------------------|----------|--------------|----------|
| TABLE B - Extensions to dwellings | Basic Charge | Inc. VAT | Basic Charge | Inc. VAT | Basic Charge | Inc. VAT |
| Extension(s): Internal floor area not exceeding 5m ² | £285.11 | £342.13 | Inc. | Inc. | £285.11 | £342.13 |
| Extension(s): Internal floor area over 5m ² but not exceeding 40m ² | £127.66 | £153.19 | £246.81 | £296.17 | £374.47 | £449.36 |
| Extension(s): Internal floor area over 40m ² but not exceeding 60m ² | £127.66 | £153.19 | £361.70 | £434.04 | £489.37 | £587.24 |
| Extension(s): Internal floor area over 60m ² but not exceeding 80m ² | £127.66 | £153.19 | £510.64 | £612.77 | £638.80 | £765.96 |
| TABLE B - Garages and Carports: Erection of detached or attached building or an extension to a dwelling | | | | | | |
| Garage/Carport, or both, floor area not exceeding 40m ² in total and is intended to be used in common with an existing building & the conversion of an attached garage into a habitable room. | £200.00 | £240.00 | Inc. | Inc. | £200.00 | £240.00 |
| Where the garage extension exceeds a floor area of 40m ² but does not exceed 60m ² | £285.11 | £342.13 | Inc. | Inc. | £285.11 | £342.13 |
| TABLE B - Loft Conversion: Formation of a room in roof space, including means of access thereto. Fees for lofts greater than 40m² are to be based on the cost of work | | | | | | |
| Erection of room in roof space with a floor area not exceeding 40m ² | £127.66 | £153.19 | £246.81 | £296.17 | £374.47 | £449.36 |

| TABLE C - Alterations to dwellings | Plan Deposit Charge | | Inspection Charge | | Total Charge | |
|---|---------------------|----------|-------------------|----------|--------------|----------|
| | Basic Charge | Inc. VAT | Basic Charge | Inc. VAT | Basic Charge | Inc. VAT |
| Installation of replacement windows and doors in a dwelling where the number of windows/doors does not exceed 20 | £85.11 | £102.13 | Inc. | Inc. | £85.11 | £102.13 |
| Underpinning with a cost not exceeding £30,000 | £212.77 | £255.32 | Inc. | Inc. | £212.77 | £255.32 |
| Controlled electrical work to a single dwelling (not carried out in conjunction with work being undertaken that falls within table B) | £212.77 | £255.32 | Inc. | Inc. | £212.77 | £255.32 |
| Renovation of a thermal element i.e. work involving recovering of a roof, replacement of a floor or renovation of an external wall to which L1b applies | £85.11 | £102.13 | Inc. | Inc. | £85.11 | £102.13 |
| Formation of a single en-suite bathroom/shower room or cloakroom within an existing dwelling (excluding electrical work) | £170.21 | £204.25 | Inc. | Inc. | £170.21 | £204.25 |

| | Plan Deposit Charge | | Inspection Charge | | Total Charge | |
|--|---------------------------------|----------|-------------------|----------|--------------|----------|
| TABLE D - Extensions and new build - other than to dwellings | Basic Charge | Inc. VAT | Basic Charge | Inc. VAT | Basic Charge | Inc. VAT |
| Internal floor area not exceeding 10m ² | £285.11 | £342.13 | Inc. | Inc. | £285.11 | £342.13 |
| Internal floor area over 10m ² but not exceeding 40m ² | £127.66 | £153.19 | £246.81 | £296.17 | £374.47 | £449.36 |
| Internal floor area over 40m ² but not exceeding 80m ² | £127.66 | £153.19 | £404.26 | £485.11 | £531.92 | £638.30 |
| Shop fit out not exceeding a value of £50,000 | £212.77 | £255.32 | Inc. | Inc. | £212.77 | £255.32 |
| Replacement windows or doors | Based on estimated cost of work | | | | | |

| | Plan Deposit Charge | | Inspection Charge | | Total Charge | |
|--|---------------------|----------|-------------------|----------|--------------|----------|
| TABLE E - Standard charges for all other work not in tables A, B, C & D | Basic Charge | Inc. VAT | Basic Charge | Inc. VAT | Basic Charge | Inc. VAT |
| From £0 - £1,000 | £93.62 | £112.34 | Inc. | Inc. | £93.62 | £112.34 |
| From £1,001 - £5,000 | £204.26 | £245.11 | Inc. | Inc. | £204.26 | £245.11 |
| From £5,001 - £7,000 | £212.77 | £255.32 | Inc. | Inc. | £212.77 | £255.32 |
| From £7,001 - £10,000 | £225.00 | £270.00 | Inc. | Inc. | £225.00 | £270.00 |
| From £10,001 - £20,000 | £72.50 | £87.00 | £225.00 | £270.00 | £297.50 | £357.00 |
| From £20,001 - £30,000 | £85.00 | £102.00 | £300.00 | £360.00 | £385.00 | £462.00 |

| | Plan Deposit Charge | | Inspection Charge | | Total Charge | |
|-------------------------|------------------------------|---------|-------------------|---------|--------------|-----------|
| From £30,001 - £40,000 | £107.50 | £129.00 | £350.00 | £420.00 | £457.50 | £549.00 |
| From £40,001 - £50,000 | £135.00 | £162.00 | £405.00 | £486.00 | £540.00 | £648.00 |
| From £50,001 - £75,000 | £166.00 | £199.20 | £499.00 | £598.80 | £665.00 | £798.00 |
| From £75,001 - £100,000 | £212.50 | £255.00 | £637.50 | £765.00 | £850.00 | £1,020.00 |
| Greater than £100,000 | Charge individually assessed | | | | | |

Licensing

Club Gaming/Club Machine Permits

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|--|----------------|-----------------|-----|
| Club Gaming Permits: New Operator | Each | £200.00 | N |
| Club Gaming Permits: Existing Operator | Each | £100.00 | N |
| Club Gaming Permits: If have club certificate under LA03 | Each | £100.00 | N |
| Club Machine Permit: New operator | Each | £200.00 | N |
| Club Machine Permit: Existing operator | Each | £100.00 | N |
| Club Machine Permits: If have club certificate under LA03 | Each | £100.00 | N |
| Club Machine Permits: Annual fee for Club Machine/Club Gaming Permit | Each | £50.00 | N |
| Club Machine Permits: Copying permit | Each | £15.00 | N |
| Club Machine Permits: Varying permit | Each | £100.00 | N |
| Gaming Machine Permits: Annual Fee | Each | £50.00 | N |
| Gaming Machine Permits: Change of name | Each | £25.00 | N |
| Gaming Machine Permits: Copying permit | Each | £15.00 | N |
| Gaming Machine Permits: New operator | Each | £150.00 | N |
| Gaming Machine Permits: Existing operator | Each | £100.00 | N |
| Gaming Machine Permits: Notification of intent to use 2 Gaming Machines | Each | £50.00 | N |
| Gaming Machine Permits: Transfer licensed premises Gaming Machine Permit | Each | £25.00 | N |
| Gaming Machine Permits: Varying Permit | Each | £100.00 | N |

Gambling Act

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|---|-----------------------|------------------------|------------|
| Gambling Act Licence: Application - Regional Casino | Each | £15,000 | N |
| Gambling Act Licence: Annual Fee - Regional Casino | Each | £15,000 | N |
| Gambling Act Licence: Vary a Licence - Regional Casino | Each | £7,500 | N |
| Gambling Act Licence: Transfer a Licence - Regional Casino | Each | £6,500 | N |
| Gambling Act Licence: Reinstate a Licence - Regional Casino | Each | £6,500 | N |
| Gambling Act Licence: Provisional Statement - Regional Casino | Each | £15,000 | N |
| Gambling Act Licence: Application - Large Casino | Each | £10,000 | N |
| Gambling Act Licence: Annual Fee - Large Casino | Each | £10,000 | N |
| Gambling Act Licence: Vary a Licence - Large Casino | Each | £5,000 | N |
| Gambling Act Licence: Transfer a Licence - Large Casino | Each | £2,150 | N |
| Gambling Act Licence: Reinstate a Licence - Large Casino | Each | £2,150 | N |
| Gambling Act Licence: Provisional Statement - Large Casino | Each | £10,000 | N |
| Gambling Act Licence: Application - Small Casino | Each | £8,000 | N |
| Gambling Act Licence: Annual Fee - Small Casino | Each | £5,000 | N |
| Gambling Act Licence: Vary a Licence - Small Casino | Each | £4,000 | N |
| Gambling Act Licence: Transfer a Licence - Small Casino | Each | £1,800 | N |
| Gambling Act Licence: Reinstate a Licence - Small Casino | Each | £1,800 | N |
| Gambling Act Licence: Provisional Statement - Small Casino | Each | £8,000 | N |
| Gambling Act Licence: Converted Casino Premises - Annual Fee | Each | £3,000 | N |
| Gambling Act Licence: Converted Casino Premises - Vary a Licence | Each | £2,000 | N |
| Gambling Act Licence: Converted Casino Premises - Transfer a Licence | Each | £1,350 | N |
| Gambling Act Licence: Converted Casino Premises - Reinstate a Licence | Each | £1,350 | N |
| Gambling Act Licence: Application - Bingo Premises | Each | £3,500 | N |
| Gambling Act Licence: Annual Fee - Bingo Premises | Each | £1,000 | N |
| Gambling Act Licence: Vary a Licence - Bingo Premises | Each | £1,750 | N |
| Gambling Act Licence: Transfer a Licence - Bingo Premises | Each | £1,200 | N |

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|--|----------------|-----------------|-----|
| Gambling Act Licence: Reinstate a Licence - Bingo Premises | Each | £1,200 | N |
| Gambling Act Licence: Provisional Statement - Bingo Premises | Each | £3,500 | N |
| Gambling Act Licence: Annual Fee - Adult Gaming Centre | Each | £1,000 | N |
| Gambling Act Licence: Vary a Licence - Adult Gaming Centre | Each | £1,000 | N |
| Gambling Act Licence: Transfer a Licence - Adult Gaming Centre | Each | £1,200 | N |
| Gambling Act Licence: Reinstate a Licence - Adult Gaming Centre | Each | £1,200 | N |
| Gambling Act Licence: Provisional Statement - Adult Gaming Centre | Each | £2,000 | N |
| Gambling Act Licence: Application - Betting Premises (Track) | Each | £2,500 | N |
| Gambling Act Licence: Annual Fee - Betting Premises (Track) | Each | £1,000 | N |
| Gambling Act Licence: Vary a Licence - Betting Premises (Track) | Each | £1,250 | N |
| Gambling Act Licence: Transfer a Licence - Betting Premises (Track) | Each | £950 | N |
| Gambling Act Licence: Reinstate a Licence - Betting Premises (Track) | Each | £950 | N |
| Gambling Act Licence: Provisional Statement - Betting Premises (Track) | Each | £2,500 | N |
| Gambling Act Licence: Application - Betting Premises (Other) | Each | £3,000 | N |
| Gambling Act Licence: Annual Fee - Betting Premises (Other) | Each | £600 | N |
| Gambling Act Licence: Vary a Licence - Betting Premises (Other) | Each | £1,500 | N |
| Gambling Act Licence: Transfer a Licence - Betting Premises (Other) | Each | £1,200 | N |
| Gambling Act Licence: Reinstate a Licence - Betting Premises (Other) | Each | £1,200 | N |
| Gambling Act Licence: Provisional Statement - Betting Premises (Other) | Each | £3,000 | N |
| Gambling Act Licence: Application - Family Entertainment | Each | £2,000 | N |
| Gambling Act Licence: Annual Fee - Family Entertainment | Each | £750 | N |
| Gambling Act Licence: Vary a Licence - Family Entertainment | Each | £1,000 | N |
| Gambling Act Licence: Transfer a Licence - Family Entertainment | Each | £950 | N |
| Gambling Act Licence: Reinstate a Licence - Family Entertainment | Each | £950 | N |
| Gambling Act Licence: Provisional Statement - Family Entertainment | Each | £2,000 | N |

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|--|----------------|-----------------|-----|
| Gambling Act Licence: Application - Lottery Registration | Each | £40.00 | N |
| Gambling Act Licence: Annual Fee - Lottery Registration | Each | £20.00 | N |

Premises Licenses

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|--|-----------------------|------------------------|------------|
| Premises Licenses Application - Rateable Value £1 - 4,300 | Each | £100.00 | N |
| Premises Licenses Application - Rateable Value £4,301 - 33,000 | Each | £190.00 | N |
| Premises Licenses Application - Rateable Value £33,001 - 87,000 | Each | £315.00 | N |
| Premises Licenses Application - Rateable Value £87,001 - 125,000 | Each | £450.00 | N |
| Premises Licenses Application - Rateable Value £125,001+ | Each | £635.00 | N |
| Premises Licenses Annual Fee - Rateable Value £1 - 4,300 | Each | £70.00 | N |
| Premises Licenses Annual Fee - Rateable Value £4,301 - 33,000 | Each | £180.00 | N |
| Premises Licenses Annual Fee - Rateable Value £33,001 - 87,000 | Each | £295.00 | N |
| Premises Licenses Annual Fee - Rateable Value £87,001 - 125,000 | Each | £320.00 | N |
| Premises Licenses Annual Fee - Rateable Value £125,001+ | Each | £350.00 | N |

Licensing Act 2003

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|--|-----------------------|------------------------|------------|
| Lic Act 2003: Application for the grant or renewal of a personal licence | Each | £37.00 | N |
| Lic Act 2003: Temporary event notice | Each | £21.00 | N |
| Lic Act 2003: Theft, loss, etc. of premises licence or summary | Each | £10.50 | N |
| Lic Act 2003: Application for a provisional statement where premises being built etc. | Each | £315.00 | N |
| Lic Act 2003: Mandate for the release of information under the DPA | Each | £7.50 | N |
| Lic Act 2003: Notification of change of name or address | Each | £10.50 | N |
| Lic Act 2003: Application to vary licence to specify individual as premises supervisor | Each | £23.00 | N |
| Lic Act 2003: Application for transfer of premises licence | Each | £23.00 | N |
| Lic Act 2003: Interim authority notice following death etc. of licence holder | Each | £23.00 | N |
| Lic Act 2003: Theft, loss etc. of certificate or summary | Each | £10.50 | N |
| Lic Act 2003: Notification of change of name or alteration of rules of club | Each | £10.50 | N |
| Lic Act 2003: Change of relevant registered address of club | Each | £10.50 | N |
| Lic Act 2003: Theft, loss etc. of temporary event notice | Each | £10.50 | N |
| Lic Act 2003: Theft, loss etc. of personal licence | Each | £10.50 | N |
| Lic Act 2003: Duty to notify change of name or address | Each | £10.50 | N |

Taxi Licensing

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|---|-----------------------|------------------------|------------|
| Taxi Licensing: Hackney Carriage Vehicles Licence - 6 months (new) | Each | £109.13 | N |
| Taxi Licensing: Hackney Carriage Vehicles Licence - 6 months (renewal) | Each | £95.86 | N |
| Taxi Licensing: Hackney Carriage Vehicles Licence - additional charge for unmet demand survey | Each | £220.55 | N |
| Taxi Licensing: Private Hire Vehicles Licence - 6 months (new) | Each | £105.18 | N |
| Taxi Licensing: Private Hire Vehicles Licence - 6 months (renewal) | Each | £91.97 | N |
| Taxi Licensing: Private Operators Licence - Grant & Renewal | Each | £128.81 | N |
| Taxi Licensing: Private Hire Driver's Licence - Grant (includes knowledge test) | Each | £222.74 | N |
| Taxi Licensing: Private Hire Driver's Licence - Renewal | Each | £191.08 | N |
| Taxi Licensing: Hackney Carriage Driver's Licence - Grant (includes knowledge test) | Each | £214.21 | N |
| Taxi Licensing: Hackney Carriage Driver's Licence - Renewal | Each | £182.06 | N |
| Taxi Licensing: Driver's Licence - Grant (both badges and knowledge test) | Each | £246.33 | N |
| Taxi Licensing: Driver's Licence - Renewal (both badges) | Each | £214.18 | N |
| Taxi Licensing: MOT Test | Each | £54.85 | N |
| Taxi Licensing: Taxi Testing (not covered by normal MOT Test) | Each | £10.25 | Inc. |
| Taxi Licensing: Subsequent Knowledge Tests | Each | £28.50 | Inc. |
| Taxi Licensing: Full set of livery | Each | £39.56 | N |
| Taxi Licensing: Rear plate- Flexi plate and buttons on renewal | Each | £6.08 | N |
| Taxi Licensing: Replacement Rear plate incl. backing plate | Each | £10.46 | N |
| Taxi Licensing: Replacement Documents | Each | £13.29 | N |
| Taxi Licensing: Variation/Admin Charge | Each | £22.80 | N |

Other Licensing Fees

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|---|----------------|-----------------|-----|
| Data Access Release | Each | £8.50 | N |
| Motor Salvage Operators | Each | £112.00 | N |
| Second Hand Goods Dealers - Shop Premises | Each | £112.00 | N |
| Second Hand Goods Dealers - Stalls | Each | £41.50 | N |
| Scrap Metal Dealer - Collectors licence | Each | £130.00 | N |
| Scrap Metal Dealer - Site licence | Each | £280.00 | N |
| Sex Entertainment Venue | Each | £8,569.50 | N |
| Sex Shop Licence | Each | £2,166.00 | N |
| Small Society Lottery Licence - Grant | Each | £40.00 | N |
| Small Society Lottery Licence - Renewal | Each | £20.00 | N |
| Special Treatments – Level 1 (non-intrusive treatments) | Each | £212.44 | N |
| Special Treatments – Level 2 (intrusive treatments) | Each | £258.39 | N |
| Commercial Animal Boarding – up to 10 Kennels | Each * | £138.55 | N |
| Commercial Animal Boarding – 11 - 25 Kennels | Each * | £156.55 | N |
| Commercial Animal Boarding – 26 - 50 Kennels | Each * | £174.76 | N |
| Commercial Animal Boarding – Over 50 Kennels | Each * | £247.18 | N |
| Home Boarding Licence | Each * | £138.55 | N |
| Day Care Licence – Domestic | Each * | £138.55 | N |
| Day Care Licence – Commercial | Each * | £176.57 | N |
| Breeding of Dogs (excludes vet fees) | Each * | £188.64 | N |
| Pet Sales Licence | Each * | £158.46 | N |
| Hiring of Horses (excludes vet fees) | Each * | £206.74 | N |
| Exhibition of Animals | Each * | £212.78 | N |
| Street Trading Consent: Grant | Each | £806.32 | N |
| Street Trading Consent: Renewal | Each | £675.83 | N |
| Street Trading: Early surrender of Consent fee | Each | £56.94 | N |

* License issued for a period of 1, 2 or 3 years dependent on the risk score

Housing

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|---|-----------------------|-----------------|-----|
| Housing Act 2004 Enforcement Charges | Each | £400.34 | N |
| Housing Act 2004 Houses of Multiple Occupation (HMO) licence - Up to 5 Occupants | Each (5 year licence) | £859.67 | N |
| Housing Act 2004 Houses of Multiple Occupation (HMO) licence - 6 to 10 Occupants | Each (5 year licence) | £922.77 | N |
| Housing Act 2004 Houses of Multiple Occupation (HMO) licence - 11 to 15 Occupants | Each (5 year licence) | £1,059.11 | N |
| Housing Act 2004 Houses of Multiple Occupation (HMO) licence - Over 15 Occupants | Each (5 year licence) | On application | N |
| Housing Immigration Inspections | Each | £94.20 | N |

Pest Control and Animal Welfare

Pest Control

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|--|----------------|-----------------|------|
| Non Residential: First visit | | £56.50 | Inc. |
| Non Residential: Re-visits (each visit) | | £31.50 | Inc. |
| Residential: Insect pests | | £41.00 | Inc. |
| Residential: Insect pests - wasps | | £41.00 | Inc. |
| Residential: Insect pests - ants, fleas, other | | £41.00 | Inc. |
| Residential: Insect pests - bedbugs | | £41.00 | Inc. |
| Residential: Insect pests - cockroaches | | £41.00 | Inc. |
| Insect Identification | | Free of Charge | |
| Concession - Income Support | | £31.50 | Inc. |
| Rats and mice - initial visit | | Free of Charge | |
| Rats and mice - up to two further visits | | Free of Charge | |
| Camera survey of drainage system | | £58.50 | Inc. |

Animal Welfare

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|--|----------------|-----------------|------|
| Identichipping service for small animals | | £10.50 | Inc. |
| Dog Reclamation Fee (excludes kennelling fees) | | £140.33 | N |
| Stray Dog Fixed Penalty Charge | | £88.57 | N |

Community Centres

| Type of Fee | Unit of Charge | Large Room or Café | Small Room(s) | IT Suite (Tatton, Clayton Brook & Lancaster Way) | VAT |
|--|----------------|--|---------------|--|------|
| GROUP 1 = COMMUNITY GROUPS Meeting regularly with free and open access to all for a variety of activities including fundraising. C.B.C community development budgets and charity. | Per hour | £4.40 | £3.40 | £10.35 | Inc. |
| GROUP 2 = CHILDCARE PROVISION - BOTH ROOMS e.g. playgroups, pre and after school groups, play schemes which provide a service meeting the needs of local families. | Per hour | £5.20 | | N/A | Inc. |
| GROUP 3 = ACTIVITIES AND MEMBERSHIP GROUPS e.g. bingo, uniformed and religious groups. | Per hour | £5.85 | £4.05 | £12.45 | Inc. |
| GROUP 4 = SMALL SCALE BUSINESSES e.g. karate, dance classes. | Per hour | £10.20 | £6.40 | £15.55 | Inc. |
| GROUP 5 = CHILDREN'S PARTIES - BOTH ROOMS Children 16 years of age and under | Per hour | £14.75 (a £100 refundable bond is also required in advance) | | N/A | Inc. |
| GROUP 6 = SOCIALS, PARTIES & CELEBRATIONS Socials, celebrations & party hire. Party hire where individual is 17+ years of age | Per hour | £35.50 (licenced) £23.90 (unlicensed) (a £100 refundable bond is also required in advance) | | N/A | Inc. |
| GROUP 7 = EXTERNALLY FUNDED AGENCIES Providing a service which benefits the local community e.g. clinics, education, meetings. C.B.C. | Per hour | £14.20 | £7.20 | £18.70 | Inc. |
| GROUP 8 = BUSINESS RATE | Per hour | £24.00 | £12.25 | £31.15 | Inc. |

Bereavement Services

Cemeteries

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|---|----------------|-----------------|------|
| Exclusive Right of Burial | Each | £900.00 | N |
| Interment Adult | Each | £650.00 | N |
| Interment Child under 16 | Each | No Charge | N |
| Interment Stillborn or age under one month | Each | No Charge | N |
| Interment in a burial chamber | Each | £195.00 | N |
| Interment of cremated remains | Each | £120.00 | N |
| Purchase of a burial chamber | Each | £1,267.00 | N |
| Construction of a timber lined grave | Each | £150.00 | N |
| Non-resident Charge | Each | +100% | N |
| Saturday Burial | Each | +50% | N |
| Family Ashes Plot | Each | £566.50 | N |
| Garden of remembrance – plaque | Each | £100.00 | |
| Memorial: Headstones inclusive of first inscription | Each | £150.00 | N |
| Memorial: additional inscriptions and refix | Each | £45.00 | N |
| Memorial: tablet or vase, including inscription (Only permitted if no headstone to be erected.) | Each | £54.00 | N |
| Garden of Remembrance: cremated remains | Each | £150.00 | N |
| Other Cemetery Charges: Grave Marker | Each | £27.00 | N |
| Other Cemetery Charges: Certificate of Burial | Each | £30.00 | N |
| Other Cemetery Charges: Certificate of Transfer | Each | £30.00 | N |
| Other Cemetery Charges: Copy Certificate | Each | £30.00 | N |
| Other Cemetery Charges: Search fee | Each | £30.00 | N |
| Other Cemetery Charges: Memorial Bench (inclusive of plaque) | Each | £600.00 | Inc. |

Land Charges

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|--|----------------|-----------------|------|
| Standard search - basic LLC1 and CON29R | Each | £152.16 | |
| LLC1 only | Each | £23.48 | N |
| CON29 only | Each | £128.68 | Inc. |
| Each additional parcel - LLC1 and CON29R (each) | Each | £14.91 | Inc. |
| CON29 optional enquiry - CON290 no's 5-21 (each) | Each | £12.85 | Inc. |
| CON29 optional enquiry - CON290 no 22 | | £33.37 | Inc. |
| Additional written enquiries (each) | Each | £25.70 | N |
| Each additional parcel of land on LLC1 only | Each | £2.06 | N |
| Personal search - online | Each | £5.00 | N |
| Personal search - Appointment only | Each | Free Of Charge | |

Astley Hall and Coach House

Astley Hall - Tours

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|--|----------------|-----------------|------|
| Guided Tours (minimum 20 people or £80) | per head | £4.00 | Inc. |
| Self-Guided Tours (minimum 25 people or £50) | per head | £2.00 | Inc. |
| School Tours | per head | £3.50 | E |

Astley Hall - Educational Sessions

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|---|----------------|-----------------|-----|
| Educational Sessions - Tudor Life (min £75) | per pupil | £3.50 | E |
| Educational Sessions - The Great Plague! Health and Hygiene in the 17th Century (min £60) | per pupil | £3.50 | E |
| Educational Sessions - Serving Stories (min £75) | per pupil | £3.50 | E |
| Educational Sessions - A very Victorian Christmas | per pupil | £4.00 | E |
| Educational Sessions - Homes a long time ago | per pupil | £3.00 | E |
| Educational Sessions - Textiles: Weaving and Dyeing | per pupil | £3.00 | E |
| Educational Sessions - SEN sessions (min £60) | per head | £3.00 | E |

Astley Hall – Hire

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|--|----------------|-----------------|------|
| Astley Hall Hire - Non-Profit | per hire | £360.00 | Inc. |
| Astley Hall Hire - Commercial | per hire | £480.00 | Inc. |
| Astley Hall Hire - Large/late event surcharge after 10pm | per hour | £110.00 | Inc. |

Astley Hall – Wedding Ceremonies

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|---|----------------|-----------------|------|
| Wedding Ceremonies - Dining Room - Mon-Fri (all year round) | per ceremony | £690.00 | Inc. |
| Wedding Ceremonies - Great Hall - Mon-Fri (all year round) | per ceremony | £875.00 | Inc. |
| Wedding Ceremonies - Conference Room - Mon-Fri (all year round) | per ceremony | £590.00 | Inc. |
| Wedding Ceremonies - Dining Room - Weekend (low season) | per ceremony | £715.00 | Inc. |
| Wedding Ceremonies - Great Hall - Weekend (low season) | per ceremony | £895.00 | Inc. |
| Wedding Ceremonies - Conference Room -Weekend (low season) | per ceremony | £615.00 | Inc. |
| Wedding Ceremonies - Dining Room - Weekend (high season) | per ceremony | £955.00 | Inc. |
| Wedding Ceremonies - Great Hall - Weekend (high season) | per ceremony | £1,050.00 | Inc. |
| Wedding Ceremonies - Conference Room -Weekend (high season) | per ceremony | £855.00 | Inc. |
| Baby Naming Ceremony | per ceremony | £185.00 | Inc. |

Coach House – Activity Space Room

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|--|----------------|-----------------|------|
| Activity Space Room Hire - Commercial/Individuals - half day (Mon - Fri) | | £80.00 | Inc. |
| Activity Space Room Hire - Commercial/Individuals - half day (weekend) | | £100.00 | Inc. |
| Activity Space Room Hire - Commercial/Individuals - full day (Mon - Fri) | | £120.00 | Inc. |
| Activity Space Room Hire - Commercial/Individuals - full day (weekend) | | £150.00 | Inc. |
| Activity Space Room Hire - Commercial/Individuals - evening (Mon - Fri) | | £100.00 | Inc. |
| Activity Space Room Hire - Commercial/Individuals - evening (weekend) | | £125.00 | Inc. |
| Activity Space Room Hire - Non-Profit - half day (Mon - Fri) | | £40.00 | Inc. |
| Activity Space Room Hire - Non-Profit - half day (weekend) | | £50.00 | Inc. |
| Activity Space Room Hire - Non-Profit - full day (Mon - Fri) | | £60.00 | Inc. |
| Activity Space Room Hire - Non-Profit - full day (weekend) | | £75.00 | Inc. |
| Activity Space Room Hire - Non-Profit - evening (Mon - Fri) | | £100.00 | Inc. |
| Activity Space Room Hire - Non-Profit - evening (weekend) | | £125.00 | Inc. |

Coach House – Conference Room Hire

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|--|-----------------------|------------------------|------------|
| Conference Room Hire - Commercial/Individuals - half day (Mon - Fri) | | £120.00 | Inc. |
| Conference Room Hire - Commercial/Individuals - half day (weekend) | | £120.00 | Inc. |
| Conference Room Hire - Commercial/Individuals - full day (Mon - Fri) | | £180.00 | Inc. |
| Conference Room Hire - Commercial/Individuals - full day (weekend) | | £180.00 | Inc. |
| Conference Room Hire - Commercial/Individuals - evening (Mon - Fri) | | £100.00 | Inc. |
| Conference Room Hire - Commercial/Individuals - evening (weekend) | | £125.00 | Inc. |
| Conference Room Hire - Non-Profit - half day (Mon - Fri) | | £60.00 | Inc. |
| Conference Room Hire - Non-Profit - half day (weekend) | | £60.00 | Inc. |
| Conference Room Hire - Non-Profit - full day (Mon - Fri) | | £120.00 | Inc. |
| Conference Room Hire - Non-Profit - full day (weekend) | | £120.00 | Inc. |
| Conference Room Hire - Non-Profit - evening (Mon - Fri) | | £100.00 | Inc. |
| Conference Room Hire - Non-Profit - evening (weekend) | | £125.00 | Inc. |

Lancastrian Suite

| Lancastrian Suite | Monday - Friday | Weekend | Vatable |
|--|-----------------|---------|---------|
| Daytime (max 4 hours) | £150.00 | £200.00 | Inc. |
| Evening to 1am (max 7 hours) | £250.00 | £325.00 | Inc. |
| Full Day (max 8 hours) | £250.00 | £350.00 | Inc. |
| Additional Hour - Daytime (8.30am to 5pm) | £37.50 | £50.00 | Inc. |
| Additional Hour - Evening | £36.00 | £48.00 | Inc. |
| Additional Lancastrian Attendants (2 included) - up to 8pm | £8.00 | N/A | Inc. |
| Additional Lancastrian Attendants (2 included) - 8pm to midnight | £11.00 | N/A | Inc. |
| Additional Lancastrian Attendants (2 included) - Saturday | N/A | £12.00 | Inc. |
| Additional Lancastrian Attendants (2 included) - Sunday | N/A | £16.00 | Inc. |
| Door Person (per hour) | £13.50 | £13.50 | Inc. |
| Bar | £65.00 | £65.00 | Inc. |
| Set-up Charges | £30.00 | £30.00 | Inc. |
| Tea/coffee/cordial (per cup) | £0.50 | £0.50 | Inc. |
| Biscuits (per box) | £7.00 | £7.00 | Inc. |
| Fresh Orange Juice (per jug) | £2.50 | £2.50 | Inc. |
| Water cooler water (per container) | £13.00 | £13.00 | Inc. |

Markets

Flat Iron Market

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|---------------------|----------------|-----------------|------|
| 6 x 3 Double Gazebo | Per Day | £30.00 | Inc. |
| 3 x 3 Double Gazebo | Per Day | £25.00 | Inc. |
| 3 x 3 Half Gazebo | Per Day | £20.00 | Inc. |
| 5 x 5 Vehicle Pitch | Per Day | £35.00 | Inc. |

Food & Craft Street Market

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|-------------------|----------------|-----------------|------|
| 3 x 3 Half Gazebo | Per Day | £20.00 | Inc. |

Covered Market

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|-------------------------------|----------------|-----------------|------|
| Peak Day (Tuesday & Saturday) | Per Day | £25.00 | Inc. |
| Off Peak (Thursday & Friday) | Per Day | £22.50 | Inc. |
| 6 x 3 Double Gazebo | Per Day | £30.00 | Inc. |
| 3 x 3 Double Gazebo | Per Day | £20.00 | Inc. |

Flea Market

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|----------------------------|----------------|-----------------|------|
| Monday (single table) | Per Day | £9.20 | Inc. |
| Monday (additional tables) | Per Day | £6.80 | Inc. |

Advertising

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|--------------------------|----------------|-----------------|------|
| A4 Snapshut (individual) | Per Month | £3.00 | Inc. |
| A4 Snapshut (4 frames) | Per Month | £10.00 | Inc. |
| Slatwall Panel | Per Week | £5.40 | Inc. |

Other Charges

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|---------------------------------|----------------|-----------------|------|
| New Registration Fee | Each | £5.00 | Inc. |
| Licence Amendment Fee | Each | £5.00 | Inc. |
| Build out Charge | Per m2 per day | £1.15 | Inc. |
| Transfer of licence fee | Each | £260.00 | Inc. |
| Administration Fee (per letter) | Per Letter | £15.50 | Inc. |

Parking

Off- Street Parking Fees

| | One Hour | Two Hours | Three Hours | Four Hours | All Day | VAT |
|------------|----------|-----------|-------------|-------------|-------------|------|
| Flat Iron | £0.50 | £1.00 | 2 hours max | 2 hours max | 2 hours max | Inc. |
| Short Stay | Free | £1.00 | £1.00 | 3 hours max | 3 hours max | Inc. |
| Long Stay | Free | Free | Free | £1.00 | £3.50 | Inc. |

Free Parking

| | Monday to Friday | Saturday | Sunday & Bank Holiday |
|------------|------------------|------------------------|---------------------------------------|
| Flat Iron | After 5pm | After 1pm - 2 hour max | All day but 2 hour max from 8am - 5pm |
| Short Stay | After 5pm | After 1pm | All Day |
| Long Stay | After 5pm | After 1pm | All Day |

Off –Street Parking Permits

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|--------------------------|----------------|-----------------|------|
| Long-Stay Parking Permit | 6 months | £160.00 | Inc. |
| Long-Stay Parking Permit | 12 months | £300.00 | Inc. |

Waste and Recycling

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|---|------------------|-----------------|-----|
| Civic Amenity Collection (Bulky Waste including waste electrical items) - up to 5 items | up to 5 items | £40.00 | N |
| Civic Amenity Collection (Bulky Waste including waste electrical items) - 1 bulky item | 1 item | £20.00 | N |
| Garden Waste Collection Service | Per bin per year | £30.00 | N |
| New/Replacement/Additional Bins | Per bin | £30.00 | N |

Other Fees and Charges

Environmental Health

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|-------------|----------------|-----------------|-----|
|-------------|----------------|-----------------|-----|

| | | | |
|---|------|--------------------|------|
| Rescore for Food Hygiene Rating | Each | £180.00 | N |
| Food Advisory Visit | Each | £203.92 | Inc. |
| Copy of EPA Public Register (Commercial) | Each | £71.50 | Inc. |
| (a) Private Water Supply Analysis: Basic Parameters | Each | £500.00 | N |
| (b) Private Water Supply Analysis: Coliform Parameters Only | Each | Recharge lab costs | N |
| Provision of Environmental Information (Commercial) / Contaminated Land Enquiries | Each | £72.00 | N |
| Environmental Permitting Regulations – Advisory Visit | Each | £203.92 | Inc. |

RADAR Key

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|------------------|----------------|-----------------|------|
| RADAR scheme key | Each | £3.00 | Inc. |

Allotments

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|---|----------------|-----------------|-----|
| Allotment Rental | Per year | £48.20 | N |
| Allotment Rental (half price concession OAP/Unemployed) | Per year | £24.10 | N |

Council Tax and Business Rates

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|---|----------------|-----------------|-----|
| Council Tax Administration - recovery admin costs for summons | Each | £53.50 | N |
| Council Tax Administration - recovery admin costs for liability orders | Each | £39.00 | N |
| Business Rates Administration - recovery admin costs for summons | Each | £53.50 | N |
| Business Rates Administration - recovery admin costs for liability orders | Each | £39.00 | N |

Pavement Café

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|---|----------------|-----------------|-----|
| Pavement Cafe Licence (Highway Amenity Licence) | Each | £306.50 | No |
| Pavement Cafe Licence renewal/transfer | Each | £251.50 | No |

Geographical Information System (street naming)

| Type of Fee | Unit of | Charge per Unit | VAT |
|-------------|---------|-----------------|-----|
|-------------|---------|-----------------|-----|

| | Charge | | |
|---|------------|--------------------------|---|
| Naming a new street | Per street | £200.00 | N |
| Renaming of street at residents request | Per street | £100 + £25 per household | N |
| House naming and numbering - house name added/renamed | Per house | £50.00 | N |
| House naming and numbering - development of 1-5 plots | Per plot | £40.00 | N |
| House naming and numbering - development of 6-10 plots | Per plot | £35.00 | N |
| House naming and numbering - development of 11-49 plots | Per plot | £30.00 | N |
| House naming and numbering - development of 50+ plots | Per plot | £20.00 | N |
| Changes to development after initial notification | Per plot | £40.00 | N |

Football Pitches

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|---|-----------------|-----------------|------|
| Junior Pitch (under 18's) | Per season | £200.00 | Inc. |
| Adult Pitch at Astley Park with changing facilities & showers | Per season | £330.00 | Inc. |
| Adult Pitch at King George's, Jubilee or Westway without changing | Per season | £210.00 | Inc. |
| Junior Pitch (under 18's) | Per half season | £90.00 | Inc. |
| Adult Pitch at Astley Park with changing facilities & showers | Per half season | £165.00 | Inc. |
| Adult Pitch at King George's, Jubilee or Westway without changing | Per half season | £100.00 | Inc. |

Legal Services

Conveyancing – Freehold Property

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|--------------------------------|--|-----------------|-----|
| Sale of Land at Buyers Request | £100 for first £1,000 of consideration plus 3% of consideration thereafter | £300 | N |

| | | | |
|---|--|------|---|
| | subject to minimum of £300 | | |
| Deed of Covenant at third party request | 5% of consideration subject to minimum of £300 | £300 | N |
| Deed of Release at third party request | 5% of consideration subject to minimum of £300 | £300 | N |
| Deed of Grant at third party request | 5% of consideration subject to minimum of £300 | £300 | N |

Mortgage Administration and Production Fee

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|---|----------------|-----------------|-----|
| Redemption on early repayment (more than 12 months unexpired) | Each | £300 | No |
| Redemption on expiry of term | Each | £100 | No |

Landlord and Tenant (Commercial)

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|---|---|-----------------|-----|
| New Lease – Council as Landlord | 10% of annual rental subject to minimum of £500 | £500 | N |
| Lease Renewal | Each | £250 | N |
| Rent Review | Each | £100 | N |
| Licence to Assign, Sub-Let, Carry Out Alterations, Other Consents | Each | £300 | N |
| Notices - General | Each | £100 | N |
| Registration of New Lessees | Each | £100 | N |
| Agreement to / Deed of Surrender at Tenant's request | Each | £300 | N |
| Deed of Variation | Each | £300 | N |

Other Legal Agreements

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|--|-----------------------------------|-----------------|-----|
| Section 106 Agreement – Public Open Space | Each | £500 | N |
| Section 106 Agreement – Affordable Housing | Each | £750 | N |
| Section 106 Agreement – Public Open Space and Affordable Housing | Each | £1,000 | N |
| Non-Standard Section 106 Agreement | Chargeable at Hourly Rate of £100 | £100 | N |
| Unilateral Undertakings | Each | £500 | N |

Statutory Orders

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|---|-----------------------------|-----------------|-----|
| Footpath Diversion Orders – no public inquiry | Advertising plus £1,500 | | No |
| Footpath Diversion Orders which entail an inquiry | To be assessed in each case | | No |

Miscellaneous Legal Charges

| Type of Fee | Unit of Charge | Charge per Unit | VAT |
|-----------------------|----------------|-----------------|-----|
| Photocopying of Deeds | Access Fee | £25 | N |
| Other Copying | Per Page | £0.20 | N |
| Sealing Fee | Each | £50 | N |

VAT Key

| VAT | Unit of Charge |
|------|-------------------------------|
| N | Non-Business – no VAT charged |
| E | Exempt – no VAT charged |
| Inc. | The fee includes VAT |

APPENDIX 2

REVIEW OF ALLOTMENT CHARGES 2019/20

PROPOSAL

1. The council will make the following changes
 - Provision of mains water on all allotment sites where feasible
 - Increase of allotment rent to ensure that the service is cost neutral to the Council covering the cost of water usage and is in line with rent of the surrounding allotment providers.

BACKGROUND

2. Chorley Council manages 204 allotments/allotment gardens over 10 sites across the Borough.

| Allotment Site | Number of plots | Mains water provision |
|---|--------------------|-----------------------|
| Crosse Hall Lane, Chorley | 79 | Yes |
| Manor Road, Clayton-Le-Woods | 13 | Proposed |
| Moor Road, Chorley . Plots 200 A-F. 230 – 220. 242 - 232 and 262 – 280. (Allotment gardens behind terraced properties). | 24 | No |
| Windsor Park, Sandringham Road Chorley | 32 | Yes |
| Bay Horse, Church Hill, Whittle-le-Woods | 11 | Proposed |
| Worthy Street, Chorley. (behind alley gates) | 7 | No |
| Rangleys Recreation Ground Chorley | 30 | Proposed |
| School Lane, Brinscall. (Allotment gardens behind terraced houses) | 3 | No |
| Duke Street, Chorley. (Allotment gardens behind terraced properties). Permission approved to sell off land and resource new allotment site creation elsewhere in the Borough. | 4 +2 garages | No |
| All Seasons Leisure Centre | 1 | No |
| Total Number of allotment plots | 206 | |

Benchmarking

3. Chorley Council's charges are amongst some of the lower in the surrounding area

| Site / Borough | Rent charged per annum. |
|---------------------------------|--|
| Chorley Council | £47. £24.50 for Concession. |
| Cuerden Valley Trust | £100 incl water |
| Top Lock Wheelton –Private site | £125 – no water |
| Tameside Council | £108. £54 for Concession. Water extra. |
| Hynburn Council | £40 in 2018. £45 in 2020 and £50 in 2021. |
| Great Broughton – Chester | £67 large plot. £45 for regular plot. Concession 30% less. No extra charge for water. |
| Preston Council | £85 for large plot. £38 for regular plot. Concession 30% less. No extra charge for water |

4. In 2018/19 the rent received was:-

| Type | Number of Plots | Income |
|--------------|-----------------|--------------|
| Full Rent | 131 | 6,157 |
| Concession | 75 | 1,762 |
| Total | 206 | 7,919 |

5. Allotment Rents were agreed to be increased by 2.5% each year through Exec Member Decision in September 2014.
6. As such rents have gradually risen from £42.50 and £21.25 for concessions (over 60) in 2014 to £47 and £23.50 for concessions in 2018/19. This charge is the same for all plot sizes and sites.
7. Allotment Budget – the net budget is currently set at near zero suggesting that allotments expenditure breaks-even funded from income. All rent is put back into the management and maintenance of allotment sites. The work to be carried out is agreed at twice yearly Allotment Advisory Group meetings to which all allotment holders are invited to attend. The budget is used for path and car park resurfacing, signage, notice boards, new boundary fencing, bark and manure bays, tree felling and crown lifting and skips. Allotment site maintenance is carried out by probation service for nil cost and streetscene carry out mowing at one site. The budget does not take into account offices time to run the service.
8. Discussions at Allotment Advisory Meetings have suggested that people would not like to see large allotment rent increases but an increase of £5 - £10 would be acceptable.
9. Rents are invoiced in September each year charging for 6 months in arrears and 6 months in advance. It is proposed to raise the rent to £48.20 and £24.10 in 2019/20. Any further changes to rents require a 12 month notice as per the tenancy agreement and so it is also proposed to increase rents by 10% in 2020/21.

Allotment waiting list

10. Allotments are still very popular in Chorley and we have worked hard over the past 6 years to create new allotment sites, manage existing allotment sites and reduce the waiting list from 400 to 98 people. On average 4 people are added to the waiting list each month. Currently people wait around 18 months to be allocated an allotment plot if they are willing to take any site. Some people remain on the waiting list for years due to wanting specific sites – i.e Windsor Park.

Allotment mains water provision

11. Main water has historically been provided by standpipes on Crosse Hall Allotments and Windsor Park Allotments. New allotment sites at Rangleys Rec and Manor Road have been created without mains water provision following a sustainable approach to collect water from rainfall, the land drainage and surrounding buildings. It is known that natural water is best for growing crops and is the most ecologically and environmentally sound approach. Plots with sheds have water butts and IBC tanks are used to store rainwater where large buildings are adjacent to allotments. Underground storage tanks and ponds are also utilised along with best practice techniques for soil preparation and mulching to retain moisture. However, a sustainable approach has been trialled now for many years and is not conducive to effective food growing as not enough water can be collected and stored to sustain a dry summer.

12. Allotment tenants with no mains water have really struggled to keep their crops alive during this summer and they also struggled last year. Tenants have to bring water to site from home which is very difficult or they have to let crops die which is disheartening.
13. It is recommended that mains water is provided on all allotment sites and that the charges should be passed onto the allotment tenant. NOTE – it is not proposed to provide water on plots/allotment gardens that are behind terraced houses or in alley gated areas unless fully justified as tenants where possible live adjacent to the “garden extensions”) It is also proposed that the tenancy agreement is updated with terms of how to use water sustainability and rules of water use on sites - i.e. rainwater harvesting is expected of all tenants where possible and this source will be used first before reliance on mains water. Education can play a big part in water conservation.
14. Water is proposed to be installed on Bay Horse allotments and Manor Rd Allotments over the next 18 months utilising allotment income. It is not proposed to install water on Moor Road, Worthy Street or School Lane Allotments owing to the positioning behind terraced properties and many of the plots being allotment gardens to the houses.

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