

**REPORT TO:** Executive Board Sub Committee

**DATE:** 15<sup>th</sup> March 2012

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

**PORTFOLIO:** Resources, Physical Environment and Transportation

**SUBJECT:** Review of Fees and Charges

**WARDS:** Boroughwide

## **1.0 PURPOSE OF THE REPORT**

1.1 In conjunction with the annual budget review it is proposed to increase the charges under the control of the Policy and Resources Directorate in accordance with the schedules shown in the Appendix

**2.0 RECOMMENDATION: That the proposed fees and charges as set out in the Appendix to this report be agreed for 2011/12 and referred to the relevant Policy and Performance Boards for information.**

## **3.0 SUPPORTING INFORMATION**

3.1 The review of Fees and Charges within the Policy and Resources Directorate has been carried out as part of the budget preparations for 2012/2013. As a consequence of the review it is proposed that existing fees and charges be increased generally in line with inflation, although some have been increased by more to reflect the charges in other local authority areas.

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

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

## **4.0 POLICY IMPLICATIONS**

4.1 The effects of the proposals have been incorporated into the draft budgets for 2012/2013. Charges are adjusted annually in accordance with the current inflation rate.

## **5.0 OTHER IMPLICATIONS**

5.1 There are no other implications.

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

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

There are no implications for this priority.

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

There are no implications for this priority.

### **6.3 A Healthy Halton**

There are no implications for this priority.

### **6.4 A Safer Halton**

There are no implications for this priority.

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

There are no implications for this priority.

## **7.0 RISK ANALYSIS**

- 7.1 There is a requirement for the fees to be paid and in order to avoid the risk of them not being paid the fees should be received before the service is provided.

## **8.0 EQUALITY AND DIVERSITY ISSUES**

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

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

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

## APPENDIX

### 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.	£10.20	£10.50
A4 –per subsequent sheet.	£0.45	£0.50
A3 - per subsequent sheet	£0.70	£0.75
A2 –per subsequent sheet	£1.40	£1.50
A1 - per subsequent sheet	£5.75	£6.00
(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	£106.00	£110.00
Professional Staff	£89.00	£93.00
Admin. Support	£53.50	£56.00
Typing Fees (hourly rate)	£49.00	£51.00
(Minimum Charge – Half an Hour for above 4 items)		
<b>Charges above are subject to VAT.</b>		
Postage	At Cost	At Cost plus 15%

### REQUESTS FOR INFORMATION REGARDING POTENTIALLY CONTAMINATED LAND

Land contamination reports for a given property or site is issued detailing all information held by HBC relating to known or potential contamination including historical, land use, landfill locations and details of site investigations and remediation contamination

The Charge varies depending on the size of the site for which information is requested:-

(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	£63.50	£67.00
(ii) Any search of the premises site and the land within 250 metres of the site boundaries	£103.50	£108.00
(iii) Any search of the premises site and the land within 500 metres of the site boundaries	£172.00	£180.00
(iv) Any search of the premises site and the land within 1000 metres of the site boundaries	£230.00	£240.00
(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	£103.50	£108.00
(ii) Any search of the premises site and the land within 250 metres of the site boundaries	£172.00	£180.00
(iii) Any search of the premises site and the land within 500 metres of the site boundaries	£230.00	£240.00
(iv) Any search of the premises site and the land within 1000 metres of the site boundaries	£287.00	£300.00

## LICENCE FEES

### HACKNEY CARRIAGE & PRIVATE HIRE CHARGES

	<u>PRESENT</u>	<u>PROPOSED</u>
(1) Single Status Driver		
- First Grant (Including 1 copy of user Guide)	£171.00	£174.00
- Renewal	£156.00	£159.00
- Extra copy of User Guide	£15.50	£16.00
- Extra copy of knowledge test syllabus	£7.25	£7.50
- Replacement Badges	£10.25	£10.50
- Replacement or duplicate paper licence or other document	£5.25	£5.50
- Faxing document (s)	New Charge	£5.00
(2) Vehicle Licence		
- Grant and Renewals 1 Year – Hackney Carriage	£201.50++	£206.00++
- Grant and Renewals 1 Year – Private Hire	£204.00++	£208.00++
****- Transfers Balance of 1 Year as above		
- Temporary Transfer Fees (Licence issued for a maximum of 2 months)	£77.50~~	£80.00
- Replacement Vehicle Plate (each)	£15.50	£16.00
- Replacement Bracket (each)	£15.50	£16.00
- Replacement Doors Stickers Private Hire (Pair)	£20.50	£21.00
- Replacement Internal plate	£10.25	£10.50
- Replacement or duplicate paper licence or other document	£5.25	£5.50
- Change to Personalised Number Plate	New Charge	£48.00
- Faxing document (s)	New Charge	£5.00
(3) Private Hire Operator Licence >>	£206.00	£250.00
- Replacement or duplicate paper licence or other document	£5.25	£5.50
- Faxing document (s)	New Charge	£5.00
(4) <b>LOWERHOUSE LANE DEPOT FEES:</b>		
HACKNEY CARRIAGE & PRIVATE HIRE		
- Vehicle Test Fee	£53.00	£54.00
- Vehicle Re-test Fee	£20.00	£21.00
- Vehicle Test Un-notified Cancellation Fee	£19.00	£20.00
- ++Includes Taximeter Sealing Fee	See++	See++

### NOTES

- \*\*\*\* Unless part of a single transaction involving a simultaneous grant in which case **£26.00**
- ++ Includes Taximeter Sealing Fee. Owners of Private Hire Vehicles that are not equipped with meters may apply for the meter charge to be discounted from the annual licence fee.
- ~~ Temporary Transfer - Includes fee for licence to be transferred back to the original owner
- >> Abolished the Standard and Discount Charge – now a single annual rate

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

	<b><u>PRESENT</u></b>	<b><u>PROPOSED</u></b>
(1) Dangerous Wild Animals	£60.00	£63.00
(2) Pet Shops	£60.00	£63.00
(3) Animal Boarding Establishments	£60.00	£63.00
(4) Riding Establishments	£60.00	£63.00
(5) Breeding of Dogs	£60.00	£63.00
(6) Street Trading		
- First Grant & Renewal	£342.50	£350.00
- Additional Vehicles (Per Vehicle)	£170.00	£174.00
- "Static" First Grant	£395.50	£405.00
- Change of Vehicle	£26.50	£27.00
- Daily fee for temporary extension of existing consent (Max 5 days per year)	New Charge	£60.00 per day
- Daily fee for temporary consent (Max 5 days per year)	New Charge	£90.00 per day
(7) Hawkers etc. Cheshire County Council Act	£206.50	£210.00
(8) House to House Collections	Nil	Nil
(9) Street Collections	Nil	Nil
(10) Scrap Metal Dealers	Nil	Nil
(11) Motor Salvage Operator registration	£63.00	£65.00
(12) Sex Establishments	To be determined on application	£1300.00
(13) Licensing Act 2003	See Councils Web Site for details	See Councils Web Site for details
(14) Gambling Act 2005	See Councils Web Site for details	See Councils Web Site for details
(15) Hypnotism	Nil	Nil
(16) Performing Animals	Nil	Nil

**NOTES**

The fee charged for items 1, 2, 3, 4, and 5 will be increased by the cost of any fees paid out for specialist reports required before a Licence is granted plus 15%.

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

<b><u>ROAD TRAFFIC REGULATION ACT 1984</u></b>	<b><u>PRESENT</u></b>	<b><u>PROPOSED</u></b>
(1) The making of a Temporary Order at the request of a Third party (The fee is inclusive of advertising costs)	£1,700.00	£1,700.00
(2) The making of a Permanent Order	As agreed with Strategic Director Policy & Resources	As agreed with Strategic Director Policy & Resources
(3) The issuing of a temporary closure notice (including emergency notices) at the request of a third party	£275.00	£290.00
(4) The Issuing of a diversionary notice at the request of a third party	£225.00	£240.00
<b><u>TOWN POLICE CLAUSES ACT</u></b>		
(1) The issuing of a temporary closure notice at the request of a third party (non commercial organisations and where the Police are attending to implement closure)	£100.00	£100.00
<b><u>HIGHWAYS ACT 1980</u></b>		
(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	£570.00 Plus Technical & Advertising Costs	£600.00 Plus Technical & Advertising Costs
(2) Issuing of Scaffolding/Hoarding permit	£60.00 Plus £15.00 per week or part thereof	£65.00 Plus £20.00 per week or part thereof
(3) (a) Issuing of Skip Permit – Initial Fee	£20.00 (up to 14 days)	£20.00 (up to 14 days)
(3) (b) Skip Permit – Additional periods	£10.00 for each additional 7 days or part thereof	£10.00 for each additional 7 days or part thereof
(4) Skip found without a licence	£50.00 plus the current permit fee	£50.00 plus the current permit fee
(5) Removal of unauthorised skip	At Cost Minimum £185.00 plus £15.00 per day storage fee	At Cost Minimum £185.00 plus £15.00 per day storage fee
(6) Issuing of permits to erect structures/equipment over or under the highway	At Cost Minimum £70.00	At Cost Minimum £80.00
(7) Construction of vehicular crossings on footways	As agreed with Strategic Director Policy & Resources	As agreed with Strategic Director Policy & Resources
(8) Section 38 Agreements	8%of works cost Plus £500.00	8%of works cost Plus £500.00
(9) Section 278 Agreements	As agreed with Strategic Director Policy & Resources	As agreed with Strategic Director Policy & Resources
(10) Alfresco Dining Areas Licence - First Licence - Renewal of Licence	£300.00 £75.00	£300.00 £75.00
(11) 'A' Board Licence – Per Annum	£51.00	£51.00
(12) Shop Displays Licence – Per Annum	£100.00	£100.00
(13)(a) Other Part VIIa e.g. Promotions & Leisure – Commercial Organisations  (Applications made within 7 working days of the event will incur an additional administration fee of £100.00)	£100.00 Per licence for up to one week, £25.00 per additional week or part thereof	£120.00 Per licence for up to one week, £50.00 per additional week or part thereof

(13)(b) Other Part VIIa e.g. Promotions & Leisure – Non-Commercial Organisations	As agreed by Strategic Director - Policy & Resources	As agreed by Strategic Director - Policy & Resources
(14) Minor Highways Works Permits	£800.00	£800.00
(15) Clearance of Accident Debris/Unauthorised obstructions on the Highway	At Cost plus 15% Administration Fee	At Cost plus 15% Administration Fee
(16) Structural checking and technical approval of highways structures	As agreed with Strategic Director Policy & Resources	As agreed with Strategic Director Policy & Resources
<b>HIGHWAY SEARCHES</b>		
(1) Letter and plan showing adopted highway	£40.00	£50.00
(2) Additional questions	£11.00	£15.00
<b>SIGNING</b>		
(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 Strategic Director Policy & Resources	As agreed with Strategic Director Policy & Resources
(2) Initial Assessment of application for Tourism signs (VAT to be added in all cases)	£80.00	£100.00
(3) Provision of H Bar Road Markings (VAT to be added in all cases)	£60.00	£70.00
(4) Authorisation of Temporary Direction Signs (Normally for Housing Developments and Temporary Events) (VAT to be added in all cases)	£110.00	£120.00
(5) Provision of Disabled persons parking space (subject to meeting criteria)	No charge	No charge
<b>TRAFFIC SIGNALS</b>		
(1) Supply of Information on operation of traffic signals (VAT to be added in all cases)	£100.00	£150.00
(2) Switching off traffic signals and bagging over head (VAT to be added in all cases)	Minimum charge £250.00 or £50.00 per traffic signal head and £25.00 per pedestrian signal head or pushbutton unit	Minimum charge £250.00 or £50.00 per traffic signal head and £25.00 per pedestrian signal head or pushbutton unit
(3) Temporary Portable Traffic Signals (Multi Phase) (Administration Fee)	New Charge	£100.00
<b>BUILDING ACT 1984 Section 18</b>		
Legal Charge for supplying and administering agreements (together with design checking and supervision charges as determined by the Strategic Director- Policy & Resources)	£200.00	£200.00
<b>STREET NAMING AND NUMBERING</b>		
- Up to 2 Dwellings	£25.00	£25.00
- Between 3 and 10 dwellings	£110.00	£110.00
- Schemes over 10 dwellings	£350.00	£350.00
(No VAT – Outside the Scope of VAT)		
<b>ROAD SAFETY</b>		
(1) Adult Cycle Training (Requests from outside Borough) – 3 Hour Course (VAT to be added in all cases)	£55.00	£60.00
(2) Supply of Accident Data (per road/junction for up to 3 years)	£60.00	£100.00

(3) Road Safety Courses	As agreed with Strategic Director Policy & Resources	As agreed with Strategic Director Policy & Resources
(4) Junior Road Safety Officers support to each school for one year.	£75.00	£80.00

#### TRAFFIC DATA

Supply of Automatic Traffic Count Data (No VAT – Outside the Scope of VAT)	At Cost Minimum £60.00	£100.00 per site
Carry out Automatic Traffic Count (including provision of data in Excel format)	New Charge	£250.00 per site

#### CCTV MAINTENANCE

Management and monitoring of cameras (charge per camera per annum) Up to 2 cameras	£2,000.00	£2,000.00
For each additional camera (after initial 2 cameras)	£1,000.00	£1,000.00
Additional charge for monitoring of cameras on a broadband link or not connected to the main monitoring system (charge per camera per annum)	New charge	£1,000.00
Maintenance of camera (charge per camera per annum)	£1,000.00	£1,000.00
Reviewing CCTV recording	New Charge	£120.00 per hour or part thereof (Minimum charge £120.00)

#### CLOSURE OF BUS STOPS FOR ROADWORKS

(1) Closure of bus stop for road works	New Charge	£150 per stop
(2) Commissioning of temporary stop	New Charge	£150 per stop
(3) Bus stop closure notice and notice to the public	New Charge	£80 per stop

#### NEW ROADS AND STREET WORKS ACT 1991

(1) Unit of Inspection (30% of Total)	(Statutory Fee)	£50.00	£50.00
(2) Defective Reinstatements - Per inspection (maximum 3 No.)	(Statutory Fee)	£47.50	£47.50
- Additional Single Inspection	(Statutory Fee)	£68.00	£68.00
(Appropriate if defect reported by a Member of public)			
(3) Section 50 - Street Works Income			
(i) New Apparatus			
- Administration Fee (non returnable)		£150.00	£150.00
- Capitalised Fee in lieu of Annual Charges		£170.00	£200.00
- Inspection Charges (3 Number)	(Statutory Fee)	£150.00	£150.00
(ii) Existing Apparatus			
- Administration Fee (non returnable) - payable in advance		£110.00	£150.00
- Inspection Charges (3 Number)	(Statutory Fee)	£150.00	£150.00

Some New Road and Street Works Charges are Statutory Fees (as indicated above) and are subject to change during 2012/13



**HEALTH & SAFETY ADVICE TO SCHOOLS AND ACADEMIES**

Subject to Service Level Agreement

	<u>PRESENT</u>	<u>PROPOSED</u>
<b>Local Authority Controlled School</b>		
(1) Nursery Schools	£300.00	£310.00
(2) Primary & Special Needs Schools	£600.00	£620.00
(3) Secondary Schools	£800.00	£850.00
(4) All Through Schools	New Charge	£1,500.00
<b>Academies</b>		
(1) Primary & Special Needs Schools	New Charge	£1,000.00
(2) Secondary Schools	New Charge	£1,250.00
(3) All Through Schools	New Charge	£1,750.00

**Note**

Charges subject to VAT where applicable

## 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 plus VAT per copy)	£20.00	£21.00
(ii) Any other chargeable documents	£33.50	£35.00
(iii) Assistance from Council Staff to extract, interpret or describe this material	£24.00	£25.00
(iv) A4 Aerial Photograph	Charge as A4 Document	Charge as A4 Document
(v) Copy of tree preservation order	Charge as A4 Document	Charge as A4 Document
(vi) Copy of Consultant Report	£62.00	£65.00
2. Copy of larger format plans	£10.75	£11.00
3. Map Production		
(i) Administration Charge	£10.20	£10.50
(ii) Price per Copy		
A4 - per sheet.	0.50	£0.50
A3 - per sheet	0.75	£0.75
A2 - per sheet	1.50	£1.50
A1 - per sheet	6.00	£6.00
A0 - per sheet	£9.00	£10.00
(iii) Price Per Disc - cd-r	£49.00	£50.00
- dvd-r	£58.50	£60.00
(iv) Assistance from Council Staff to extract. Interpret or describe material	£89.00	£94.00
Flat rate to be added for access to OS data	£12.88	£13.00
3. Copies of weekly list of planning applications to non public authority applicants for one year, payable in advance	£291.20	£300.00
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 agreed as appropriate
(ii) Other Section 106 Agreements	As agreed with Strategic Director Policy & Resources	As agreed with Strategic Director Policy & Resources
5. Provision of non statutory information		
(i) Per question (Estate Agents, etc.)	£33.50	£35.00
(ii) Per question reporting conditions compliance	£57.00	£60.00

### Note

Charges subject to VAT where applicable