

REPORT TO: Executive Board

DATE: 19 March 2020

REPORTING OFFICER: Strategic Director – Enterprise, Community & Resources

PORTFOLIO: Resources

SUBJECT: Review of Council wide Fees and Charges

WARDS: Boroughwide

1.0 PURPOSE OF THE REPORT

1.1 In conjunction with the annual budget review, it is proposed to charge the fee rates for services in accordance with the schedules shown in Appendix A, B and C. This report presents the proposed fees and charges for 2020/21 for services provided by both of the Council's Directorates.

2.0 RECOMMENDATION: That the proposed fees and charges for 2020/21 as set out in Appendix A and for 2021/22 as set out in Appendices B and C, be approved.

3.0 SUPPORTING INFORMATION

3.1 The review of fees and charges has been carried out as part of the budget preparations for 2020/21.

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

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

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

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

4.0 POLICY IMPLICATIONS

- 4.1 The effects of the proposed changes have been incorporated where possible into budgets for 2020/21. As per the Medium Term Financial Strategy budgeted income for 2020/21 has been increased by 2%, except where additional increases have been proposed as saving items, statutory fee increases apply or where income targets have been reduced to reflect the actual recovery rate. Individual fees and charges have been reviewed and increases proposed by Service Managers which also reflect the particular circumstances of each area.

5.0 FINANCIAL IMPLICATIONS

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

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

There are no implications for this priority.

6.2 Employment, Learning and Skills in Halton

There are no implications for this priority.

6.3 A Healthy Halton

There are no implications for this priority.

6.4 A Safer Halton

There are no implications for this priority.

6.5 Halton's Urban Renewal

There are no implications for this priority.

7.0 RISK ANALYSIS

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

8.0 EQUALITY AND DIVERSITY ISSUES

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

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

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

ENVIRONMENTAL INFORMATION

	2019/20	2020/21	Statutory / Discretionary
REQUESTS FOR INFORMATION REGARDING POTENTIALLY CONTAMINATED LAND			
Information relating to statutory designation under Part 2A of the Environmental Protection Act 1990, e.g. details of an entry on the Statutory Register	No Charge	No Charge	D
Searches for land contamination information for a given property or site against all information held by HBC relating to known or potential contamination including historical land use, landfill locations and details of site investigations and remediation contamination. The charge varies depending on the size of the site for which information is requested:-			
For premises equivalent to less than 1 hectares in size, (e.g. a single domestic property or a small factory unit)			
(i) The premises site only	76.50	76.50	D
(II) Any search of the premises site and the land within 250 metres of the site boundaries	122.40	122.40	D
(iii) Any search of the premises site and the land within 500 metres of the site boundaries	204.00	204.00	D
For premises equivalent to more than 1 hectares in size, (e.g. a Housing estate or a large factory unit)			
(i) The premises site only	122.40	122.40	D
(ii) Any search of the premises site and the land within 250 metres of the site boundaries	204.00	204.00	D
(iii) Any search of the premises site and the land within 500 metres of the site boundaries	279.48	279.48	D
Additional enquiries charged at £60 per hour			

LICENCE FEES**2019/20 2020/21 Statutory /
Discretionary****HACKNEY CARRIAGE & PRIVATE HIRE CHARGES****Single Status Driver**

First Grant (max 3 year licence)	202.00	206.00	D
First Grant - inc DBS (max 3 year licence)	246.00	246.00	D
Renewal (max 3 year licence)	184.00	188.00	D
Renewal - inc DBS (max 3 year licence)	228.00	228.00	D
Replacement Badges	12.75	13.00	D

Vehicle Licence

Grant and Renewals 1 Year – Hackney Carriage ++ ## Note: £21.50 added for to recover the costs of the Hackney Carriage Vehicle unmet demand survey	237.00	263.50	D
Grant and Renewals 1 Year – Private Hire ++ ##	239.00	244.00	D
Transfer of Existing Vehicle Licence	30.00	30.50	D
Temporary Transfer Fees (Licence issued for a maximum of 2 months)	93.50	95.50	D
Replacement Vehicle Plate (each)	19.00	19.25	D
Replacement Bracket (each)	19.00	19.25	D
Replacement Doors Stickers Private Hire (Pair)	25.00	25.50	D
Replacement Internal plate	12.75	13.00	D
Change to Personalised Number Plate	55.50	56.50	D
Private Hire Operator Licence:	288.00	294.00	D
Private Hire Operator Licence (5 years)	576.00	588.00	D

LOWERHOUSE LANE DEPOT FEES:

Hackney Carriage & Private Hire			
Hackney Carriage and Private Hire - Vehicle Test Fee	61.50	62.50	D
Hackney Carriage and Private Hire - Vehicle Re-test Fee	24.50	25.00	D
Hackney Carriage and Private Hire - Vehicle Test Un-notified Cancellation Fee	23.50	24.00	D

Notes

Hackney Carriage and Private Hire - ++Includes Taximeter Sealing
Fee

Owners of Private Hire Vehicles that are not equipped with meters may
apply for the meter charge to be discounted from the annual licence
fee ## Unless part of a single transaction involving a simultaneous
grant in which case £30.50

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

Dangerous Wild Animals	321.42	327.85	D
Pet Shops*	216.74	221.07	D
Pet Shop with Dangerous Wild Animal	321.42	327.85	D
Boarding Cats	237.30	242.05	D
Boarding Dogs	237.30	242.05	D
Breeding Dogs	342.25	349.10	D
Hiring of Horses	342.25	349.10	D
Home Boarding of Dogs	195.24	199.14	D
Dog Day Care	195.24	199.14	D
Exhibition of Animals	237.30	242.05	D

	2019/20	2020/21	Statutory / Discretionary
Street Trading			
First Grant & Renewal	406.00	414.00	D
Additional Vehicles (Per Vehicle)	202.00	206.00	D
“Static” First Grant	468.00	477.00	D
Change of Vehicle	31.00	31.50	D
Daily Fee for Temporary Extension of Existing Consent (max 5 days per year)	69.00	70.50	D
Daily Fee for Temporary Consent (max 5 days per year)	104.50	106.50	D
Hawkers etc. Cheshire County Council Act	241.00	246.00	D
Sex Establishments*	1,512.50	1,512.50	D

Notes

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

LOCAL LAND CHARGES (Search Fees)

Official Certificate (LLC1)	30.00	30.00	D
Form CON29R	80.00	80.00	D
Official Search (LLC1 & CON29)	110.00	110.00	D
Each additional (LLC1) parcel***	5.00	5.00	D
Each additional (CON29) parcel***	80.00	80.00	D
CON29O Optional Enquiries (per person, per parcel)	12.00	12.00	D
Each Additional Enquiry	26.00	14.00	D
Personal Search	No Charge	26.00	D

Notes

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

HIGHWAYS

	2019/20	2020/21	Statutory / Discretionary
ROAD TRAFFIC REGULATION ACT 1984			
Temporary Order at request of a third party - * Note, increased charge of 25% reflects cost of service and benchmarking of neighbouring charges	2,000.00	2,100.00	D
Temporary Order at request of non-commercial organisations – Section 16A plus actual cost of advertising	100.00 plus advertising	100.00 plus advertising	D
Permanent Order	At Cost plus 15% Administration Fee	At Cost plus 15% Administration Fee	D
Temporary Closure Notice (incl emergency) at request of a third party	380.00	380.00	D
Diversionsary Notice at request of a third party	320.00	320.00	D
HIGHWAYS ACT 1980			
Applying to the Magistrates Court for an Order to stop up or divert a highway - Permanent closure (Excluding appeal costs) Also applies to closures/diversions under Town & Country Planning Act 1990	700.00	720.00	D
Issuing of Scaffolding/Hoarding permit – Note, 2020/21 charge increased by 11% to reflect actual cost	90.00	100.00	D
Issuing of Scaffolding/Hoarding permit (Additional week or part thereof) – Note, 2020/21 charge increased by 17% to reflect actual cost.	30.00	35.00	D
Issuing of Skip Permit – Initial Fee (up to 14 days) Note, increased charge of 17% reflects cost of service and benchmarking of neighbouring charges	30.00	35.00	D
Skip Permit – Additional periods (each additional 7 days) Note, increased charge of 25% reflects cost of service	20.00	25.00	D
Skip found without a licence (plus current permit fee) – Note, charge increased by 150% to reflect actual cost and to encourage the application of skip permits	100.00	115.00	D
Removal of unauthorised skip	At cost plus 15% administration fee	At cost plus 15% administration fee	D
Issuing of Cherry Picker/Mobile Platform permit (Initial week) - Note, increased charge of 11% reflects cost of service	90.00	100.00	D
Issuing of Cherry picker/Mobile Platform permit (Additional week or part thereof) - Note, increased charge of 17% reflects cost of service	30.00	35.00	D
Issuing of permits to erect structures/equipment over or under the highway (Minimum £80)	At cost plus 15% administration fee	At cost plus 15% administration fee	D
Construction of vehicular crossings on footways	As agreed by the Strategic Director – Enterprise, Community & Resources	As agreed by the Strategic Director – Enterprise, Community & Resources	D

HIGHWAYS ACT 1980 (Continued)	2019/20	2020/21	Statutory / Discretionary
Section 38 Agreements	10% of works cost. Minimum charge £2,562	10% of works cost. Minimum charge £2,562	D
NOTE: If construction of road foundation commences before agreement is in place, then an additional fee of £2,562.00 will be payable			
PLUS Legal Agreement fee as detailed below			
(a) Basic Agreement	777.00	800.00	D
(b) Moderately Complex Agreement	1,296.00	1,335.00	D
(c) Highly Complex Agreement	2,072.00	2,130.00	D
NOTE: The Council will determine the appropriate agreement			
Section 278 Agreements	As agreed by the Strategic Director – Enterprise, Community & Resources	As agreed by the Strategic Director – Enterprise, Community & Resources	D
Alfresco Dining Areas Licence	110.00	115.00	D
'A' Board Licence – Per Annum	57.00	60.00	D
Shop Displays Licence – Per Annum	130.00	130.00	D
Other Part VIIa e.g. Promotions & Leisure – Commercial Organisations			
(Applications made within 7 working days of the event will incur an additional administration fee of £130.00)	180.00	180.00	D
Other Part VIIa e.g. Promotions & Leisure – Non-Commercial Organisations	As agreed by the Strategic Director – Enterprise, Community & Resources	As agreed by the Strategic Director – Enterprise, Community & Resources	D
Minor Highways Works Permits	1,600.00	1,600.00	D
NOTE: The refundable cash bond is the value of the works as determined by the Council			
Clearance of Accident Debris/Unauthorised obstructions on the Highway	At Cost plus 15% Administration Fee	At Cost plus 15% Administration Fee	D
Structural checking and technical approval of highways structures	As agreed by the Strategic Director – Enterprise, Community & Resources	As agreed by the Strategic Director – Enterprise, Community & Resources	D

	2019/20	2020/21	Statutory / Discretionary
Relocation of lighting column at request of third party			
Commercial Organisations	At Cost plus 15% Administration Fee	At Cost plus 15% Administration Fee	D
Non-commercial organisations	630.00	630.00	D
HIGHWAY SEARCHES			
Letter and plan showing adopted highway	53.00	55.00	D
Additional questions	17.00	18.00	D
SIGNING			
Design and Erection of a Traffic Sign(s) at the request of a third party	At Cost plus 15% Administration Fee	At Cost plus 15% Administration Fee	D
Initial Assessment of Application for Tourism Signs	130.00	140.00	D
Provision of H Bar Road Markings	95.00	100.00	D
Authorisation of Temporary Direction Signs (Normally for Housing Developments and Temporary Events)	150.00	160.00	D
Provision of Disabled Persons Parking Space (subject to meeting criteria)	No charge subject to meeting criteria	No charge subject to meeting criteria	D
TRAFFIC SIGNALS			
Supply of Information on Operation of Traffic Signals	210.00	230.00	D
Switching Off/On Traffic Signals and Bagging Over heads during normal working hours (08.00 - 19.00; Monday - Saturday (excluding bank holidays)) –	600.00	600.00	D
Switching Off/On Traffic Signals and Bagging Over outside normal working hours -	700.00	700.00	D
Bagging over traffic signal head	20.00	20.00	D
Bagging over pedestrian push button / demand unit	10.00	10.00	D
Temporary Portable Traffic Signals (Multi Phase) (Administration Fee)	170.00	170.00	D
BUILDING ACT 1984 Section 18			
Legal Charge for supplying and administering agreements (together with design checking and supervision charges as determined by the Strategic Director- Enterprise, Community & Resources)	210.00	210.00	D
STREET NAMING AND NUMBERING			
Up to 2 Dwellings	40.00	41.00	D
Between 3 and 10 dwellings	200.00	206.00	D
Schemes Over 10 dwellings	375.00	386.00	D
Re-numbering of properties where original numbering has already been confirmed	£50 per plot	£52 per plot	D
ROAD SAFETY			
Supply of Accident Data (per road/junction for up to 3 years)	170.00	180.00	D
Road Safety Courses	As agreed by the Strategic Director – Enterprise, Community & Resources	As agreed by the Strategic Director – Enterprise, Community & Resources	D

	2019/20	2020/21	Statutory / Discretionary
TRAFFIC DATA			
Supply of Automatic Traffic Count Data	150.00	160.00	D
CLOSURE OF BUS STOPS FOR ROADWORKS			
Closure of Bus Stop for Roadworks (per stop)	175.00	179.00	D
Commissioning of Temporary Stop (per stop)	175.00	179.00	D
Bus Stop Closure Notice and Notice to the Public (per stop)	95.00	97.00	D
Section 50 - Street Works Income (i) New Apparatus: -			
Minor Works	375.00	400.00	D
Standard Works	750.00	800.00	D
Major Works	1,500.00	1600.00	D
Section 50 - Street Works Income (ii) Existing Apparatus: -			
Minor Works	375.00	400.00	D
Standard Works	750.00	800.00	D
Major Works	1,500.00	1600.00	D
Miscellaneous			
Supply Photocopy of the Following:			
Building Regulation Approval or Completion Certificate and planning decision notice (max 4 pages)	30.00	30.60	D
Any Other Chargeable Documents	40.00	40.80	D
Assistance from Council Staff to Extract, Interpret or Describe this Material	30.00	30.60	D
A4 Aerial Photograph	As A4 Doc	As A4 Doc	D
Copy of tree preservation order	As A4 Doc	As A4 Doc	D
Copy of Consultant Report	70.00	71.40	D
Copy of larger format plans	16.00	16.32	D
Map Production:			
Admin Charge - inclusive of copying of first sheet.	15.00	15.30	D
A4 –per subsequent sheet.	0.70	0.71	D
A3 - per subsequent sheet	1.00	1.02	D
A2 –per subsequent sheet	1.70	1.73	D
A1 - per subsequent sheet	6.65	6.78	D
A0 - per subsequent sheet	10.65	10.86	D
Price per Copy (Colour)			
A4 –per subsequent sheet.	1.70	1.73	D
A3 - per subsequent sheet	2.20	2.24	D
A2 –per subsequent sheet	3.70	3.77	D
A1 - per subsequent sheet	12.70	12.95	D
A0 - per subsequent sheet	20.70	21.11	D
Price Per Disc - CD-R	58.00	59.16	D
Price Per Disc – DVD-R	72.50	73.95	D
Assistance from Council Staff to Extract, Interpret or Describe Material	110.00	112.20	D
Flat Rate to be Added for Access to OS Data	17.00	17.34	D
Weekly List of Planning Applications to Non-Public Authority Applicants for One Year	355.00	362.10	D
Provision of Non-Statutory Info. – Per Question (Estate Agents etc.)	47.00	47.94	D
Provision of Non-Statutory Info. – Per Question Reporting Conditions Compliance	72.00	73.44	D
Provision of Non-Statutory Info. – Per Question (Estate Agents etc.)	47.00	47.94	D
Provision of Non-Statutory Info. – Per Question Reporting Conditions Compliance	72.00	73.44	D

	2019/20	2020/21	Statutory / Discretionary
Section 106, Town & Country Planning Act 1990: Charges to Developers for Preparation of Agreements Under Above Legislation Relating to Adoption of Open Space, Together with Supervision			
Legal & Supervision Costs	Appropriate fee agreed	Appropriate fee agreed	D
Other Section 106 Agreements	As agreed by the Strategic Director – Enterprise, Community & Resources	As agreed by the Strategic Director – Enterprise, Community & Resources	D

PLANNING and BUILDING CONTROL

The Council operates a building control shared service arrangement with Knowsley Council. Continuation of the arrangement will be reported to Executive Board at a future date. At the same time building control charges will also be reviewed, this ensures harmonisation of charges between Halton and Knowsley.

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

	2019/20	2020/21
Site history requests	60.00 (per hour or part thereof)	60.00 (per hour or part thereof)
Advice for officer time regarding trees/listed buildings/conservation areas (per hour)	60.00 (per hour or part thereof)	60.00 (per hour or part thereof)
Planning Obligations administration and Management Fee (for monitoring obligations) (Does not include Legal Charge)	550.00	550.00
Discharge of conditions (Per Officer Per Hour)	60.00 (per hour or part thereof)	60.00 (per hour or part thereof)
Significant Development – Site Visit, Response & Meeting <ul style="list-style-type: none"> • More than 50 dwellings • All non-residential schemes with a floor space over 2,000sqm or on sites over 2ha • change of use of building(s) with a floor space over 2,000sqm or sites over 2ha • more than 10 wind turbines • any scheme requiring an Environmental Impact Assessment 	60.00 (per hour or part thereof)	60.00 (per hour or part thereof)
Above meetings include a Planning Officer and a Highways Officer. Charge for additional officers (per hour)	60.00 (per hour or part thereof)	60.00 (per hour or part thereof)

Development Category	Charging Rates
Category A – Householder Development <ul style="list-style-type: none"> • All proposed works to a domestic dwelling 	<ul style="list-style-type: none"> • £41.67 – unaccompanied visit and formal response to request • £83.33 – if a meeting is requested.
Category B – Minor Development <ul style="list-style-type: none"> • Up to and including 2 dwellings • All schemes and Change of Use of building(s) with a floor space less than 250sqm or sites less than 0.25ha • Advertisements 	<ul style="list-style-type: none"> • £166.66 to cover one unaccompanied site visit and formal response to request. • £216.66 if a meeting is requested and takes place; • Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc.

<ul style="list-style-type: none"> • Shopfront Developments • Single wind turbines/telecoms mast with mast height under 17m • Ancillary development including car parks etc. <p>See also notes: (1), (2)</p>	
<p>Category C – Intermediate Development</p> <ul style="list-style-type: none"> • 3 to 9 dwellings • All schemes and Change of Use of building(s) with a floor space between 250sqm and up to 500sqm or on sites between 0.25ha and up to 0.5ha • Development of infrastructure e.g. internal roads, development of rail sidings or siting of plant equipment • Single wind turbines/telecoms mast with mast height over 17m <p>See also notes: (1), (2),</p>	<ul style="list-style-type: none"> • £450.00 to cover one site visit, formal response to request and one meeting. • Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc.
<p>Category D – Small Scale Development</p> <ul style="list-style-type: none"> • 10 to 39 dwellings • All schemes and Change of Use of building(s) with a floor space over 500sqm and up to 1,000sqm or on sites over 0.5ha and up to 1ha <p>Up to 5 wind turbines</p> <p>See also notes: (1), (2),</p>	<ul style="list-style-type: none"> • £1,250.00 to cover one site visit, formal response to request and up to two meetings. • Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc.
<p>Category E – Significant Development</p> <ul style="list-style-type: none"> • 40 to 99 dwellings • All schemes and Change of Use of building(s) with a floor space over 1,000sqm and up to 2,000sqm or on sites over 1 ha and up to 2ha <p>Between 6 and 20 wind turbines</p>	<ul style="list-style-type: none"> • £2,083.33 to cover one site visit, formal response to request and up to two meetings. • Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc.

<p>See also notes: (1), (2),</p>	
<p>Category F – Large Scale Development</p> <ul style="list-style-type: none"> • 100 or more dwellings • All schemes and Change of Use of building(s) with a floor space over 2000sqm or on sites over 2ha in size • More than 20 wind turbines • Proposals for Solar Farms • All schemes requiring an Environmental Impact Assessment. • <p>See also notes: (1), (2),</p>	<ul style="list-style-type: none"> • £4,200.00 to cover one site visit, formal response to request and up to two meetings. • Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc
<p>Notes:</p>	
<p>(1) Current hourly rate is £60 Meetings include a planning officer and a highways officer. Additional officers will be charged at an hourly rate.</p> <p>(2) Green Belt/Conservation Areas/Listed Buildings: Proposals involving one or more of these categories will incur additional fees due to the additional considerations involved. Additional fees for Category A £100, Category B £150, Category C £250, Category D £350, Category E £500, Category F £1000</p>	

ADULT SOCIAL CARE

	2019/20	2020/21	Statutory / Discretionary
Maximum Charges for Community Based Care			
Domiciliary Care (per hour) – Note – Full cost recovery applies if above threshold level	Full cost recovery	Full cost recovery	S
Residential Care – Note – Full cost recovery applies if above threshold level	Full cost recovery	Full cost recovery	S
Day Care (per session)	16.90	17.25	D
Family Placement (per session)	16.90	17.25	D
Naughton Fields and Barkla Fields Support Charge (per week)	13.80	14.10	D
Dorset Gardens Support Charge (per week)	11.85	12.10	D
Key Safe	56.60	57.75	D
Night Care Service (per week)	29.00	29.60	D
Transport (per journey)	3.15	3.20	D
Charges Community Based Services			
Pitch Charges (weekly) Riverview Gypsy Site 21 pitches @	60.90	62.20	D
Pitch Charges (weekly) Riverview Gypsy Site 1 pitch @	71.10	72.65	D
Water & Sewerage (weekly) - Riverview Gypsy Site – Note, reduction in 2020.21 charge is based on previous year's actual usage	17.75	14.80	D
Combined Pitch and Water/Sewerage Charge – Canalside Traveller Site	81.95	83.75	D
Pitch Charges (daily) - Transit Site	13.60	13.90	D
Charges to Other Local Authorities			
Older People in Residential Intermediate Care (per week)	706.35	720.50	D
Adults in Supported Accommodation (per week) Bredon	612.00	624.25	D
Day Care - Older People (per session)	48.86	49.85	D
Day Care - Adults with Learning Disability (per session)	86.70	88.45	D
Day Care - Adults with Physical/Sensory Disability (per session)	100.47	102.50	D
Appointee/Deputyship Charges*			
Securing Property	110.00	110.00	D
Continuous Monitoring of Property (when property holder is unable - cost per hour)	27.50	27.50	D
Storage of Wills (annual cost)	27.50	27.50	D
Property Searches, Meter Readings etc (cost per hour)	27.50	27.50	D
Charging structure for the Appointeeship Service:	364.00	380.00	D
Appointeeship clients (residential) per annum			
Appointeeship clients (community based) per annum. Note: 2020.21 increase to bring in-line with other local authorities and help the service be self financing.	520.00	624.00	D
Deputyship clients	charged in accordance with the fees set by the Office of the Public Guardian	charged in accordance with the fees set by the Office of the Public Guardian	S
Duchy of Lancaster Referrals (where people have died intestate)	Actual cost	Actual cost	S
Applications to the Court of Protection	Actual cost	Actual cost	S
Administration charge following a client leaving the Appointeeship service. – Note – 2020/21 Charge increased by 20% to reflect cost of service	250.00	300.00	D
Funeral Arrangements – Note – 2020/21 Charge increased by 17% to reflect cost of service	350.00	350.00	D
Same day payment of personal allowances	5.00	5.00	D

	2019/20	2020/21	Statutory / Discretionary
Community Wardens/Lifeline Charges			
Single Occupancy – per person charge			
Level 1 Call centre monitoring plus community warden reactive response. (Assessment and support plan, review within the first 6 weeks and then 6 monthly, unless further review is indicated.)	6.29	6.40	D
Level 2 Call centre monitoring plus reactive callout. Community warden visits up to two weekly, according to assessed need and support planning.	10.08	10.30	D
Houses of Multiple Occupation	3.36	3.43	D
Mobile Homes Act 2013			
Fees for Licensing Residential Park Home Sites			
New License Application: 1-5 Pitches	505.00	515.00	D
New License Application: 6-15 Pitches	544.00	555.00	D
New License Application: 16-45 Pitches	582.00	594.00	D
New License Application: >46 Pitches	621.00	633.00	D
Transfer of Existing License: 1-5 Pitches	126.00	129.00	D
Transfer of Existing License: 6-15 Pitches	126.00	129.00	D
Transfer of Existing License: 16-45 Pitches	126.00	129.00	D
Transfer of Existing License: >46 Pitches	126.00	129.00	D
Application to vary a Site License: 1-5 Pitches	208.00	212.00	D
Application to vary a Site License: 6-15 Pitches	260.00	265.00	D
Application to vary a Site License: 16-45 Pitches	312.00	318.00	D
Application to vary a Site License: >46 Pitches	364.00	371.00	D
Annual License Fee: 1-5 Pitches	82.00	84.00	D
Annual License Fee: 6-15 Pitches	108.00	110.00	D
Annual License Fee: 16-45 Pitches	163.00	166.00	D
Annual License Fee: >46 Pitches	326.00	333.00	D
Deposit of Site Rules: 1-5 Pitches	31.00	32.00	D
Deposit of Site Rules: 6-15 Pitches	31.00	32.00	D
Deposit of Site Rules: 16-45 Pitches	31.00	32.00	D
Deposit of Site Rules: >46 Pitches	31.00	32.00	D

CHILDREN'S SOCIAL CARE

	2019/20	2020/21	Statutory / Discretionary
Halton Lodge Children's Centre			
Meeting Room – Voluntary Group Hourly Rate	6.90	7.10	D
Meeting Room – Voluntary Group Daily Rate	37.20	38.00	D
Meeting Room – Private Group Hourly Rate	9.00	9.20	D
Meeting Room – Private Group Daily Rate	51.90	53.00	D
Training Room 1&2 – Voluntary Group Hourly Rate	6.90	7.10	D
Training Room 1&2 – Voluntary Group Daily Rate	37.20	38.00	D
Training Room 1&2 – Private Group Hourly Rate	9.00	9.20	D
Training Room 1&2 – Private Group Daily Rate	51.90	53.00	D
Training Room 1 – Voluntary Group Hourly Rate	3.70	3.80	D
Training Room 1 – Voluntary Group Daily Rate	15.20	15.60	D
Training Room 1 – Private Group Hourly Rate	5.80	6.00	D
Training Room 1 – Private Group Daily Rate	29.90	30.50	D
Training Room 2 – Voluntary Group Hourly Rate	3.70	3.80	D
Training Room 2 – Voluntary Group Daily Rate	15.20	15.60	D
Training Room 2 – Private Group Hourly Rate	5.80	6.00	D
Training Room 2 – Private Group Daily Rate	29.90	30.50	D
Community Room – Voluntary Group Hourly Rate	4.80	4.90	D
Community Room – Voluntary Group Daily Rate	22.60	23.10	D
Community Room – Private Group Hourly Rate	7.40	7.60	D
Community Room – Private Group Daily Rate	41.40	42.30	D
Quiet Room – Voluntary Group Hourly Rate	2.70	2.80	D
Quiet Room – Voluntary Group Daily Rate	10.50	10.80	D
Quiet Room – Private Group Hourly Rate	5.30	5.50	D
Quiet Room – Private Group Daily Rate	26.30	26.90	D
Halton Brook Children's Centre			
Meeting Room – Voluntary Group Hourly Rate	6.90	7.10	D
Meeting Room – Voluntary Group Daily Rate	37.20	38.00	D
Meeting Room – Private Group Hourly Rate	9.00	9.20	D
Meeting Room – Private Group Daily Rate	51.90	53.00	D
Windmill Hill Children's Centre			
Play Room – Voluntary Group Hourly Rate	9.00	9.20	D
Play Room – Voluntary Group Daily Rate	51.90	53.00	D
Play Room – Private Group Hourly Rate	11.10	11.40	D
Play Room – Private Group Daily Rate	66.50	67.90	D
Training Room – Voluntary Group Hourly Rate	6.90	7.10	D
Training Room – Voluntary Group Daily Rate	37.20	38.00	D
Training Room – Private Group Hourly Rate	9.00	9.20	D
Training Room – Private Group Daily Rate	51.90	53.00	D
Family Room – Voluntary Group Hourly Rate	4.80	4.90	D
Family Room – Voluntary Group Daily Rate	22.60	23.10	D
Family Room – Private Group Hourly Rate	7.40	7.60	D
Family Room – Private Group Daily Rate	41.40	42.30	D
Brookvale Children's Centre			
Woodhatch Room – Voluntary Group Hourly Rate	9.00	9.20	D
Woodhatch Room – Voluntary Group Daily Rate	51.90	53.00	D
Woodhatch Room – Private Group Hourly Rate	11.10	11.40	D
Woodhatch Room – Private Group Daily Rate	66.50	67.90	D
Wellbrook Room – Voluntary Group Hourly Rate	6.90	7.10	D
Wellbrook Room – Voluntary Group Daily Rate	37.20	38.00	D
Wellbrook Room – Private Group Hourly Rate	9.00	9.20	D
Wellbrook Room – Private Group Daily Rate	51.90	53.00	D
Helston Room – Voluntary Group Hourly Rate	5.30	5.50	D
Helston Room – Voluntary Group Daily Rate	26.30	26.90	D
Helston Room – Private Group Hourly Rate	7.40	7.60	D
Helston Room – Private Group Daily Rate	41.40	42.30	D

	2019/20	2020/21	D Statutory / Discretionary
Kilncroft Room – Voluntary Group Hourly Rate	4.20	4.30	D
Brookvale Children’s Centre (Continued)			
Kilncroft Room – Voluntary Group Daily Rate	18.90	19.30	D
Kilncroft Room – Private Group Hourly Rate	6.40	6.60	D
Kilncroft Room – Private Group Daily Rate	33.50	34.20	D
Portleven Room – Voluntary Group Hourly Rate	4.20	4.30	D
Portleven Room – Voluntary Group Daily Rate	18.90	19.30	D
Portleven Room – Private Group Hourly Rate	6.40	6.60	D
Portleven Room – Private Group Daily Rate	33.50	34.20	D
Clovelly Room – Voluntary Group Hourly Rate	4.20	4.30	D
Clovelly Room – Voluntary Group Daily Rate	18.90	19.30	D
Clovelly Room – Private Group Hourly Rate	6.40	6.60	D
Clovelly Room – Private Group Daily Rate	33.50	34.20	D
Hanover Full Room – Voluntary Group Hourly Rate	9.00	9.20	D
Hanover Full Room – Voluntary Group Daily Rate	51.90	53.00	D
Hanover Full Room – Private Group Hourly Rate	11.10	11.40	D
Hanover Full Room – Private Group Daily Rate	66.50	67.90	D
Hanover Half Room – Voluntary Group Hourly Rate	4.50	4.60	D
Hanover Half Room – Voluntary Group Daily Rate	26.00	26.60	D
Hanover Half Room – Private Group Hourly Rate	6.90	7.10	D
Hanover Half Room – Private Group Daily Rate	33.10	33.80	D
Ditton Library			
Community Room & Kitchen– Voluntary Group Hourly Rate	9.00	9.20	D
Community Room & Kitchen – Voluntary Group Daily Rate	51.90	53.00	D
Community Room & Kitchen – Private Group Hourly Rate	11.10	11.40	D
Community Room & Kitchen – Private Group Daily Rate	66.50	67.90	D
Quiet Room – Voluntary Group Hourly Rate	3.20	3.30	D
Quiet Room – Voluntary Group Daily Rate	11.60	11.90	D
Quiet Room – Private Group Hourly Rate	5.40	5.60	D
Quiet Room – Private Group Daily Rate	26.30	26.90	D
Play Room – Voluntary Group Hourly Rate	5.40	5.60	D
Play Room – Voluntary Group Daily Rate	26.30	26.90	D
Play Room – Private Group Hourly Rate	7.40	7.60	D
Play Room – Private Group Daily Rate	40.80	41.70	D
Ditton Children’s Centre			
Conference Room – Voluntary Group Hourly Rate	6.90	7.10	D
Conference Room – Voluntary Group Daily Rate	37.20	38.00	D
Conference Room – Private Group Hourly Rate	9.00	9.20	D
Conference Room – Private Group Daily Rate	51.90	53.00	D
Community Room – Voluntary Group Hourly Rate	5.30	5.50	D
Community Room – Voluntary Group Daily Rate	26.30	26.90	D
Community Room – Private Group Hourly Rate	7.40	7.60	D
Community Room – Private Group Daily Rate	40.80	41.70	D
Quiet Room – Voluntary Group Hourly Rate	3.20	3.30	D
Quiet Room – Voluntary Group Daily Rate	11.60	11.90	D
Quiet Room – Private Group Hourly Rate	5.40	5.60	D
Quiet Room – Private Group Daily Rate	26.30	26.90	D
Upton Children’s Centre			
Meeting Room – Voluntary Group Hourly Rate	5.20	5.40	D
Meeting Room – Voluntary Group Daily Rate	25.70	26.30	D
Meeting Room – Private Group Hourly Rate	7.20	7.40	D
Meeting Room – Private Group Daily Rate	40.00	40.80	D
Play Room – Voluntary Group Hourly Rate	6.70	6.90	D
Play Room – Voluntary Group Daily Rate	36.40	37.20	D
Play Room – Private Group Hourly Rate	8.80	9.00	D
Play Room – Private Group Daily Rate	50.80	51.90	D

	2019/20	2020/21	Statutory / Discretionary
Warrington Road Children's Centre			
Buttercup Room – Voluntary Group Hourly Rate	9.00	9.20	D
Buttercup Room – Voluntary Group Daily Rate	51.90	53.00	D
Warrington Road Children's Centre (Continued)			
Buttercup Room – Private Group Hourly Rate	11.10	11.40	D
Buttercup Room – Private Group Daily Rate	66.50	67.90	D
Daisy Room – Voluntary Group Hourly Rate	5.40	5.60	D
Daisy Room – Voluntary Group Daily Rate	26.30	26.90	D
Daisy Room – Private Group Hourly Rate	7.40	7.60	D
Daisy Room – Private Group Daily Rate	40.80	41.70	D
Daffodil Room – Voluntary Group Hourly Rate	5.40	5.60	D
Daffodil Room – Voluntary Group Daily Rate	26.30	26.90	D
Daffodil Room – Private Group Hourly Rate	7.40	7.60	D
Daffodil Room – Private Group Daily Rate	40.80	41.70	D
Daisy and Daffodil Room – Voluntary Group Hourly Rate	9.00	9.20	D
Daisy and Daffodil Room – Voluntary Group Daily Rate	51.90	53.00	D
Daisy and Daffodil Room – Private Group Hourly Rate	11.10	11.40	D
Daisy and Daffodil Room – Private Group Daily Rate	66.50	67.90	D
Kitchen – Voluntary Group Hourly Rate	9.00	9.20	D
Kitchen – Voluntary Group Daily Rate	51.90	53.00	D
Kitchen – Private Group Hourly Rate	11.10	11.40	D
Kitchen – Private Group Daily Rate	66.50	67.90	D
Poppy Room – Voluntary Group Hourly Rate	3.20	3.30	D
Poppy Room – Voluntary Group Daily Rate	11.60	11.90	D
Poppy Room – Private Group Hourly Rate	5.40	5.60	D
Poppy Room – Private Group Daily Rate	26.30	26.90	D
Kingsway Children's Centre			
Community Room – Voluntary Group Hourly Rate	9.00	9.20	D
Community Room – Voluntary Group Daily Rate	51.90	53.00	D
Community Room – Private Group Hourly Rate	11.10	11.40	D
Community Room – Private Group Daily Rate	66.50	67.90	D
Quiet Room – Voluntary Group Hourly Rate	3.20	3.30	D
Quiet Room – Voluntary Group Daily Rate	11.60	11.90	D
Quiet Room – Private Group Hourly Rate	5.40	5.60	D
Quiet Room – Private Group Daily Rate	26.30	26.90	D
Meeting Room – Voluntary Group Hourly Rate	4.20	4.30	D
Meeting Room – Voluntary Group Daily Rate	18.90	19.30	D
Meeting Room – Private Group Hourly Rate	6.40	6.60	D
Meeting Room – Private Group Daily Rate	33.50	34.20	D
For All Above - Equipment Hire TV, OHP, Projector, DVD Player available at an hourly rate of £2.70 each			
For All Above - 25% discount on all block bookings over 10 sessions			
*Early Years Day Care Parental Fees			
Warrington Road Bambini Daycare Centre			
Full Day 8am – 6pm	39.50	40.00	D
Morning 8am – 1pm	26.00	26.50	D
Afternoon 1pm – 6pm	25.00	25.50	D
*Ditton Early Years Centre			
Full Day 8am – 6pm	39.50	40.00	D
Morning 8am – 1pm	26.00	26.50	D
Afternoon 1pm – 6pm	25.00	25.50	D

OPEN SPACES

	2019/20	2020/21	Statutory / Discretionary
Allotments			
Allotment Plot	0.46p m ²	0.47p m ²	D
New Tenant Admin Fee (includes £20 refundable cost of key)	43.50	43.50	D
Cemeteries and Crematorium Charges			
Purchase of Exclusive Right of Burial (50 year lease):			
Three interments	955.00	980.00	D
One or two interments	845.00	870.00	D
Cremated remains grave	505.00	520.00	D
Extension of lease for further 50 years after initial purchase			
Three Interments	955.00	980.00	D
One or two interments	845.00	870.00	D
Cremated remains grave	505.00	520.00	D
<i>Price includes fee for concrete beam for installation of memorial</i>			
Interment Fees (Mon to Thurs 10am to 3pm and Fri 10am to 2pm):			
1 interment - adult	790.00	815.00	D
2 interments - adult	900.00	925.00	D
3 interments - adult	1,010.00	1,040.00	D
1 interment – child (1 year-16 years)	340.00	340.00	D
2 interments – child (1 year-16 years)	370.00	370.00	D
3 interments - child (1 year-16 years)	465.00	465.00	D
Stillborn child or child not exceeding 12 months – Note, Cost not recovered	Nil	Nil	D
Burial of cremated remains (Mon-Fri)	205.00	210.00	D
Burial of two cremated caskets at same time or double cremated remains casket (Mon-Fri)	300.00	310.00	D
Burial of two cremated remains casket/double casket at the same time – non-resident	580.00	595.00	D
Burial of Body Parts/ Organs	80.00	80.00	D
Burial of cremated remains child under 16 (Mon-Fri) – Note, cost not recovered	Nil	Nil	D
Additional fee outside of core times (<i>Monday to Thursday 10.00 a.m. – 2.00 pm, Friday – 10.00 a.m. to 1.30 pm</i>).	140.00	145.00	D
Saturday morning additional fee (full burials)	+50% of interment fee	+50% of interment fee	D
Non-resident charge for A-H above +100%(If Previous Borough resident when grave purchased – no extra charge)	+100%	+100%	D
Late Arriving Funeral – 10 minutes or more	55.00	55.00	D
Incorrect coffin size for Cremation or Burial (New Charge 2020/21)	0.00	75.00	D
Excessive coffin length for Burial (over 6ft 6) (New Charge 2020/21)	0.00	75.00	D
Indemnity fee	90.00	93.00	D
Use of Crematorium Chapel for funeral service	120.00	125.00	D
Transfer of Ownership of Exclusive Right of Burial	90.00	93.00	D
Replacement Grave Deed	55.00	55.00	D
Grave search – up to 10 names	45.00	45.00	D
Memorials:			
New Headstone	190.00	195.00	D
Additional Inscription – Note 2020/21 increase of 10% to reflect cost	50.00	55.00	D
Vase/tablet/book – up to 18” x 12” x 12”	75.00	77.00	D
Registration of BRAMM registered masons	Nil	0.00	D
Inscription to Baby Headstone in Baby Garden	65.00	67.00	D

Replacement headstone/kerb/refix to NAMM - Note 2020/21 increase of 10% to reflect cost	50.00	55.00	D
Memorial Benches (10 year lease)	2019/20	2020/21	Statutory / Discretionary
5ft hardwood bench, with engraved plaque	785.00	809.00	D
Renewal of 10 year lease (existing bench)	700.00	721.00	D
Crematorium Charges			
Cremation charge – adult	745.00	765.00	D
Cremation charge – child (1 year-16 years)	350.00	350.00	D
Cremation charge – child under 1 year	75.00	75.00	D
Cremation charge – after anatomical examination	395.00	405.00	D
Cremation webcast Live service charge	30.00	30.00	D
Cremation webcast service charge	45.00	46.50	D
Cremation webcast physical Copy (DVD/Blu-Ray/USBcharge service)	50.00	51.50	D
Saturday morning – additional charge	+50%	+50%	D
Scattering of remains (cremation at Widnes Crematorium) – Monday to Friday	70.00	73.00	D
Scattering of remains (no attendance) when cremation has taken place at another crematorium - Monday to Friday	117.00	120.00	D
Scattering of Ashes no appointment (other crematorium) (New Charge 2020/21)	0.00	50.00	D
Casket – wooden	78.00	80.00	D
Token box	25.00	25.00	D
Storage of cremated remains after one calendar month from date of cremation	80.00	80.00	D
Postage of cremated remains (by secure carrier)	By Request	By Request	D
Certified Extract from the Cremation Register	55.00	57.00	D
Miscellaneous Charges			
Civil Funeral Celebrant	205.00	205.00	D
Reprinting of Invoice Schedule	27.00	27.00	D
Incomplete cremation forms	10.00	10.00	D
Late Cremation / Burial Forms	25.00	25.00	D
Storage of Headstone After Burial - Up to 6 Months – Note, cost not recovered	0.00	0.00	D
Storage of Headstone After Burial - Monthly Charge Thereafter	10.00	10.00	D
Plaques (10 year lease)			
Bronze plaque	268.34	276.00	D
Renewal for further 10 years	127.50	132.00	D
Granite plaque on Planter – Four Seasons/ Runcorn Cemetery Sundial	420.00	430.00	D
Renewal for further 10 years	170.00	175.00	D
Book of Remembrance -			
2 line entry	100.00	103.00	D
3 line entry	130.00	134.00	D
4 line entry	160.00	165.00	D
5 line entry	185.00	191.00	D
6 line entry	220.00	227.00	D
7 line entry	245.00	252.00	D
8 line entry	275.00	283.00	D
Flower designs	90.00	93.00	D
Other designs	100.00	103.00	D
Extra line to existing entry	55.00	57.00	D
Slate Tablets			
Slate Tablets per letter – 2020/21 increase of 20% to reflect costs	5.00	6.00	D

Sanctum Vaults:	2019/20	2020/21	Statutory / Discretionary
10 year lease (includes wooden casket)	650.00	670.00	D
Renewal for further 10 years	295.00	305.00	D
20 year lease (includes wooden casket)	870.00	895.00	D
Renewal for further 20 years	425.00	435.00	D
Placing 2nd casket of remains – Monday to Friday only	70.00	73.00	D
Opening vault on request - 2020/21 increase of 13% to reflect costs	40.00	45.00	D
Design and Lettering			
Lettering (per letter)	4.46	4.60	D
Small design	84.00	87.00	D
Large design	110.00	113.00	D
Photo tile (portrait – 1 person)	153.00	158.00	D
Photo tile (landscape – 2 persons)	198.00	204.00	D
Outdoor Facility Charges			
Summer Games:			
Adult Bowling Green Card (Annual)	26.50	25.00	D
Couples Bowling Green Card (Annual) (in same household)	42.00	43.33	D
Junior Bowling Green Card (Annual)	13.25	12.50	D
Summer Rugby Adult	561.00	575.00	D
Summer Rugby Juniors - #	333.00	340.00	D
Winter Games:			
Adult B/B Pitch Hire (Alternate weeks)	575.00	585.00	D
Junior B/B Pitch Hire (Alternate weeks)	341.00	345.00	D
Mini Soccer B/B Hire	257.00	265.00	D
Adult Baseball Field (Annual)	1,706.00	575.00	D
Junior Baseball Field (Annual)	854.00	340.00	D
Adult Casual Pitch	33.33	34.00	D
Junior Casual Pitch	20.83	21.25	D
Bandstand Hire			
Halton Constituted Community Groups	POA	POA	D
Halton Registered Charities	POA	POA	D
Event Land Hire – Non Commercial			
Halton Constituted Community Groups	POA	POA	D
Halton Registered Charities	POA	POA	D
Land Hire Bond (Refundable)	POA	POA	D
Event Land Hire - Commercial			
Commercial Land Hire	POA	POA	D

PUBLIC HEALTH & PUBLIC PROTECTION SERVICES

	2019/20	2020/21	Statutory / Discretionary
Environmental Information			
Basic outstanding Environmental Health search	Free	Free	S
Access to information on Public Register	Free	Free	S
Provision of other environmental information that is not publicly available (per hour)	21.35	21.80	D
Environmental Protection Act			
List of authorised part "B" Processes	43.50	44.40	S
List of authorised part "A" Processes	44.57	45.50	S
Condemned Food Certificates			
Disposal of condemned food following statutory or voluntary process	At cost	At cost	S
Certification of Food Products for Export			
Certificates requiring signature	67.10	68.45	S
Other documents requiring stamp	22.20	22.65	S
National Food Hygiene Rating Scheme			
Request for Re-Inspection	114.90	117.20	S
Kennelling of Dogs			
Reclaiming of Stray Dogs	On Application*	On Application*	S
Collection of Dogs from repossessed premises	82.72	84.40	S
Transportation of non-seized animals i.e. dogs/cats to kennels or other premises	82.72	84.40	S
*As agreed with Strategic Director People or Director of Public Health			
Animal Welfare Licensing of Activities involving Animals (Regulations 2018)			
Pet Shop	216.74	221.20	S
Pet Shop with Dangerous Animals	321.42	327.85	S
Boarding Cats	237.30	242.05	S
Boarding Dogs	237.30	242.05	S
Breeding Dogs	342.25	349.10	S
Hiring Horses	342.25	349.10	S
Home Boarding Dogs	195.24	199.15	S
Dog Day Care	195.24	199.15	S
Exhibition Animals	237.70	242.45	S
EPA Authorisation			
Application	Statutory fee	Statutory fee	S
Renewal	Statutory fee	Statutory fee	S
Health and Safety At Work Act 1974 etc.			
Provision of information obtained under the Act including production of statements and reports as requested (per hour)	21.35	21.80	S
Acupuncture, Tattooing, Ear Piercing and Electrolysis Establishments Registration fee	115.46	117.85	S
Additional Individual Operator Registration	36.52	37.25	S
Border Agency Accommodation Inspections	77.01	78.55	S
Return of Seized Sound Equipment (Noise Act 1996)	135.97	138.70	S
Housing Enforcement Notices under Section 49 of the Housing Act 2004	193.40	197.35	S
Houses in Multiple Occupation up to and including 5 rooms. 5	510.00	520.20	S

year license	2019/20	2020/21	Statutory / Discretionary
Health and Safety At Work Act 1974 etc. (continued)			
Houses in Multiple Occupation with 6 rooms. 5 year license	546.00	557.25	S
Houses in Multiple Occupation with 7 rooms. 5 year license	582.00	593.70	S
Houses in Multiple Occupation with 8 rooms. 5 year license	618.00	630.40	S
Houses in Multiple Occupation with 9 rooms. 5 year license	654.00	667.10	S
Houses in Multiple Occupation with 9 rooms and over. 5 year license	690.00	703.80	S
Petroleum Consolidation Regulations 2014 Certificate and Licensing	Statutory Fee	Statutory Fee	S
Pest Control Charges			
Commercial Charge for all pests (per hour, minimum 1 hour)	78.40	80.00	D
School Charge:			
Ants	56.60	57.75	D
Fleas	56.60	57.75	D
Wasps	56.60	57.75	D
Cockroaches	56.60	57.75	D
Mice	56.60	57.75	D
Rats	56.60	57.75	D
Domestic Charges - #:			
Ants	47.1	48.05	D
Fleas	47.1	48.05	D
Wasps	42.6	43.45	D
Bedbugs	52.7	53.76	D
Cockroaches	27.2	27.75	D
Mice	27.2	27.75	D
Rats	Free	Free	S
Regulatory Enforcement and Sanctions Act			
The first 10 hours of advice in a financial year to all businesses	Free	Free	S
Hourly rate for additional consultancy to primary authority businesses	58.90	60.10	S
Trading Standards Services			
Fireworks			
Type of Application			
One year licence to store explosives where, by virtue of regulation 27 of, and schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	185.00	185.00	S
Two year licence to store explosives where, by virtue of regulation 27 of, and schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	243.00	243.00	S
Three year licence to store explosives where, by virtue of regulation 27 of, and schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	304.00	304.00	S
Four year licence to store explosives where, by virtue of regulation 27 of, and schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	374.00	374.00	S
Five year licence to store explosives where, by virtue of regulation 27 of, and schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	423.00	423.00	S
One year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is	86.00	86.00	S

prescribed. Statutory fee.

	2019/20	2020/21	Statutory / Discretionary
Trading Standards Services Fireworks (continued)			
Two year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	147.00	147.00	S
Three year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	206.00	206.00	S
Four year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	266.00	266.00	S
Five year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	326.00	326.00	S
One year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	109.00	109.00	S
Two year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	141.00	141.00	S
Three year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	173.00	173.00	S
Four year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	206.00	206.00	S
Five year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	239.00	239.00	S
One year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	54.00	54.00	S
Two year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	86.00	86.00	S
Three year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	120.00	120.00	S
Four year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	152.00	152.00	S
Five year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	185.00	185.00	S
Varying the name of licensee or address of site. Statutory fee.	36.00	36.00	S
Any other kind of variation.	Reasonable cost to the licensing authority of having the work carried out	Reasonable cost to the licensing authority of having the work carried out	S
Transfer of licence. Statutory fee.	36.00	36.00	S
Replacement of licence. Statutory fee.	36.00	36.00	S
Weights and Measures charged per office hour	62.52	63.77	S
Feeding stuffs – Manufacturing (statutory fee)	451.00	451.00	S
Feeding stuffs – Placing on the Market (statutory fee)	226.00	226.00	S
PUBLIC HEALTH			
Health Improvement Team – exercise session charge	2.75	3.00	D

COMMUNITY DEVELOPMENT

	2019/20	2020/21	Statutory / Discretionary
COMMUNITY CENTRES			
Activities			
Badminton (Juniors)	9.79	9.99	D
Badminton (Adults)	11.85	12.10	D
Climbing Wall (Adults – per hourly session)	2.78	2.85	D
Climbing Wall (Juniors – per hourly session)	1.13	1.15	D
Climbing Wall (Hire per hour inc. instructor)	38.63	39.40	D
Community Groups:			
Room Hire – Hall (per hour)	9.06	9.25	D
Room Hire – Small Room (per hour)	3.61	3.70	D
Room Hire – Medium Room (per hour)	5.15	5.25	D
Room Hire – Large Room (per hour)	5.77	5.89	D
Private Groups:			
Room Hire – Hall (per hour)	11.33	11.56	D
Room Hire – Small Room (per hour)	4.53	4.62	D
Room Hire – Medium Room (per hour)	6.28	6.40	D
Room Hire – Large Room (per hour)	7.00	7.15	D
Commercial Groups:			
Room Hire – Hall (per hour)	13.70	13.99	D
Room Hire – Small Room (per hour)	5.97	6.10	D
Room Hire – Medium Room (per hour)	7.83	7.99	D
Room Hire – Large Room (per hour)	8.34	8.51	D
Weekend Room Hire	Relevant room hire charge	Relevant room hire charge	D
	+50%	+50%	
Performing Rights (of total charge)	0.05	0.05	D
Sportshall at Upton Community Centre (Adults)	34.50	35.20	D
Sportshall at Upton Community Centre (Juniors)	27.81	28.37	D

LEISURE & RECREATION

	2019/20	2020/21	Statutory / Discretionary
Swimming			
Adult	3.50	3.58	D
Junior	2.00	2.08	D
Halton Leisure Card (HLC)	2.17	2.25	D
Family Swim (2 x adults & 2 x juniors)	8.33	8.58	D
Aquababes	3.50	3.60	D
Private lesson 121	16.00	16.00	D
Private lesson 221	22.00	22.00	D
Child Swim Lesson - 30 min membership	20.50	21.20	D
Child Swim Lesson - 60 min membership	27.00	28.00	D
Adult Swim Lesson - 30 min membership	21.00	22.00	D
Private lesson 121 membership	53.00	54.00	D
Private lesson 221 membership	34.00	35.00	D
Crash Course - 30 min (5 day)	23.00	24.00	D
Certificate and badge (New Charge 2020.21)	0.00	2.00	D
Memberships			
Single membership new membership	21.67	21.67	D
Joint membership -	39.58	39.58	D
HLC Membership	21.00	21.00	D
Swim Only membership	19.58	19.58	D
Gym only membership (BRC/RSP)	13.32	13.33	D
Gym only membership (KLC)	14.99	14.99	D
Teen Membership	13.32	13.33	D
Family membership -	43.33	43.33	D
Activities			
Bowls	45.17	46.67	D
Halton Day Services	91.00	93.00	D
Men's 50+ Badminton	3.50	3.58	D
Karate Club	11.25	12.10	D
Trampoline Private Hire	11.67	11.67	D
Trampoline Membership	5.20	5.20	D
Badminton Club Hire (Per court, per hour, plus admission)	49.50	50.50	D
Liverpool Canoe Club	280.00	285.00	D
Netball Leagues	3.30	3.50	D
Back to Netball	2.00	2.10	D
Sports Hall Admit Adult	1.10	1.17	D
Sports Hall Admit Junior	1.25	1.33	D
HLC Admit	3.33	3.50	D
Squash Adult	1.75	1.75	D
Squash Junior	25.00	29.17	D
Casual Gym/Aerobics	4.33	4.33	D
Junior Fitness	2.25	2.25	D
Health Suite	5.10	5.10	D
Table Tennis Adult	2.17	2.17	D
Table Tennis Junior	1.20	1.20	D
Spectator Adult	50.00	50.00	D
Spectator Junior	91.00	91.00	D
Spectator HLC	34.00	34.00	D
Half Hall Booking KLC	26.80	26.80	D
Full Hall Booking KLC	80.00	85.00	D
Gymnasium KLC	47.00	50.00	D
Creche	45.17	46.67	D
Swimming Pool KLC	91.00	93.00	D
Small Pool	3.50	3.58	D
Studio 1 & 2	29.70	29.70	D

Activities (Continued)	2019/20	2020/21	Statutory / Discretionary
Swimming Pool RSP	40.00	40.00	D
Swimming Pool BRC	70.00	70.00	D
Five a Side Block Booking BRC	49.00	49.00	D
Five a Side Block Booking junior BRC	24.00	24.00	D
Five a Side Casual - Adult	35.00	35.00	D
Five a Side Casual - Junior	17.50	17.50	D
Full Hall Booking Adult BRC	69.50	69.50	D
Half Hall Booking Junior BRC	24.00	24.00	D
Full Hall Booking Junior BRC	39.50	39.50	D
Gymnasium Adult BRC	31.00	31.00	D
Gymnasium Junior BRC	21.00	21.00	D
Astro Casual Adult	33.33	33.33	D
Astro Casual Junior	18.33	18.33	D
Parties (BRC) - Multi - Full Hall	115.00	120.00	D
Parties (BRC) Half Hall	80.00	100.00	D
Parties (KLC) Half Hall	80.00	100.00	D
Frank Myler Activity Room Block Booking	16.00	16.00	D
Frank Myler MUGA Block Booking	13.30	13.30	D
Halton Leisure Card	3.33	3.33	D
Reservation Fees			
Items in Stock	Free	Free	D
Items Bought Into Stock	2.50	2.50	D
Items Bought Into Stock – Leisure Card Holders	1.50	1.50	D
Personal Computer Bookings			
Printing (per page) – Black and White	0.15	0.15	D
Printing (per page) – Colour	0.25	0.25	D
Printing (per page) – Black and White – Leisure Card Holders	0.10	0.10	D
Printing (per page) – Colour – Leisure Card Holders	0.15	0.15	D
Photocopies			
A4 (per sheet)	0.15	0.15	D
A3 (per sheet)	0.25	0.25	D
Fax			
Per Sheet Received	0.50	0.50	D
To UK – First Sheet	1.00	1.00	D
To UK – Subsequent Sheets	0.25	0.25	D
	2019/20	2020/21	Statutory / Discretionary
Library Services – Fax (Continued)			
To Europe – First Sheet	2.00	2.00	D
To Europe – Subsequent Sheets	0.50	0.50	D
To Outside Europe – First Sheet	3.00	3.00	D
To Outside Europe – Subsequent Sheets	1.00	1.00	D
Lost Tickets			
Adults	2.20	2.20	D
Children and Leisure Card Holders	1.10	1.10	D
Room Hire			
Meeting Room 2 - Halton Lea (per hour)	15.50	15.50	D
Meeting Room 3 - Halton Lea (per hour)	15.50	15.50	D
Meeting Room 2 & 3 - Halton Lea (per hour)	31.00	31.00	D
Meeting Room 4 - Halton Lea (per hour)	9.00	9.00	D
Meeting Room 5 – Halton Lea ICT Suite (per hour)	15.50	15.50	D
Meeting Room 7 - Halton Lea (per hour)	10.00	10.00	D
Meeting Room 8 - Runcorn (per hour)	0.00	12.75	D
Meeting Room 9 - Runcorn (per hour)	0.00	9.00	D
Meeting Room 10 - Runcorn (per hour)	0.00	9.00	D

WASTE & ENVIRONMENTAL IMPROVEMENT SERVICES

	2019/20	2020/21	Statutory / Discretionary
Waste Management			
Charge for a new or replacement wheeled bin	28.5	29.00	D
Charge for the collection of bulky household items	24.5	25.00	D
Charges for the collection of commercial waste	6.1	6.25	D
Charge for collection of garden waste (paid HDL)	37	35.00	D
Charge for collection of garden waste (paid online)	32	35.00	D
Charge for the collection of commercial waste	Increase of 2.5% on 2018/19 Charges	Increase of 2.5% on 2019/20 Charges	D
**Charge for collection of an abandoned shopping trolley	50.00	55.00	D
**Charge for storage of an abandoned shopping trolley (per day)	5.00	5.50	D
**Charge for the return of an abandoned shopping trolley to the owner	50.00	55.00	D
**Charge for the disposal of an abandoned shopping trolley	50.00	55.00	D
**Note – 10% increase to 2020/21 charges to reflect actual cost of meeting service)			

STADIUM

	2019/20	2020/21	Statutory / Discretionary
Room Hire			
Bridge Suite	440.00	440.00	D
Karalius Suite	300.00	300.00	D
Single Box	70.00	70.00	D
Double Box	140.00	140.00	D
Triple Box	210.00	210.00	D
Pitch Hire			
*1/4 Hire - Off Peak	40.00	50.00	D
*1/2 Hire - Off Peak	80.00	100.00	D
*Full Pitch Hire - Off Peak	160.00	200.00	D
**1/4 Hire - Peak	50.00	60.00	D
**1/2 Hire - Peak	100.00	120.00	D
**Full Pitch Hire - Peak	200.00	240.00	D
* Note – 25% increase to 2020/21 charges to reflect actual cost of meeting service)			
** Note – 20% increase to 2020/21 charges to reflect actual cost of meeting service)			

ECONOMY, ENTERPRISE & PROPERTY SERVICES**2019/20****2020/21****Statutory /
Discretionary****PROPERTY SERVICES**

Industrial Estate Service Charges	Based on actual costs for the preceding year with uplift for inflation	Based on actual costs for the preceding year with uplift for inflation	D
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ADULT LEARNING CLASSES – Note – Charges do not cover full cost of course, external grant covers the full remaining cost

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

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

Runcorn Town Hall Room Hire Charges per hour

Committee Room 1 - 18 people	9.16	9.35	D
Committee Room 2 - 12 people	8.18	8.35	D
Civic Suite - 30 people or 50-60 theatre style	20.39	20.80	D
Chamber 80-90 people	30.58	31.20	D

Kingsway Learning Centre Room Hire Charges per hour (10% discount for 6 meetings or more)

Room 10A - 15 people	7.67	7.83	D
Room 11 - 15 people	7.67	7.83	D
Room 15 - 15 people	7.67	7.83	D
Room 13 - 30 people	13.43	13.70	D

APPENDIX B

THE BRINDLEY

	2020/21	2021/22	Statutory / Discretionary
The Theatre			
Commercial Hirers (1 performance or up to 8 hours):			
Monday to Thursday	1,191.67	1,208.33	D
Friday to Sunday	1,358.33	1,375.00	D
Community Hirers (1 performance or up to 8 hours):			
Monday to Thursday	715.00	725.00	D
Friday and Saturday	815.00	825.00	D
Rehearsal Performance per 4 Hours (Monday to Thursday)	341.67	350.00	D
The Studio			
Per 8 hour performance with technical support:			
Monday to Thursday	335.00	335.00	D
Friday, Saturday and Sunday	378.33	385.00	D
Per 4 hour rehearsal with technical support:			
Monday to Thursday	195.83	200.00	D
Friday, Saturday and Sunday	238.33	241.66	D
Per 4 hours dressing room facility:			
Monday to Sunday	161.67	165.00	D
Per 8 hours dressing room facility:			
Monday to Sunday	246.67	248.33	D
Per 12 hour dressing room facility:			
Monday to Sunday	331.67	331.67	D
Workshops Per 1 hour (studio):			
Monday to Thursday (10am – 5pm) per hour	30.00	30.00	D
Saturday to Sunday	POA	POA	D
Technical Support	POA	POA	D
Workshops Per 4 hours (studio):			
Monday to Thursday (10am – 5pm) per hour	245.00	250.00	D
Saturday to Sunday	POA	POA	D
Technical Support			
Education Room Hire			
Hourly Rate	25.00	25.00	D
Day Rate	80.00	85.00	D
Technical Support	POA	POA	D
Gallery Walls Hire			
Standard Hire (Per Month)	380.00	400.00	D
Community Hire (Per Month)	Nil	Nil	D
Gallery Room Hire			
Hourly Rate	50.00	50.00	D
3 Hours Rate	100.00	100.00	D
Additional Charges			
Inclusion within the Brindley season Brochure	154.17	158.33	D
Brindley Website Facebook Advert	POA	POA	D
Brindley to manage ticket sales (per ticket)	0.46	0.46	D
Programme/Merchandise sales by Brindley staff	87.50	91.66	D
Merchandise Sales for Hirer by a Third Party (Per Show)	0.00	20.83	D
Additional technicians (per hour)	15.83	16.25	D

	2020/21	2021/22	Statutory / Discretionary
Pre rig (sound, lighting or stage) (Monday to Friday)	320.83	327.50	D
Additional Charges (Continued)			
Pre rig (sound, lighting or stage) (Saturday, Sunday or Bank Holidays)	358.33	365.83	D
Use of the orchestra pit – Note, charge decreased to encourage hire	25.00	31.00	D
Use of the Orchestra Pit (3 days +) Inclusive when hiring	Nil	Nil	D
Brindley Theatre Music Stands and Lights –			
Smoke Machine (day)	22.50	23.33	D
Smoke Machine (3 days +)	67.50	70.00	D
Haze Machine (day)	22.50	23.33	D
Haze Machine (3 days +)	67.50	70.00	D
Strobe Lights (day)	22.50	23.33	D
Strobe Lights (3 days +)	67.50	70.00	D
Radio Mics (each)	30.00	30.83	D
Radio Mics (3 days +) (per mic)	90.00	92.50	D
Music Stand and Light (day) – Note, charge decreased by 29% to encourage hire	4.17	4.17	D
Music Stand and Light (3 days +) - Note, charge decreased by 29% to encourage hire	12.50	12.50	D
Theatre Projector (day)	116.67	120.83	D
Theatre Projector (3 days +)	350.00	362.50	D
Studio Projector and Screen (day)	61.67	63.33	D
Studio Projector and Screen (3 days +)	185.00	190.00	D
Media Package – Projector and DVD Player (day)	44.17	45.00	D
Media Package – Projector and DVD Player (3 days +)	132.50	135.00	D
TV Monitor 65' and Stand (day)	0.00	62.50	D
TV Monitor 65' and Stand (3 days +)	0.00	187.50	D
Harlequin Dance Floor (day)	68.33	70.00	D
Harlequin Dance Floor (3 days +)	205.00	210.00	D
Star Cloth (day)	89.17	90.83	D
Star Cloth (3 days +)	267.50	272.50	D
Gauze (day)	45.83	46.66	D
Gauze (3 days +)	137.50	140.00	D
Pyrotechnics (day)	POA	POA	D
Pyrotechnics (week)	POA	POA	D
Steinway Grand Piano – (Theatre only) (day)	116.67	119.16	D
Steinway Grand Piano – (Theatre only) (3 days +)	350.00	357.50	D
Steinway Grand Piano tune (Theatre only) (weekday)	120.83	123.33	D
Steinway Grand Piano tune (Theatre only) (weekend)	150.00	153.33	D
Post show bar	93.33	100.00	D
Corkage Per Bottle (Wine)	8.33	8.33	D
Café Facility Per Hour (outside of normal opening hours) OR	41.67	41.67	D
Café Space Hire – Note charge increased to cover full cost			

Appendix C

REGISTRARS SERVICE**

	2020/21	2021/22	Statutory / Discretionary
Boston Suite and Lounge			
Monday to Thursday	240.00	240.00	D
Friday	285.00	285.00	D
Saturday	325.00	325.00	D
Sunday (11am to 1pm)	410.00	410.00	D
Bank Holiday	510.00	510.00	D
Civic Suite, Runcorn Town Hall			D
Monday to Thursday	355.00	355.00	D
Friday	365.00	365.00	D
Saturday	410.00	410.00	D
Sunday (11am to 1pm)	460.00	460.00	D
Bank Holiday	550.00	550.00	D
Leiria or Members Room, Runcorn Town Hall			
Monday to Thursday	325.00	325.00	D
Friday	335.00	335.00	D
Saturday	355.00	355.00	D
Sunday (11am to 1pm)	420.00	420.00	D
Bank Holiday	520.00	520.00	D
Council Chamber Runcorn Town Hall and Approved Premises			
Monday to Thursday	440.00	440.00	D
Friday	460.00	460.00	D
Saturday	520.00	520.00	D
Sunday	620.00	620.00	D
Bank Holiday	720.00	720.00	D

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