

REPORT TO: Executive Board

DATE: 26th March 2015

REPORTING OFFICER: Strategic Director – Policy & 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 increase the fees and charges for services in accordance with the schedules shown in the Appendix. This report presents the proposed fees and charges for 2015/16 for services provided by all three of the Council's Directorates.

2.0 RECOMMENDATION: That the proposed fees and charges for 2015/16 as set out in Appendices A and B, 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 2015/16. Generally fees and charges have been set to ensure the Council recovers costs incurred as a result of providing the service the fee is payable for. It is proposed that existing fees and charges be increased generally in line with inflation; others have been reviewed with consideration given to the impact of the price change.

3.2 The Board is reminded that there is a cross-Policy and Performance Board Topic Group currently undertaking a further, more detailed review, of fees and charges. Their work is likely to influence the setting of fees and charges primarily for the 2016/17 budget.

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

3.4 As part of the in-year budget monitoring process, actual income from fees and charges will be regularly reviewed against budgeted income.

3.5 Fees and charges covering 2015/16 for the Community & Environment Department were approved by Executive Board on 26th February 2015. These included fees and charges for The Brindley covering financial year 2016/17, which have been included at Appendix B to the report.

3.6 The schedule in Appendix A includes a number of statutory fees which may increase during the coming financial year and therefore the relevant fees will be increased accordingly.

POLICY IMPLICATIONS

- 4.1 The effects of the proposed changes in charges have been incorporated into budgets for 2015/16. Charges are adjusted annually in accordance with the current inflation rate.

4.0 OTHER IMPLICATIONS

- 5.1 There are no other implications.

5.0 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.

6.0 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 Appendix. If increases are not approved it may lead to a shortfall in budgeted income targets.

7.0 EQUALITY AND DIVERSITY ISSUES

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

8.0 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

	2014/15	2015/16
Charges will apply subject to and in compliance with current statutory regulations		
The basis for charging is:		
Where the information already exists in the format requested:		
Admin Charge - Charge inclusive of copying of first sheet.	10.50	10.50
A4 –per subsequent sheet.	0.50	0.50
A3 - per subsequent sheet	0.75	0.75
A2 –per subsequent sheet	1.50	1.50
A1 - per subsequent sheet	6.00	6.00
Provision of Electronic Documents	15.00	15.00
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. Minimum Charge of 30 minutes is applied.		
Manager	110.00	110.00
Professional Staff	93.00	93.00
Admin. Support	56.00	56.00
Typing Fees	51.00	51.00
Postage	At Cost plus 15%	At Cost plus15%
Provision of Electric Documents	15.00	15.00

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:-

For premises equivalent to less than 10 hectares in size, (e.g. a Single Domestic Property or a Small Factory Unit)

(i) The premises site only	67.00	70.00
(ii) Any search of the premises site and the land within 250 metres of the site boundaries	108.00	110.00
(iii) Any search of the premises site and the land within 500 metres of the site boundaries	180.00	185.00
(iv) Any search of the premises site and the land within 1000 metres of the site boundaries	240.00	250.00

For premises equivalent to more than 10 hectares in size, (e.g. a Housing estate or a large factory unit)

(i) The premises site only	108.00	110.00
(ii) Any search of the premises site and the land within 250 metres of the site boundaries	180.00	185.00
(iii) Any search of the premises site and the land within 500 metres of the site boundaries	240.00	250.00

LICENCE FEES

HACKNEY CARRIAGE & PRIVATE HIRE CHARGES

2014/15

2015/16

Single Status Driver

First Grant (max 3 year licence)	181.00	185.00
First Grant - inc DBS (max 3 year licence)	225.00	228.50
Renewal (max 3 year licence)	165.50	169.00
Renewal - inc DBS (max 3 year licence)	209.50	212.50
Replacement Badges	11.25	11.50
Replacement or duplicate paper licence or other document	6.15	6.30
Faxing document (s)	5.60	5.70

Vehicle Licence

Grant and Renewals 1 Year – Hackney Carriage ++ ##	214.00	218.00
Grant and Renewals 1 Year – Private Hire ++ ##	216.00	220.00
Temporary Transfer Fees (Licence issued for a maximum of 2 months)	84.00	85.50
Replacement Vehicle Plate (each)	17.00	17.30
Replacement Bracket (each)	17.00	17.30
Replacement Doors Stickers Private Hire (Pair)	22.50	23.00
Replacement Internal plate	11.25	11.50
Replacement or duplicate paper licence or other document	6.15	6.30
Change to Personalised Number Plate	50.00	51.00
Faxing document (s)	5.60	5.70
Private Hire Operator Licence:	260.00	265.00
Replacement or duplicate paper licence or other document	6.15	6.30
Faxing document (s)	5.60	5.70

LOWERHOUSE LANE DEPOT FEES:

Hackney Carriage & Private Hire		
Hackney Carriage and Private Hire - Vehicle Test Fee	56.00	57.00
Hackney Carriage and Private Hire - Vehicle Re-test Fee	22.00	22.50
Hackney Carriage and Private Hire - Vehicle Test Un-notified		
Cancellation Fee	21.00	21.50

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 £28.00

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LICENCE FEES (OTHER THAN HACKNEY CARRIAGE AND PRIVATE HIRE CHARGES)		2014/15	2015/16
(1)	Dangerous Wild Animals	66.50	67.80
(2)	Pet Shops	66.50	67.80
(3)	Animal Boarding Establishments	66.50	67.80
(4)	Riding Establishments	66.50	67.80
(5)	Breeding of Dogs	66.50	67.80
(6)	Street Trading		
	First Grant & Renewal	364.00	371.00
	Additional Vehicles (Per Vehicle)	181.00	184.50
	"Static" First Grant	421.00	429.00
	Change of Vehicle	28.00	28.50
	Daily Fee for Temporary Extension of Existing Consent (max 5 days per year)	63.00	64.00
	Daily Fee for Temporary Consent (max 5 days per year)	94.00	96.00
(7)	Hawkers etc. Cheshire County Council Act	219.00	223.00
(8)	House to House Collections	Nil	Nil
(9)	Street Collections	Nil	Nil
(10)	Scrap Metal Dealers		
	180.00	184.00	187.50
(11)	Sex Establishments	1,356.50	1383.50
(12)	Licensing Act 2003	HBC website	HBC website
(13)	Gambling Act 2005	HBC website	HBC website
(14)	Hypnotism	Nil	Nil
(15)	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 11 The expression "Sex Establishment" includes Sex Entertainment Venues, Sex Cinemas and Sex Shops

LOCAL LAND CHARGES (Search Fees)		2014/15	2015/16
	Official Certificate (LLC1)	30.00	30.00
	Form CON29R	80.00	80.00
	Official Search (LLC1 & CON29)	110.00	110.00
	Each additional (LLC1) parcel*	5.00	5.00
	Each additional (CON29) parcel*	80.00	80.00
	CON29O Optional Enquiries (per person, per parcel)	12.00	12.00
	Each Additional Enquiry	26.00	26.00
	Personal Search	No Charge	No Charge

*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.

ROAD TRAFFIC REGULATION ACT 1984**2014/15****2015/16**

	700.00	750.00 (min charge £1400.00)
Temporary Order at request of a third party - *		
Temporary Order at request of non-commercial organisations – Section 16A plus actual cost of advertising	New charge	100.00
Permanent Order	As agreed with Strategic Director Policy & Resources	At Cost plus 15% Administration Fee
Temporary Closure Notice (incl emergency) at request of a third party	310.00	325.00
Diversionary Notice at request of a third party	260.00	275.00

Note - * Advertisement rates which were previously included have been reduced

HIGHWAYS ACT 1980

Applying to the Magistrates Court for an Order to stop up or divert a highway	600.00	600.00
- Permanent closure (Excluding appeal costs) Also applies to closures/diversions under Town & Country Planning Act 1990	Plus Technical & Advertising Costs	Plus Technical & Advertising Costs
Issuing of Scaffolding/Hoarding permit	65.00	65.00
	Plus £20.00 per week or part thereof	Plus £20.00 per week or part thereof
Issuing of Skip Permit – Initial Fee (up to 14 days)	21.00	21.00
Skip Permit – Additional periods (each additional 7 days)	11.00	11.00
Skip found without a licence (plus current permit fee)	60.00	60.00
Removal of unauthorised skip (minimum £185.00 plus £15 per day storage)	At Cost	At Cost
Issuing of permits to erect structures/equipment over or under the highway (Minimum £80)	At Cost	At Cost
Construction of vehicular crossings on footways	As agreed with Strategic Director Policy & Resources	As agreed with Strategic Director Policy & Resources
Section 38 Agreements	9% of works cost. Minimum charge £2,500	9% of works cost. Minimum charge £2,500

NOTE: If construction of road foundation commences before agreement is in place, then an additional fee of £2,500.00 will be payable

PLUS Legal Agreement fee as detailed below

(a) Basic Agreement	750.00	750.00
(b) Moderately Complex Agreement	1,250.00	1,250.00
(c) Highly Complex Agreement	2,000.00	2,000.00

NOTE: The Council will determine the appropriate agreement

Section 278 Agreements	As agreed with Strategic Director Policy & Resources	As agreed with Strategic Director Policy & Resources
Alfresco Dining Areas Licence		
- First Licence	300.00	300.00
- Renewal of Licence	85.00	85.00
'A' Board Licence – Per Annum	51.00	51.00
Shop Displays Licence – Per Annum	100.00	100.00

	2014/15	2015/16
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)	130.00 Per licence for up to one week, 65.00 per additional week or part thereof	140.00 Per licence for up to one week, 70.00 per additional week or part thereof
Other Part VIIa e.g. Promotions & Leisure – Non-Commercial Organisations	As agreed by Strategic Director - Policy & Resources	As agreed by Strategic Director - Policy & Resources
Minor Highways Works Permits NOTE: The refundable cash bond is the value of the works as determined by the Council	1,500.00 plus refundable cash bond	1,500.00 plus refundable cash bond
Clearance of Accident Debris/Unauthorised obstructions on the Highway	At Cost plus 15% Administration Fee	At Cost plus 15% Administration Fee
Structural checking and technical approval of highways structures	As agreed with Strategic Director Policy & Resources	As agreed with Strategic Director Policy & Resources
Relocation of lighting column at request of third party Commercial Organisations	At Cost plus 15% Administration Fee	At Cost plus 15% Administration Fee
Non-commercial organisations	600.00 contribution towards actual cost	600.00 contribution towards actual cost
HIGHWAY SEARCHES		
Letter and plan showing adopted highway	50.00	50.00
Additional questions	15.00	15.00
SIGNING		
Design and Erection of a Traffic Sign(s) at the request of a third party	As agreed with Strategic Director Policy & Resources	At Cost plus 15% Administration Fee
Initial Assessment of Application for Tourism Signs	100.00	100.00
Provision of H Bar Road Markings	75.00	80.00
Authorisation of Temporary Direction Signs (Normally for Housing Developments and Temporary Events)	120.00	130.00
Provision of Disabled Persons Parking Space (subject to meeting criteria)	No charge	No charge subject to meeting criteria
TRAFFIC SIGNALS		
Supply of Information on Operation of Traffic Signals	170.00	180.00
Switching Off Traffic Signals and Bagging Overhead	375.00	380.00
Bagging over traffic signal head	60.00	60.00
Bagging over pedestrian push button / demand unit	30.00	30.00
Temporary Portable Traffic Signals (Multi Phase) (Administration Fee)	120.00	130.00
	2014/15	2015/16

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- Policy & Resources)	200.00	205.00
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STREET NAMING AND NUMBERING

Up to 2 Dwellings	25.00	30.00
Between 3 and 10 dwellings	110.00	115.00
Schemes Over 10 dwellings	350.00	355.00

ROAD SAFETY

Supply of Accident Data (per road/junction for up to 3 years)	125.00	125.00
Road Safety Courses	As agreed with Strategic Director Policy & Resources	As agreed with Strategic Director Policy & Resources
Junior Road Safety Officers Support to Each School for One Year	80.00	80.00

TRAFFIC DATA

Supply of Automatic Traffic Count Data	110.00	120.00
Carry out Automatic Traffic Count (including provision of data in Excel format)	260.00	270.00

CCTV MAINTENANCE

Management and Monitoring Cameras (per camera per annum) - Up to 2 Cameras	2,000.00	2,000.00
Management and Monitoring Cameras (per camera per annum) – Each Additional	1,000.00	1,000.00
Additional Charge for Monitoring Cameras on Broadband Link or Not Connected to Main Monitoring System (per camera per annum)	1,000.00	1,000.00
Maintenance of Camera (per camera per annum)	1,000.00	1,000.00
Reviewing CCTV Recording (per hour or part thereof)	120.00	120.00
Subject Access to CCTV Images (Statutory Fee) (Release of data to individual)	10.00	10.00
Subject Access to CCTV Images (Statutory Fee) (Release of data to legal representative)	50.00	50.00
Monitoring of deployable camera (up to 10Gb per month)	3,000.00	3,000.00
Installation/Removal of deployable camera (per hour)	100.00	100.00
Download data from deployable camera on site (per hour)	60.00	60.00

CLOSURE OF BUS STOPS FOR ROADWORKS

Closure of Bus Stop for Roadworks (per stop)	154.00	155.00
Commissioning of Temporary Stop (per stop)	154.00	155.00
Bus Stop Closure Notice and Notice to the Public (per stop)	82.00	83.00

Section 50 - Street Works Income (i) New Apparatus:

Administration Fee (non returnable)	150.00	160.00
Capitalised Fee in Lieu of Annual Charges	200.00	210.00
Inspection Charges (maximum of 3)	150.00	150.00

Section 50 - Street Works Income (ii) Existing Apparatus:

Administration Fee (non returnable)	150.00	160.00
Inspection Charges (maximum of 3)	150.00	150.00

Some New Road and Street Works Charges are Statutory Fees (as indicated above) and are subject to change during 2015/16

Health & Safety Advice to Schools and Academies	2014/15	2015/16
Local Authority Controlled Schools:		
Nursery Schools	320.00	325.00
Primary and Special Needs Schools	640.00	650.00
Secondary Schools	870.00	880.00
All Through Schools	1,560.00	1,580.00
Academies		
Primary and Special Needs Schools	1,100.00	1,200.00
Secondary Schools	1,400.00	1,500.00
All Through Schools	2,100.00	2,200.00
Academy Trusts	New charge	As agreed with Strategic Director Policy & Resources
Miscellaneous		
Supply Photocopy of the Following:		
Building Regulation Approval or Completion Certificate and planning decision notice (max 4 pages)	25.00	27.00
Any Other Chargeable Documents	35.00	37.00
Assistance from Council Staff to Extract, Interpret or Describe this Material	25.00	27.00
A4 Aerial Photograph	As A4 Doc	As A4 Doc
Copy of tree preservation order	As A4 Doc	As A4 Doc
Copy of Consultant Report	65.00	67.00
Copy of larger format plans	11.00	13.00
Map Production:		
Admin Charge - inclusive of copying of first sheet.	10.50	12.50
A4 –per subsequent sheet.	0.50	0.55
A3 - per subsequent sheet	0.75	0.80
A2 –per subsequent sheet	1.50	1.55
A1 - per subsequent sheet	6.00	6.50
A0 - per subsequent sheet	10.00	10.50
Price per Copy (Colour)		
A4 –per subsequent sheet.	1.00	1.50
A3 - per subsequent sheet	1.50	2.00
A2 –per subsequent sheet	3.00	3.50
A1 - per subsequent sheet	12.00	12.50
A0 - per subsequent sheet	20.00	20.50
Price Per Disc - CD-R	50.00	55.00
Price Per Disc – DVD-R	60.00	65.00
Assistance from Council Staff to Extract, Interpret or Describe Material	94.00	95.00
Flat Rate to be Added for Access to OS Data	13.00	15.00
Weekly List of Planning Applications to Non-Public Authority Applicants for One Year	300.00	350.00
Provision of Non-Statutory Info. – Per Question (Estate Agents etc.)	35.00	40.00
Provision of Non-Statutory Info. – Per Question Reporting Conditions Compliance	60.00	65.00
Section 106, Town & Country Planning Act 1990:		
Charges to Developers for Preparation of Agreements Under Above Legislation Relating to Adoption of Open Space, Together with Supervision		
Legal & Supervision Costs	Appropriate fee agreed As agreed with Strategic Director Policy & Resources	Appropriate fee agreed As agreed with Strategic Director Policy & Resources
Other Section 106 Agreements		

BUILDING CONTROL

Schedule 1 – Plan Charge: New Dwellings 2015/16

Number of House Types (Design)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Number of Dwellings	1	240																	
	2	246	336																
	3	252	342	432															
	4	258	348	438	528														
	5	264	354	444	534	624													
	6	270	360	450	540	630	720												
	7	276	366	456	546	636	726	816											
	8	282	372	462	552	642	732	822	912										
	9	288	378	468	558	648	738	828	918	1008									
	10	294	384	474	564	654	744	834	924	1014	1104								
	11	300	390	480	570	660	750	840	930	1020	1100	1200							
	12	306	396	486	576	666	756	846	936	1026	1116	1206	1296						
	13	312	402	492	582	672	762	852	942	1032	1122	1212	1302	1392					
	14	318	408	498	588	678	768	858	948	1038	1128	1218	1308	1398	1488				
	15	324	414	504	594	684	774	864	954	1044	1134	1224	1314	1404	1494	1584			
	16	330	420	510	600	690	780	870	960	1050	1140	1230	1320	1410	1500	1590	1680		
	17	336	426	516	606	696	786	876	966	1056	1146	1236	1326	1416	1506	1596	1686	1776	
	18	342	432	522	612	702	792	882	972	1062	1152	1242	1332	1422	1512	1602	1692	1782	1872
	19	348	438	528	618	708	798	888	978	1068	1158	1248	1338	1428	1518	1608	1698	1788	1878
	20	354	444	534	624	714	804	894	984	1074	1164	1254	1344	1434	1524	1614	1704	1794	1884

Additional dwellings 21 and over – an additional charge of £6 per dwelling is applicable

Schedule 1 – Site Inspection Charge: New Dwellings

No. of Dwellings	Detached Dwelling Houses		Semi-Detached Dwelling Houses		Terraced/Town Houses or Flats	
	2014/15	2015/16	2014/15	2015/16	2014/15	2015/16
1	390	390	-	-	-	-
2	648	648	540	540	-	-
3	888	888	-	-	750	750
4	1110	1110	906	906	904	904
5	1314	1314	-	-	1040	1040
6	1500	1500	1236	1236	1158	1158
7	1668	1668	-	-	1258	1258
8	1818	1818	1530	1530	1358	1358
9	1950	1950	-	-	1458	1458
10	2064	2064	1788	1788	1558	1558
11	2178	2178	-	-	1658	1658
12	2292	2292	2010	2010	1758	1758
13	2406	2406	-	-	1858	1858
14	2520	2520	2214	2214	1958	1958
15	2634	2634	-	-	2058	2058
16	2748	2748	2418	2418	2158	2158
17	2862	2862	-	-	2258	2258
18	2976	2976	2622	2622	2358	2358
19	3090	3090	-	-	2458	2458
20	3204	3204	2826	2826	2558	2558
21 and over	Additional £114 per Dwelling	Additional £114 per Dwelling	Additional £102 per dwelling	Additional £102 per dwelling	Additional £100 per dwelling	Additional £100 per dwelling

Schedule 1 – Building Notice Additional Charge: New Dwellings

No. of Dwellings	2014/15	2015/16
1	130	130
2	174	174
3	204	204
4	234	234
5	264	264
6	294	294
7	324	324
8	354	354
9	384	384
10	414	414
11	444	444
12	474	474
13	504	504
14	534	534
15	564	564
16	594	594
17	624	624
18	654	654
19	684	684
20	714	714
21 and over	Additional £30per dwelling	Additional £30per dwelling

Schedule 2 – Domestic Extensions and Alterations

	Full Plans	Building Notice	Regularisation
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Category:					Charge		Charge	
	Plan Charge		Inspection Charge		2014/15	2015/16	2014/15	2015/16
	2014/15	2015/16	2014/15	2015/16				
Extensions to Dwellings: To include: Basements, Ground Floor Single Storey, Two Storey and First Floor								
1. Extension less than 10m ²	150	150	125	180	360	375	410	510
2. Extension between 10m ² and 40m ²	150	150	270	300	445	495	584	660
3. Extension between 40m ² and 100m ²	150	150	425	450	600	645	770	810
Loft Conversions:								
4. Loft conversion no dormer	150	150	250	270	450	480	590	630
5. Loft Conversion with dormer	150	150	275	300	475	510	620	660
Detached / Attached Garages								
6. All garages less than 60m ²	150	150	125	180	300	360	410	450
Garage Conversions								
7. Alterations to garage to form a habitable room	100	120	100	120	210	255	302	360
Detached habitable building: Not a single Dwelling								
8. Detached habitable building up to 100m ²	150	150	425	425	600	620	770	780
Other Domestic Work and Alterations								
9. Structural and internal alterations with a commercial value less than £2000	125	150*	N/A	N/A	135	165*	192	225
10. Structural and internal alterations with a commercial value between £2001 and £5000	200	210*	N/A	N/A	210	225*	302	330
11. Structural and internal alterations with a commercial value between £5001 and £10000	125	120	125	135	260	270	362	375
12. Structural and internal alterations with a commercial value between £10001 and £20000	125	135	175	180	310	330	422	450
13. Replacement	80	105*	N/A	N/A	80	105*	96	135

windows/doors up to 10 openings								
14. Replacement windows/doors 11 or more openings	165	210*	N/A	N/A	165	210*	198	270
15. Installation of a heat producing appliance	175	195*	N/A	N/A	175	195*	210	240
16. Underpinning of existing foundations with a commercial value of less than £5000	225	240*	N/A	N/A	225	240*	270	300
17. Underpinning of existing foundations with a commercial value more than £5000	275	300*	N/A	N/A	275	300*	330	360
18. Renovation of a thermal element including existing roof, wall or floor	175	195*	N/A	N/A	175	195*	235	255
19. All electrical work carried out by a person not Part P registered	125	135*	N/A	N/A	125	135*	150	165
20. All electrical work carried out where no acceptable BS7671 test certificate is given	275	330*	N/A	N/A	275	330*	330	405
21. Installation of cavity wall insulation under the Competent Persons Scheme	12.5	15*	N/A	N/A	12.5	15*	15	24

*This charge is the combined Plan and Inspection charges and payable at time of deposit of the application.

Differential Matrix for Residential Work

When a single application involves work to be undertaken at the same time as an extension/loft conversion to the dwelling then a reduction as per below table can be applied to the estimated cost of alteration work:

	Circumstance attracting a reduction	Reduction in Building Control Charge shown in Schedule 2 when that work is being carried out at the same time that any work shown in Category 1 through to 5 in Schedule 2 is being undertaken
1	Installation or replacement of windows and or doors in a dwelling house (under 10 units)	50% of Full Plans/Building Notice Charge dependent on which application is submitted
2	Where the work comes within the scope of Schedule 2 and the estimated cost of the building work is less than £10000	50% of Full Plans/Building Notice Charge dependent on which application is submitted

Schedule 3 - Building Work to Non Domestic Buildings

	Plan Charge	Inspection Charge	Regularisation Charge
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	2014/15	2015/16	2014/15	2015/16	2014/15	2015/16
1. Replacement windows up to 10 openings	110	120			132	150
2. Replacement windows 11 or more	195	225			234	300
3. New/replacement shop front	80	90	150	165	270	315
4. Renovation of a roof, wall or floor with a commercial value of not more than £5,000	200	210			240	300
5. Renovation of a roof, wall or floor with a commercial value of between £5,001 to £10,000	125	120	125	120	300	315
6. Structural and internal alterations with a commercial value of less than £2,000	125	135			175	180
7. Structural and internal alterations with a commercial value of between £2,001 and £5,000	200	210			290	300
8. Structural and internal alterations with a commercial value of between £5,001 and £10,000	125	120	125	120	350	315
9. Structural and internal alterations with a commercial value of between £10,001 and £20,000	125	135	175	180	410	420
10. Any work not described in Items 1 to 9	Charge to be subject to project specific negotiation					

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

	2014/15	2015/16
Site history requests	30.00	35.00
Advice for officer time regarding trees/listed buildings/conservation areas (per hour)	50.00	55.00
Planning Obligations administration and Management Fee (for monitoring obligations) (Does not include Legal Charge)	500.00	550.00
Discharge of conditions (Per Officer Per Hour)	50.00	55.00
Householder development – Unaccompanied Visit & Formal Response	50.00	55.00
Householder development – Meeting Request	100.00	110.00
Minor Development – Site Visit & Response <ul style="list-style-type: none"> • less than 3 dwellings • all non-residential schemes with a floor space less than 500sqm or sites less than 0.5ha • adverts • change of use of building(s) with a floor space less than 500sqm or sites less than 0.5ha • single wind turbines/telecoms mast with mast height under 17m 	100.00	110.00
Minor Development – Meeting Request	250.00	260.00
Intermediate development – Site Visit & Response <ul style="list-style-type: none"> • 3 to 9 dwellings • All non-residential schemes with a floor space between 500sqm and 1,000sqm or on sites between 0.5ha and 1ha • change of use of building(s) with a floor space between 500sqm and 1,000sqm or sites between 0.5ha and 1ha • other single wind turbines/telecoms mast with mast height over 17m 	200.00	210.00
Intermediate Development – Meeting Request	500.00	510.00
Major Development – Site Visit, Response & Meeting <ul style="list-style-type: none"> • 10 to 49 dwellings • All non-residential schemes with a floor space between 1,000sqm and 2,000sqm or on sites between 1ha and 2ha • change of use of building(s) with a floor space between 1,000sqm and 2,000sqm or sites between 1ha and 2ha • 2 to 9 wind turbines 	750.00	760.00
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 	1,000.00	1,100.00
Above meetings include a Planning Officer and a Highways Officer. Charge for additional officers (per hour)	50.00	60.00

ADULT SOCIAL CARE

2014/15

2015/16

Meals in the Community

Family Placement Breakfast	1.90	1.90
Family Placement Lunch	2.30	2.35
Family Placement Tea	2.15	2.20
Meals - Delivered to People in Their Own Homes	3.30	3.35

Meals - Tea Time Pack Delivered to People in Their Own Homes	2.30	2.35
Meals – Day Centre Users		
Light Breakfast	1.30	1.35
Cooked Breakfast	2.00	2.05
Light Meal	1.85	1.90
Cooked Meal	3.30	3.40
Visitors and Guests		
Accommodation (per night)	11.50	11.75
Breakfast	2.90	2.95
Light Meal	3.75	3.80
Main Meal	5.10	5.15
Maximum Charges for Community Based Care		
Domiciliary Care (per hour)	11.46	11.68
Day Care (per session)	15.50	15.65
Family Placement (per session)	15.50	15.65
Dorset Gardens Support Charge (per week)	10.90	11.10
Handyperson Service (per hour)	5.40	5.50
Key Safe	33.30	33.95
Night Care Service (per week)	26.70	27.20
Transport (per journey)	1.50	1.60
Charges Community Based Services		
Pitch Charges (weekly) - Riverview Gypsy Site - 21 pitches @	54.85	55.95
Pitch Charges (weekly) - Riverview Gypsy Site - 1 pitch @	64.00	65.30
Water & Sewerage (weekly) - Riverview Gypsy Site	11.60	11.60
Pitch Charges (daily) - Travellers Site	12.15	12.40
Charges to Other Local Authorities		
Older People in Residential Intermediate Care (per week)	629.20	641.80
Adults in Supported Accommodation (per week)	545.80	556.70
Day Care - Older People (per session)	44.00	44.90
Day Care - Adults with Learning Disability (per session)	65.30	65.95
Day Care - Adults with Physical/Sensory Disability (per session)	91.50	92.40
Appointee/Receivership Charges		
	100% of Interest earned	100% of Interest earned
For Council to Act as DWP Benefits Appointee		
Securing Property	100.00	105.00
Continuous Monitoring of Property (when property holder is unable - cost per hour)	25.00	26.00
Storage of Wills (annual cost)	20.00	25.00
Property Searches, Meter Readings etc (cost per hour)	25.00	26.00
Appointeeship & Deputyship Service (per week)	5.00	6.00
Duchy of Lancaster Referrals (where people have died intestate)	Actual cost	Actual cost
Applications to the Court of Protection	Actual cost	Actual cost
Funeral Arrangements	250.00	275.00
Same day payment of personal allowances	5.00	5.00
Community Wardens/Lifeline Charges		
	2014/15	2015/16
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.)	5.80	5.90
Level 2 Call centre monitoring plus reactive callout. Community warden visits up to two weekly, according to	7.00	7.10

assessed need and support planning.		
Level 3 Call centre monitoring plus reactive call out.	9.30	9.45
Community warden daily visits according to assessed need and support planning. Assistive technology is provided according to assessed need.		

Dual Occupancy – per person charge

Level 1	4.46	4.85
Level 2	5.56	5.65
Level 3	7.72	7.85

Multiple Occupancy (3 people all receiving service) per person charge

Level 1	4.49	4.55
Level 2	5.00	5.10
Level 3	6.47	6.60

Multiple Occupancy (4 people all receiving service) per person charge

Level 1	4.35	4.40
Level 2	4.74	4.80
Level 3	5.82	5.90

FEES PAID TO CARE PROVIDERS & SERVICE USERS

Payments for Direct Payments

Standard Rate - Personal Assistant (hourly rate)	9.64	9.83
Standard Rate - Agency (hourly rate)	11.36	11.58
Complex Rate - Personal Assistant (hourly rate)	11.71	11.94
Complex Rate - Agency (hourly rate)	11.71	11.94
Sleeping Night	35.00	35.70

Payments for Adult Family Placements

Family Placement (per week)	396.20	404.10
Family Placement (per 6 hour session) 1 person	34.00	34.70
Family Placement (per 3 hour session) 1 person	17.00	17.35
Family Placement (per 6 hour session) 2 people	56.60	57.70
Family Placement (per 3 hour session) 2 people	28.30	28.85
Family Placement (per 6 hour session) 3 people	67.90	69.20
Family Placement (per 3 hour session) 3 people	33.95	34.60
Family Placement (night care per night)	56.60	57.75

OPEN SPACES

Allotments

Allotment Plot	0.422p m ²	0.430 m ²
New Tenant Admin Fee (includes £20 refundable cost of key)	40.00	41.00

Cemeteries and Crematorium Charges

Purchase of Exclusive Right of Burial (50 year lease):

Three interments	850.00	867.00
One or two interments	760.00	775.00
Cremated remains grave	450.00	459.00

Interment Fees (Mon to Thurs 10am to 3pm and Fri 10am to 2pm):

	2014/15	2015/16
1 interment - adult	675.00	688.00
2 interments - adult	785.00	800.00
3 interments - adult	890.00	908.00
1 interment – child (1 month-16 years)	300.00	306.00
2 interments – child (1 month-16 years)	330.00	336.00
3 interments - child (1 month-16 years)	410.00	418.00

Stillborn child or child not exceeding 12 months	Nil	Nil
Burial of cremated remains (Mon-Fri)	170.00	173.00
Burial of two cremated caskets at same time (Mon-Fri)	255.00	260.00
Additional fee outside of core times (<i>Monday to Thursday 10.00 a.m. – 3.00 pm, Friday – 10.00 a.m. to 2.00 pm</i>).	120.00	122.00
Saturday morning additional fee (full burials)	+50% of interment fee	+50% of interment fee
Non-resident charge for (a)-(h) above	+ 100%	+ 100%
Indemnity fee	75.00	76.50
Use of Crematorium Chapel for funeral service	100.00	102.00
Transfer of Ownership of Exclusive Right of Burial	75.00	76.50
Civil Funeral Celebrant	195.00	199.00
Grave search – up to 10 names	30.00	31.00

Memorials:

New Headstone	170.00	173.00
Additional Inscription	35.00	36.00
Vase/tablet/book – not exceeding 12" x 12" x 12"	45.00	46.00
Vase/tablet/book – up to 18" x 12" x 12"	65.00	66.00
Vase/tablet/book – over 18" up to 30" x 12" x 12"	80.00	82.00
Registration of BRAMM registered masons	Nil	Nil
Inscription to Baby Headstone in Baby Garden	60.00	61.00

Memorial Benches (10 year lease)

5ft hardwood bench, with engraved plaque	710.00	724.00
Renewal of 10 year lease (new bench/plaque)	580.00	592.00
Granite bench – Four Seasons Garden only	1290.00	1316.00
Renewal of 10 year lease (existing bench)	525.00	535.00

Crematorium Charges (Mon to Thurs 9am to 3.30pm and Fri 9am to 2pm):

Cremation charge – adult	625.00	637.00
Cremation charge – child (1 year-16 years)	300.00	306.00
Cremation charge – child under 1 year	65.00	66.00
Cremation charge – after anatomical examination	335.00	342.00
Saturday morning – additional charge	+ 50%	+ 50%
Scattering of remains (cremation at Widnes Crematorium) – Monday to Friday	55.00	56.00
Scattering of remains (no attendance) when cremation has taken place at another crematorium - Monday to Friday	95.00	97.00
Casket – wooden	65.00	66.00
Aluminium	40.00	41.00
Small wooden (child)	30.00	31.00
Token box	20.00	20.50
Storage of cremated remains after one calendar month from date of cremation	65.00 per month	66.00 per month
Postage of cremated remains (by secure carrier)	By Request	By Request
Certified Extract from the Cremation Register	45.00	46.00
Civil Funeral Celebrant	200.00	204.00
Plaques (10 year lease) - Bronze plaque	240.00	245.00
Renewal for further 10 years	110.00	112.00
Granite plaque on Planter – Four Seasons/ Runcorn Cemetery Sundial	375.00	382.00
Renewal for further 10 years	155.00	158.00
Book of Remembrance -	2014/15	2015/16
2 line entry	91.00	93.00
3 line entry	118.00	120.00
4 line entry	145.00	148.00
5 line entry	172.00	175.00
6 line entry	199.00	203.00
7 line entry	226.00	230.00
8 line entry	253.00	258.00

Flower designs	78.00	80.00
Other designs	88.00	90.00
Extra line to existing entry	45.00	46.00
Slate Tablets per letter	4.00	4.10

Memorial Cards -

2 line entry	37.00	38.00
3 line entry	49.00	50.00
4 line entry	61.00	62.00
5 line entry	73.00	74.00
6 line entry	85.00	87.00
7 line entry	97.00	99.00
8 line entry	109.00	111.00
Flower designs	78.00	80.00
Other designs	88.00	90.00

Sanctum Vaults:

10 year lease	575.00	586.00
Renewal for further 10 years	260.00	265.00
20 year lease	775.00	790.00
Renewal for further 20 years	365.00	372.00
Placing 2nd casket of remains – Monday to Friday only	60.00	61.00
Lettering (per letter)	3.80	3.90
Small design	75.00	76.50
Large design	95.00	97.00
Photo tile (portrait – 1 person)	135.00	138.00
Photo tile (landscape – 2 persons)	175.00	178.50

Outdoor Facility Charges

Summer Games:

Bowling Green Hire (Alternate weeks)	Free	N/A
Adult Bowling Green Card (Annual)	N/A	25.00
Junior Bowling Green Card (Annual)	N/A	12.50
Summer Rugby Adult	520.00	530.00
Summer Rugby Juniors - #	306.00	312.00

Winter Games:

Adult B/B Pitch Hire (Alternate weeks)	520.00	530.00
Adult Casual Hire	132.00	135.00
Junior B/B Pitch Hire (Alternate weeks)	306.00	312.00
Mini Soccer B/B Hire	229.00	234.00
Junior Casual Hire	66.00	67.00
Adult Baseball Field (Annual)	1570.00	1600.00
Junior Baseball Field (Annual)	785.00	800.00

Environmental Education:

Exhibition Unit Day Hire:

In-house Service	500.00	510.00
Private Hire	650.00	663.00

Event Equipment Hire (per day)

Pop Up Gazebo (3m x 3m)	160.00	163.00
Walkie Talkies x 10	350.00	357.00
PA (Speakers, Amp, CD Player, Microphone)	425.00	433.00
Bandstand Hire (by written request only)	200.00	204.00
SJB Bridge Zip Wire Hire (1 hire day per year)	1200.00	1224.00

Fair and Circus Park Hire 6000 m2:

	2014/15	2015/16
Non Trading Days (per day)	155.00	158.00
Trading Days (per day)	355.00	362.00

Fair and Circus Park Hire 3000 m2:

Non Trading Days (per day)	105.00	107.00
Trading Days (per day)	260.00	265.00

ENVIRONMENTAL HEALTH SERVICES

Environmental Information

Basis for Charging - where information exists in format requested:

Admin Charge - inclusive of copying of first sheet.	10.82	11.04
A4 –per subsequent sheet.	0.48	0.49
A3 - per subsequent sheet	0.73	0.74
A2 –per subsequent sheet	1.49	1.52
A1 - per subsequent sheet	6.11	6.23

Basis for Charging - where assistance required from Council staff to extract, interpret, or describe material (hourly rates – minimum half hour):

Manager	112.49	114.74
Professional Staff	94.45	96.34
Admin. Support	56.77	57.91
Typing Fees (hourly rate)	52.00	53.04
Postage	At cost	At cost

Environmental Protection Act

List of authorised part "B" Processes	41.62	41.62
List of authorised part "A" Processes	42.66	42.66
Copy of Application for Authorisation from file (per document)	26.01	26.01
Supply hardcopy air quality review and assessment to commercial undertakings	26.01	26.01
Assistance from Council Staff to extract, Interpret or describe above material	28.09	28.09
One months data from pollution monitoring station	353.74	353.74
Three months data from pollution monitoring station	964.45	964.45
Six months data from pollution monitoring station	1,380.61	1,380.61
Supplying a copy of consultant's report	42.66	42.66

Condemned Food Certificates

Disposal of condemned food following statutory or voluntary process	At cost	At cost
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Certification of Food Products for Export

Certificates requiring signature	60.49	61.70
Other documents requiring stamp	20.00	20.40

Kennelling of Dogs

Reclaiming of Stray Dogs	On application	On Application*
Collection of Dogs from repossessed premises	77.51	77.51
Transportation of non seized animals i.e. dogs/cats to kennels or other premises	77.51	77.51

*As agreed with Strategic Director of Policy and Resources or Director of Public Health

EPA Authorisation

Application	Statutory fee	Statutory fee
Renewal	Statutory fee	Statutory fee

Disclosure of Information (plus photocopying charge 50p per sheet)

	2014/15	2015/16
Information obtained under the Health and Safety at Work Act 1974 etc.	134.24	136.92
Voluntary Disclosure of Information	113.02	115.28

Acupuncture, Tattooing, Ear Piercing and Electrolysis

Establishments

Registration fee	104.00	106.08
Additional Individual Operator Registration	32.90	33.56
Border Agency Accommodation Inspections	72.25	72.25
Return of Seized Sound Equipment (Noise Act 1996)	127.50	127.50
Licence for Houses in Multiple Occupation	301.00	307.02
Petroleum Consolidation Regulations 2014 Certificate and Licensing (NEW for 2015/16)	N/A	Statutory Fee

Pest Control Charges

Commercial Charge for all pests (per hour, minimum 1 hour)	96.29	75.00
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School Charge: currently all schools are charged the commercial rate for all pests, the proposed charges are as follows:

Ants	52.00	53.04
Fleas	52.00	53.04
Wasps	52.00	53.04
Cockroaches	30.00	30.60
Mice	30.00	30.60
Rats	30.00	30.60

Domestic Charges - #:

Ants	52.00	53.04
Fleas	52.00	53.04
Wasps	47.00	47.94
Bedbugs	30.00	30.60
Cockroaches	30.00	30.60
Mice	30.00	30.60
Rats	Free	Free

Note - # - Currently £10.00 refunded if we are unable to treat. The proposal is to introduce a £10.00 call out fee with the remainder of the fee being refunded if we are unable to treat.

Regulatory Enforcement and Sanctions Act

Primary Authority is a statutory scheme, established by the Regulatory Enforcement and Sanctions Act 2008) and was extended by the Enterprise and Regulatory Reform Act 2013 It allows businesses who trade in more than one local authority area to form a legally recognised partnership with a single local authority in relation to regulatory compliance. This local authority is then known as its 'primary authority'. This ensures the business receives consistent advice on compliance wherever they trade. A Primary authority can direct the enforcement activity of regulators to ensure the application of regulation is consistent whilst consumers, workers and the environment are protected. There is provision within the system for Local Authorities to charge for consultancy and advice to Primary Authority Businesses. This charge can only recover the costs reasonably incurred in providing the service. The provision to charge businesses needs to be balanced with the local authority's role to promote economic growth by supporting businesses and providing advice and guidance. This is particularly important for small and medium sized enterprises who may not have access to alternative sources of regulatory advice. Therefore the first 10 hours of advice to all businesses will be free. Additional consultancy to primary authority businesses will be charged at an hourly rate of £54.06.

The first 10 hours of advice in a financial year to all businesses	Free	Free
Hourly rate for additional consultancy to primary authority businesses	53.00	54.06

COMMUNITY CENTRES**Community Groups:**

	2014/15	2015/16
Room Hire – Hall (per hour)	8.05	8.25
Room Hire – Small Room (per hour)	2.90	3.00
Room Hire – Large Room (per hour)	4.55	4.65
Room Hire – Stage (per hour)	2.90	3.00
Room Hire – Kitchen (per hour)	2.30	2.35

Room Hire – Cafeteria (per hour)	4.55	4.65
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Private and Commercial Groups:

Monday to Friday (as per Community Group Charges plus 15%)	Above +15%	Above +15%
Weekends (as per Community Group Charges Plus 50%)	Above +50%	Above +50%
Performing Rights (of total charge)	5%	5%
Sportshall at Upton Community Centre (Adults)	31.00	31.75
Sportshall at Upton Community Centre (Juniors)	25.00	25.50

LEISURE SERVICES

Halton Leisure Card	4.00	4.00
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Swimming

Adult	3.40	3.50
Junior	1.90	2.00
Halton Leisure Card (HLC)	2.10	2.20
Under 8s admission policy applies	Free	Free
Junior Lessons(10 lessons)	39.50	41.00
Senior Lessons(10 lessons)	41.00	42.50
Aqua Classes	4.90	4.90

Sportshall

Adult	3.70	3.80
Junior	1.85	1.90
HLC	2.20	2.25

Sportshall Block Bookings

Half Hall BB Hire	28.00	28.50
Adult admit fee	2.20	2.20
Junior admit fee	1.15	1.15
HLC admit fee	1.35	1.35
Squash (40 min)	3.50	3.60
Junior Squash	1.75	1.80
Casual Gym/Aerobics	4.90	5.00
Junior Fitness	2.45	2.50
Health Suite	6.00	6.00
Creche per hour.	1.60	1.70
Table Tennis	2.50	2.50
Junior Table Tennis	1.25	1.25

Spectator

Adult	0.50	0.50
Junior	0.25	0.25
HLC	0.25	0.25
Shower	1.00	1.00

Special Events – Kingsway Leisure Centre

Half Hall Booking	41.00	42.00
Full Hall Booking	82.00	84.00
Gymnasium	32.00	33.00
Creche	25.00	26.00
Swimming Pool	60.00	60.00
Small Pool	45.00	45.00
Studio 1& 2	31.00	32.00

2014/15

2015/16

Special Events - Runcorn Swimming Pool	50.00	50.00
Special Events - Brookvale Recreation Centre		
Swimming Pool	55.00	55.50
Sportshall Adult	66.50	66.50
Sportshall Junior	38.00	38.00
Half Hall Booking - Adult	35.00	36.00

Half Hall booking - Junior	20.00	21.00
Gymnasium - Adult	30.00	30.50
Gymnasium - Junior	20.00	20.50
Studio	25.50	26.00

ATP

Adult Casual	39.00	39.00
Junior Casual	19.50	19.50
Block Booking – Adult	33.50	34.50
Block Booking – Junior	16.75	17.25
Hockey Match - Adult	48.00	48.00

LIBRARY SERVICES

Loan Charges

Talking Books (3 weeks)	1.25	1.30
Talking Books - Leisure Card Holders (3 weeks)	0.75	0.80
DVDs Children's collection for 1 week	1.35	1.40
Learning for Life Collection – Non book Items (3 weeks)	1.25	1.30
Learning for Life Collection – Non book Items – Leisure Card Holders	Free	Free

Fines on Overdue Items

Books, Talking Books, CDs, and Learning for Life Collection:

Adult's Tickets (£2.00 maximum fine) (per day)	0.15	0.15
Children's Tickets	No charge	No charge
Young Person's Tickets	No charge	No charge
Leisure Card Holder (£2.00 maximum fine) (per day)	0.05	0.05
DVDs	0.55	0.55
DVDs – Leisure Card Holders (£8.00 maximum fine) (per day)	0.25	0.25
Additional Administrative Charge for Overdue Reminders	0.30	0.30

Reservation Fees

Items in Stock	Free	Free
Items Bought Into Stock	2.00	2.50
Items Bought Into Stock – Leisure Card Holders	1.25	1.50
Items Obtained From Other Libraries or British Library	8.25	9.00
Items Obtained From Other Libraries or British Library – Leisure Card Holders	5.25	6.00

Personal Computer Bookings

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

Photocopies

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

Fax

	2014/15	2015/16
Per Sheet Received	0.50	0.50
To UK – First Sheet	1.00	1.00
To UK – Subsequent Sheets	0.25	0.25
To Europe – First Sheet	2.00	2.00
To Europe – Subsequent Sheets	0.50	0.50
To Outside Europe – First Sheet	3.00	3.00

To Outside Europe – Subsequent Sheets	1.00	1.00
Lost Tickets		
Adults	1.60	1.80
Children and Leisure Card Holders	0.80	0.90
Room Hire		
Community Groups – Meeting Room 2 (per hour)	9.00	9.50
Community Groups – Meeting Room 3 (per hour)	9.00	9.50
Community Groups – Meeting Room 2 & 3 (per hour)	17.75	18.00
Community Groups – Meeting Room 4 (per hour)	4.50	5.00
Community Groups – Meeting Room 5 – ICT Suite (per hour)	9.00	9.50
Community Groups – Meeting Room 6 (per hour)	7.00	7.50
Community Groups – Meeting Room 7 (per hour)	5.50	6.00
Community Groups - Meeting Room - Runcorn (per hour)	6.75	7.00
Standard Rate Meeting Room 2 (per hour)	9.00	11.00
Standard Rate Meeting Room 3 (per hour)	9.00	11.00
Standard Rate Meeting Room 2 & 3 (per hour)	17.75	22.00
Standard Rate Meeting Room 4 (per hour)	4.50	6.00
Standard Rate Meeting Room 5 – ICT Suite (per hour)	9.00	11.00
Standard Rate Meeting Room 6 (per hour)	7.00	9.00
Standard Rate Meeting Room 7 (per hour)	5.50	7.00
Standard Rate Meeting Room - Runcorn (per hour)	6.75	9.00
Kingsway Learning Centre		
Meeting Room 13 Community Rate	13.00	13.50
Other Meeting Rooms Community Rate	7.00	7.50
Meeting Room 13 Council Standard Rate	16.00	16.50
Other Meeting Rooms Council Standard Rate	8.50	9.00
Block Bookings Discount (10 or more)	10%	10%
Training Kitchen / Laptops (per session)	3.00	
Private Groups (in addition to above charges)	+ 25%	+ 25%
Commercial Groups (in addition to above charges)	+ 50%	+ 50%
WASTE MANAGEMENT		
Charge for a new or replacement wheeled bin	26.00	26.50
Charge for the collection of bulky household items	21.00 - #	21.50 - #
Charges for the collection of commercial waste	Variable charges dependent upon size of containers and frequency of collection	Increase of 2% on 2014/15 charges
Note - # - (For up to 3 items - Additional items at £5.60. A maximum of 10 items per collection)		
STADIUM		
Room Hire		
Bridge Suite	400.00	410.00
Karalius Suite	200.00	205.00
Single Box	50.00	55.00
Double Box	120.00	125.00
Triple Box	180.00	180.00
Pitch Hire		
7-Aside - Peak	70.00	75.00
7-Aside - Off Peak	50.00	55.00
5-Aside - Peak	40.00	45.00
5-Aside - Off Peak	35.00	40.00
CRMZ YOUTH CENTRE		
	2014/15	2015/16
Room Hire – Art Studio (per hour)	10.00	10.00
Room Hire – Art Studio (half day)	25.00	25.00
Room Hire – Art Studio (full day)	40.00	40.00
Room Hire – Chill Out Room (per hour)	10.00	10.00
Room Hire – Chill Out Room (half day)	25.00	25.00
Room Hire – Chill Out Room (full day)	40.00	40.00

Room Hire – IT Suite (per hour)	10.00	10.00
Room Hire – IT Suite (half day)	25.00	25.00
Room Hire – IT Suite (full day)	40.00	40.00
Room Hire – Common Room (per hour)	15.00	15.00
Room Hire – Common Room (half day)	35.00	35.00
Room Hire – Common Room (full day)	60.00	60.00
Room Hire – Kitchen (per hour)	15.00	15.00
Room Hire – Kitchen (half day)	35.00	35.00
Room Hire – Kitchen (full day)	60.00	60.00
Room Hire – Main Hall (per hour)	20.00	20.00
Room Hire – Main Hall (half day)	50.00	50.00
Room Hire – Main Hall (full day)	90.00	90.00
Room Hire – Recording Studio (per hour)	15.00	15.00
Room Hire – Recording Studio (half day)	35.00	35.00
Room Hire – Recording Studio (full day)	60.00	60.00
Room Hire – Media Room (per hour)	10.00	10.00
Room Hire – Media Room (half day)	25.00	25.00
Room Hire – Media Room (full day)	40.00	40.00
Room Hire – Medical Suite (per hour)	10.00	10.00
Room Hire – Medical Suite (half day)	25.00	25.00
Room Hire – Medical Suite (full day)	40.00	40.00
Room Hire – Meeting Room (per hour)	10.00	10.00
Room Hire – Meeting Room (half day)	25.00	25.00
Room Hire – Meeting Room (full day)	40.00	40.00
Room Hire – New Build Reception (per hour)	10.00	10.00
Room Hire – New Build Reception (half day)	25.00	25.00
Room Hire – New Build Reception (full day)	40.00	40.00
Room Hire – Sensory Room (per hour)	10.00	10.00
Room Hire – Sensory Room (half day)	25.00	25.00
Room Hire – Sensory Room (full day)	40.00	40.00

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
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ADULT LEARNING CLASSES

Maths	Free	-
English	Free	-
HEP Employability Skills	Free	-
Employability Skills	Free	-
Family Learning	Free	-
Children's Centre Courses	Free	-
5 Week Courses	£30	-
11 Week Courses	£60	-
12-22 Week Courses	£60	-
23-33 Week Courses	£60	-
Registration Fee for Accredited Courses (payable in addition to course fee)	£20	-

Note – Above Fees are based on academic year, charges for 2015/16 will be set July/August 2015

Note – There is fee remission entitlement of various percentages for those on benefit and tax credits

APPENDIX B

THE BRINDLEY (2015/16 & 2016/17)

2015/16

2016/17

The Theatre

Commercial Hirers (1 performance or up to 8 hours):

Monday to Thursday	1,150.00	1,173.00
Friday and Saturday	1,260.00	1,285.00
Sunday and Bank Holidays	1,380.00	1,407.00

Community Hirers (1 performance or up to 8 hours):

Monday to Thursday	725.00	740.00
Friday and Saturday	820.00	836.00
Sunday and Bank Holidays	930.00	948.00
Rehearsal Performance per 4 Hours (Monday to Thursday)	315.00	321.00
Rehearsal Performance per 4 Hours (Friday and Saturday)	370.00	377.00
Rehearsal Performance per 4 Hours (Sunday and Bank Holidays)	420.00	428.00

Halton Community Hirers

Monday to Thursday	675.00	688.00
Friday and Saturday	750.00	765.00
Sunday and Bank Holidays	850.00	867.00
Rehearsal Performance per 4 Hours (Monday to Thursday)	280.00	285.00
Rehearsal Performance per 4 Hours (Friday and Saturday)	330.00	336.00
Rehearsal Performance per 4 Hours (Sunday and Bank Holidays)	425.00	434.00

The Studio

Per 8 hour performance with technical support:

Monday to Thursday	365.00	372.00
Friday and Saturday	425.00	433.00
Sunday and Bank Holidays	490.00	500.00

Per 4 hour rehearsal with technical support:

Monday to Thursday	210.00	214.00
Friday and Saturday	240.00	244.00
Sunday and Bank Holidays	270.00	275.00

Per 2 hour hire without technical support:

Monday to Thursday	70.00	71.50
Friday and Saturday	95.00	97.00
Sunday and Bank Holidays	130.00	133.00

Per 4 hours dressing room facility:

Monday to Thursday	130.00	133.00
Friday and Saturday	185.00	189.00
Sunday and Bank Holidays	245.00	250.00

Per 8 hours dressing room facility:

Monday to Thursday	260.00	265.00
Friday and Saturday	360.00	367.00
Sunday and Bank Holidays	480.00	490.00

Per 12 hour dressing room facility:

Monday to Thursday	360.00	367.00
Friday and Saturday	420.00	428.00
Sunday and Bank Holidays	490.00	500.00

Additional Charges

	2015/16	2016/17
Inclusion within the Brindley season Brochure	125.00	127.00
Inclusion in the Brindley's Monthly Newspaper	60.00	61.00
Brindley to manage ticket sales (per ticket)	0.40	0.40
Programme/Merchandise sales by hire company	10%	10%
Programme/Merchandise sales by Brindley staff	20%	20%

	10% of total order value	10% of total order value
Admin charge for orders made on behalf of hirer		
Additional technicians (per hour)	15.00	15.00
Pre rig (sound, lighting or stage) (Monday to Friday)	325.00	331.00
Pre rig (sound, lighting or stage) (Saturday, Sunday or Bank Holidays)	370.00	377.00
Use of the orchestra pit	140.00	142.00
Smoke Machine (day)	20.00	20.50
Smoke Machine (week)	40.00	41.00
Haze Machine (day)	20.00	20.50
Haze Machine (week)	40.00	41.00
Radio Mics (each)	28.00	28.50
Radio Mics (weekly)	84.00	86.00
1400 Lumen Projector – Studio (day)	105.00	107.00
1400 Lumen Projector – Studio (week)	335.00	340.00
Film Screen – Studio (day)	22.00	22.50
Film Screen – Studio (week)	65.00	66.00
Cinema projector & Screen	170.00	173.00
Media Package – projector, dvd, cd & laptop (day)	50.00	51.00
Media Package – projector, dvd, cd & laptop (week)	150.00	150.00
Harlequin Dance Floor (day)	65.00	66.00
Harlequin Dance Floor (week)	200.00	204.00
Steinway Grand Piano – (Theatre only) (day)	110.00	112.00
Steinway Grand Piano – (Theatre only) (week)	330.00	336.00
Steinway Grand Piano tune (Theatre only) Monday to Friday	110.00	112.00
Steinway Grand Piano tune (Theatre only) Saturday and Sunday	140.00	142.00
Additional Front of House Stewards (per hour)	15.00	15.00
Post show bar (waived if bar sales over £150)	50.00	51.00
Catering	on application	on application