

REPORT FOR: CABINET

Date of Meeting:	13 December 2012
Subject:	Fees & Charges
Key Decision:	Yes
Responsible Officer:	Julie Alderson, Corporate Director of Resources
Portfolio Holder:	Councillor Sachin Shah, Portfolio Holder for Resources Directorate
Exempt:	No
Decision subject to Call-in:	Yes
Enclosures:	Appendix 1: Community Health & Wellbeing Appendix 2: Corporate Resources Appendix 3: Environment & Enterprise Appendix 4: Children & Families Service

Section 1 – Summary and Recommendations

This report sets out the Council's External Fees & Charges for the financial year 2013/14. Prices will remain static unless Portfolio Holder consent is given for changing prices in-year.

Recommendations:

Cabinet is requested to:

Agree the enclosed Fees & Charges to be implemented (where appropriate) from January 2013.

Agree that changes to cemetery fees will be reviewed, and delegate responsibility to the portfolio holder for Environment and Community Safety to amend fees as necessary.

Reason: (For recommendation)

To allow fees and charges to be set in line with costs and inflationary pressures.

Section 2 – Report

1. Introductory paragraph

- 1.1 This report sets out the Fees & Charges that are proposed to be applied to services for the year 2013/14. Fees & Charges can be changed within the year if portfolio-holder consent is given.
- 1.2 External income is significant to Harrow Council, generating some £27m per annum. Charges are set in most cases to recover the costs of providing services, others are subsidised to ensure equality of access and to achieve wider policy aims.
- 1.3 The report provides the charging details of council services and those offered through the Housing Revenue Account. The policy background to charging is included along with progress of the Commercialisation Project.

2. Background to Fees & Charges

- 2.1 Harrow Council receives income through a wide variety of sources that are summarised as one of the following:
 - 2.1.1 Grants from Central Government & other sources
 - 2.1.2 Local Taxation
 - 2.1.3 Fees & Charges
- 2.2 The 2010 Spending Review set out a clear programme of reducing government grants where revenue support was planned to fall by around 26% between 2011/12 and 2014/15.
- 2.3 Beyond this period the future is unclear, but there is unlikely to be a reversal of this downward trend in central grants, placing significant and continued budget pressure on all Councils.

- 2.4 For Harrow Council, the income derived through exercising powers to charge for Goods & Services through the setting and collection of Fees & Charges provides a mechanism for off-setting the full impact of grant reductions.
- 2.5 In 2012/13, £4.3m of the above income was generated through the services provided under Service Level Agreements to schools alone. Harrow Council are expanding the customer base of many of these services into Brent schools and wider to provide a more stable income base.
- 2.6 Harrow Council responded positively to the economic pressures facing the authority and in 2010 agreed a charging strategy (appendix 1) that provided guidance for budget holders in how to set fees and guidance for members in how to ensure that effective charging strategies were in place.
- 2.7 The setting of Fees & Charges can and does contribute to meeting the Council's objectives. Through the pricing mechanisms and wider market forces, outcomes can be achieved and services can be promoted through variable charging policies and proactive use of fees to promote or dissuade certain social behaviours.
- 2.8 In the main, Fees & Charges should be set at a level where the full cost of provision is recovered through the price structure. However in many circumstances the charges are reduced through subsidy to meet broader Council priorities.

3. Legal Implications: Powers to Charge

- 3.1 Local authorities have a variety of powers to charge for specific statutory services set out in statute.
- 3.2 The Local Government Act 2003 also provides a power to trade and power to charge for discretionary services.
- 3.3 The power to trade is currently available to all authorities. Within the powers the authority must:
 - 3.3.1 Trade through a company
 - 3.3.2 Prepare & approve a business plan
 - 3.3.3 Recover the costs of the goods & services provided
- 3.4 The benefit of formally trading is that through a trading the trading company in association with the Council, can seek to profit from the sale of goods and services where under other powers to charge, profits cannot be shown over any 3 year period.
- 3.5 The decision to set up a trading company may suit a number of applications but should be fully appraised before any action is taken.

There are number of new requirements in running a trading organisation that are not required under local authority law, one such need is expertise in taxation and company law which may have to be bought in from elsewhere, should Harrow Council choose to use a trading company.

- 3.6 Where authorities have a duty to provide a statutory service free of charge to a certain standard, no charge can be made for delivery to that standard, however delivery beyond that point may constitute a discretionary service for which a charge could be made.

4. Charging Policy (2010)

- 4.1 Delivery of the 2010 Charging Policy requires each service to consider each charge in the context of its policy objectives, the competitiveness of the market in which it operates and the effect of price on demand and overall income yield.

- 4.2 The 2010 Charging Policy has the following requirements that feed into the successful delivery of the MTFS:

4.2.1 ***Every three years: a major review of all fees & charges should be completed***

4.2.2 ***Commissioning Panel Process: will form part of the review***

4.2.3 ***Portfolio-Holder or Cabinet approval: will be required for any significant changes***

4.2.4 ***Portfolio-Holders: have the authority to adjust charges between the annual reviews in response to market developments***

4.2.5 ***Establishing the legal basis of the charge: will be necessary when introducing a new charge***

- 4.3 The charging policy sets out the factors to consider when reviewing charges are as follows:

4.3.1 *Inflation*

4.3.2 *Competition*

4.3.3 *Trends in demand*

4.3.4 *Customer survey results*

4.3.5 *If a service should cover total costs, direct costs or be subsidised*

4.3.6 *Budget targets*

4.3.7 *Cost-structure in terms of any investments*

4.3.8 *Effectiveness of charging structures*

4.3.9 *Proposed promotions*

4.3.10 *Method & cost of income collection*

- 4.4 Since the adoption of the Policy there have been significant advances by some services in analysing costs and income and setting stretching targets for increasing income levels.

- 4.5 Knowledge and understanding of the policy is rising. Evidence of this is shown by in-year changes being made to charges where greater income can be generated and that within the 2013/14 Commissioning Panel

proposals, income was integrated within overall service plans, increasing the significance of income as a balancing item to maintain service provision and whilst reducing the pressure on other funding sources.

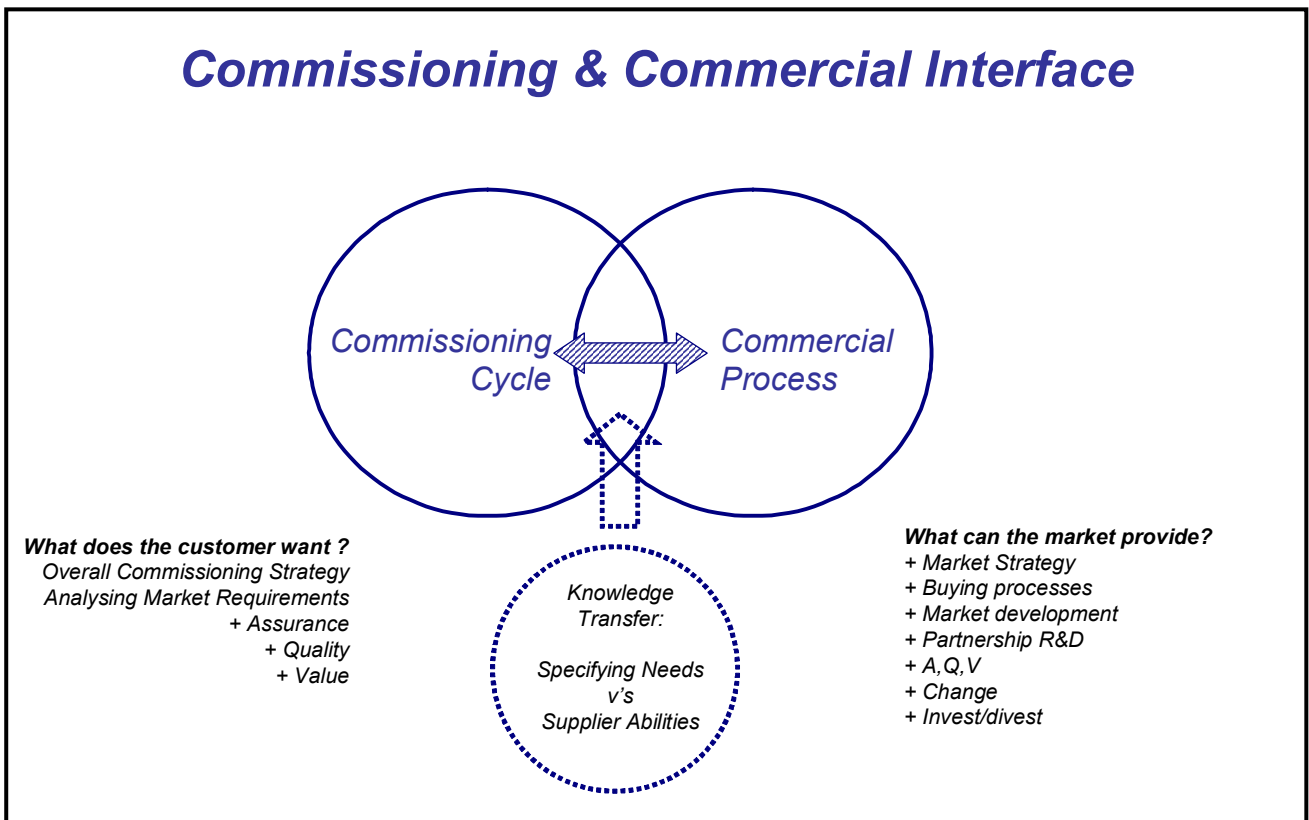
- 4.6 The Commercialisation Project is helping to identify the real costs & income from discretionary services. With better data, service managers are able to make more informed decisions about the future direction of services.
- 4.7 Many income sources were actively discussed within the Commissioning Panels and firm decisions made about short & medium-term service strategies.

5. Commercialisation Project

- 5.1 As the financial challenges of increasingly reduced budgets continue to place pressure on Council Budgets, the importance of generating income from external sources is increasingly significant.
- 5.2 Harrow receives in the region of £27m from a wide variety of external sources. The Commercialisation Project has supported relevant budget managers in understanding the role that external income has for the organisation and identifying ways of increasing overall income, where appropriate.
- 5.3 The Project focuses on the following areas as a strategic approach towards increasing overall income generation and increasing cost-consciousness.
 - 5.31 Providing a training programme for budget managers
 - 5.32 Supporting the training package with practical tools & guidance
 - 5.33 Improving payment processes
 - 5.34 Improving the accuracy of income coding
 - 5.35 Identifying significant income source areas for development
 - 5.36 Expanding catchment areas & customer-base
 - 5.37 Giving support to budget holders in identifying ways of improving the costs of delivery
 - 5.38 Actively managing the school's Service Level Agreements
- 5.4 Application of the above approach has been targeted at a number of high-yield services listed below:
 - 5.41 Trade Waste
 - 5.42 Harrow Helpline & Telecare
 - 5.43 Garages (HRA)
 - 5.44 Pest Control
 - 5.45 Cross-council Fees & Charges
 - 5.46 Room Hire
 - 5.47 Car Parks
- 5.5 In addition to the above, support has been provided to the following areas :

- 5.51 Outselling: Concessionary Transport
- 5.52 Outselling: SIMS Team Support
- 5.53 Outselling: Payroll
- 5.54 Outselling: Finance Management Support
- 5.55 Outselling: Procurement Service for schools

5.6 A key element of the Project was to establish the boundary between Commissioning and Commercialisation which is summarised in the diagram below. The key is that Commissioning focuses on the market (or customer), assessing market requirements and the management of expectations. Commercialisation processes are those more aligned with the supply of services, managing internal and external costs, ensuring that value-adding services are delivered at competitive prices.



5.7 The specific areas for Commercial Processes include supply-chain management & cost control, internal cost-control & adopting LEAN principles, development of operational management metrics & product development.

5.8 To take a 'Commercial Approach' is to minimise the costs required to deliver a service to the customers specification, to maximise the yield from current markets, to identify and expand into new markets where there is a profitable business case and to protect loyal customers who form the back-bone of any commercial company.

5.9 For a local authority there is a responsibility to balance commercial considerations whilst maintaining access to markets. Local authorities can provide concessions and subsidies to ensure ease of access to

achieve policy aims and continue providing services to the residents that are most in need.

- 5.10 Progress in the Commercialisation project has been made in many areas. Most importantly for Harrow Council, Officers recognise the need to taking a commercial approach and have actively sought support in developing service offers and taking pricing and market decisions.
- 5.11 There are a number of areas within Harrow Council that over the last year have shown significant increased total income levels including the following below. These are services that have delivered obvious rises, others have maintained income in difficult markets and have put in place expansion programmes that will increase income in future years.
- 5.11.1 Development Control
 - 5.11.2 Civic Centre Car Parking
 - 5.11.3 Highway Carriage Crossings
 - 5.11.4 Registrars
- 5.12 The Commercialisation project has identified and calculated the profitability of operating the Trade Waste & Pest Control services and has found that these have higher costs than is covered by the income they generate. Trade Waste is a Statutory Service, but charges can be made on the basis of full cost recovery. Information indicates that commercial providers may be able to offer this service at a lower cost than the Council and it is inappropriate for the Council to be subsidising the service to stay competitive. Charges for these services will be based on full cost recovery pending full review of the future of these services.
- 5.13 Commercialisation as a cultural shift will use the examples and practices developed above and will become a mainstream activity with the formation of the Commercial & Procurement Division. The division will form an ongoing and dedicated support function for commercial activity across Harrow Council to take the workstreams and practices further and progress medium-term project aims.

6. Summary of Proposed Changes

- 6.1 **Community Health & Wellbeing (Adults):** Within the proposals, there is an increase of 4% in the charge for day-care provision from £47.75 to £49.65 which reflects a change in line with other boroughs to charge full cost recovery.
- 6.2 Transport charges will be reassessed in April 2013, Meals on Wheels services have applied a 4% increase to keep charges in line with costs.
- 6.3 **Community Health & Wellbeing (Housing):** Bed & Breakfast charges have been kept to 2012/13 charge levels to maintain the status quo whilst the future of the charging subsidy rules are considered.

- 6.4 Furniture Storage costs have been uplifted by 8% to keep in line with the costs of providing the service, although no charge is made for the collection of furniture to keep costs affordable.
- 6.5 No change is proposed in the Hostel charges or for Private Sector Leased Temporary Accommodation or Affordable Housing Validation. Fees for the 'Help2Let' service have been introduced for 2013/14 to cover the costs of providing the service.

Community Health & Wellbeing (Community & Cultural Services):

- 6.6 A number of library charges (books & audio recordings, spoken word recordings, language courses, reservations) have been increased to move towards a greater level of cost-recovery.
- 6.7 Reducing the costs of services has allowed reductions in the charges for memory sticks & larger orders of spoken word recording.
- 6.8 Harrow Arts Centre have increased overall income for 2012/13 and continue to operate successfully within a highly competitive arts, hospitality and function booking market.
- 6.9 The Arts Centre have been able to maintain the stepped booking cost structures that promote arts and community groups whilst generating economic gain from private performance and event bookings
- 6.10 ***Environment & Enterprise:*** Many of the fees & charges raised within Environment & Enterprise are considered to be price-sensitive. The majority have been raised by or around the 4% corporate assumption. Charges in parks, open spaces & waste have been kept low due to customer price sensitivity and common access to services.
- 6.11 Prices have been realigned to recover cost for Fly-tipping removal, fees for large outdoor events, replacement wheeled bins and crossover charges
- 6.12 Highways Enforcement charges have raised to ensure a greater level of cost-recovery as have the development control and planning support charges.
- 6.13 Cemeteries and internment fees, the availability and capacity for burial land is limited within for the borough. This capacity would not be maintained between inner London cemeteries and Harrow if a differential price was not in place.
- 6.14 ***Planning Charges: (Planning Fees)*** are set by Statute. Benchmarking work in Planning under a national project has confirmed that for London based local planning authorities planning fees cover no more than half of the actual direct service cost. For building control, the fee schedule currently in use in Harrow covers the full cost (allowed for by CIPFA regulation of such charges) in providing the service.

- 6.15 Whilst awaiting the outcome of the government's consultation on planning fees, as part of a continued focus on income, the Development Management team has reviewed the charging regime for pre application advice in response to feedback and the proposed migration of the service to Access Harrow. The new fee structure seeks to simplify charges and reflect more sophisticated customer need profiling following engagement with users.
- 6.16 A new "economy" product for householder pre-application advice and more effective segmentation on charges for mid scale developments aimed at increasing take up of the service (particularly for smaller schemes) is proposed. The changes also respond to recent government regulations to demonstrate a positive and pro-active response to planning proposals.
- 6.17 Charges for copies of publications – now almost all available online - have been increased, whilst charge rates for planning officers (only used where the Council wins an award for costs in its favour) have remained unchanged in the context of the recent terms and conditions review which will lead to real term reductions to officer costs.
- 6.18 **Children & Families Services: (Children's Centres)** a new operating model in the centres has increased the focus on external income and delivered a £150k additional net income.
- 6.19 **Children & Families Services: (Play Schemes)** The changing needs of the centres' users, has been factored into a revised service offer. This revised offer has required an increase of 14% to be applied to charges. These charges recover the costs of provision and provide a sustainable future offer for service users.
- 6.20 **Corporate Services: (Helpline, Telecare & Blue-badges)** As an important strand of the Council's Reablement Programme, the Helpline & Telecare packages offer residents a greater level of safety, support and peace of mind required to live independent lives in their own homes.
- 6.21 Many customers of these services are the most dependent in the borough and this is reflected in a small price rise at 2%. This is the standard price to standard customers in Harrow, prices may vary to customers outside of Harrow and as the service package is tailored to customer needs.
- 6.22 Blue-badge processing fees are centrally set and this year a fee for replacement Freedom Passes & Taxi Cards will be introduced and set to a consistent level.
- 6.23 **Corporate Services: (Legal & Governance)** Having set and achieved a 'stretch' income target, changing the cultural focus. Legal & Governance are an area of leading practice in Fees & Charges.
- 6.24 A number of charges within Legal & Governance Services operate in competitive markets, others are set statutory levels. Charges have been

largely kept to inflationary increases, others have been increased to cover a greater proportion of costs such as Civil Ceremonies & Part II Local Land Charges.

7. Financial Implications

- 7.3 For 2013/14, a minimum 4% uplift in Fees & Charges has been set by Corporate Finance to adjust for any inflationary cost increases and to bring income balances up where there is no other charging strategy.
- 7.4 The Fairer Contributions Policy will be reviewed annually to ensure that it reflects any changes to legislation or other policies implemented by the Council
- 7.5 Where services have a more developed charging and income generation strategy, the 4% uplift may not apply as increases in overall yield are the target of such services.
- 7.6 The fees and charges for Adult Social Care, that are used to work out the amount of contributions a person is able to make towards their care package, will be subject to an annual inflationary uplift to those fees and charges. These uplifts will be a part of the Council's wider budget setting process in relation to all fees and charges.
- 7.7 Certain services are operating in competitive markets and are pricing services to maintain demand and income. In these areas marginal cost-recovery is the strategy to continue to provision of services where there is a larger social or economic gain to be made from keeping prices to a minimum.

8. Performance Issues

- 8.1 In order to successfully manage income streams, key income sources have been added to monthly finance reporting processes.
- 8.2 In order to increase the focus on income the finance transformation project is seeking to improve ways of paying to taking more payments with bookings and a greater emphasis towards on-line transactions.
- 8.3 Improving payment processes & policies will reduce the amount of invoices issued and reduce the overall levels of debt. Payment improvement has been integrated into the finance transformation project.

9. Environmental Impact

- 9.1 There are no material environmental impacts from the development and implementation of the Fees & Charges Policy and the changes detailed in the schedules to this report.
- 9.2 Any significant changes to the method of delivering services will be subject to an options appraisal, a part of which will be to assess any environmental consequences of the proposed changes.

10. Risk Management Implications

- 10.1 The Corporate Risk Manager has been actively involved in the development and delivery of the Commercialisation Project.
- 10.2 There is a registered corporate risk that identifies that increasing income is a corporate opportunity and the risk is registered as the potential impact from missing the opportunity available through Schools SLAs and charging more generally.
- 10.3 Reports on this risk are provided on a quarterly basis with follow-up reporting intervals between formal reporting stages.

11. Equalities implications

- 11.1 Section 149 of the Equalities Act 2010 created the public sector equality duty. Section 149 states:-

- (1) A public authority must, in the exercise of its functions, have due regard to the need to:
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

- 11.2 When making decisions in relation to service provision, the Council must take account of the equality duty and in particular any potential impact on protected groups.

- 11.3 EqIAs have been completed for particular service areas to indicate the impact of proposals on particular groups and any mitigating measures that can be taken. A summary of the results are included below. The Council must also take account of other material such as consultation results to determine whether there is a potential positive or negative impact on a specific individual or group of individuals and if so, what mitigating measures can be taken to address this.

- 11.4 *Community & Environment: See October 2011 Cabinet Report for Parking EQIA:* A wide-scale consultation on structural changes to parking charges was undertaken in the summer of 2011 and an equalities impact assessment undertaken. Interim incremental changes in parking fees will be brought into effect in April 2012 and following further consultation, the structural change in parking fees is programmed to be introduced in year. Community fees and charges have been kept as low as possible to increase participation in an active and culturally diverse offer.
- 11.5 *Adult Services: See October 2011 Cabinet Report for EQIA:* As part of the fairer contributions policy, the charges introduced by Adult Services have been agreed through consultation with service users. A full partnership Eq IA was completed within the review which included a cross organisation steering group, consultation with over 10,000 residents including more than 700 people met in person. Only residents who have the means to pay will be affected by the policy, a cumulative analysis of impacts has been completed to manage the introduction of the new policy and ensure that vulnerable groups are not adversely affected.
- 11.6 *Children's Centres: See December 2011 Cabinet Report for EQIA:* the equalities implications of changes to the fee structure of children's centres were all taken into account in the consultation process for the new operating model which was approved by Cabinet in December 2011.
- 11.7 *Legal Services: A scoping Equalities Impact Assessment has been completed for changes in Registrars:* Vulnerable groups and householder groups on lower income have been considered before changes to fees & charges.
- 11.8 *Place Shaping:* Significant areas include Development and Building Control and income from the corporate property estate. Charges for Development Control are largely set by statutory instruments, others are set to cost-recovery, and Building Control fees are set not to exceed total cost of service provision. The corporate estate charges are controlled by an open and competitive market position.
- 11.9 As part of the wider project to look at charging on a Directorate basis, full EqIAs will be completed and provided to the decision maker. Differential charging will be based on the need and ability to pay, this is an important part of the price-setting methodology.
- 11.10 Fees and charges for specific services do affect groups of people in different ways and in some cases will impact on those in a particular protected group more than other people. For example, increases in charges for adult community care services are likely to impact on older people and those with disabilities more than the general population, increases in charges for activities at Children's Centres are likely to impact on families with young children, who will be in a particular age group and pregnant women and those on maternity leave, increases in

sports pitch hire could impact on younger people more than other age groups.

- 11.11 For services such as registration service, fees for ceremonies for marriages and civil partnerships are set at the same rate to ensure no discrimination. Where charges have been increased, these are generally in line with inflation or other market forces. Fees are also increased in accordance with agreed policy, for example the policy for adults community care fees, which was consulted on extensively, permits an annual inflationary increase to fees.

12. Corporate Priorities

- 12.1 ***Keeping neighbourhoods clean, green & safe:*** through the income generated by income, the Council has an increased economy of scale and an increased ability to deliver good value for money services to Harrow residents.
- 12.2 ***United and involved communities: A Council that listens & leads:*** delivering services to an increasingly market-aware customer base in an environment of reducing regulation, the services provided by the Council must improve and become more responsive to customer demands. Improving communication and feedback channels will be part of the review methodology.
- 12.3 ***Supporting and protecting people who are most in need:*** Reviews of subsidy and concessions were completed as part of the Commissioning Panels process.
- 12.4 ***Supporting our town centre, our local shopping centres and businesses:*** Specific fees such as Special Treatment licences have an impact on the vibrancy of local shopping areas and have been kept to an affordable limit to maintain local business activity. Parking charge changes are incremental and likely to have negligible effect on the local economy. Increases in permit prices will help to achieve lower street congestion.

Section 3 - Statutory Officer Clearance

Name: Julie Alderson



Corporate Director of
Resources

Date: 21 November 2012

Name: Sarah Wilson



on behalf of the
Monitoring Officer

Date: 4 December 2012

Section 4 – Performance Officer Clearance

Name: Martin Randall



on behalf of the
Divisional Director
Strategic
Commissioning

Date: 22 November 2012

Section 5 – Environmental Impact Officer Clearance

Name: Andrew Baker



on behalf of the
Divisional Director
Environmental Services

Date: 19 November 2012

Section 6 - Contact Details and Background Papers

Contact: Ben Sellar-Moore, Interim Commercialisation Manager extn: 8218

Background Papers:

2010 Charging Policy
Fees & Charges 2012 EQIA

**Call-In Waived by the
Chairman of Overview
and Scrutiny
Committee**

NOT APPLICABLE

[Call-in applies]

Appendix 1a – Community Health & Wellbeing Fees & Charges

Adults Services

Notes:

The maximum charge for clients in residential and nursing home accommodation in the independent sector is the full cost to the Council. Client contributions are determined by using the Central Government regulations [CRAG] revised annually.

In October 2011, Cabinet approved the proposed changes to the charging system and the implementation of a Fairer Contributions Policy for those living in the community.

Under this policy, all service users who are eligible to receive the proposed chargeable services, except Meals on Wheels, will be required to go through a financial assessment process to determine their ability to pay. The financial assessment process looks at all of the service users weekly income and expenditure levels to determine the amount of contribution, if any, they will be required to make.

Service users who have capital and assets in excess of £23,250 will have to pay full cost of the services provided. The Council will also be applying a “tariff income” or graduated scale to reflect income received on capital and assets held between £14,250 and £23,250 as a part of the financial assessment. The “tariff income” is designed to take into account income received for capital and savings held in bank and building society accounts.

Personal budgets are calculated using the Resource Allocation System (RAS) and determine the level of resources required to meet statutory needs. Contributions towards the cost of care will be charged based on ability to pay calculated through the financial assessment process. The Government have set a target of 70% for personal budgets by the end of 2012-13. Harrow would expect to achieve this resulting in the majority of service users going through the Shop 4 Support market place, meaning that unit costs of individual services will differ by provider.

Note: Supporting People

Service users receiving long-term housing support services funded by the Supporting People (usually sheltered housing for older people) can be charged. The charges are only payable by tenants not eligible for financial support under the Fairer Charging arrangements.

The current charge of up to £15 per week is being affected by changes in funding arrangements for sheltered housing services. This is leading to a reduction in support costs (and subsequently the support charge passed to individuals) and a rise in the service charge levied by the landlord, which is linked to the person’s rent and falls under the Housing Benefit regulations.

These changes do not require a change in the Council’s fees and charges policy at this stage, but this can be reviewed in future years.

Current 2012/2013 £	Proposed 2013/2014 £	Change %
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Social Care Services

1. Daycare (per 5hour session – 10am to 3pm)

The charges proposed are in line with current staff ratios, where increased levels of support are required charges will increase.

In providing services to other local authorities, the principle of full cost recovery will be adopted.

Internally provided services – internal clients	47.75	49.65	4
Internally provided services – external clients	N/A	77.30	N/A

2. Transport (per journey)

The charges for internally provided services will be re-calculated in April 2013 as part of the route planning process.

Internally provided – rate per day	28.50	28.50	0
Cash personal budget per day	10 to 15	10 to 15	0

3. Charges for Meals on Wheels, at day centres & luncheon club (per meal)

1. Frozen meals	3.05	3.50	14.7
2. Hot meals	4.75	4.90	4

Note: Revised Fees & Charges will be implemented from April 2013 to align with Financial Assessment Reviews.

Appendix 1b – Community Health & Wellbeing Fees & Charges

Housing Services

	Current 2012/2013 £	Proposed 2013/2014 £	Change %
1. Charges for Bed and Breakfast Accommodation	173.08 per week	173.08 per week	0
<i>** Note: The Housing Benefit subsidy rules changed from 1st April 2010, so that councils can only recover bed and breakfast charges at a rate equivalent to the 1 bed Local Housing Allowance for January 2011. The current arrangements have now been extended until October 2013, but the position thereafter is not clear. We are therefore proposing no change from the current year's position.</i>			
2. Charges for Furniture Storage - per week	41.61	45.00	8
<i>** Note: Fees are a recharge of the full storage cost for new applicants, but no charge is raised for removal, as this large cost would be beyond most household's abilities to pay at a time when they are facing homelessness.</i>			
3. Hostels			
Single Room	250.68	250.68	0
Double Room	307.02	250.68	0
Triple Room	339.59	300.00	0
Quad Room	365.46	300.00	0
Flat let	966.69	966.69	0
<i>** Note: Vernon Lodge – hostel managed by Genesis HA formerly called Paddington Churches Housing Association. The management agreement is being reviewed to take account of the impact of the overall benefit cap. Any household whose income prevents them from receiving housing benefit for this accommodation will be offered assistance to obtain alternative housing in the private rented sector.</i>			
<i>Where benefits are capped for a family below the rent charged, lower cost accommodation, likely to be outside Harrow, will be offered.</i>			

	Current 2012/2013 £	Proposed 2013/2014 £	Change %
4. Private Sector Leased Temp Accommodation			
1 Bedroom Accommodation	197.77	197.77	0
2 Bedroom Accommodation	237.31	237.31	0
3 Bedroom Accommodation	309.30	309.30	0
4 Bedroom Accommodation	361.92	361.92	0
5 Bedroom Accommodation	375.00	375.00	0
<p>** Note: The actual costs are based on the Local Housing Allowance (LHA) for the size of the accommodation in January 2011. The maximum rent we can charge is 10% below LHA plus £40. Tenants are eligible for the full cost to be covered by HB. This arrangement was due to end on 31st March 2013, but has now been extended until October 2013. Arrangements thereafter are uncertain, so we are proposing not to change the current year's assumptions.</p> <p><i>Different figures will apply for accommodation outside Harrow but will follow the same formula. We will want to charge the maximum recoverable under HB subsidy rules, but at present neither the formula nor rates for next year have been issued.</i></p>			
5. Help2Let Charges to Landlords			
Tenant Finder Service	N/A	1 week's rent + VAT	New Service
Management Service	N/A	8-10% of annual rent per annum + VAT	New Service
<p>** Note: These are the charges that were introduced in October 2010. There is no change in the method or level of charging for 2013/14.</p>			
6. Affordable Housing Validation			
Charge per proposal	1,500	1,500	0

Appendix 1c – Community Health & Wellbeing Fees & Charges

Community & Cultural Services

%	Current 2012/2013 £	Proposed 2013/2014 £	Change %
1. Library Services, fines (per item per day open)			
Books and audio recordings (14+ yrs)	0.20	0.22	10%
Books and audio recordings (14+ yrs) (Concessionary Rate)		0.11	New
Videos & DVD's adults 14+ years	1.00	1.00	0%
Videos & DVD's adults 14+ years (Concessionary Rate)		0.50	New
Videos & DVD's children	0.50	0.50	0%
Videos & DVD's children (Concessionary Rate)		0.25	New

2. Loans			
CD music recordings (3 weekly)	1.10	1.10	0%
Spoken word recordings (up to 2 items/sets) (3 weekly)	0.60	1.00	67%
Spoken word recordings (3+ items/sets) (3 weekly)	1.20	1.00	-17%
DVDs (children) weekly	1.00	1.00	0%
DVDs (adults) weekly	2.00	1.50	-25%
Language Courses	0.70	0.80	14%
Documentary DVDs	0.50	0.50	0%
Reservations (14 years & over)	1.00	1.20	20%
Reservations concessions (14 years & over)		0.60	new
Replacement Card (14 years and over)	1.40	1.50	7%
Replacement card (under 14 years)	0.70	0.75	7%
Interlibrary loans	5.40	5.80	7%
Photocopies (mono) A4 / A3	0.15/0.25	0.15/0.25	0%
Photocopies (colour)	1.00/1.50	1.00/1.50	0%
Lettings (2 hour letting)	38	40.00	5%
Exhibition Space (Gayton/Stanmore) Commission on sales 10% + VAT	40	40.00	0%
Memory Sticks	6.99	6.50	-7%
Digital Image scans (Private & Personal Use)		5	New
Digital Image scans (Commercial Use)		25	New

Replacement charges: Cost of replacement of lost or damaged stock item

*** Note: Users who are on a local authority register of people with disabilities or are holders of a blue badge parking permit are entitled to the concessionary rate for fines for books, audio recordings, videos & DVDs.*

	Current 2012/2013 £	Proposed 2013/2014 £	Change %
3. Community Lettings			
Sunday use additional charge	6	6.25	4%
<i>** Note: The 2012-2013 rates are valid from 1st September 2012. The Council holds Public liability Insurance, which indemnifies individuals & non-profit organisations against liabilities that may arise from the hire of Council premises. A charge of 7% will apply.</i>			
In certain circumstances, an additional caretaker may be required & charged per hour			
Per hour charge	20	21.00	5%
Use of piano per day	7.50	7.80	4%

(3a) Hire Cost per Hour - Full Charge			
High School Hall	77	80.00	4%
Primary School Hall	56	58.00	4%
Youth Centre Hall	56	58.00	4%
Gymnasium	77	80.00	4%
Classroom	15	15.50	3%
Playground	15	15.50	3%
Kitchen	7	7.30	4%
Drama Studio	35	36.50	4%
Dining Room	56	58.00	4%
Playing Field	15	15.50	3%

(3b) Hire Cost Per Hour - Concession			
High School Hall	39	41.00	5%
Primary School Hall	28	29.00	4%
Youth Centre Hall	28	29.00	4%
Gymnasium	39	41.00	5%
Classroom	8	8.30	4%
Playground	8	8.30	4%
Drama Studio	18	19.00	6%
Dining Room	28	29.00	4%
Playing Field	8	8.30	4%

(3c) Community Notice Boards			
Charge per poster for all 20 locations for 2 weeks (min posting time) A4	32	32.00	0%
Charge per poster for all 20 locations for 2 weeks (min posting time) A3	42	42.00	0%
Charge per A3 poster for an individual board per 2 weeks (min posting time)	n/a	22.00	n/a

	Current 2012/2013 £	Proposed 2013/2014 £	Change %
Charge per poster for an individual board per 2 weeks (min posting time)	12	12.00	0%
Charge for 'special run' for all 20 locations per 2 weeks (min posting time)	84	84.00	0%
Laminating per poster	1	1.00	0%

4. Harrow Arts Centre

*** Note: The 2012-13 rates are valid from 1st September 2012 to 31 August 2013. All lettings are zero rated for VAT. Prices are per hour.*

5. Price Bands (Large Room)

Large Room - Arts Organisation	19	19.50	3%
Large Room - Charity/ Community/ Religious Group	28	30.00	7%
Large Room - Education Institution	32	33.00	3%
Large Room - Function	56	56.00	0%
Large Room - Business	85	88.00	4%
Large Room - Harrow Council	32	33.00	3%

6. Price Band (Small Room)

Small Room - Arts Organisation	9.50	10.00	5%
Small Room - Charity/ Community/ Religious Group	14	15.00	7%
Small Room - Education Institution	18.00	19.00	6%
Small Room - Function	33	35.00	6%
Small Room - Business	43	45.00	5%
Small Room - Harrow Council	18	19.00	6%

	Current 2012/2013 £	Proposed 2013/2014 £	Change %
7. Price Band (Dance Studio)			
Dance Studio - Arts Organisation	22	24.00	9%
Dance Studio - Charity/ Community/ Religious Group	32	34.00	6%
Dance Studio - Education Institution	36	37.00	3%
Dance Studio - Function	58	60.00	3%

8. Price Band (Dance Studio)			
Dance Studio - Business	88	92.00	5%
Dance Studio - Harrow Council	36	37.00	3%

9. Price Band (IT Suite)			
IT Suite	32	33.00	3%

10. Price Band (HES 1/2/3)			
Hatch End Suite 1/2/3 - Arts Organisation	21	22.00	5%
Hatch End Suite 1/2/3 - Charity/ Community/ Religious Group	30	32.00	7%
Hatch End Suite 1/2/3 - Education Institution	34	35.00	3%
Hatch End Suite 1/2/3 - Function	56	58.00	4%
Hatch End Suite 1/2/3 - Business	87	90.00	3%
Hatch End Suite 1/2/3 - Harrow Council	32.50	35.00	8%

11. Price Band (Hall)			
Elliott Hall - Arts Organisation (Meeting only)	90	95.00	6%
Elliott Hall - Charity/ Community/ Religious Group (Meeting only)	90	95.00	6%
The Studio - Arts Organisation (Meeting only)	45	45.00	0%
The Studio - Charity/ Community/ Religious Group (Meeting only)	45	45.00	0%
Technician Support for Hall Hire	35	35.00	0%

	Current 2012/2013 £	Proposed 2013/2014 £	Change %
12. Price Bands (Performance)			
Elliott Hall - Performance 4 hrs Sun-Thu 1 night	717	750	5%
Elliott Hall - Performance 6 hrs Sun-Thu 1 night	921	950	3%
Elliott Hall - Performance 8 hrs Sun-Thu 1 night	1,066	1,150	8%
Elliott Hall - Performance 4 hrs Fri-Sat 1 night	771	800	4%
Elliott Hall - Performance 6 hrs Fri-Sat 1 night	1,001	1,000	0%
Elliott Hall - Performance 8 hrs Fri-Sat 1 night	1,147	1,200	5%
Elliott Hall - Performance 4 hrs Sun-Thu 2-5 nights	649	675	4%
Elliott Hall - Performance 6 hrs Sun-Thu 2-5 nights	818	850	4%
Elliott Hall - Performance 8 hrs Sun-Thu 2-5 nights	964	1,000	4%
Elliott Hall - Performance 4 hrs Fri-Sat 2-5 nights	691	725	5%

13. Price Bands (Performance)			
Elliott Hall - Performance 6 hrs Fri-Sat 2-5 nights	881	925	5%
Elliott Hall - Performance 8 hrs Fri-Sat 2-5 nights	1,027	1,125	10%
Elliott Hall - Performance 4 hrs 6+ nights	668	700	5%
Elliott Hall - Performance 6 hrs 6+ nights	846	900	6%
Elliott Hall - Performance 8 hrs 6+ nights	992	1,100	11%
The Studio - Performance 4 hrs 1 night	330	350	6%
The Studio - Performance 6 hrs 1 night	403	425	5%
The Studio - Performance 8 hrs 1 night	476	500	5%
The Studio - Performance 4 hrs 2-5 nights	308	325	6%
The Studio - Performance 6 hrs 2-5 nights	381	400	5%
The Studio - Performance 8 hrs 2-5 nights	454	475	5%
The Studio - Performance 4 hrs 6+ nights	298	300	1%
The Studio - Performance 6 hrs 6+ nights	371	375	1%

	Current 2012/2013 £	Proposed 2013/2014 £	Change %
The Studio - Performance 8 hrs 6+ nights	444	450	1%

14. Price Bands (Function)			
Elliott Hall - Function 4 hrs Mon-Thu	753	800	6%
Elliott Hall - Function 4 hrs Fri-Sun	916	950	4%
Elliott Hall - Function 6 hrs Mon-Thu	1,077	1,150	7%
Elliott Hall - Function 6 hrs Fri-Sun	1,321	1,400	6%
Elliott Hall - Function 8 hrs Mon-Thu	1,400	1,400	0%
Elliott Hall - Function 8 hrs Fri-Sun	1,725	1,800	4%
Elliott Hall - Function 4 hrs COUNCIL	576	600	4%
Elliott Hall - Function 6 hrs COUNCIL	814	850	4%
Elliott Hall - Function 8 hrs COUNCIL	1,052	1,100	5%
Elliott Hall - Function Additional Hour	119	225	89%
The Studio - Function 4 hrs	445	500	12%
The Studio - Function 6 hrs	668	700	5%
The Studio - Function 8 hrs	890	900	1%

15. Price Bands (Function)			
The Studio - Function 4 hrs COUNCIL	302	325	8%
The Studio - Function 6 hrs COUNCIL	452	475	5%
The Studio - Function 8 hrs COUNCIL	603	625	4%
The Studio - Function Additional Hour	75	100	33%
Hatch End Suite Complete - Function 4 hrs	509	550	8%
Hatch End Suite Complete - Function 6 hrs	764	800	5%
Hatch End Suite Complete - Function 8 hrs	1,019	1,050.00	3%
Hatch End Suite Complete - Function Additional Hour	127	150.00	18%
<i>** Note: Kitchen included with Elliott Hall charge</i>			
Kitchen when booked with The Studio or Hatch End Suite	100	125.00	25%

16. Price Bands (Wedding)			
Elliott Hall with Hatch End Suites Fri-Sun	3,135	3,350.00	7%
Elliott Hall with Hatch End Suites Mon-Thu	2,810	2,950.00	5%
Hatch End Suites Only 4 hrs (undecorated)	510	550.00	8%
Elliott Hall Only Fri-Sun 8 hrs	1,725	1,800.00	4%

	Current 2012/2013 £	Proposed 2013/2014 £	Change %
Elliott Hall Only Fri-Sun 6 hrs	1,321	1,400.00	6%
Elliott Hall Only Mon-Thu 8 hrs	1,400	1,400.00	0%
Elliott Hall Only Mon-Thu 6 hrs	1,077	1,150.00	7%

17. Brochure Advertising			
Events at HAC by Harrow-based group Full Page	94	98.00	4%
Events at HAC by Harrow-based group Half Page	53	55.00	4%
Events at HAC by Harrow-based group Qtr Page	28	29.00	4%
Events at HAC by Other groups Full Page	187	195.00	4%
Events at HAC by Other groups Half Page	106	110.00	4%
Events at HAC by Other groups Qtr Page	56	58.00	4%
Events at HAC by Other groups Web only	44	46.00	5%
Events in Harrow by Other groups Web only	44	46.00	5%
<i>** Note: Events at HAC by Harrow-based group Web only</i>			

18. Box Office Service & Ticket Printing			
Elliott Hall	125	125.00	0%
The Studio	60	60.00	0%
<i>**Note: The Council holds Public liability Insurance, which indemnifies individuals & non-profit organisations against liabilities that may arise from the hire of Council premises. A charge of 7% will apply.</i>			
<i>Catering – these are quoted according to individual requirements and are subject to individual quotes.</i>			
<i>Technical, equipment & other charges – these are quoted according to individual requirements.</i>			

	Current 2012/2013 £	Proposed 2013/2014 £	Change %
Harrow Museum & Tithe Barn			
19. Hire of the Tithe Barn Only (weekdays day-time)			
Charities per hour charge	80	85	6%
Council per hour charge	90	95	6%
Private Hire per hour charge	100	105	5%
20. Hire of the Tithe Barn Only (weekends day-time)			
Charities per hour charge	90	95	6%
Council per hour charge	100	105	5%
Private Hire per hour charge	110	115	5%
21. Hire of Tithe Barn Only (weekdays after 7pm until midnight)			
Charities per hour charge	90	95	6%
Council per hour charge	100	105	5%
Private Hire per hour charge	110	115	5%
22. Hire of Tithe Barn Only (weekends after 6pm until midnight)			
Per hour charge	110	135	23%
23. Hire of the whole Tithe Barn site (weekdays day-time)			
Charities per hour charge	100	105	5%
Council per hour charge	110	115	5%
Private Hire per hour charge	140	145	4%
24. Hire of the whole Tithe Barn site (weekdays day-time)			
Charities per hour charge	100	105	5%
Council per hour charge	110	115	5%
Private Hire per hour charge	140	145	4%
25. Hire of the whole Tithe Barn site (weekends day-time)			
Charities per hour charge	100	105	5%
Council per hour charge	120	125	4%
Private Hire per hour charge	150	155	3%
26. Hire of the whole Tithe Barn site (weekdays after 6pm until midnight)			
Per hour charge	150	155	3%
27. Hire of the whole Tithe Barn site (weekends after 6pm until midnight)			
Per hour charge	160	170	6%

	Current 2012/2013 £	Proposed 2013/2014 £	Change %
28. Tithe Barn Refreshments			
Tea and coffee per head			
Council/Charity	0	1	10%
Private hire	0	1.10	9%
29. Tea & coffee per head plus biscuits			
Council/Charity	1.40	1.50	7%
Private hire	1.50	1.60	7%
30. Jug of Fruit Juice			
Council/Charity	4.20	4.50	7%
Private hire	4.70	4.90	4%
Mineral Water – small bottle (all) per head	1	1.00	0%
31. Tithe Barn: Schools events & activities			
Onsite Schools session	£85/half day	95.00	12%
School Loan box service	£20/half term	22.00	10%
Super Saturdays	£3/hour session	4.00	33%
Summer Activities	£3/hour session	4.00	33%
Tuesday Afternoon Talks	£3/hour talk	4.00	33%
Fun House (under 5s, object and music based activity, Wednesday afternoon, Term Time)	Free		
Sunday Music Session	Free		
Harrow-in-Leaf Show	£1,000	1,100	10%
Manor House Tours	£3.30 (child free)	3.50	6%
Cream Tea and Tour private booking per head	£7.30/adult (no concession)	9.50	30%

Appendix 2 – Corporate Resources Fees & Charges

	Current 2012/13 £	Proposed 2013/14 £	Change %
1. Payroll Commissions			
Deductions of Union Dues from Pay (excl VAT)	2.5%	2.5%	0
Admin fee – attachment of earnings (excludes VAT) per deduction	1	1	0
2. Helpline & Telecare			
Helpline	4.89	5.09	4%
Telecare	4.89	5.09	4%
3. Concessionary Travel			
<i>** Note:</i>			
<i>The charge for Blue Badges increased from the 1st January 2012 in line with Government reform</i>			
Blue Badges	10.00	10.00	0
Replacement Freedom Cards <i>*New charge</i>	10.00	10.00	0
Replacement Taxi Cards <i>*New charge</i>	10.00	10.00	0

4. Committee Agendas & Minutes			
Annual subscription to the Cabinet	110	115	4
Planning	110	115	4
Annual subscription to other Committee/Sub-Committee Agendas	50	55	10
Individual copies of Agendas	10	11	10

5. Legal Charges			
Easements	Negotiated	Negotiated	
S.38 Road Agreements	Negotiated	Negotiated	
Dedication Agreements	Negotiated	Negotiated	
Planning Restriction Agreements	Negotiated	Negotiated	
Mortgage Redemption Discharge	120	125	4
Discount Repayment Discharge	120	125	4
Leasehold Registration Fee (Each transaction registered)	100	105	5
Notice of transfer & Mortgage	120	125	4
Leasehold Enquiry Fee (Each property)	90	95	5
Second Mortgage Questionnaire	100	105	5
All other chargeable legal work	Negotiated	Negotiated	
Discount Postponement fee	120	125	4

	Current 2012/13 £	Proposed 2013/14 £	Change %
6. Local Land Charges			
Additional Enquiries - Part I (inclusive of Official Statutory £6 fee)	170	180	6
Additional Parcel	6	6.50	8
Additional Enquiries - Part II	10	15	50
Additional Enquiries - Added by Solicitors	24	25	4
NLIS search - Part I	170	180	6

7. Solicitors' Miscellaneous Queries			
External (hourly) rates are advised by the Law Society			
Principal Solicitors/Senior Lawyers	270	280	4
Senior Assistant Lawyers	270	280	4
Assistant Lawyers	170	180	5
Legal assistants/Trainee Solicitors	130	140	5

8. Copying Documents			
A4 per page	0.10	0.10	0
A3 per page	0.10	0.10	0

9. Registration Services			
9a. Citizenship Ceremonies			
Private Ceremony (individual) first family member	117	120	2.5
Private ceremony additional family member (adult) per person	62	65	5
Private ceremony (couples)	180	190	6
Group ceremony (Statutory)	80	80	0
Photograph	15	15	0

9b. Additional Ceremonies (excl VAT)			
Baby naming (Moat Room) Mon to Fri	155	155	0
Baby naming (Moat Room) Sat	190	200	5
Baby naming (Moat Room) Sun & BH	235	250	6
Baby naming (external venues) Mon to Fri	160	170	6
Baby naming (external venues) Sat	200	215	7
Baby naming (external venues only) Sun & BH	240	250	4
Renewal of Marriage Vows / Commitment ceremony (new service (Moat Room) Mon to Fri	155	155	0

	Current 2012/13 £	Proposed 2013/14 £	Change %
Renewal of Marriage Vows / Commitment ceremony (new service) (moat Room) Sat	190	200	5
Renewal of Marriage Vows / Commitment ceremony (new service) (Moat Room) Sun	235	250	6
Renewal of Marriage Vows / commitment ceremony (new service) Mon to Fri (external venues).	160	170	6
Renewal of Marriage Vows / Commitment Ceremony (new service) external venue Sat	200	215	7
Renewal of Marriage Vows / Commitment ceremony (new service) Sun & BH (external venues).	240	250	4

9c. Nationality Checking Service (incl VAT)			
Individual Applicant (Mon-Fri)	55	57	4
Married Couple (Mon-Fri)	100	105	5
Married Couple & 2 Minors (Mon-Fri)	160	165	3
Each additional Minor (Mon-Fri)	30	33	10
Individual Minor independent of parent (Mon-Fri)	30	33	10
Civil Partnership Couple (Mon-Fri)	100	105	5
Civil Partnership & 2 adopted minors	160	165	3

9d. Marriage & Civil Partnerships			
Conduct Civil Marriages / Civil Partnerships at Moat room (Mon-Fri)	80	90	12
Conduct Civil Marriages/CPs at Civic Centre Moat Room (Saturday)	110	150	36
Conduct Civil Marriages/CPs at Civic Centre Middlesex Room (Saturdays)	350	350	0
Conduct Civil Marriages/CPs at Civic Centre Council Chamber (Saturdays)	400	400	0
Conduct Civil Marriages/CPs at Civic Centre Middlesex Room (Sundays)	430	430	0
Conduct Civil Marriages/CPs at Civic Centre Council Chamber (Sundays)	480	480	0
Licensing of premises for conduct of civil marriages / Civil partnerships (3 year period)	1195	1300	8
Licence admin fee (each change of approval / responsible person/holder)	85	90	6
Conduct Civil Marriages/CP's at outside premises (Mon-Fri)	410	410	0
Conduct Civil Marriages/CP's at outside premises (Saturdays)	430	430	0
Conduct Civil Marriages/CP's at outside premises (Sundays and Bank Holidays)	500	500	0

	Current 2012/13 £	Proposed 2013/14 £	Change %
10. Copies of Register of Electors (all statutory)			
Hard Copy for Non- Electoral Purposes – Basic Charge	10	10	0
Hard Copy – Plus cost for 1,000 names	5	5	0
Data Copy for Non-Electoral Purposes – Basic Charge	20	20	0
Data Copy – Plus cost for 1,000 names	1.5	1.50	0

11. Register of Births, Deaths, Marriages & Civil Partnerships (all statutory)			
For entering Notice of Marriage	33.5	33.50	0
Notice of Civil Partnership	33.5	33.50	0
For the attendance of a Superintendent Registrar to take Notice of Marriage or Civil Partnership of a housebound or detained person	49	49	0
For a Superintendent Registrar to attend outside his office for the marriage and civil partnership of a housebound or detained person	85	85	0
For a Registrar to attend a marriage at a register office	40	40	0
For a Registrar to attend a Civil Partnership at a register office	40	40	0
For a Registrar to attend outside his office for the marriage and civil partnership of a housebound or detained person	80	80	0
Certification for worship and registration for marriages of Place of Meeting or Religious Worship	28	28	0
Registration of religious buildings for solemnisation of marriages	120	120	0

12. Certificates (all statutory)			
Standard certificate (RBD/AR)	3.5	3.50	0
Short certificate of birth (SR)	9	9	0
Short certificate of birth at time of registration	Free	Free	0
Short certificate of birth Registrar (additional)	3.5	3.50	0
Certificates for certain statutory purposes after registration	7	7	0
Standard Death certificate (RBD/AR)	3.5	3.50	0
Death certificate of birth (SR)	9	9	0

	Current 2012/13 £	Proposed 2013/14 £	Change %
Death certificate after registration	7	7	0
Certificates for certain statutory purposes after registration	7	7	0

13. Freedom of Information Act (set by ICO)

Where meeting a request is likely to cost in excess of £450, the Council can seek to recover the whole cost, plus VAT, up to a maximum allowed charged @ £25 per hr.	450	450	0
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Appendix 3a: Environment & Enterprise Fees & Charges

Non-Statutory Fees

	Current 2012/13 £	Proposal 2013/14 £	% Change 2013/14
1. Hire of Pavilion tea rooms (per hour)			
General public	7.30	7.60	4.3%
Registered pre school groups	4.20	4.40	5%
2. Tree Donations for Parks & Highways			
	250.00	260.00	4%
3. Allotment Gardens (per year)			
Rent of single pole (25.29 sq mtrs)	4.16	4.26	2%
Concessions	2.08	2.13	2%
Water charge per pole (25.29 sq mtrs) - concessions do not apply	2.08	2.13	2%
Rotavating charge per 25.29 sq mtrs (pole) (5 pole plot minimum size for service)	10.00	10.20	2%
Weed spraying charge per 25.29 sq mtrs (pole) (5 pole plot minimum size for service)	10.00	10.20	2%
4. Fly Tipping Removal			
Removal of fly tip on private land hourly rate (minimum charge of one hour)	200.00	220.00	10%
5. Graffiti Removal			
Removal of graffiti on private land hourly rate (minimum charge of one hour)	96.00	100.00	4%
Sports Fees			
<p><i>**Note: Sports fees have been increased by an average of 2.0% as fees have already reached costs recovery so increase only covers inflationary rise. Customers that book in advance will pay the new rate from April 2013, ad-hoc bookings will be liable from January 2013.</i></p>			
6. Tennis Courts			
Adult hard court rent per hour	7.30	7.50	3%
Junior hard court rent per hour	4.20	4.30	2%
7. Rounders Pitch			
Rental per occasion	60.00	61.20	2%

8. Football, Gaelic Football and Rugby			
<i>(a) Seasonal Pitch Letting (29 week season 1 match per week)</i>			
	Current 2012/13 £	Proposal 2013/14 £	% Change 2013/14
Monday - Saturday (per season) (exempt VAT)	1,570.00	1,601.00	2%
Sunday, Bank Holiday (per season) (exempt VAT)	1,970.00	2,009.00	2%
<i>(b) Occasional Letting (per Match)</i>			
<i>(c) Seasonal Junior Pitch Letting (1 match per week)</i>			
Monday - Saturday (per season) (exempt VAT)	865.00	882.00	2%
Sunday, Bank Holiday (per season) (exempt VAT)	1,220.00	1,244.00	2%
<i>(d) Seasonal Junior Pitch Letting (1 match per week) Without Council Changing Accommodation</i>			
Monday - Saturday (per season) (exempt VAT)	630.00	642.00	2%
Sunday, Bank Holiday (per season) (exempt VAT)	930.00	948.00	2%
(e) Occasional Junior Let (per match)	78.00	80.00	3%
(f) Occasional Junior Pitch Letting (per match) Without Council Changing Accommodation	59.00	60.00	2%
(g) Use of shower and dressing room without use of pitch when available (per team)	48.00	49.00	2%
(h) Football/Rugby Exclusive Use	3,550.00	3,650.00	3%
9. Cricket Pitches			
(a) Seasonal Lettings of 1 Day Per Week per 22 week season (exempt VAT)	3,065.00	3,126.00	2%
(b) Occasional Letting Per Day	170.00	173.00	2%
(c) Cricket exclusive use	5,330.00	5,500.00	3%
10. Providing straight running track as required in Park			
Per hour	105.00	107.00	2%

11. Pitch & Putt			
<i>Fee per round (including use of clubs and ball)</i>			
	Current 2012/13 £	Proposal 2013/14 £	% Change 2013/14
(a) Adults	8.40	8.60	2%
(b) Concessions	4.20	4.30	2%
© Returnable Deposit	5.00	5.10	2%
12. Bowls			
Season Letting	7,270.00	7,400.00	2%
Use of green mat, slip and woods per hour per player	7.30	7.40	1%
13. Rental of Park or Open Space			
Small sports events (up to 150 people) event charge	150.00	153.00	2%
Community events (such as Roxeth Show) per operating day	400.00	405.00	1%
<i>** Note: Fee increase to achieve full cost recovery on service</i>			
Large events, commercial fairs and circuses per operating day	1,250.00	1,500.00	20%
14. Sports Playing Fields (Education Season)			
Football / Rugby Seasonal Saturday (31 week season 1 match per week)	1,680.00	1,713.00	2%
Football / Rugby Seasonal Sunday	2,110.00	2,152.00	2%
<i>Without accommodation</i>			
Football / Rugby Seasonal Saturday (Junior)	925.00	943.00	2%
Football / Rugby Seasonal Sunday (Junior)	1,305.00	1,330.00	2%
Cricket Seasonal (18 week season 1 match per week)	2,510.00	2,560.00	2%
Schools football fixture (31 week season)	840.00	855.00	2%
Schools cricket fixture (18 week season)	1,255.00	1,280.00	2%
Schools football fixture (Casual per match)	40.00	41.00	3%
Schools cricket fixture (Casual per match)	71.00	73.00	3%
15. Cemetery Fees			

Exclusive right of burial inc. Deed of Grant and Number (Muslim, Lawn, Traditional, Cremated Remains - full size plot, Greek)			
	Current 2012/13 £	Proposal 2013/14 £	Change 2013/14 %
Resident	1,945.00	1,945.00	0%
Non-resident	3,890.00	3,890.00	0%
<i>Childs Section, Cremation Plots</i>			
Resident	735.00	735.00	0%
Non-resident	1,410.00	1,410.00	0%

16a. Interment Fees			
Child / Half Plot (Resident)	280.00	280.00	0%
Child Half Plot (Non resident)	560.00	560.00	0%
Over 12 Years old (Resident)	605.00	605.00	0%
Over 12 Years old (Non resident)	1,210.00	1,210.00	0%
Crem Plot (Resident)	190.00	190.00	0%
Crem Plot (Non-resident)	380.00	380.00	0%
Oversized coffin/casket surcharge over 700mm (27") wide	355.00	355.00	0%
Additional fee for 3 Metre depth digging	485.00	485.00	0%
16b. Memorial Rights			
Lawn / Crem Section (Resident)	225.00	225.00	0%
Lawn / Crem Section (Non resident)	450.00	450.00	0%
16c. Memorials (Harrow Borough Only)			
Traditional Section (Child Resident)	225.00	225.00	0%
Traditional Section Child) (Non resident)	450.00	450.00	0%
Traditional Section (Over 12 years old) (Resident)	225.00	225.00	0%
Traditional Section (Over 12 years old) (Non resident)	450.00	450.00	0%
Erection of a vertical memorial in lawn sections (Resident)	225.00	225.00	0%

	Current 2012/13 £	Proposal 2013/14 £	Change 2013/14 %
Memorial Rights vertical memorial in lawn sections (Non resident)	430.00	430.00	0%
Replacement of a flat plaque by an upright memorial	220.00	220.00	0%
Conversion of a flat plaque to a vertical headstone style memorial	77.00	77.00	0%
Provision of an additional flat plaque	115.00	115.00	0%
Replacement of a flat plaque by one of a larger size.	115.00	115.00	0%
Additional inscription to existing memorials.	75.00	75.00	0%
Alterations or additions to existing memorials.	75.00	75.00	0%

16d. Public Graves in which the exclusive right of burial has not been purchased			
Under 12 Years old / Half Plot (Resident)	310.00	310.00	0%
Under 12 years old / Half Plot (Non-resident)	620.00	620.00	0%
Over 12 Years old (Resident)	635.00	635.00	0%
Over 12 Years old (Non-resident)	1,270.00	1,270.00	0%
Oversized coffin/casket surcharge over 700mm (27") wide	345.00	345.00	0%
Additional fee for 3 Metre depth digging	470.00	470.00	0%
16e. Sundry Fees			
Option to Purchase			
(Non-refundable reservation fee)	400.00	400.00	0%
16f. Purchase of Exclusive right of burial only prior to any interment. This includes Deed of Grant and Number Tablet.			
Child (Resident)	735.00	735.00	0%
Child (Non resident)	1,410.00	1,410.00	0%
Over 12 Years old (Resident)	1,860.00	1,860.00	0%
Over 12 Years old (Non resident)	3,720.00	3,720.00	0%
Supplementary charge for plots directly adjacent to paths in Carpenters Park (Resident)	985.00	985.00	0%
Supplementary charge for plots directly adjacent to paths in Carpenters Park (Non-Resident)	1,880.00	1,880.00	0%

	Current 2012/13 £	Proposal 2013/14 £	% Change 2013/14
Single burial in-situe casket (Harrow - New single depth graves only)	530.00	530.00	0%
Memorial Removal for interment (authorisation)	120.00	120.00	0%
Chapel Hire	65.00	65.00	0%
Certificate of burial	60.00	60.00	0%
Transfer of exclusive right of burial	60.00	60.00	0%
Copy of deed of grant of burial rights	45.00	45.00	0%
Cancellation or postponement of a previously arranged interment	165.00	165.00	0%
Manual depth test in a grave space on request.	58.00	58.00	0%
Admin charge for memorial permission re-application memorial permission	55.00	55.00	0%
10 Year Extension to Exclusive Right of Burial (Child Resident)	100.00	100.00	0%
10 Year Extension to Exclusive Right of Burial (Child Non resident)	200.00	200.00	0%
10 Year Extension to Exclusive Right of Burial (Over 12 Years old Resident)	265.00	265.00	0%
10 Year Extension to Exclusive Right of Burial (Over 12 Years old Non resident)	530.00	530.00	0%
16g. Search Fees (Genealogy)			
<i>(Fees are subject to VAT) To search the Cemetery records for an existing grave upon request</i>			
(i) From 1950 to current date	80.00	80.00	0%
(ii) From opening of Cemetery to 1950 for first hour	80.00	80.00	0%
(iii) For every subsequent hour thereafter	70.00	70.00	0%
(iv) Further search where applicable (per hr)	50.00	50.00	0%

17. Standard S38 / 278 supervision fees			
	Current 2012/13 £	Proposal 2013/14 £	% Change 2013/14
Min supervision fee for S38 or S278 works'	1,300.00	2,500.00	92%
<i>** Note: The Council undertakes the supervision of new estate roads that are the subject of a Section 38 Agreement providing for their adoption and highway works associated with new development. The level of charges being calculated on a percentage basis, takes into account rising costs.</i>			
S38 works – design checking and supervision fee (min fee £2,500)	7%	9%	2%
S278 works – design checking and supervision fee (min fee £2,500)	12.50%	14.00%	2%

18. Licences for Projections over the Highway Section 177 Highways Act 1980			
The Council issues licences for canopies and any other projection over the highway, and incurs ongoing administration/inspection costs for which an initial lump sum of £500 is normally charged.	850.00	850.00	0%

19. Vehicles Crossings			
Administration and Supervision Fees			
A charge for provision of estimate for construction of a vehicle crossing non refundable if application proceeds	56.16	70.00	25%
Estimate in 10 working days (non refundable)	111.28	167.00	50%
<i>** Note: the increase in vehicle crossing costs is made to bring the charges closer to cost-recovery.</i>			

20. Street Works Licence			
<i>** Note: Statutory fees under Regulations of the New Roads & Street Works Act 1991 to give companies or individuals temporary status as a statutory undertaker to enable excavations within the public highway. Thames Water Utilities Ltd offer an "at cost" service to individuals under Section 75 of the Act. Being a licensed utility company, a street works licence would not be required.</i>			
VAT exempt	557.00	580.00	4%
Where officers involvement exceeds the statutory functions, as required by the terms of the licence, additional time will be charged to the nearest half an hour (hourly rate shown)	114.00	120.00	5%

21. Highway Tables & Chairs licence			
** Note: <i>A licence made under section 115E of the Highways Act to permit the placing of tables and chairs on the public highway. This also requires a planning application for a new application (see separate charges for this)</i>			
	Current 2012/13 £	Proposal 2013/14 £	% Change 2013/14
Issue of licence (subject to successful application)	500.00	520.00	4%
Annual renewal of licence (subject to successful application)	250.00	260.00	4%

22. Adding or changing a name of an existing property or address			
<i>A charge to make amendments to the National Land and Property Gazetteer</i>			
Minimum charge (up to one hour of officer time)	45.00	46.80	4%
Any period of time in excess of one hour to the nearest half an hour (hourly rate shown)	76.00	79.00	4%

23. Temporary traffic restrictions for highway works (planned)			
** Note: <i>Making of a traffic regulation order and necessary advertising in press and on-street under section 14/1 of the Road Traffic Regulation Act.</i>			
Standard charge for one order	1,500.00	1,560.00	4%
24. Temporary traffic restrictions for highway works (emergency)			
** Note: <i>Making of a traffic regulation order and necessary advertising in press and on-street under section 14/2 of the Road Traffic Regulation Act.</i>			
Standard charge for one order	500.00	520.00	4%

25. Preparation of plans of temporary traffic restrictions / diversion routes for highway works			
** Note: <i>A quotation will be provided based on the nature and extent of the works requested.</i>			
Minimum charge (up to 2 hrs of officer time)	150.00	156.00	4%
Any period of time in excess of one hour to the nearest half an hour (hourly rate shown)	76.00	79.00	4%

26. Damage to footpaths, street lighting etc			
<i>** Note: Recharges for damage caused to footpaths/street lighting/street furniture (administration on-cost added to direct contractor cost).</i>			
Cost Of works (Administrative costs)			
	Current 2012/13 £	Proposal 2013/14 £	Change 2013/14 %
£0 to £1,000		35% or minimum £35	
£1,001 to £2,000		30% or minimum £310	
£2,001 and over		25% or minimum £515	
27. Memorial Seats On the Highway			
Charge for the supply and installation of a standard highway seat (1.8m) as a memorial, dedication or sponsored gift, including the supply and fixing of commemorative plaque.	1,350.00	The cost of supplying & fixing the seat incl. plaque plus 10% administration fee	
The cost of supplying & fixing the seat incl. plaque plus 10% administration fee			

	Current 2012/13 £	Proposal 2013/14 £	Change 2013/14 %
28. Civic Centre Lettings (Increases to reflect recovery of part of the direct overheads)			
<i>All lettings are zero rated for VAT. Prices are for three-hour minimum session</i>			
Council Chamber:			
Mon-Fri	195	200	3%
Each Additional Hour	70	70	0%
Saturday	250	250	0%
Each Additional Hour	85	85	0%
Sunday	325	325	0%
Each Additional Hour	105	105	0%
Committee Rooms 1 & 2 or Gallery:			
Mon-Fri	135	140	4%
Each Additional Hour	50	50	0%
Saturday	175	175	0%
Each Additional Hour	60	60	0%
Sunday	225	225	0%
Each Additional Hour	70	70	0%
Mon-Fri	90	92.50	3%
Each Additional Hour	32.50	32.50	0%
Saturday	115	115	0%
Each Additional Hour	42.50	42.50	0%
Sunday	140	140	0%
Each Additional Hour	50	50	0%
Members' Lounge (By Special Arrangement):			
Mon-Fri	175	180	3%
Each Additional Hour	60	60	0%
Saturday	210	210	0%
Each Additional Hour	70	70	0%
Sunday	265	265	0%
Each Additional Hour	90	90	0%
TV. & Video, or OHP & Screen	20	20	0%
Flipchart	12	12	0%
29.Civic Centre Visitors Car Park Charges (Increases to deter inappropriate use of the car park)			
Up to 1 Hour	1.30	1.40	8%
Up to 2 Hours	2.50	2.50	0%
Up to 3 Hours	4.50	4.50	0%
Up to 6 Hours	8	8	0%
6-24 Hours	15	15	0%

	Current 2012/13 £	Proposal 2013/14 £	% Change 2013/14
30. Special Refuse Collection (Inc VAT)			
Hourly rate (Minimum charge of one hour)	204.88	220	7%
First recyclable item	33.28	35	5%
Second recyclable item	19.76	20	1%
Each subsequent recyclable item	14.56	15	3%
First Non recyclable items	45.76	50	9%
Second Non recyclable items	27.04	30	11%
Each subsequent Non recyclable items	14.56	15	3%
<i>** Note: (1) Half price concessions for residents in receipt of pension credit, income support, or who qualify for an assisted collection. (2) Three (securely tied) black refuse sacks are counted as one item. (Maximum weight per bag = 10 kg)</i>			

31. Clinical Waste Collections			
Supply 10 bags (Inclusive of VAT)	125.84	131	4%
Supply 50 bags (Inclusive of VAT)	562.64	585	4%

32. Supply of Wheeled Bins – Sales (Inclusive of VAT)			
New/additional 240 Litre Waste Bin	45.76	50	9%
New/additional 240 Litre Brown / Blue Bin	45.76	50	9%
Deliver replacement bin	17.68	19.30	9%
Change of bin size	17.68	50	183%
Change Waste Bin to Blue or Brown	FOC	30	
1,100 Litre bin (flats, new developments)	488.80	520	6%
1280 litre recycling bin	562.64	585	4%
<i>** Note: the increase in 'Change in bin size' is made to bring the charges closer to cost-recovery.</i>			

33. Trade Refuse (Excluding of VAT)			
Supply pack of 10 blue sacks	45.76	46.70	2%
Supply pack of 50 blue sacks	204.88	209	2%
120 Litre bin	7.28	7.40	2%
240 Litre bin	9.36	9.50	1%
360 Litre bin	13.52	13.80	2%
660 Litre bin	21.84	22.30	2%
1,100 Litre bin	29.12	29.70	2%
1,280 Litre Bin	31.20	31.80	2%
Paladin	24.96	25.50	2%

34. Collections for Recycling			
240 Litre bin	8.32	8.32	0%
360 Litre bin	10.40	10.40	0%
660 Litre bin	12.48	12.48	0%
1,100 Litre bin	13.52	13.52	0%
1,280 Litre bin	14.56	14.56	0%

	Current 2012/13 £	Proposal 2013/14 £	% Change 2013/14
Ad-hoc trade collection - on normal scheduled day			
Ad-hoc trade collection - not on scheduled day			
Replacement 120/240 litre trade bin	39.52	50	27%
Replacement 360 litre trade bin	79.04	50	-37%
Replacement 660 litre trade bin	385.84	400	4%
Replacement 1100 litre trade bin	425.36	520	22%
Replacement 1280 litre trade bin	489.84	585	19%
Reinstatement of suspended trade contract	134.16	140	4%
Provision of replacement key	69.68	70	0%

35. Clearance of wheeled bin (domestic, recycling or trade) reported by crew (i.e. "Heavy" or "contaminated" etc.)			
"2 wheeled" bin	35.36	36	2%
"4 wheeled" bin	70.72	72	2%
<i>** Note: (1) All new trade contracts must be paid by Direct Debit (2) 5% discount for Direct Debit accounts</i>			
36. Civic Amenity Site			
Disposal of trade waste (per tonne)	208	220	6%
Minimum charge	63	65	3%
Disposal of Green waste or cardboard (per tonne)	63	65	3%
Minimum charge	13	15	15%
Disposal of Scrap Metal (per tonne)	No charge	No charge	
Trade Mattress (price per mattress)	11	12	9%
37. Public Conveniences			
A.P.C charges	0.20	0.20	0%

	Current 2012/13 £	Proposal 2013/14 £	% Change 2013/14
38. Car Parking Charges			
<i>** Note: The changes reflect an overall inflationary increase, but the practicality of the coin denominations mean that the change will vary from site to site. The Council is mindful of the current economic climate, and the need to assist individuals and businesses and is aware that significant increases in charges could lead to a reduction in usage.</i>			
38a. On-street charges			
ZONE A (Pinner)			
BRIDGE STREET (per 30 mins)	0.60	0.60	0%
MARSH ROAD (per 30 mins)	0.40	0.50	25%
ZONE B (Stanmore)			
CHURCH ROAD (per 30 mins)	0.50	0.50	0%
COVERDALE CLOSE (per 30 mins)	0.40	0.50	25%
MERRION AVENUE (per 30 mins)	0.40	0.50	25%
RECTORY LANE (per 30 mins)	0.50	0.50	0%
THE BROADWAY (per 30 mins)	0.50	0.50	0%
ZONE C (Wealdstone)			
SANDRIDGE CLOSE (long stay - per visit)	4.00	4.20	5%
ZONE CA (Wealdstone East)			
CANNING ROAD (per 20 mins)	0.30	0.30	0%
GORDON ROAD (per 20 mins)	0.30	0.30	0%
GRAHAM ROAD (per 20 mins)	0.30	0.30	0%
GRANT ROAD (per 20 mins)	0.30	0.30	0%
HIGH STREET (per 20 mins)	0.30	0.30	0%
LADYSMITH ROAD (per 20 mins)	0.30	0.30	0%
LOCKET ROAD (per 20 mins)	0.30	0.30	0%
MASONS AVE (per 20 mins)	0.30	0.30	0%
MONTROSE ROAD (per 20 mins)	0.30	0.30	0%

	Current 2012/13 £	Proposal 2013/14 £	% Change 2013/14
SPENCER ROAD (per 20 mins)	0.30	0.30	0%
THOMSON ROAD (per 20 mins)	0.30	0.30	0%
WOLSELEY ROAD (per 20 mins)	0.30	0.30	0%
HEADSTONE DRIVE (per 20 mins)	0.30	0.30	0%
WOLSELEY ROAD (per 20 mins)	0.30	0.30	0%
ZONE D (Harrow)			
COLLEGE ROAD (per 10 mins)	0.50	0.50	0%
GREENHILL WAY (per 10 mins)	0.50	0.50	0%
HEADSTONE ROAD (per 15 mins)	0.40	0.40	0%
JUNCTION ROAD (per 15 mins)	0.50	0.60	20%
KYMBERLEY ROAD (per 10 mins)	0.40	0.40	0%
LYON ROAD (per 10 mins)	0.50	0.50	0%
ST JOHN'S ROAD (per 10 mins)	0.50	0.50	0%
STATION ROAD SLIP ROAD (per 10 mins)	0.40	0.40	0%
ZONE E (Harrow)			
GROVE HILL (per 15 mins)	0.50	0.60	20%
LANSDOWNE ROAD (per 15 mins)	0.50	0.60	20%
LOWLANDS ROAD (per 15 mins)	0.50	0.60	20%
PETERBOROUGH ROAD (per 15 mins)	0.50	0.60	20%
WHITEHALL ROAD (per 15 mins)	0.50	0.60	20%
ZONE F (Harrow)			
BONNERSFIELD LANE, near Station Rd junction (per 10 mins)	0.40	0.40	0%
BONNERSFIELD LANE, between Courtfield Ave and Northwick Pk Rd (per 20 mins)	0.50	0.60	20%
BONNERSFIELD LANE, beyond Northwick Park Road (per 30 mins)	0.50	0.60	20%

	Current 2012/13 £	Proposal 2013/14 £	% Change 2013/14
CRYSTAL WAY (per 30 mins)	0.40	0.50	25%
FLAMBARD ROAD (per 20 mins)	0.40	0.40	0%
SHEEPCOTE ROAD (per 10 mins)	0.40	0.40	0%
STATION ROAD (per 10 mins)	0.40	0.40	0%
ZONE H (Stanmore)			
BROCKLEYSIDE (per 20 mins)	0.30	0.40	33%
LONDON ROAD (per 20 mins)	0.30	0.40	33%
ZONE K (Harrow)			
BLAWITH ROAD (per 30 mins)	0.40	0.50	25%
DOMINION PARADE (per 15 mins)	0.50	0.60	20%
HIGH MEAD (per 60 mins)	0.50	0.60	20%
NIBTHWAITE ROAD (per 30 mins)	0.40	0.50	20%
STATION ROAD (per 30 mins)	0.40	0.50	25%
STATION ROAD (per 60 mins)	0.50	0.60	20%
NIBTHWAITE ROAD (per 30 mins)	0.40	0.50	20%
ZONE L (Rayners Lane)			
IMPERIAL DRIVE (per 20 mins)	0.40	0.40	0%
RAYNERS LANE (per 20 mins)	0.40	0.40	0%
VILLAGE WAY EAST (per 20 mins)	0.40	0.40	0%
WARDEN AVENUE (per 20 mins)	0.40	0.40	0%
ZONE M (South Harrow)			
BROOKE AVENUE (per 30 mins)	0.40	0.50	25%
BROOKE AVENUE (long stay - per visit)	4.00	4.20	5%
EASTCOTE ROAD (per 30 mins)	0.50	0.50	0%
NORTHOLT ROAD (per 30 mins)	0.50	0.50	0%

	Current 2012/13 £	Proposal 2013/14 £	% Change 2013/14
PARKFIELD ROAD (per 30 mins)	0.50	0.50	0%
SCARSDALE ROAD (per 30 mins)	0.50	0.50	0%
SHERWOOD ROAD (per 30 mins)	0.40	0.50	25%
SOUTH HILL AVENUE (per 30 mins)	0.40	0.50	25%
SOUTH HILL AVENUE (long stay – per visit)	4.00	4.20	0%
ZONE M (South Harrow) Continued			
STANLEY ROAD (per 30 mins)	0.40	0.50	25%
WARGRAVE ROAD (per 30 mins)	0.50	0.50	0%
WHITBY ROAD (per 30 mins)	0.50	0.50	0%
ZONE N (Sudbury Hill)			
CAVENDISH AVENUE (per 20 mins)	0.20	0.20	0%
FERNBANK AVENUE (per 20 mins)	0.20	0.20	0%
GREENFORD ROAD (per 20 mins)	0.20	0.20	0%
ROSEBANK AVENUE (per 20 mins)	0.20	0.20	0%
ZONE P (Harrow)			
ROSSLYN CRESCENT (per hour)	0.60	0.70	16.7%
ZONE R (Harrow)			
WOODLANDS ROAD (per hour)	0.50	0.60	20%
ZONE R (Harrow)			
ELMWOOD AVENUE (per 20 mins)	0.30	0.30	0%
ZONE TA (Edgware South)			
HANDEL WAY (per 30 mins)	0.60	0.70	16.7%
MEAD ROAD (per 30 mins)	0.60	0.70	16.7%
WHITCHURCH LANE (per 30 mins)	0.60	0.70	16.7%
ZONE TB (Edgware North)			
CANONS DRIVE (per 30 mins)	0.60	0.70	16.7%

	Current 2012/13 £	Proposal 2013/14 £	% Change 2013/14
EDGEWARE ROAD (per 30 mins)	0.60	0.70	16.7%
MONTGOMERY ROAD (per 30 mins)	0.60	0.70	16.7%
RYE WAY (per 30 mins)	0.60	0.70	16.7%

ZONE U (Pinner road & County Roads)			
BEDFORD ROAD (per 30 mins)	0.20	0.20	0%
DEVONSHIRE ROAD (per 30 mins)	0.20	0.20	0%
OXFORD ROAD (per 30 mins)	0.20	0.20	0%
PINNER VIEW (per 30 mins)	0.20	0.20	0%
RUTLAND ROAD (per 30 mins)	0.20	0.20	0%
ZONE V (West Harrow)			
VAUGHAN ROAD (per 30 mins)	0.20	0.20	0%
ZONE W (West Harrow)			
BLENHEIM ROAD (per 30 mins)	0.20	0.20	0%
THE GARDENS (per 30 mins)	0.20	0.20	0%
ZONE X (Burnt Oak)			
BACON LANE (per 30 mins)	0.50	0.50	0%
BURNT OAK BROADWAY (per 30 mins)	0.50	0.50	0%
COLUMBIA AVENUE (per 30 mins)	0.50	0.50	0%
NORTHOLME GARDENS (per 30 mins)	0.50	0.50	0%
OAKLEIGH AVENUE (per 30 mins)	0.50	0.50	0%
SELWYN COURT (per 30 mins)	0.50	0.50	0%
THE CHASE (per 30 mins)	0.50	0.50	0%
THE HIGHLANDS (per 30 mins)	0.50	0.50	0%
VANCOUVER ROAD (per 30 mins)	0.50	0.50	0%
Kenton Pay and display zone			

	Current 2012/13 £	Proposal 2013/14 £	Change 2013/14 %
KENTON ROAD (per 20 mins)	0.30	0.30	0%
MAYFIELD AVENUE (per 20 mins)	0.30	0.30	0%
WILLOWCOURT AVENUE (per 20 mins)	0.30	0.30	0%

Pay and display bays (not in CPZs)			
PINNER ROAD (per 30 mins)	0.50	0.50	0%
HEADSTONE DRIVE outside Kodak (per 30 mins)	0.20	0.20	0%
HIGH STREET stand alone in Edgware (per 30 mins)	0.50	0.50	0%
MILTON ROAD (per hour)	0.50	0.60	20%
STATION ROAD North Harrow (per 30 mins)	0.40	0.40	0%

38b. Off-street Parking			
<i>Note: Off street parking is VAT liable. Prices shown include VAT.</i>			
Queens House (Multi storey)			
Mon - Fri, Midnight - 6.30pm (long stay - per visit)	4.00	4.20	5
Sat, Midnight - 6.30pm (long stay - per visit)	2.50	2.60	4
Sun, 10am - 6pm (long stay - per visit)	2.50	2.60	4
Gayton Rd			
Mon - Fri, Midnight - 6.30pm (long stay - per visit)	4.00	4.20	5
Sat, Midnight - 6.30pm (long stay - per visit)	2.50	2.60	4
Sun, 10am - 6pm (long stay - per visit)	2.50	2.60	4
Davy House			
Mon - Sat, 8.30am - 6.30pm (up to 2hrs)	2.00	2.10	5
Sun, 10.00am - 6.00pm (up to 2hrs)	2.00	2.10	5
Each Additional hour	1.30	1.40	8

	Current 2012/13 £	Proposal 2013/14 £	% Change 2013/14
Vaughan Road			
Mon - Sat, 8.30am - 6.30pm (up to 2hrs)	1.50	1.60	7
Mon - Sat, 8.30am - 6.30pm (up to 4hrs)	2.00	2.10	5
Mon - Sat, 8.30am - 6.30pm (up to 6hrs)	2.60	2.70	4
Mon - Sat, 8.30am - 6.30pm (over 6hrs)	3.20	3.30	3
Sun, 10.00am - 6.00pm (up to 2hrs)	1.50	1.60	7
Sun, 10.00am - 6.00pm (up to 4hrs)	2.00	2.10	5
Sun, 10.00am - 6.00pm (up to 6hrs)	2.60	2.70	4
Sun, 10.00am - 6.00pm (over 6hrs)	3.20	3.30	3
Greenhill Way			
Mon - Sat, 8.30am - 6.30pm (up to 2hrs)	2.40	2.50	4
Sun, 10.00am - 6.00pm (up to 2hrs)	2.40	2.50	4
Each Additional hour	1.30	1.40	8
St Johns Road			
Mon - Sat, 8.30am - 6.30pm (up to 2hrs)	1.90	2.00	5
Sun, 10.00am - 6.00pm (up to 2hrs)	1.90	2.00	5
Each Additional hour	1.20	1.20	0
Palmerston Rd			
Mon - Sat, 8.00am - 6.30pm (per hour)	0.60	0.60	0
Peel House (Multi storey)			
Mon-Sat, 7.30am - 8.30pm (per hour)	0.60	0.60	0
Cambridge Rd			
Mon - fri, 8.00am-6.30pm, first hour free (per hour)	0.50	0.50	0
Mon - fri, 8.00am-6.30pm, over 4 hours (per hour)	3.40	3.50	3

	Current 2012/13 £	Proposal 2013/14 £	% Change 2013/14
Chapel Lane			
Mon - Sat, 8.00am - 6.30pm (per hour)	0.80	0.80	0
Mon - Sat, 8.00am - 6.30pm (over 6 hours)	11.00	11.40	4
Love Lane			
Mon - Sat, 8.00am - 6.30pm (per hour)	0.80	0.80	0
Mon - Sat, 8.00am - 6.30pm (over 6 hours)	11.00	11.40	4
Waxwell Lane			
Mon - Sat, 8.00am - 6.30pm (per hour)	0.80	0.80	0
Mon - Sat, 8.00am - 6.30pm (over 6 hours)	11.00	11.40	4
The Broadway			
Mon - Sat, 8.00am - 6.30pm (per hour)	0.60	0.60	0

38c. On Street Residents Permits

Residents Permits: Annual Charges

1st Vehicle	60.00	62.40	4
2nd Vehicle	90.00	93.60	4
3rd Vehicle	120.00	124.80	4
4th Vehicle	150.00	156.00	4
Environmentally Friendly Vehicles	FOC	-	

38d. On Street Visitors Permits

Note: (50% discount on visitor permits for senior citizens, or disabled residents in receipt of disability benefits or attendance allowance). Permit charges have been amended in accordance with the results of consultation in the Parking Review.

All visitors permits	15.00	15.60	4
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38e. Off - Street Business Permits (Car Parks)			
Pinner, Harrow, Wealdstone, North Harrow			
Reg. No. Specific: 3 months (excl. VAT)	260.00	270.40	4
Reg. No. Specific: 6 months (excl. VAT)	325.00	338.00	4
Reg. No. Specific: Annual (excl. VAT)	470.00	488.80	4

Central Harrow			
Reg. No. specific: 3 months	260.00	270.40	4
Reg. No. specific: 6 months	380.00	395.20	4
Reg. No. specific: Annual	665.00	691.60	4
Company: per annum	720.00	748.80	4
<i>** Note: Off street parking is VAT liable, prices shown in section 39e exclude VAT</i>			

38f. On - Street Business Permits			
Stanmore			
Reg. No. specific: 3 months	260.00	270.40	4
Reg. No. specific: 6 months	325.00	338.00	4
Reg. No. specific: Annual	470.00	488.80	4
Company: per annum	610.00	634.40	4

Edgware			
Reg specific 12 months	350.00	364.00	4
Wealdstone and all other unspecified CPZ areas)			
Reg specific 12 months	350.00	364.00	4

38g. Business Permits Environmentally Friendly Vehicles			
Reg specific 12 months	FOC	-	
<i>** Note: Environmentally friendly vehicles are those propelled by electricity, compressed natural gas, methane gas, liquefied petroleum gas (LPG), hydrogen, methanol or ethanol. Evidence such as vehicle registration document is required to qualify for free parking</i>			

39. Road Traffic Regulation			
<i>** Note: Charges to provide road space for various works plus the stationing of vehicles and equipment have been reviewed and changes are proposed. These proposals are in line with the charges and procedures of neighbouring authorities. Dispensations are used to provide parking for contractors working in a specific locality.</i>			
	Current 2012/13 £	Proposal 2013/14 £	% Change 2013/14
Parking dispensation - per vehicle for two weeks	21.00	22.00	5%
Suspension of parking places	42.00	43.00	2%
<i>Note: Initial application fee includes one bay for one day</i>			
2a. Suspension of parking places - additional bay per day	11.00	12.00	9%
2b. Suspension of parking places - each additional day per bay	11.00	12.00	9%
<i>Note: Where bays are not individually marked, for charging purposes, a bay is a continuous length of 5 meters or part thereof.</i>			
Health Care Permits	21.00	22.00	5%

40. HIA Fee structure			
Jobs designed and supervised, % charged on the cost of all works	15.00	15.00	0%
b) Jobs where no design works required, e.g. Stairlift, minor adaptation etc. but still arranged and supervised, % charged on the cost of all works	15.00	15.00	0%
c) Jobs where external Architect/Surveyor appointed, % charged on the cost of all works	10.00	15.00	50%
<i>** Note: All fees above are subject to a Minimum Fee of £150 on all works</i>			

- It is proposed that 1% of fees received by the HIA are passed to the HIA Hardship fund. Use of the money would be at the discretion of the HART Manager or Senior Surveyors (subject to the agreement of an appropriate authorised signatory) and would include the following:

- Staying Put Grant (for recipients of a means tested benefit) with a repair of £500 or less*
- Small repair bills*
- Contributing towards larger bills where a loan is not feasible*
- As an advance for essential fees (repayable if work proceeds)*
- Home Energy Efficiency Scheme shortfall*
- Provision of materials for Handyperson Scheme*
- Assistance for any other case of hardship where other assistance cannot be obtained*

(In all cases there must be no other appropriate source of financial help. Fees have been related to benchmark and market rates as far as possible. The majority of fees have been increased to ensure cost recovery. All licence and registration fees are outside the scope of VAT. All other fees include VAT except where stated.)

	Current 2012/13 £	Proposal 2013/14 £	% Change 2013/14
41a. Pest Control (Rats and Mice)			
<p><i>** Note: The charging regime has been altered in order to better recover the costs associated with operating the services and benchmark with comparable authorities. The scope of the charging regime has also been altered, allowing private sector tenants to be charged at the residential rather than the commercial rates. In the past, private rental premises have been regarded as commercial businesses but the new regime better reflects the fact that most landlords delegate responsibility for pest control in rental agreements. All pest control prices are regularly reviewed against other council prices and a judgement made on the increases that can be sustained.</i></p>			
Domestic premises (price for a course of treatment, up to three visits)	105.00	110.00	5%
Domestic premises (additional visit and treatment as part of a course of treatment)		30.00	New
Commercial premises (per visit, min 2 visits)	120.00	125.00	4%
Commercial additional half-hour thereafter	50.00	50.00	0%
41b. Wasps			
Colony killed but nest not removed	65.00	68.00	5%
Additional colony treated at the same time as the initial treatment	15.00	20.00	33%
41c. Bed bugs			
Residential premises (3 bed semi size property) (min 2 visits)	230.00	230.00	0%
Bed bugs per additional bedroom (At the same treatment)	25.00	25.00	0%
41d. Cockroaches (domestic premises only)			
Gel baits (for two sequential visits to one premises) (3 bed semi size property)	125.00	130.00	4%
41e. Pharaohs Ants			
Domestic premises	125.00	130.00	4%
Commercial premises (per visit) Minimum charge as priorities allow. This charge is due to resource constraints, when it may not be possible to offer this service in the case of large block treatments.		130.00	
42f Fleas (one visit)	125.00	130.00	4%
42g Other insects (one visit)	125.00	160.00	28%

	Current 2012/13 £	Proposal 2013/14 £	% Change 2013/14
42h Squirrels (Domestic owner/occupied properties) (2 visits 5 days apart)	105.00	105.00	0%
Pest proofing (labour per hour)	50.00	50.00	0%
Survey fee (refundable against treatment if accepted)	25.00	25.00	0%
Missed appointment fee	25.00	25.00	0%
Dead animal collection and disposal service	30.00	30.00	0%
Stray dog return to owner within borough		50.00	new
Stray dog return to owner from kennels fee	53.00	75.00	42%
Charge for kennelling at cost (per day)	11.00	At cost	
Concession (in receipt of housing or council tax benefit) 25% reduction from the domestic premises rate.	75% of domestic rate	75% of domestic rate	

42. Condemnation Certificate for Food Considered Unfit for Human Consumption			
The fee is per half hour. The fee reflects the cost of undertaking the service with two officer visits.	100.00	105.00	5%
42. Amendments to Registers			
Where a fee can be charged, the fee reflects the cost of undertaking the service	50.00	50.00	0%
44. Training Courses			
<i>** Note: Note All training relating to food and health & safety is bench marked against other local providers and is priced to cover costs and to compete with other providers Outside Scope of VAT</i>			
a. Foundation Certificate in Food Hygiene or Health & Safety	80.00	80.00	0%
b. Foundation Certificate in Food Hygiene exam resit	20.00	20.00	0%
c. Basic Food Hygiene Update – Level 1	50.00	50.00	0%
d. Intermediate Food Hygiene Course (3 Days)	220.00	220.00	0%
e. Intermediate Food Hygiene Course Exam resit	140.00	140.00	0%
f. Intermediate Course reduced fee for Harrow staff linked to the training of Social Services staff in food hygiene.	70.00	70.00	0%
g. Intermediate Course reduced fee for Harrow staff, (exam re-sit at cost)	45.00	45.00	0%

	Current 2012/13 £	Proposal 2013/14 £	% Change 2013/14
h. Advanced Food Hygiene Course (5 Days)	550.00	550.00	0%
i. Advanced Food Hygiene Course Exam Re-sit	150.00	150.00	0%
j. Advanced Course reduced fee for Harrow Teachers linked to the training of Harrow school pupils in food hygiene.	70.00	70.00	0%
k. Advanced Course reduced fee for Harrow Teachers, Exam re-sit (at cost)	45.00	45.00	0%
l. Half Day Course	45.00	45.00	0%
m. Full Day Course	80.00	80.00	0%
n. Foundation Certificate in Food Hygiene taught in a client's own premises within the Borough. Up to a maximum of 25 persons per course. Additional charges for any travel outside the borough, subject to full recovery of costs and administration.		On agreement	
o. National Certificate for Personal License Holders, level 2 qualification. Course provided by external tutor	185.00	185.00	0%
p. Standard fee for up to 15 candidates	855.00	900.00	5%
q. Additional fee per candidate over 15 (subject to maximum of 25 persons)	40.00	40.00	0%
** Note: All courses are offered subject to the availability of staff to undertake the work, in addition to their normal duties. The increases proposed are in line with the charges made by other providers. Concessionary discounts for local authority catering staff, bona-fide charities, the unemployed etc. at 25% off standard charge.			

45. Food Hygiene Trainer Packs

**** Note: The Training Pack was produced and updated by the Health Promotion Team in the Environmental Health Division. It is intended that packs would chiefly be sold to candidates on the Council's Advanced Food Hygiene Course.**

a) New Packs	115.00	115.00	0%
b) Packs to Harrow Schools (at cost) outside the scope of VAT	65.00	65.00	0%
c) Computer based Training Pack	195.00	195.00	0%
** Note: It is proposed to market a Trainer Pack based on a system developed for internal use. The charge is at a level based on equivalent products, but will be reviewed in future years in the light of sales.			

	Current 2012/13 £	Proposal 2013/14 £	% Change 2013/14
46. Copies of entries on Public Register			
<i>** Note: Where a fee can be charged, this charge is where the extraction of data from a computer or other data source requires the processing of records, or search of records to provide a copy (excluding the Food Premises Register). ** Note: Set at the same rate for Data Protection Act requests</i>			
Data Extraction	10.00	10.00	0%
Copy charge per A4 page	2.00	2.00	0%

47. Copies of entries on Food Premises Register			
<i>** Note: Under the Food Premises (Registration) Regulations 1991 members of the public can inspect the register held by the Council free of charge, but a charge may be made for providing copies of entries.</i>			
a) Single entry (up to 100 entries)	5.00	10.00	100%
b) Part Register (100 entries)		300.00	new
c) Part Register (200 entries)	340.00	600.00	76%
d) Part/Whole Register	870.00	1,000.00	15%

	Current 2012/13 £	Proposal 2013/14 £	% Change 2013/14
48. Occasional Licences			
1st Day Charge -estimated Capacity (persons)			
Up to 100	78.00	80.00	3%
101 - 200	156.00	160.00	3%
201 - 300	234.00	240.00	3%
301 - 600	468.00	480.00	3%
601 - 1,000	890.24	920.00	3%
1,001 - 5,000	1,335.36	1,380.00	3%
Additional Days Charge - estimated capacity (persons)			
Up to 100	17.68	18.00	2%
101 - 200	34.32	36.00	5%
201 - 300	50.96	53.00	4%
49. Poisons			
(Poisons Act 1972)			
(a) Inclusion of person on list of those entitled to sell poison	75.00	75.00	0%
(b) Alteration of list	25.00	25.00	0%
(c) Retention of name on list in any year subsequent to post entry	75.00	75.00	0%
d) Entry of name in respect of more than one set of premises for each additional set.	75.00	75.00	0%
(e) Retention of name in respect of each additional set.	75.00	75.00	0%

50. Environmental Information (regulations)			
<p><i>** Note: Access to this information is in most circumstances free of charge. However reasonable charges can be made for supplying additional information. Charges, where levied, will be chiefly for the copying of documents, officer time to provide more detailed work including, for example the review or preparation of reports, letter, opinions, etc. The Council also receives periodic requests for information, which do not fall under the remit of the above regulations. The same fee is applied to reflect the cost of provision of this service. The charging structure includes the waiver of fees for provision of information to individuals and organisations of a registered charity. In this way the charging structure is not intended to be detrimental to such persons or bodies with a genuine interest in the local environment.</i></p>			
	Current 2012/13 £	Proposal 2013/14 £	% Change 2013/14
Minimum charge:			
Allowing one hour of officer time (outside scope of VAT)	55.00	75.00	36%
Additional time:			
Every hour or part hour thereafter (outside scope of VAT)	55.00	75.00	36%
Fees for copies:			
A4 photocopy (where copying has to be put out to a commercial company, fees are the commercial copy costs plus any costs to the council.)	0.20	0.20	0%

51. Health, Safety and Environmental Information per hour or part hour			
The Authority may be requested to provide a statement of fact or provide information with regard to civil/statutory investigations undertaken by the Council. The Health & Safety at work act permits a fee to be charged for the provision of this information	55.00	75.00	36%

52. Immigration Employment Requests			
<p><i>** Note: The service (principally food team) receives an increasing number of requests from business that are seeking immigration clearance for employees entering the UK for employment purposes. The request requires official notification that the business is registered and or licensed with the council and is trading within its area.</i></p>			
Allowing one hour of officer time (outside scope of VAT)	70.00	75.00	7%
Every hour or part hour thereafter (outside scope of VAT)	70.00	75.00	7%

53. Health Certificates			
Companies requests for health certificates for foods being exported outside the EC (outside scope of VAT).	65.00	100.00	54%

54. Immigration Inspections			
<i>** Note: The Council responding to requests, provides a letter to the British High Commission in respect of accommodation being fit for purpose.</i>			
Inspection of property and provision of report for immigration purposes. Includes VAT at standard rate	125.00	130.00	4%
55. Service of Hazard Awareness Notice			
up to 4 hazards		244.00	new
5 or more hazards		407.00	new
56. Prohibition/Emergency Prohibition Orders			
up to 4 hazards		295.00	new
5 or more hazards		407.00	new
Emergency Remedial Action		173.00	new
Demolition Order		280.00	new
Review a Suspended Notice/Order		84.00	new
57. Scrap Metal and Salvage			
<i>** Note: The Vehicle (Crime) Act 2001 and associated Motor Salvage Operators Regulations 2002 introduced controls essentially similar to the Scrap Metal legislation. A fee is payable.</i>			
Motor Salvage Operators Regulations 2002	225.00	230.00	2%

58. Highways Enforcement

**** Note: Skip (per month)** Where a skip is identified that does not have a permit the council may issue a permit whether or not prosecution is deemed appropriate. The fee for such a 'retrospective' application is twice the initial fee. The fee for a 'retrospective' renewal application is twice the renewal fee. Officers will exercise discretion to make the standard charge where there is evidence that the company genuinely endeavoured to apply for the permit in advance.

	Current 2012/13 £	Proposal 2013/14 £	% Change 2013/14
Skip (per month)	40	45	13%
Skip Renewal (per month)	35	40	14%

**** Note: The deposit required from builders, developers, etc for the positioning of materials on the highway is being increased from £100 to £200. This deposit is fully or partially refunded, depending on any necessary repairs or reinstatement works. The change reflects increases in costs of works by contractors and protects the council if costs exceed the current amount of the deposit.**

59. Building Materials on the Highway

Deposit (subject to highway damage)	200	200	0%
First month	80	100	25%
Renewal (per month)	70	80	14%

60. CCTV Fees

**** Note: Under the Data Protection Act 1998, Solicitors and members of the public are entitled to view recordings with an option to purchase a copy.**

Viewing: The Data Commissioner has ruled that the fee for viewing of recordings must be a universal sum of £10.00.	10.00	10.00	0%
Copying and Purchase of a recording		Cost +15%	
Search charge to insurers/ solicitors to determine availability of record footage regarding road traffic incidents. (Service provided subject to staff availability and maintained at the same level as Data Protection Requests).		10.00	

	Current 2012/13 £	Proposal 2013/14 £	% Change 2013/14
Charge to insurers of recordings regarding road traffic incidents. (Service provided subject to staff availability).	65.00	70.00	8%

61. Miscellaneous Planning Charges			
61a Harrow Unitary Development Plan			
Harrow UDP (2004)	29.80	29.80	no change
Harrow UDP Map (Only)	12.30	12.30	no change
Commercial Developments Pipeline	4.60	4.60	no change
Industrial Estates - List of companies	4.60	4.60	no change
Large Employers Listing	4.60	4.60	no change
Housing Monitoring Schedules (Twice Yearly)	24.60	24.60	no change
UDP Inquiry Inspector's report (2003)	12.30	12.30	no change

61b. 2001 Census Publications			
Individual Ward/Borough Profiles	1.00	1.00	no change

61c. Other Enquiries and Officer Site Visits			
Officers Time - Minimum Charge			
First Half Hour	58.80	58.80	no change
Second Half Hour	58.80	58.80	no change
Charge per Hour or part thereafter	119.70	119.70	no change

61d. Planning Development Documents			
Core Strategy		40.00	New
Inspectors Report on Core Strategy		40.00	New
Site allocations DPD		40.00	New
AAP		40.00	New
DM Policies/DPD		40.00	New
AMR		40.00	New
SPD Residential Development Guide		15.00	New

62. Building Control Miscellaneous			
62a. Charge for Demolitions			
Processing, inspecting the site, and issuing a counter notice, when a Demolition Notice is submitted to the Building Control Service.	120.00	120.00	no change

	Current 2012/13 £	Proposal 2013/14 £	% Change 2013/14
63. Administration and Monitoring of Section 106 Agreements			
74a. When a monetary contribution is included in the agreement	5% of the overall cost value of the agreement up to a maximum of £50,000	5% of the overall cost value of the agreement up to a maximum of £50,000	
74b. In the absence of any monetary contribution	1,290	1,290	no change

64. Pre-Application Charges			
64a. Major Scale Development - £1400 Fee Plus Officer Charges			
Meeting Category	Per hour for meeting or follow-up advice 25% reduction	Per hour for meeting or follow-up advice 25% reduction	
Min charge £1400 plus additional charges per officer as required	900.00	1400.00	56%
Divisional Director	150.00	200.00	33%

64b. Medium Scale Development - £800/£1400 fee plus officer charges			
1 - 5 Units - £800 5-9 units £1400	Per hour for meeting or follow-up advice 25% reduction	New Proposal	
Min charge £800/£1400 plus per officer charge as required	600.00	800/1,400	
Divisional Director	150.00	200.00	33%

	Current 2012/13 £	Proposal 2013/14 £	% Change 2013/14
64c. Householder/Other			
	Per hour for meeting or follow- up advice 25% reduction	Per hour for meeting or follow- up advice	
Householder/Other - £150 Flat Rate	112.50	150.00	33%
Divisional Director	150.00	200.00	33%
Head of Development Management	112.50	150.00	33%

64d. Staff charge rate in the event of an award of costs			
Hourly rate per officer			
Divisional Director	150.00	200.00	33%
Head of Development Management	112.50	150.00	33%
Head of Policy	112.50	150.00	33%
Area planning team leader	82.50	100.00	21%
Senior/Principal Planning Officer	71.25	75.00	5%
Planning/Enforcement Officer	52.50	75.00	43%
Conservation Officer	71.25	75.00	5%
Affordable Housing Officer	71.25	75.00	5%
Landscaping Officer	71.25	75.00	5%
Highways Officer	71.25	75.00	5%
Urban Design Officer	71.25	75.00	5%
Biodiversity Officer	71.25	75.00	5%
Policy Officer	71.25	75.00	5%
Tree Officer	71.25	75.00	5%

65. Planning & Highway Information Photocopying charges			
Black and White	Per Item	Per Item	
A4 photocopy	0.12	0.12	4%
A3 photocopy	0.24	0.25	4%
A2 photocopy	1.44	1.50	4%
A1 photocopy	1.92	2.00	4%
A0 photocopy	3.12	3.25	4%
Colour			
A4 photocopy	1.20	1.25	4%
A3 photocopy	2.40	2.50	4%
A2 photocopy	24.00	25.00	4%
A1 photocopy	33.00	34.30	4%
A0 photocopy	47.40	49.30	4%

Appendix 3b: Environment & Enterprise Fees & Charges

Statutory Fees

**** Note:**

Statutory fees are subject to change in accordance with legislation. Changes may be made part way through any financial year. Please contact the relevant team to ensure that any fees quoted are the current ones.

All licence, registration and Environmental Permit fees are outside the scope of VAT. All other fees include VAT except where stated.

Statutory Fees & Charges Set by Legislation 1st April 2011

	Current 2012/13 £	Proposal 2013/14 £	Change 2013/14 %
1. Stray Dogs			
Statutory dog return fee	25	25	
2. Local Authority Pollution Control			
** Note:			
<i>The Environmental Protection Act 1990 and Pollution and Prevention and Control Act 1999 require the Secretary of State to set Local Air Pollution Control (LAPC) and Local Authority - Integrated Pollution Prevention and Control (LA-IPPC) fees and charges.</i>			
2a. Application Fee			
Standard Process	1,561	1,579	
Additional fee for operating without a permit PVRI, SWOBs and Dry Cleaners Reduced Fee Activities		1,137	New
PVR I & II combined		148	New
Other Reduced Fee Activities		246	New
Reduced fee activities: Additional fee for operating without a permit		346	New
Standard Mobile Plant for the 1 st & 2 nd applications	1,559	1,579	1
For the 3 rd to 7 th applications	931	943	1
For the 8 th and subsequent applications	472	477	1
Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts			

2b Annual Subsistence Charge

Standard process Low		739	New
Additional amounts charged where a permit is for a combined Part B and waste installation		99	New
Standard process Medium		1,111	New
Additional amounts charged where a permit is for a combined Part B and waste installation		149	New

	Current 2012/13 £	Proposal 2013/14 £	Change 2013/14 %
Standard process High		1,672	New
Additional amounts charged where a permit is for a combined Part B and waste installation		198	New
Reduced fee activities Low		76	New
Reduced fee activities Med		151	New
Reduced fee activities High		227	New
PVR I & II combined Low		108	New
PVR I & II combined Medium		216	New
PVR I & II combined High		326	New
Other Reduced Fee Activities Low		218	New
Other Reduced Fee Activities Medium		349	New
Other Reduced Fee Activities High		524	New
Standard Mobile Plant 1st & 2nd permits Low	611	618	1
Standard Mobile Plant 1st & 2nd permits Medium	978	989	1
Standard Mobile Plant 1st & 2nd permits High	1,467	1,484	1
Standard Mobile Plant 3rd to 7th permits Low	364	368	1
Standard Mobile Plant 3rd to 7th permits Medium	583	590	1
Standard Mobile Plant 3rd to 7th permits High	874	884	1
Standard Mobile Plant 8th and subsequent permits Low	187	189	1
Standard Mobile Plant 8th and subsequent permits Medium	299	302	1
Standard Mobile Plant 8th and subsequent permits High	448	453	1
Late payment Fee		50	New
Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts			
2c Transfer and Surrender			New
Standard process transfer		162	New
Standard process partial transfer		476	New
New operator at low risk reduced fee activity (extra one-off subsistence charge)		75	New
Reduced fee activities: partial transfer		45	New
2d Temporary Transfer for mobiles			New
First transfer		51	New
Repeat following enforcement or warning		51	New
2e Substantial Changes s10 & s11			
Standard Process	994	1,005	1
Standard process where the substantial change results in a new PPC activity		1,579	New
Reduced Fee Activities		98	New
2f LA-IPPC Fees & Charge			

	Current 2012/13 £	Proposal 2013/14 £	Change 2013/14 %
Application	3,181	3,218	1
Additional fee for operating without a permit		1,137	New
Annual Subsistence Low Risk	1,368	1,384	1
Annual Subsistence Medium Risk	1,524	1,541	1
Annual Subsistence High Risk	2,208	2,233	1
Substantial Variation	1,294	1,309	1
Transfer	222	225	1
Partial Transfer	660	668	1
Surrender	660	668	1

3. Game Licences (Statutory)			
Licence to Kill Game – Red	Licences no longer issued		
Licence to Kill Game – Blue	Licences no longer issued		
Licence to Kill Game – Green	Licences no longer issued		
Game Dealer (section 213 LGA 1972)	Licences no longer issued		
To deal in Game (Section 27 LGA 1972)	Licences no longer issued		
4. Liquor, Regulated Entertainment & Late Night refreshment (BEING REVIEWED)			
Non domestic Rateable Value Band			
£0 to £4,300	100	100	
£4,301 to £3,3000	190	190	
£33,001 to £87,000	315	315	
£87,001 to £125,000	450	450	
£125,001 and above	635	635	

5. Premises exclusively or primarily in the business of selling alcohol (BEING REVIEWED)			
Band D	1905	1905	
Band E	900	900	
6. Annual Fee Level (BEING REVIEWED)			
7. Premises exclusively or primarily in the business of selling alcohol			
Band A	70	70	
Band B	80	80	
Band C	295	295	
Band D	640	640	
Band E	1,050	1,050	
8. Exceptionally large events			
Number in attendance at any one time			
5,000 to 9,999	1,000	1,000	
10,000 to 14,999	2,000	2,000	
15,000 to 19,999	4,000	4,000	

20,000 to 29,999	8,000	8,000	
30,000 to 39,999	16,000	16,000	
40,000 to 49,999	24,000	24,000	
50,000 to 59,999	32,000	32,000	
60,000 to 69,999	40,000	40,000	
70,000 to 79,999	48,000	48,000	
80,000 to 89,999	56,000	56,000	
90,000 and over	64,000	64,000	
9. Personal Licences, Temporary Events & Other Fees			
Application for a grant or renewal of personal licence	37	37	
Theft, loss etc. of premises licence or summary	10.5	10.5	
Application for a provisional statement where premises being built etc	315	315	
Notification of change of name or address	10.5	10.5	
Application to vary licence to specify individual as premises supervisor	23	23	
Application for transfer of premises licence	23	23	
Interim authority notice following death etc of licence holder	23	23	
Theft, loss etc of certificate or summary	10.5	10.5	
Notification of change of name or alteration of rules of club	10.5	10.5	
Change of relevant registered address of club	10.5	10.5	
Theft, loss etc of temporary event notice	10.5	10.5	
Theft, loss etc of personal licence	10.5	10.5	
Duty to notify change of name or address	10.5	10.5	
Right of freeholder etc to be notified of licensing matters	21	21	
10. Gambling Act 2005 (BEING REVIEWED)			
Betting Premises Licence Application			
- New	3,000	3,000	0
- Annual fee	600	600	0
- Variation	1,500	1,500	0
- Transfer	1,200	1,200	0
11. Bingo Premises Licence (BEING REVIEWED)			
- New	3,500	3,500	0
- Annual fee	1,000	1,000	0
- Variation	1,750	1,750	0
- Transfer	1,200	1,200	0
12. Adult Gaming Centre (AGC)			
- New	2,000	2,000	0
- Annual fee	1,000	1,000	0
- Variation	1,000	1,000	0
- Transfer	1,200	1,200	0

	Current 2012/13 £	Proposal 2013/14 £	Change 2013/14 %
13. Small Lottery licence			
- New application	40	40	0
- Renewal	20	20	0
Notification of gaming machines in alcohol licensed premises	50	50	0
Notification of more than two machines	100	100	0
Annual fee	50	50	0
Club Gaming Permits	200	200	0
Annual Fee	50	50	0
Club Machine Permits	100	100	0
Annual fee	50	50	0
14. Street Works permits (London Permit Scheme)			
** Note:			
<i>In accordance with the London Permit Scheme. Charges made for a statutory undertaker to apply for a permit to allow street works to be undertaken. Charges are only made if the application is successful.</i>			
14a. Category 0-2 and Traffic Sensitive Streets			
Type of street works (per successful application)			
Provisional Advance Authorisation Type 0,1, 2 or traffic sensitive road	105	105	0
Major works Type 0,1, 2 or traffic sensitive road	234	234	0
Standard works Type 0,1, 2 or traffic sensitive road	130	130	0
Minor works Type 0,1, 2 or traffic sensitive road	65	65	0
Immediate works Type 0,1, 2 or traffic sensitive road	60	60	0
Permit Variation Type 0,1, 2 or traffic sensitive road	45	45	0
14b. Category 3-4 Non-Traffic Sensitive Streets			
Type of street works (per successful application)			
Provisional Advance Authorisation Type 3 or 4 non traffic sensitive road	75	75	0
Major Works Type 3 or 4 non traffic sensitive road	150	150	0
Standard Works Type 3 or 4 non traffic sensitive road	75	75	0
Minor Works Type 3 or 4 non traffic sensitive road	45	45	0
Immediate Works Type 3 or 4 non traffic sensitive road	40	40	0
Permit Variation Type 3 or 4 non traffic sensitive road	35	35	0

15. Street Works - Fixed Penalty Charges			
** Note: <i>Applies to statutory undertakers or holders of street works licenses. FPNs issued as set out in Harrow's policy for the issuing of Fixed Penalty Notices for Street Works Noticing Offences - October 2010</i>			
(i) For offences committed under New Roads and Street works Act 1991 sections 54(5), 55(5), 55(9), 57(4), 70(6), 74. (payment after 36 days)	120	120	0
Discounted amount for early payment (payment within 36 days)	80	80	0
(ii) For working without a permit (payment after 36 days)	500	500	0
Discounted amount for early payment (payment within 36 days)	300	300	0
16. Street works - Inspection fees			
** Note: <i>In accordance with The Street Works (Inspection Fees) (England) Regulations 2002 and subsequent amendments and as set by HAUC(UK)</i>			
Sample Inspection. Charges per inspection	50	50	0
Defect Inspection. Charges per inspection	47.50	47.50	0
Inspection following third party report. Charge for inspection if reinstatement found to be defective	68	68	0
Investigatory Inspection. Charge for inspection if reinstatement found to be defective	50	50	0
17. Street Works - Charges for prolonged occupation of the highway			
** Note: <i>In accordance with The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009 and subsequent amendments</i>			
Carriageway - category 0 & 1 (traffic sensitive) - first 3 days		5,000	New
Carriageway - category 0 & 1 (traffic sensitive) - in excess of 3 days		10,000	New
Carriageway - category 0 & 1 (not traffic sensitive) - first 3 days		2,500	New
Carriageway - category 0 & 1 (not traffic sensitive) - in excess of 3 days		2,500	New
Carriageway - category 2 (traffic sensitive) - first 3 days		3,000	New
Carriageway - category 2 (traffic sensitive) - in excess of 3 days		8,000	New
Carriageway - category 2 (not traffic sensitive) - first 3 days		2,000	New
Carriageway - category 2 (not traffic sensitive) - in excess of 3 days		2,000	New

	Current 2012/13 £	Proposal 2013/14 £	Change 2013/14 %
Carriageway - category 3 & 4 (traffic sensitive) - first 3 days		750	New
Carriageway - category 3 & 4 (traffic sensitive) - in excess of 3 days		750	New
Carriageway - category 3 & 4 (not traffic sensitive) - first 3 days		250	New
Carriageway - category 3 & 4 (not traffic sensitive) - in excess of 3 days		250	New
Footway/verge - category 0 & 1 - per day		2,500	New
Footway/verge - category 2 - per day		2,000	New
Footway/verge - category 3 & 4 - per day		250	New
Site clearance (SLG) by end of next working day of notification		100	New
<i>** Note: there are no category 0 or 1 roads within Harrow currently</i>			

Appendix 4: Children & Families Service Fees & Charges

Children's Centres

The new operating model for Children's Centre, agreed by Cabinet in December 2011, has now been implemented. The proposals included the generation of an additional £150k of net income in respect of the following:

- Income generation from users of any universal provision
- Income generation from room lets including co-location from partners such as health and Harrow College who are currently being subsidised

To develop and embed the income generating strategy the service is looking to appoint a project manager.

A small monthly charge per family is being considered for 2013/14. Cost effective methods of collecting this income are being explored, including collecting donations.

	Actual 2012/13 £	Proposed 2013/14 £	Increase %
1. Children's Centres			
(a) Toy Library Membership			
Family Membership per year	5.00	5.00	0
(b) After school Clubs in Children Centres			
First Child	6.00	6.25	4.2
Sibling	5.00	5.25	5.0
(c) Breakfast Club in Children Centres			
First Child	1.20	1.25	4.2
Sibling	1.00	1.05	5.0
(d) Room Hire			
Cost per Hour			
Room Size 1-10	10.50	11.00	4.8
Room Size 11-20	16.50	17.50	6.1
Room Size 21-30	20.00	21.00	5.0

**** Note: All hourly rates are inclusive of Public Liability Insurance at 7%**

Play Schemes

The play scheme service was revised and rationalised in 2010/11, with the hours being adjusted to reflect service users' needs and charges being increased by 14%. The Childcare Act 2006 requires authorities to secure sufficient childcare for working parents however there is no requirement that the authority provides these services. The in house delivery does have the advantage that it can take social care referrals in respect of vulnerable children.

The charges are set to ensure the service generates adequate income to recovers costs. The aim though is to maximise income generation, so pricing has to remain competitive to ensure the schemes are running at full capacity. Benchmarking highlights that the charges are higher than neighbouring boroughs that still provide playschemes, though they are in line with the average cost of play schemes (as reported in the Daycare Trust's 2012 holiday childcare costs survey).

The income generated in 2012/13 is forecast to total £56k. The increase detailed below would generate an estimated increase of £1.7k in 2013/14. The impact of price on demand will be monitored to quickly identify any reductions in participation.

	Current 2012/13 £	Proposed 2013/14 £	Increase %
2. Holiday Play Schemes			
(a) Play scheme Charges – In Borough			
Short Day (8.30am to 4.30pm) - First Child	18.40	19.00	3.3
Short Day (8.30am to 4.30pm) - Sibling	17.40	18.00	3.4
Long Day (8.30am to 5.30pm session) - First Child	20.40	21.00	2.9
Long Day (8.30am to 5.30pm session) – Sibling	19.40	20.00	3.1
(b) Play scheme Charges – Out Of Borough			
Short Day (8.30am to 4.30pm) - First Child	21.50	22.50	4.7
Short Day (8.30am to 4.30pm) - Sibling	20.50	21.50	4.9
Long Day (8.30am to 5.30pm session) - First Child	23.50	24.50	4.3
Long Day (8.30am to 5.30pm session) – Sibling	22.50	23.50	4.4

Teachers' Centre

Since August 2012 the majority of the teacher's centre site has been leased to the Avanti House Free School on a short term lease. This restricts the rooms available to hire to just the Gymnasium and Hall during evenings, weekends and holidays.

	Current 2012/13 £	Proposed 2013/14 £	Change %
3. Teachers' Centre			
1.1 Room Hire Charges (External Customers)			
(a) Evenings and Weekends			
Hall	91.50	95.00	3.8
Gymnasium	68.50	71.00	3.6
(b) Public Holidays			
Hall	111.00	115.00	3.6
Gymnasium	91.00	94.50	3.8