

LONDON BOROUGH OF HARROW

Meeting:	Cabinet
Date:	17 February 2004
Subject:	Fees and Charges Review
Key decision:	No
Responsible Chief Officer:	Chief Executive and the Executive Director (Business Connections)
Relevant Portfolio Holder:	Finance and Human Resources and Performance Management
Status:	Part 1
Ward:	All
Enclosures:	Appendices A. Council Policy B. Chief Executives Office C. Organisational Development D. People First E. Urban Living F. Traffic and Road Safety Advisory Panel 3 December 2003 recommendation

1. Summary

1. This report sets out the fees and charges collected by the service departments for the current year together with the proposed charges for 2004-2005. The Council's policy on fees and charges is attached at enclosure (A).

2. Recommendations (for Cabinet)

The Cabinet is requested to approve

(i) the recommended charges for 2004-2005 set out in the Appendices.

(ii) the recommendation of the Traffic and Road Safety Advisory Panel 3 December 2003, attached at Appendix F, that the charge for on-street business parking permits should be £300 p.a., to apply to all controlled parking zones in the borough except Harrow Town Centre (defined for this purpose as zones D, E and F and the area abounded by D, E and F), where adequate off-street parking space is available for businesses.

Reason

To enable the revised charges to be implemented

3. Consultation with Ward Councillors

3.1 Not applicable

4. Policy Context (including Relevant Previous Decisions)

4.1 The fees and charges are generally reviewed annually and the last review was on 18 February 2003.

5. Relevance to Corporate Priorities

5.1 The fees and charges included in this report cover all areas of the Council's services and priorities.

6. Background Information

6.1 All fees and charges have been reviewed in line with the Policy set out in Appendix A. Departmental proposals and percentage changes are set out in enclosures (B) to (G). Charges have been rounded up or down, where necessary, to facilitate convenient administration and include VAT where applicable. The proposed increases are generally broadly in line with inflation or the charges are not being increased at all where this is considered uneconomical.

6.2 For completeness the enclosures include a number of fees and charges, where no change is proposed, and those outside the Council's control.

6.3 The Cabinet is asked to note the following in respect of specific charges

Urban Living (section 32)

On-Street Business Parking Permits

6.4 The Traffic and Road Safety Advisory Panel 3 December 2003 are recommending to Cabinet that the Panel (i) recommend to Cabinet, when they consider the annual report on the review of fees and charges, that the charge for on-street business parking permits should be £300 p.a., to apply to all controlled parking zones in the borough except Harrow Town Centre (defined for this purpose as zones D, E and F and the area abounded by D, E and F), where adequate off-street parking space is available for businesses. A copy of the full recommendation is set out at Appendix F.

6.5 The following fees and charges are subject to the Budget Options that were included in the Consultation exercise and are discussed elsewhere on the Agenda.

People First

Domiciliary Care Charges

Meals on wheels

Environmental Health Rodent Control

7. Consultation

7.1 Consultation has taken place with key stakeholders on the charges included in the budget options.

8. Finance Observations

8.1 This is a report of the Executive Director Business Connections.

9. Legal Observations

9.1 None

10. Conclusion

10. This report sets out the recommended fees and charges for 2004-2005 following the annual review.

11. Background papers

Fees and Charges report 2003-2004 budget.

Report to Cabinet 16 December 2003: Budget Review 2004-2005

Anyone wishing to inspect the background papers listed should telephone the following:

Contact Point:

Naresh Chauhan - Finance Manager (Chief Exec/Business Connections/Organisational Development - Tel. 020.8424.1163)

Paula Foulds - Finance Manager (People First - Education Dept. Tel. 020.8424.1140)

Steve Tingle - Finance Manager (Urban Living - Environmental Services /Housing/ Environmental Health. Tel. 020.8424.1010)

Alistair Rush - Interim Head of Finance & Mgt (People First - Social Services. Tel. 020.8424.1353)

12. Author

John Fenwick - Chief Accountant (Tel no: 020 8424 1166)

e-mail: john.fenwick@harrow.gov.uk

**LONDON BOROUGH OF HARROW
FEES & CHARGES - COUNCIL POLICY**

- (i) The Council's charging policy in general, and where legally permissible, is related to the recovery of the full costs of providing the services or facilities based upon the budgeted costs for the year to which the fees or charges relate. Any exceptions to this policy are subject to a Member resolution.
- (ii) Reviews of fees and charges take account of the following:
 - (a) Cost of the services - in particular the effects of inflation.
 - (b) Usage information produced on a regular basis.
 - (c) Increases/reductions in users' available income in relation to income levels and price levels.
 - (d) Effects of general Council policy.
 - (e) Effect on services provided due to demographic changes.
 - (f) Effects on services of extension/reductions in non-Council provision of services or facilities.
 - (g) Effects on services/facilities of changes in tastes and user demand for particular facilities not already provided.
 - (h) Effects on location of services/facilities of transport costs.
 - (i) Charges for similar or alternative facilities provided by other Local Authorities, commercial concerns or private organisations.
- (iii) Reviews of fees and charges are carried out annually except where Members consider benefits or advantages would occur from more frequent reviews.

**LONDON BOROUGH OF HARROW
CHIEF EXECUTIVE'S OFFICE**

FEES AND CHARGES TO OPERATE FROM 1 APRIL 2004

	Present Charge £	Proposed Charge £	% Increase
<u>Borough Secretariat and Legal Services</u>			
1. <u>Minute Book for Municipal Year</u>			
Approved local organisations	28.25	29.00	3%
Individual copy	22.50	23.25	3%
2. <u>Committee/Sub-Committee Agendas & Minutes</u>			
Each Committee/Sub-Committee Agenda p.a.	17.00	17.50	3%
Annual charge to commercial organisations for the provision of Cabinet and Development Control agenda (new charge)	55.00	56.70	3%
Individual copies of Agenda	5.50	5.70	3%
3. <u>Small Lotteries and Gaming Machine Permits – Statutory Fees</u>			
Gaming Machine permits: Section 34 machine	32.00	No change	
Section 34(5e) machine - New application	250.00	No change	
Section 34(5e) machine - Renewal	250.00	No change	
Small Lottery licence - New application	35.00	No change	
- Renewal	17.50	No change	
4. <u>Legal Charges</u>			
Easements	Negotiated		
S.38 Road Agreements	Negotiated		
Dedication Agreements	Negotiated		
Planning Restriction Agreements	Negotiated		
Mortgage Redemption Discharge	75.00	78.00	4%
Discount Repayment Discharge	65.00	68.00	4%
Leasehold Registration Fee (Each transaction registered)	40.00	42.00	4%
Leasehold Enquiry Fee (Each property)	55.00	57.00	4%
Second Mortgage Questionnaire	75.00	78.00	4%
All other chargeable legal work	Negotiated		
Discount Postponement fee	40.00	42.00	4%
5. <u>Solicitors' Miscellaneous Queries</u>			
First half hour	46.00	48.00	4.3%
Second half hour	46.00	48.00	4.3%
Rate per hour or part thereof thereafter.	92.00	95.00	3.2%
6. <u>Copying Documents</u>			
A4 Black & White page	0.85	0.90	5.9%
A3 Page	1.65	1.70	3%

	Present Charge £	Proposed Charge £	% Increase
7. <u>Local Land Charges</u>			
Official Search - Statutory Fee	5.00	No change	
Personal Search - Statutory Fee	10.00	No change	
Additional Enquiries - Part I (inclusive of Official Statutory £6 fee)	195.00	No change	
Additional Parcel	24.00	No change	
Additional Enquiries - Part II	13.00	No change	
Additional Enquiries - Added by Solicitors	24.00	No change	
Duplicate result of Search	16.00	No change	
Cancellation Fee	34.00	No change	
NLIS search - Part I (inclusive of Official Statutory £6 fee)	N/A	160.00	N/A
8. <u>Copies of Register of Electors - All Statutory Fees</u>			
Hard Copy for Non- Electoral Purposes – Basic Charge	10.00	No change	
Hard Copy – Plus cost for 1,000 names	5.00	No change	
Data Copy for Non-Electoral Purposes – Basic Charge	20.00	No change	
Data Copy – Plus cost for 1,000 names	1.50	No change	
<u>Copy of Marked Polling Station Register (Non Statutory)</u>			
Basic charge	5.00	No change	
Plus cost per A4 page	0.30	No change	
9. <u>Register of Births, Deaths and Marriages</u>			
<u>Marriages - All Statutory Fees</u>			
For entering Notice of Marriage	30.00	No change	
For a superintendent registrar to be given a notice, other than at his office for the marriage of a housebound or detained person.	40.00	No change	
For a superintendent registrar to attend outside his office for the marriage of a housebound or detained person.	40.00	No change	
For a registrar to attend a marriage at a register office.	34.00	No change	
For a registrar to attend a marriage outside a register office in a registered religious building.	40.00	No change	
Certifications for worship and registration for marriages of Place of Meeting or Religious Worship.	28.00	No change	
Registration of religious buildings for solemnisation of marriages.	120.00	No change	
<u>Certificate Issued from Local Office - All Statutory Fees</u>			
Standard certificate (SR)	7.00	No change	
Standard certificate (RBD/AR)	3.50	No change	
Short certificate of birth (SR)	5.50	No change	
Short certificate of birth (RBD)	3.50	No change	
Certificates for certain statutory purposes	7.00	No change	
<u>Marriage Act 1994</u>			
Licensing of premises for conduct of civil marriages (3 year period)	875.00	910.00	4%
Renewal of premises licence for conduct of civil marriages	875.00	910.00	4%
Conduct of civil marriages at outside premises (Mon-Sat)	230.00	240.00	4%
Conduct of civil marriages at outside premises (Sunday)	330.00	345.00	4%

**LONDON BOROUGH OF HARROW
ORGANISATIONAL DEVELOPMENT**

FEES AND CHARGES TO OPERATE FROM 1 APRIL 2004

	Present Charge £	Proposed Charge £	% Increase
<u>Personnel & Payroll Services</u>			
1. <u>Payroll Commissions</u>			
Deductions of Union Dues from pay(excludes VAT)	2.5%	2.5%	-
Admin fee – attachment of earnings(excludes VAT) per deduction	1.00	1.00	-
Deductions for H.S.A. from pay(excludes VAT) % of deductions	2.5%	2.5%	-

**LONDON BOROUGH OF HARROW
PEOPLE FIRST DIRECTORATE**

FEES AND CHARGES TO OPERATE FROM 1 APRIL 2004

	Present Charge £	Proposed Charge £	% Increase
<u>1. Library Services</u>			
Fines	15p per item per day	16p	6.7%
Reservations	70p	75p	7.1%
Loan of CD music recordings	85p	90p	5.9%
Loan of spoken word recordings (sets)	90p	95p	5.5%
Photocopies (mono)	10/20p	10/20p	0
Photocopies (colour)	£1/£1.50	£1/£1.50	0
Loan of Videos and DVDs (children)	New service from 3/2004	£1.50	N/A
Loan of Videos and DVDs (adults)	New service from 3/ 2004	£2.50	N/A

Income from Videos and DVDs is to purchase new stock for self-funding service. Coinage limitations of vending machines and market resistance to higher prices means some charges are not being increased. There is some experimentation in other London boroughs to reduce some charges (for example, CD loans) to increase use and total income. These will be reviewed for possible similar trial in Harrow in 2005/06.

2. Teachers' Centre

2.1 ROOM HIRE CHARGES – PRIORITY USERS

(a) Standard Rate

Hall	40.00	41.50	3.8%
Seminar room (large)	25.00	26.00	4.0%
Seminar room (standard)	17.50	18.00	2.9%
Syndicate room (standard)	12.50	13.00	4.0%
Syndicate room (small)	10.00	10.50	5.0%
IT training room	27.50	28.50	3.6%
Gymnasium	31.50	32.50	3.2%
Bar Lounge	16.50	17.00	3.0%

(b) Evenings and Weekends

Hall	65.00	67.00	3.0%
Seminar room (large)	33.50	34.50	3.0%
Seminar room (standard)	19.50	20.00	2.6%
Syndicate room (standard)	14.50	15.00	3.4%
Syndicate room (small)	11.50	12.00	4.3%
IT training room	31.50	32.50	3.2%
Gymnasium	38.50	39.50	2.6%

	Present Charge £	Proposed Charge £	% Increase
Bar Lounge	26.50	27.50	3.8%
<u>(c) Public Holidays</u>			
Hall	83.00	84.00	1.2%
Seminar room (large)	52.00	53.50	2.9%
Seminar room (standard)	31.00	32.00	3.2%
Syndicate room (standard)	21.50	22.00	2.3%
Syndicate room (small)	14.50	15.00	3.4%
IT training room	52.00	53.50	2.9%
Gymnasium	52.00	53.50	2.9%
Bar Lounge	31.00	32.00	3.2%

2.2 ROOM HIRE CHARGES – NON PRIORITY USERS

(a) Standard Rate

Hall	40.00	41.50	3.8%
Seminar room (large)	25.00	26.00	4.0%
Seminar room (standard)	17.50	18.00	2.9%
Syndicate room (standard)	12.50	13.00	4.0%
Syndicate room (small)	10.00	10.50	5.0%
IT training room	27.50	28.50	3.6%
Gymnasium	31.50	32.50	3.2%
Bar Lounge	16.50	17.00	3.0%

(b) Evenings and Weekends

Hall	65.00	67.00	3.0%
Seminar room (large)	33.50	34.50	3.0%
Seminar room (standard)	19.50	20.00	2.6%
Syndicate room (standard)	14.50	15.00	3.4%
Syndicate room (small)	11.50	12.00	4.3%
IT training room	31.50	32.50	3.2%
Gymnasium	38.50	39.00	2.6%
Bar Lounge	26.50	27.50	3.8%

(c) Public Holidays

Hall	83.00	84.00	1.2%
Seminar room (large)	52.00	53.50	2.9%
Seminar room (standard)	31.00	32.00	3.2%
Syndicate room (standard)	21.50	22.00	2.3%
Syndicate room (small)	14.50	15.00	3.4%
IT training room	52.00	53.50	2.9%
Gymnasium	52.00	53.50	2.9%
Bar Lounge	31.00	32.00	3.2%

The Council holds Public Indemnity Insurance which indemnifies

Present Charge £	Proposed Charge £	% Increase
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individuals and non-profit organisations against liabilities that may arise from the hire of Council premises. A charge of 7% will be added to the above hire charges for both Priority and Non-Priority Users.

All bookings after midnight are subject to a surcharge of £15.42 p hour.

An additional single charge of £25 may be levied on bookings only requiring one room.

2.3 Catering Tariff (External Customers)

Coffee	1.00	1.00	0.0%
Tea	1.00	1.00	0.0%
Orange Juice	1.00	1.00	0.0%
Tea/coffee/biscuits (per head)	1.35	1.40	3.7%
Tea/coffee/orange juice/biscuits (per head)	2.10	2.15	2.4%
Jug of orange juice	5.20	5.25	1.0%
Mineral water	2.85	2.90	1.8%
Sandwiches (1 round)	2.35	2.45	4.3%
Sandwiches (1.5 rounds)	3.50	3.65	4.3%
Fruit	Priced daily		
Luncheon Voucher	5.20	5.45	4.8%
Beverage Voucher	1.00	1.00	0.0%

2.4 Catering Tariff (Harrow Council)

Coffee	0.70	0.70	0.0%
Tea	0.70	0.70	0.0%
Orange Juice	0.70	0.70	0.0%
Tea/coffee/biscuits (per head)	1.00	1.05	5.0%
Tea/coffee/orange juice/biscuits (per head)	1.70	1.75	2.9%
Jug of orange juice	4.20	4.25	1.2%
Mineral water	2.35	2.45	4.3%
Sandwiches (1 round)	1.75	1.85	5.7%
Sandwiches (1.5 rounds)	2.50	2.65	6.0%
Fruit	Priced daily		
Luncheon Voucher	5.00	5.25	5.0%
Beverage Voucher	1.00	1.00	0.0%

2.5 Media Resources (External Customers)

There are no proposed increases to fees and charges in this area

2.6 Other Services (External Customers)

Laminating-per metre, min charge for 0.5m	3.60	3.71	3.1%
Video Editing- self-help per hour	7.30	7.52	3.0%
Video editing – technician time per hour	18.70	19.26	2.99%
Video Copying- per tape	2.55	2.63	3.1%
Audio copying- per tape	0.45	0.46	2.2%

2.7 Items for Sale (External Customers)

Binders	From 0.30	From 0.30	0.0%
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	Present Charge £	Proposed Charge £	% Increase
Flipchart paper pad	5.75	6.10	6.1%
Audio tapes	From 0.82	From 0.82	0.0%
Video tapes	From 1.95	From 1.95	0.0%
Computer discs- box of 10	6.80	6.00	-11.8%

2.8 Hire of Equipment On-Site (prices VAT exclusive) (External Customers) PER DAY

Video cameras	18.00	18.00	0.0%
PA system (small)	0.0	20.0	N/A
PA system (medium)	0.0	25.0	N/A
PA system (large)	0.0	65.0	N/A
Display boards	26.50	27.30	3.0%
Laptop computer and printer	73.00	75.19	3.0%
Projection unit	73.00	75.19	3.0%
Interactive Whiteboard	0.0	75.19	N/A

2.9 Hire of Equipment Off-Site (prices VAT exclusive) (External Customers) PER DAY

Video cameras	42.00	42.00	0.0%
PA system (small)	0.0	30.0	N/A
PA system (medium)	0.0	35.0	N/A
35mm carousel, projector and screen	8.20	8.20	0.0%
Flipchart and stand	8.20	8.45	3.0%
OHP and screen	18.50	19.06	3.0%
Display boards	26.50	27.30	3.0%

2.10 Media Resources (Harrow Council)

Photocopying

White paper- A4 single	0.03	0.03	0.0%
White paper- A4 double	0.06	0.06	0.0%
White paper- A3 single	0.06	0.06	0.0%
White paper- A3 double	0.12	0.12	0.0%
OHP Film- A4 single	0.23	0.23	0.0%
Colour paper- A4 single	0.60	0.60	0.0%
Colour paper- A4 double	1.15	1.15	0.0%
Colour paper- A3 single	1.25	1.25	0.0%
Colour paper- A3 double	2.25	2.25	0.0%

Materials

There are no proposed increases to fees and charges in this area

2.11 Other Services (Harrow Council)

Laminating-per metre, min charge for 0.5m	3.20	3.20	0.0%
Video Editing- self-help per hour	7.10	7.10	0.0%
Video editing – technician time per hour	15.50	15.93	2.8%
Video Copying- per tape	2.15	2.21	2.8%
Audio copying- per tape	0.40	0.41	2.5%

2.12 Items for Sale (Harrow Council)

Binders	From 0.28	From 0.28	0.0%
Flipchart paper pad	4.70	4.84	3.0%
Audio tapes	From 0.61	From 0.61	0.0%

	Present Charge £	Proposed Charge £	% Increase
Video tapes	From 1.84	From 1.84	0.0%
Computer discs- box of 10	6.30	4.50	-28.6%

2.13 Hire of Equipment On-Site (prices VAT exclusive) (People First and Harrow Council)

Video cameras	6.10	6.28	3.0%
Display boards	7.20	7.42	3.1%
Laptop computer and printer	31.00	31.93	3.0%
Projection unit	41.00	42.23	3.0%

2.14 Hire of Equipment Off-Site (prices VAT exclusive) (People First and Harrow Council)

Video cameras	31.50	31.50	0.0%
PA system (small)	0.0	20.0	N/A
PA system (medium)	0.0	25.0	N/A
35mm carousel, projector and screen	6.60	6.60	0.0%
Flipchart and stand	7.20	7.42	3.1%
OHP and screen	7.60	7.83	3.0%
Display boards	13.20	13.60	3.0%
Laptop computer and printer	n/a	n/a	
Projection unit	n/a	n/a	

3. Arts and Cultural Strategy

(a) Playscheme Charges – In Borough

Artbug playscheme - per day	18.50	19.00	2.7%
Artbug playscheme - per week	81.00	83.25	2.7%

(b) Playscheme Charges – Out Of Borough

Artbug playscheme - per day	19.00	19.50	2.6%
Artbug playscheme - per week	81.00	83.25	2.7%

4. Youth and Connexions Service

(a) Playscheme Charges – In Borough

General playscheme – per day (9.30am to 4.30pm session)	10.50	12.00	14.3%
General playscheme – per week (9.30am to 4.30pm sessions)	47.50	54.00	13.7%
Extended day playschemes – per day (8.30am to 5.30pm session)	13.00	14.00	7.7%
Extended day playschemes – per week (8.30am to 5.30pm sessions)	60.00	63.00	5.0%

(b) Playscheme Charges – Out Of Borough

General playscheme – per day (9.30am to 4.30pm session)	12.50	14.00	12.0%
General playscheme - per week (9.30am to 4.30pm sessions)	49.00	63.00	28.6%
Extended day playschemes – per day (8.30am to 5.30pm session)	15.00	16.00	6.7%
Extended day playschemes – per week (8.30am to 5.30pm sessions)	62.00	72.00	16.1%

5. Community Lettings

(a) Hire Cost per Hour - Full Charge

High School Hall	61.50	63.22	2.8%
Primary School Hall	44.00	45.23	2.8%
Youth Centre Hall	44.00	45.23	2.8%
Gymnasium	61.50	63.22	2.8%
Classroom	10.95	11.26	2.8%

	Present Charge £	Proposed Charge £	% Increase
Playground	10.95	11.26	2.8%
Kitchen	4.10	4.21	2.8%
Playing Field	10.95	11.26	2.8%
<u>(b) Hire Cost Per Hour - 85% Concession</u>			
High School Hall	9.25	9.51	2.8%
Primary School Hall	6.60	6.78	2.8%
Youth Centre Hall	6.60	6.78	2.8%
Gymnasium	9.25	9.51	2.8%
Classroom	1.65	1.70	2.8%
Playground	1.65	1.70	2.8%
Kitchen	4.00	4.11	2.8%
Playing Field	1.65	1.70	2.8%
<u>(c) Hire Cost Per Hour - 75% Concession</u>			
High School Hall	15.40	15.83	2.8%
Primary School Hall	11.00	11.31	2.8%
Youth Centre Hall	11.00	11.31	2.8%
Gymnasium	15.40	15.83	2.8%
Classroom	2.75	2.83	2.8%
Playground	2.75	2.83	2.8%
Kitchen	4.00	4.11	2.8%
Playing Field	2.75	2.83	2.8%

1. For Sunday use, an additional charge of £4.20 per hour is payable for caretakers' wages.

2. The Council holds Public Indemnity Insurance which indemnifies individuals and non-profit organisations against liabilities that may arise from the hire of Council premises. A charge of 7% will be added to the above hire charges.

3. In certain circumstances, an additional caretaker may be required at a charge of £16.50 per hour.

4. Use of piano per day is £5.65

6. Adult Education

a) Non-Accredited Adult & Community Learning Course Fees

Basic Courses - Per hour	2.10	2.15	2.4%
Specialist Courses - Per hour	2.55	2.60	2.0%

In certain circumstances these rates may be subject to a surcharge to cover the costs of running courses for smaller groups or the additional costs attributable to some specialist courses.

7. Social Care

<u>Charges for Meals on Wheels, meals in day centres and luncheon clubs (Subject to separate consultation as part of the budget)</u>	2.30		
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<u>Administration charge for arranging provision of Adaptations and Equipment:</u>	20.50	21.00	2.5
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Respite care:

	Present Charge £	Proposed Charge £	% Increase
Overnight stay	7.40	7.60	2.8
Day provision	3.70	3.80	2.8
Charges for overnight stays and for day time provision to be subject to a maximum monthly charge.	52.00	53.00	2.0
<u>Playschemes</u>	3.70	3.80	2.8
<u>Helpline charges:</u>			
Social Services sponsored clients	2.60	2.65	2.0
Private subscribers:			
Low initial payment	3.75	3.85	2.7
High initial payment	1.70	1.75	3.0
<u>Blue Badges</u>			
Maximum level permitted under current legislation.	2.00	2.00	0

Residential accommodation

Charges will be increased in accordance with the standard formula agreed by committee based on the estimated cost of a particular unit (including an apportionment of support service charges) divided by estimated occupancy.

Home Care Charges

Charges for the home care service are the subject of separate consultation as part of the budget process. The present charging system was introduced on 1st October to meet the government 'fairer charging for non-residential services' guidance.

The current charges are as follows:-

Service users on or less than income support plus 25%

Service users with income of more than income support plus 25% -

Financially assessed to determine level of contribution. Charges are calculated on the basis of 75% of disposable income after income and expenditure have been taken into account

Service users with more than £19,500 in savings

Free service
£9.00 per hr
up to £81
per week
maximum
Savings
taken into
account
when
calculating
income

**LONDON BOROUGH OF HARROW
ENVIRONMENTAL SERVICES DEPARTMENT**

FEES AND CHARGES TO OPERATE FROM 1 APRIL 2004

1. Parks and Open Spaces

The fees and charges are those that will be made with effect from 1 April 2004, except in the case of allotment gardens where 12 months statutory notice is given to existing tenants.

- (a) Golf Courses: The green fees for public play are set at £16.50 per round at Pinner Hill and Stanmore Golf Clubs as part of the lease negotiation.
- (b) Multi Sports Facilities: The charges for the Multi Sport facilities at Education Sports Sites are set by the Sport Centre Management Group at each centre. The fees are set to encourage the development of each centre and may be varied with time to encourage off peak use etc.
- (c) Bowls Club membership card holders, irrespective of where issued, may play on any Council Bowling Greens in organised competitions on production of their club membership card.
- (d) Clubs booking Football, Rugby and Cricket pitches for a whole season are allowed up to six additional dates, other than Saturdays, Sundays and Bank Holidays free of charge in lieu of bookings which may be cancelled by the Council because of adverse ground conditions. No other compensation will be granted. Matters ancillary to the letting of a facility (such as the supply of hot water to showers) are maintained to the best of the Council's ability and any complaint in respect of these matters will be investigated as soon as possible after notification, but will not be considered as grounds for compensation or for extra games.
- (e) Schools and organisations registered with the Youth and Community Service are granted the use of outfield cricket, junior football, rugby, netball, basketball and rounders pitches at half the normal charges if booked through the organisation or school concerned provided 75% of clubs' teams playing comprise of players under 16 years of age. In the case of concessions regarding tennis, these are to apply to not more than one-third of the courts at any one time, and to be applied to the total period during which the concession operates.
- (f) Reduced Charges (Tennis) for use before 5 p.m. Monday-Friday (except Bank Holidays) are allowed to Organisations affiliated to the Youth and Community Services and students attending full time at educational establishments (certificate to be produced). The charge is 50% of the adult rate.
- (g) The revised charges for winter games will come into effect from Autumn 2004 season.
- (h) Pavilion tearooms.

Pavilion tearooms may be hired on weekdays during the hours a Park is open to the general public, clubs and associations for a previously approved purpose at a rate £5.40 per hour.

Registered Pre School Groups may, once all permissions and approvals have been sought and obtained, hire for approved purposes pavilion tearoom facilities. They will be charged for mornings or afternoons within the hours the park is open at a rate £2.70 per hour. This reduction reflects the Council's recognition of the need for nursery places for the benefit and betterment of the local community.

2. Tree Donations (Parks & Highways)

The existing fee of £35 is unchanged to encourage further plantings.

	Present Charge £	Proposed Charge £	% Increase
3. <u>Allotment Gardens</u>			
Separate charges are made in respect of the plot rental and water charges that are both related to the size of the plot.			
Rent of plot (per pole)	2.90	3.00	3.5
Concessions	1.20	1.25	4.2
Water charge (per pole) (concessions do not apply)	0.78	0.80	2.6
Games and use of Apparatus in Recreation Grounds, Parks and Open Spaces			
4. <u>Tennis</u>			
Weekly advanced bookings restricted to one hour only			
(a) Hard Court Adult per hour	4.00	4.10	2.5
(b) Hard Court Junior per hour	2.00	2.05	2.5
(c) Grass Court Adult per hour	4.40	4.55	3.4
(d) Grass Court Junior per hour	2.20	2.25	2.3
5. <u>Rounders Pitch</u>			
Per hour	8.60	8.85	2.9
6. <u>Football, Gaelic Football and Rugby</u>			
(a) Seasonal Pitch Letting (29 week season 1 match per week)			
Monday - Saturday (per season) (exempt VAT)	850.00	871.00	2.5
Sunday, Bank Holiday (per season) (exempt VAT)	1,070.00	1,085.00	1.4
(b) Occasional Letting (per Match)	74.00	76.00	2.7
(c) Seasonal Junior Pitch Letting (1 match per week)			
Monday - Saturday (per season) (exempt VAT)	470.00	480.00	2.1
Sunday, Bank Holiday (per season) (exempt VAT)	660.00	670.00	1.5
(d) Seasonal Junior Pitch Letting (1 match per week)			
Without Council Changing Accommodation			
Monday - Saturday (per season) (exempt VAT)	340.00	350.00	2.9
Sunday, Bank Holiday (per season) (exempt VAT)	500.00	515.00	3.0
(e) Occasional Junior Let (per match)	42.00	43.25	3.0
(f) Occasional Junior Pitch Letting (per match)			
Without Council Changing Accommodation			
	30.00	31.00	3.3
(g) Use of shower and dressing room without use of pitch when available (per team)	26.00	26.75	2.9
(h) Football/Rugby Exclusive Use	1,900.00	1,955.00	2.9
7. <u>Cricket Pitches</u>			
(a) Seasonal Lettings of 1 Day Per Week per 22 week season (exempt VAT)	1,400.00	1,440.00	2.9
(b) Occasional Letting Per Day	76.00	78.00	2.6

	Present Charge £	Proposed Charge £	% Increase
(c) Use of Practice Net (Harrow Recreation Ground)	16.00	16.50	3.1
(d) Cricket Exclusive use	2,450.00	2,525.00	3.3
8. <u>Providing straight running track as required in Park</u>			
Per hour	45.00	46.50	3.3
9. <u>Pitch & Putt</u>			
Fee per round (including use of clubs and ball)			
(a) Adults	3.80	3.90	2.6
(b) Concessions	2.00	2.05	2.5
(c) Returnable Deposit	3.00	3.10	3.3
10. <u>Bowls</u>			
Season Letting	4,000.00	4,120.00	3.0

11. Harrow Leisure Centre

Fees & Charges are subject to the new partnership agreement with Leisure Connection and will be set in accordance with the details of that Agreement, which will be, reviewed annually by both Leisure Connection and the Council in accordance with the new management arrangements involving key portfolio holders. Both parties are working towards finalising the agreement by April 2004.

Harrow Council does not directly benefit through any increases although charges do impact indirectly on the management Fee through the new Profit Sharing Clause on the level of income.

12. Sports Development

Education Unattached Playing Fields

Football / Rugby Seasonal Saturday (31 week season 1 match per week)	826.00	875.00	5.9
Football / Rugby Seasonal Sunday	1,040.00	1,100.00	5.8
Football / Rugby Casual (per match)	72.00	76.00	5.6
Football / Rugby Junior Casual (per match)	42.00	43.25	3.0
Football / Rugby Seasonal Saturday Junior	451.00	485.00	7.5
Football / Rugby Seasonal Sunday Junior	638.00	680.00	6.6
Cricket Seasonal (18 week season 1 match per week)	1,352.00	1,377.00	1.8
Cricket Casual (per match)	74.00	78.00	5.4

13. Cemetery Fees

In accordance with current policy, cemetery fees are doubled (as shown in the schedule) when the deceased was not a resident of the Borough at the time of death. The exception to the levy of double fees relates to persons in residential homes provided or financially supported by the Authority who are thus considered as Borough residents for the purpose of cemetery fees and charges irrespective of the actual address of the Residential Accommodation.

For the purposes of verifying any information supplied, the address of the deceased given will be checked against the Electoral register. In the absence of registration double fees will automatically apply unless the family concerned can supply documentary evidence that the deceased was resident at the given address at the time of death.

	Present Charge	Proposed Charge	% Increase
	£	£	
<u>(a) Lawn and Traditional Sections And Cremation Plots</u>			
<u>Exclusive right of burial inc. Deed of Grant and Number Tablet</u>			
Stillborn or child (Resident)	220.00	225.00	2.3
Stillborn or child (Non Resident)	440.00	450.00	2.3
Over 12 Years old(Resident)	860.00	885.00	2.9
Over 12 Years old (Non Resident)	1,720.00	1,770.00	2.9
Interment Fee			
Stillborn or Child (Resident)	110.00	115.00	4.5
Stillborn or Child (Non Resident)	220.00	230.00	4.5
Over 12 Years old (Resident)	335.00	345.00	3.0
Over 12 Years old (Non Resident)	670.00	690.00	3.0
Memorial Rights			
Lawn Section	95.00	100.00	5.3
Traditional Section (Stillborn or Child)	95.00	100.00	5.3
Traditional Section (Over 12 years old)	190.00	195.00	2.6
<u>(b) Re-Opened Graves-Inc excavation, preparation, Backfilling of grave, and attendance of staff at Interment</u>			
Interment Fee			
Stillborn or Child (Resident)	110.00	115.00	4.5
Stillborn or Child (Non-resident)	220.00	230.00	4.5
Over 12 Years old (Resident)	335.00	345.00	3.0
Over 12 Years old (Non-resident)	670.00	690.00	3.0
<u>(c) Public Graves in which the exclusive right of burial has not been purchased.</u>			
Stillborn (Resident)	0.00	0.00	0.0
Under 12 Years old (Resident)	110.00	115.00	4.5
Stillborn or Child (Non-resident)	220.00	230.00	4.5
Over 12 Years old (Resident)	335.00	345.00	3.0
Over 12 Years old (Non-resident)	670.00	690.00	3.0
<u>(d) Muslim Section - exclusive right of burial inc. Deed of Grant and Number.</u>			
Resident	860.00	885.00	2.9
Non-resident	1,720.00	1,770.00	2.9
Interment Fee			
Resident	335.00	345.00	3.0
Non-resident	670.00	690.00	3.0
Memorial Rights Resident & Non-resident	95.00	100.00	5.3
<u>(e) Greek Orthodox Section – exclusive right of burial inc. Deed of Grant and Number Tablet</u>			
Resident	860.00	885.00	2.9
Non-resident	1,720.00	1,770.00	2.9
Interment Fee			
Resident	335.00	345.00	3.0
Non-resident	670.00	690.00	3.0
Memorial Rights Resident & Non-resident	190.00	195.00	2.6

	Present Charge	Proposed Charge	% Increase
	£	£	
<u>(f) Cremation plots - exclusive right of burial inc. Deed of Grant and Number Tablet</u>			
Resident	220.00	225.00	2.3
Non-resident	440.00	450.00	2.3
Interment Fee			
Resident	110.00	115.00	4.5
Non-resident	220.00	230.00	4.5
Memorial Rights Resident & Non-resident	95.00	100.00	5.3
<u>(g) Cremated Remains-Full size Plot - exclusive right of burial inc. Deed of Grant and Number Tablet</u>			
Resident	860.00	885.00	2.9
Non-resident	1,720.00	1,770.00	2.9
Interment Fee			
Resident	110.00	115.00	4.5
Non-resident	220.00	230.00	4.5
Memorial Rights Resident & Non-resident	95.00	100.00	5.3
<u>(h) Cremated Remains-Existing Grave</u>			
Interment of ashes in existing grave where the exclusive right of burial has been previously purchased.			
Resident	110.00	115.00	4.5
Non-resident	220.00	230.00	4.5
<u>(i) Option to purchase grave space</u>			
This fee is not refundable but the sum paid is deducted from the eventual cost of the exclusive right of burial.			
	250.00	260.00	4.0
<u>(j) Memorials</u>			
The erection of all memorials is subject to the approval of the Council. The appropriate fee (if not already paid) must accompany each application.			
(i) Erection of Headstone, Kerbs stones etc in traditional sections only.	190.00	195.00	2.6
(ii) Erection of Headstone, Kerbs stones etc, in Children's traditional sections only.	95.00	100.00	5.3
(iii) Erection of a vertical memorial in lawn sections	95.00	100.00	5.3
(iv) Provision of a flat plaque or flower container on a Public grave.	50.00	53.00	6.0
(v) Replacement of a flat plaque by an upright memorial	95.00	100.00	5.3
(vi) Conversion of a flat plaque to a vertical headstone style memorial	35.00	36.00	2.9
(vii) Provision of an additional flat plaque	50.00	52.00	4.0
(viii) Replacement of a flat plaque by one of a larger size.	50.00	52.00	4.0
(ix) Additional inscription to existing memorials.	35.00	36.00	2.9
(x) Alterations or additions to existing memorials.	35.00	36.00	2.9
<u>(k) Sundry Fees</u>			
(i) Certificate of burial	35.00	36.00	2.9
(ii) Transfer of exclusive right of burial.	35.00	36.00	2.9
(iii) Copy of deed of grant of burial rights.	24.00	25.00	4.1
(iv) Cancellation or postponement of a previously arranged interment	95.00	100.00	5.3

	Present Charge	Proposed Charge	% Increase
	£	£	
(vi) Manual depth test in a grave space on request.	35.00	36.00	2.9
(l) Search Fees (Genealogy) (fees are subject to VAT)			
To search the Cemetery records for an existing grave upon request			
(i) From 1950 to current date	47.00	49.00	4.2
(ii) From opening of Cemetery to 1950 for first hour	47.00	49.00	4.2
for every subsequent hour thereafter	40.00	41.00	2.5
a further search where applicable (per hour)	30.00	31.00	3.3

(m) Monumental Masons

To search records on request from Masons for a grave purchased after 1950 irrespective of the date of the last interment the above fees in item "l" do not apply.

To search records on request from Masons for a grave purchased before 1950 where an interment has been carried out in the preceding 5 years of the date of the request the above fees in "l" do not apply.

To search records on request from Masons for a grave purchased before 1950 where an interment has not been carried out in the preceding 5 years of the date of the request the above fees in item "l" WILL APPLY.

(n) Funeral Directors

The charges in item "l" do not apply to Funeral Directors who are arranging an interment in an existing grave. However for Funeral Directors seeking information for the purposes of memorial works the above fees in item "l" WILL APPLY in the same manner as for Monumental Masons.

	Present Charge £	Proposed Charge £	% Increase
14. <u>Supervision Charges: Sections 38 278 Highways Act 1980 and S106 Town & Country Planning Act 1990</u>			
Minimum fee where the value of works is less than £2,000 Amounts in excess of £2,000, Min. dependent on complexity.	123.00 6%	127.00 6%	3.3
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 for works in excess of £2,000 in value, being calculated on a percentage basis, takes into account rising costs.			
15. <u>Licences for Projections over the Highway Section 177 Highways Act 1980</u>			
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.	605.00	623.00	3.0
16. <u>Carriage Crossings</u>			
Administration and Supervision Fees A charge for provision of estimates for construction of a vehicle crossing refundable if application proceeds.	60% 25.00	60% 25.00	0.0
17. <u>Street Works Licence</u>			
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. As a licensed utility company, they would not require a street works licence. Proposed charge is believed to be competitive.			
VAT exempt	442.00	455.00	2.9
Where officers involvement exceeds the statutory functions, as required by the terms of the licence, additional time will be charged at an hourly rate	92.00	95.00	3.3
Minimum charge 1/2 hour	46.00	47.00	2.2
18. <u>CCTV Fees</u>			
Under the Data Protection Act 1988, Solicitors and members of the public are entitled to view taped recordings with an option to purchase a copy			
Viewing. The Data commissioner has ruled that the fee for viewing of tapes must be a universal £10.00 (not to be set locally).	37.50	10.00	
Copying & Tape purchase.	Cost +15%	Cost +15%	
19. <u>Damage to footpaths, street lighting etc</u>			
Recharges for damage caused to footpaths/street lighting/street furniture (administration on cost added to direct contractor cost).			

	Present Charge £	Proposed Charge £	% Increase
<u>Cost Of works</u>	<u>Administrative costs</u>	<u>Administrative costs</u>	
£0 to £1,000	30% or minimum £30.00	30% or minimum £30.00	
£1,001 to £2,000	25% or minimum £300.00	25% or minimum £300.00	
£2,001 and over	20% or minimum £500.00	20% or minimum £500.00	
20. <u>Small Bus Permits</u>			
Transport Act 1985 S.19	23.00	23.50	2.2
21. <u>Memorial Seats On the Highway</u>			
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.	612.00	630.00	2.9
22. <u>Highways Licenses</u>			
1.Skip licence (up to 28 days)	21.50	22.00	2.3
2.Scaffolding licence (refundable deposit £100 on site area)	53.00	54.50	2.8
3.Materials on the highway (£10 per s.m.min. Refundable Deposit £100)	53.00	54.50	2.8
4.Hoarding licence	53.00	54.5	2.8
5.Inspection of hoarding	21.50	22.00	2.3
23. <u>Road Traffic Regulation</u>			
1.Parking dispensation	10.70	11.00	2.8
2.Suspension of parking places.	26.50	27.50	3.8
24. <u>Copying Documents</u>			
All copies are standard rated for VAT			
Coloured Plan	8.60	8.85	2.9
Basic Charge	5.50	5.65	2.7
Plus Cost per Page	0.90	0.95	5.6
25. <u>Civic Centre Lettings</u>			
All lettings are zero rated for VAT. Prices are for three-hour minimum session			
<u>Council Chamber:0</u>			
Mon-Fri	138.00	142.00	2.9
Each Additional Hour	47.00	48.50	3.2
Saturday	176.00	181.00	2.8
Each Additional Hour	59.50	61.50	3.4
Sunday	224.00	230.00	2.7
Each Additional Hour	75.00	77.00	2.7
<u>Committee Rooms 1&2, or Gallery:</u>			
Mon-Fri	94.00	97.00	3.2
Each Additional Hour	32.50	33.50	3.1
Saturday	124.00	128.00	3.2
Each Additional Hour	42.00	43.00	2.4

	Present Charge	Proposed Charge	% Increase
	£	£	
Sunday	155.00	160.00	3.2
Each Additional Hour	51.50	53.00	2.9
<u>Committee Rooms 3,4,5, or 6:</u>			
Mon-Fri	63.50	65.50	3.1
Each Additional Hour	22.00	22.70	3.2
Saturday	81.50	84.00	3.1
Each Additional Hour	28.25	29.00	2.7
Sunday	97.00	100.00	3.1
Each Additional Hour	33.50	34.50	3.0
<u>Members' Lounge (By Special Arrangement):</u>			
Mon-Fri	124.00	128.00	3.2
Each Additional Hour	42.00	43.00	2.4
Saturday	148.00	152.50	3.0
Each Additional Hour	49.00	50.50	3.1
Sunday	189.50	195.00	2.9
Each Additional Hour	63.50	65.50	3.1
TV. & Video, or OHP & Screen	14.10	14.50	2.8
Flipchart	7.30	7.50	2.7

Community Safety and Maintenance Services

26. Special Refuse Collection

(NON-RECYCLABLE WASTE)

Type A	50.00	52.00	4.0
Type B	100.00	104.00	4.0

(RECYCLABLE WASTE – ONLY e.g. white goods etc.)

Type A	N/A	20.00	N/A
Type B	N/A	40.00	N/A

Note:

- (i) "Type A" = takes up to 10 minutes on site to collect.
- (ii) "Type B" = takes from 10 minutes to 1 hour on site to collect.
- (iii) Charge for each additional ½ hour or part thereof is £52.00/£20.00 (Non Recyclable/Recyclable).
- (iv) Infested Carpets collected free of charge
- (v) Concessions to people on low income

27. Clinical Waste Collections

10 bags (Inclusive of VAT)	73.00	75.00	2.7
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28. Supply of Domestic Wheeled Bins - Sales

240 Litre bin	70.00	75.00	7.1
360 Litre bin (trade only)	150.00	160.00	6.7
1,100 Litre bin (flats, new developments)	300.00	310.00	3.3
Inclusive of VAT			

29. Trade Refuse

Supply pack of 10 blue sacks	20.00	21.00	5.0
Supply pack of 50 blue sacks	N/A	100.00	N/A

	Present Charge	Proposed Charge	% Increase
	£	£	
120 Litre bin	2.60	2.75	5.8
240 Litre bin	3.60	3.75	4.2
360 Litre bin	5.00	5.50	10.0
660 Litre bin	7.60	7.75	2.0
1,100 Litre bin	11.50	12.00	4.4
Paladin	9.65	9.85	2.1
Inclusive of VAT			
15 cu.m. container			
per lift	75.00	80.00	6.7
plus disposal costs (per tonne)	70.00	75.00	7.1
(CLEARANCE OF "HEAVY" WHEELED BIN)			
One-off collection of wheeled bin reported by crew as HEAVY	N/A	20.00	N/a
<u>30. Civic Amenity Site</u>			
Disposal of trade waste (per tonne)	60.00	70.00	16.6
Minimum charge	10.00	15.00	50.0
Disposal of Green waste or cardboard (per tonne)		50.00	
Minimum charge		10.00	
Disposal of Scrap Metal (per tonne)		F.O.C	
Season Ticket for deposit of recyclable waste by Traders using Cars (per quarter)		65.00	
Inclusive of VAT			
<u>31. Public Conveniences</u>			
A.P.C. charges	0.20	0.20	0.0

32. CAR PARKING CHARGES

On-street and off-street charges should be set at a level which optimises the useage and turnover of parking spaces, particularly short-stay shopper parking. Charges have generally risen over several years and are relatively high compared to adjoining boroughs. It is considered that any further increase at this time could have an adverse effect on useage and income, and be detrimental to the vitality of local centres.

On-street Business Permits

The Traffic and Road Safety Advisory Panel recommended at their meeting on 3 December 2003 to introduce on-street business parking permits at a cost of £300 p.a., to apply in all controlled parking zones in the borough except Harrow Town Centre.

The level of parking charges must be set for traffic management reasons, such as to ration available space and ensure there is a rapid turnover of parking places, rather than to maximise revenue. This is because section 122 of the Road Traffic Regulation Act 1984 does not include the maximisation of revenue from parking charges as one of the relevant considerations to be taken into account in securing safe, expeditious and convenient movement of traffic.

Section 144 of the Greater London Authority Act 1999 requires borough councils to have regard to the Mayor's Transport Strategy. This Strategy includes:

"...Whilst recognising statutory requirements and constraints, on and off street parking charges should as far as possible reflect the overall objectives of the Transport Strategy and take into account the competing needs for kerb-side and off-street space in each area".

"The London boroughs should review the provision and pricing of public off-street parking to ensure that this conforms with the objectives of the Transport Strategy. The London boroughs should ensure that charges for off-street car parking in town centres give priority to short term users".

	Present Charge	Proposed Charge	% Increase
	£	£	
33. <u>Miscellaneous Planning Charges</u>			
<u>(a) Harrow Unitary Development Plan</u>			
Adopted Version, November 1994 (Reprint)	27.50	28.50	3.6
Supplementary Planning Guidance	4.10	4.20	2.4
Commercial Developments Pipeline	7.65	7.85	2.6
Industrial Estates - List of companies	3.90	4.00	2.6
Large Employers Listing	3.90	4.00	2.6
Residential Land Availability (Twice Yearly)	20.20	20.80	3.0
UDP Inquiry Inspector's report (1993)	13.50	13.90	3.0
Environmental Assessment of Residential Areas	29.50	30.40	3.0
Harrow Economic Development Strategy	11.70	12.00	2.6
<u>(b) 1991 Census Publications</u>			
Harrow Digest of Census Statistics	6.70	6.90	3.0
Borough/Ward Profiles	11.20	11.50	2.7
Individual Ward Profiles	0.75	0.80	6.7
Ethnic Groups in Harrow	8.10	8.35	3.1
Harrow Census Atlas	13.50	13.90	3.0
<u>(c) Conservation and Historic Building Publications</u>			
Mount Park Estate	8.20	8.45	3.0
Pinnerwood Park Estate	7.80	8.00	2.6
Canons Park Estate	3.85	3.95	2.6
Pinner Hill Estate	3.85	3.95	2.6
West Towers	3.85	3.95	2.6
Harrow Park	5.20	5.35	2.9
South Hill Avenue	5.20	5.35	2.9
Harrow on the Hill Village	7.75	8.00	3.2
Roxborough Park and the Grove	5.20	5.35	2.9

	Present Charge	Proposed Charge	% Increase
	£	£	
Sudbury Hill	7.75	8.00	3.2
Directory of Statutory and Locally Listed buildings.	2.20	2.25	2.3
Headstone Manor Development Plan	7.40	7.60	2.7

(d) Leaflets

Pinnerwood Park Estate Design Guide	0.90	0.95	5.6
West Towers Design Guide	0.90	0.95	5.6
Replacement Windows	0.90	0.95	5.6
Harrow on the Hill - Village Shopfronts	0.90	0.95	5.6
Harrow on the Hill - Victorian Properties	0.90	0.95	5.6

(e) Solicitors Etc Enquiries and Site Visits:

Officers Time - Minimum Charge			
First Half Hour	46.00	47.50	3.3
Second Half Hour	46.00	47.50	3.3
Charge per Hour or part thereafter	92.00	95.00	3.3
The Fee increases bring the charge in line with Chief Executive Department.			

34. Development Control/Building Control

New Build Domestic

Recommended no increase due to competition from private sector providers.

Small Domestic Buildings.

The Table on the following page shows proposed increases.

Work Based on Estimated Cost of Work.

The fee for this type of work increases as costs rise and no further increase in the fee base is recommended as there is a risk of losing this work to private sector competition.

Application and Decision Notices S106 Agreements and TPO's	7.30	7.50	2.7
Other Documents Relating to Applications (per page)	0.20	0.20	0.0
Additional Building Control Completion Certificates	41.00	42.00	2.4

35. Copy Plans

A4 Extracts (Photocopies)	0.85	0.85	0
A3 Extracts (Photocopies)	1.65	1.65	0
A2 Extracts (Microfilm)	3.20	3.20	0
Full Size Plans	24.50	24.50	0
Planning Applications Received Lists	190.00	195.00	2.6
All the above are subject to Standard Rate VAT			

Table/Band	Proposals:	Existing (LBB Scheme 2):	Comments:
Small Domestic Buildings	a) Increase by average 5.1% BN = Building Notice RG = Regularisation Application	a) LBH Already higher than original model scheme. b) Varied charges across bands to account for Work involved in accordance with Plan/Insp'n Fee proportions. c) Fee+VAT= whole £'s.	a) Increase charges by approximately 5.1%. b) Keep previous formula where Fee+VAT= Whole £'s c) Keep all other aspects of scheme d) Increase has taken into consideration Competition and market share.
Garages < 40m2	Plan = £37.00 (inc VAT) Insp'n = £112.00 (inc VAT) BN = £149.00 (inc VAT) RG = £152.00 (NO VAT)	Plan = £35.00 (inc VAT) Insp'n = £107.00 (inc VAT)) BN = £142.00 (inc VAT) RG = £145.00 (NO VAT)	Increase in charges by 5.1%
Extensions < 10m2	Plan = £300.00 (inc VAT) No Inspection Charge BN = £300.00 (inc VAT) RG = £306.00 (NO VAT)	Plan = £285.00 (inc VAT) No Inspection Charge BN = £285.00 (inc VAT) RG = £291.00 (NO VAT)	Increase in charges by 5.22%
Extensions 10-40m2	Plan = £112.00 (inc VAT) Insp'n = £337.00 (inc VAT) BN = £449.00 (inc VAT) RG = £459.00 (NO VAT)	Plan = £107.00 (inc VAT) Insp'n = £321.00 (inc VAT) BN = £428.00 (inc VAT) RG = £437.00 (NO VAT)	Increase in charges by 4.9%
Extensions 40-60m2	Plan = £149.00 (inc VAT) Insp'n = £449.00 (inc VAT) BN = £598.00 (inc VAT) RG = £611.00 (NO VAT)	Plan = £142.00 (inc VAT) Insp'n = £427.00 (inc VAT) BN = £569.00 (inc VAT) RG = £581.00 (NO VAT)	Increase in charges by 5.1%

Present Charge £	Proposed Charge £	% Increase
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1. Charges for Bed and Breakfast Accommodation

It is proposed that the charging policy for 2004/05 will be to recharge the full cost of Bed and Breakfast provision to persons eligible for Income Support and to people not on Income Support but who would qualify for full Housing Benefit.

People not on Income Support are currently charged a reduced sum. This practice also applies to people who would not qualify for full Housing Benefit.

134.75	134.75	0
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Students who do not qualify for Housing Benefit have historically been charged an amount equivalent to the Housing Benefit disregard for Student Accommodation (£28.97 in London and £20.04 elsewhere). Since the introduction of student loans, the Housing Benefit disregard has been discontinued. It is therefore proposed to charge a flat rate for 2004/05

	30.00	
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2. Hostels

The charges for rooms at Vernon Lodge, which is managed by PCHA, were increased by Cabinet on 16 July 2002, effective from 4 November 2002, following a tender exercise. It is not proposed to increase these charges any further. The current charges are as follows:

Single Room			
Double Room	198.00	198.00	0
Triple Room	198.00	198.00	0
Quad Room	221.00	221.00	0
Flatlet	239.00	239.00	0
	617.00	617.00	0

The charges for Anmer Lodge hostel, should also remain at the current levels, which are estimated to be the maximum charges allowable for hostels leased by a Housing Association. The current charges are as follows:

Single room	65.00	65	0
Double room	95.00	95	0
Triple room	115.00	115	0

Supporting People

Under guidance from the ODPM charges are made for long term housing support services. This is predominately in sheltered housing in Harrow, with some schemes for learning disability. It should be noted that the charges in HRA sheltered accommodation are payable only by tenants not eligible for financial support, where the tenancy commenced after 1 April 2003.

1. Aldophus – Sandringham			
2. Anchor – Weall Court	4.89	5.02	2.8%
3. Anchor – Oakmead Court	3.75	3.69	2.8%
4. Apna Ghar			
5. Asra – Willow Court	18.22	18.73	2.8%
6. Binai Brath – Gordon Court			
7. HAPS – Toorack Road	215.12	221.14	2.8%
8. HAPS - Brampton Grove	215.12	221.14	2.8%
9. HAPS – Veldene Way			

	Present Charge £	Proposed Charge £	% Increase
10. HAPS – Somerset Road	215.12	221.14	2.8%
11. HAPS – Pinner Road	215.12	221.14	2.8%
12. HAPS – Radcliffe Road	215.12	221.14	2.8%
13. HAPS – Uppingham Avenue	215.12	221.14	2.8%
14. HAPS – Rayners Lane	215.12	221.14	2.8%
15. HAPS – Brampton Grove	215.12	221.14	2.8%
16. HAPS – Kenton Lane	215.12	221.14	2.8%
17. Harrow churches – Durley Avenue			
18. Harrow churches – Gillian House	18.99	19.52	2.8%
19. Harrow churches – Richards Close			
20. Harrow Churches – St. Barnabas	17.54	18.03	2.8%
21. Harrow Churches – St. Barnabas	19.30	19.84	2.8%
22. Harrow churches - Wolstenholme	21.40	22.00	2.8%
23. Harrow Consortium – Gordon Avenue			
24. Harrow consortium – Kingshill Avenue			
25. Harrow Consortium - Canning Road			
26. Harrow consortium – Southdown Crescent			
27. Harrow consortium – Parkside Way			
28. Harrow consortium – Roxborough Park			
29. Harrow consortium – Woodlands Drive			
30. Harrow consortium – 53 Welldon Crescent	112.42	115.57	2.8%
31. Harrow Consortium – 51 West Avenue	261.63	268.96	2.8%
32. Harrow support Living – 56 Welldon Crescent	211.72	217.65	2.8%
33. Harrow Support Living – 26 Harrow view			
34. Hillstream – 46 chichester Court			
35. Hillstream – RAF Stanmore			
36. Mencap – Angela house			
37. Norwood Ravenswood – Weald Lane	297.38	305.71	2.8%
38. PCHA – Cymberline Crt	30.95	31.81	2.8%
39. PCHA - Kemble house	4.85	4.99	2.8%
40. PCHA – Radnor Court	2.94	3.02	2.8%
41. Pinner House	12.18	12.52	2.8%
42. Sanctuary – Duncan House	10.82	11.12	2.8%
43. Network - Parkfield House	11.65	11.99	2.8%
44. Stanmore Christian – Elizabeth Gardens	12.28	12.62	2.8%
45. Abbeyfield			
46 Warden Housing – Alexander Crt			
47. Warden Housing – Minstrel court	6.61	6.80	2.8%
48. Warden Housing – Rothwell Crt	8.13	8.36	2.8%
49. Warden Housing – Rothwell Crt	6.03	6.20	2.8%
50. Warden Housing – Alexandra Court	16.21	16.66	2.8%
51. Stutton	93.42	96.04	2.8%

	Present Charge £	Proposed Charge £	% Increase
Env. Health			
All fees and charges have been reviewed to ascertain where inflationary increases may be applied. These increases have been rounded to the nearest pound. Where charges remain unchanged, this reflects a Harrow charge, either higher than other Authorities, or at the maximum on a cost recovery basis and in these respects it is not reasonable to increase these charges further.			
Statutory fees are included for information, but are subject to change in accordance Government requirements.			
All licence and registration fees are outside the scope of VAT.			
All other fees include VAT except where stated.			
1. <u>Pest Control</u>			
The charging for all Pest Control Services has been included as a budget option.			
Rats and Mice			
Domestic premises	Free		
Commercial premises	46.75		
Large jobs: per hour per operative as priorities allow	64.75		
Wasps			
Colony killed but nest not removed (Departmental Charge)	46.75		
Chargeable service discontinued for domestic premises			
Service free of charge in domestic premises for cases of financial hardship as priorities allow.			
Insect Pests			
(a) Bed bugs			
Domestic premises only	Free		
(b) Cockroaches			
Domestic premises only			
Insecticidal spray	Free		
Bait Stations (per visit)	38.20		
This charge is introduced where householder requests an alternative treatment to insecticidal spray, to reflect the extra cost of the bait stations.			
(c) Pharaohs Ants			
Domestic premises	Free		
Service offered at discretion of the Local Authority.			
Commercial premises	78.55		
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.			
2. <u>Condemnation Certificate for Food Considered Unfit for Human Consumption</u>			
The fee reflects the cost of undertaking the service	60.00	62.00	3
3. <u>Certification of Disinfection</u>			
The fee reflects the cost of undertaking the service	30.00	31.00	3

	Present Charge £	Proposed Charge £	% Increase
<u>4. Amendments to Registers</u>			
The fee reflects the cost of undertaking the service	30.00	31.00	3
<u>5. Testing of Domestic Microwave Ovens</u>	28.00	29.00	3
<u>6. Training Courses</u>			
Outside Scope of VAT			
(a) Foundation Certificate in Food Hygiene	60.00	60.00	0
(b) Foundation Certificate in Food Hygiene Exam Re-sit	15.00	15.00	0
(c) Basic Food Hygiene Update – Level 1	38.00	38.00	0
(d) Intermediate Food Hygiene Course (3 Days)	165.00	170.00	3
(e) Intermediate Food Hygiene Course Exam Re-sit	105.00	108	3
(f) Intermediate Course reduced fee for Harrow staff linked to the training of Social Services staff in food hygiene.	55.00	55.00	0
(g) Intermediate Course reduced fee for Harrow staff, Exam re-sit (at cost)	35.00	35.00	0
(h) Advanced Food Hygiene Course (5 Days)	415.00	427.00	3
(i) Advanced Food Hygiene Course Exam Re-sit	110.00	113.00	3
(j) Advanced Course reduced fee for Harrow Teachers linked to the training of Harrow school pupils in food hygiene.	55.00	55.00	0
(k) Advanced Course reduced fee for Harrow Teachers, Exam re-sit (at cost)	35.00	35.00	0
(l) Half Day Course	35.00	35.00	0
(m) Full Day Course	60.00	60.00	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.			
<u>Increase in fees reflects market conditions and is equivalent to other training providers.</u>			
Standard fee for up to 15 candidates	600.00	660.00	10
Additional fee per candidate over 15 (subject to maximum of 25 persons)	25.00	30.00	20

All courses are offered subject to the availability of staff to undertake the work, in addition to their normal duties. The costs of the main courses have held at the present level for some years to bring them back in line with the charges made by neighbouring authorities. 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.

7. Food Hygiene Trainer Packs

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	89.00	92	3
(b) Packs to Harrow Schools (at cost) (outside the scope of VAT)	51.00	53.00	3
(c) Computer based Training Pack	150.00	155.00	3

It is proposed to market a Trainer Pack based on a system developed for internal use. The charge is at a level based on

Present Charge £	Proposed Charge £	% Increase
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equivalent products, but will be reviewed in future years in the light of sales.

8. Copies of Technical Regulations for Public Entertainment Premises

Sale of Technical Regulations to Professional Organisations for reference purposes (N.B. not applicable to Licence applicants and holders) (outside Scope of VAT). The price has been held as the regulations will be replaced as part of the new duties under the Licensing Act 2003.	20.00	20.00	0
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9. Copies of entries on Public Register

Excluding Food Premises Register	3.20	3.30	3
Plus per page	0.10	0.10	0

10. Copies of entries on Food Premises Register

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. The information held on the register may be of particular interest to commercial concerns for promotional mail-shots, etc. The fee scale reflects this while not being onerous to enquirers seeking information about specific premises. The charges are in line with those of other Authorities. The Register contains in the order of 1,100 entries.

The Council gets few enquiries for the register, and no sales have been made for a number of years. The provision of marketing information is a very competitive business and other organisations are able to add additional value to such services. It is proposed to hold the costs for the present, but look for opportunities, possibly in combination with other local authorities, for the marketing of the information held.

(a) Single entry (up to 100 entries)	2.80	2.90	3
(b) Part Register (101-1,000 entries)	260.00	268.00	3
(c) Part/Whole Register (1,001- last entry)	675.00	695.00	3

11. LOCAL AUTHORITY POLLUTION CONTROL

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 at levels that will recover costs to the local authorities of implementing the system. The Secretary of State sets these fees and there is no local discretion. The fees for 2003/4 are shown, the full schedule of fees for 2004/5 is yet to be notified to authorities, but is anticipated in March 2004.

(a) Application Fee			
Standard Process	1,303.00	1,303.00	Statutory
Service Stations			Statutory
Waste Oil Burners under 0.4MW	122.00	122.00	Statutory
Mobile Screening and Crushing Plant	1,303.00	1,303.00	Statutory
- for the third to seventh applications	779.00	779.00	Statutory
- for the eight and subsequent applications	392.00	392.00	Statutory

	Present Charge £	Proposed Charge £	% Increase
(b) Annual Subsistence Charge			
Standard Process	812.00	812.00	Statutory
Standard Charge where paid quarterly	842.00	842.00	Statutory
Service Stations			Statutory
Waste Oil Burners under 0.4MW	124.00	124.00	Statutory
Odourising of Natural Gas			Statutory
Mobile Screening and Crushing Plant	806.00	806.00	Statutory
- for the third to seventh authorisations	483.00	483.00	Statutory
- for the eight and subsequent authorisations	242.00	242.00	Statutory
(c) Annual Subsistence Charge for Process Transferring to LA-IPPC			
Standard Process			Statutory
Standard Charge where paid quarterly			Statutory
(d) Substantial Changes s10 & s11			
Standard Process	830.00	830.00	Statutory
Service Stations			Statutory
Waste Oil Burners under 0.4MW	81.00	81.00	Statutory
Change to implement an upgrading plan	120.00	120.00	Statutory
(e) LA-IPPC Fees & Charges			
Application	1,664.00	1,664.00	Statutory
Annual Substance – plus £30 if paid by quarterly instalments	1,036.00	1,036.00	Statutory
Substantial Variation	1,060.00	1,060.00	Statutory
Transfer	166.00	166.00	Statutory
Partial Transfer	499.00	499.00	Statutory
Surrender	499.00	499.00	Statutory

12. ENTERTAINMENT LICENCES

The certain of the following categories (sections 12, 14 to 16 and 19) of licence fee are to be replaced as part of the new duties under the Licensing Act 2003. During 2004/5 applications will have to be made to convert existing licences to the new system. A new statutory fee will cover these applications; no detail is yet available of the new fee. The existing licensing system will remain in place until the new system is fully implemented; this is currently expected to occur summer 2005. Existing fees are held at current levels in response to central Government requirements to ensure that the charges made reflect the costs of the services provided.

Officers are to levy or refund fees charged under the existing licensing system to reflect the diminishing period of these licences. This is to be calculated on the usable period of the existing licence, up to the date on which Licensing Act 2003 licences become operative.

(a) Annual Licences

Public music, music and dancing, indoor sports, boxing, wrestling, hypnotism and plays licences. Fees payable are on the following scale.

Capacity (maximum permitted) number of persons

Up to 100	662.00	662.00	0
101 – 200	1,338.00	1,338.00	0
201 – 300	1,976.00	1,976.00	0
301 – 400	2,635.00	2,635.00	0

	Present Charge £	Proposed Charge £	% Increase
401 – 500	3,314.00	3,314.00	0
501 – 600	3,921.00	3,921.00	0
601 – 700	4,600.00	4,600.00	0
701 – 800	5,249.00	5,249.00	0
801 – 900	5,667.00	5,667.00	0
901 – 1,000	6,629.00	6,629.00	0
1,001 – 1,500	9,796.00	9,796.00	0
1,501 – 2,000	13,121.00	13,121.00	0

Additional charges for extension of hours beyond 11 p.m.
10% of scale fee plus 1% for each day of extension.
Prices for larger capacities on application

Open space in local authority occupation and shopping centres	430.00	430.00	0
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Duplicate Licence	31.00	31.00	0
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Variation or transfer of Licence:

(a) Where public advertisement is required 10% of scale fee for Licence concerned.

(b) In all other cases	54.00	54.00	0
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Nominal fee for licences for entertainments additional to that for which full Licence fee paid.	135.00	135.00	0
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Reduced licence fee for registered Charities, religious organisations and other similar bodies where statutory fee exemption not applicable.	114.00	114.00	0
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First Day		% Increase	Additional Days		% Increase
Present Charge	Proposed Charge		Present Charge	Proposed Charge	

(b) Occasional Licences

Music, music and dancing,
Sunday musical entertainment,
Sunday dancing, indoor sports,
boxing, wrestling, hypnotism and
plays.

For any one or more occasions
within a period of one month.

Estimated capacity (persons)

Up to 100	70.00	70.00	0	15.00	15.00	0
101 - 200	145.00	145.00	0	30.00	30.00	0
201 - 300	215.00	215.00	0	43.00	43.00	0
301 - 600	399.00	399.00	0	81.00	81.00	0
601 – 1,000	769.00	769.00	0	158.00	158.00	0
1,001- 5,000	1,213.00	1,213.00	0	217.00	217.00	0

Prices for larger premises on
application

	Present Charge £	Proposed Charge £	% Increase
For one or more occasions within a period of one month			
Open space in local authority occupation and shopping centres	84.00	84.00	0
Nominal fee for community event by non-profit making organisation.	33.00	33.00	0
Reduced fee for registered charities, religious and voluntary organisations and similar bodies.	84.00	84.00	0
Nominal fee for events on premises operated by the Council where entertainment is given free.	57.00	57.00	0
Nominal Fee for occasional variation of an annual Licence			
First day	33.00	33.00	0
Additional days	25.00	25.00	0
Additional days in one calendar month	25.00	25.00	0
	or $\frac{1}{12}$ of the annual fee for application in that month, whichever is the lower.		
Nominal Fee for occasional variation of an annual Licence in circumstances where the Council requires public advertisement of the application.	10% of the annual Licence scale fee		
13. <u>Hypnotism Entertainments under the Hypnotism Act 1952</u>			
In as far as the Hypnotism Act permits, the Council uses entertainments licensing procedures for processing and determining authorisations for hypnotism entertainments. In addition the model conditions issued by the Home Office, with any necessary changes to take account of variations in premises or the nature of the event, will be attached as conditions on any authorisation.	As Entertainment Licensing		
Hypnotism Entertainments do not fall under the new Licensing Act 2003, hence the fee structure will be reviewed next year. In recent years no applications have been made for hypnotism entertainments.			
14. <u>Film Exhibition Licence Fees</u>			
Licence fees for cinemas and other film or video exhibitions are fixed by statute. Legislation allows fees up to a statutory maximum. Maximum fees have been adopted for film exhibition licences within the Borough. Film Exhibition Licences are also part of the proposed new licensing system within the Licensing Bill (mentioned above).			
Statutory Maximum Charge			
Full Licence (e.g. for Cinemas)	600.00	600.00	Statutory
Transfer fee (on change of ownership)	120.00	120.00	0
Occasional Licence:			
Monthly rate	200.00	200.00	0
Up to a maximum in any one year	600.00	600.00	0

Present Charge £	Proposed Charge £	% Increase
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At present the Council operates a discretionary charge for a restricted film Licence e.g. video jukeboxes, video machines in hotel bedrooms. These film exhibitions are ancillary to the main purpose of the business.

Restricted (Annual)	163.00	163.00	0
Restricted (Occasional)	54.00	54.00	0

15. Private Entertainment Licence Fees

A provision in the London Local Authorities Act 1991, adopted by this Authority to operate from 1 April 1992, allows for a reasonable fee to be charged for private entertainment. Private entertainments are those where non-public entertainments are promoted for private gain. This would apply, for example, to acid house or rave parties or similar events but specifically excludes entertainments promoted by societies, such as clubs, associations etc., where any gain from the entertainment benefits the society as a whole. The Committee's policy now is that the fee structure for public entertainments is also applied to private entertainments.

16. Certificate of Suitability Fees

Private members clubs can apply to the Council for a certificate of the suitability of the premises for music and dancing as described in s79 of the Licensing Act 1964. This will allow the occupier to obtain later liquor licensing hours.

Certificate of Suitability (Valid for 1year from date of issue): 50% of scale fee for corresponding annual entertainment licence	50% of scale fee
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LICENSING FEES

The review of the entertainment licences, following central Government requirements, has informed the licence fees.

A separate fee element for veterinary inspection or other specialist inspection has been introduced for all Animal related licences to ensure recovery of costs from commercial premises seeking licences, gain clarity of charging and reflect partnership work. The fixed fee element covers the Council's costs and any changes in the veterinary inspection fee are no longer at the Council's risk.

17. Animal Boarding Establishments

(Animal Boarding Establishments Act 1963)

(a) Initial Registration (min.fee)	133.00	137.00	3
(b) Renewal	87.00	90.00	3
	plus fee for approved veterinary or other specialist inspection		

18. Dangerous Wild Animals

(Dangerous Wild Animals Act 1976)

(a) Initial Registration	173.00	178.00	3
(b) Renewal	138.00	142.14	3
	plus fee for approved veterinary or other specialist inspection		

19. Night Café

(London Local Authorities Act 1990). Night Cafe Licences are also part of the proposed new licensing system within the Licensing Bill (mentioned above).

(a) New / Renewal / Provisional	157.00	162.00	3
(b) Transfer	74.00	76.00	3

	Present Charge £	Proposed Charge £	% Increase
(c) Variation	44.00	45.00	3
(d) Occasional	31.00	32.00	3
20. Performing Animals (Performing Animals (Regulations) Act 1925)			
(a) Initial Registration	63.00	65.00	3
(b) Renewal	33.00	34.00	3
(c) Certificate	11.00	11.00	3
		plus fee for approved veterinary or other specialist inspection	
21. Pet Shops (Pet Animals Act 1951)			
(a) Initial Registration (min.fee)	157.00	162.00	3
(b) Renewal	112.00	115.00	3
		plus fee for approved veterinary or other specialist inspection	
22. Riding Establishments (Riding Establishments Act 1964)	50.00	52.00	3
		plus fee for approved veterinary inspection	
23. Poisons (Poisons Act 1972)			
(a) Inclusion of person on list of those entitled to sell poison	45.00	46.00	3
(b) Alteration of list	17.00	17.00	3
(c) Retention of name on list in any year subsequent to post entry	45.00	46.00	3
d) Entry of name in respect of more than one set of premises for each additional set.	45.00	46.00	3
(e) Retention of name in respect of each additional set.	45.00	46.00	3
24. Breeding Establishments for Dogs (Breeding of Dogs Act 1973)			
(a) Initial Registration	157.00	162.00	3
(b) Renewal	108.00	111.00	3
		plus fee for approved veterinary inspection	
25. Game Licences			
Licence to Kill Game – Red	6.00	6.00	Statutory
Licence to Kill Game – Blue	4.00	4.00	Statutory
Licence to Kill Game – Green	2.00	2.00	Statutory
Game Dealer (section 213 LGA 1972)	6.00	6.00	Statutory
To deal in Game (Section 27 LGA 1972)	6.00	6.00	Statutory
26. Massage and Special Treatment Establishments			
Special Treatments			
(a) Grant of a new licence	219.00	226.00	3
(b) Renewal of licence	109.00	112.00	3
(c) Transfer of a licence	74.00	76.00	3
(d) Variation of licence	44.00	45.00	3
Ear Piercing Only			
(a) Grant of a new licence	94.00	97.00	3
(b) Renewal of licence	49.00	50.00	3
(c) Transfer of a licence	43.00	44.00	3
(d) Variation of licence	36.00	37.00	3

	Present Charge £	Proposed Charge £	% Increase
27. <u>Butchers Shops</u> (Food Safety (General Food Hygiene)(Butchers' Shops) Amendment Regulations 2000) Fees Fixed by Statute (a) Grant of a licence	100.00	100.00	Statutory

28. Environmental Health Information

Under the Environmental Information Regulations 1997 the Council is required to provide information regarding the state of any water or air, any flora, fauna, soil or other land and any activities that may adversely affect them or any measures to protect them. They do not apply where other statutory obligations to disclose information i.e. public registers exist. Reasonable charges can be made for supplying information and this can be made conditional on payment of that charge.

The Council also receives periodic requests for information, which do not fall under the remit of the above regulations. It is intended that the same fee be applied to the provision of such information to reflect the cost of providing this information but not at excessive cost to the person requesting the information.

The charging structure provides for the waiver of fees for information provided to individuals and organisations of a charitable nature. 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.

Minimum charge:

Allowing a half hour of officer time (outside scope of VAT)	40.00	41.00	3
Additional time:			
2nd half hour (outside scope of VAT)	40.00	41.00	3
Charge per hour or part thereafter (outside scope of VAT)	80.00	82.00	3

Fees for copies:

A4 photocopy	0.20	0.20	3
A2 copy from microfilm	5.00	5.00	3

In circumstances where the information is being requested by an individual member of the public or by an organisation of a bona fide charitable nature, the fee for the first half-hour may be waived. Where there is no charge for research, the fee for copies of documents may also be waived.

29. Health and Safety Information

Under section 28 of the Health and Safety of work Etc Act 1974 the Authority can be requested to provide a statement of fact or provide information with regard to investigations undertaken by the Council, for which it may make a reasonable charge. The fee reflects the precedence set by the Health and Safety Executive for information provided under this legislation.

£25.00 per hour or part thereof	£25.00 per hour or part thereof	0
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30. Health Certificates

Certain companies request health certificates for foods being exported outside the European Community. Outside the scope of VAT.

34.00	35.00	3
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Present Charge £	Proposed Charge £	% Increase
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31. Houses in Multiple Occupation Registration Scheme

In January 2000, a registration Scheme for Houses in Multiple Occupation was introduced and enforced from April 2000. Landlords were consulted on the proposed fee structure agreed in principle by the former Housing Committee. Results from the consultation identified that Landlords would like to see a maximum fee charged per property and a discount for registering early. Whilst a maximum of £500 per premises was set out in the original proposal, a discount for registering early was not included.

A discount for early registration would encourage Landlords to register from the outset of the scheme and should reduce some of the cost of pursuing landlords to register. To compensate for the income lost through offering a discount the maximum fee per property has been increased to £1,000 per property. A survey of other local authorities has identified that no other local authority sets a maximum fee per property.

Initial applications for registration are set by legislation at £60 per habitable room, subject to a maximum charge of £1,000 per property. The renewal fee (after the five year initial registration period) will be half of the full original fee (no discount included) These fees are not open to local discretion.

60.00	62.00	3
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Rooms exclusively used as a living room or dining room are exempt from the charge. This recognises that the provision of such rooms is desirable in any letting.

32. Sex Shops

The Council has had enquiries from companies considering applications for Sex Shops. The Council passed a resolution for a "nil" number of Sex Shops in the area and this is a ground for the refusal of a licence. However, to refuse a licence, a valid application has to be made, for which a fee can be charged, and any objections to the application considered. It is anticipated that any application would get a substantial number of objections and the fee reflects the likely costs to the authority of providing the service.

Initial Application for Annual License fee for a Sex Shop licence
Renewal fee for a Sex Shop licence

4,000.00	4,120.00	3
3,000.00	3,090.00	3

33. Immigration Inspections

The Council receives a number of requests each year to inspect a property for immigration purposes and provide a letter to the British High Commission that the accommodation is fit for human habitation and will not be overcrowded with the proposed occupancy. This is not a statutory undertaking and we are able to charge for this service.

Inspection of property and provision of report for immigration purposes.

£75.00 plus VAT	£77.25 plus VAT	3
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34. Scrap Metal and Salvage

The Council has for many years had the duty to register Scrap Metal Dealers (The Scrap Metal Dealers Act 1964). There is no fee payable by the applicant. The Vehicle (Crime) Act 2001 and associated Motor Salvage Operators Regulations 2002 introduce controls essentially similar to the Scrap Metal legislation. However a fee is payable and following a review of the duties and liaison with other authorities, a fee has been established.

150.00	155.00	3
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