

REPORT FOR: CABINET

Date of Meeting:	9 February 2011
Subject:	Fees & Charges for Council Services
Key Decision:	Yes
Responsible Officer:	Julie Alderson, Interim Director of Resources
Portfolio Holder:	Councillor Bill Stephenson, Leader of the Council and Portfolio Holder for Finance & Business Transformation
Exempt:	No
Decision subject to Call-in:	Yes
Enclosures:	Appendices of the Fees & Charges by Directorate Appendix 1 – Adults & Housing Appendix 2 – Community & Environment (statutory & non-statutory) Appendix 3 – Children’s Services Appendix 4 – Corporate Finance Appendix 5 – Legal & Governance Appendix 6 – Place Shaping (statutory & non-statutory)

Section 1 – Summary and Recommendations

This report sets out proposals for Fees & Charges made by the Council in 2012 – 2013.

Recommendations:

Cabinet is requested to:

1. Approve the Fees & Charges set-out in the attached appendices
2. Agree to an additional in-year price review to come into effect on or after 1st October 2012 following price structure review in key areas
3. Agree to an in year revision to parking fees following consultation
4. Note the existing delegation to Corporate Directors to vary fees and charges for goods and services funded by the Council and agree that in-year price reviews will be determined by the relevant Corporate Director in consultation with the relevant Portfolio Holder (Cabinet October 2010)

Reason: (For recommendation)

1. Council Fees & Charges have input costs that are directly affected by the wider impacts of inflation and therefore external Fees & Charges are typically adjusted annually to maintain a balanced net budget position.

Where charges can be adjusted from April 2012 and where no other price changes are recommended by the service, a general upward adjustment of 2%-4% has been applied to all Fees & Charges which will keep income aligned to expenditure. In certain areas a greater than 4% adjustment has been made to respond to wider market changes. Statutory or agreed consultation and notice periods apply to certain fees. Some have already been consulted upon and are included in the report whilst others will be reviewed in year and will impact from April 2013.

Particular care has been taken across all price rises to protect vulnerable groups and ensure that service users are not excluded through price increments. Further care has been applied to ensure that price adjustments create a maintenance or rise in yield and do not adversely effect overall demand resulting in decreased income.

2. Whilst across many areas, sensitively placed inflationary increases will come into effect in April 2012, a structured project approach to reviewing Fees & Charges in key areas will generate additional market based adjustments. Potential price revisions should be responded to quickly in order to maximise yield, an October 2012 mid-year review will allow some new fees to be applied quickly making a positive budget impact within the year.
3. The final elements of the parking review and consultation will be completed during 2012. An in year application of the outcomes of the review will assist in making a positive in year policy and budget impact

4. Corporate Directors already hold the delegation to vary and recover fees and charges for goods and services funded by the Council within agreed policy. The in year review will allow the Council to take a more commercial approach to income. This provides a further mechanism for a more responsive and market-sensitive approach to fees, charges and income.

Section 2 – Report

Introductory paragraph

1. The Council has the power to set fees and charges for statutory and non-statutory services and seeks to recover the full costs of providing services where appropriate. There are services that provide such a significant community benefit that the service users are not charged the full cost of delivery. Within the range of services the Council provides, there are examples of subsidies applied to deliver a policy objective or to attract usage by key groups such as children, the elderly and those in receipt of benefits. Any changes in fees that are suggested within this report take account of the needs of service users and the Council's policy objectives. Fees have been set at levels that protect the vulnerable, deliver policy objectives and help to protect vital revenue streams that support the delivery of front-line services.
2. Portfolio holders already have the discretion to complete reviews of external Fees and Charges in-year and within a time-scale that best suits the services and their users.

Options considered

3. The alternative 'do nothing' option, would reduce Harrow's ability to stay in-line with inflation and market development, effectively reducing income levels and producing a negative net effect on the budget.
4. Across the range of Fees & Charges there are a great number of options for charging structures, delivery models, the overall Harrow market strategy, concessions, subsidies and increasing overall yield. These have been considered in the proposed fee changes and further work will be carried out as part of the ongoing project to feed into the in-year review.

Background

5. The Council's ability to apply Fees & Charges falls into three main categories set out by the Local Authority Legislative Framework as follows:
 - a. Where there is a statutory restriction on charging for statutory duties for example domestic refuse collection
 - b. Charges that are prescribed by statute or set nationally such as the price to issue a disabled parking permit
 - c. Charges that are set locally by authorities

6. Within those set locally these can be split into three areas (1) those with prescribed statutory limits within which charges can be set or with a prescribed mechanism for calculation of charges, for example parking enforcement (2) fees and charges restricted to cost recovery, for example fees for regulatory services where not prescribed (3) services for which a surplus can be made, for example car parking charges. There may be other statutory requirements such as a duty to consult or publish orders.
7. When calculating the fee for discretionary services in accordance with the power to charge under s.93 of the Local Government Act 2003 the authority can charge the full cost of delivery and should not make a profit when calculated over a three-year period.
8. A limited amount of fee-comparison benchmarking work has been completed. This work has shown that Harrow's fees are not consistently positioned with comparator authorities. However where fees are comparatively low, Harrow pricing structures have been reviewed.

Current Situation

9. Recessionary impacts have been felt by some fee-earning services where overall yields and usage are dropping in each year. For example there have been reductions in Development & Building Control income due to less building and development activity and for Trade Waste income is decreasing with lower economic activity.
10. The Council's overall budget position requires the authority to make the most of any commercial opportunities and recover a greater level of costs incurred in providing discretionary services. Using local market knowledge, benchmarking and unit costing, changes in fees have been proposed within this report that will raise overall yield whilst protecting vulnerable groups and delivering policy aims.
11. The combined Fees & Charges income from across all departments is budgeted to be £27.7 million in 2011/12 which is a significant balancing item for Harrow Council's budget. The income breaks down to the separate Directorates as shown in table 1 below.

Table 1

Directorate	Income £
C&E	15,359,506
CEX	179,864
Children's	1,271,129
Adults & Housing	7,398,254
Place Shaping	2,758,750
Legal Services	734,021
Total	27,701,524

12. Income levels vary greatly across the Directorates and are far more significant in Community & Environment and Adults & Housing than they are for the other directorates.
13. **Community & Environment:** income sources include charges for services such as Trade Waste collections, Parks & Open Spaces, Libraries and Arts centres.
- a. **Community Services:** have a broad range of charges for different services priced to maximise participation and generate income. Across the libraries services many hire charges have been fixed to maintain income, others have been increased to cover a greater percentage of costs. Community lettings have increased to stay in line with inflation, community notice boards have been reviewed to stimulate interest in hiring. Both the Harrow Arts Centre & Museum operate in a commercial venue hire market. The venues are both part of the same marketing strategy and many 2011/12 prices have been held to maintain the current market position.
 - b. **Environment:** as for community services, there is a broad range of Environment Charges. Proposals for 2012/13 include fee structures in cemeteries reviewed to keep aligned with neighbouring boroughs, and stray dogs will all be subject to the statutory £25 return fee.
 1. Parking charges have been revised upwards by 4% overall. This is an interim measure to assist in delivering policy objectives and will support moving towards an in year zone-based restructuring. Parking permit increases will raise an additional £80,000 income in 2012/13.
 2. Public Graves were previously charged at Interment cost. The 2012 charges now also include an administrative charge to make the item cost neutral.
 3. Immigration charges have risen to take account of the work required in completing Home Office Requests.
 4. Sports fees have risen due to cost increases. Junior football has been increased at inflationary levels in conjunction with other sports fees. Sports charges are currently at break even levels for adult facilities, however junior facilities are currently at subsidised levels.
14. **Adults & Housing Services:** income includes payments made for such services as accommodation, home care, day care, transport and Meals on Wheels. Within the proposals there is a 2% inflationary increase to hot & cold meals and civic centre catering to keep pace with inflation.
15. **Legal Services:** The Directorate have set an internal target to raise income by £82k within 2012/13. This will be achieved through optimising working patterns, increasing marketing of key services and price increases to stay in line with market conditions. Registration and registrars fees have been aligned to other local authorities through benchmarking exercises.
16. **Place Shaping:** Income is generated principally through planning and development control functions. These functions operate in an increasingly open and competitive market and fees are set at a level that recovers

council's costs and maximises overall income. This area has a high-degree of market knowledge and will continue to be optimised during 2012/13.

17. **CEX:** The principal income generating service for the Chief Executive's Department is the Harrow Helpline and Telecare. Project work will continue towards a review of charges and costs in these areas with a potential for an October 2012 price review.
18. **Children's Services:** within the Children's service there has been a restructuring of the fees for children's centre's, play schemes and for the Teachers' Centre. The operating model for each of the services has been reviewed and fee structures aim to maximise participation and generate income to cover a proportion of delivery costs.

The Need for Change

19. Within the current year there is a projected shortfall in income of £1.34m which has been managed within existing budgets in 2011/12. This indicates that actions that increase income must be taken.
20. A systematic project approach to reviewing Fees & Charges will be taken during 2012/13. The project will follow a developed methodology and will focus on individual Directorates in-turn and will work closely with the staff responsible for delivering the services. The target of the work will be to increase overall yield, where appropriate, to reduce the costs of delivering the service and to expand delivery into new markets.
21. The project review methodology will include the following elements and will be developed as the project continues:
 - a. A review of the Policy introduced in October 2010
 - b. Project governance and a working group
 - c. Review of the Statutory position & taking professional guidance
 - d. Budget & income target review
 - e. Unit cost calculation
 - f. Potential for delivery model savings
 - g. Current & new market analysis
 - h. Consideration of current & alternative delivery models
 - i. Feedback & Performance management processes
 - j. Stopping services or using different providers
 - k. Service subsidies & core budget support
 - l. Concessions & policy objectives
22. A project review process will highlight the real cost of services, the concessions offered and the subsidies applied. A Council-wide policy on concessions will be helpful to ensure a consistent approach is taken.
23. To increase market-share, there will be a need for the Council to market service offers to target audiences. All marketing activity will be centrally

coordinated to ensure cost control, quality, consistent approach and avoidance of saturating or duplicating markets.

24. Where possible new fees will be applied either in April or October 2012 with others coming into effect through the April 2013/14 budget setting process. Where budget holders have not suggested otherwise and in areas where the standard rate of uplift can be applied, the proposed standard rate of increase will be between 2%-4% to come into effect in April 2012. RPI for November 2011 is 5.2% and CPI is 4.8%, so Harrow's standard rate of increase stays below the full application of an RPI linked adjustment.

Financial Implications

25. A 2% rise in all incomes was assumed as part of the budget planning process, in addition to this certain key areas have suggested rises above 2%. These have been suggested for a variety of reasons including keeping pace with wider movement in markets, covering increased costs, and making a greater contribution to current and fixed costs for example.

Performance Issues

26. In order to increase revenues, explore new markets and/or recover a greater percentage of costs, Harrow needs to improve service delivery in key areas. These areas have been picked up through customer satisfaction monitoring and progress towards improvements will be picked up in the project review methodology. The project will report into the corporate project management cycle monthly through CSB and quarterly through the corporate performance monitoring cycle.

Environmental Impact

27. Simple increases to Fees & Charges will have no net effect to environmental issues as the services delivered will be unaltered.
28. Where alternative delivery models are identified through the review process an assessment of the environmental impact will be considered as part of the options appraisal.

Risk Management Implications

29. Separate risk register in place? Yes (agreed with corporate risk-manager)
30. Significant risks of Fees & Charges changes include the following :
- a. Legal challenge to the basis of costs
 - b. Failing to apply fees that maximise total income

- c. Contractual issues of customer & supplier relationship
- d. Equalities impacts

31. These risks are all considered as part of the project approach but are managed by the service delivery teams.

Equalities Implications

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.

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.

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.

32. **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.

33. **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.

34. **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.
35. **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. A full Equalities Impact Assessment of external Fees and Charges will be completed as an element of the planning process within the project approach.
36. **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.
37. 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 based on need and ability to pay is an important part of the project methodology.

Corporate Priorities

38. **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.
39. **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.
40. **Supporting and protecting people who are most in need:** A review of subsidy and concessions will be completed as part of the review methodology to ensure that subsidies are consistently applied and that investment profiles match corporate concerns.
41. **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 Chief Financial Officer

Date: 27/01/12

Name: Sarah Wilson on behalf of the
Monitoring Officer

Date: 02/02/12

Section 4 – Performance Officer Clearance

Name: Liz Defries on behalf of the
Divisional Director
Partnership,
Development and
Performance

Date: 23/01/12

Section 5 – Environmental Impact Officer Clearance

Name: Andrew Baker on behalf of the
Divisional Director
(Environmental
Services)

Date: 18/01/12

Section 6 - Contact Details and Background Papers

Contact:

Ben Sellar-Moore

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Interim Commercialisation Manager
0208 416 5795 or extension 8218

Background Papers: None

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

NOT APPLICABLE

[Call-in applies]

Appendix 1 – Adults & Housing Services 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 on the RAS and funding will be based on users’ needs to be delivered, and will be subject to the financial assessment and the ability to pay.

Note: Supporting People

Service users receiving long term housing support services funded by the Supporting People grant can be charged. The charges are payable only by tenants not eligible for financial support as assessed by Fairer Charging.*

Supporting People charges will be reviewed in 2012/13 to reflect proposed changes in the housing management. This is likely to lead to a reduction in the support charge but a rise in service charges and this will also be reflected in the contract prices for the provision.

** note these are generally sheltered housing warden services*

	Current 2011/2012 £	Proposed 2012/2013 £	Change %
Social Care Services			
1. Daycare (per session)			
<u>Note:</u> Charges for Daycare approved by Cabinet in October 2011			
Daycare charge *new charge	NA	47.75	NA

Current 2011/2012 £	Proposed 2012/2013 £	Change %
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2. Transport (per journey)

Note:

Charges for transport were approved by Cabinet in October 2011

Mobile transport <i>*new charge</i>	NA	5	NA
Escorted walker <i>*new charge</i>	NA	12.50	NA
Escorted wheelchair <i>*new charge</i>	NA	32.50	NA

3. Home Care Charges (per hour)

Hourly charges	£15 up (to max £250 per week)	15 No maximum	0
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4. Charges for Meals on Wheels, at day centres & luncheon club (per meal)

1. Frozen meals	3.00	3.05	2
2. Hot meals	4.65	4.75	2

Appendix 1 Continued: Housing Fees & Charges

	Current 2011/2012 £	Proposed 2012/2013 £	Change %
1. Charges for Bed and Breakfast Accommodation	173.08 per week	173.08 per week	0

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. There is no change from last year.

2. Charges for Furniture Storage - per week	40.80	41.61	2
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Note:

Fees are a re-charge 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 (when facing homelessness).

3. Hostels			
Single Room	247.04	251.98	2
Double Room	302.57	308.62	2
Triple Room	334.67	341.36	2
Quad Room	360.16	367.36	2
Flat let	952.68	971.73	2

Note: Vernon Lodge – hostel managed by Paddington Churches Housing Association (PCHA). The management agreement is being reviewed to take account of fluctuating void rates by maximising Housing Benefits. 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. These are the proposed rents and the increases are based on inflation adjustment. Housing Benefits will cover the increase and as a result no individuals will be adversely affected by the increase in charges.

	Current 2011/2012 £	Proposed 2012/2013 £	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

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.

At present we only have 1 bed and 2 bed units. We are likely to procure larger properties in future, and there is an overall rent cap of £375. Different figures will apply for accommodation outside Harrow but will follow the same formula.

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

Note:

These are the charges that were introduced in October 2010. There is no change in the method or level of charging for 2012/13.

6. Affordable Housing Validation

Charge per proposal	1,500	1,500	0
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Appendix 2 – Community & Environment Fees & Charges (Statutory Fees)

Statutory Fees & Charges Set by Legislation 1st April 2011

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

	Current 2011/12 £	Proposed 2012/13 £	Change %
1. Stray Dogs			
Statutory dog return fee	25	25	0
Plus kenneling charges at cost for each stray dog placed in kennels		-	

2a. Local Authority Pollution Control

Note:

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.

Application Fee	1,561	1,561	0
Standard Process	146	146	0
Service Stations	146	146	0
Waste Oil Burners under 0.4MW	146	146	0
Dry Cleaners	1,561	1,561	0
Mobile Screening and Crushing Plant	1,559	1,559	0
For the third to seventh applications	931	931	0
For the eight and subsequent applications	472	472	0
Service Stations - Low	75	75	0
Service Stations - Medium	149	149	0
Service Station - High	224	224	0
Waste Oil Burners under 0.4MW - Low	75	75	0
Waste Oil Burners under 0.4MW - Medium	149	149	0
Waste Oil Burners under 0.4MW - High	224	224	0
Odorising of Natural Gas - Low	75	75	0
Odorising of Natural Gas - Medium	149	149	0
Odorising of Natural Gas - High	224	224	0
Mobile Screening and Crushing Plant - Low	611	611	0
Mobile Screening and Crushing Plant - Medium	978	978	0
Mobile Screening and Crushing Plant - High	1,467	1,467	0

	Current 2011/12 £	Proposed 2012/13 £	Change %
For the third to seventh authorisations - Low	364	364	0
For the third to seventh authorisations - Medium	583	583	0
For the third to seventh authorisations - High	874	874	0
For the eighth and subsequent authorisations – Low	187	187	0
For the eighth and subsequent authorisations - Medium	299	299	0
For the eighth and subsequent authorisations - High	448	448	0
2b. Substantial Changes s10 & s11			
Standard Process	994	994	0
Service Stations	97	97	0
Waste Oil Burners under 0.4MW	97	97	0
Change to implement an upgrading plan	1,561	1,561	0
2c. LA-IPPC Fees & Charge			
Application	3,181	3,181	0
Annual Subsistence, this is divided into the following risk bands			
Low Risk	1,368	1,368	0
Medium Risk	1,524	1,524	0
High Risk	2,208	2,208	0
Substantial Variation	1,294	1,294	0
Transfer	222	222	0
Partial Transfer	660	660	0
Surrender	660	660	0
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			
Non domestic Rateable Value Band			
	Band	Charge	Change
£0 to £4,300	A	100	0
£4,301 to £3,3000	B	190	0
£33,001 to £87,000	C	315	0
£87,001 to £125,000	D	450	0
£125,001 and above	E	635	0
5. Premises exclusively or primarily in the business of selling alcohol			
	E	1,905	0
	D	900	0
6. Annual Fee Level			
	A	70	0
	B	180	0
	C	295	0
	D	320	0
	B & E	350	0

	Current 2011/12 £	Proposed 2012/13 £	Change %
7. Premises exclusively or primarily in the business of selling alcohol			
Band D	640	640	0
Band E	1,050	1,050	0
8. Exceptionally large events			
Number in attendance at any one time			
5,000 to 9,999	1,000	1,000	0
10,000 to 14,999	2,000	2,000	0
15,000 to 19,999	4,000	4,000	0
20,000 to 29,999	8,000	8,000	0
30,000 to 39,999	16,000	16,000	0
40,000 to 49,999	24,000	24,000	0
50,000 to 59,999	32,000	32,000	0
60,000 to 69,999	40,000	40,000	0
70,000 to 79,999	48,000	48,000	0
80,000 to 89,999	56,000	56,000	0
90,000 and over	64,000	64,000	0
9. Personal Licences, Temporary Events & Other Fees			
Application for a grant or renewal of personal licence	37	37	0
Theft, loss etc. of premises licence or summary	10.50	10.50	0
Application for a provisional statement where premises being built etc	315	315	0
Notification of change of name or address	10.50	10.50	0
Application to vary licence to specify individual as premises supervisor	23	23	0
Application for transfer of premises licence	23	23	0
Interim authority notice following death etc of licence holder	23	23	0
Theft, loss etc of certificate or summary	10.50	10.50	0
Notification of change of name or alteration of rules of club	10.50	10.50	0
Change of relevant registered address of club	10.50	10.50	0
Theft, loss etc of temporary event notice	10.50	10.50	0
Theft, loss etc of personal licence	10.50	10.50	0
Duty to notify change of name or address	10.50	10.50	0
Right of freeholder etc to be notified of licensing matters	21	21	0
10. Gambling Act 2005			
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

	Current 2011/12 £	Proposed 2012/13 £	Change %
11. Bingo Premises Licence			
- 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
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)			
<u>Note:</u>			
<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

	Current 2011/12 £	Proposed 2012/13 £	Change %
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:

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) 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:

In accordance with The Street Works (Inspection Fees) (England) Regulations 2002 and subsequent amendments and as set by HAUC(UK)

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:

In accordance with The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009 and subsequent amendments

Major works Type 2 road.	2,000	2,000	0
Standard works Type 2	2,000	2,000	0
Minor works Type 2 road	500	500	0
Immediate works Type 2 road	500	500	0

	Current 2011/12 £	Proposed 2012/13 £	Change %
Major works Type 3 or 4 road being traffic sensitive.	750	750	0
Standard works Type 3 or 4 road being traffic sensitive.	750	750	0
Minor works Type 3 or 4 road being traffic sensitive.	250	250	0
Immediate works Type 3 or 4 road being traffic sensitive.	250	250	0
Major works Type 3 or 4 road not being traffic sensitive.	250	250	0
Standard works Type 3 or 4 road not being traffic sensitive.	250	250	0
Minor works Type 3 or 4 road not being traffic sensitive.	100	100	0
Immediate works Type 3 or 4 road not being traffic sensitive.	100	100	0

Note: (where a single line of equipment is cleared within 24hrs the fee will be reduced to £100)

Appendix 2 Continued – Community & Environment Fees & Charges (Non-Statutory Fees)

	Current 2011/12 £	Proposed 2012/13 £	Change %
1. Hire of Pavilion tea rooms (per hour)			
General public	7	7.30	4.3
Registered pre school groups	4	4.20	5
2. Tree Donations for Parks & Highways	200	250	25
3. Allotment Gardens			
Rent of single pole (25.29 sq mtrs)	4	4.16	4
Concessions	2	2.08	4
Water charge per pole (25.29 sq mtrs) - concessions do not apply	2	2.08	4
Rotavating charge per 25.29 sq mtrs (pole) (5 pole plot minimum size for service)	8	10	25
Weed spraying charge per 25.29 sq mtrs (pole) (5 pole plot minimum size for service)	8	10	25
4. Fly Tipping Removal			
Removal of fly tip on private land hourly rate (minimum charge of one hour)	192	200	4.2
5. Graffiti Removal			
Removal of graffiti on private land hourly rate (minimum charge of one hour)	93	96	3.2
Sports Fees			
6. Tennis Courts			
Adult hard court rent per hour	7	7.30	4.3
Junior hard court rent per hour	4	4.20	5.0
7. Rounders Pitch			
Rental per occasion	52	60	15.4
8. Football, Gaelic Football and Rugby			
(a) Seasonal Pitch Letting (29 week season 1 match per week)			
Monday - Saturday (per season) (exempt VAT)	1,506	1570	4.2
Sunday, Bank Holiday (per season) (exempt VAT)	1,891	1970	4.2
(b) Occasional Letting (per Match)	134	139	3.7
(c) Seasonal Junior Pitch Letting (1 match per week)			
Monday - Saturday (per season) (exempt VAT)	829	865	4.3
Sunday, Bank Holiday (per season) (exempt VAT)	1,168	1220	4.5

	Current 2011/12 £	Proposed 2012/13 £	Change %
(d) Seasonal Junior Pitch Letting (1 match per week) Without Council Changing Accommodation			
Monday - Saturday (per season) (exempt VAT)	604	630	4.3
Sunday, Bank Holiday (per season) (exempt VAT)	891	930	4.4
(e) Occasional Junior Let (per match)	75	78	4.0
(f) Occasional Junior Pitch Letting (per match) Without Council Changing Accommodation	56	59	5.4
(g) Use of shower and dressing room without use of pitch when available (per team)	46	48	4.3
(h) Football/Rugby Exclusive Use	3,407	3,550	4.2
9. Cricket Pitches			
(a) Seasonal Lettings of 1 Day Per Week per 22 week season (exempt VAT)	2,947	3,065	4.0
(b) Occasional Letting Per Day	164	170	3.7
(c) Cricket exclusive use	5,130	5,330	3.9
10. Providing straight running track as required in Park			
Per hour	99	105	6.1
11. Pitch & Putt			
Fee per round (including use of clubs and ball)			
(a) Adults	8	8.40	5.0
(b) Concessions	4	4.20	5.0
(c) Returnable Deposit	4	5	25.0
12. Bowls			
Season Letting	6,985	7,270	4.1
Use of green mat, slip and woods per hour per player	7	7.30	4.3
13. Rental of Park or Open Space			
Small sports events (up to 150 people) event charge	132	150	13.6
Community events (such as Roxeth Show) per operating day	382	400	4.7
Large events, commercial fairs and circuses per operating day	1,092	1250	14.5
14. Harrow Leisure Centre			

Fees & Charges are subject to the partnership agreement with Greenwich Leisure Limited and will be set in accordance with the details of that Agreement.

	Current 2011/12 £	Proposed 2012/13 £	Change %
15. Sports Playing Fields (Education Season)			
Football / Rugby Seasonal Saturday (31 week season 1 match per week)	1,610	1,680	4.3
Football / Rugby Seasonal Sunday	2,022	2,110	4.4
<i>Without accommodation</i>			
Football / Rugby Seasonal Saturday (Junior)	886	925	4.4
Football / Rugby Seasonal Sunday (Junior)	1,248	1,305	4.6
Cricket Seasonal (18 week season 1 match per week)	2,412	2,510	4.1
Schools football fixture (31 week season)	805	840	4.3
Schools cricket fixture (18 week season)	1,206	1,255	4.1
Schools football fixture (Casual per match)	38	40	5.3
Schools cricket fixture (Casual per match)	68	71	4.4
16. Cemetery Fees			
Exclusive right of burial inc. Deed of Grant and Number (Muslim, Lawn, Traditional, Cremated Remains - full size plot, Greek)			
Resident	1,788	1,945	8.8
Non-resident	3,576	3,890	8.8
<i>Childs Section, Cremation Plots</i>			
Resident	676	735	8.7
Non-resident	1,351	1,410	4.4
16a. Interment Fees			
Child / Half Plot (Resident)	273	280	2.6
Child Half Plot (Non resident)	546	560	2.6
Over 12 Years old (Resident)	556	605	8.8
Over 12 Years old (Non resident)	1,111	1,210	8.9
Crem Plot (Resident)	176	190	8.0
Crem Plot (Non-resident)	351	380	8.3
Oversized coffin/casket surcharge over 700mm (27") wide	328	355	8.2
Additional fee for 3 Metre depth digging	448	485	8.3
16b. Memorial Rights			
Lawn / Crem Section (Resident)	205	225	9.8
Lawn / Crem Section (Non resident)	409	450	10.0
16c. Memorials (Harrow Borough Only)			
Traditional Section (Child Resident)	205	215	4.9
Traditional Section Child) (Non resident)	409	430	5.1
Traditional Section (Over 12 years old) (Resident)	409	430	5.1
Traditional Section (Over 12 years old) (Non resident)	818	850	3.9
Erection of a vertical memorial in lawn sections (Resident)	205	215	4.9

	Current 2011/12 £	Proposed 2012/13 £	Change %
Memorial Rights vertical memorial in lawn sections (Non resident)	409	430	5.1
Replacement of a flat plaque by an upright memorial	205	220	7.3
Conversion of a flat plaque to a vertical headstone style memorial	74	77	4.1
Provision of an additional flat plaque	110	115	4.5
Replacement of a flat plaque by one of a larger size.	110	115	4.5
Additional inscription to existing memorials.	71	75	5.6
Alterations or additions to existing memorials.	71	75	5.6
16d. Public Graves in which the exclusive right of burial has not been purchased			
Under 12 Years old / Half Plot (Resident)	273	310	13.6
Under 12 years old / Half Plot (Non-resident)	546	620	13.6
Over 12 Years old (Resident)	556	635	14.2
Over 12 Years old (Non-resident)	1,111	1,270	14.3
Oversized coffin/casket surcharge over 700mm (27") wide	328	345	5.2
Additional fee for 3 Metre depth digging	449	470	4.7
16e. Sundry Fees			
Option to Purchase (Non-refundable reservation fee)	382	400	4.7
16f. Purchase of Exclusive right of burial only prior to any interment. This includes Deed of Grant and Number Tablet			
Child (Resident)	676	735	8.7
Child (Non resident)	1,351	1,410	4.4
Over 12 Years old (Resident)	1,788	1,860	4.0
Over 12 Years old (Non resident)	3,576	3,720	4.0
Supplementary charge for plots directly adjacent to paths in Carpenters Park (Resident)	904	985	9.0
Supplementary charge for plots directly adjacent to paths in Carpenters Park (Non-Resident)	1,807	1,880	4.0
Single burial in-situe casket (Harrow - New single depth graves only)	500	530	6.0
Memorial Removal for interment (authorisation) * <i>new structure</i>		120	N/A
Chapel Hire * <i>new structure</i>		65	N/A
Certificate of burial	56	60	7.1
Transfer of exclusive right of burial	56	60	7.1
Copy of deed of grant of burial rights	44	45	2.3
Cancellation or postponement of a previously arranged interment	157	165	5.1

	Current 2011/12 £	Proposed 2012/13 £	Change %
Manual depth test in a grave space on request.	56	58	3.6
Admin charge for memorial permission re-application memorial permission	53	55	3.8
10 Year Extension to Exclusive Right of Burial (Child Resident)	95	100	5.3
10 Year Extension to Exclusive Right of Burial (Child Non resident)	190	200	5.3
10 Year Extension to Exclusive Right of Burial (Over 12 Years old Resident)	251	265	5.5
10 Year Extension to Exclusive Right of Burial (Over 12 Years old Non resident)	501	530	5.8
16g. 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	77	80	3.9
(ii) From opening of Cemetery to 1950 for first hour	77	80	3.9
(iii) For every subsequent hour thereafter	66	70	6.1
(iv) Further search where applicable (per hr)	50	50	0
17. Supervision Charges: Sections 38, 278 Highways Act 1980 and S106 Town & Country Planning Act 1990			
Minimum fee where the value of works is less than £2,000	150	250	66
Amts in excess of £2,000, Min. dependent on complexity.	1,250	1,300	4
<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 for works in excess of £2,000 in value, being calculated on a percentage basis (7% for s38 works & 12.5% for s278 works), takes into account rising costs.</i>			
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.	744	850	14.2
19. Carriage Crossings			
Administration and Supervision Fees			
A charge for provision of estimate for construction of a vehicle crossing non refundable if application proceeds	54	56.16	4
Estimate in 10 working days (non refundable)	107	111.28	4

	Current 2011/12 £	Proposed 2012/13 £	Change %
20. Street Works Licence			
<i>Note:</i>			
<i>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	557	0
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	114	0
21. Highway Tables & Chairs licence			
<i>Note:</i>			
<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>			
Issue of licence (subject to successful application)		500	0
Annual renewal of licence (subject to successful application)		250	0
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	45	0
Any period of time in excess of one hour to the nearest half an hour (hourly rate shown)	76	76	0
23. Provision of highway information			
<i>Photocopying / printing - charge per page (Where the cost of a request exceeds £5)</i>			
A4 Black & White	0.12	0.12	0
A3 Black & White	0.24	0.24	0
A2 Black & White	1.44	1.44	0
A1 Black & White	1.92	1.92	0
A0 Black & White	3.12	3.12	0
A4 colour	1.20	1.20	0
A3 colour	2.40	2.40	0
A2 colour	24	24	0
A1 colour	33	33	0
A0 colour	47	47	0

	Current 2011/12 £	Proposed 2012/13 £	Change %
24. Temporary traffic restrictions for highway works (planned)			
<i>Note: 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	1,500	0
25. Temporary traffic restrictions for highway works (emergency)			
<i>Note: 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	500	0
26. Preparation of plans of temporary traffic restrictions / diversion routes for highway works			
<i>Note: 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	150	0
Any period of time in excess of one hour to the nearest half an hour (hourly rate shown)	76	76	0
27. 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)			
£0 to £1,000	35% or minimum £35		0
£1,001 to £2,000	30% or minimum £310		0
£2,001 and over	25% or minimum £515		0
28. 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.	1,257	1,350	7.4

	Current 2011/12 £	Proposed 2012/13 £	Change %
29. 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	182	195	7.1
Each Additional Hour	63	70	11.1
Saturday	232	250	7.8
Each Additional Hour	79	85	7.6
Sunday	295	325	10.2
Each Additional Hour	100	105	5.0
Committee Rooms 1 & 2 or Gallery:			
Mon-Fri	126	135	7.1
Each Additional Hour	44	50	13.6
Saturday	164	175	6.7
Each Additional Hour	55	60	9.1
Sunday	206	225	9.2
Each Additional Hour	67	70	4.5
Committee Rooms 3,4,5 or 6:			
Mon-Fri	85	90	5.9
Each Additional Hour	30	32.50	8.3
Saturday	107	115	7.5
Each Additional Hour	38	42.50	11.8
Sunday	129	140	8.5
Each Additional Hour	45	50	11.1
Members' Lounge (By Special Arrangement):			
Mon-Fri	164	175	6.7
Each Additional Hour	55	60	9.1
Saturday	196	210	7.1
Each Additional Hour	65	70	7.7
Sunday	251	265	5.6
Each Additional Hour	84	90	7.1
TV. & Video, or OHP & Screen	19	20	5.3
Flipchart	11	12	9.1
30.Civic Centre Visitors Car Park Charges (Increases to deter inappropriate use of the car park)			
Up to 1 Hour	1	1.30	30
Up to 2 Hours	2	2.50	25
Up to 3 Hours	4	4.50	12.5
Up to 6 Hours	6	8	33.3
6-24 Hours	11	15	36.4

	Current 2011/12 £	Proposed 2012/13 £	Change %
31. Special Refuse Collection (Inc VAT)			
Hourly rate (Minimum charge of one hour)	197	204.88	4
First recyclable item	32	33.28	4
Second recyclable item	19	19.76	4
Each subsequent recyclable item	14	14.56	4
First Non recyclable items	44	45.76	4
Second Non recyclable items	26	27.04	4
Each subsequent Non recyclable items	14	14.56	4
<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>			
32. Clinical Waste Collections			
Supply 10 bags (Inclusive of VAT)	121	125.84	4
Supply 50 bags (Inclusive of VAT)	541	562.64	4
33. Supply of Wheeled Bins – Sales (Inclusive of VAT)			
New/additional 240 Litre Waste Bin	44	45.76	4
New/additional 240 Litre Brown / Blue Bin	44	45.76	4
Deliver replacement bin	17	17.68	4
Change of bin size	17	17.68	4
Change Waste Bin to Blue or Brown	FOC	FOC	4
1,100 Litre bin (flats, new developments)	470	488.80	4
Home Compost Bin	FOC	FOC	4
1280 litre recycling bin	541	562.64	4
34. Trade Refuse (Excluding of VAT)			
Supply pack of 10 blue sacks	44	45.76	4
Supply pack of 50 blue sacks	197	204.88	4
120 Litre bin	7	7.28	4
240 Litre bin	9	9.36	4
360 Litre bin	13	13.52	4
660 Litre bin	21	21.84	4
1,100 Litre bin	28	29.12	4
1,280 Litre Bin	30	31.20	4
Paladin	24	24.96	4
35. Collections for Recycling			
240 Litre bin	8	8.32	4
360 Litre bin	10	10.40	4
660 Litre bin	12	12.48	4
1,100 Litre bin	13	13.52	4
1,280 Litre bin	14	14.56	4
Ad-hoc trade collection - on normal scheduled day		Standard Charge	
Ad-hoc trade collection - not on scheduled day		Double Standard Charge	
Replacement 120/240 litre trade bin	38	39.52	4
Replacement 360 litre trade bin	76	79.04	4
Replacement 660 litre trade bin	371	385.84	4
Replacement 1100 litre trade bin	409	425.36	4
	Current 2011/12	Proposed 2012/13	Change %

	£	£	
Replacement 1280 litre trade bin	471	489.84	4
Reinstatement of suspended trade contract	129	134.16	4
Provision of replacement key	67	69.68	4
36. Clearance of wheeled bin (domestic, recycling or trade) reported by crew (i.e. "Heavy" or "contaminated" etc.)			
"2 wheeled" bin	34	35.36	4
"4 wheeled" bin	68	70.72	4
<i>Note: (1) All new trade contracts must be paid by Direct Debit (2) 5% discount for Direct Debit accounts</i>			
37. Civic Amenity Site			
Disposal of trade waste (per tonne)	200	208	4
Minimum charge	60	63	5
Disposal of Green waste or cardboard (per tonne)	60	63	5
Minimum charge	12	13	8.3
Disposal of Scrap Metal (per tonne)		No charge	
Trade Mattress (price per mattress)	10	11	10
38. Public Conveniences			
A.P.C charges	0.20	0.20	0

	Current 2011/12 £	Proposed 2012/13 £	Change %
39. Car Parking Charges			
<i>Note:</i>			
<i>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>			
39a. On-street charges			
ZONE A (Pinner)			
BRIDGE STREET (per 30 mins)	0.60	0.60	0
MARSH ROAD (per 30 mins)	0.30	0.40	33
ZONE B (Stanmore)			
CHURCH ROAD (per 30 mins)	0.50	0.50	0
COVERDALE CLOSE (per 30 mins)	0.40	0.40	0
MERRION AVENUE (per 30 mins)	0.40	0.40	0
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)	3.50	4.00	14
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
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)	0.40	0.50	25
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

	Current 2011/12 £	Proposed 2012/13 £	Change %
ZONE E (Harrow)			
GROVE HILL (per 15 mins)	0.40	0.50	25
LANSDOWNE ROAD (per 15 mins)	0.40	0.50	25
LOWLANDS ROAD (per 15 mins)	0.40	0.50	25
PETERBOROUGH ROAD (per 15 mins)	0.40	0.50	25
WHITEHALL ROAD (per 15 mins)	0.40	0.50	25
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)	0.40	0.50	25
BONNERSFIELD LANE, beyond Northwick Park Road (per 30 mins)	0.40	0.50	25
CRYSTAL WAY (per 30 mins)	0.40	0.40	0
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)	0.20	0.30	50
LONDON ROAD (per 20 mins)	0.20	0.30	50
ZONE K (Harrow)			
BLAWITH ROAD (per 30 mins)	0.40	0.40	0
DOMINION PARADE (per 15 mins)	0.40	0.50	25
HIGH MEAD (per 60 mins)	0.40	0.50	25
NIBTHWAITE ROAD (per 30 mins)	0.40	0.40	0
STATION ROAD (per 30 mins)	0.40	0.40	0
STATION ROAD (per 60 mins)	0.40	0.50	25
NIBTHWAITE ROAD (per 30 mins)	0.40	0.40	0
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	0.40	0
BROOKE AVENUE (long stay - per visit)	3.20	4.00	25
EASTCOTE ROAD (per 30 mins)	0.50	0.50	0
NORTHOLT ROAD (per 30 mins)	0.50	0.50	0
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	0.40	0
SOUTH HILL AVENUE (per 30 mins)	0.40	0.40	0
SOUTH HILL AVENUE (long stay - per visit)	3.20	4.00	25

	Current 2011/12 £	Proposed 2012/13 £	Change %
ZONE M (South Harrow) Continued			
STANLEY ROAD (per 30 mins)	0.40	0.40	0
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)	0.50	0.60	20
ZONE R (Harrow)			
WOODLANDS ROAD (per hour)	0.40	0.50	25
ZONE R (Harrow)			
ELMWOOD AVENUE (per 20 mins)	0.30	0.30	0
ZONE TA (Edgware South)			
HANDEL WAY (per 30 mins)	0.50	0.60	20
MEAD ROAD (per 30 mins)	0.50	0.60	20
WHITCHURCH LANE (per 30 mins)	0.50	0.60	20
ZONE TB (Edgware North)			
CANONS DRIVE (per 30 mins)	0.50	0.60	20
EDGEWARE ROAD (per 30 mins)	0.50	0.60	20
MONTGOMERY ROAD (per 30 mins)	0.50	0.60	20
RYE WAY (per 30 mins)	0.50	0.60	20
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
	Current 2011/12	Proposed 2012/13	Change %

	£	£	
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			
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)	0.40	0.50	25
STATION ROAD North Harrow (per 30 mins)	0.40	0.40	0

39b. Off-street Parking

Note:

Off street parking is VAT liable. Prices shown include VAT.

	Current 2011/12 £	Proposed 2012/13 £	Change %
Queens House (Multi storey)			
Mon - Fri, Midnight - 6.30pm (long stay - per visit)	3.50	4.00	14
Sat, Midnight - 6.30pm (long stay - per visit)	2.40	2.50	4
Sun, 10am - 6pm (long stay - per visit)	2.40	2.50	4
Gayton Rd			
Mon - Fri, Midnight - 6.30pm (long stay - per visit)	3.50	4.00	14
Sat, Midnight - 6.30pm (long stay - per visit)	2.40	2.50	4
Sun, 10am - 6pm (long stay - per visit)	2.40	2.50	4
Davy House			
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	1.30	8
Vaughan Road			
Mon - Sat, 8.30am - 6.30pm (up to 2hrs)	1.40	1.50	7
Mon - Sat, 8.30am - 6.30pm (up to 4hrs)	1.90	2.00	5
Mon - Sat, 8.30am - 6.30pm (up to 6hrs)	2.50	2.60	4
Mon - Sat, 8.30am - 6.30pm (over 6hrs)	3.10	3.20	3
Sun, 10.00am - 6.00pm (up to 2hrs)	1.40	1.50	7
Sun, 10.00am - 6.00pm (up to 4hrs)	1.90	2.00	5
Sun, 10.00am - 6.00pm (up to 6hrs)	2.50	2.60	4
	Current 2011/12 £	Proposed 2012/13 £	Change %
Sun, 10.00am - 6.00pm (over 6hrs)	3.10	3.20	3

Greenhill Way			
Mon - Sat, 8.30am - 6.30pm (up to 2hrs)	2.30	2.40	4
Sun, 10.00am - 6.00pm (up to 2hrs)	2.30	2.40	4
Each Additional hour	1.20	1.30	8
St Johns Road			
Mon - Sat, 8.30am - 6.30pm (up to 2hrs)	1.80	1.90	6
Sun, 10.00am - 6.00pm (up to 2hrs)	1.80	1.90	6
Each Additional hour	1.10	1.20	9
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, first hour free (per hour)	0.60	0.60	0
Cambridge Rd			
Mon - fri, 8.00am-6.30pm, first hour free (per hour)	0.40	0.50	25
Mon - fri, 8.00am-6.30pm, over 4 hours (per hour)	3.30	3.40	3
Chapel Lane			
Mon - Sat, 8.00am - 6.30pm (per hour)	0.80	0.80	0
Mon - Sat, 8.00am - 6.30pm (over 6 hours)	10.80	11.00	2
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	11.00	0
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	11.00	0
The Broadway			
Mon - Sat, 8.00am - 6.30pm (per hour)	0.60	0.60	0

39c. On Street Residents Permits

Residents Permits: Annual Charges

1st Vehicle	49	60	22.4
2nd Vehicle	60	90	50.0
3rd Vehicle	82	120	46.3
4th Vehicle	131	150	14.5
Environmentally Friendly Vehicles	FOC	FOC	

	Current 2011/12 £	Proposed 2012/13 £	Change %
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39d. 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	varies	15	varies
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39e. Off - Street Business Permits (Car Parks)

Pinner, Harrow, Wealdstone, North Harrow

Reg. No. Specific: 3 months (excl. VAT)	250	260	4.0
Reg. No. Specific: 6 months (excl. VAT)	310	325	4.8
Reg. No. Specific: Annual (excl. VAT)	450	470	4.4

Central Harrow

Reg. No. specific: 3 months	230	260	13.0
Reg. No. specific: 6 months	365	380	4.1
Reg. No. specific: Annual	640	665	3.9
Company: per annum	690	720	4.3

Note: Off street parking is VAT liable, prices shown in section 39e exclude VAT

39f. On - Street Business Permits

Stanmore

Reg. No. specific: 3 months	250	260	4.0
Reg. No. specific: 6 months	310	325	4.8
Reg. No. specific: Annual	450	470	4.4
Company: per annum	585	610	4.3

Edgware

Reg specific 12 months	335	350	4.5
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Wealdstone and all other unspecified CPZ areas)

Reg specific 12 months	330	350	6.1
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39g. Business Permits Environmentally Friendly Vehicles

Reg specific 12 months	FOC	FOC	
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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

Current 2011/12 £	Proposed 2012/13 £	Change %
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40. Road Traffic Regulation

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.

Parking dispensation - per vehicle for two weeks	20	21	5
Suspension of parking places	40	42	5

Note: Initial application fee includes one bay for one day

2a. Suspension of parking places - additional bay per day	10	11	10
2b. Suspension of parking places - each additional day per bay	10	11	10

Note: Where bays are not individually marked, for charging purposes, a bay is a continuous length of 5 meters or part thereof.

Health Care Permits	20	21	5
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	Current 2011/12 £	Proposed 2012/13 £	Change %
41. HIA Fee structure			
Jobs designed and supervised, % charged on the cost of all works	15	15	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	15	0
c) Jobs where external Architect/Surveyor appointed, % charged on the cost of all works	5	10	100

Notes: All fees above are subject to a Minimum Fee of £150 on all works

- 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 2011/12 £	Proposed 2012/13 £	Change %
42. Pest Control			
42a. Rats and Mice			
<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.</i>			
Domestic premises (price for a course of treatment, up to three visits)	91	105	15.4
Commercial premises (per visit)	107	120	12.1
Commercial additional half-hour thereafter		50	new
42b. Wasps			
Colony killed but nest not removed	59	65	10.2
Additional colony treated at the same time as the initial treatment	11	15	36.4
Insect Pests			
43c. Bed bugs			
Domestic premises only	102	115	12.7
44d. Cockroaches (domestic premises only)			
Bait Stations (for two sequential visits to one premises)	118	125	5.9
45e. Pharaohs Ants			
Domestic premises	102	125	22.5
<i>Note: Service offered at discretion of the Local Authority</i>			
Dead animal collection and disposal service (new interim charge)	25	30	20
Concession (in receipt of housing or council tax benefit) 25% reduction from the domestic premises rate.	50% of domestic rate	75% of domestic rate	50
43. 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.	75	100	33.3
44. Amendments to Registers			
Where a fee can be charged, the fee reflects the cost of undertaking the service	39	50	22
45. Training Courses			
<i>Note: Outside Scope of VAT</i>			
a. Foundation Certificate in Food Hygiene or Health & Safety	75	80	6.7
b. Foundation Certificate in Food Hygiene exam resit	18	20	11.1
c. Basic Food Hygiene Update – Level 1	47	50	6.4

	Current 2011/12 £	Proposed 2012/13 £	Change %
d. Intermediate Food Hygiene Course (3 Days)	209	220	5.3
e. Intermediate Food Hygiene Course Exam resit	134	140	4.5
f. Intermediate Course reduced fee for Harrow staff linked to the training of Social Services staff in food hygiene.	65	70	7.7
g. Intermediate Course reduced fee for Harrow staff, (exam re-sit at cost)	42	45	7.1
h. Advanced Food Hygiene Course (5 Days)	526	550	4.6
i. Advanced Food Hygiene Course Exam Re-sit	140	150	7.1
j. Advanced Course reduced fee for Harrow Teachers linked to the training of Harrow school pupils in food hygiene.	64	70	9.4
k. Advanced Course reduced fee for Harrow Teachers, Exam re-sit (at cost)	41	45	9.8
l. Half Day Course	42	45	7.1
m. Full Day Course	73	80	9.6
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.			
o. National Certificate for Personal License Holders, level 2 qualification. Course provided by external tutor	178	185	3.9
p. Standard fee for up to 15 candidates	819	855	4.4
q. Additional fee per candidate over 15 (subject to maximum of 25 persons)	37	40	8.1

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.

46. 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	109	115	5.5
b) Packs to Harrow Schools (at cost) outside the scope of VAT	61	65	6.6
c) Computer based Training Pack	187	195	4.3

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 2011/12 £	Proposed 2012/13 £	Change %
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47. Copies of entries on Public Register

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)

Data Extraction	5	10	100
Copy charge per A4 page	1	2	100

48. Copies of entries on Food Premises Register

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. The information held on the register may be of particular

a) Single entry (up to 100 entries)	4	5	25
b) Part Register (101-300 entries)	321	340	5.9
c) Part/Whole Register (301-last entry)	832	870	4.6

49. Hypnotism Entertainments under the Hypnotism Act 1952

Note: 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

Capacity (maximum permitted) number of persons

Up to 100	749	778.96	4
101 – 200	1,498	1,557.92	4
201 – 300	2,247	2,336.88	4
301 – 400	2,996	3,115.84	4
401 – 500	3,745	3,894.80	4
501 – 600	4,494	4,673.76	4
601 – 700	5,243	5,452.72	4
701 – 800	5,992	6,231.68	4
801 – 900	6,741	7,010.64	4
901 – 1,000	7,490	7,789.60	4
1,001 – 1,500	11,235	11,684.40	4
1,501 – 2,000	14,980	15,579.20	4

Note: Additional charges for extension of hours beyond 11pm, 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	493	512.72	4
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41a. Duplicate Licence	38	39.52	4
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41b. Variation or transfer of Licence:

41c. Where public advertisement is required 10% of scale fee for Licence concerned.

41d. In all other cases	65	67.60	4
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Reduced licence fee for registered Charities, religious organisations and other similar bodies where statutory fee exemption not applicable.	107	111.28	4
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	Current 2011/12 £	Proposed 2012/13 £	Change %
50e. Occasional Licences			
1st Day Charge -estimated Capacity (persons)			
Up to 100	75	78	4
101 - 200	150	156	4
201 - 300	225	234	4
301 - 600	450	468	4
601 - 1,000	856	890.24	4
1,001 - 5,000	1,284	1,335.36	4
Additional Days Charge - estimated capacity (persons)			
Up to 100	17	17.68	4
101 - 200	33	34.32	4
201 - 300	49	50.96	4
301 - 600	97	100.88	4
601 – 1,000	193	200.72	4
1,001- 5,000	268	278.72	4
Prices for larger premises on application			
For one or more occasions within a period of one month			
Open space in local authority occupation and shopping centres	97	100.88	4
Nominal fee for community event by non-profit making organisation.	38	39.52	4
Reduced fee for registered charities, religious and voluntary organisations and similar bodies.	97	100.88	4
Nominal fee for events on premises operated by the Council where entertainment is given free.	65	67.60	4
Nominal Fee for occasional variation of an annual Licence			
First day	38	39.52	4
Additional days	28	29.12	4
Additional days in one calendar month or $\frac{1}{12}$ of the annual fee for application in that month, whichever is the lower.	28	29.12	4

Note: Nominal Fee for occasional variation of an annual Licence in circumstances where the Council requires public advertisement of the application. 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 working.

	Current 2011/12 £	Proposed 2012/13 £	Change %
51. Animal Boarding Establishments			
<i>(Animal Boarding Establishments Act 1963)</i>			
(a) Initial Registration (minimum fee)	166	200	20.5
(b) Renewal	107	125	16.8
<i>Note: Plus fee for approved veterinary or other specialist inspection, fee structure aligned to Department of Business Innovation & Skills Guidance</i>			
52. Dangerous Wild Animals			
<i>(Dangerous Wild Animals Act 1976)</i>			
(a) Initial Registration	214	250	16.8
(b) Renewal	172	200	16.3
<i>Note: Plus fee for approved veterinary or other specialist inspection, fee structure aligned to Department of Business Innovation & Skills Guidance</i>			
53. Performing Animals			
<i>(Performing Animals (Regulations) Act 1925)</i>			
(a) Initial Registration	81	100	23.5
(b) Renewal	43	50	16.3
(c) Certificate	13	20	53.8
<i>Note: Plus fee for approved veterinary or other specialist inspection, fee structure aligned to Department of Business Innovation & Skills Guidance</i>			
54. Pet Shops			
<i>(Pet Animals Act 1951)</i>			
(a) Initial Registration (min.fee)	193	225	16.6
(b) Renewal	140	150	7.1
<i>Note: Plus fee for approved veterinary or other specialist inspection, fee structure aligned to Department of Business Innovation & Skills Guidance</i>			
55. Riding Establishments			
<i>(Riding Establishments Act 1964)</i>			
	65	75	15.4
<i>Note: Plus fee for approved veterinary or other specialist inspection, fee structure aligned to Department of Business Innovation & Skills Guidance</i>			
56. Poisons			
<i>(Poisons Act 1972)</i>			
(a) Inclusion of person on list of those entitled to sell poison	54	75	38.9
(b) Alteration of list	22	25	13.6
(c) Retention of name on list in any year subsequent to post entry	54	75	38.9
(d) Entry of name in respect of more than one set of premises for each additional set.	54	75	38.9
(e) Retention of name in respect of each additional set.	54	75	38.9
57. Breeding Establishments for Dogs			
<i>(Breeding of Dogs Act 1973)</i>			
(a) Initial Registration	204	250	22.5
(b) Renewal	134	150	11.9
<i>Note: Plus fee for approved veterinary or other specialist inspection</i>			

	Current 2011/12 £	Proposed 2012/13 £	Change %
58. Massage and Special Treatment Establishments			
Special Treatments (a) Grant of a new licence			
BAND A	161	175	8.7
BAND B	321	350	9
BAND C	482	525	8.9
BAND D	642	700	9
(b) Rate for persons operating from domestic premises			
BAND A	161	175	8.7
BAND B	241	275	14.1
BAND C	295	325	10.2
BAND D	386	425	10.1
(c) Transfer of a licence		FOC	
(d) Variation of licence		FOC	
(e) Premises offering Laser and/IPL for cosmetic purposes	600	625	4.2

59. Environmental Information (regulations)

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.

Minimum charge:

Allowing one hour of officer time (outside scope of VAT)	49	55	12.2
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Additional time:

Every hour or part hour thereafter (outside scope of VAT)	49	55	12.2
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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.)	0.1	0.20	100
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Minimum charge:	Current 2011/12 £	Proposed 2012/13 £	Change %
60. 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	51	55	7.8
61. Immigration Employment Requests			
<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>			
Allowing one hour of officer time (outside scope of VAT)	51	70	37.3
Every hour or part hour thereafter (outside scope of VAT)	51	70	37.3
62. Health Certificates			
Companies requests for health certificates for foods being exported outside the EC (outside scope of VAT).	44	65	47.7
63. Houses in Multiple Occupation Licensing Scheme - per application			
New basis for fees to reflect changes in national licensing legislation for houses in multiple occupation (Housing Act 2004).	701	800	14.1
64. Sex Shops			
Initial Application for Annual License fee for a Sex Shop licence	5,350	6,000	12.1
Renewal fee for a Sex Shop licence	4,280	5,500	28.5
65. 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	109	125	14.7
66. 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	188	225	19.7

	Current 2011/12 £	Proposed 2012/13 £	Change %
67. Highways Enforcement			
<i>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.</i>			
Skip (per month)	33	40	21
Skip Renewal (per month)	17	35	17.6
<i>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.</i>			
68. Building Materials on the Highway			
Deposit (subject to highway damage)	200	200	0
First month	75	80	6.7
Renewal (per month)	70	70	0
69. Scaffolding Licence			
Deposit (subject to highway damage)	100	100	0
Initial 3 months	82	100	21
Renewal (per 3 months)	70	100	42
70. Hoarding Licence			
Deposit (subject to highway damage)	100	100	0
Initial 3 months	82	100	21
Renewal (per 3 months)	70	100	42
Inspection of Hoarding (One time charge only)	33	50	51
71. CCTV Fees			
<i>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.</i>			
Viewing: The Data Commissioner has ruled that the fee for viewing of recordings must be a universal sum of £10.00.	10	10	0
Copying and Purchase of a recording		Cost plus 15%	
Charge to insurers of recordings regarding road traffic incidents. (Service provided subject to staff availability).	65	65	0

	Current 2011/12 £	Proposed 2012/13 £	Change %
72. Library Services, fines (per item per day open)			
Books and audio recordings (14+ yrs)	0.2	0.2	0
Videos & DVD's adults 14+ years	0.9	1	11.1
Videos & DVD's children	0.4	0.5	25.0
Loans			
CD music recordings (3 weekly)	1.1	1.1	0
Spoken word recordings (up to 2 items/sets) (3 weekly)	0.5	0.6	20
Spoken word recordings (3+ items/sets) (3 weekly)	1.1	1.2	9.1
DVDs (children) weekly	1	1	0
DVDs (adults) weekly	2	2	0
Language Courses	0.6	0.7	16.7
Documentary DVDs	0.5	0.5	0.0
Reservations adults/children	0.9	1	11.1
Replacement Card (14 years and over)	1.3	1.4	7.7
Replacement card (under 14 years)	0.65	0.7	7.7
Interlibrary loans	5.4	5.4	0
Photocopies (mono) A4 / A3	0.10/0.20	0.15/0.25	50&25
Photocopies (colour)	1.00/1.50	1.00/1.50	50&25
Lettings (2 hour letting)	38	38	0
Exhibition Space (Gayton/Stanmore)	40	40	0
Commission on sales 10% + VAT			
Memory Sticks	8.99	6.99	-22.2
Replacement charges			
Cost of replacement of lost or damaged library stock		Up to full cost of replacement	

Note: Users who are on a local authority register of people with disabilities or are holders of a blue badge parking permit are exempt from overdue charges, loan charges for music, spoken word and DVDs, and can make free reservations.

	Current 2011/12 £	Proposed 2012/13 £	Change %
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73. Community Lettings

Sunday use additional charge 5 6 20

Note: The 2012-2013 rates are valid from 1st September 2011. The Council holds Public Indemnity Insurance, which indemnifies individuals & 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.

In certain circumstances, an additional caretaker may be required & charged per hour

Per hour charge 19 20 5.3

Use of piano per day 7 7.50 7.1

(a) Hire Cost per Hour - Full Charge

High School Hall 74 77 4.1

Primary School Hall 54 56 3.7

Youth Centre Hall 54 56 3.7

Gymnasium 74 77 4.1

Classroom 14 15 7.1

Playground 14 15 7.1

Kitchen 6 7 16.7

Drama Studio 34 35 2.9

Dining Room 54 56 3.7

Playing Field 14 15 7.1

Teachers Centre 89 93 4.5

(b) Hire Cost Per Hour - Concession

High School Hall 37 39 5.4

Primary School Hall 27 28 3.7

Youth Centre Hall 27 28 3.7

Gymnasium 37 39 5.4

Classroom 7 8 14.3

Playground 7 8 14.3

Drama Studio 17 18 5.9

Dining Room 27 28 3.7

Playing Field 7 8 14.3

Teachers Centre 45 47 4.4

74. Community Notice Boards

Charge per poster for all 20 locations for 2 weeks (min posting time) A4 30 32 6.7

Charge per poster for all 20 locations for 2 weeks (min posting time) A3 35 42 20

Charge per poster for an individual board per 2 weeks (min posting time) 60 12 -80

Charge for 'special run' for all 20 locations per 2 weeks (min posting time) 80 84 5

Laminating per poster 1 1 0

	Current 2011/12 £	Proposed 2012/13 £	Change %
75. Harrow Arts Centre			
<i>Note: The 2011-2012 rates are for the period 1st September 2011 to 31st August 2012. The 2012-13 rates are valid from 1st September 2012. The 2011-12 rates are valid from 1st September 2011 All lettings are zero rated for VAT. Prices are per hour. All bookings after midnight incur a supplementary charge of £25 per hour per room booked. An additional single charge of £40 may be levied on bookings requiring only one room. All bookings are subject to current Terms and Conditions.</i>			
75a. Price Bands (Large Room)			
Large Room - Arts Organisation	18.5	19	2.7
Large Room - Charity/ Community/ Religious Group	27	28	3.7
	31	32	3.2
Large Room - Education Institution			
Large Room - Private Individual	54	56	3.7
Large Room - Business	83	85	2.4
Large Room - Harrow Council	31	32	3.2
75b. Price Band (Small Room)			
Small Room - Arts Organisation	9	9.50	5.6
Small Room - Charity/ Community/ Religious Group	13.5	14	3.7
Small Room - Education Institution	17	18	5.9
Small Room - Private Individual	32	33	3.1
Small Room - Business	42	43	2.4
Small Room - Harrow Council	17	18	5.9
75c. Price Band (Dance Studio)			
Dance Studio	20	25	25
75d. Price Band (HES 1/2/3)			
Hatch End Suite 1/2/3 - Arts Organisation	20	21	5.0
Hatch End Suite 1/2/3 - Charity/ Community/ Religious Group	25	26	4.0
Hatch End Suite 1/2/3 - Education Institution	30	31	3.3
Hatch End Suite 1/2/3 - Private Individual	35	36	2.9
Hatch End Suite 1/2/3 - Business	50	52	4.0
Hatch End Suite 1/2/3 - Harrow Council	30	31	3.3
75e. Price Band (HES Complete)			
Hatch End Suite Complete - Arts Organisation	60	60	0
Hatch End Suite Complete - Charity/ Community/ Religious Group	75	75	0
Hatch End Suite Complete - Education Institution	90	90	0
Hatch End Suite Complete - Business	150	150	0
	90	90	0
Hatch End Suite Complete - Harrow Council			
75f. Price Band (Hall)			
Elliott Hall - Arts Organisation (Meeting only)	64	90	40.6

	Current 2011/12 £	Proposed 2012/13 £	Change %
Elliott Hall - Charity/ Community/ Religious Group (Meeting only)	84	90	7.1
The Studio - Arts Organisation (Meeting only)	32	45	40.6
The Studio - Charity/ Community/ Religious Group (Meeting only)	42	45	7.1
Technician Support for Hall Hire	32	35	9.4
75g. Price Bands (Performance)			
Elliott Hall - Performance 4 hrs Sun-Thu 1 night	717	717	0
Elliott Hall - Performance 6 hrs Sun-Thu 1 night	921	921	0
Elliott Hall - Performance 8 hrs Sun-Thu 1 night	1,066	1,066	0
Elliott Hall - Performance 4 hrs Fri-Sat 1 night	771	771	0
Elliott Hall - Performance 6 hrs Fri-Sat 1 night	1,001	1,001	0
Elliott Hall - Performance 8 hrs Fri-Sat 1 night	1,147	1,147	0
Elliott Hall - Performance 4 hrs Sun-Thu 2-5 nights	649	649	0
Elliott Hall - Performance 6 hrs Sun-Thu 2-5 nights	818	818	0
Elliott Hall - Performance 8 hrs Sun-Thu 2-5 nights	964	964	0
Elliott Hall - Performance 4 hrs Fri-Sat 2-5 nights	691	691	0
Elliott Hall - Performance 6 hrs Fri-Sat 2-5 nights	881	881	0
Elliott Hall - Performance 8 hrs Fri-Sat 2-5 nights	1,027	1,027	0
Elliott Hall - Performance 4 hrs 6+ nights	668	668	0
Elliott Hall - Performance 6 hrs 6+ nights	846	846	0
Elliott Hall - Performance 8 hrs 6+ nights	992	992	0
The Studio - Performance 4 hrs 1 night	330	330	0
The Studio - Performance 6 hrs 1 night	403	403	0
The Studio - Performance 8 hrs 1 night	476	476	0
The Studio - Performance 4 hrs 2-5 nights	308	308	0
The Studio - Performance 6 hrs 2-5 nights	381	381	0
The Studio - Performance 8 hrs 2-5 nights	454	454	0
The Studio - Performance 4 hrs 6+ nights	298	298	0
The Studio - Performance 6 hrs 6+ nights	371	371	0
The Studio - Performance 8 hrs 6+ nights	444	444	0
75h. Price Bands (Function)			
Elliott Hall - Function 4 hrs Mon-Thu	753	753	0
Elliott Hall - Function 4 hrs Fri-Sun	916	916	0
Elliott Hall - Function 6 hrs Mon-Thu	1,077	1,077	0
Elliott Hall - Function 6 hrs Fri-Sun	1,321	1,321	0
Elliott Hall - Function 8 hrs Mon-Thu	1,400	1,400	0
Elliott Hall - Function 8 hrs Fri-Sun	1,725	1,725	0
	Current 2011/12	Proposed 2012/13	Change %

	£	£	
Elliott Hall - Function 4 hrs COUNCIL	576	576	0
Elliott Hall - Function 6 hrs COUNCIL	814	814	0
Elliott Hall - Function 8 hrs COUNCIL	1,052	1,052	0
Elliott Hall - Function Additional Hour	119	119	0
The Studio - Function 4 hrs	445	445	0
The Studio - Function 6 hrs	668	668	0
The Studio - Function 8 hrs	890	890	0
The Studio - Function 4 hrs COUNCIL	302	302	0
The Studio - Function 6 hrs COUNCIL	452	452	0
The Studio - Function 8 hrs COUNCIL	603	603	0
The Studio - Function Additional Hour	75	75	0
Hatch End Suite Complete - Function 4 hrs	509	509	0
Hatch End Suite Complete - Function 6 hrs	764	764	0
Hatch End Suite Complete - Function 8 hrs	1,019	1,019	0
Hatch End Suite Complete - Function Additional Hour	127	127	0
Kitchen included with Elliott Hall charge	-		
Kitchen when booked with The Studio or Hatch End Suite	100	100	0
75i. Price Bands (Wedding)			
Elliott Hall with Hatch End Suites Fri-Sun	3,135	3,135	0
Elliott Hall with Hatch End Suites Mon-Thu	2,810	2,810	0
Hatch End Suites Only 4 hrs (undecorated)	510	510	0
Elliott Hall Only Fri-Sun 8 hrs	1,725	1,725	0
Elliott Hall Only Mon-Thu 8 hrs	1,400	1,400	0
75j. Price Bands (Conference)			
50-99 Delegate 4 hrs	18	18	0
50-99 Delegate 8 hrs	32	32	0
50-99 Delegate Additional hour rate	5	5	0
50-99 Delegate 4 hrs COUNCIL	13	13	0
50-99 Delegate 8 hrs COUNCIL	24	24	0
50-99 Delegate COUNCIL Additional hour rate	4	4	0
100-149 Delegate 4 hrs	12	12	0
100-149 Delegate 8 hrs	20	20	0
100-149 Delegate Additional Hour Rate	3	3	0
100-149 Delegate 4 hrs COUNCIL	9	9	0
100-149 Delegate 8 hrs COUNCIL	15	15	0
100-149 Delegate COUNCIL Additional Hour Rate	3	3	0
150+ Delegate 4 hrs	10	10	0
150+ Delegate 8 hrs	16	16	0
150+ Delegate Additional Hour Rate	2	2	0
150+ Delegate 4 hrs COUNCIL	8	8	0
150+ Delegate 8 hrs COUNCIL	12	12	0
150+ Delegate COUNCIL Additional Hour Rate	2	2	0
75l. Brochure Advertising			
	Current 2011/12 £	Proposed 2012/13 £	Change %

Events at HAC by Harrow-based group Full Page	90	94	4.4
Events at HAC by Harrow-based group Half Page	51	53	3.9
Events at HAC by Harrow-based group Qtr Page	27	28	3.7
Events at HAC by Other groups Full Page	180	187	3.9
Events at HAC by Other groups Half Page	102	106	3.9
Events at HAC by Other groups Qtr Page	54	56	3.7
Events at HAC by Other groups Web only	42	44	4.8
Events in Harrow by Other groups Web only	42	44	4.8

Note: Events at HAC by Harrow-based group Web only

75m. Box Office Service & Ticket Printing

Elliott Hall	120	125	4.2
The Studio	60	60	0

Note: 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.

75n. Catering – these are quoted according to individual requirements and are subject to individual quotes.

75o. Technical, equipment and other charges – these are quoted according to individual requirements.

	Current 2011/12 £	Proposed 2012/13 £	Change %
76. Harrow Museum			
67a. Hire of the Tithe Barn Only (weekdays day-time)			
Charities	80 per hour	80 per hour	0
Council	80 per hour	90 per hour	12.5
Private Hire	80 per hour	100 per hour	25
76b. Hire of the Tithe Barn Only (weekends day-time)			
Charities	80 per hour	90 per hour	12.5
Council	80 per hour	100 per hour	25
Private Hire	80 per hour	110 per hour	37.5
76c. Hire of Tithe Barn Only (weekdays after 7pm until midnight)			
Charities	New structure	90 per hour	
Council	New structure	100 per hour	
Private Hire	New structure	110 per hour	
76d. Hire of Tithe Barn Only (weekends after 6pm until midnight)			
* new charge		110 per hour	
77a. Hire of the whole Tithe Barn site (weekdays day-time)			
Charities	New structure	100 per hour	
Council	New structure	110 per hour	
Private Hire	New structure	140 per hour	
77b. Hire of the whole Tithe Barn site (weekends day-time)			
Charities	New structure	100 per hour	
Council	New structure	120 per hour	
Private Hire	New structure	150 per hour	
77b. Hire of the whole Tithe Barn site (weekdays after 6pm until midnight)			
	New structure	150 per hour	
77b. Hire of the whole Tithe Barn site (weekends after 6pm until midnight)			
	New structure	160 per hour	
78. Tithe Barn Refreshments			
Tea and coffee per head			
Council/Charity	1.00	1.00	0
Private hire	1.10	1.10	0
Tea and coffee per head plus biscuits			
Council/Charity	1.40	1.40	0
Private hire	1.50	1.50	0
Jug of Fruit Juice			
Council/Charity	4.20	4.20	0
Private hire	4.70	4.70	0
Mineral Water – small bottle (all) per head	1.00	1.00	0

	Current 2011/12 £	Proposed 2012/13 £	Change %
79a. Tithe Barn: Schools events & activities			
Onsite Schools session	£75/half day	£85/half day	13
School Loan box service	£20/half term	£20/half term	0
Artypants – (no longer running)	£3/hour	£3/hour	0
Super Saturdays		session	
Summer Activities	£3/hour	£3/hour	0
	session	session	
Tuesday Afternoon Talks	£3/hour talk	£3/hour talk	0
Fun House (under 5s, object and music based activity, Wednesday afternoon, Term Time)	Free	Free	0
Sunday Music Session	Free	Free	0
Harrow-in-Leaf Show	£750	£1,000	33
Manor House Tours	£3/adult (child free)	£3.30 (child free)	10
Cream Tea and Tour private booking per head	£6/adult (no concession)	£7.30/adult (no concession)	21

Appendix 3 – Children’s Services Fees & Charges

Children’s Centres

Note: The new operating model for Children’s Centre, agreed by Cabinet in December 2011, includes the generation of an additional £150k of 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*

The increase in income is phased across three years to enable time for the new arrangements to be implemented and embedded. The income strategy starts in 2012/13 with a small charge for toy library membership, standardising charges for play schemes and developing a charging strategy for room lets

	Proposed 2012/13 £
1. Children's Centres	
(a) Toy Library Membership	
Family Membership per year	5.00
(b) After school Clubs in Children Centres	
First Child	6.00
Sibling	5.00
(c) Breakfast Club in Children Centres	
First Child	1.20
Sibling	1.00
(d) Room Hire	
Cost per Hour	
Room Size 1-10	10.50
Room Size 11-20	16.50
Room Size 21-30	20.00

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

Play Schemes

Note: The operating model for the play scheme service was fully revised in 2010/11, with the hours being adjusted to reflect service users' needs and charges increased by an average of 14%. From April 2012 it is proposed to increase by approximately 2%.

	Current 2011/12 £	Proposed 2012/13 £	Increase %
2. Holiday Play Schemes			
(a) Play scheme Charges – In Borough			
Short Day (8.30am to 4.30pm) - First Child	18.00	18.4	2.2
Short Day (8.30am to 4.30pm) - Sibling	17.00	17.4	2.4
Long Day (8.30am to 5.30pm session) - First Child	20.00	20.4	2.0
Long Day (8.30am to 5.30pm session) - Sibling	19.00	19.4	2.1
(b) Play scheme Charges – Out Of Borough			
Short Day (8.30am to 4.30pm) - First Child	21.00	21.50	2.4
Short Day (8.30am to 4.30pm) - Sibling	20.00	20.50	2.5
Long Day (8.30am to 5.30pm session) - First Child	23.00	23.50	2.2
Long Day (8.30am to 5.30pm session) - Sibling	22.00	22.50	2.3

Teachers' Centre

The utilisation of the teachers' centre is changing. The new reduced role and funding for council run school improvement programmes is starting to have a detrimental impact on financial viability of the teachers' centre and this is likely to get worse. In 2011/12 this has been partly offset by moving services, such as the Harrow Tuition Service, onto the site. To address this going forward a full review of the operating model of the teachers' centre, including alternative uses, is being undertaken in 2012/13. In the meantime the charges for 2012/13 have been uplifted by approximately 2%.

	Current 2011/12 £	Proposed 2012/13 £	Change %
1. Teachers' Centre			
1.1 Room Hire Charges (External Customers)			
(a) Standard Rate			
Hall	69.60	71.00	2.0
Seminar room (large)	44.40	45.50	2.5
Seminar room (standard)	32.60	33.50	2.8
Syndicate room (standard)	21.80	22.40	2.8
IT training room	50.60	52.00	2.8
Gymnasium	54.50	56.00	2.8
(b) Evenings and Weekends			
Hall	89.30	91.50	2.5
Seminar room (large)	61.80	63.50	2.8
Seminar room (standard)	40.50	41.50	2.5
Syndicate room (standard)	26.90	27.50	2.2
IT training room	55.60	57.00	2.5
Gymnasium	66.90	68.50	2.4
(c) Public Holidays			
Hall	108.40	111.00	2.4
Seminar room (large)	87.10	89.00	2.2
Seminar room (standard)	53.30	54.50	2.3
Syndicate room (standard)	38.80	39.80	2.6
IT training room	87.10	89.50	2.8
Gymnasium	88.70	91.00	2.6

Appendix 4 – Corporate Finance Fees & Charges

	Current 2011/12 £	Proposed 2012/13 £	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	4.80	4.89	2%
Telecare	4.80	4.89	2%
3. Concessionary Travel			
<u>Note:</u>			
<i>The charge for Blue Badges increased from the 1st January 2012 in line with Government reform</i>			
Blue Badges	2.00	10	400
Replacement Freedom Cards <i>*New charge</i>	NA	10	NA
Replacement Taxi Cards <i>*New charge</i>	NA	10	NA

Appendix 5 – Legal & Governance Fees & Charges

	Current 2011/12 £	Proposed 2012/13 £	Change %
1. Committee Agendas & Minutes			
Annual subscription to the Cabinet Planning	100	110	10
Annual subscription to other Committee/Sub-Committee Agendas	100	110	10
Individual copies of Agendas	40	50	25
	10	10	0
2. Legal Charges			
Easements	Negotiated	Negotiated	
S.38 Road Agreements	Negotiated	Negotiated	
Dedication Agreements	Negotiated	Negotiated	
Planning Restriction Agreements	Negotiated	Negotiated	
Mortgage Redemption Discharge	115	120	4
Discount Repayment Discharge	115	120	4
Leasehold Registration Fee (Each transaction registered)	85	100	18
Notice of transfer & Mortgage	110	120	9
Leasehold Enquiry Fee (Each property)	85	90	6
Second Mortgage Questionnaire	95	100	
All other chargeable legal work	Negotiated	Negotiated	
Discount Postponement fee	115	120	4
3. Local Land Charges			
Additional Enquiries - Part I (inclusive of Official Statutory £6 fee)	141	170	21
Additional Parcel	4	6	50
Additional Enquiries - Part II	5	10	100
Additional Enquiries - Added by Solicitors	20	24	20
NLIS search - Part I	120	120	0
4. Solicitors' Miscellaneous Queries			
External (hourly) rates are advised by the Law Society			
Principal Solicitors/Senior Lawyers	260	270	4
Senior Assistant Lawyers	260	270	4
Assistant Lawyers	160	170	6
Legal assistants/Trainee Solicitors	120	130	8
5. Copying Documents			
A4 per page	0.1		0
A3 per page	0.1	0.1	0

	Current 2011/2012 £	Proposed 2012/13 £	Change %
6. Registration Services			
6a. Citizenship Ceremonies			
Private Ceremony (individual) first family member	107	117	9
Private ceremony additional family member (adult) per person	56	62	11
Private ceremony (couples)	163	180	10
Group ceremony (Statutory)	80	80	0
Photograph	12	15	25
6b. Additional Ceremonies (excl VAT)			
Baby naming (Moat Room) Mon to Fri	115	155	35
Baby naming Moat Room Sat	145	190	31
Baby naming (Moat Room) Sun & BH	175	235	34
Baby naming (external venues) Mon to Fri	120	160	33
Baby naming (external venues) Sat	150	200	33
Baby naming (external venues only) Sun & BH	180	240	33
Renewal of Marriage Vows / Commitment ceremony (new service (Moat Room) Mon to Fri	115	155	35
Renewal of Marriage Vows / Commitment ceremony (new service) (moat Room) Sat	145	190	31
Renewal of Marriage Vows / Commitment ceremony (new service) (Moat Room) Sun	175	235	34
Renewal of Marriage Vows / commitment ceremony (new service) Mon to Fri (external venues).	120	160	33
Renewal of Marriage Vows / Commitment Ceremony (new service) external venue Sat	150	200	33
Renewal of Marriage Vows / Commitment ceremony (new service) Sun & BH (external venues).	180	240	33
6c. Nationality Checking Service (charges include VAT)			
Individual Applicant (Mon-Fri)	45	55	22
Married Couple (Mon-Fri)	60	100	67
Married Couple & 2 Minors (Mon-Fri)	70	N/A	N/A
Each additional Minor (Mon-Fri)	20	30	50
Individual Minor independent of parent (Mon-Fri)	20	30	50
Civil Partnership Couple (Mon-Fri)	60	100	67
Individual Applicant (Sat)	65	N/A	n/a
Married Couple (Sat)	80	N/A	n/a
	Current 2011/12 £	Proposed 2012/13 £	Change %

Married Couple & 2 Minors (Sat)	90	N/A	n/a
Each additional Minor (Sat)	45	N/A	n/a
Individual Minor independent of parent (Sat)	45	N/A	n/a
6d. Marriage & Civil Partnerships			
Conduct Civil Marriages / Civil Partnerships at Moat room (Mon-Fri)	52	80	54
Conduct Civil Marriages/CPs at Civic Centre Moat Room (Saturday)	87	110	26
Conduct Civil Marriages/CPs at Civic Centre Middlesex Room (Saturdays)	302	350	16
Conduct Civil Marriages/CPs at Civic Centre Council Chamber (Saturdays)	320	400	25
Conduct Civil Marriages/CPs at Civic Centre Middlesex Room (Sundays)	410	430	5
Conduct Civil Marriages/CPs at Civic Centre Council Chamber (Sundays)	320	480	50
Licensing of premises for conduct of civil marriages / Civil partnerships (3 year period)	995	1195	20
Licence admin fee (each change of approval / responsible person/holder)	70	85 per change	21
Conduct Civil Marriages/CP's at outside premises (Mon-Fri)	345	410	19
Conduct Civil Marriages/CP's at outside premises (Saturdays)	390	430	10
Conduct Civil Marriages/CP's at outside premises (Sundays and Bank Holidays)	440	500	14
7. Copies of Register of Electors			
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	20.5	20.5	0
Data Copy – Plus cost for 1,000 names	1.5	1.5	0
8. Register of Births, Deaths and Marriages & Civil Partnerships			
For entering Notice of Marriage (statutory fee)	33.5	33.5	0
Notice of Civil Partnership (statutory fee)	33.5	33.5	0
For the attendance of a Superintendent Registrar to take Notice of Marriage or Civil Partnership of a housebound or detained person (statutory fee)	49	49	0
For a Superintendent Registrar to attend outside his office for the marriage and civil partnership of a housebound or detained person (statutory fee)	85	85	0
	Current 2011/12 £	Proposed 2012/13 £	Change %
For a Registrar to attend a marriage at a register office (statutory fee).	40	40	0
For a Registrar to attend a Civil Partnership at a	40	40	0

register office (statutory fee)			
For a Registrar to attend outside his office for the marriage and civil partnership of a housebound or detained person (statutory fee)	80	80	0
Certification for worship and registration for marriages of Place of Meeting or Religious Worship (statutory fee)	28	28	0
Registration of religious buildings for solemnisation of marriages (statutory fee)	120	120	0
9. Certificates			
Standard certificate (RBD/AR) (statutory fee)	3.5	3.5	0
Short certificate of birth (SR) (statutory fee)	9	9	0
Short certificate of birth at time of registration (statutory)	Free	Free	0
Short certificate of birth Registrar (additional) (statutory fee)	3.5	3.5	0
Certificates for certain statutory purposes after registration (statutory fee)	7	7	0
Standard Death certificate (RBD/AR) (statutory fee)	3.5	3.5	0
Death certificate of birth (SR) (statutory fee)	9	9	0
Death certificate after registration (statutory fee)	7	7	0
Certificates for certain statutory purposes after registration (statutory fee)	7	7	0
10. Freedom of Information Act			
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

Appendix 6 – Place Shaping Fees & Charges

Non-Statutory charges

	Current 2011/12 £	Proposed 2012/13 £	Change
1. Miscellaneous Planning Charges			
(a) Harrow Unitary Development Plan			
Harrow UDP (2004)	28.50	29.80	4.6
Harrow UDP Map (Only)	11.75	12.30	4.7
Commercial Developments Pipeline	4.40	4.60	4.5
Industrial Estates - List of companies	4.40	4.60	4.5
Large Employers Listing	4.40	4.60	4.5
Housing Monitoring Schedules (Twice Yearly)	23.50	24.60	4.7
UDP Inquiry Inspector's report (2003)	11.75	12.30	4.7
1b. 2001 Census Publications			
Individual Ward/Borough Profiles	1.00	1.00	0
1c. Other Enquiries and Officer Site Visits			
Officers Time - Minimum Charge			
First Half Hour	56.25	58.80	0
Second Half Hour	56.25	58.80	0
Charge per Hour or part thereafter	114.50	119.70	0
2. Building Control Miscellaneous			
2a. Charge for Demolitions			
Processing, inspecting the site, and issuing a counter notice, when a Demolition Notice is submitted to the Building Control Service.	100	120	20
3. Administration and Monitoring of Section 106 Agreements			
3a. 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	0
3b. In the absence of any monetary contribution	1,225	1,290	5.3

Pre-Application Charges

1. Major Scale Development - £1200 Fee Plus Officer Charges

Meeting Category	Per hour for meeting or follow-up advice (£)	Per hour for meeting or follow-up advice 25% reduction (£)
Min charge £1200 plus additional charges per officer as required	1,200	900
Divisional Director	200	150
Head of Policy	150	112.50
Planning Officer	70	52.50
Conservation Officer	95	71.25
Affordable Housing Officer	95	71.25
Landscaping Officer	95	71.25
Highways Officer	95	71.25
Urban Design Officer	95	71.25
Biodiversity Officer	95	71.25
Policy Officer	95	71.25
Tree Officer	95	71.25

2. Medium Scale Development - £800 fee plus officer charges

	Per hour for meeting or follow-up advice (£)	Per hour for meeting or follow-up advice 25% reduction (£)
Min charge £800 plus per officer charge as required	800	600
Divisional Director	200	150
Head of Development Management	150	112.50
Head of Policy	150	112.50
Planning Officer	70	52.50
Conservation Officer	95	71.25
Affordable Housing Officer	95	71.25
Landscaping Officer	95	71.25
Highways Officer	95	71.25
Urban Design Officer	95	71.25
Biodiversity Officer	95	71.25
Policy Officer	95	71.25
Tree Officer	95	71.25

3. Householder/Other

	Per hour for meeting or follow-up advice (£)	Per hour for meeting or follow-up advice 25% reduction (£)
Householder/Other - £150 Flat Rate	150	112.50
Divisional Director	200	150
Head of Development Management	150	112.50
Head of Policy	150	112.50
Team Leader	110	82.50
Principal Officer		Fee inclusive of officer
Planning Officer		Fee inclusive of officer
Conservation Officer		Fee inclusive of officer
Affordable Housing Officer		Fee inclusive of officer
Landscaping Officer		Fee inclusive of officer
Highways Officer		Fee inclusive of officer
Urban Design Officer		Fee inclusive of officer
Biodiversity Officer		Fee inclusive of officer
Policy Officer		Fee inclusive of officer
Tree Officer		Fee inclusive of officer
Principal Officer		Fee inclusive of officer
Planning Officer		Fee inclusive of officer

4. Planning Advice Team – Re-Submissions of Major / Medium or Householder Schemes

	Per hour for meeting or follow-up advice (£)	Per hour for meeting or follow-up advice 25% reduction (£)
Fee Plus Officer Charges	500	375
Team Leader		Fee inclusive of officer
Principal Officer		Fee inclusive of officer
Planning Officer		Fee inclusive of officer
Conservation Officer	95	71.25
Affordable Housing Officer	95	71.25
Landscaping Officer	95	71.25
Highways Officer	95	71.25
Urban Design Officer	95	71.25
Biodiversity Officer	95	71.25
Policy Officer	95	71.25
Tree Officer	95	71.25

5. Staff charge rate in the event of an award of costs

Officer	Hourly Rate 2011/12 £	Hourly Rate 2012/13 £	Change %
Divisional Director	150	150	0
Head of Development Management	112.50	112.50	0
Head of Planning Enforcement	112.50	112.50	0
Head of Policy	112.50	112.50	0
Area planning team leader	82.50	82.50	0
Senior/Principal Planning Officer	71.25	71.25	0
Planning/Enforcement Officer	52.50	52.50	0
Conservation Officer	71.25	71.25	0
Affordable Housing Officer	71.25	71.25	0
Landscaping Officer	71.25	71.25	0
Highways Officer	71.25	71.25	0
Urban Design Officer	71.25	71.25	0
Biodiversity Officer	71.25	71.25	0
Policy Officer	71.25	71.25	0
Tree Officer	71.25	71.25	0

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Per Item 2011/12 £	Per Item 2012/13 £	Change %
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6. Planning Photocopying charges

A4 photocopy	0.12	0.12	0
A3 photocopy	0.24	0.24	0
A2 photocopy	1.44	1.44	0
A1 photocopy	1.92	1.92	0
A0 photocopy	3.12	3.12	0
Colour			
A4 photocopy	1.20	1.20	0
A3 photocopy	2.40	2.40	0
A2 photocopy	24.00	24.00	0
A1 photocopy	33.00	33.00	0
A0 photocopy	47.40	47.40	0