

Report of the Strategic Director of
Neighbourhoods

Environment and Regulatory Services Fees and Charges 2015/16

SUMMARY

- 1.1 The Neighbourhoods Directorate annually reviews its fees and charges across its range of services. This is to ensure that the fees and charges reflect the cost of delivering services, take into account comparator rates for these services within the sector, ensure that inflationary cost increases are taken into account, and that budget income targets are achieved.
- 1.2 The proposed fees and charges for Environment and Regulatory Services for 2015/16 are set out at Appendix 2. In those cases where the Council has discretion to set the fees, the default inflationary increase on the 2014/15 fees and charges is 6%. Where the fee increase notably varies from this, the reasons are set out in the report.
- 1.3 All prices are shown inclusive of VAT where it is applicable.

RECOMMENDATION

- 2.1 To approve the fees and charges for 2015/16 as set out at Appendix 2.
- 2.2 To authorise the Director of Environment and Regulatory Services, in consultation with the Cabinet Member for Planning, Environment and Regeneration, to approve revised fees for pest control if this service continues in 2015/16.

REASONS FOR RECOMMENDATION

- 3.1 To enable the Neighbourhoods Directorate to achieve its budgeted income targets for 2015/16.

SUPPORTING INFORMATION

- 4.1 As part of the 2015/16 budget preparation, Departments within the Neighbourhoods Directorate have reviewed their fees and charges. This annual review is necessary to ensure that:
- Inflationary cost increases (calculated at 6% for 2015/16) are incorporated into the charging structure where applicable;
 - Any additional costs (or efficiencies) of providing the service are incorporated;
 - Fees and charges reflect the cost of delivering the service and/or charging levels for that sector.

- 4.2 The proposed fees and charges for 2015/16 for the Environment and Regulatory Services Department are set out at Appendix 2. Some of the fees are set nationally and cannot be changed by the Council regardless of inflationary cost increases. Where the Council has the discretion to set fees and charges, most will reflect the agreed 6 % inflationary increase. However, in some cases greater increases (or decreases) have been proposed or alternative funding solutions found; in these cases the reasons for these variations are cited within the appendix.

- 4.3 The fees and charges relating to licensing functions have been excluded from Appendix 2, as these have been considered by the Council's General Licensing and Taxi Licensing Committees.

4.4 Bereavement Services

Due to significant over inflationary increases in previous years, across the full range of Bereavement Services Fees and Charges, it is not proposed to increase the main funeral related charges for 2015/6. However, in order to keep pace with planned percentage increases by the suppliers of post cremation memorials and other service related supplies. Memorial fees and charges will be increased the inflationary increase of 6%. These proposed adjustments are detailed in Appendix 2.

4.5 Markets

This is the first time that markets fees and charges have been reported since the service was transferred to E&RS in 2013. Most of the income generated by the service comes from stall rental that are linked to leases, licences and agreements with pre-determined renewal dates, therefore these are excluded from this report. However, detailed in Appendix 2 are the extensive schedule of ancillary fees and charges levied by the service.

In the main the increases have been limited to the standard 6% (rounded), there are however, a number of charges that management are seeking approval to simplify or consolidate to address issues that have become apparent since the service transferred. The two significant changes that are proposed relate to the Car Boot Sale, Cattle Market and Pride Park Street Trading.

Car Boot Sale and Livestock Market Associated Activities

The increases in these areas are proposed to offset some of the estimated £100.000 per. annum additional costs of providing 24/7 security at the site to prevent traveller incursions.

4.6 Pest Control

There is a proposal to end all domestic pest control provided by the Council in the draft 2015/16 budget; this is due to be considered by the Council at its meeting in March 2015 as part of the budget approval process. In view of this no revised pest control charges are included in this report. If the Council decides to retain the current level of pest control operation a detailed review of fees and charges will be required. It is proposed that delegated authority to approve these (if necessary) is granted to the Director of Environment and Regulatory Services in consultation with the Cabinet Member for Planning, Environment and Regeneration.

OTHER OPTIONS CONSIDERED

5.1 None.

This report has been approved by the following officers:

Legal officer	Olu Idowu
	Mazzer Hussain
Financial officer	N/A
Human Resources officer	N/A
Estates/Property officer	John Tomlinson – Service Director of Environment & Regulatory Services
Service Director(s)	Gary Marshall – Bereavement Services & Markets Manager
Other(s)	Mick Henman – Head of Building Consultancy & Emergency Planning

For more information contact: Background papers: List of appendices:	John Tomlinson 01332 642435 john.tomlinson@derby.gov.uk None Appendix 1 – Implications Appendix 2 – Environment & Regulatory Services Fees & Charges Review – February 2015
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IMPLICATIONS

Financial and Value for Money

- 1.1 The proposed fees and charges will achieve the 2015/16 income targets for the Neighbourhoods Directorate departments and deliver balanced budgets.

All prices are shown inclusive of VAT where it is applicable.

Legal

- 2.1 Increases to fees and charges have only been applied to those items where the Council has the discretion to set fees and charges for the services it provides.

Personnel

- 3.1 None arising from this report.

IT

- 4.1 None arising from this report.

Equalities Impact

- 5.1 The proposed changes will apply equally to all groups within the community and no particular group(s) will be disadvantaged.

Health and Safety

- 6.1 None arising from this report.

Environmental Sustainability

- 7.1 None arising from this report.

Property and Asset Management

- 8.1 None arising from this report.

Risk Management

9.1 None arising from this report.

Corporate objectives and priorities for change

10.1 The setting of appropriate fees and charges contributes to improving value for money for our customers.

ENVIRONMENT AND REGULATORY SERVICES FEES AND CHARGES REVIEW – FEB 2015

APPENDIX 2

DIVISION	DESCRIPTION OF CHARGES	CURRENT CHARGE £	PROPOSED CHARGE 2015-16 £	COMMENTS
CORPORATE HEALTH AND SAFETY	Full day training course	69	73	In line with inflation
	Half day training course	44	47	In line with inflation
	Standard courses arranged in schools	246	261	In line with inflation
	Bespoke ADHOC courses	POA	POA	
BEREAVEMENT SERVICES Cremation fees	Adult	617	617	No change
	Child – less than 16 years	169	169	No change
	Child – less than 5 years (including still born)	Nil	Nil	No change
	Body parts	397	397	No change
	Additional time slot including memorial service	166	166	No change
Memorial fees – Garden of Remembrance	Garden vault	764	810	In line with inflation
	Pergola plaque – 10 year lease	264	280	In line with inflation
	Kerb plaque around existing paths – 10 year lease	446	473	In line with inflation
	Kerb plaque around baby garden – 10 year lease	171	182	In line with inflation
	Tower plaque in baby garden – 10 year lease	171	182	In line with inflation
	Tower plaque in baby garden – 11 year lease			

DIVISION	DESCRIPTION OF CHARGES	CURRENT CHARGE £	PROPOSED CHARGE 2015-16 £	COMMENTS
	Leather plaque (single): 5 year lease	166	176	In line with inflation
	Leather plaque (double): 5 year lease	207	220	In line with inflation
	Replacement plaque	100	106	In line with inflation
	10 year renewal fee	166	176	In line with inflation
	10 year lease renewal fee: children's memorials	82	87	In line with inflation
Memorial fees – Book of Remembrance	2 Lines	60	64	In line with inflation
	5 lines	81	86	In line with inflation
	8 lines	96	102	In line with inflation
	Flowers	46	49	In line with inflation
	Badges/crests/other illustrations	58	62	In line with inflation
	Memorial card copy of entry		33	In line with inflation
	2 lines	31	42	In line with inflation
	5 lines	39	51	In line with inflation
	8 lines	48	49	In line with inflation
	Flowers: only available with a 5 or more line entry	46		
	Badges/crests/other illustrations: only available with a 5 or more line entry	58	64	In line with inflation
Miscellaneous fees	Strewing of cremated remains from elsewhere	44	47	In line with inflation
	Recording of service	40	43	In line with inflation

DIVISION	DESCRIPTION OF CHARGES	CURRENT CHARGE £	PROPOSED CHARGE 2015-16 £	COMMENTS
Cemetery fees Exclusive rights of burial: 50 years	Earthen grave	1005	1005	No change
	Casket grave	1200	1200	No change
	Vaulted grave	838	838	No change
	Cremation grave: all cemeteries	190	190	No change
	Childs grave (less than 16 years)	69	69	No change
	10 year extension to exclusive rights	201	201	No change
Interment fees	Adult: to a depth of 4'6"	603	603	No change
	Adult: to a depth of 6'0"	711	711	No change
	Adult: to a depth of 7'6"	830	830	No change
	Vaulted grave	1385	1385	No change
	Child: under 16 years	153	153	No change
	Child: still-born and under 5 years	Nil	Nil	No change
	Cremated remains	112	112	No change
	Cremated remains: Saturday interment additional charge	POA	POA	No change
	Body parts	112	112	No change
	Use of cemetery chapel	77	77	No change
	Wooden shoring	127	127	No change
	Adult: woodland	604	604	No change

DIVISION	DESCRIPTION OF CHARGES	CURRENT CHARGE £	PROPOSED CHARGE 2015-16 £	COMMENTS
	Child: woodland (less than 16 years)	152	152	No change
	Cremated remains: woodland	112	112	No change
	Strewing of cremated remains: woodland	43	43	No change
	Saturday funeral surcharge	POA	POA	No change
	Saturday funeral hourly rate	56	56	No change
	Sunday funeral surcharge	POA	POA	No change
	Sunday funeral hourly rate	77	77	No change
Exhumations	Adult confined remains	POA	POA	No change
	Child confined remains	POA	POA	No change
	Cremated remains: casket depth	POA	POA	No change
	Cremated remains: coffin depth	POA	POA	No change
Memorials and inscriptions	Not exceeding 3'6 height/3" width/4"thick	228	228	No change
	Not exceeding 4'6 height/3" width/4"thick	268	268	No change
	Not exceeding 2'0 height/6" width/4"thick (baby section only)	57	57	No change
	To purchase and erect a temporary memorial	91	91	No change
	Memorial vase: not exceeding 12"	42	42	No change
	Kerb set: full set	193	193	No change
	Kerb set: baby section	43	43	No change
	Plaque: tablet	43	43	No change

DIVISION	DESCRIPTION OF CHARGES	CURRENT CHARGE £	PROPOSED CHARGE 2015-16 £	COMMENTS
	Additional inscription	30	30	No change
	Replacement of existing memorial	42	42	No change
	Additional work to existing memorial	42	42	No change
Miscellaneous charges	Change of grave ownership	43	43	No change
	Replacement/updating of deeds	43	43	No change
	Use of chapel/organ	77	77	No change
	Strewing of cremated remains	43	43	No change
MARKETS				
Eagle and Market Hall	Loading bay parking (per month)	60	64	In line with inflation
	Loading bay parking (per day)	3	4	In line with inflation
	Exhibition area (per day)	25	27	In line with inflation
Allenton Market	Stall rent			
	Tuesday	6.50	7	In line with inflation
	Friday	10	11	Consolidated and increased
	Saturday	12	11	in line with inflation
	Catering vehicles			
	Friday	15	18	Consolidated and increased

DIVISION	DESCRIPTION OF CHARGES	CURRENT CHARGE £	PROPOSED CHARGE 2015-16 £	COMMENTS
	Saturday	18	18	in line with inflation
	Butchers vehicles			
	Friday	20	24	Consolidated and increased
	Saturday	24	24	in line with inflation
	Ice cream van			
	Friday	10	12	Consolidated and increased
	Saturday	12	12	in line with inflation
	Ground space rent			
	Friday	10	12	Consolidated and increased
	Saturday	12	12	in line with inflation
	Market storage (pair wk.)	2	3	In line with inflation
Wholesale Market	Food outlet licence	100 (pair month)	106 (pair month)	In line with inflation
Cattle Market	Car boot sale			
	Car	12	15	Increase to recover
	Food outlet	30	45	additional costs of traveller
	Van	N/A	30	security
	Match day parking	3	6	Increase to recover
	HGV parking	5	10	additional costs of traveller
	Vehicle wash			security
	Vehicle & trailer	3	6	Increase to recover
	Medium lorry	5	10	additional costs of traveller
	Large lorry	10	20	security

DIVISION	DESCRIPTION OF CHARGES	CURRENT CHARGE £	PROPOSED CHARGE 2015-16 £	COMMENTS
	Farmers supplies	6	12	
	Street Trading Consents – General Per pitch/round	300 p.a.	320 p.a.	In line with inflation
	Street Trading Consents – Pride Park	600 per season	320 per season	Proposed deregulations of Pride Park Consents
	Rival Car Boot Sale Charity Commercial/charity	20 500 p.a.	20 530 p.a.	No change In line with inflation
	One day Fair Charity Commercial/charity	20 60	20 64	No change In line with inflation
TRADING STANDARDS				
Licence to store explosives	1 year 2 year 3 year 4 year 5 year	178 234 292 360 407	178 234 292 360 407	Set by statute - Health and Safety (Fees) Regulations 2012 – Schedule 8 Note: subject to revision by new statute.
Renewal of explosives licence	1 Year 2 year 3 year 4 year 5 year	83 141 198 256 313	83 141 198 256 313	Set by statute - Health and Safety (Fees) Regulations 2012 – Schedule 8 Note: subject to revision by new statute.

DIVISION	DESCRIPTION OF CHARGES	CURRENT CHARGE £	PROPOSED CHARGE 2015-16 £	COMMENTS
Registration to store explosives	1 year 2 year 3 year 4 year 5 year	105 136 166 198 229	105 136 166 198 229	Set by statute - <i>Health and Safety (Fees) Regulations 2012 – Schedule 8</i> <i>Note: subject to revision by new statute.</i>
Renewal of registration to store explosives	1 year 2 year 3 year 4 year 5 year Varying name of licensee or registered person, or address of site Transfer of licence/registration Replacement licence/registration, if lost	52 83 115 146 178 35 35 35 35	52 83 115 146 178 35 35 35 35	Set by statute - <i>Health and Safety (Fees) Regulations 2012 – Schedule 8</i> <i>Note: subject to revision by new statute.</i>
Annual licence to sell fireworks	Licence to sell fireworks all year round.	500	500	Set by statute - <i>Health and Safety (Fees) Regulations 2012 – Schedule 8</i> <i>Note: subject to revision by new statute.</i>
Licence to keep petroleum spirit of a quantity not exceeding:	2500 litres pa 2500-50000 litres pa 50000 + litres pa Transfer of petroleum spirit licence	42 58 120 8	42 58 120 8	Set by statute - <i>Health and Safety (Fees) Regulations 2012 – Schedule 8</i> <i>Note: subject to revision by new statute.</i>

DIVISION	DESCRIPTION OF CHARGES	CURRENT CHARGE £	PROPOSED CHARGE 2015-16 £	COMMENTS
Annual licence to keep poisons	New licence Renewal of licence Variation of licence	36 19 9		Deregulated, no fees set for 1 April 2015.
Testing and & verification fees (weights and measures)	All equipment Certificate of accuracy Weighbridge operators: certificate for public weighing	56.25/hr. (Weights and Measures inspector) and 33.69/hr. (Support Officer) 29 29	£58.56/hr. (Weights and Measures Inspector) £35.33/hr. (Support Officer) 31 31	Nationally Recognised Fees, recommended by Association of Chief Trading Standards Officers (ACTSO) Increase of 6% rounded to the nearest £.
Hire of weights	For up to one week	97/tonne	103/tonne	In line with inflation and rounded up to the nearest £
Buy with Confidence scheme: Registration and membership fees	One-off, non-refundable registration fee. Membership for businesses with 1 to 5 employees for each premises. Membership for businesses with 6 to 15 employees for each premises. Membership for businesses with 16 or more employees	100 100 200 300	100 100 200 300	The scheme provides support for SME's and encourages economic growth. It is suggested these fees are kept at 2014/15 levels.

DIVISION	DESCRIPTION OF CHARGES	CURRENT CHARGE £	PROPOSED CHARGE 2015-16 £	COMMENTS
	for each premises.			
Trading Standards - environmental searches	Environmental searches carried out on request will be charged at a flat rate.	94	73 (an hour)	Cost recovery now based on an hourly rate. Fees bought in line with charges done by Environmental Health.
ANIMAL WELFARE CHARGES	Dog Kennelling - Initial charge Dog Kennelling per day	62.40 8.80	N/A	This is now dealt with by the Council's contractors.
PEST CONTROL (DOMESTIC CHARGEABLE)	Rats Mice (max of 4 visits) Mice (per visit there after) Wasps Wasps (with ladder) Wasps (with extra nest) Fleas – up to 34 bed Fleas – 4 bed house Fleas – 5 bed house Fleas – 5 + bed house Carpet beetles – up to 3 bed house Carpet beetles – 4 bed house Carpet beetles – 5 bed house Carpet beetles – 5+ bed	22 no increase 60 12 50 65 12 70 80 90 110 70 80 90 110		

DIVISION	DESCRIPTION OF CHARGES	CURRENT CHARGE £	PROPOSED CHARGE 2015-16 £	COMMENTS
	Cockroaches (Max of 4 visits) Cockroaches (per visit there after) Bedbugs – up to 3 bed house Bedbugs – 4 bed house Bedbugs – 5 bed house Bedbugs – 5+ bed house (plus £20 extra room) Other insects/mites Squirrels (max of 3 visits) Squirrels (per visit there after)	78 18 80 95 120 120 (plus £25/extra room) 60 100 28		
PEST CONTROL (domestic reduced rate)	Rats Mice (max of 4 visits) Mice (per visit there after) Wasp Wasp (with ladder) Wasps (with an extra nest) Fleas – up to 3 bed house Fleas – 4 bed house	10 no increase 28 12 28 34 6 35 40		

DIVISION	DESCRIPTION OF CHARGES	CURRENT CHARGE £	PROPOSED CHARGE 2015-16 £	COMMENTS
	Fleas – 5 bed house Fleas – 5+ bed house Carpet beetles – up to 3 bed house Carpet beetles – 4 bed house Carpet beetles - 5 bed house Carpet beetles – 5 + bed house Cockroaches (Max of 4 visits) Cockroaches (per visit there after) Bedbugs – up to 3 bed house Bedbugs – 4 bed house Bedbugs – 5 bed house Bedbugs – 5+ bed house (plus £10 extra room) Other insect/mites Squirrels (max of 3 visits) Squirrels (per visit there after)	45 55 35 40 45 55 39 11 40 50 60 60 (plus £15/extra room) 30 50 17		

DIVISION	DESCRIPTION OF CHARGES	CURRENT CHARGE £	PROPOSED CHARGE 2015-16 £	COMMENTS
PEST CONTROL COMMERCIAL TREATMENT RATES	Standard treatment – per hour	60		
	Standard treatment – per half hour	30		
	Standard treatment – (out of hours) per hour	72		
	Standard treatment – (out of hours) per half hour	36		
	Contract treatments – per hour	48		
	Contract treatments – per half hour	25		
	Contract treatments – (out of hours) per hour	54		
	Contract treatment (out of hours) per half hour	27		
	Wasps	56		
	Wasps with ladder	66		
	Extra nests	23		
	Collection of keys from housing officer or other establishment	19		
	Technician attendance – per hour	60		

DIVISION	DESCRIPTION OF CHARGES	CURRENT CHARGE £	PROPOSED CHARGE 2015-16 £	COMMENTS
POLLUTION CONTROL FEES & CHARGES	Air quality data & information – per hour	68.50 per hour	72. per hour	New charge introduced to recover cost of service
	Contaminated land enquiries – per hour	68. per hour	72.60 per hour	
	IPPC environmental permits (list of permitted processes)	n/a	72.60 per hour	
FOOD & SAFETY CHARGES	Health/Export Certificate	56	58	In line with inflation
HOUSING STANDARDS CHARGES	Enforcement notice	250	304	Calculated on a cost recovery basis
	HMO 5 yearly licence – first time	1023	768	Cost recovery – cost base has reduced since last calculated in 2012
	HMO 5 yearly licence – renewal	938	695	
BUILDING CONSULTANCY	Amendment to Safety Certificates under the Safety at Sports Grounds Act	Cost recovery		Figures quoted are excluding VAT.
	BUILDING REGULATION CHARGES			Fees and charges have been discussed and agreed with business accountant following recalculation of the 2015/16 hourly rate for the service to achieve cost recovery and a review of the input (hours) required to deliver fee chargeable activities. A number of discretionary charges have
	New Dwelling up to 300 m ²	598		
	New dwelling over 300 m ²	Individually assessed		
	2 New Dwellings	Individually assessed		
	3 New Dwellings	Individually assessed		
	4 New Dwellings	Individually assessed		
	5 New Dwellings	Individually assessed		
	More than 5	Individually assessed		

DIVISION	DESCRIPTION OF CHARGES	CURRENT CHARGE £	PROPOSED CHARGE 2015-16 £	COMMENTS
	Domestic Extensions: Under 10m2 10-40 m2 40-100 m2 More than 100 m2	326 500 650 Individually assessed	351 464 604	been introduced at a commercial rate for a range of services currently offered to customers and for which no charge is currently made.
	Non-exempt detached garage or carport up to 40m2	264	241	
	Non exempt attached garage up to 40m2	326	351	
	More than 40 m2	Individually assessed		
	Domestic Alterations: Conversion of roof space to form habitable room without dormers	351	378	
	Conversion of roof space to form habitable room with dormers	426	456	
	Conversion of garage to a habitable room	276	266	
	Miscellaneous domestic alterations according to value: Less than £2k	164	156	

DIVISION	DESCRIPTION OF CHARGES	CURRENT CHARGE £	PROPOSED CHARGE 2015-16 £	COMMENTS
	<p>£2k-£5k</p> <p>£5k-£10k</p> <p>£10k-£20k</p> <p>£20k-£30k</p> <p>£30k-£50k</p> <p>Introduction of insulation as part of re-roof work, re-rendering/plastering and replacement ground floors that does not include changes to structural elements</p> <p>Replacement windows and doors containing more than 50% glazing; no more than 3 in total</p> <p>Replacement windows and doors containing more than 50% glazing; more than 3 in total.</p> <p>Electrical work (outside scope of competent persons scheme):</p> <p>Provision of new circuit</p>	<p>227</p> <p>339</p> <p>458</p> <p>Individually assessed</p> <p>Individually assessed</p> <p>65</p> <p>75</p> <p>125</p> <p>Individually assessed</p> <p>125</p>	<p>212</p> <p>311</p> <p>Individually assessed</p> <p>Individually assessed</p> <p>Individually assessed</p> <p>70</p> <p>80</p> <p>134</p> <p>134</p>	

DIVISION	DESCRIPTION OF CHARGES	CURRENT CHARGE £	PROPOSED CHARGE 2015-16 £	COMMENTS
	<p>Rewire</p> <p>Miscellaneous non domestic alterations according to value:</p> <p>Less than £5k</p> <p>£5k-£10k</p> <p>£10k-£20k</p> <p>£20k-£30k</p> <p>£30k-£50k</p> <p><u>Supplementary charges for discretionary Services</u></p> <p>Copy of decision notice or completion certificate less than 5 years old.</p> <p>Copy of decision notice or completion certificate more than 5 years old.</p> <p>Written response to an enquiry about historic building regulation matter (site history, exempt work, etc.)</p> <p>Re-open archived building regulation file for purposes of issuing a completion</p>	<p>349</p> <p>262</p> <p>386</p> <p>Individually assessed</p> <p>Individually assessed</p> <p>Individually assessed</p> <p>9</p> <p>42</p> <p>18</p> <p>-</p>	<p>376</p> <p>250</p> <p>362</p> <p>15</p> <p>50</p> <p>65</p> <p>65 per site visit</p>	

DIVISION	DESCRIPTION OF CHARGES	CURRENT CHARGE £	PROPOSED CHARGE 2015-16 £	COMMENTS
	<p>certificate.</p> <p>Site visit in conjunction with resolving archived building regulation case.</p> <p>Request to withdraw Full Plans or Building Notice application and refund any monies paid.</p> <p>Request to re-direct building regulation invoice</p> <p>Retrieval of building regulation file from off-site storage</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>Individually assessed</p> <p>35</p> <p>20</p> <p>20</p>	