



Derby City Council

**NEIGHBOURHOODS & PUBLIC  
PROTECTION CABINET MEMBER MEETING  
14 June 2017**

**ITEM 4**

Report of the Strategic Director of Communities  
and Place

**Communities, Environment and Regulatory Services Fees and  
Charges 2017/18**

**SUMMARY**

- 1.1 The Communities, Environment and Regulatory Services Directorate annually review their fees and charges. This is to ensure that they reflect the cost of delivering services, take into account comparator rates for these services within the sector where permitted, ensure that inflationary cost increases are taken into account, and that budget income targets are achieved.
- 1.2 The proposed fees and charges for Communities, Environment and Regulatory Services for 2017/18 are set out at Appendix 2. In those cases where the Council has discretion to set the fees, these have been reviewed. The final column of the table in Appendix 2 sets out a narrative for any changes being proposed.
- 1.3 All prices are shown inclusive of VAT where it is applicable, unless explicitly stated otherwise.

**RECOMMENDATION**

- 2.1 To approve the fees and charges for 2017/18 as set out at Appendix 2.

**REASONS FOR RECOMMENDATION**

- 3.1 To enable the Communities, Environment and Regulatory Services Directorate to achieve its budgeted income targets for 2017/18.

## SUPPORTING INFORMATION

- 4.1 As part of the 2017/18 budget preparation, Departments within the Communities and Place Directorate have reviewed their fees and charges. This annual review is necessary to ensure that:
- Inflationary cost increases 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 2017/18 for the Communities, 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. In those cases where the Council has discretion to set the fees, these have been reviewed. Where relevant, inflation has also been added. The final column of the table in Appendix 2 sets out a narrative for any changes being proposed.
- 4.3 The fees and charges relating to licensing functions are not included in Appendix 2, as these are approved separately by the Council's Licensing Committee.
- 4.4 The Building Consultancy service is due to move imminently to a shared service with a number of other Derbyshire authorities who will set new fees. Until the move is complete, it is proposed that the current fees and charges will continue to be applied.
- 4.5 The Markets service is currently under review which will include any fees and charges associated with it. Until the review is complete, it is also proposed that the current fees and charges will continue to be applied.
- 4.6 Although a non-statutory service, Members have been keen to see the continuation of the Council's pest control service for Derby residents and businesses as an alternative option to private companies. The service receives nearly 2,500 domestic requests for service each year and also maintains a number of local commercial contracts. The service regularly receives complimentary feedback from customers.
- There is a need for the service to remain competitive in the local market and yet still offer value for money and a trusted, flexible, high quality service delivered by fully trained, experienced competent staff.
- This year sees the introduction of an on-line booking facility that will make the service more flexible and convenient for residents.
- 4.7 A number of new fees and charges have been introduced and these are identified by the information set out in the Comments Column at Appendix 2. These have been introduced following a review of the work being undertaken in the relevant service area. The fees and charges have been set on a cost recovery basis.

<b>OTHER OPTIONS CONSIDERED</b>
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5.1 None.

**This report has been approved by the following officers:**

<b>Legal officer</b> <b>Financial officer</b> <b>Human Resources officer</b> <b>Estates/Property officer</b> <b>Service Director(s)</b> <b>Other(s)</b>	Olu Idowu Amanda Fletcher n/a n/a John Tomlinson
<b>For more information contact:</b> <b>Background papers:</b> <b>List of appendices:</b>	Michael Kay    01332 641940    michael.kay@derby.gov.uk None Appendix 1 – Implications Appendix 2 – Communities, Environment & Regulatory Services Fees & Charges Review 2017/18

<b>IMPLICATIONS</b>
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**Financial and Value for Money**

- 1.1 The proposed fees and charges have been set to reflect the 2017/18 income targets for the Directorate.

**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.
- 2.2 All other fees for regulatory services can only lawfully be set on a cost recovery basis.

**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.



COMMUNITIES, ENVIRONMENT AND REGULATORY SERVICES FEES AND CHARGES REVIEW – 2017/18

TEAM	DESCRIPTION OF CHARGES	APPROVED CHARGE (£)	PROPOSED CHARGE 2017-18 (£)	COMMENTS
<b>CORPORATE HEALTH AND SAFETY</b>	Full day training course	75	77	Increase of 3% inflation rounded to the nearest £.
	Half day training course	48	49	
	Standard courses arranged in schools	269	277	
	Bespoke ADHOC courses	POA	POA	
<b>BEREAVEMENT SERVICES Cremation fees</b>	Adult	632	651	Increase of 3% inflation rounded to the nearest £.
	Early slot	506	521	
	Premium slot	695	716	
	Early Slot (No Service)	433	446	
	Child – less than 16 years	173	178	
	Child – less than 5 years (including still born)	Nil	Nil	
	Body parts	407	419	
	Additional time slot including memorial service	170	175	
	Representation to Medical Referee	72	74	
<b>Memorial fees – Garden of Remembrance</b>	Garden vault	834	859	Increase of 3% inflation rounded to the nearest £.
	Pergola plaque – 10 year	288	297	

TEAM	DESCRIPTION OF CHARGES	APPROVED CHARGE (£)	PROPOSED CHARGE 2017-18 (£)	COMMENTS
	lease Kerb plaque around existing paths, inclusive of vase – 10 year lease Kerb plaque around baby garden – 10 year lease Tower plaque in baby garden – 11 year lease Leather plaque (single): 5 year lease Leather plaque (double): 5 year lease Replacement plaque 10 year renewal fee 10 year lease renewal fee: children’s memorials Various keepsakes (Urns, jewellery, etc.)	487  187 187 181 227 109 181 90 POA	502  193 193 186 234 112 186 93 POA	
<b>Memorial fees – Book of Remembrance</b>	2 Lines 5 lines 8 lines Flowers Badges/crests/other illustrations Memorial card copy of entry 2 lines 5 lines 8 lines Flowers: only available with a 5 or more line entry	66 88 105 50 63  34 43 53 50	68 91 108 52 65  35 44 55 52	Increase of 3% inflation rounded to the nearest £.

TEAM	DESCRIPTION OF CHARGES	APPROVED CHARGE (£)	PROPOSED CHARGE 2017-18 (£)	COMMENTS
	Badges/crests/other illustrations: only available with a 5 or more line entry	66	68	
<b>Miscellaneous fees</b>	Strewing of cremated remains from elsewhere	94	997	Increase of 3% inflation rounded to the nearest £.
	Recording of service	44	45	
	Wesley tribute screen holding picture	10	10	
	Wesley 15 photos	50	52	
	Wesley additional photos (x5)	15	15	
<b>Cemetery fees</b> <b>Exclusive rights of burial: 50 years</b>	Earthen grave	1030	1061	Increase of 3% inflation rounded to the nearest £.
	Casket/Traditional grave	1230	1267	
	Vaulted grave	838	863	Further review of cemetery fees to be undertaken during year.
	Mausolea	POA	POA	
	Cremation grave: all cemeteries	195	201	
	Childs grave (less than 16 years)	71	73	
	10 year extension to exclusive rights	206	212	
	Exclusive Right Premium cremation grave (1.5 grave space)	292	301	
	Exclusive Right and memorial for Mini Grave plot (including inscription and 1 <sup>st</sup> interment)	937	843	

TEAM	DESCRIPTION OF CHARGES	APPROVED CHARGE (£)	PROPOSED CHARGE 2017-18 (£)	COMMENTS
<b>Interment fees</b>	Adult: to a depth of 4'6"	618	637	+3%
	Adult: to a depth of 6'0"	729	751	+3%
	Adult: to a depth of 7'6"	851	877	+3%
	Vaulted grave	1420	1463	+3%
	Child: under 16 years	157	162	+3%
	Child: still-born and under 5 years	No charge	No charge	
	Cremated remains	115	118	+3%
	Cremated remains: Saturday interment additional charge	POA	POA	
	Body parts	112	115	+3%
	Use of cemetery chapel	79	81	+3%
	Wooden shoring	130	134	+3%
	Top soil for backfill	POA	POA	Recharged at cost + 10%
	Adult: woodland	618	637	+3%
	Child: woodland (less than 16 years)	157	162	+3%
	Cremated remains: woodland	115	118	+3%
	Strewing of cremated remains: woodland	POA	POA	
	Saturday funeral surcharge	POA	POA	
	Saturday funeral hourly rate	57	59	+3%
	Sunday funeral surcharge	POA	POA	
	Sunday funeral hourly rate	79	81	+3%
<b>Exhumations</b>	Adult confined remains	POA	POA	
	Child confined remains	POA	POA	
	Cremated remains: casket depth	POA	POA	
	Cremated remains: coffin	POA	POA	

TEAM	DESCRIPTION OF CHARGES	APPROVED CHARGE (£)	PROPOSED CHARGE 2017-18 (£)	COMMENTS
	depth			
<b>Memorials and inscriptions</b>	Not exceeding 3'6 height/3" width/4"thick	235	242	Increase of 3% inflation rounded to the nearest £.
	Not exceeding 4'6 height/3" width/4"thick	276	284	
	Not exceeding 2'0 height/6" width/4"thick (baby section only)	94	97	
	To purchase and erect a temporary memorial	43	44	
	Memorial vase: not exceeding 12"	47	48	
	Kerb set: full set 7' x 3'	199	205	
	Kerb set: full set 8' x 4'	292	301	
	Kerb set: baby section	44	45	
	Plaque: tablet	44	45	
	Additional inscription	31	32	
	Replacement of existing memorial	43	44	
	Additional work to existing memorial	44	45	
	<b>Miscellaneous charges</b>	Change of grave ownership	44	
Replacement/updating of deeds		44	45	
Strewing of cremated remains from Markeaton		48	49	
Strewing of cremated remains from elsewhere		94	97	

TEAM	DESCRIPTION OF CHARGES	APPROVED CHARGE (£)	PROPOSED CHARGE 2017-18 (£)	COMMENTS
<b>TRADING STANDARDS</b>				
<b>Licence to store explosives Between 250 – 2000kg</b>	1 year 2 year 3 year 4 year 5 year	178 234 292 360 407	185 243 304 374 423	Statutory fees.
<b>Renewal of explosives licence Between 250 – 2000kg</b>	1 Year 2 year 3 year 4 year 5 year	83 141 198 256 313	86 147 206 266 326	Statutory fees.
<b>Registration to store explosives less than 250kg</b>	1 year 2 year 3 year 4 year 5 year	105 136 166 198 229	109 141 173 206 238	Statutory fees.
<b>Renewal of registration to store explosives less than 250kg</b>	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	52 83 115 146 178 35 35 35	54 86 120 152 185 36 36 36	Statutory fees.

TEAM	DESCRIPTION OF CHARGES	APPROVED CHARGE (£)	PROPOSED CHARGE 2017-18 (£)	COMMENTS
	licence/registration, if lost	35	36	
<b>Annual license to sell fireworks</b>	Licence to sell fireworks all year round.	500	500	Statutory fees.
<b>Licence to keep petroleum spirit of a quantity not exceeding:</b>	2500 litres pa 2500-50000 litres pa 50000 + litres pa Transfer of petroleum spirit licence	42 58 120 8	44 60 125 -	Statutory fees.
<b>Testing and &amp; verification fees (weights and measures)</b>	All equipment  Certificate of accuracy  Weighbridge operators: certificate for public weighing	59.60/hr. (Weights and Measures inspector) and 35.87/hr. (Support Officer)  30 30	60/hr. (Weights and Measures Inspector) 36.12/hr. (Support Officer)  30 31	Nationally recognised fees, recommended by the <b>Association of Chief Trading Standards Officers (ACTSO)</b>  Increase of 3% inflation rounded to the nearest £.
<b>Hire of weights</b>	For up to one week	100/tonne	103/tonne	Increase of 3% inflation rounded to the nearest £.
<b>Buy with Confidence scheme: Registration and membership fees</b>	One-off, non-refundable registration fees: 0-5 employees 6-20 employees 21-49 employees	150 200 250	125 167 208	The scheme provides support for SME's and encourages economic growth. Prices now show exclusive of VAT to reflect

TEAM	DESCRIPTION OF CHARGES	APPROVED CHARGE (£)	PROPOSED CHARGE 2017-18 (£)	COMMENTS
	50+ employees  Annual membership fees: 0-5 employees 6-20 employees 21-49 employees 50+ employees  Legacy rate annual membership fee for scheme members joining prior to April 2016: 0-5 employees 6-20 employees 20+ employees	POA All Prices Inc. VAT  300 450 600 POA All Prices Inc. VAT  150 275 450 All Prices Inc. VAT	POA All Prices Ex. VAT  250 375 500 POA All Prices Ex. VAT  185 290 435 All Prices Ex. VAT	national scheme's pricing structure.       Lower legacy rate for existing members who joined pre April 2016 pricing structure. Legacy rates to be matched to above rates by April 2018.
<b>Primary Authority</b>	Fees charged for advice and support to business undertaken as part of a Primary Authority Partnership	50 per hour	50 per hour	Operated at cost recovery.
<b>Trading Standards - environmental searches</b>	Environmental searches carried out on request will be charged on an hourly rate basis.	75 per hour	50 per hour	Fees are calculated on a cost recovery basis using salary charge-out rates.
<b>PEST CONTROL (DOMESTIC CHARGEABLE)</b>	Rats (max 4 visits) Rats (per visit thereafter)	£35 full -£30 reduced £14 each extra visit	£37 full -£32 reduced £15 each extra visit booked over the phone only	Domestic Fees increased by 5%.

TEAM	DESCRIPTION OF CHARGES	APPROVED CHARGE (£)	PROPOSED CHARGE 2017-18 (£)	COMMENTS
	Mice (max of 4 visits) Mice (per visit there after)	£77 full - £67 reduced £16 each extra visit	£81 full - £70 reduced £17 each extra visit booked over the phone only	Full charge is for over the phone booking.  Reduced charge is for on line booking.
	Wasps Wasps (with ladder) Wasps (with extra nest)	£60 full -£52 reduced £77 full - £67 reduced £15 each extra visit	£63 full -£55 reduced £81 full - £70 reduced £18 each extra visit (2 nests £81 full £70 online)	5 Bedrooms and above reintroduced for Fleas, Carpet Beetles and bedbugs due to demand and the amount of resources required.
	Fleas – up to 3 bed	£109 full - £95 reduced private landlord £140	£114 full - £100 reduced, private landlord £147	
	Fleas – 4 bed house	£121 full - £105 reduced Private landlord £160	£127 full - £110 reduced, private landlord £168	No longer providing survey only charge, customer pays for treatment and refund made if treatment not subsequently required.
	Fleas – 5 + bed house		£159 full - £142 reduced Private landlord £200	
	Carpet beetles – up to 3 bed house Carpet beetles – 4 bed house Carpet beetles – 5+ bed		Same charges as for fleas	
	Cockroaches (Max of 4 visits) Cockroaches (per visit there after)	£100 full - £87 reduced £20 full - £11 reduced	£105 full - £91 reduced  £22 each extra visit, booked over the phone only	

TEAM	DESCRIPTION OF CHARGES	APPROVED CHARGE (£)	PROPOSED CHARGE 2017-18 (£)	COMMENTS
	Bedbugs – up to 3 bed house	£127 full - £110 reduced private landlord £150	£133 full - £116 reduced, private landlord £158	
	Bedbugs – 4 bed house	£155 full - £135 reduced private landlord £180	£163 full - £142 reduced, private landlord £189	
	Bedbugs – 5+ bed house		£194 full- £173 reduced Private landlord £200	
	Cluster Flies, other insects/mites	£98 full - £85 reduced	£103 full - £89 reduced	
	Squirrels (max of 3 visits) Squirrels (per visit there after)	£154 full - £134 reduced £45 each extra visit	£162 full - £141 reduced £47 each extra visit booked over the phone	
	Survey only – Rodents. Administration fees for cancelling or rearranging booking:	£15	-	
	Appointment cancelled less than one working day's notice,	£15	£16	
	No treatment possible/no active infestation i.e. wasps	£15	£16	
<b>PEST CONTROL COMMERCIAL TREATMENT RATES</b>	Standard treatment – per hour	£79.20	£82.00	Commercial rates increased by 3% and rounded to the nearest £.
	Standard treatment – per half hour	£39.60	£41.00	

TEAM	DESCRIPTION OF CHARGES	APPROVED CHARGE (£)	PROPOSED CHARGE 2017-18 (£)	COMMENTS
	Standard treatment – (out of hours) per hour	£93.96	£97.00	
	Standard treatment – (out of hours) per half hour	£47.40	£49.00	
	Contract treatments – per hour	£63.60	£66.00	
	Contract treatments – per half hour	£32.40	£34.00	
	Contract treatments – (out of hours) per hour	£72.00	£74.00	
	Contract treatment (out of hours) per half hour	£36.00	£37.00	
	Wasps	£74.40	£77.00	
	Wasps with ladder	£86.40	£89.00	
	Extra nests	£31.20	£32.00	
	Collection of keys from housing officer or other establishment	£25.20	£26.00	
	Technician attendance	£78.00	£80.00	
<b>POLLUTION CONTROL FEES &amp; CHARGES</b>	Air quality data & information – per hour	£75/hour	£50/hour	Fees are calculated on a cost recovery basis using salary charge-out rates.
	Contaminated land enquiries – per hour	£75/hour	£50/hour	
	IPPC environmental permits	POA dependent on process	POA dependent on process	Statutory fees.

TEAM	DESCRIPTION OF CHARGES	APPROVED CHARGE (£)	PROPOSED CHARGE 2017-18 (£)	COMMENTS
	(list of permitted processes)			
<b>FOOD &amp; SAFETY CHARGES</b>	Health/Export Certificate	60	62	Increase of 3% inflation rounded to the nearest £.
	Primary Authority fees charged for advice and support to business undertaken as part of a Primary Authority Partnership	-	£50/hour	New charge calculated on a cost recovery basis using salary charge-out rates.
	Chargeable Advice Visits	-	£50/hour	New charge calculated on a cost recovery basis using salary charge-out rates.
<b>HOUSING STANDARDS CHARGES</b>	Enforcement notice	398	410	Calculated on a cost recovery basis.
	HMO 5 yearly licence – first time	980	946	Calculated on a cost recovery basis.
	HMO 5 yearly licence – renewal	903	865	
	Derby Accredited Property Scheme Approval (5 years)	n/a	237	Charge introduced - calculated on a cost recovery basis.
	Derby Accredited Property Scheme Approval (5 years) for licensed HMO	n/a	133	Charge introduced - calculated on a cost recovery basis.
<b>EMERGENCY PLANNING</b>	Safety Certificates under the Safety at Sports Grounds Act	POA	POA	Calculated on a cost recovery basis.

<b>TEAM</b>	<b>DESCRIPTION OF CHARGES</b>	<b>APPROVED CHARGE (£)</b>	<b>PROPOSED CHARGE 2017-18 (£)</b>	<b>COMMENTS</b>