

BASILDON BOROUGH COUNCIL

FEES & CHARGES SCHEDULE
AND CHARGING DIRECTORIES
2020/21

| |
|-----------------------------|
| Community |
| Development & Regulation |
| Environment |
| Leisure |
| Regeneration & Partnerships |
| Corporate & Central |
| Management & Administration |

The charges shown for 2020/21 in the following pages are effective from 1st April 2020 (unless stated otherwise).

The Council reserves the right to amend its Schedule at any time.

Key to VAT Indicators:
S - Standard Rate - 20%
Z - Zero Rate - 0%
E - Exempt from VAT
OS - Outside the scope of VAT

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Housing & Communities
Budget Book Area: Community
Service Area: Community Facilities
Charging Directory Area: George Hurd Centre

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that promote or improve local economic well-being.

The purpose of these fees and charges is to achieve partial cost recovery for the provision of the service.

New Fees have been added for 20/21 to reflect the costs for any requested setting up required on each hire.

Proposed change in fee/charge from previous year (%)

Main Hall – 2% increase
The Small Hall – 2% increase
First Floor Meeting Room – 2% increase
Hairdressing Salon – 2% increase
Medical Room – 2% increase
Activities Room – 2% increase
Dining Room – 2% increase

Justification for revised charge (compared to previous year)

The proposed increase in charges reflect the increased running costs of the building.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking is undertaken annually against other rooms and halls available for hire both locally and further afield and the charges reflect the costs of other Council community facilities.

If significant change in charge, what consultation was undertaken with the general public?

No other significant changes are proposed. No consultation has been carried out specifically in relation to this proposal, however, customers are asked as part of the service's ongoing customer satisfaction monitoring arrangements for their views about the value for money provided by the service.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£69,920

Additional income is generated through the following:

Activity Centre User Committee Contribution - £20,000
Tenants Rent- £1,000
Tenants Service Charges- £4,900

COMMUNITY
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

COMMUNITY FACILITIES

GEORGE HURD CENTRE

Main Hall - Ground Floor

Hall Charge Per Hour (includes the use of Tea Bar facilities, excludes supplies)

| | | | | | | | |
|---------|------------------------------------|----------|---|-------|-------|-------|-------|
| CS 0015 | Commercial Hire - Monday to Friday | per hour | E | 27.65 | 27.65 | 28.80 | 28.80 |
| | Commercial Hire - Weekends | per hour | E | 35.65 | 35.65 | 37.10 | 37.10 |
| CS 0016 | Community Hire - Monday to Friday | per hour | E | 19.75 | 19.75 | 20.55 | 20.55 |
| | Community Hire - Weekends | per hour | E | 25.55 | 25.55 | 26.30 | 26.30 |

The Small Hall - Ground Floor

| | | | | | | | |
|---------|------------------------------------|----------|---|-------|-------|-------|-------|
| CS 0017 | Commercial Hire - Monday to Friday | per hour | E | 19.30 | 19.30 | 20.10 | 20.10 |
| | Commercial Hire - Weekends | per hour | E | 27.55 | 27.55 | 28.70 | 28.70 |
| | Community Hire - Monday to Friday | per hour | E | 13.25 | 13.25 | 13.80 | 13.80 |
| | Community Hire - Weekends | per hour | E | 18.95 | 18.95 | 19.75 | 19.75 |

First Floor Meeting Room

| | | | | | | | |
|---------|------------------------------------|----------|---|-------|-------|-------|-------|
| CS 0018 | Commercial Hire - Monday to Friday | per hour | E | 19.85 | 19.85 | 20.70 | 20.70 |
| CS 0019 | Commercial Hire - Weekends | per hour | E | 27.95 | 27.95 | 29.10 | 29.10 |
| CS 0022 | Community Hire - Monday to Friday | per hour | E | 14.20 | 14.20 | 14.50 | 14.50 |

Hairdressing Salon

| | | | | | | | |
|---------|------|----------|---|------|------|------|------|
| CS 0051 | Hire | per hour | S | 6.88 | 8.25 | 7.04 | 8.45 |
|---------|------|----------|---|------|------|------|------|

Medical Room

| | | | | | | | |
|---------|------|----------|---|------|------|------|------|
| CS 0052 | Hire | per hour | E | 6.90 | 6.90 | 7.05 | 7.05 |
|---------|------|----------|---|------|------|------|------|

Activities Room

| | | | | | | | |
|---------|------------------------------------|----------|---|-------|-------|-------|-------|
| CS 0060 | Commercial Hire - Monday to Friday | per hour | E | 22.35 | 22.35 | 23.30 | 23.30 |
| CS 0061 | Commercial Hire - Weekends | per hour | E | 30.35 | 30.35 | 31.60 | 31.60 |
| CS 0063 | Community Hire - Monday to Friday | per hour | E | 16.00 | 16.00 | 16.65 | 16.65 |
| CS 0064 | Community Hire - Weekends | per hour | E | 21.70 | 21.70 | 22.60 | 22.60 |

Dining Hall

| | | | | | | | |
|---------|------------------------------------|----------|---|-------|-------|-------|-------|
| CS 0070 | Commercial Hire - Monday to Friday | per hour | E | 24.35 | 24.35 | 25.35 | 25.35 |
| CS 0071 | Commercial Hire - Weekends | per hour | E | 32.80 | 32.80 | 34.15 | 34.15 |
| CS 0073 | Community Hire - Monday to Friday | per hour | E | 17.40 | 17.40 | 18.15 | 18.15 |
| CS 0074 | Community Hire - Weekends | per hour | E | 23.45 | 23.45 | 24.40 | 24.40 |

Set Up Charges

| | | | | | | | |
|---------|------------|------|---|---|---|-------|-------|
| CS 0302 | 15 Minutes | each | S | - | - | 2.75 | 3.30 |
| CS 0303 | 30 Minutes | each | S | - | - | 5.50 | 6.60 |
| CS 0304 | 45 Minutes | each | S | - | - | 8.25 | 9.90 |
| CS 0305 | 60 Minutes | each | S | - | - | 11.00 | 13.20 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Housing & Communities
Budget Book Area: Community
Service Area: Community Facilities
Charging Directory Area: The Place - formerly Pitsea Leisure Centre

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being".

The purpose of charging for these services and activities is to achieve partial recovery of the costs of providing the service.

Proposed change in fee/charge from previous year (%)

Proposed change:

Main Hall – Room Hire Commercial –2.07%

Main Hall – Room Hire Community –2.07%

Main Hall Evening – Fri and Sat – 0.00%

Main Hall Additional Hours – 1.47%

Function Room – Room Hire Commercial – 2.08%

Function Room – Function Hire Community – 2.05%

Function Room Evening – Fri and Sat – Reduced -5.17%

Function Room – Additional Hours – 1.47%

Foyer Meeting Room Commercial – 2.06%

Foyer Meeting Room Community – 1.8%

Meeting Rooms – 1, 3 or 5 - Commercial – 2.03%

Meeting Rooms – 1, 3 or 5 – Community – 2.13%

Meeting Rooms – 2 or 4 - Commercial – 2.06%

Meeting Rooms – 2 or 4 – Community – 1.92%

Meeting Rooms Evening – 1 and 2 – Fri and Sat – 1.99%

Meeting Rooms – 1 and 2 – Additional Hours – 1.51%

Rooms 1 and 2 + 3 and 4– Commercial – 2.10%

Rooms 1 and 2 + 3 and 4– Community – 2.06%

Use of hair dressing salon – 1.88%

Dance Studio – Commercial 1.94%

Dance Studio – Community 1.93%

Justification for revised charge (compared to previous year)

It is proposed to increase the current room hire charges by an average of 2% across the board.

The benchmarking undertaken in 2019/2020, shows that proposed changes are in line with local competitors.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking against local competitors is undertaken annually. We have made every attempt to get robust data to help inform the recommended charges against comparative facilities offering a similar standard of venue.

If significant change in charge, what consultation was undertaken with the general public?

No consultation has been carried out specifically in relation to these proposals.

Customers are asked on an ongoing basis as part of the service's ongoing customer satisfaction monitoring arrangements for their views about the value for money provided by the service.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£173,883

COMMUNITY
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

COMMUNITY FACILITIES

THE PLACE - FORMERLY PITSEA LEISURE CENTRE

The standard rate will apply for any general hire, for businesses, commercial groups or companies or for any hirer charging for a course or entrance fee. A discounted rate will apply to any booking for a charity, voluntary group or non-profit making organisation. Evening function hire is charged on a sessional basis of 5.5 hours. New Year's Eve bookings are charged at a triple function room rate.

Main Hall

| | | | | | | | |
|---------|--------------------------------------|-------------|---|--------|--------|--------|--------|
| IL 0303 | Room Hire - Commercial | per hour | E | 33.75 | 33.75 | 35.15 | 35.15 |
| IL 0304 | Room Hire - Community | per hour | E | 24.15 | 24.15 | 25.15 | 25.15 |
| IL 0306 | Evening Function - Friday & Saturday | per session | E | 297.00 | 297.00 | 297.00 | 297.00 |
| IL 0307 | Additional Hours | per hour | E | 17.00 | 17.00 | 18.00 | 18.00 |

Function Room

| | | | | | | | |
|---------|--------------------------------------|-------------|---|--------|--------|--------|--------|
| IL 0308 | Room Hire - Commercial | per hour | E | 24.00 | 24.00 | 25.00 | 25.00 |
| IL 0309 | Room Hire - Community | per hour | E | 17.10 | 17.10 | 17.80 | 17.80 |
| IL 0311 | Evening Function - Friday & Saturday | per session | E | 274.20 | 274.20 | 262.25 | 262.25 |
| IL 0312 | Additional Hours | per hour | E | 17.00 | 17.00 | 17.60 | 17.60 |

Foyer Meeting Room

| | | | | | | | |
|---------|------------------------|----------|---|-------|-------|-------|-------|
| IL 0313 | Room Hire - Commercial | per hour | E | 19.40 | 19.40 | 20.20 | 20.20 |
| IL 0314 | Room Hire - Community | per hour | E | 13.90 | 13.90 | 14.45 | 14.45 |

Meeting Room 1, 3 or 5

| | | | | | | | |
|---------|------------------------|----------|---|------|------|-------|-------|
| IL 0321 | Room Hire - Commercial | per hour | E | 9.85 | 9.85 | 10.25 | 10.25 |
| IL 0322 | Room Hire - Community | per hour | E | 7.05 | 7.05 | 7.35 | 7.35 |

Meeting Room 2 or 4

| | | | | | | | |
|---------|------------------------|----------|---|-------|-------|-------|-------|
| IL 0324 | Room Hire - Commercial | per hour | E | 14.55 | 14.55 | 15.15 | 15.15 |
| IL 0325 | Room Hire - Community | per hour | E | 10.40 | 10.40 | 10.85 | 10.85 |

Meeting Rooms 1 & 2

| | | | | | | | |
|---------|--------------------------------------|-------------|---|--------|--------|--------|--------|
| IL 0327 | Evening Function - Friday & Saturday | per session | E | 162.95 | 162.95 | 169.55 | 169.55 |
| IL 0328 | Additional Hours | per hour | E | 16.55 | 16.55 | 17.15 | 17.15 |

Dance Studio

| | | | | | | | |
|---------|------------------------|----------|---|-------|-------|-------|-------|
| IL 0329 | Room Hire - Commercial | per hour | S | 21.50 | 25.80 | 22.42 | 26.90 |
| IL 0330 | Room Hire - Community | per hour | S | 15.08 | 18.10 | 15.71 | 18.85 |

Use of Hairdressing Salon

| | | | | | | | |
|---------|------|----------|---|------|------|------|------|
| IL 0336 | Hire | per hour | S | 6.67 | 8.00 | 6.96 | 8.35 |
|---------|------|----------|---|------|------|------|------|

Rooms 1 & 2

| | | | | | | | |
|---------|------------------------|----------|---|-------|-------|-------|-------|
| IL 0338 | Room Hire - Commercial | per hour | E | 23.75 | 23.75 | 24.75 | 24.75 |
| IL 0339 | Room Hire - Community | per hour | E | 17.00 | 17.00 | 17.70 | 17.70 |

Rooms 3 & 4

| | | | | | | | |
|---------|------------------------|----------|---|-------|-------|-------|-------|
| IL 0340 | Room Hire - Commercial | per hour | E | 23.75 | 23.75 | 24.75 | 24.75 |
| IL 0341 | Room Hire - Community | per hour | E | 17.00 | 17.00 | 17.70 | 17.70 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Housing & Communities
Budget Book Area: Community
Service Area: Community Facilities
Charging Directory Area: The Place (Sports) - formerly Pitsea Leisure Centre

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being".

The purpose of charging for these services and activities is to achieve partial recovery of the costs of providing the service.

Proposed change in fee/charge from previous year (%)

Snooker / Pool – 2.21%
Fun Zone Party Package –2.01%
Craft Room – 2.01%
Fun Zone – Children's Party (weekdays) – 2.03%
Fun Zone – Children's Party (weekends) –2.05 %
Fun Zone (individual admission) – 3.28%

Justification for revised charge (compared to previous year)

We are proposing an average increase of 2% across the board.

The competition for children's parties is significant in the Borough, however, by keeping the price competitive, we have managed to increase usage in 2018/2019. The 2% increase will still keep the price competitive in the local market taking into consideration the size and standard of the venue.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking against local competitors is undertaken annually. The soft play facility is difficult to compare given that other providers have much larger facilities. The price charged offers excellent value for money but also reflects the difference in size and activities available.

If significant change in charge, what consultation was undertaken with the general public?

No consultation has been carried out specifically in relation to these proposals, however customers are asked as part of the service's ongoing customer satisfaction monitoring arrangements for their views about the value for money provided by the service.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£32,500

COMMUNITY
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

COMMUNITY FACILITIES

THE PLACE (SPORTS) - FORMERLY PITSEA LEISURE CENTRE

Snooker/Pool

| | | | | | | | |
|---------|--------------|----------|----|------|------|------|------|
| IL 0385 | Snooker/Pool | Adult | E | 6.80 | 6.80 | 7.10 | 7.10 |
| IL 0387 | | Discount | E | 4.10 | 4.10 | 4.30 | 4.30 |
| IL 0388 | Deposit | per item | OS | 5.65 | 5.65 | 5.90 | 5.90 |

Craft Room

With qualified tutors only.

| | | | | | | | |
|---------|----------|----------|---|-------|-------|-------|-------|
| IL 0400 | All Hire | per hour | E | 17.45 | 17.45 | 18.20 | 18.20 |
|---------|----------|----------|---|-------|-------|-------|-------|

Fun Zone

| | | | | | | | |
|---------|------------------------------|---------|---|-------|--------|-------|--------|
| IL 0411 | Private Hire | | S | 45.25 | 54.30 | 47.17 | 56.60 |
| IL 0421 | Child (individual admission) | | S | 2.54 | 3.05 | 2.67 | 3.20 |
| IL 0422 | Party | Weekday | S | 71.75 | 86.10 | 74.67 | 89.60 |
| IL 0423 | | Weekend | S | 85.16 | 102.20 | 88.67 | 106.40 |
| IL 0424 | Party Package | | S | 53.79 | 64.55 | 56.00 | 67.20 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Housing & Communities
Budget Book Area: Community
Service Area: Community Facilities
Charging Directory Area: Leisure Development

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being". The purpose of charging for these services and activities is to achieve partial recovery of the costs of providing the service.

Proposed change in fee/charge from previous year (%)

Gym Induction – Reduction of -25.82%
Gym Membership fees Monthly – Reduction of -8%
Gym Membership Full Member Direct Debit - Reduction of -9.4%
Gym Membership fees Gym Only Direct Debit – Reduction of -8.3%
Gym Casual session (adult) – 3%
Gym Casual session (concession) – 4%
Group Exercise classes – 3%
Group Exercise concession – 3%

Justification for revised charge (compared to previous year)

Over the past 12 months, Basildon has seen a considerable increase in the amount of budget and pop up gyms which has caused a decline in our usage. In order to remain competitive and maintain our market share, we propose to decrease monthly membership prices for gym membership and Direct Debits.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking against local competitors is undertaken annually. The gym provided is set amongst the 'budget' gym model and the facilities provided are still below that of our competitors, given the age of the equipment and range provided.

If significant change in charge, what consultation was undertaken with the general public?

No consultation has therefore been carried out specifically in relation to these proposals, however customers are asked as part of the service's ongoing customer satisfaction monitoring arrangements for their views about the value for money provided by the service.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£57,000

COMMUNITY
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

COMMUNITY FACILITIES

LEISURE DEVELOPMENT

Discount available for membership paid by direct debit

Leisure Development

| | | | | | | | |
|------------|-------------------------------------|------------|---|--------|--------|--------|--------|
| IL 0505 | Group Exercise Class (1 Session) | Adult | E | 4.90 | 4.90 | 5.05 | 5.05 |
| IL 0506 | | Concession | E | 3.65 | 3.65 | 3.85 | 3.85 |
| <u>Gym</u> | | | | | | | |
| IL 0508 | Induction | each | E | 13.75 | 13.75 | 10.20 | 10.20 |
| IL 0509 | Fitness Membership (Gym & Aerobics) | per month | E | 25.05 | 25.05 | 23.05 | 23.05 |
| IL 0510 | Casual Session | Adult | E | 4.90 | 4.90 | 5.05 | 5.05 |
| IL 0511 | | Concession | E | 3.45 | 3.45 | 3.60 | 3.60 |
| IL 0512 | Fitness Membership (Gym Only) | per month | E | 17.80 | 17.80 | 16.40 | 16.40 |
| IL 0515 | Fitness Membership | per annum | E | 227.10 | 227.10 | 205.70 | 205.70 |
| IL 0516 | Fitness Membership Gym Only | per annum | E | 205.20 | 205.20 | 188.15 | 188.15 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Housing & Communities
Budget Book Area: Community
Service Area: Community Facilities
Charging Directory Area: The Place - formerly Pitsea Leisure Centre - Equipment Hire

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being".

The purpose of charging for these services and activities is to achieve partial recovery of the costs of providing the service.

Proposed change in fee/charge from previous year (%)

Projector & screen – 2.01%
Projector Screen – 2.58%
Staging per piece – Reduction of -48.23%
Flipchart – 2.33%
Hot Water Urn – 2.33%
Linen Hire – Table Cloth – 2.33%

Justification for revised charge (compared to previous year)

It is proposed to increase the current charging structure for the equipment hire by an average of 2%, this is to cover the running costs and help meet the Council's budget gap.

With regards to the staging charge, hire of this equipment has declined due to the high cost to hire multiple pieces. From speaking to potential customers, it has been established that increased hire would be achieved by reducing the cost.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

N/A

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£2,246

COMMUNITY
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

COMMUNITY FACILITIES

THE PLACE - FORMERLY PITSEA LEISURE CENTRE - EQUIPMENT HIRE

Equipment Hire

| | | | | | | | |
|---------|--------------------------|--|---|-------|-------|-------|-------|
| IL 0520 | Projector Screen | per hire (set up and putting away of item) | S | 6.46 | 7.75 | 6.79 | 8.15 |
| IL 0521 | Staging | per piece | S | 16.13 | 19.35 | 8.54 | 10.25 |
| IL 0523 | Flipchart | | S | 5.38 | 6.45 | 5.67 | 6.80 |
| IL 0524 | Hot Water Urn | | S | 5.38 | 6.45 | 5.67 | 6.80 |
| IL 0525 | Projector and Screen | per hire (set up and putting away of item) | S | 26.92 | 32.30 | 28.04 | 33.65 |
| IL 0526 | Linen hire - Table Cloth | | S | 5.38 | 6.45 | 5.67 | 6.80 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Housing & Communities
Budget Book Area: Community
Service Area: Community Facilities
Charging Directory Area: Laindon Activity Centre

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that promote or improve local economic well-being.

The purpose of these fees and charges is to achieve partial cost recovery for the provision of the service.

New Fees have been added for 20/21 to reflect the costs for any requested setting up required on each hire.

Proposed change in fee/charge from previous year (%)

Hairdressing Salon – 2% increase

Computer Room – 2% increase

Justification for revised charge (compared to previous year)

The proposed increase in charges reflect the increased running costs of the building.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking is undertaken annually against other rooms and halls available for hire, both locally and further afield, and the charges reflect the costs of other Council community facilities.

If significant change in charge, what consultation was undertaken with the general public?

No other significant changes are proposed. No consultation has been carried out specifically in relation to this proposal, however, customers are asked as part of the service's ongoing customer satisfaction monitoring arrangements for their views about the value for money provided by the service.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£5,864

Additional income is generated through the following:
Activity Centre User Committee Contribution - £20,000

COMMUNITY
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|------------------|-----------------------|-----|----------------------------------|----------|----------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

COMMUNITY FACILITIES

LAINDON ACTIVITY CENTRE

Hairdressing Salon

| | | | | | | | |
|---------|------|----------|---|------|------|------|------|
| CS 0300 | Hire | per hour | S | 6.87 | 8.25 | 7.04 | 8.45 |
|---------|------|----------|---|------|------|------|------|

Computer Room

| | | | | | | | |
|---------|------|----------|---|------|------|------|------|
| CS 0301 | Hire | per hour | E | 6.90 | 6.90 | 7.05 | 7.05 |
|---------|------|----------|---|------|------|------|------|

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Community
Service Area: Community Centres & Halls
Charging Directory Area: Group Charges (Hall Hire)

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being." Charges applied to hall hire allow partial recovery of the costs of the service. The costs of service provision to all groups include staff (cleaners and maintenance), utilities and other premises costs.

Proposed change in fee/charge from previous year (%)

Pre-schools – 5%
Dance schools – 5%
Scouts / Brownies, after school clubs and youth groups – 5%
Parent & toddler groups – 5%
Disabled groups – 5%
Storage charges Large – No change
Storage charges Small – 3%
Office rental – No change

Justification for revised charge (compared to previous year)

The costs to provide community centres has increased through staffing and maintenance, therefore a variable % increase for casual and ad-hoc hirers is proposed.
The proposed increase will help meet the Council's budget gap.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking is undertaken annually against other similar community facilities available for hire both locally and further afield. When setting these hire rates, regard is also paid to the prices charged by the hirer to their own customers (e.g. their class or sessional fees), where this is known.

If significant change in charge, what consultation was undertaken with the general public?

No consultation has been carried out specifically in relation to this proposal, however customers are asked as part of the service's ongoing customer satisfaction monitoring arrangements for their views about the value for money provided by the service.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£117,570

COMMUNITY
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

COMMUNITY CENTRES & HALLS

GROUP CHARGES (HALL HIRE)

Group Charges

| | | | | | | | |
|---------|---|-------------|---|-------|-------|-------|-------|
| CS 0041 | Preschool/Dance School | per hour | E | 11.05 | 11.05 | 11.60 | 11.60 |
| CS 0049 | Children's Party - Additional surcharge for the use of power supply (for bouncy castle etc) | per session | E | 5.50 | 5.50 | 5.50 | 5.50 |

Borough Wide

| | | | | | | | |
|---------|---|-------------|---|-------|-------|-------|-------|
| CS 0042 | Scouts, After school clubs & Youth Groups | per hour | E | 11.05 | 11.05 | 11.60 | 11.60 |
| CS 0043 | Parent/Toddler Groups | per hour | E | 11.05 | 11.05 | 11.60 | 11.60 |
| CS 0044 | Disabled Groups | per hour | E | 11.05 | 11.05 | 11.60 | 11.60 |
| CS 0045 | Storage Charges (per week) | Large Store | S | 5.71 | 6.85 | 5.71 | 6.85 |
| CS 0046 | | Small Store | S | 2.83 | 3.40 | 3.00 | 3.60 |
| CS 0047 | Office Rental | per week | E | 11.45 | 11.45 | 11.45 | 11.45 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Community
Service Area: Community Centres & Halls
Charging Directory Area: Kingswood/Frypa Hall/Laindon West

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being." Charges applied to hall hire allow partial recovery of the costs of the service. The costs of service provision to all groups include staff (cleaners and maintenance), utilities and other premises costs.

Proposed change in fee/charge from previous year (%)

3% increase to Monday to Friday / Weekend Commercial and Community rate.

Justification for revised charge (compared to previous year)

The proposed increase in hire charges is in line with the budgeted increase in the running costs for the building and therefore maintains the Council's subsidy.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking is undertaken annually against other community facilities available for hire both locally and further afield.

When setting Commercial rates, regard is also paid to the prices charged by the hirer to their own customers (e.g. their entrance or subscription fees), where this is known.

If significant change in charge, what consultation was undertaken with the general public?

The proposed change is not significant. Consultation has not been carried out specifically in relation to this proposal, however customers are asked as part of the service's ongoing customer satisfaction monitoring arrangements for their views about the value for money provided by the service. The service does receive a positive response with regard to this.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

Estimated income from Kingswood Play Centre / Frypa Hall / Laindon West is £47,353

Additional income from Group Charges (made to pre-schools, dance schools, uniformed groups etc) will also be payable against this budget code is £29,168

COMMUNITY
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|------------------|-----------------------|-----|----------------------------------|----------|----------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

COMMUNITY CENTRES & HALLS

KINGSWOOD/FRYPA HALL/LAINDON WEST

Commercial Hire

| | | | | | | | |
|---------|------------------|----------|---|-------|-------|-------|-------|
| CS 0100 | Monday to Friday | per hour | E | 29.40 | 29.40 | 30.30 | 30.30 |
| CS 0101 | Weekends | per hour | E | 32.10 | 32.10 | 33.10 | 33.10 |

Community Hire

| | | | | | | | |
|---------|------------------|----------|---|-------|-------|-------|-------|
| CS 0110 | Monday to Friday | per hour | E | 20.95 | 20.95 | 21.60 | 21.60 |
| CS 0111 | Weekends | per hour | E | 22.95 | 22.95 | 23.65 | 23.65 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Community
Service Area: Community Centres & Halls
Charging Directory Area: Luncies Hall

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being." Charges applied to hall hire allow partial recovery of the costs of the service. The costs of service provision to all groups include staff (cleaners and maintenance), utilities and other premises costs.

Proposed change in fee/charge from previous year (%)

Average 3% increase to community and commercial hire

Justification for revised charge (compared to previous year)

The proposed increase in hire charges is in line with the budgeted increase in the running costs for the building and therefore maintains the Council's subsidy.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking is undertaken annually against other community facilities available for hire both locally and further afield.

When setting Commercial hire rates, regard is also paid to the prices charged by the hirer to their own customers (e.g. their entrance or subscription fees), where this is known.

If significant change in charge, what consultation was undertaken with the general public?

No consultation has been carried out specifically in relation to this proposal, however customers are asked as part of the service's ongoing customer satisfaction monitoring arrangements for their views about the value for money provided by the service. The service does receive a positive response with regard to this.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

Estimated income from Luncies Hall is £9,211

Additional income from Group Charges (made to pre-schools, dance schools, uniformed groups etc) will also be payable against this budget code is £14,471

COMMUNITY
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|------------------|-----------------------|-----|----------------------------------|----------|----------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

COMMUNITY CENTRES & HALLS

LUNCIES HALL

Commercial Hire

| | | | | | | | |
|---------|------------------|----------|---|-------|-------|-------|-------|
| CS 0120 | Monday to Friday | per hour | E | 23.40 | 23.40 | 24.10 | 24.10 |
| CS 0121 | Weekends | per hour | E | 25.55 | 25.55 | 26.35 | 26.35 |

Community Hire

| | | | | | | | |
|---------|------------------|----------|---|-------|-------|-------|-------|
| CS 0130 | Monday to Friday | per hour | E | 16.65 | 16.65 | 17.55 | 17.55 |
| CS 0131 | Weekends | per hour | E | 18.35 | 18.35 | 18.90 | 18.90 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Community
Service Area: Community Centres & Halls
Charging Directory Area: Vange North Meeting Hall

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being." Charges applied to hall hire allow partial recovery of the costs of the service. The costs of service provision to all groups include staff (cleaners and maintenance), utilities and other premises costs.

Proposed change in fee/charge from previous year (%)

Average 3% increase to community and commercial rates.

Justification for revised charge (compared to previous year)

The proposed increase in hire charges is in line with the budgeted increase in the running costs for the building and therefore maintains the Council's subsidy.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking is undertaken annually against other community facilities available for hire both locally and further afield.

If significant change in charge, what consultation was undertaken with the general public?

No consultation has been carried out specifically in relation to this proposal, however customers are asked as part of the service's ongoing customer satisfaction monitoring arrangements for their views about the value for money provided by the service. The service does receive a positive response with regard to this.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

Estimated income from Vange North Meeting Hall is £13,294.

Additional income from Group Charges (made to pre-schools, dance schools, uniformed groups etc) will also be payable against this budget code is £23,321.

COMMUNITY
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

COMMUNITY CENTRES & HALLS

VANGE NORTH MEETING HALL

Commercial Hire

| | | | | | | | |
|---------|------------------|----------|---|-------|-------|-------|-------|
| CS 0200 | Monday to Friday | per hour | E | 29.00 | 29.00 | 29.30 | 29.30 |
| CS 0201 | Weekends | per hour | E | 31.75 | 31.75 | 32.05 | 32.05 |

Community Hire

| | | | | | | | |
|---------|------------------|----------|---|-------|-------|-------|-------|
| CS 0210 | Monday to Friday | per hour | E | 20.75 | 20.75 | 21.40 | 21.40 |
| CS 0211 | Weekends | per hour | E | 22.75 | 22.75 | 23.45 | 23.45 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Community
Service Area: Community Centres & Halls
Charging Directory Area: Crown Community Centre

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being." Charges applied to hall hire allow partial recovery of the costs of the service. The costs of service provision to all groups include staff (cleaners and maintenance), utilities and other premises costs.

Proposed change in fee/charge from previous year (%)

3% increase to commercial and community hire

Justification for revised charge (compared to previous year)

The proposed increase in hire charges is in line with the budgeted increase in the running costs for the building and therefore maintains the Council's subsidy.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking is undertaken annually against other community facilities available for hire both locally and further afield.

If significant change in charge, what consultation was undertaken with the general public?

The proposed change is not significant. No consultation has therefore been carried out specifically in relation to this proposal, however customers are asked as part of the service's ongoing customer satisfaction monitoring arrangements for their views about the value for money provided by the service. The service does receive a positive response with regard to this.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

The estimated income for The Crown is £6,807

Additional income from Group Charges (made to pre-schools, dance schools, uniformed groups etc) will also be payable against this budget code is £16,115

COMMUNITY
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

COMMUNITY CENTRES & HALLS

CROWN COMMUNITY CENTRE

Commercial Hire

| | | | | | | | |
|---------|------------------|----------|---|-------|-------|-------|-------|
| CS 0140 | Monday to Friday | per hour | E | 28.30 | 28.30 | 29.15 | 29.15 |
| CS 0141 | Weekends | per hour | E | 30.85 | 30.85 | 31.80 | 31.80 |

Community Hire

| | | | | | | | |
|---------|------------------|----------|---|-------|-------|-------|-------|
| CS 0150 | Monday to Friday | per hour | E | 20.15 | 20.15 | 20.75 | 20.75 |
| CS 0151 | Weekends | per hour | E | 21.70 | 21.70 | 22.35 | 22.35 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Community
Service Area: Community Centres & Halls
Charging Directory Area: Gordon Hall

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being."

Charges applied to hall hire allow partial recovery of the costs of the service. The costs of service provision include staff, utilities and other premises costs.

Proposed change in fee/charge from previous year (%)

3% increase to community and commercial use.

Justification for revised charge (compared to previous year)

The proposed increase in hire charges is in line with the budgeted increase in the running costs for the building and therefore maintains the Council's subsidy.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking is undertaken annually against other community facilities available for hire both locally and further afield.

If significant change in charge, what consultation was undertaken with the general public?

No consultation has been carried out specifically in relation to this proposal, however customers are asked as part of the service's ongoing customer satisfaction monitoring arrangements for their views about the value for money provided by the service. The service does receive a positive response with regard to this.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£5,930

Additional income from Group Charges (made to pre-schools, dance schools, uniformed groups etc) will also be payable against this budget code is £16,272

COMMUNITY
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|------------------|-----------------------|-----|----------------------------------|----------|----------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

COMMUNITY CENTRES & HALLS

GORDON HALL

Commercial Hire

| | | | | | | | |
|---------|------------------|----------|---|-------|-------|-------|-------|
| CS 0122 | Monday to Friday | per hour | E | 23.80 | 23.80 | 24.55 | 24.55 |
| CS 0123 | Weekends | per hour | E | 26.15 | 26.15 | 26.95 | 26.95 |

Community Hire

| | | | | | | | |
|---------|------------------|----------|---|-------|-------|-------|-------|
| CS 0132 | Monday to Friday | per hour | E | 17.00 | 17.00 | 17.55 | 17.55 |
| CS 0133 | Weekends | per hour | E | 18.65 | 18.65 | 19.25 | 19.25 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Development & Regulation
Service Area: Development Management
Charging Directory Area: Planning Services - Application Fees

Objectives/rationale of the fee/charge (e.g. full cost recovery)

These are the charges levied for submission of the various types of planning application. These fees are set by central government and applied consistently across the country.

Proposed change in fee/charge from previous year (%)

2%

Justification for revised charge (compared to previous year)

In line with inflation.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

N/A

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

Expected budget income calculations are done on the basis of grouping the 48 separate types of application into 3 categories. These are the major, minor and other applications (the definitions used for reporting performance figures to government). The budgeted income for the 3 categories for 19/20 was Major applications £310,800; Minor £211,200 and Other £230,400. The income received is expected to exceed budget, however the budget will be reviewed as part of the planning services' full review of fees & charges.

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

DEVELOPMENT MANAGEMENT

PLANNING SERVICES - APPLICATION FEES

Concessions/Exemptions from payment exist, as set out in 'The Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012' (as amended)

Householder Extensions & Alterations (including Outline Application)

Extension to house or flat, garage, garden shed or summerhouse, walls, fences or other means of enclosure.

| | | | | | | | |
|---------|-----------------------------|--|----|--------|--------|--------|--------|
| DE 0306 | One Dwelling House | | OS | 206.00 | 206.00 | 211.00 | 211.00 |
| DE 0307 | Two or more Dwelling Houses | | OS | 407.00 | 407.00 | 416.00 | 416.00 |

Outline Applications (most types) (subject to maximum of £150,000)

| | | | | | | | |
|---------|--|-----------------|----|-----------|-----------|-----------|-----------|
| DE 0308 | Sites up to 2.5 Hectares | per 0.1 Hectare | OS | 462.00 | 462.00 | 472.00 | 472.00 |
| DE 0309 | Sites exceeding 2.5 Hectares (Fixed charge) | | OS | 11,432.00 | 11,432.00 | 11,661.00 | 11,661.00 |
| | Sites in excess of 2.5 Hectares (Incremental charge) | per 0.1 Hectare | OS | 138.00 | 138.00 | 141.00 | 141.00 |

Residential Development (subject to maximum of £300,000)

| | | | | | | | |
|---------|---|--------------|----|-----------|-----------|-----------|-----------|
| DE 0310 | Developments up to 50 Dwelling Houses | per dwelling | OS | 462.00 | 462.00 | 472.00 | 472.00 |
| DE 0311 | Developments exceeding 50 Dwelling Houses (Fixed charge) | | OS | 22,859.00 | 22,859.00 | 23,317.00 | 23,317.00 |
| | Developments in excess of 50 Dwelling Houses (Incremental charge) | per dwelling | OS | 138.00 | 138.00 | 141.00 | 141.00 |

Erection of buildings (New Gross Floor Space) (subject to maximum of £300,000)

Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent) (not dwellinghouses, agricultural, glasshouses, plant nor machinery)

| | | | | | | | |
|---------|--|-------------|----|-----------|-----------|-----------|-----------|
| DE 0312 | No increase in space or no more than up to 40 sq m | | OS | 234.00 | 234.00 | 239.00 | 239.00 |
| DE 0313 | Space between 40 and 75 sq m | | OS | 462.00 | 462.00 | 472.00 | 472.00 |
| DE 0314 | Space between 75 and 3750 sq m | per 75 sq m | OS | 462.00 | 462.00 | 472.00 | 472.00 |
| DE 0315 | Space exceeding 3750 sq m (Fixed charge) | | OS | 22,859.00 | 22,859.00 | 23,317.00 | 23,317.00 |
| DE 0316 | Additional space in excess of 3750 sq m (Incremental charge) | per 75 sq m | OS | 138.00 | 138.00 | 141.00 | 141.00 |

Plant & Machinery (installation of plant machinery) (subject to maximum of £300,000)

| | | | | | | | |
|---------|--|-----------------|----|-----------|-----------|-----------|-----------|
| DE 0317 | Sites up to 5 Hectares | per 0.1 Hectare | OS | 462.00 | 462.00 | 472.00 | 472.00 |
| DE 0318 | Sites exceeding 5 Hectares (Fixed charge) | | OS | 22,859.00 | 22,859.00 | 23,317.00 | 23,317.00 |
| DE 0319 | Sites in excess of 5 Hectares (Incremental charge) | per 0.1 Hectare | OS | 138.00 | 138.00 | 141.00 | 141.00 |

Exploratory Drilling for Oil or Natural Gas (subject to maximum of £300,000)

Applications other than building works

| | | | | | | | |
|---------|--|-----------------|----|-----------|-----------|-----------|-----------|
| DE 0323 | Sites up to 7.5 Hectares | per 0.1 Hectare | OS | 508.00 | 508.00 | 519.00 | 519.00 |
| DE 0324 | Sites exceeding 7.5 Hectares (Fixed charge) | | OS | 38,070.00 | 38,070.00 | 38,832.00 | 38,832.00 |
| DE 0325 | Sites in excess of 7.5 Hectares (Incremental charge) | per 0.1 Hectare | OS | 151.00 | 151.00 | 155.00 | 155.00 |

Change of Use of building to dwellinghouse(s) or other cases (subject to maximum of £300,000)

| | | | | | | | |
|----------|---|--------------|----|-----------|-----------|-----------|-----------|
| DE 0326 | Sites up to 50 Dwelling Houses | per dwelling | OS | 462.00 | 462.00 | 472.00 | 472.00 |
| DE 0327 | Sites exceeding 50 Dwelling Houses (Fixed charge) | | OS | 22,859.00 | 22,859.00 | 23,317.00 | 23,317.00 |
| DE 0327A | Additional sites in excess of 50 Dwelling Houses (Incremental charge) | per dwelling | OS | 138.00 | 138.00 | 141.00 | 141.00 |
| DE 0328 | Other changes of use of building or land | per dwelling | OS | 462.00 | 462.00 | 472.00 | 472.00 |

Erection of buildings on agricultural land (Gross Floor Space) (subject to maximum of £300,000)

| | | | | | | | |
|---------|---|-------------|----|-----------|-----------|-----------|-----------|
| DE 0329 | Space up to 465 sq m | | OS | 96.00 | 96.00 | 98.00 | 98.00 |
| DE 0330 | Space between 465 and 540 sq m | | OS | 462.00 | 462.00 | 472.00 | 472.00 |
| DE 0331 | Space between 540 and 4215 sq m (Fixed charge) | | OS | 462.00 | 462.00 | 472.00 | 472.00 |
| DE 0332 | Additional space between 540 and 4215 sq m (Incremental charge) | per 75 sq m | OS | 462.00 | 462.00 | 472.00 | 472.00 |
| DE 0333 | Space exceeding 4215 sq m (Fixed charge) | | OS | 22,859.00 | 22,859.00 | 23,317.00 | 23,317.00 |
| DE 0334 | Additional space in excess of 4215 sq m (Incremental charge) | per 75 sq m | OS | 138.00 | 138.00 | 141.00 | 141.00 |

Erection of Glasshouses on Agricultural Land

| | | | | | | | |
|---------|--------------------|--|----|----------|----------|----------|----------|
| DE 0335 | Up to 465 sq m | | OS | 96.00 | 96.00 | 98.00 | 98.00 |
| DE 0336 | Exceeding 465 sq m | | OS | 2,580.00 | 2,580.00 | 2,632.00 | 2,632.00 |

Applications other than building works - Car Parks

| | | | | | | | |
|---------|--|--|----|--------|--------|--------|--------|
| DE 0337 | Car Parks, Service Roads or other accesses for existing uses | | OS | 234.00 | 234.00 | 239.00 | 239.00 |
|---------|--|--|----|--------|--------|--------|--------|

Advertisements

| | | | | | | | |
|---------|--|--|----|--------|--------|--------|--------|
| DE 0342 | Relating to the business on the premises | | OS | 132.00 | 132.00 | 135.00 | 135.00 |
| DE 0343 | Advance signs not situated on or visible from the site | | OS | 132.00 | 132.00 | 135.00 | 135.00 |
| DE 0344 | Other advertisements | | OS | 462.00 | 462.00 | 472.00 | 472.00 |

Lawful Development Certificates

| | | | | | | | |
|----------|---|--------------|----|--------|--------|--------|--------|
| DE 0346 | Existing Use or Operation (same as full application) | per dwelling | OS | - | - | - | - |
| DE 0347 | Existing Use or Operation - Lawful not to comply with any condition | | OS | 234.00 | 234.00 | 239.00 | 239.00 |
| DE 0347A | Proposed Use or Operation (half the normal planning fee) | | OS | - | - | - | - |

Approval/Variation/Discharge of Condition

| | | | | | | | |
|----------|--|-------------|----|--------|--------|--------|--------|
| DE 0348 | Confirmation that planning conditions have been complied with - Householder request | per request | OS | 34.00 | 34.00 | 35.00 | 35.00 |
| DE 0349 | Confirmation that planning conditions have been complied with - Non-Householder requests | per request | OS | 116.00 | 116.00 | 119.00 | 119.00 |
| DE 0349A | Removal or variation of condition following planning permission | | OS | 234.00 | 234.00 | 239.00 | 239.00 |

Non Material Amendments Following Grant of Planning Permission

| | | | | | | | |
|---------|---|--|----|--------|--------|--------|--------|
| DE 0350 | Applications in respect of householder developments | | OS | 34.00 | 34.00 | 35.00 | 35.00 |
| DE 0351 | Applications in respect of other developments | | OS | 234.00 | 234.00 | 239.00 | 239.00 |

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---|--|-----------------|-------------------------------|-----------|-------------------------------|---------------------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |
| <u>Applications other than building works - Waste (Subject to maximum of £78,000)</u> | | | | | | |
| <i>Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals</i> | | | | | | |
| DE 0360 | Sites up to 15 hectares | per 0.1 Hectare | OS | 234.00 | 234.00 | 239.00 239.00 |
| DE 0361 | Sites exceeding 15 hectares (Fixed charge) | | OS | 34,934.00 | 34,934.00 | 35,633.00 35,633.00 |
| DE 0362 | Sites exceeding 15 hectares (Incremental charge) | per 0.1 Hectare | OS | 138.00 | 138.00 | 141.00 141.00 |
| <u>Operations (Other than Exploratory Drilling) for Oil or Natural Gas (Subject to maximum of £78,000)</u> | | | | | | |
| DE 0363 | Sites up to 15 hectares | per 0.1 Hectare | OS | 257.00 | 257.00 | 263.00 263.00 |
| DE 0364 | Sites exceeding 15 hectares (Fixed charge) | | OS | 38,250.00 | 38,250.00 | 39,015.00 39,015.00 |
| DE 0365 | Sites exceeding 15 hectares (Incremental charge) | per 0.1 Hectare | OS | 151.00 | 151.00 | 155.00 155.00 |
| <u>Other Operations (Minerals) excluding Oil and Gas (Subject to maximum of £78,000)</u> | | | | | | |
| DE 0366 | Sites up to 15 hectares | per 0.1 Hectare | OS | 234.00 | 234.00 | 239.00 239.00 |
| DE 0367 | Sites exceeding 15 hectares (Fixed charge) | | OS | 34,934.00 | 34,934.00 | 35,633.00 35,633.00 |
| DE 0368 | Sites exceeding 15 hectares (Incremental charge) | per 0.1 Hectare | OS | 138.00 | 138.00 | 141.00 141.00 |
| <u>Other Operations (Other than Building Works) (Subject to maximum of £2,028)</u> | | | | | | |
| DE 0369 | Any site area | per 0.1 Hectare | OS | 234.00 | 234.00 | 239.00 239.00 |
| <u>Reserved Matters</u> | | | | | | |
| DE 0370 | Approval of reserved matters following outline approval (Full fee due or if full fee already paid then £462 due) | | OS | 462.00 | 462.00 | 472.00 472.00 |
| <u>Application for Permission in Principle (Valid from 1 June 2018)</u> | | | | | | |
| DE 0371 | Site area | per 0.1 Hectare | OS | 402.00 | 402.00 | 411.00 411.00 |
| <u>Prior Approval</u> | | | | | | |
| DE 0372 | Agricultural and Forestry buildings & operations or demolition of buildings | | OS | 96.00 | 96.00 | 98.00 98.00 |
| DE 0373 | Communications (Previously referred to as Telecommunications Code Systems Operators) | | OS | 462.00 | 462.00 | 472.00 472.00 |
| DE 0374 | Proposed Change of Use to State Funded School or Registered Nursery | | OS | 96.00 | 96.00 | 98.00 98.00 |
| DE 0375 | Proposed Change of Use of Agricultural Building to a State-Funded School or Registered Nursery | | OS | 96.00 | 96.00 | 98.00 98.00 |
| DE 0376 | Proposed Change of Use of Agricultural Building to Flexible Use Within Shops etc. | | OS | 96.00 | 96.00 | 98.00 98.00 |
| DE 0377 | Proposed Change of Use of a building from Office (Use Class B1) Use to a use falling within Use Class C3 (Dwellinghouse) | | OS | 96.00 | 96.00 | 98.00 98.00 |
| DE 0378 | Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), where there are no Associated Building Operations | | OS | 96.00 | 96.00 | 98.00 98.00 |
| DE 0379 | Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and Associated Building Operations | | OS | 206.00 | 206.00 | 211.00 211.00 |
| DE 0380 | Proposed Change of Use of Building from Retail (A1 or A2) or Mixed Retail & Residential to Dwellinghouse (C3) Where No Associated Building | | OS | 96.00 | 96.00 | 98.00 98.00 |
| DE 0381 | Proposed Change of Use of Building from Retail (A1 or A2) or Mixed Retail & Residential to Dwellinghouse (C3) plus Associated Building Operations | | OS | 206.00 | 206.00 | 211.00 211.00 |
| DE 0382 | Notification of Change of Use from Storage etc. (B8) to Dwellinghouses (C3) | | OS | 96.00 | 96.00 | 98.00 98.00 |
| DE 0383 | Notification of Change of Use from Amusement Arcades, Casinos etc. to Dwellinghouses (C3) | | OS | 96.00 | 96.00 | 98.00 98.00 |
| DE 0384 | Notification of Change of Use from Amusement Arcades, Casinos etc. to Dwellinghouses (C3) plus Associated Building Operations | | OS | 206.00 | 206.00 | 211.00 211.00 |
| DE 0385 | Notification of Change of Use from Shops (A1), Financial and Professional Services (A2) & Betting Offices, Casinos etc. to Restaurants & Cafes (A3) | | OS | 96.00 | 96.00 | 98.00 98.00 |
| DE 0386 | Notification of Change of Use from Class A1, Class A2 & Betting Offices, Casinos etc. to Restaurants & Cafes (A3) plus Associated Building Operations | | OS | 206.00 | 206.00 | 211.00 211.00 |
| DE 0387 | Notification of Change of Use from Shops (A1), Financial and Professional Services (A2), & Betting Offices, Casinos etc. to Assembly & Leisure (D2) | | OS | 96.00 | 96.00 | 98.00 98.00 |
| DE 0388 | Notification for a Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop | | OS | 96.00 | 96.00 | 98.00 98.00 |
| DE 0389 | Notification for Temporary Use of Buildings for Commercial Film-Making plus Associated Temporary Structures, Works, Plant or Machinery | | OS | 96.00 | 96.00 | 98.00 98.00 |
| DE 0390 | Notification for the Installation, Alteration or Replacement of Solar Photovoltaics (PV) Equipment on Non-Domestic Building Roofs up to 1MW Capacity | | OS | 96.00 | 96.00 | 98.00 98.00 |
| DE 1225 | Large Home Extension (from 19 August 2019) | | OS | - | - | 96.00 96.00 |
| DE 1226 | Demolition of Buildings | | OS | - | - | 96.00 96.00 |
| DE 1227 | Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (Class B1a) | | OS | - | - | 96.00 96.00 |
| DE 1228 | Change of Use of a building and any land within its curtilage from Business (B1), Hotel (C1), Residential Institution (C2), Secure Residential Institution (C2A) or Assembly and leisure (D2) to a State Funded School or Registered Nursery | | OS | - | - | 96.00 96.00 |
| DE 1229 | Change of Use of a building and any land within its curtilage from an Agricultural Building to a State-Funded School or Registered Nursery | | OS | - | - | 96.00 96.00 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Development & Regulation
Service Area: Development Management
Charging Directory Area: Planning Services - Copy Documents

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Copy Documents - The objective is to charge a fee that reflects the cost of providing a copy of a planning document. Dependent on the type of document, different rates apply from a per sheet fee to a flat rate per document.

Proposed change in fee/charge from previous year (%)

2%

Justification for revised charge (compared to previous year)

In line with inflation.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Copy Documents - fee relates to relative size of paper and ink, based upon existing charge structure for A3/A4 copies.

If significant change in charge, what consultation was undertaken with the general public?

None undertaken. Charges competitive across Essex region.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

The useage is low as such the expected recovery of income will remain as such.

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

DEVELOPMENT MANAGEMENT

PLANNING SERVICES - COPY DOCUMENTS

Copies of Decision Notices

| | | | | | | | |
|---------|------|------|---|-------|-------|-------|-------|
| DE 0400 | Copy | each | S | 10.58 | 12.70 | 10.79 | 12.95 |
|---------|------|------|---|-------|-------|-------|-------|

Copies of Representation Letters etc.

| | | | | | | | |
|---------|-----------------------|--|---|------|------|------|------|
| DE 0410 | 1st six sheets | | S | 2.67 | 3.20 | 3.33 | 4.00 |
| DE 0411 | Each subsequent sheet | | S | 0.58 | 0.70 | 0.83 | 1.00 |

Copies of Other Documents e.g. TPO's & Enforcement Notices

| | | | | | | | |
|---------|----------------------|--|---|-------|-------|-------|-------|
| DE 0420 | 1st and 2nd pages | | S | 18.42 | 22.10 | 18.79 | 22.55 |
| DE 0421 | Each subsequent page | | S | - | - | - | - |

Copies of Legal Agreements

| | | | | | | | |
|----------|---|----------|---|-------|-------|-------|-------|
| DE 0430 | 1st and 2nd pages | | S | 26.33 | 31.60 | 27.50 | 33.00 |
| DE 0431 | Each subsequent page | | S | - | - | - | - |
| DE 0510 | Basildon District Council Local Plan Saved Policies 2007 | | Z | 21.05 | 21.05 | 22.00 | 22.00 |
| DE 0510A | Maps of the above supplied separately | | Z | 10.55 | 10.55 | 11.00 | 11.00 |
| DE 0511 | Basildon Borough Council Local Plan Inspector's Report | | Z | 21.05 | 21.05 | 22.00 | 22.00 |
| DE 0512 | Basildon Borough Council Local Plan Statement of Decisions | | Z | 21.05 | 21.05 | 22.00 | 22.00 |
| DE 0513 | Basildon Borough Council Local Plan Modifications (both sets) | | Z | 21.05 | 21.05 | 22.00 | 22.00 |
| DE 0515 | Basildon District Council Statement of Community Involvement October 2009 (Black and white copy is free) | | Z | 5.30 | 5.30 | 6.00 | 6.00 |
| DE 0520 | Site Inspection/Professional Services | per hour | S | 80.00 | 96.00 | 81.67 | 98.00 |

Plan Copies

| | | | | | | | |
|---------|------------------------------------|------|---|-------|-------|-------|-------|
| DE 0530 | First 2 normal sheets (A4/A3 size) | | S | 11.60 | 13.92 | 11.83 | 14.20 |
| DE 0531 | Subsequent normal copies | each | S | 0.60 | 0.72 | 0.83 | 1.00 |
| DE 0532 | First 2 normal sheets (A2/A1 size) | | S | 18.95 | 22.74 | 19.33 | 23.20 |
| DE 0533 | Subsequent normal copies | each | S | 8.45 | 10.14 | 9.17 | 11.00 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Development & Regulation
Service Area: Development Management
Charging Directory Area: Planning Services

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The objective is to charge a fee that reflects the cost of the administration of validating applications where applicants fail to supply the necessary information. Dependent on the type of application (using Government parameters) different rates apply.

PL0158 to 0161 – This is an additional charge that is being sought to reflect officer time to review validation of planning applications. This service has been requested by a number of agents.

Whilst uncommon, applications are received to formally remove enforcement notices from the register. It is therefore reasonable to suggest that the work undertaken in respect of such a determination is commensurate with that of confirming/ varying or removing a condition. Moreover, such a fee is reflective of the aforesaid application type and should therefore not be unexpected

Proposed change in fee/charge from previous year (%)

Approximately 2%

Justification for revised charge (compared to previous year)

In line with inflation.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

New fee relates to officer time taken to administrate applications. It is reflective of charges levied by neighbouring boroughs for the same activities.

Most recently undertaken in December 2018, analysing equivalent charges at Brentwood, Chelmsford, Rochford, Thurrock, Castle Point & Southend Councils.

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

Unquantifiable at present given that this is a relatively new process and it is impossible to say with any surety how many will be sought.

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

DEVELOPMENT MANAGEMENT

PLANNING SERVICES

Fees for applications that are not validated

| | | | | | | | |
|---------|---|------|----|--------|--------|--------|--------|
| DE 0320 | Householder, advertisement, and similar | each | OS | 48.00 | 48.00 | 49.00 | 49.00 |
| DE 0321 | Minor, lawfulness, and similar applications | each | OS | 96.00 | 96.00 | 98.00 | 98.00 |
| DE 0322 | Major, and similar complex applications | each | OS | 192.00 | 192.00 | 196.00 | 196.00 |

Additional Services

| | | | | | | | |
|---------|---|------|---------------------------|--------|--------|--------|--------|
| PL 0139 | Confirmation of the closure of an enforcement case | each | S | 112.50 | 135.00 | 115.00 | 138.00 |
| PL 0140 | Confirmation of compliance with an enforcement notice | each | S | 295.83 | 355.00 | 302.50 | 363.00 |
| PL 0141 | Confirmation of compliance with listed building consent (available 12 month period following the completion of the development) | each | S | 295.83 | 355.00 | 302.50 | 363.00 |
| PL 0142 | Confirmation of compliance with planning conditions and compliance with S106 planning obligations | | First condition | 275.00 | 330.00 | 280.83 | 337.00 |
| PL 0143 | | | Each additional condition | 42.00 | 50.40 | 43.33 | 52.00 |
| PL 0144 | | | Additional site visit | 66.67 | 80.00 | 68.33 | 82.00 |
| PL 0145 | Help resolving conveyancing issues | each | S | 483.33 | 580.00 | 493.33 | 592.00 |

Validation Checking Service

| | | | | | | | |
|---------|--|--|---|-------|-------|-------|-------|
| PL 0158 | Cat A - Major Development and Development subject to an EIA | per check (plus one re-check within 10 days) | S | 70.83 | 85.00 | 72.50 | 87.00 |
| PL 0159 | Cat B - Minor Development | per check (plus one re-check within 10 days) | S | 40.00 | 48.00 | 40.83 | 49.00 |
| PL 0160 | Cat C - householders, telecomms, listed build, ad consent. Cert of lawfulness for existing, New dwellings demolition in a conservation area, TPO. | per check (plus one re-check within 10 days) | S | 21.67 | 26.00 | 22.50 | 27.00 |
| PL 0161 | Cat D - applications submitted for the benefit of a registered disabled person. Where a PPA has been submitted, this validation check is included. | per check (plus one re-check within 10 days) | S | - | - | - | - |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Development & Regulation
Service Area: Development Management
Charging Directory Area: Planning Fees

Objectives/rationale of the fee/charge (e.g. full cost recovery)

PL 0100 to 0124 The objective is to charge a fee that reflects the cost of service delivery for additional planning functions where the applicants and agents are seeking pre application advice on developments prior to submission .the fee charged reflects the proportionate amount of work required and some additional benchmarking across the County and wider region.

PL0125 to 138 – This charge is levied to provide a development team approach for strategic developments within the Borough, allowing to draw additional resources to deliver excellence. The charges are proportionate to the work undertaken and benchmarked across the wider region

Proposed change in fee/charge from previous year (%)

2%

Justification for revised charge (compared to previous year)

In line with inflation.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Where required all fees and charges are benchmarked both sub-regionally and nationally.

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

The expected income from these charges is unquantifiable as these are relatively new processes.

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

DEVELOPMENT MANAGEMENT

PLANNING FEES

Pre Application Costs

Initial cost fee includes written advice and one meeting.

| | | | | | | | |
|---------|--|----------------------------------|---|----------|----------|----------|----------|
| PL 0100 | Cat A - ≥501 residential units / ≥10,000sqm net additional commercial floor space (inc. change of use) / Sites over 2.5 hectares | Initial Cost | S | 4,000.00 | 4,800.00 | 4,080.00 | 4,896.00 |
| PL 0101 | Cat A - ≥501 residential units / ≥10,000sqm net additional commercial floor space (inc. change of use) / Sites over 2.5 hect. (Price upon application) | Additional meeting and follow-up | S | - | - | - | - |
| PL 0102 | | Additional written advice/review | S | - | - | - | - |
| PL 0103 | Cat B - 251-500 residential units / 5,000-9,999sqm net additional commercial floor space (inc. change of use) / Site between 2-2.5 hectares | Initial Cost | S | 3,000.00 | 3,600.00 | 3,060.00 | 3,672.00 |
| PL 0104 | | Additional meeting and follow-up | S | 600.00 | 720.00 | 612.50 | 735.00 |
| PL 0105 | | Additional written advice/review | S | 600.00 | 720.00 | 612.50 | 735.00 |
| PL 0106 | Cat C - 50-250 residential units / 2,500-4,999sqm net additional commercial floor space (inc. change of use) / Site between 1.49-1.99 hectares | Initial Cost | S | 2,000.00 | 2,400.00 | 2,040.00 | 2,448.00 |
| PL 0107 | | Additional meeting and follow-up | S | 600.00 | 720.00 | 612.50 | 735.00 |
| PL 0108 | | Additional written advice/review | S | 600.00 | 720.00 | 612.50 | 735.00 |
| PL 0109 | Cat D - 10-49 residential units / 1,000-2,499sqm net additional commercial floor space (inc. change of use) / Sites between 1-1.49 hectares | Initial Cost | S | 1,500.00 | 1,800.00 | 1,530.00 | 1,836.00 |
| PL 0110 | | Additional meeting and follow-up | S | 600.00 | 720.00 | 612.50 | 735.00 |
| PL 0111 | | Additional written advice/review | S | 600.00 | 720.00 | 612.50 | 735.00 |
| PL 0112 | Cat E - Minor development ≤9 residential units / ≤999sqm net additional commercial floor space (inc. change of use) / Sites ≤0.99 hect / telecomms | Initial Cost | S | 750.00 | 900.00 | 765.00 | 918.00 |
| PL 0113 | | Additional meeting and follow-up | S | 600.00 | 720.00 | 612.50 | 735.00 |
| PL 0114 | | Additional written advice/review | S | 600.00 | 720.00 | 612.50 | 735.00 |
| PL 0115 | 1 residential unit - either additional or replacement | Initial Cost | S | 360.00 | 432.00 | 367.50 | 441.00 |
| PL 0116 | | Additional meeting and follow-up | S | 350.00 | 420.00 | 357.50 | 429.00 |
| PL 0117 | | Additional written advice/review | S | 350.00 | 420.00 | 357.50 | 429.00 |
| PL 0118 | Householder applications (inc. Lawful Development Certificates) | Initial Cost | S | 170.00 | 204.00 | 174.17 | 209.00 |
| PL 0119 | | Additional meeting and follow-up | S | 40.00 | 48.00 | 40.83 | 49.00 |
| PL 0120 | | Additional written advice/review | S | 40.00 | 48.00 | 40.83 | 49.00 |
| PL 0121 | Minor Planning Proposals (outside categories above) | Initial Cost | S | 170.00 | 204.00 | 174.17 | 209.00 |
| PL 0122 | | Additional meeting and follow-up | S | 40.00 | 48.00 | 40.83 | 49.00 |
| PL 0123 | | Additional written advice/review | S | 40.00 | 48.00 | 40.83 | 49.00 |
| PL 0124 | Pre-application Engagement (elected members including local ward members and planning committee) | Initial Cost | S | 550.00 | 660.00 | 561.67 | 674.00 |

Planning Performance Agreements

Additional fees may apply for costs incurred in the staffing and resourcing of necessary meetings between the HBC's team and the Applicant's team during the life of the pre-application discussion. Charges are based on cost recovery only. If additional work is required there will be an additional payment based on an hourly charge of £85 for Environmental Health Officers including air quality, contaminated land, acoustics, odour, dust, fumes and smoke. Building Control will identify and deliver key designs in line with allied legislation requirements at an hourly charge of £95 per hour. For Planning there will be an additional payment based on an hourly charge of £65 Planner, Principal Planner - £80, Development & Strategic Managers - £150, and Head of Planning - £200.

| | | | | | | | |
|---------|---|----------------------------------|---|-----------|-----------|-----------|-----------|
| PL 0125 | ≤49 residential units / ≤2,499sqm net commercial floor space (inc. change of use) | Arrangement Fee | S | 9,000.00 | 10,800.00 | 9,180.00 | 11,016.00 |
| PL 0126 | | Additional written advice/review | S | 1,200.00 | 1,440.00 | 1,224.17 | 1,469.00 |
| PL 0127 | 50-250 residential units / 2,500-4,999sqm net commercial floor space (inc. change of use) | Arrangement Fee | S | 14,500.00 | 17,400.00 | 14,790.00 | 17,748.00 |
| PL 0128 | | Additional written advice/review | S | 1,200.00 | 1,440.00 | 1,224.17 | 1,469.00 |
| PL 0129 | 251-500 residential units / 5,000-9,999sqm net commercial floor space (inc. change of use) | Arrangement Fee | S | 20,000.00 | 24,000.00 | 20,400.00 | 24,480.00 |
| PL 0130 | | Additional written advice/review | S | 1,200.00 | 1,440.00 | 1,224.17 | 1,469.00 |
| PL 0131 | 501-1,000 residential units / 10,000-20,000sqm net commercial floor space (inc. change of use) | Arrangement Fee | S | 25,000.00 | 30,000.00 | 25,500.00 | 30,600.00 |
| PL 0132 | | Additional written advice/review | S | 1,200.00 | 1,440.00 | 1,224.17 | 1,469.00 |
| PL 0133 | Developments >1,000 residential units / large commercial areas >20,000sqm net commercial floor space (inc. change of use) (Price upon application) | Arrangement Fee | S | - | - | - | - |
| PL 0134 | | Additional written advice/review | S | - | - | - | - |
| PL 0135 | Urban Design, Heritage, Ecology and Landscape Advice (Price upon application) | Arrangement Fee | S | - | - | - | - |
| PL 0136 | | Additional written advice/review | S | - | - | - | - |
| PL 0137 | Legal costs incurred on association with the preparation of the S106 Agreement that may commence at pre-application stage. (Price upon application) | Arrangement Fee | S | - | - | - | - |
| PL 0138 | | Additional written advice/review | S | - | - | - | - |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Development & Regulation
Service Area: Building Control
Charging Directory Area: New Dwellings (not exceeding 300 sq m)

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Legislation: The Building (Local Authority Charges) Regulations 2010.
The charges are set to enable full cost recovery of the specific functions stated in the legislation for each specific submission.

The fees are based on guidance from the Local Authority Building Control Organisation and the Essex Building Surveys Association.

The charges are indicative based on time spent on the particular categories listed. Applicants can also request a personalised price for their particular proposals.

Proposed change in fee/charge from previous year (%)

Various increases up to average 4.6%

Justification for revised charge (compared to previous year)

The chargeable hourly rate changes from year to year and legislative changes increase time taken on certain work. They have also been increased in line with Council directive.

Changes to certain categories have been made to ensure that the chargeable function costs are recovered.

Some applications have two charges applicable; Plan Charge and Inspection Charge. The overall charge for the application is in line with the strategy

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Last year's charges of adjacent Local Authorities have been reviewed.

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£70,000

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

BUILDING CONTROL

NEW DWELLINGS (NOT EXCEEDING 300 SQ M)

Plan Charge

| | | | | | | |
|---------|--|---|--------|--------|--------|--------|
| BC 0800 | 1 House/Bungalow less than 4 storeys | S | 185.00 | 222.00 | 185.00 | 222.00 |
| BC 0801 | 2 Houses/Bungalows less than 4 storeys | S | 265.00 | 318.00 | 265.00 | 318.00 |
| BC 0802 | 3 Houses/Bungalows less than 4 storeys | S | 320.00 | 384.00 | 320.00 | 384.00 |
| BC 0803 | 4 Houses/Bungalows less than 4 storeys | S | 350.00 | 420.00 | 350.00 | 420.00 |
| BC 0804 | 5 Houses/Bungalows less than 4 storeys | S | 380.00 | 456.00 | 380.00 | 456.00 |
| BC 0805 | Conversion to Single Dwelling House | S | 250.00 | 300.00 | 250.00 | 300.00 |
| BC 0806 | 1 Flat | S | 185.00 | 222.00 | 185.00 | 222.00 |
| BC 0807 | 2 Flats | S | 265.00 | 318.00 | 265.00 | 318.00 |
| BC 0808 | 3 Flats | S | 320.00 | 384.00 | 320.00 | 384.00 |
| BC 0809 | 4 Flats | S | 350.00 | 420.00 | 350.00 | 420.00 |
| BC 0810 | 5 Flats | S | 380.00 | 456.00 | 380.00 | 456.00 |
| BC 0811 | Conversion to Single Flat | S | 250.00 | 300.00 | 250.00 | 300.00 |

Inspection Charge (paid when work starts)

| | | | | | | |
|---------|--|---|--------|--------|--------|--------|
| BC 0812 | 1 House/Bungalow less than 4 storeys | S | 380.00 | 456.00 | 400.00 | 480.00 |
| BC 0821 | 2 Houses/Bungalows less than 4 storeys | S | 480.00 | 576.00 | 500.00 | 600.00 |
| BC 0822 | 3 Houses/Bungalows less than 4 storeys | S | 600.00 | 720.00 | 650.00 | 780.00 |
| BC 0823 | 4 Houses/Bungalows less than 4 storeys | S | 700.00 | 840.00 | 760.00 | 912.00 |
| BC 0824 | 5 Houses/Bungalows less than 4 storeys | S | 750.00 | 900.00 | 820.00 | 984.00 |
| BC 0825 | Conversion to Single Dwelling House | S | 400.00 | 480.00 | 450.00 | 540.00 |
| BC 0826 | 1 Flat | S | 380.00 | 456.00 | 400.00 | 480.00 |
| BC 0827 | 2 Flats | S | 480.00 | 576.00 | 500.00 | 600.00 |
| BC 0828 | 3 Flats | S | 600.00 | 720.00 | 650.00 | 780.00 |
| BC 0829 | 4 Flats | S | 700.00 | 840.00 | 760.00 | 912.00 |
| BC 0830 | 5 Flats | S | 750.00 | 900.00 | 820.00 | 984.00 |
| BC 0831 | Conversion to Single Flat | S | 400.00 | 480.00 | 450.00 | 540.00 |

Building Notice Charge

| | | | | | | |
|---------|--|---|----------|----------|----------|----------|
| BC 0840 | 1 House/Bungalow less than 4 storeys | S | 630.00 | 756.00 | 650.00 | 780.00 |
| BC 0841 | 2 Houses/Bungalows less than 4 storeys | S | 825.00 | 990.00 | 850.00 | 1,020.00 |
| BC 0842 | 3 Houses/Bungalows less than 4 storeys | S | 920.00 | 1,104.00 | 970.00 | 1,164.00 |
| BC 0843 | 4 Houses/Bungalows less than 4 storeys | S | 1,070.00 | 1,284.00 | 1,130.00 | 1,356.00 |
| BC 0844 | 5 Houses/Bungalows less than 4 storeys | S | 1,170.00 | 1,404.00 | 1,240.00 | 1,488.00 |
| BC 0845 | Conversion to Single Dwelling House | S | 700.00 | 840.00 | 750.00 | 900.00 |
| BC 0846 | 1 Flat | S | 610.00 | 732.00 | 650.00 | 780.00 |
| BC 0847 | 2 Flats | S | 825.00 | 990.00 | 850.00 | 1,020.00 |
| BC 0848 | 3 Flats | S | 920.00 | 1,104.00 | 970.00 | 1,164.00 |
| BC 0849 | 4 Flats | S | 1,070.00 | 1,284.00 | 1,130.00 | 1,356.00 |
| BC 0850 | 5 Flats | S | 1,170.00 | 1,404.00 | 1,240.00 | 1,488.00 |
| BC 0851 | Conversion to Single Flat | S | 700.00 | 840.00 | 750.00 | 900.00 |

Notifiable Electrical Work (per dwelling, where applicable, in addition to other charges)

Where a satisfactory certificate will not be issued by a Part P registered electrician.

| | | | | | | |
|---------|-------------------|---|--------|--------|--------|--------|
| BC 0883 | Additional charge | S | 220.00 | 264.00 | 250.00 | 300.00 |
|---------|-------------------|---|--------|--------|--------|--------|

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Development & Regulation
Service Area: Building Control
Charging Directory Area: Work to a Single Dwelling (no more than 3 storeys above ground level)

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Legislation: The Building (Local Authority Charges) Regulations 2010.
The charges are set to enable full cost recovery of the specific functions stated in the legislation for each specific submission.

The fees are based on guidance from the Local Authority Building Control Organisation and the Essex Building Surveys association.

The charges are indicative based on time spent on the particular categories listed. Applicants can also request a personalised price for their particular proposals

Proposed change in fee/charge from previous year (%)

Various increases up to average 4.9%

Justification for revised charge (compared to previous year)

Changes to certain categories have been made to ensure that the chargeable function costs are recovered.

Some applications have two charges applicable; Plan Charge and Inspection Charge. The overall charge for the application is in line with the strategy

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Last year's charges of adjacent Local Authorities have been reviewed.

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£300,000

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

BUILDING CONTROL

WORK TO A SINGLE DWELLING (NO MORE THAN 3 STOREYS ABOVE GROUND LEVEL)

MULTIPLE WORKS REDUCTIONS - Where the proposed works consist of more than one of the following elements then the appropriate charge is calculated by paying the full amount for the most expensive element and only 50% for the other applicable elements with the exception of the Electrical Works.

Extension & New Build

| | | | | | | | |
|---------|--|------------------------|---|--------|--------|--------|--------|
| BC 0900 | Separate single storey extension with floor area not exceeding 10 sq m | Plan Charge | S | 360.00 | 432.00 | 380.00 | 456.00 |
| BC 0902 | | Building Notice Charge | S | 430.00 | 516.00 | 450.00 | 540.00 |
| BC 0904 | Separate single storey extension with floor area not exceeding 10 to 40 sq m | Plan Charge | S | 145.00 | 174.00 | 145.00 | 174.00 |
| BC 0905 | | Inspection Charge | S | 360.00 | 432.00 | 380.00 | 456.00 |
| BC 0906 | | Building Notice Charge | S | 560.00 | 672.00 | 600.00 | 720.00 |
| BC 0908 | Separate single storey extension with floor area exceeding 40 sq m but not exceeding 100 sq m | Plan Charge | S | 165.00 | 198.00 | 165.00 | 198.00 |
| BC 0909 | | Inspection Charge | S | 440.00 | 528.00 | 460.00 | 552.00 |
| BC 0910 | | Building Notice Charge | S | 710.00 | 852.00 | 750.00 | 900.00 |
| BC 0912 | Separate extension with some part 2 or 3 storeys in height and a total floor area not exceeding 40 sq m | Plan Charge | S | 160.00 | 192.00 | 160.00 | 192.00 |
| BC 0913 | | Inspection Charge | S | 370.00 | 444.00 | 390.00 | 468.00 |
| BC 0914 | | Building Notice Charge | S | 610.00 | 732.00 | 610.00 | 732.00 |
| BC 0916 | Separate extension with some part 2 or 3 storeys in height and a total floor area exceeding 40 sq m but not exceeding 100 sq m | Plan Charge | S | 180.00 | 216.00 | 180.00 | 216.00 |
| BC 0917 | | Inspection Charge | S | 460.00 | 552.00 | 490.00 | 588.00 |
| BC 0918 | | Building Notice Charge | S | 720.00 | 864.00 | 750.00 | 900.00 |
| BC 0920 | A building or extension comprising solely of a garage, carport or store and a total floor area not exceeding 100 sq m | Plan Charge | S | 115.00 | 138.00 | 115.00 | 138.00 |
| BC 0921 | | Inspection Charge | S | 255.00 | 306.00 | 270.00 | 324.00 |
| BC 0922 | | Building Notice Charge | S | 410.00 | 492.00 | 440.00 | 528.00 |
| BC 0924 | Detached non-habitable domestic building with a total floor area not exceeding 50 sq m | Plan Charge | S | 130.00 | 156.00 | 130.00 | 156.00 |
| BC 0925 | | Inspection Charge | S | 350.00 | 420.00 | 380.00 | 456.00 |
| BC 0926 | | Building Notice Charge | S | 490.00 | 588.00 | 520.00 | 624.00 |

Conversions

| | | | | | | | |
|---------|---|------------------------|---|--------|--------|--------|--------|
| BC 0930 | First Floor & Second Floor loft conversions | Plan Charge | S | 180.00 | 216.00 | 180.00 | 216.00 |
| BC 0931 | | Inspection Charge | S | 350.00 | 420.00 | 380.00 | 456.00 |
| BC 0932 | | Building Notice Charge | S | 550.00 | 660.00 | 580.00 | 696.00 |
| BC 0934 | Other work (e.g. garage conversions) | Plan Charge | S | 120.00 | 144.00 | 120.00 | 144.00 |
| BC 0935 | | Inspection Charge | S | 180.00 | 216.00 | 200.00 | 240.00 |
| BC 0936 | | Building Notice Charge | S | 335.00 | 402.00 | 350.00 | 420.00 |

Alterations (including Underpinning)

| | | | | | | | |
|---------|---|------------------------|---|--------|--------|--------|----------|
| BC 0940 | Renovation of a thermal element | Plan Charge | S | 100.00 | 120.00 | 100.00 | 120.00 |
| BC 0941 | | Inspection Charge | S | 110.00 | 132.00 | 110.00 | 132.00 |
| BC 0942 | | Building Notice Charge | S | 230.00 | 276.00 | 230.00 | 276.00 |
| BC 0944 | Replacements of windows, roof lights, roof windows or external glazed doors | Plan Charge | S | 180.00 | 216.00 | 180.00 | 216.00 |
| BC 0946 | | Building Notice Charge | S | 180.00 | 216.00 | 200.00 | 240.00 |
| BC 0948 | Cost of work not exceeding £5000 (including renewable energy systems) | Plan Charge | S | 110.00 | 132.00 | 110.00 | 132.00 |
| BC 0949 | | Inspection Charge | S | 125.00 | 150.00 | 130.00 | 156.00 |
| BC 0950 | | Building Notice Charge | S | 235.00 | 282.00 | 250.00 | 300.00 |
| BC 0952 | Cost of work exceeding £5000 and not exceeding £40000 | Plan Charge | S | 140.00 | 168.00 | 140.00 | 168.00 |
| BC 0953 | | Inspection Charge | S | 300.00 | 360.00 | 320.00 | 384.00 |
| BC 0954 | | Building Notice Charge | S | 520.00 | 624.00 | 550.00 | 660.00 |
| BC 0956 | Cost of work exceeding £40000 and not exceeding £60000 | Plan Charge | S | 155.00 | 186.00 | 155.00 | 186.00 |
| BC 0957 | | Inspection Charge | S | 455.00 | 546.00 | 470.00 | 564.00 |
| BC 0958 | | Building Notice Charge | S | 710.00 | 852.00 | 740.00 | 888.00 |
| BC 0960 | Cost of work exceeding £60000 and not exceeding £100000 | Plan Charge | S | 185.00 | 222.00 | 185.00 | 222.00 |
| BC 0961 | | Inspection Charge | S | 555.00 | 666.00 | 570.00 | 684.00 |
| BC 0962 | | Building Notice Charge | S | 820.00 | 984.00 | 850.00 | 1,020.00 |

Notifiable Electrical Work (in addition to other charges where applicable)

Where a satisfactory certificate will not be issued by a Part P registered electrician.

| | | | | | | | |
|---------|-------------------|--|---|--------|--------|--------|--------|
| BC 0973 | Additional charge | | S | 220.00 | 264.00 | 250.00 | 300.00 |
|---------|-------------------|--|---|--------|--------|--------|--------|

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Development & Regulation
Service Area: Building Control
Charging Directory Area: All Other Non-Domestic Work (no more than 3 storeys above ground level)

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Legislation: The Building (Local Authority Charges) Regulations 2010.
The charges are set to enable full cost recovery of the specific functions stated in the legislation for each specific submission.

The fees are based on guidance from the Local Authority Building Control Organisation and the Essex Building Surveys association.

The charges are indicative based on time spent on the particular categories listed. Applicants can also request a personalised price for their particular proposals.

Proposed change in fee/charge from previous year (%)

Various increases up to average 7.2%

Justification for revised charge (compared to previous year)

The chargeable hourly rate changes from year to year and legislative changes increase time taken on certain work. They have also been increased in line with Council directive.

Changes to certain categories have been made to ensure that the chargeable function costs are recovered.

Some applications have two charges applicable; Plan Charge and Inspection Charge. The overall charge for the application is in line with the strategy

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Last year's charges of adjacent Local Authorities have been reviewed.

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£40,000

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

BUILDING CONTROL

ALL OTHER NON-DOMESTIC WORK (NO MORE THAN 3 STOREYS ABOVE GROUND LEVEL)

MULTIPLE WORKS REDUCTIONS - Where the proposed works consist of more than one of the following elements then the appropriate charge is calculated by paying the full amount for the most expensive element and only 50% for the other applicable elements. Developers have the option to ask for individually determined charge based on their particular development.

Extension & New Build

| | | | | | | | |
|--------------------|--|-------------------|---|--------|--------|--------|--------|
| BC 1000 | Single storey extension with floor area not exceeding 40 sq m | Plan Charge | S | 180.00 | 216.00 | 200.00 | 240.00 |
| BC 1001 | | Inspection Charge | S | 360.00 | 432.00 | 380.00 | 456.00 |
| BC 1003 | Single storey extension with floor area not exceeding 40 to 100 sq m | Plan Charge | S | 210.00 | 252.00 | 230.00 | 276.00 |
| BC 1004 | | Inspection Charge | S | 500.00 | 600.00 | 520.00 | 624.00 |
| BC 1006 | With some part 2 or 3 storey in height and a total floor area not exceeding 40 sq m | Plan Charge | S | 190.00 | 228.00 | 220.00 | 264.00 |
| BC 1007 | | Inspection Charge | S | 450.00 | 540.00 | 480.00 | 576.00 |
| BC 1009 | With some part 2 or 3 storey in height and a total floor area exceeding 40 sq m but not exceeding 100 sq m | Plan Charge | S | 220.00 | 264.00 | 250.00 | 300.00 |
| BC 1010 | | Inspection Charge | S | 550.00 | 660.00 | 600.00 | 720.00 |
| <u>Alterations</u> | | | | | | | |
| BC 1020 | Cost of work not exceeding £5000 | Plan Charge | S | 300.00 | 360.00 | 300.00 | 360.00 |
| BC 1023 | Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units) | Plan Charge | S | 120.00 | 144.00 | 125.00 | 150.00 |
| BC 1024 | | Inspection Charge | S | 230.00 | 276.00 | 240.00 | 288.00 |
| BC 1026 | Renewable energy systems (not covered by an appropriate competent persons scheme) | Plan Charge | S | 120.00 | 144.00 | 125.00 | 150.00 |
| BC 1027 | | Inspection Charge | S | 160.00 | 192.00 | 165.00 | 198.00 |
| BC 1029 | Installation of new shop front | Plan Charge | S | 260.00 | 312.00 | 300.00 | 360.00 |
| BC 1032 | Cost of work exceeding £5000 and not exceeding £25000 | Plan Charge | S | 150.00 | 180.00 | 155.00 | 186.00 |
| BC 1033 | | Inspection Charge | S | 280.00 | 336.00 | 290.00 | 348.00 |
| BC 1035 | Replacements of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units) | Plan Charge | S | 140.00 | 168.00 | 150.00 | 180.00 |
| BC 1036 | | Inspection Charge | S | 340.00 | 408.00 | 350.00 | 420.00 |
| BC 1038 | Renovation of thermal elements | Plan Charge | S | 130.00 | 156.00 | 135.00 | 162.00 |
| BC 1039 | | Inspection Charge | S | 180.00 | 216.00 | 190.00 | 228.00 |
| BC 1041 | Installation of Raised Storage Platform within an existing building up to 100 sq m | Plan Charge | S | 150.00 | 180.00 | 200.00 | 240.00 |
| BC 1042 | | Inspection Charge | S | 300.00 | 360.00 | 350.00 | 420.00 |
| BC 1044 | Cost of work exceeding £25000 and not exceeding £100000 | Plan Charge | S | 200.00 | 240.00 | 220.00 | 264.00 |
| BC 1045 | | Inspection Charge | S | 550.00 | 660.00 | 580.00 | 696.00 |
| BC 1047 | Fit out of building up to 100 sq m | Plan Charge | S | 170.00 | 204.00 | 200.00 | 240.00 |
| BC 1048 | | Inspection Charge | S | 300.00 | 360.00 | 300.00 | 360.00 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Development & Regulation
Service Area: Building Control
Charging Directory Area: Other Charges

Objectives/rationale of the fee/charge (e.g. full cost recovery)

To recover the cost of providing archived information and documents.

Proposed change in fee/charge from previous year (%)

No change to BC1051 or BC1050.

Justification for revised charge (compared to previous year)

N/A
The chargeable hourly rate changes from year to year and legislative changes increase time taken on certain work. These charges have been increased in line with other charges across the council for similar services.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

N/A

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

Approximately £900-£1,000

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|------------------|-----------------------|-----|----------------------------------|----------|----------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

BUILDING CONTROL

OTHER CHARGES

Copy of Completion or Approval Certificates

BC 1050 Copy S 13.00 15.60 13.00 15.60

Research of Historic Application

BC 1051 Charge S 50.00 60.00 50.00 60.00

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Development & Regulation
Service Area: Building Control
Charging Directory Area: Regularisation Charge

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Legislation: The Building (Local Authority Charges) Regulations 2010.
The charges are set to enable full cost recovery of the specific functions stated in the legislation for each specific submission.

The fees are based on guidance from the Local Authority Building Control Organisation and the Essex Building Surveys association.

Regularisation is the process of retrospectively applying to approve previously unauthorised works.

Due to the complexity and variable nature of regularisation submissions, price for this category of work will be on application.

Proposed change in fee/charge from previous year (%)

No change

Justification for revised charge (compared to previous year)

N/A

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Last year's charges of adjacent Local Authorities have been reviewed.

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

This is difficult to calculate due to the fact it is collected along with other domestic and commercial charges.

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|------------------|-----------------------|-----|----------------------------------|----------|----------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

BUILDING CONTROL

REGULARISATION CHARGE

Regularisation is the process of retrospectively applying to approve previously unauthorised works. Due to the individual nature of work, this is charged on an hourly basis and an estimate can be provided on request.

Regularisation Charge

| | | | | | | | |
|---------|--------------------------------|----------|----|-------|-------|-------|-------|
| BC 1060 | Charge for all Regularisations | per hour | OS | 55.00 | 55.00 | 55.00 | 55.00 |
|---------|--------------------------------|----------|----|-------|-------|-------|-------|

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Development & Regulation
Service Area: Land Charges
Charging Directory Area: Land Charges

Objectives/rationale of the fee/charge (e.g. full cost recovery)

DE 0300 – The charge for providing a full search is proportionate to the staff time and overheads required to provide the service.
DE 0300A – This charge is levied on personal search agents to provide them with information to complete their personal search. This is set nationally and cannot be varied by local authorities.
DE 0301- 0305 – These are charges to provide answers to specific additional questions in relation to personal searches, these charges reflect the full cost of providing the service.

Proposed change in fee/charge from previous year (%)

2% (with the exception of DE0300A as this is a statutory fee)

Justification for revised charge (compared to previous year)

The increase is in order to cover increased costs due to inflation.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

We routinely check our fees against other neighbouring authorities, and a recent benchmarking exercise revealed that we are the second highest in Essex for full searches.

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

2019/20 original budgeted income is £295,500 although this could increase if current activity levels continue.

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|------------------|-----------------------|-----|----------------------------------|----------|----------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

LAND CHARGES

LAND CHARGES

Land Charges/Search Fees

An additional 5% will be charged for ECC highways for fees DE0301 and DE0301A

| | | | | | | | |
|----------|---|------|----|--------|--------|--------|--------|
| DE 0300 | Local Authority Search (with VAT) | | S | 144.00 | 172.80 | 147.50 | 177.00 |
| DE 0300A | LLC1 (Search Fee) | | OS | 21.00 | 21.00 | 21.00 | 21.00 |
| DE 0301 | Additional Questions to above - Part 2 Enquiries (with VAT) | each | S | 18.50 | 22.20 | 19.17 | 23.00 |
| DE 0301A | Additional Questions Number 22 - Part 2 Enquiry (with VAT) | each | S | 29.00 | 34.80 | 29.58 | 35.50 |
| DE 0305 | Additional Parcels of Land (with VAT) | each | S | 12.50 | 15.00 | 12.75 | 15.30 |
| DE 0305A | LLC1 Additional Parcels of Land | each | OS | 5.00 | 5.00 | 5.10 | 5.10 |
| DE 0391 | Solicitors own Enquiries | each | S | 35.00 | 42.00 | 35.83 | 43.00 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Development & Regulation
Service Area: Land Charges
Charging Directory Area: Street Naming & Numbering

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Full cost recovery.

Proposed change in fee/charge from previous year (%)

2%

Justification for revised charge (compared to previous year)

In line with inflation.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Using Thurrock BC model as the baseline, we have continued to review our practices against other local authorities in England, including those that are facing particular growth in town centres or urban extensions, given the development types likely to come forward through the emerging Local Plan. Based on this there is a minor change to the category distinction for development consisting blocks of multiple dwelling units.

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£12,300

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|------------------|-----------------------|-----|----------------------------------|----------|----------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

LAND CHARGES

STREET NAMING & NUMBERING

Street Naming & Numbering

| | | | | | | | |
|---------|---|------|----|-------|-------|-------|-------|
| OC 0600 | Change to existing | | OS | 40.00 | 40.00 | 40.80 | 40.80 |
| OC 0605 | Numbering/Naming a new property | each | OS | 60.00 | 60.00 | 61.20 | 61.20 |
| OC 0606 | Confirmation of address enquiries | each | OS | 40.00 | 40.00 | 40.80 | 40.80 |
| OC 1011 | Register a Street (Charge per residential or commercial unit) | each | OS | - | - | 61.20 | 61.20 |
| OC 1012 | Rename a Street (Charge per residential or commercial unit) | each | OS | - | - | 40.80 | 40.80 |
| OC 1013 | Register a Building (Charge per residential or commercial unit) | each | OS | - | - | 61.20 | 61.20 |
| OC 1014 | Rename an individual unit (Charge per residential or commercial unit) | each | OS | - | - | 40.80 | 40.80 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Development & Regulation
Service Area: Parking & Enforcement
Charging Directory Area: Short Term Parking (Monday to Friday)

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Provide reasonable priced short term parking in the Borough to promote local economy.

Proposed change in fee/charge from previous year (%)

Nil change

Justification for revised charge (compared to previous year)

Committee chair has requested no increase to parking charges for 2020/21

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

An Annual Review of other Parking Charges in Borough.

If significant change in charge, what consultation was undertaken with the general public?

No Increase.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£286,218

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

PARKING & ENFORCEMENT

SHORT TERM PARKING (MONDAY TO FRIDAY)

PayByPhone allows you to pay for car parking using text message. There is a surcharge of 20p, payable directly to the operator of this facility, for choosing to pay using this method. There is an additional charge of 10p for choosing to receive a text message reminder that your parking session is close to expiry.

Billericav High Street

| | | | | | | | |
|---------|--------|---------------|---|------|------|------|------|
| DE 0802 | Charge | Up to 1 hour | S | 0.50 | 0.60 | 0.50 | 0.60 |
| DE 0803 | | Up to 2 hours | S | 0.92 | 1.10 | 0.92 | 1.10 |
| DE 0804 | | Up to 4 hours | S | 2.17 | 2.60 | 2.17 | 2.60 |

Wickford Main Car Park

| | | | | | | | |
|---------|--------|---------------|---|------|------|------|------|
| DE 0805 | Charge | Up to 1 hour | S | 0.50 | 0.60 | 0.50 | 0.60 |
| DE 0806 | | Up to 2 hours | S | 0.92 | 1.10 | 0.92 | 1.10 |
| DE 0807 | | Up to 4 hours | S | 2.17 | 2.60 | 2.17 | 2.60 |
| DE 0808 | | All Day | S | 6.25 | 7.50 | 6.25 | 7.50 |

Wickford Pool Car Park

| | | | | | | | |
|---------|--------|---------------|---|------|------|------|------|
| DE 0809 | Charge | Up to 1 hour | S | 0.50 | 0.60 | 0.50 | 0.60 |
| DE 0810 | | Up to 2 hours | S | 0.92 | 1.10 | 0.92 | 1.10 |
| DE 0811 | | Up to 4 hours | S | 2.17 | 2.60 | 2.17 | 2.60 |

Wickford Ladygate Car Park

| | | | | | | | |
|---------|--------|------------------|---|------|------|------|------|
| DE 0812 | Charge | Up to 30 minutes | S | 0.25 | 0.30 | 0.25 | 0.30 |
| DE 0813 | | Up to 1 hour | S | 0.50 | 0.60 | 0.50 | 0.60 |
| DE 0814 | | Up to 2 hours | S | 0.92 | 1.10 | 0.92 | 1.10 |
| DE 0815 | | Up to 4 hours | S | 2.17 | 2.60 | 2.17 | 2.60 |

Lake Meadows Car Park

| | | | | | | | |
|---------|----------------------|--|---|------|------|------|------|
| DE 0828 | Charge (9.30-10.00) | | S | 0.25 | 0.30 | 0.25 | 0.30 |
| DE 0829 | Charge (15.00-15.30) | | S | 0.25 | 0.30 | 0.25 | 0.30 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Development & Regulation
Service Area: Parking & Enforcement
Charging Directory Area: Long Term Parking (Monday to Friday)

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Provide reasonable priced long term parking in the Radford Crescent Car Park to promote travel by train from nearby station.

Proposed change in fee/charge from previous year (%)

Nil increase.

Justification for revised charge (compared to previous year)

Committee chair has requested no increase to parking charges for 2020/21

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Billericay Station Car Park – Charges slightly less to reflect location.

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£11,228

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|------------------|-----------------------|-----|----------------------------------|----------|----------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

PARKING & ENFORCEMENT

LONG TERM PARKING (MONDAY TO FRIDAY)

PayByPhone allows you to pay for car parking using text message. There is a surcharge of 20p, payable directly to the operator of this facility, for choosing to pay using this method. There is an additional charge of 10p for choosing to receive a text message reminder that your parking session is close to expiry.

Radford Crescent

| | | | | | | | |
|---------|--------|---------------|---|------|------|------|------|
| DE 0824 | Charge | Up to 4 hours | S | 1.25 | 1.50 | 2.17 | 2.60 |
| DE 0825 | | All Day | S | 5.92 | 7.10 | 5.92 | 7.10 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Development & Regulation
Service Area: Parking & Enforcement
Charging Directory Area: Season Tickets

Objectives/rationale of the fee/charge (e.g. full cost recovery)

To provide long term parking for periods of 1, 3, 6 and 12 months to local workers and commuters.

Proposed change in fee/charge from previous year (%)

2% increase in all car parks.

Justification for revised charge (compared to previous year)

Increase is set at CPI rate, as set out in corporate fees and charges strategy.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

An Annual Review of other Parking Charges in Borough.

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£166,877

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

PARKING & ENFORCEMENT

SEASON TICKETS

Billericav High Street, Radford Crescent Resident Rate

| | | | | | | | |
|---------|-------|-------------|---|--------|--------|--------|--------|
| DE 0830 | Price | Monthly | S | 71.96 | 86.35 | 73.42 | 88.10 |
| DE 0831 | | Quarterly | S | 201.17 | 241.40 | 205.21 | 246.25 |
| DE 0832 | | Half Yearly | S | 379.25 | 455.10 | 386.92 | 464.30 |
| DE 0833 | | Annual | S | 726.29 | 871.55 | 740.83 | 889.00 |

Billericav High Street, Radford Crescent Non-Resident Rate

| | | | | | | | |
|---------|-------|-------------|---|--------|----------|--------|----------|
| DE 0834 | Price | Monthly | S | 88.50 | 106.20 | 90.29 | 108.35 |
| DE 0835 | | Quarterly | S | 237.87 | 285.45 | 242.67 | 291.20 |
| DE 0836 | | Half Yearly | S | 457.42 | 548.90 | 466.58 | 559.90 |
| DE 0837 | | Annual | S | 877.96 | 1,053.55 | 895.54 | 1,074.65 |

Wickford Main Resident Rate

| | | | | | | | |
|---------|-------|-------------|---|--------|--------|--------|--------|
| DE 0846 | Price | Monthly | S | 33.46 | 40.15 | 34.17 | 41.00 |
| DE 0847 | | Quarterly | S | 93.37 | 112.05 | 95.25 | 114.30 |
| DE 0848 | | Half Yearly | S | 176.00 | 211.20 | 179.54 | 215.45 |
| DE 0849 | | Annual | S | 337.08 | 404.50 | 343.83 | 412.60 |

Wickford Main Non-Resident Rate

| | | | | | | | |
|---------|-------|-------------|---|--------|--------|--------|--------|
| DE 0850 | Price | Monthly | S | 41.17 | 49.40 | 42.00 | 50.40 |
| DE 0851 | | Quarterly | S | 110.42 | 132.50 | 112.67 | 135.20 |
| DE 0852 | | Half Yearly | S | 212.29 | 254.75 | 216.54 | 259.85 |
| DE 0853 | | Annual | S | 407.50 | 489.00 | 415.67 | 498.80 |

Replacement Permits

| | | | | | | | |
|---------|--------------------|------|---|-------|-------|-------|-------|
| DE 0854 | Replacement Permit | each | S | 10.00 | 12.00 | 10.00 | 12.00 |
|---------|--------------------|------|---|-------|-------|-------|-------|

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Development & Regulation
Service Area: Parking & Enforcement
Charging Directory Area: Penalty Charge Notices (Off Street)

Objectives/rationale of the fee/charge (e.g. full cost recovery)

PCN charging levels are set by Central Government not by individual authorities.

Proposed change in fee/charge from previous year (%)

N/A

Justification for revised charge (compared to previous year)

N/A

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

N/A

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£47,796

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

PARKING & ENFORCEMENT

PENALTY CHARGE NOTICES (OFF STREET)

Penalty Charge Notices (Off Street)

| | | | | | | |
|---------|---|----|-------|-------|-------|-------|
| DE 0880 | PCN's - Upper Tier Standard Charges | OS | 70.00 | 70.00 | 70.00 | 70.00 |
| DE 0881 | PCN's - Upper Tier Reduced Charges (if paid within 14 days) | OS | 35.00 | 35.00 | 35.00 | 35.00 |
| DE 0882 | PCN's - Lower Tier Standard Charges | OS | 50.00 | 50.00 | 50.00 | 50.00 |
| DE 0883 | PCN's - Lower Tier Reduced Charges (if paid within 14 days) | OS | 25.00 | 25.00 | 25.00 | 25.00 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Development & Regulation
Service Area: Parking & Enforcement
Charging Directory Area: Short Term Parking (Saturday)

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Provide deterrent to all-day parking in Billericay High Street Car Park on a Saturday, a charge will be levied to all car park users prior to 9.30am every Saturday morning.

Proposed change in fee/charge from previous year (%)

Nil increase

Justification for revised charge (compared to previous year)

Committee chair has requested nil increase in parking charges for 2020/21

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

An Annual Review of other Parking Charges in Borough.

If significant change in charge, what consultation was undertaken with the general public?

Increase not considered significant for public consultation

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£586

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|------------------|-----------------------|-----|----------------------------------|----------|----------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

PARKING & ENFORCEMENT

SHORT TERM PARKING (SATURDAY)

Billerica High Street

| | | | | | | | |
|---------|---------------------------|--------|---|------|------|------|------|
| DE 0860 | Saturdays 8.00am - 9.30am | Charge | S | 6.00 | 7.20 | 6.00 | 7.20 |
|---------|---------------------------|--------|---|------|------|------|------|

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Licensing
Budget Book Area: Development & Regulation
Service Area: Taxi & Private Hire Licensing
Charging Directory Area: Hackney Carriage

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The aim is to allow recovery of all the Council's legitimate costs, so far as the law allows.

Proposed change in fee/charge from previous year (%)

No change.
Fees were subject to review in 2017/18 in preparation for driver renewals. Sense checking of allocation to cost centre completed. Introduction of additional fees proposed to ensure that appropriate cost recovery achieved from those requesting the service, e.g. missed test fee. Further review due at end of 20/21

Justification for revised charge (compared to previous year)

N/A.
The Council is entitled to recover its costs for the "grant and administration" of drivers licences - procedural expenses for determining a new application are higher than dealing with a renewal. The fee is subject to regular review including through the use of time recording and review of processes.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

For purposes of comparison, periodic checks are made with other Essex Councils on levels of fees for this function. This will provide an indication of proportionality although each authority will have different charges based on the conditions imposed and the number of licences issued.

If significant change in charge, what consultation was undertaken with the general public?

Any change in the fee structure will be subject to consultation in accordance with requirements of legislation. Consultation with the trade is a statutory requirement (for vehicle and operator fees). General consultation with the public not considered necessary.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

Covered in Environmental Health budget book. A number of the fees last longer than 1 year (e.g. drivers and private hire operators), but income is carried forward where appropriate to reflect this to cover future year costs that relate to that income type.

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

TAXI & PRIVATE HIRE LICENSING

HACKNEY CARRIAGE

Vehicle Charges

For DE 0102 vehicle licence reissue following vehicle replacement - where the original vehicle has not utilised the two tests included within the grant or renewal of a vehicle licence, Basildon Borough Council will have the discretion to reduce the fee by £50.

| | | | | | | | |
|---------|---|--|-----------------|-------|--------|--------|--------|
| DE 0062 | Missed Test Fee | | OS | 50.00 | 50.00 | 50.00 | 50.00 |
| DE 0100 | Vehicle Licence - Hackney Carriage - Grant | | Initial Issue | OS | 390.00 | 390.00 | 390.00 |
| DE 0101 | Vehicle Licence - Hackney Carriage - Renewal | | Annual | OS | 375.00 | 375.00 | 375.00 |
| DE 0102 | Vehicle Licence - Reissue following vehicle replacement | | per application | OS | 100.00 | 100.00 | 100.00 |
| DE 0110 | Vehicle Licence - Private Hire - Grant | | Initial Issue | OS | 340.00 | 340.00 | 340.00 |
| DE 1211 | Vehicle Licence - Private Hire - Renewal | | Annual | OS | 325.00 | 325.00 | 325.00 |

Driver Charges

Drivers license will, from February 2012, be for 3 years duration and as a 'one-off' the CRB check fee will be free. For any other application the standard CRB check fee will apply.

| | | | | | | | |
|---------|--|--|---------------|----|--------|--------|--------|
| DE 0120 | Drivers Licence - Hackney Carriage & Private Hire (3 years) | | Initial Issue | OS | 290.00 | 290.00 | 290.00 |
| DE 0121 | | | Renewal | OS | 190.00 | 190.00 | 190.00 |
| DE 0122 | Restricted Private Hire Drivers Badge (Mechanics) | | Initial Issue | OS | 70.00 | 70.00 | 70.00 |
| DE 0123 | | | Renewal | OS | 40.00 | 40.00 | 40.00 |
| DE 0124 | Drivers Licence - Hackney Carriage & Private Hire (1 year) | | Initial Issue | OS | 220.00 | 220.00 | 220.00 |
| DE 0125 | | | Renewal | OS | 110.00 | 110.00 | 110.00 |
| DE 0126 | Drivers Licence - Hackney Carriage & Private Hire (2 year) | | Renewal | OS | 155.00 | 155.00 | 155.00 |
| DE 0127 | Drivers Licence (Hackney Carriage & Private Hire) (2 years) (New in 18/19) | | Initial Issue | OS | 255.00 | 255.00 | 255.00 |

Operator Charges

Previously an annual license, from 16/17 license is 5 yearly.

| | | | | | | | |
|---------|---|--|---------|----|----------|----------|----------|
| DE 0071 | Operators licence - Single Vehicle | | Annual | OS | 110.00 | 110.00 | 110.00 |
| DE 0072 | Operators Licence - 2-10 Vehicles | | Annual | OS | 180.00 | 180.00 | 180.00 |
| DE 0073 | Operators Licence - 11 or more Vehicles | | Annual | OS | 300.00 | 300.00 | 300.00 |
| | Renewal Application Fee | | Annual | OS | 100.00 | 100.00 | 100.00 |
| DE 0115 | Operators Licence - Single Vehicle | | 5 years | OS | 300.00 | 300.00 | 300.00 |
| DE 0116 | Operators Licence - 2-10 Vehicles | | 5 years | OS | 750.00 | 750.00 | 750.00 |
| DE 0118 | Operators Licence - 11 or more Vehicles | | 5 years | OS | 1,250.00 | 1,250.00 | 1,250.00 |

Other Charges

| | | | | | | | |
|---------|--|--|--|----|-------|-------|-------|
| DE 0131 | DBS Check - Enhanced Disclosure (Previously CRB) | | | OS | 44.00 | 44.00 | 40.00 |
|---------|--|--|--|----|-------|-------|-------|

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Policy & Resources
Budget Book Area: Development & Regulation
Service Area: Industrial & Commercial Premises
Charging Directory Area: Industrial and Commercial Premises Garages

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Market rate (the Council is effectively the market for garages in Basildon.)

Proposed change in fee/charge from previous year (%)

25p increase per standard garage (excl. VAT), equivalent to approx 2%. 35p increase per non-standard garages per week (excl. VAT), again equivalent to approx 2%.

Justification for revised charge (compared to previous year)

It is not anticipated that this increase will have an adverse impact on lettings

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Difficult to do as Basildon Council effectively sets the market.

If significant change in charge, what consultation was undertaken with the general public?

None, increase is felt to be modest.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

$3,458 \times £10.95 \times 52 \text{ weeks} = £19,689.85$
 $6 \times £17.25 \times 52 \text{ weeks} = £5,382.$

DEVELOPMENT & REGULATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|------------------|-----------------------|-----|----------------------------------|----------|----------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

INDUSTRIAL & COMMERCIAL PREMISES

INDUSTRIAL AND COMMERCIAL PREMISES GARAGES

Garage Rental

| | | | | | | | |
|---------|---------------------------------------|----------|----|-------|-------|-------|-------|
| RE 0158 | Standard Garage Rent (Tenant) | per week | OS | 10.75 | 10.75 | 11.00 | 11.00 |
| RE 0159 | Standard Garage Rent (Non -Tenant) | per week | S | 10.75 | 12.90 | 11.00 | 13.20 |
| RE 0164 | Non-Standard Garage Rent (Tenant) | per week | OS | 16.90 | 16.90 | 17.25 | 17.25 |
| RE 0165 | Non-Standard Garage Rent (Non-Tenant) | per week | S | 16.90 | 20.28 | 17.25 | 20.70 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Environment
Service Area: Refuse Collection & Recycling
Charging Directory Area: Refuse Items (Including Container Hire)

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Full Cost Recovery based on a three year repayment for larger containers (life expectancy of containers).

Proposed change in fee/charge from previous year (%)

Full Cost Recovery for items. Prices maintained due to reduction in cost price per unit for rigid containers.

Justification for revised charge (compared to previous year)

Charges remain consistent with previous year prices.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Costing of items checked at time of order and remain constant.

If significant change in charge, what consultation was undertaken with the general public?

Non Applicable – Charges to stay constant with previous year.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£93,000

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

REFUSE COLLECTION & RECYCLING

REFUSE ITEMS (INCLUDING CONTAINER HIRE)

Waste Bins

| | | | | | | | |
|---------|--------------------------------------|------|----|-------|-------|-------|-------|
| DE 0730 | Additional Garden Waste Bin (120l) | each | OS | 21.50 | 21.50 | 21.50 | 21.50 |
| DE 0731 | Additional Garden Waste Bin (240l) | each | OS | 23.50 | 23.50 | 23.50 | 23.50 |
| DE 0732 | Additional External Food Waste Caddy | each | OS | 10.00 | 10.00 | 10.20 | 10.20 |

Waste Sacks

| | | | | | | | |
|---------|--------------------------------------|------|----|------|------|------|------|
| DE 0733 | Food Waste Caddy Liners (Roll of 50) | each | S | 2.50 | 3.00 | 2.50 | 3.00 |
| DE 0734 | Black Sacks (Roll of 26) | each | S | 1.67 | 2.00 | 1.67 | 2.00 |
| DE 0735 | Garden Waste Sacks (Roll of 10) | each | OS | 1.90 | 1.90 | 1.90 | 1.90 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Environment
Service Area: Refuse Collection & Recycling
Charging Directory Area: Special Collections

Objectives/rationale of the fee/charge (e.g. full cost recovery)

2.4% increase as outlined within the budget setting procedures

Proposed change in fee/charge from previous year (%)

Charge amended as follows:
1-5 items: £10.25
6-10 items: £20.50

Justification for revised charge (compared to previous year)

These are set at a level deemed acceptable by elected members

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

A review of other Essex authorities and incurred costs

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£110,000 at current cost levels

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|------------------|-----------------------|-----|----------------------------------|----------|----------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

REFUSE COLLECTION & RECYCLING

SPECIAL COLLECTIONS

Special Collections

| | | | | | | |
|---------|----------------------------------|----|-------|-------|-------|-------|
| DE 0740 | 1 - 5 Large or Electrical Items | OS | 10.25 | 10.25 | 10.50 | 10.50 |
| DE 0741 | 6 - 10 Large or Electrical Items | OS | 20.50 | 20.50 | 21.00 | 21.00 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Licensing
Budget Book Area: Environment
Service Area: Environmental Health - Licensing
Charging Directory Area: Animal Establishment Licenses

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The aim is to allow recovery of all the Council's legitimate costs, so far as the law allows, including expenditure on administration and veterinary inspection reports (where applicable). Changes to the legislation came into effect from 01/10/2018 which means that reasonable costs can now be included in relation to investigation of unlicensed businesses.

Proposed change in fee/charge from previous year (%)

Variable increase to fee levels as part of review of experience of application of new legislation. 2% increase for 20/21. Fees to be kept under review on minimum 3 yearly cycle.

2% increase proposed for all licences. Fees split across renewals as well to reflect EU Services Directive.

Review of renewals and maintenance fees to ensure all types covered

Justification for revised charge (compared to previous year)

Increase to reflect additional work as a result of introduction of revised legislation which is ongoing.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Efforts are made to periodically compare Basildon's fees with those of other Councils in the county. Costs will vary between authorities based on numbers of businesses subject to licence and standards of compliance. Provides an indication of proportionality and reasonableness.

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£9,400 based on estimate of 1, 2 and 3 year licences, scheduled renewals and new licences 20/21

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

ENVIRONMENTAL HEALTH - LICENSING

ANIMAL ESTABLISHMENT LICENSES

Animal Boarding Establishments including Day Care for Dogs

| | | | | | | |
|---------|---|----|--------|--------|--------|--------|
| DE 0001 | Initial Set Up - Application Fee | OS | 235.00 | 235.00 | 240.00 | 240.00 |
| DE 0002 | Initial Set Up - Maintenance Fee post grant of new application (prev DE 0024) | OS | 100.00 | 100.00 | 102.00 | 102.00 |
| DE 0024 | Renewal Application Fee (prev DE 0002) | OS | 175.00 | 175.00 | 200.00 | 200.00 |
| DE 0076 | Renewal Fee - Maintenance Fee post grant of renewal | OS | 85.00 | 85.00 | 102.00 | 102.00 |

Dog Breeding Establishments

| | | | | | | |
|---------|---|----|--------|--------|--------|--------|
| DE 0003 | Initial Set Up - Application Fee | OS | 182.00 | 182.00 | 186.00 | 186.00 |
| DE 0004 | Initial Set Up - Maintenance Fee post grant of new application (prev DE 0025) | OS | 100.00 | 100.00 | 102.00 | 102.00 |
| DE 0025 | Renewal Application Fee (prev DE 0004) | OS | 155.00 | 155.00 | 158.00 | 158.00 |
| DE 0078 | Renewal Fee - Maintenance Fee post grant of renewal | OS | 90.00 | 90.00 | 102.00 | 102.00 |

Pet/Animal Shops

| | | | | | | |
|---------|---|----|--------|--------|--------|--------|
| DE 0005 | Initial Set Up - Application Fee | OS | 182.00 | 182.00 | 186.00 | 186.00 |
| DE 0006 | Initial Set Up - Maintenance Fee post grant of new application (prev DE 0026) | OS | 100.00 | 100.00 | 102.00 | 102.00 |
| DE 0026 | Renewal Application Fee (prev DE 0006) | OS | 155.00 | 155.00 | 158.00 | 158.00 |
| DE 0079 | Renewal Fee - Maintenance Fee post grant of renewal | OS | 90.00 | 90.00 | 102.00 | 102.00 |

Riding Establishments

| | | | | | | |
|---------|---|----|--------|--------|--------|--------|
| DE 0007 | Initial Set Up - Application Fee | OS | 478.00 | 478.00 | 488.00 | 488.00 |
| DE 0008 | Initial Set Up - Maintenance Fee post grant of new application (prev DE 0027) | OS | 210.00 | 210.00 | 214.00 | 214.00 |
| DE 0027 | Renewal Application Fee (prev DE 0008) | OS | 335.00 | 335.00 | 342.00 | 342.00 |
| DE 0080 | Renewal Fee - Maintenance Fee post grant of renewal (excluding any veterinary fees) | OS | 247.00 | 247.00 | 214.00 | 214.00 |

Animal Boarding and Day Care for Dogs inside domestic premises

| | | | | | | |
|----------|---|----|--------|--------|--------|--------|
| DE 0009 | Initial Set Up - Application Fee (prev DE 0009A) | OS | 120.00 | 120.00 | 122.00 | 122.00 |
| DE 0009A | Initial Set Up - Maintenance Fee post grant of new application (prev DE 0011) | OS | 50.00 | 50.00 | 52.00 | 52.00 |
| DE 0011 | Renewal Application Fee | OS | 87.00 | 87.00 | 89.00 | 89.00 |
| DE 0075 | Renewal Fee - Maintenance Fee post grant of renewal | OS | 58.00 | 58.00 | 60.00 | 60.00 |

Dangerous Wild Animals

| | | | | | | |
|----------|--|----|--------|--------|--------|--------|
| DE 0018 | Initial Set Up - Maintenance Fee post grant of new application | OS | 195.00 | 195.00 | 199.00 | 199.00 |
| DE 0019 | Initial Set Up - Application Fee (prev DE 0019) | OS | 446.00 | 446.00 | 455.00 | 455.00 |
| DE 0019A | Renewal Application Fee (prev DE 0019A) | OS | 314.00 | 314.00 | 320.00 | 320.00 |
| DE 0081 | Renewal Fee - Maintenance Fee post grant of renewal | OS | 150.00 | 150.00 | 199.00 | 199.00 |

Zoo (excluding veterinary inspection costs)

| | | | | | | |
|----------|--|----|--------|--------|--------|--------|
| DE 0020 | Initial Set Up - Application Fee | OS | 420.00 | 420.00 | 428.00 | 428.00 |
| DE 0020A | Initial Set Up - Maintenance Fee post grant of new application | OS | 394.00 | 394.00 | 402.00 | 402.00 |
| DE 0021 | Renewal Application Fee | OS | 380.00 | 380.00 | 388.00 | 388.00 |
| DE 0022 | Renewal Fee - Maintenance Fee post grant of renewal (excluding any veterinary fees) (prev DE 0082) | OS | 300.00 | 300.00 | 306.00 | 306.00 |
| DE 0023 | Variation | OS | 105.00 | 105.00 | 107.00 | 107.00 |
| DE 0082 | Transfer | OS | 105.00 | 105.00 | 107.00 | 107.00 |

Keeping or Training Animals for Exhibition

| | | | | | | |
|---------|--|----|--------|--------|--------|--------|
| DE 0051 | Initial set up - Application Fee | OS | 122.00 | 122.00 | 124.00 | 124.00 |
| DE 0052 | Initial Set Up - Maintenance Fee post grant of new application | OS | 51.00 | 51.00 | 52.00 | 52.00 |
| DE 0074 | Renewal Application Fee (prev DE 1231) | OS | - | - | 124.00 | 124.00 |
| DE 1231 | Renewal Fee - Maintenance Fee post grant of renewal (prev DE 0074) | OS | 51.00 | 51.00 | 52.00 | 52.00 |

Additional Licensable Activities

| | | | | | | |
|---------|---|----|-------|-------|-------|-------|
| DE 0053 | Initial set up - Application Fee | OS | 77.00 | 77.00 | 79.00 | 79.00 |
| DE 0054 | Initial Set Up - Maintenance Fee post grant (new and renewal) | OS | 41.00 | 41.00 | 42.00 | 42.00 |

Variation to Licence/re-evaluation of star rating

| | | | | | | |
|---------|---|----|--------|--------|--------|--------|
| DE 0055 | Application Fee | OS | 51.00 | 51.00 | 52.00 | 52.00 |
| DE 0056 | Inspection Fee*(vets fees will also be added in the case of dog breeding and hiring out of horses where incurred) | OS | 123.00 | 123.00 | 170.00 | 170.00 |

Transfer of Licence due to death of licensee

| | | | | | | |
|---------|--|----|-------|-------|-------|-------|
| DE 0057 | Transfer of licence due to death of licensee | OS | 75.00 | 75.00 | 76.00 | 76.00 |
|---------|--|----|-------|-------|-------|-------|

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Licensing
Budget Book Area: Environment
Service Area: Environmental Health - Licensing
Charging Directory Area: Miscellaneous Licenses & Registrations

Objectives/rationale of the fee/charge (e.g. full cost recovery)

For sex establishments and skin piercing, the aim is to allow recovery of all the Council's legitimate costs, so far as the law allows. We have to have regard to recent case law in this respect (Hemmings v Westminster City Council).

Proposed change in fee/charge from previous year (%)

Increase of 2% in accordance with the corporate policy for new licences. Fees reviewed in relation to sex establishments and increase to reflect the additional costs. To be reviewed on a minimum 3 yearly cycle.

Justification for revised charge (compared to previous year)

Increase in accordance with corporate policy and fees review.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

For sex establishments and skin piercing, for purposes of comparison, periodic checks are made with other Essex Councils on levels of fees for this function.

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

Sex Establishments - £804

Skin Piercing - £1,925

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

ENVIRONMENTAL HEALTH - LICENSING

MISCELLANEOUS LICENSES & REGISTRATIONS

Skin Piercing (all types)

| | | | | | | |
|----------|----------------------------|----|--------|--------|--------|--------|
| DE 0010 | Initial Set Up | OS | 172.00 | 172.00 | 176.00 | 176.00 |
| DE 0010A | Re-issue same registration | OS | 53.00 | 53.00 | 55.00 | 55.00 |

Sex Establishments

| | | | | | | |
|----------|--|----|----------|----------|----------|----------|
| DE 0017 | Initial Set Up - Application Fee | OS | 1,061.00 | 1,061.00 | 1,082.00 | 1,082.00 |
| DE 0017A | Initial Set Up - Maintenance Fee post grant of new application (prev DE 0017C) | OS | 231.00 | 231.00 | 236.00 | 236.00 |
| DE 0017B | Renewal Application Fee (prev DE 0083) | OS | 342.00 | 342.00 | 349.00 | 349.00 |
| DE 0017C | Renewal - Maintenance Fee post grant of renewal (prev DE 0084) | OS | 60.00 | 60.00 | 61.00 | 61.00 |
| DE 0083 | Variation (prev DE 0017A) | OS | 342.00 | 342.00 | 349.00 | 349.00 |
| DE 0084 | Transfer (prev DE 0017B) | OS | 58.00 | 58.00 | 59.00 | 59.00 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Licensing
Budget Book Area: Environment
Service Area: Environmental Health - Licensing
Charging Directory Area: Gaming & Lottery Licences

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The aim is to allow recovery of all the Council's legitimate costs incurred by the Council in carrying out their functions in respect of Gambling Premises Licensing, so far as the law allows, including in relation to the review of the Gambling Policy. Last fee review in 2017/18. Next review due at the end of 20/21

Proposed change in fee/charge from previous year (%)

Fee levels are subject to annual review but must be set below maximum thresholds set down in Fee Regulations.
2% fee increase proposed in accordance with Council policy for new applications. Fees will be subject to minimum 3 yearly review.
No increase to annual fees.

Justification for revised charge (compared to previous year)

2% fee increase applied in accordance with council policy to new applications. Certain fees are statutory and cannot therefore be amended in relation to small lotteries and gaming permits.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

For purposes of comparison, periodic checks are made with other Essex Councils on levels of fees for this function.

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£11,000 – Gambling Act Premises
£4,000 – Gambling Act Permit

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

ENVIRONMENTAL HEALTH - LICENSING

GAMING & LOTTERY LICENCES

Gambling Act 2005

| | | | | | | | |
|---------|--|---------------|----|-------|-------|-------|-------|
| DE 0203 | Small Lotteries - Statutory Fees | Initial Issue | OS | 40.00 | 40.00 | 40.00 | 40.00 |
| DE 0204 | Small Lotteries - Statutory Fees (Renewal) | Annual | OS | 20.00 | 20.00 | 20.00 | 20.00 |

Discretionary Fees

| | | | | | | | |
|---------|---|-----------------------------|----|-----------|-----------|-----------|-----------|
| DE 0900 | Non-conversion application in respect of provisional statement premises | Regional Casino Premises | OS | 5,797.00 | 5,797.00 | 5,800.00 | 5,800.00 |
| DE 0901 | | Large Casino Premises | OS | 3,637.00 | 3,637.00 | 3,700.00 | 3,700.00 |
| DE 0902 | | Small Casino Premises | OS | 2,176.00 | 2,176.00 | 2,200.00 | 2,200.00 |
| DE 0904 | | Bingo Premises | OS | 862.00 | 862.00 | 862.00 | 862.00 |
| DE 0905 | | Adult Gaming Centre | OS | 862.00 | 862.00 | 862.00 | 862.00 |
| DE 0906 | | Betting Premises (Track) | OS | 682.00 | 682.00 | 682.00 | 682.00 |
| DE 0907 | | Family Entertainment Centre | OS | 682.00 | 682.00 | 682.00 | 682.00 |
| DE 0908 | | Betting Premises (Other) | OS | 862.00 | 862.00 | 862.00 | 862.00 |
| DE 0909 | Non-conversion application in respect of other premises | Regional Casino Premises | OS | 10,773.00 | 10,773.00 | 10,988.00 | 10,988.00 |
| DE 0910 | | Large Casino Premises | OS | 7,182.00 | 7,182.00 | 7,325.00 | 7,325.00 |
| DE 0911 | | Small Casino Premises | OS | 5,746.00 | 5,746.00 | 5,860.00 | 5,860.00 |
| DE 0913 | | Bingo Premises | OS | 2,514.00 | 2,514.00 | 2,514.00 | 2,514.00 |
| DE 0914 | | Adult Gaming Centre | OS | 1,437.00 | 1,437.00 | 1,437.00 | 1,437.00 |
| DE 0915 | | Betting Premises (Track) | OS | 1,796.00 | 1,796.00 | 1,796.00 | 1,796.00 |
| DE 0916 | | Family Entertainment Centre | OS | 1,437.00 | 1,437.00 | 1,437.00 | 1,437.00 |
| DE 0917 | | Betting Premises (Other) | OS | 2,155.00 | 2,155.00 | 2,155.00 | 2,155.00 |
| DE 0918 | Annual Fee | Regional Casino Premises | OS | 10,773.00 | 10,773.00 | 10,773.00 | 10,773.00 |
| DE 0919 | | Large Casino Premises | OS | 7,182.00 | 7,182.00 | 7,325.64 | 7,325.64 |
| DE 0920 | | Small Casino Premises | OS | 3,591.00 | 3,591.00 | 3,662.82 | 3,662.82 |
| DE 0921 | | Converted Casino Premises | OS | 2,155.00 | 2,155.00 | 2,198.10 | 2,198.10 |
| DE 0922 | | Bingo Premises | OS | 715.00 | 715.00 | 729.30 | 729.30 |
| DE 0923 | | Adult | OS | 715.00 | 715.00 | 729.30 | 729.30 |
| DE 0924 | | Betting Premises (Track) | OS | 715.00 | 715.00 | 729.30 | 729.30 |
| DE 0925 | | Family Entertainment Centre | OS | 535.00 | 535.00 | 545.70 | 545.70 |
| DE 0926 | | Betting Premises (Other) | OS | 455.00 | 455.00 | 464.10 | 464.10 |
| DE 0927 | Variation Fee | Regional Casino Premises | OS | 5,387.00 | 5,387.00 | 5,494.74 | 5,494.74 |
| DE 0928 | | Large Casino Premises | OS | 3,591.00 | 3,591.00 | 3,662.82 | 3,662.82 |
| DE 0929 | | Small Casino Premises | OS | 2,873.00 | 2,873.00 | 2,930.46 | 2,930.46 |
| DE 0930 | | Converted Casino Premises | OS | 1,437.00 | 1,437.00 | 1,465.74 | 1,465.74 |
| DE 0931 | | Bingo Premises | OS | 1,257.00 | 1,257.00 | 1,282.14 | 1,282.14 |
| DE 0932 | | Adult Gaming Centre | OS | 719.00 | 719.00 | 733.40 | 733.40 |
| DE 0933 | | Betting Premises (Track) | OS | 898.00 | 898.00 | 916.00 | 916.00 |
| DE 0934 | | Family Entertainment Centre | OS | 719.00 | 719.00 | 733.40 | 733.40 |
| DE 0935 | | Betting Premises (Other) | OS | 1,078.00 | 1,078.00 | 1,099.56 | 1,099.56 |
| DE 0936 | Transfer of License | Regional Casino Premises | OS | 4,669.00 | 4,669.00 | 4,762.38 | 4,762.38 |
| DE 0937 | | Large Casino Premises | OS | 1,545.00 | 1,545.00 | 1,575.90 | 1,575.90 |
| DE 0938 | | Small Casino Premises | OS | 1,293.00 | 1,293.00 | 1,318.86 | 1,318.86 |
| DE 0939 | | Converted Casino Premises | OS | 970.00 | 970.00 | 989.40 | 989.40 |
| DE 0940 | | Bingo Premises | OS | 862.00 | 862.00 | 879.25 | 879.25 |
| DE 0941 | | Adult Gaming Centre | OS | 862.00 | 862.00 | 879.25 | 879.25 |
| DE 0942 | | Betting Premises (Track) | OS | 682.00 | 682.00 | 695.65 | 695.65 |
| DE 0943 | | Family Entertainment Centre | OS | 682.00 | 682.00 | 695.65 | 695.65 |
| DE 0944 | | Betting Premises (Other) | OS | 862.00 | 862.00 | 879.25 | 879.25 |
| DE 0945 | Re-instatement of License | Regional Casino Premises | OS | 4,669.00 | 4,669.00 | 4,762.38 | 4,762.38 |
| DE 0946 | | Large Casino Premises | OS | 1,545.00 | 1,545.00 | 1,575.90 | 1,575.90 |
| DE 0947 | | Small Casino Premises | OS | 1,293.00 | 1,293.00 | 1,318.86 | 1,318.86 |
| DE 0948 | | Converted Casino Premises | OS | 970.00 | 970.00 | 989.40 | 989.40 |
| DE 0949 | | Bingo Premises | OS | 862.00 | 862.00 | 879.25 | 879.25 |
| DE 0950 | | Adult Gaming Centre | OS | 862.00 | 862.00 | 879.25 | 879.25 |
| DE 0951 | | Betting Premises (Track) | OS | 682.00 | 682.00 | 695.65 | 695.65 |
| DE 0952 | | Family Entertainment Centre | OS | 682.00 | 682.00 | 695.65 | 695.65 |
| DE 0953 | | Betting Premises (Other) | OS | 862.00 | 862.00 | 879.25 | 879.25 |
| DE 0954 | Provisional Statement | Regional Casino Premises | OS | 10,773.00 | 10,773.00 | 10,988.46 | 10,988.46 |
| DE 0955 | | Large Casino Premises | OS | 7,182.00 | 7,182.00 | 7,325.64 | 7,325.64 |
| DE 0956 | | Small Casino Premises | OS | 5,746.00 | 5,746.00 | 5,860.92 | 5,860.92 |
| DE 0958 | | Bingo Premises | OS | 2,514.00 | 2,514.00 | 2,564.28 | 2,564.28 |
| DE 0959 | | Adult Gaming Centre | OS | 1,437.00 | 1,437.00 | 1,465.74 | 1,465.74 |
| DE 0960 | | Betting Premises (Track) | OS | 1,796.00 | 1,796.00 | 1,831.92 | 1,831.92 |
| DE 0961 | | Family Entertainment Centre | OS | 1,437.00 | 1,437.00 | 1,465.74 | 1,465.74 |
| DE 0962 | | Betting Premises (Other) | OS | 2,155.00 | 2,155.00 | 2,198.10 | 2,198.10 |
| DE 0963 | Copy of Licence (for all types of premises) | | OS | 13.00 | 13.00 | 13.30 | 13.30 |
| DE 0972 | Change of Circumstances (for all types of premises) | | OS | 36.00 | 36.00 | 36.75 | 36.75 |

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | | |
|----------------|--|--|-------------------------------|----------|-------------------------------|----------|--------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT | |
| <u>Permits</u> | | | | | | | |
| DE 0981 | Initial Application | FEC Gaming Machine | OS | 300.00 | 300.00 | 300.00 | 300.00 |
| DE 0982 | | Prize Gaming | OS | 300.00 | 300.00 | 300.00 | 300.00 |
| DE 0983 | | Alcohol Licensed Premises - Notification of 2 Machines | OS | 50.00 | 50.00 | 50.00 | 50.00 |
| DE 0984 | | Alcohol Licenses Premises - Gaming Machine Permit | OS | 150.00 | 150.00 | 150.00 | 150.00 |
| DE 0985 | | Club Gaming Permit | OS | 200.00 | 200.00 | 200.00 | 200.00 |
| DE 0986 | | Club Gaming Machine Permit | OS | 200.00 | 200.00 | 200.00 | 200.00 |
| DE 0987 | | Club Fast Track | OS | 100.00 | 100.00 | 100.00 | 100.00 |
| DE 0988 | Annual Fee | All Alcohol Licensed Premises | OS | 50.00 | 50.00 | 50.00 | 50.00 |
| DE 0992 | Renewal Fee | FEC Gaming Machine | OS | 300.00 | 300.00 | 300.00 | 300.00 |
| DE 0993 | | Prize Gaming | OS | 300.00 | 300.00 | 300.00 | 300.00 |
| DE 0994 | | Club Gaming Permit | OS | 200.00 | 200.00 | 200.00 | 200.00 |
| DE 0995 | | Club Gaming Machine Permit | OS | 200.00 | 200.00 | 200.00 | 200.00 |
| DE 0996 | | Club Fast Track | OS | 100.00 | 100.00 | 100.00 | 100.00 |
| DE 0997 | Change of Name | FEC Gaming Machine | OS | 25.00 | 25.00 | 25.00 | 25.00 |
| DE 0998 | | Prize Gaming | OS | 25.00 | 25.00 | 25.00 | 25.00 |
| DE 0999 | | Alcohol Licenses Premises - Gaming Machine Permit | OS | 25.00 | 25.00 | 25.00 | 25.00 |
| DE 1000 | Copy of Permit (for FEC, Prize Gaming, Club Gaming and Gaming Machines for Clubs and Alcohol Licensed Premises) | | OS | 15.00 | 15.00 | 15.00 | 15.00 |
| DE 1005 | Variation - For Alcohol Licensed Premises (for Club Gaming permit and Gaming Machines permits for Alcohol Licensed Premises and Clubs) | | OS | 100.00 | 100.00 | 100.00 | 100.00 |
| DE 1008 | Transfer (Gaming Machine Permit for Alcohol Licensed Premises) | | OS | 150.00 | 150.00 | 150.00 | 150.00 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Licensing
Budget Book Area: Environment
Service Area: Environmental Health - Licensing
Charging Directory Area: Liquor Licensing - Personal

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Fixed fee set by statute

Proposed change in fee/charge from previous year (%)

No change although there is the possibility that the government will review the legislation in relation to enabling local authorities to set their own fees.

Justification for revised charge (compared to previous year)

No change

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Not applicable – statutory fee

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£4,300 for new applications.

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|------------------|-----------------------|-----|----------------------------------|----------|----------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

ENVIRONMENTAL HEALTH - LICENSING

LIQUOR LICENSING - PERSONAL

Personal License

| | | | | | | |
|---------|------------------------------------|----|-------|-------|-------|-------|
| DE 1100 | Initial Grant (valid for 10 years) | OS | 37.00 | 37.00 | 37.00 | 37.00 |
|---------|------------------------------------|----|-------|-------|-------|-------|

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Licensing
Budget Book Area: Environment
Service Area: Environmental Health - Licensing
Charging Directory Area: Liquor Licensing - Premises

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Fixed fee set by statute

Proposed change in fee/charge from previous year (%)

No change – although the government has proposed that local authorities will become responsible for the setting of fees locally on a cost recovery basis. No formal consultation has been issued with respect to any detailed proposals to date.

Justification for revised charge (compared to previous year)

No change – subject to health warning above.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Not applicable – statutory fee

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£85,000 in total across all licence applications, variations and annual fees.

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

ENVIRONMENTAL HEALTH - LICENSING

LIQUOR LICENSING - PREMISES

The licence fees payable are based upon the rateable value of the premises as set out in the local non domestic rating list, at the time the application is made. Band A (No rateable value to £4,300), Band B (£4,300 to £33,000), Band C (£33,001 to £87,000), Band D (£87,001 to £125,000) & Band E (£125,000 and above). In addition to the initial application fee an annual charge is also payable. Note – where premises are in the course of construction a fee in band C is payable. Premises without a non-domestic rating, such as floating vessels, burger vans, public areas, parks etc., shall be in band A. Where the premises forms part only of a hereditament in the local non-domestic rating list for the purpose of Part III of the Local Government Finance Act 1988, the premises shall be treated as having a rateable value equal to the rateable value for the hereditament of which it forms a part. Where premises comprise two or more hereditaments in the local rating list, the premises shall be treated as having a rateable value equal to the rateable value for the hereditament with the highest rateable value. A multiplier is to be applied to premises in bands D and E where they are used exclusively or primarily for the carrying on, on the premises the supply of alcohol for consumption on the premises. No fee is payable where regulated entertainment is provided on premises that form part of a school or college and the entertainment is for or on behalf of the school or college or, in respect of premises that are or form a part of a church hall or other similar building or a village hall, parish hall or community hall, or other similar building. If alcohol is sold or supplied from these exempt premises, then the normal fee will have to be paid.

Licence or Club Premises Certificate Fee & Variation Fee

Fees for applications for grant or variation of premises licenses and club certificates. An application for a licence is not properly made until the full correct fee has been paid.

| | | | | | | |
|---------|---|----|----------|----------|----------|----------|
| DE 1110 | Band A | OS | 100.00 | 100.00 | 100.00 | 100.00 |
| DE 1111 | Band B | OS | 190.00 | 190.00 | 190.00 | 190.00 |
| DE 1112 | Band C | OS | 315.00 | 315.00 | 315.00 | 315.00 |
| DE 1113 | Band D | OS | 450.00 | 450.00 | 450.00 | 450.00 |
| DE 1114 | Band E | OS | 635.00 | 635.00 | 635.00 | 635.00 |
| DE 1115 | Band D (including x2 multiplier as detailed in notes) | OS | 900.00 | 900.00 | 900.00 | 900.00 |
| DE 1116 | Band E (including x3 multiplier as detailed in notes) | OS | 1,905.00 | 1,905.00 | 1,905.00 | 1,905.00 |
| DE 1215 | New premises under construction (no rateable value) | OS | 315.00 | 315.00 | 315.00 | 315.00 |

Annual Fee

This fee is due payable on the anniversary of the date of the grant of the premises licence.

| | | | | | | |
|---------|---|----|----------|----------|----------|----------|
| DE 1120 | Band A | OS | 70.00 | 70.00 | 70.00 | 70.00 |
| DE 1121 | Band B | OS | 180.00 | 180.00 | 180.00 | 180.00 |
| DE 1122 | Band C | OS | 295.00 | 295.00 | 295.00 | 295.00 |
| DE 1123 | Band D | OS | 320.00 | 320.00 | 320.00 | 320.00 |
| DE 1124 | Band E | OS | 350.00 | 350.00 | 350.00 | 350.00 |
| DE 1125 | Band D (including x2 multiplier as detailed in notes) | OS | 640.00 | 640.00 | 640.00 | 640.00 |
| DE 1126 | Band E (including x3 multiplier as detailed in notes) | OS | 1,050.00 | 1,050.00 | 1,050.00 | 1,050.00 |

Permitted temporary activities, Personal Licences & Other Miscellaneous

| | | | | | | |
|---------|---|----|--------|--------|--------|--------|
| DE 1130 | Sec 25 (theft, loss etc. of premises licence or summary) | OS | 10.50 | 10.50 | 10.50 | 10.50 |
| DE 1131 | Sec 29 (application for a provisional statement where premises being built, etc.) | OS | 315.00 | 315.00 | 315.00 | 315.00 |
| DE 1132 | Sec 33 (notification of change of name or address for holder of premises licence) | OS | 10.50 | 10.50 | 10.50 | 10.50 |
| DE 1133 | Sec 37 (application to vary to specify individual as premises supervisor) | OS | 23.00 | 23.00 | 23.00 | 23.00 |
| DE 1134 | Sec 42 (application to transfer premises licence) | OS | 23.00 | 23.00 | 23.00 | 23.00 |
| DE 1135 | Sec 47 (interim authority notice following death etc. of licence holder) | OS | 23.00 | 23.00 | 23.00 | 23.00 |
| DE 1136 | Sec 79 (theft, loss etc. of certificate or summary) | OS | 10.50 | 10.50 | 10.50 | 10.50 |
| DE 1137 | Sec 82 (change of name or alteration of club rules) | OS | 10.50 | 10.50 | 10.50 | 10.50 |
| DE 1138 | Sec 83 (1) or (2) (change of registered address of club) | OS | 10.50 | 10.50 | 10.50 | 10.50 |
| DE 1139 | Sec 100 (temporary event notices) | OS | 21.00 | 21.00 | 21.00 | 21.00 |
| DE 1140 | Sec 110 (theft, loss etc. of temporary event notice) | OS | 10.50 | 10.50 | 10.50 | 10.50 |
| DE 1141 | Sec 117 (application for a grant or renewal of personal licence) | OS | 37.00 | 37.00 | 37.00 | 37.00 |
| DE 1142 | Sec 126 (theft, loss etc. of personal licence) | OS | 10.50 | 10.50 | 10.50 | 10.50 |
| DE 1143 | Sec 127 (duty to notify change of name or address for personal licence) | OS | 10.50 | 10.50 | 10.50 | 10.50 |
| DE 1144 | Sec 178 (right of freeholder etc. to be notified of licensing matters) | OS | 21.00 | 21.00 | 21.00 | 21.00 |

Additional Fees for Exceptionally Large Capacity Venues

There will be additional fees for exceptionally large capacity venues that will require a premises licence.

| | | | | | | |
|---------|------------------------|----|-----------|-----------|-----------|-----------|
| DE 1150 | 5,000 - 9,999 people | OS | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| DE 1151 | 10,000 - 14,999 people | OS | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 |
| DE 1152 | 15,000 - 19,999 people | OS | 4,000.00 | 4,000.00 | 4,000.00 | 4,000.00 |
| DE 1153 | 20,000 - 29,999 people | OS | 16,000.00 | 16,000.00 | 16,000.00 | 16,000.00 |
| DE 1154 | 30,000 - 39,999 people | OS | 20,000.00 | 20,000.00 | 20,000.00 | 20,000.00 |
| DE 1155 | 40,000 - 49,999 people | OS | 24,000.00 | 24,000.00 | 24,000.00 | 24,000.00 |
| DE 1156 | 50,000 - 59,999 people | OS | 32,000.00 | 32,000.00 | 32,000.00 | 32,000.00 |
| DE 1157 | 60,000 - 69,999 people | OS | 40,000.00 | 40,000.00 | 40,000.00 | 40,000.00 |
| DE 1158 | 70,000 - 79,999 people | OS | 48,000.00 | 48,000.00 | 48,000.00 | 48,000.00 |
| DE 1159 | 80,000 - 89,999 people | OS | 56,000.00 | 56,000.00 | 56,000.00 | 56,000.00 |
| DE 1160 | 90,000 and over | OS | 64,000.00 | 64,000.00 | 64,000.00 | 64,000.00 |

Minor Variation

| | | | | | | |
|---------|-----|----|-------|-------|-------|-------|
| DE 1170 | Fee | OS | 89.00 | 89.00 | 89.00 | 89.00 |
|---------|-----|----|-------|-------|-------|-------|

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Licensing
Budget Book Area: Environment
Service Area: Environmental Health - Licensing
Charging Directory Area: Scrap Metal Dealers

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The aim is to allow recovery of all the legitimate costs incurred by the Council in carrying out their functions in respect of Scrap Metal Dealers Site and Collectors Licensing, so far as the law allows.

Proposed change in fee/charge from previous year (%)

Fee reviewed prior to the completion of the 3 year renewals in 2016/17.

In general 2% increase has been applied (rounded) in accordance with council policy.

Justification for revised charge (compared to previous year)

Fee levels calculated having referred to legislation and Home Office/LGA guidance. 2% increase applied in accordance with council policy.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

For purposes of comparison, checks are made with other Essex Councils on levels of fees for this function.

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£0 income expected in 20/21 – renewals completed in 19/20. Carry forward of maintenance fee only.

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

ENVIRONMENTAL HEALTH - LICENSING

SCRAP METAL DEALERS

The Scrap Metal Dealers Act 2013 took effect in October 2013. The new act replaces the Scrap Metal Dealers Act 1964 and part of the Vehicle (Crime) Act 2001 that deals with motor salvage operators, thereby replacing the regulatory regime for scrap metal dealing and vehicle dismantling. The new system brings in two types of licences: a 'site licence' and a 'collectors licence'.

Licence Fees

| | | | | | | |
|---------|---|---------|--------|--------|--------|--------|
| DE 0086 | New Site Licence (3 years) Application Fee (prev DE 1201) | OS | 263.00 | 263.00 | 269.00 | 269.00 |
| DE 0087 | New Site Licence (3 years) Maintenance Fee post grant of new application (prev DE 1208) | OS | 98.00 | 98.00 | 100.00 | 100.00 |
| DE 1201 | New Collectors Licence (3 years) Application Fee (prev DE 1204) | OS | 190.00 | 190.00 | 194.00 | 194.00 |
| DE 1202 | New Collectors Licence (3 years) Maintenance Fee post grant of new application (prev DE 1207) | OS | 82.00 | 82.00 | 84.00 | 84.00 |
| DE 1203 | Site Licence Renewal (3 years) Application Fee (prev DE 1202) | OS | 235.00 | 235.00 | 240.00 | 240.00 |
| DE 1204 | Site Licence Renewal (3 years) Maintenance Fee post grant (prev DE 0087) | OS | 35.00 | 35.00 | 36.00 | 36.00 |
| DE 1205 | Collectors Licence Renewal (3 years) Application Fee | OS | 185.00 | 185.00 | 189.00 | 189.00 |
| DE 1206 | Collectors Licence Renewal (3 years) Maintenance Fee post grant (prev DE 0086) | OS | 20.00 | 20.00 | 20.00 | 20.00 |
| DE 1207 | Site Licence Variation (prev DE 1203) | OS | 69.00 | 69.00 | 70.00 | 70.00 |
| DE 1208 | Collectors Licence Variation (prev DE 1206) | OS | 69.00 | 69.00 | 70.00 | 70.00 |
| DE 1224 | Additional Site Licence Fee | each OS | - | - | 70.00 | 70.00 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Licensing
Budget Book Area: Environment
Service Area: Environmental Health - Licensing
Charging Directory Area: Licensing Residential Park Home Sites

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Full cost recovery

Proposed change in fee/charge from previous year (%)

2%
The fee for new applications will be split between a fee for processing the application itself and the ongoing management fee following the grant of a licence in accordance with recent case law. Some minimal rounding of figures

Justification for revised charge (compared to previous year)

In accordance with corporate policy

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Comparison with Essex authorities charges

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£1,048

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

ENVIRONMENTAL HEALTH - LICENSING

LICENSING RESIDENTIAL PARK HOME SITES

Band 1 (1-5 pitches)

| | | | | | | |
|---------|---|----|--------|--------|--------|--------|
| RE 1301 | Initial set up - Application Fee (prev RE 1302) | OS | 420.00 | 420.00 | 428.00 | 428.00 |
| RE 1302 | Initial Set Up - Maintenance Fee post grant of new application (prev RE 1326) | OS | - | - | - | - |
| RE 1303 | Annual Fee (FREE) (prev RE 1301) | OS | - | - | - | - |
| RE 1304 | Application to Transfer a Site Licence (prev RE 1303) | OS | 303.00 | 303.00 | 309.00 | 309.00 |
| RE 1326 | Application to Amend a Site Licence (prev RE 1304) | OS | 283.00 | 283.00 | 289.00 | 289.00 |

Band 2 (6-24 pitches)

| | | | | | | |
|---------|---|----|--------|--------|--------|--------|
| RE 1305 | Initial set up - Application Fee (prev RE 1306) | OS | 477.00 | 477.00 | 486.00 | 486.00 |
| RE 1306 | Initial Set Up - Maintenance Fee post grant of new application (prev RE 1322) | OS | 159.00 | 159.00 | 162.00 | 162.00 |
| RE 1307 | Annual Fee (prev RE 1305) | OS | 262.00 | 262.00 | 267.00 | 267.00 |
| RE 1308 | Application to Transfer a Site Licence (prev RE 1307) | OS | 303.00 | 303.00 | 309.00 | 309.00 |
| RE 1322 | Application to Amend a Site Licence (prev RE 1308) | OS | 287.00 | 287.00 | 293.00 | 293.00 |

Band 3 (25-99 pitches)

| | | | | | | |
|---------|---|----|--------|--------|--------|--------|
| RE 1309 | Initial set up - Application Fee (prev RE 1310) | OS | 596.00 | 596.00 | 608.00 | 608.00 |
| RE 1310 | Initial Set Up - Maintenance Fee post grant of new application (prev RE 1323) | OS | 199.00 | 199.00 | 203.00 | 203.00 |
| RE 1311 | Annual Fee (prev RE 1309) | OS | 425.00 | 425.00 | 433.00 | 433.00 |
| RE 1312 | Application to Transfer a Site Licence (prev RE 1311) | OS | 303.00 | 303.00 | 309.00 | 309.00 |
| RE 1323 | Application to Amend a Site Licence (prev RE 1323) | OS | 298.00 | 298.00 | 304.00 | 304.00 |

Band 4 (100-199 pitches)

| | | | | | | |
|---------|---|----|--------|--------|--------|--------|
| RE 1313 | Initial set up - Application Fee (prev RE 1314) | OS | 715.00 | 715.00 | 729.00 | 729.00 |
| RE 1314 | Initial Set Up - Maintenance Fee post grant of new application (prev RE 1324) | OS | 239.00 | 239.00 | 244.00 | 244.00 |
| RE 1315 | Annual Fee (prev RE 1313) | OS | 754.00 | 754.00 | 769.00 | 769.00 |
| RE 1316 | Application to Transfer a Site Licence (prev RE 1315) | OS | 303.00 | 303.00 | 309.00 | 309.00 |
| RE 1324 | Application to Amend a Site Licence (prev RE 1316) | OS | 303.00 | 303.00 | 309.00 | 309.00 |

Band 5 (200+ pitches)

| | | | | | | |
|---------|---|----|--------|--------|----------|----------|
| RE 1317 | Initial set up - Application Fee (prev RE 1318) | OS | 861.00 | 861.00 | 878.00 | 878.00 |
| RE 1318 | Initial Set Up - Maintenance Fee post grant of new application (prev RE 1325) | OS | 288.00 | 288.00 | 294.00 | 294.00 |
| RE 1319 | Annual Fee (prev RE 1317) | OS | 980.00 | 980.00 | 1,000.00 | 1,000.00 |
| RE 1320 | Application to Transfer a Site Licence (prev RE 1319) | OS | 303.00 | 303.00 | 309.00 | 309.00 |
| RE 1325 | Application to Amend a Site Licence (prev RE 1320) | OS | 323.00 | 323.00 | 329.00 | 329.00 |

Site Rules

| | | | | | | |
|---------|--|----|--------|--------|--------|--------|
| RE 1321 | Initial Deposit of Site Rules with Council (or Variation/Deletion) | OS | 133.00 | 133.00 | 136.00 | 136.00 |
|---------|--|----|--------|--------|--------|--------|

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Licensing
Budget Book Area: Environment
Service Area: Environmental Health - Licensing
Charging Directory Area: Street Trading

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Full cost recovery

Proposed change in fee/charge from previous year (%)

This is a new fee structure which was implemented in 19/20. The fee is intended to provide full cost recovery of administering the scheme.

Justification for revised charge (compared to previous year)

N/A – new fee

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Comparison with charges made by other Essex Authorities as part of initial fee setting process.

If significant change in charge, what consultation was undertaken with the general public?

A public notice was advertised confirming the final scheme implementation date.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£12,920

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

ENVIRONMENTAL HEALTH - LICENSING

STREET TRADING

Application (New)

| | | | | | | |
|---------|--|----|--------|--------|--------|--------|
| DE 0063 | Initial Set Up/Renewal - Application Fee | OS | 247.00 | 247.00 | 256.00 | 256.00 |
| DE 0064 | Initial Set Up/Renewal - Maintenance Fee post grant of new application | OS | 76.00 | 76.00 | 78.00 | 78.00 |

Renewal

| | | | | | | |
|---------|---|----|--------|--------|--------|--------|
| DE 0065 | Renewal | OS | 205.00 | 205.00 | 209.00 | 209.00 |
| DE 0077 | Renewal Fee - Maintenance Fee post grant of renewal | OS | 76.00 | 76.00 | 78.00 | 78.00 |

Variation

| | | | | | | |
|---------|-------------------|----|--------|--------|--------|--------|
| DE 0066 | Licence Variation | OS | 141.00 | 141.00 | 144.00 | 144.00 |
|---------|-------------------|----|--------|--------|--------|--------|

Minor Variation

| | | | | | | |
|---------|-----------------|----|-------|-------|-------|-------|
| DE 0067 | Minor Variation | OS | 35.00 | 35.00 | 36.00 | 36.00 |
|---------|-----------------|----|-------|-------|-------|-------|

Replacement Badge

| | | | | | | |
|---------|-------------------|----|-------|-------|-------|-------|
| DE 0068 | Replacement Badge | OS | 15.00 | 15.00 | 16.00 | 16.00 |
|---------|-------------------|----|-------|-------|-------|-------|

Copy of Consent

| | | | | | | |
|---------|-----------------|----|-------|-------|-------|-------|
| DE 0069 | Copy of Consent | OS | 13.00 | 13.00 | 13.00 | 13.00 |
|---------|-----------------|----|-------|-------|-------|-------|

Occasional Consent

| | | | | | | |
|---------|--------------------|----|-------|-------|-------|-------|
| DE 0070 | Occasional Consent | OS | 80.00 | 80.00 | 80.00 | 80.00 |
|---------|--------------------|----|-------|-------|-------|-------|

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Environment
Service Area: Churchyard Burial Grounds & Cemeteries
Charging Directory Area: Interments

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The objective for each of the cemetery charges is full cost recovery.

Proposed change in fee/charge from previous year (%)

2%.

Justification for revised charge (compared to previous year)

The increase is to achieve full cost recovery in line with the Fees and Charges Strategy.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking has been undertaken with neighbouring authorities.

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£520,000 for all cemetery income.

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

CHURCHYARD BURIAL GROUNDS & CEMETERIES

NB - All additional memorialisation works not detailed below are charged on a cost basis.

INTERMENTS

Grave Re-opening

| | | | | | | | |
|---------|------------|--------------|----|----------|----------|----------|----------|
| OC 0877 | Re-opening | Resident | OS | 516.20 | 516.20 | 526.55 | 526.55 |
| | | Non Resident | OS | 1,032.40 | 1,032.40 | 1,053.05 | 1,053.05 |

Interment Outside Normal Hours

| | | | | | | | |
|---------|----------------|--------------|----|--------|--------|--------|--------|
| OC 0878 | Extra per hour | Resident | OS | 216.20 | 216.20 | 220.55 | 220.55 |
| | | Non Resident | OS | 432.35 | 432.35 | 441.00 | 441.00 |

Interment Fee

| | | | | | | | |
|---------|---------------------------|--------------|----|----------|----------|----------|----------|
| OC 0853 | Part of body | Resident | OS | 92.75 | 92.75 | 94.65 | 94.65 |
| | | Non Resident | OS | 185.50 | 185.50 | 189.25 | 189.25 |
| OC 0870 | Child under 1 month | Resident | OS | 57.75 | 57.75 | 58.95 | 58.95 |
| | | Non Resident | OS | 115.50 | 115.50 | 117.85 | 117.85 |
| OC 0871 | Child 1 month to 12 years | Resident | OS | 115.50 | 115.50 | 117.85 | 117.85 |
| | | Non Resident | OS | 231.00 | 231.00 | 235.65 | 235.65 |
| OC 0872 | All persons over 12 years | Resident | OS | 977.00 | 977.00 | 996.55 | 996.55 |
| | | Non Resident | OS | 1,954.00 | 1,954.00 | 1,993.10 | 1,993.10 |
| OC 0873 | Each foot over six feet | Resident | OS | 57.75 | 57.75 | 58.95 | 58.95 |
| | | Non Resident | OS | 115.50 | 115.50 | 117.85 | 117.85 |

Interment of Ashes

| | | | | | | | |
|---------|--|--------------|----|----------|----------|----------|----------|
| OC 0874 | Into existing grave | Resident | OS | 234.80 | 234.80 | 239.50 | 239.50 |
| | | Non Resident | OS | 469.60 | 469.60 | 479.00 | 479.00 |
| OC 0875 | Into shoe plot with Exclusive Right | Resident | OS | 711.35 | 711.35 | 725.60 | 725.60 |
| | | Non Resident | OS | 1,422.65 | 1,422.65 | 1,451.10 | 1,451.10 |
| OC 0876 | Re-opening of shoe plot | Resident | OS | 209.75 | 209.75 | 213.95 | 213.95 |
| | | Non Resident | OS | 419.45 | 419.45 | 427.85 | 427.85 |
| OC 0879 | Into an ashes half plot with exclusive right | Resident | OS | 1,049.00 | 1,049.00 | 1,070.00 | 1,070.00 |
| | | Non Resident | OS | 2,097.00 | 2,097.00 | 2,138.95 | 2,138.95 |

Grave without Exclusive Rights

| | | | | | | | |
|---------|---------------------------|--------------|----|----------|----------|----------|----------|
| OC 0850 | Child under 1 month | Resident | OS | 57.75 | 57.75 | 58.95 | 58.95 |
| | | Non Resident | OS | 115.50 | 115.50 | 117.85 | 117.85 |
| OC 0851 | Child 1 month to 12 years | Resident | OS | 115.50 | 115.50 | 117.85 | 117.85 |
| | | Non Resident | OS | 231.00 | 231.00 | 235.65 | 235.65 |
| OC 0852 | All persons over 12 years | Resident | OS | 661.65 | 661.65 | 674.90 | 674.90 |
| | | Non Resident | OS | 1,323.25 | 1,323.25 | 1,349.75 | 1,349.75 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Environment
Service Area: Churchyard Burial Grounds & Cemeteries
Charging Directory Area: Exclusive Right of Burial for 100 Years

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The objective for each of the cemetery charges is full cost recovery.

Proposed change in fee/charge from previous year (%)

2%.

Justification for revised charge (compared to previous year)

The increase is to achieve full cost recovery in line with the Fees and Charges Strategy.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking has been undertaken with neighbouring authorities

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£520,000 for all cemetery income.

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

CHURCHYARD BURIAL GROUNDS & CEMETERIES

NB - All additional memorialisation works not detailed below are charged on a cost basis.

EXCLUSIVE RIGHT OF BURIAL FOR 100 YEARS

Grave Not Exceeding 6' x 3'

| | | | | | | | |
|---------|--------|--------------|----|--------|--------|----------|----------|
| OC 0890 | Charge | Resident | OS | 498.50 | 498.50 | 508.50 | 508.50 |
| | | Non Resident | OS | 997.00 | 997.00 | 1,016.95 | 1,016.95 |

Grave Not Exceeding 9' x 4'

| | | | | | | | |
|---------|--------|--------------|----|----------|----------|----------|----------|
| OC 0891 | Charge | Resident | OS | 1,126.00 | 1,126.00 | 1,148.55 | 1,148.55 |
| | | Non Resident | OS | 2,252.00 | 2,252.00 | 2,297.05 | 2,297.05 |

Other Charges

| | | | | | | | |
|---------|--|--|---|---|---|---|---|
| OC 1010 | Extension to lease fee (Half the original fee) | | S | - | - | - | - |
|---------|--|--|---|---|---|---|---|

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Environment
Service Area: Churchyard Burial Grounds & Cemeteries
Charging Directory Area: Right to Erect Memorials (Exclusive rights graves only)

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The objective for each of the cemetery charges is full cost recovery.

Proposed change in fee/charge from previous year (%)

2%.

Justification for revised charge (compared to previous year)

The increase is to achieve full cost recovery in line with the Fees and Charges Strategy.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking has been undertaken with neighbouring authorities.

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£520,000 for all cemetery income.

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

CHURCHYARD BURIAL GROUNDS & CEMETERIES

NB - All additional memorialisation works not detailed below are charged on a cost basis.

RIGHT TO ERECT MEMORIALS (EXCLUSIVE RIGHTS GRAVES ONLY)

Lawn Section

| | | | | | | | |
|---------|----------------------------------|--------------|----|--------|--------|--------|--------|
| OC 0900 | Headstone not exceeding 36" high | Resident | OS | 146.80 | 146.80 | 149.75 | 149.75 |
| | | Non Resident | OS | 293.55 | 293.55 | 299.45 | 299.45 |
| OC 0901 | Cremated remains memorial | Resident | OS | 113.50 | 113.50 | 115.80 | 115.80 |
| | | Non Resident | OS | 254.30 | 254.30 | 259.40 | 259.40 |

Other

| | | | | | | | |
|---------|------------------------------|--------------|----|--------|--------|--------|--------|
| OC 0952 | Each inscription after first | Resident | OS | 86.35 | 86.35 | 88.10 | 88.10 |
| | | Non Resident | OS | 172.70 | 172.70 | 176.15 | 176.15 |
| OC 0953 | Replacement memorial | Resident | OS | 146.80 | 146.80 | 149.75 | 149.75 |
| | | Non Resident | OS | 293.55 | 293.55 | 299.45 | 299.45 |
| OC 0954 | Kerbing | Resident | OS | 86.35 | 86.35 | 88.10 | 88.10 |
| | | Non Resident | OS | 172.70 | 172.70 | 176.15 | 176.15 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Environment
Service Area: Churchyard Burial Grounds & Cemeteries
Charging Directory Area: Grave Maintenance

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The objective for each of the cemetery charges is full cost recovery.

Proposed change in fee/charge from previous year (%)

2%

Justification for revised charge (compared to previous year)

The increase is to achieve full cost recovery in line with the Fees and Charges Strategy.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking has been undertaken with neighbouring authorities.

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£520,000 for all cemetery income

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|------------------|-----------------------|-----|----------------------------------|----------|----------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

CHURCHYARD BURIAL GROUNDS & CEMETERIES

NB - All additional memorialisation works not detailed below are charged on a cost basis.

GRAVE MAINTENANCE

Planting of Grave Per Annum

| OC | 1000 | Cost | | | | | | | |
|----|------|------|--------------|---|--------|--------|--------|--------|--|
| | | | Resident | S | 67.50 | 81.00 | 68.92 | 82.70 | |
| | | | Non Resident | S | 135.00 | 162.00 | 137.71 | 165.25 | |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Environment
Service Area: Churchyard Burial Grounds & Cemeteries
Charging Directory Area: Other Charges

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The objective for each of the cemetery charges is full cost recovery.

Proposed change in fee/charge from previous year (%)

2%

Justification for revised charge (compared to previous year)

The increase is to achieve full cost recovery in line with the Fees and Charges Strategy

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking has been undertaken with neighbouring authorities.

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£520,000 for all cemetery income.

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

CHURCHYARD BURIAL GROUNDS & CEMETERIES

NB - All additional memorialisation works not detailed below are charged on a cost basis.

OTHER CHARGES

Other Charges

| | | | | | | | |
|---------|--|--------------|---|--------|----------|--------|----------|
| OC 1005 | Deed transfer | Resident | S | 25.50 | 30.60 | 26.04 | 31.25 |
| | | Non Resident | S | 51.00 | 61.20 | 52.04 | 62.45 |
| OC 1006 | Search in burial register | | S | 28.21 | 33.85 | 28.79 | 34.55 |
| OC 1007 | Memorialisation - new tree | | S | 618.00 | 741.60 | 630.42 | 756.50 |
| OC 1008 | Memorialisation - New Bench | | S | 980.00 | 1,176.00 | 999.67 | 1,199.60 |
| OC 1009 | Memorialisation - New Plaque (Price available upon request - Guide price £120) | | S | - | - | - | - |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

| | |
|---------------------------------|------------------------------------|
| Committee: | Neighbourhoods & Public Spaces |
| Budget Book Area: | Environment |
| Service Area: | Environmental Health |
| Charging Directory Area: | Other Environmental Health Charges |

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Basic Food Hygiene Course – This is a discretionary function. The main reason for providing this training is to offer affordable local food hygiene courses to food handlers to assist local businesses in complying with food safety laws. There is a community benefit here and the individuals concerned acquire valuable skills and a qualification that can assist their career development. The availability of on-line training is however impacting on the demand for this course and there is significant local competition. The course has been subject to review as a result of changes to the accreditation process. No change proposed to remain competitive in the market.

Contaminated Land - The charge has been set to recover the foreseeable costs incurred in satisfying the vast majority of enquiries, where these are in excess of what must be provided for free of charge under Environmental Information Regulations 2004.

Health Export Certificates - The fee has been set to recover the foreseeable costs incurred in providing, or where applicable, assisting Defra in providing, health certificates or similar documentation to British companies wishing to export food to third countries. In most cases this service is non-statutory and provides support to local business in fulfilling foreign trade transactions. Visits to check consignments will be charged at the officer hourly rate. It is not clear at this stage what the impact of EU Exit might be on this activity.

Housing Enforcement Notices – this fee has been set to recover the foreseeable costs incurred in relation to inspections and the subsequent drafting, service of notice and follow up. This has been calculated having regard to officer time at the appropriate hourly rate. Works in default of a notice will be charged separately. This will be subject to further review in policy this year.

Food Hygiene Rating Inspection Revisits and reissue of window stickers - Fee has been based on upon the average hourly rate (with on costs) for an officer to undertake an inspection, including the associated administration arising from that visit. New fee to cover costs of processing and postage re replacement window stickers

Primary Authority Partnerships - Cost recovery basis in relation to Primary Authority activity in accordance with the Regulatory Enforcement and Sanctions Act.

Immigration Inspections.

Proposed change in fee/charge from previous year (%)

Cost recovery basis only – increase of 2% on health export certificates; housing enforcement notices; FHRS revisits; primary authority and immigration inspections to reflect corporate policy.

Fees to be kept under minimum 3 yearly review and/or increases to be applied in accordance with Council policy, subject to market demands.

Justification for revised charge (compared to previous year)

Fee increase in line with corporate policy

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

For purposes of comparison, periodic checks are made with other Essex Councils and training providers on these charging levels.

If significant change in charge, what consultation was undertaken with the general public?

None but the impact of the extra expenditure to the business as a result of this increase is predicted to be nominal. The housing enforcement notices charge is in relation to non-compliant landlords, and generally, there will be informal action prior to service of a formal notice.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

Basic Food Hygiene Course - £2,412

Contaminated Land - £975

Health Export Certificates - £350

Housing Enforcement Notices - £0

Food Hygiene Rating Inspection Revisits – £522

Primary Authority Partnerships - £670 a year.

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

ENVIRONMENTAL HEALTH

OTHER ENVIRONMENTAL HEALTH CHARGES

Other Environmental Health Charges

**DE 1213 - Charges at the hourly rate shall also be applied to the reclamation of costs accrued organising public health funerals, from a minimum value of 12 hours.*

| | | | | | | | |
|--|---|-----------------|----|--------|--------|--------|--------|
| DE 0032 | Basic Food Hygiene Courses | per candidate | E | 67.00 | 67.00 | 68.00 | 68.00 |
| DE 0042 | Contaminated land enquiries (which do not form part of the public register) - Min Charge £100 | per hour | OS | 97.00 | 97.00 | 50.00 | 50.00 |
| DE 0046 | Health Export Certificates - Admin Charge for 1 certificate/request | | OS | 32.00 | 32.00 | 35.00 | 35.00 |
| DE 0048 | Primary Authority Partnership Recharges | per hour | OS | 65.00 | 65.00 | 67.00 | 67.00 |
| DE 0049 | Requests for Re-rating (Food Hygiene Rating Scheme) | per request | OS | 164.00 | 164.00 | 170.00 | 170.00 |
| DE 1213 | Officer Recharges* | per hour | E | 50.00 | 50.00 | 50.00 | 50.00 |
| DE 1222 | Reissue of Food Hygiene Rating Window Sticker | each | OS | - | - | 10.50 | 10.50 |
| DE 1230 | Housing Act Discretionary Inspections | Per Certificate | S | - | - | 150.00 | 180.00 |
| <u>Housing Act Enforcement Notices (Except Hazard Awareness Notices)</u> | | | | | | | |
| DE 0047 | Officer Recharges | | OS | 405.00 | 405.00 | 413.00 | 413.00 |
| <u>Other Charges</u> | | | | | | | |
| DE 0058 | Housing Inspection for UK entry clearance | | S | 100.00 | 120.00 | 100.00 | 120.00 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Environment
Service Area: Environmental Health
Charging Directory Area: Houses in Multiple Occupation

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The aim is to allow recovery of surveying, administrative and regulatory costs incurred by the Council, so far as the law allows. A concession is made for landlords accredited by UK Landlord Accreditation Partnership in order to promote this scheme which is designed to drive up standards.

Proposed change in fee/charge from previous year (%)

2% increase (Subject to rounding)

Change following additional time recording. The fees will be subject to ongoing minimum 3 yearly review and/or in accordance with Council policy. Fees split to reflect EU Services Directive. Additional charging flexibilities also introduced.

Justification for revised charge (compared to previous year)

In accordance with corporate policy

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

For purposes of comparison, periodic checks are made with other Essex Councils on levels of fees for this service.

If significant change in charge, what consultation was undertaken with the general public?

Not applicable

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£25,000

There are a number of licences which lapse in 20/21.

Additional income anticipated as a result of additional targeted enforcement and the use of civil penalties

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

ENVIRONMENTAL HEALTH

HOUSES IN MULTIPLE OCCUPATION

Houses in Multiple Occupation

*The Landlord Scheme includes those landlords accredited by the UK Landlord Accreditation Partnership and/or those participating in a Basildon Council Landlord Incentive in accordance with the terms of the scheme in place. Further details of the Thames Gateway Accreditation Scheme can be obtained upon request. *A reduction of 15% will be granted to Landlords who are signed up to a Landlord Accreditation Scheme (DE0140, DE0141, DE0147 and DE0148). Discounts for landlords who are members of a Landlord Accreditation Scheme may be withdrawn where a submitted licence application is incomplete and not accompanied by all required documentation. **Maintenance fee (post grant) must be paid for all licences issued and the licence will not be valid until the payment has been made (DE0142 and DE0149).*

Renewing applicants who fail to make application for a licence before their existing licence expires will be charged at the new application rate.

| | | | | | | |
|---------|---|----|--------|--------|--------|--------|
| DE 0140 | New Application Fee (per unit of accommodation) up to 6 units (Previously DE 0253)* | OS | 142.00 | 142.00 | 145.00 | 145.00 |
| DE 0141 | New Application Fee (per unit of accommodation) 7 or more units* | OS | 72.00 | 72.00 | 73.00 | 73.00 |
| DE 0142 | New Application - Maintenance Fee Post Grant (Previously DE 0254)** | OS | 160.00 | 160.00 | 163.00 | 163.00 |
| DE 0146 | Fee reduction for 5 or more HMOs with the same applicant/landlord @ £35/application | OS | | | - | - |
| DE 0147 | Renewal Fee (per unit of accommodation) up to 6 units (Previously DE 0256)* | OS | 75.00 | 75.00 | 77.00 | 77.00 |
| DE 0148 | Renewal Fee (per unit of accommodation) 7 or more units * | OS | 45.00 | 45.00 | 46.00 | 46.00 |
| DE 0149 | Renewal Fee - Maintenance Fee post grant ** | OS | 160.00 | 160.00 | 163.00 | 163.00 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Environment
Service Area: Environmental Health
Charging Directory Area: Pest Control

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Since the withdrawal of the service to residents, pest control treatments are only provided in special circumstances such as where works are being carried out in default of statutory notices. The aim is to achieve full-cost recovery on these occasions.

Proposed change in fee/charge from previous year (%)

These charges are subject to annual review. This is a very competitive market and significantly amending the charges would be likely to have an impact on income.

Justification for revised charge (compared to previous year)

N/A

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

For purposes of comparison, periodic checks are made with other Essex Councils on levels of fees for this service.

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£900

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|------------------|-----------------------|-----|----------------------------------|----------|----------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

ENVIRONMENTAL HEALTH

PEST CONTROL

Commercial Premises

Quotations based on hourly rate.

| | | | | | | | |
|---------|---|----------|---|-------|-------|-------|-------|
| DE 0600 | Rodent Control and Insect Disinfestations | per hour | S | 43.00 | 51.60 | 44.00 | 52.80 |
|---------|---|----------|---|-------|-------|-------|-------|

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Environment
Service Area: Environmental Health
Charging Directory Area: Animal Control Fees

Objectives/rationale of the fee/charge (e.g. full cost recovery)

There is a statutory and community need to provide a stray dog service. It is right that owners reclaiming their dogs pay for the council and contractor's costs but not for those errant owners who do not collect their lost pets. Reclaim fees offset service costs.

Proposed change in fee/charge from previous year (%)

No increase to discretionary fees in order to ensure that dogs are reclaimed. Charging schedule simplified to consolidate the charges. These charges are subject to annual review.

Justification for revised charge (compared to previous year)

NOTE: s.149(5) of Environmental Protection Act 1990 requires that before a seized stray dog is returned to an owner, expenses incurred by reason of its detention must be paid, including the prescribed fee (£25).

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

For purposes of comparison, periodic checks are made with other Essex Councils on levels of fees for this service.

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£14,400 to be levied but the reclaim charges are in practice off-set against the contractor's kennelling costs.

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|------------------|-----------------------|-----|----------------------------------|----------|----------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

ENVIRONMENTAL HEALTH

ANIMAL CONTROL FEES

Boarding/Kennelling of Stray Dogs

The cost of any veterinary treatment and microchipping administered by the kennels is in addition to these charges.

| | | | | | | | |
|---------|----------------------------|-----------------|----|-------|-------|-------|-------|
| DE 0050 | Prescribed Fee (maximum) | per dog | OS | 25.00 | 25.00 | 25.00 | 25.00 |
| DE 1214 | Additional reclaim charges | per dog | OS | 38.00 | 38.00 | 38.00 | 38.00 |
| DE 1216 | Stray dog kennelling fee | per dog per day | OS | 12.00 | 12.00 | 12.00 | 12.00 |

Other Charges

| | | | | | | | |
|---------|-----------------------|--|---|-------|-------|-------|-------|
| DE 0030 | Microchipping of dogs | | S | 17.50 | 21.00 | 17.50 | 21.00 |
|---------|-----------------------|--|---|-------|-------|-------|-------|

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Environment
Service Area: Environmental Health
Charging Directory Area: Private Water Supplies

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Full cost recovery within statutory limits

Proposed change in fee/charge from previous year (%)

This is a new fee, impletmented in 19/20, based on an estimated percentage of the maximum statutory fee level.

Justification for revised charge (compared to previous year)

N/A – new fee

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Comparison with charges made by other Essex Authorities as part of initial fee setting process

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£0

ENVIRONMENT
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

ENVIRONMENTAL HEALTH

PRIVATE WATER SUPPLIES

Private Water Supplies

| | | | | | | | |
|---------|---|----------|----|---|---|-------|-------|
| DE 1217 | Risk Assessment (Up to max £500) | per hour | OS | - | - | 50.00 | 50.00 |
| DE 1218 | Sampling Vist (Up to max £100) | per hour | OS | - | - | 50.00 | 50.00 |
| DE 1219 | Investigation (Up to max £100) | per hour | OS | - | - | 50.00 | 50.00 |
| DE 1220 | Granting an authorisation (Up to max £100) | per hour | OS | - | - | 50.00 | 50.00 |
| DE 1221 | Sample Analysis (Actual charge levied by laboratory up to the statutory maximum in Schedule 5 to the regulations) | each | OS | - | - | - | - |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Leisure
Service Area: Parks, Open Spaces & Recreation Grounds
Charging Directory Area: Football (and Rugby)

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being". The purpose of charging for these services and activities is to achieve partial recovery of the costs of providing the service.

Proposed change in fee/charge from previous year (%)

Grass (Adult & Junior) – average 5% increase

Justification for revised charge (compared to previous year)

The proposed increase of 5% in hire charges is in line with the budgeted increase in the running costs for the service.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking has been undertaken with other local authorities. The charge being proposed is in line with other local authorities.

If significant change in charge, what consultation was undertaken with the general public?

No consultation has been carried out in relation to this proposal.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£27,725

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

PARKS, OPEN SPACES & RECREATION GROUNDS

FOOTBALL (AND RUGBY)

Exempt charges only apply where block bookings are made to a School, Club, Association etc. Otherwise VAT is at the Standard Rate.

Group A (full changing facilities with showers)

| | | | | | | | |
|---------|----------------|---------------------|---|----------|----------|----------|----------|
| OL 0010 | Adult - Season | Every Saturday | E | 2,391.00 | 2,391.00 | 2,510.55 | 2,510.55 |
| OL 0011 | | Every Sunday | E | 2,520.00 | 2,520.00 | 2,646.00 | 2,646.00 |
| OL 0012 | | Alternate Saturdays | E | 1,205.00 | 1,205.00 | 1,265.25 | 1,265.25 |
| OL 0013 | | Alternate Sundays | E | 1,259.80 | 1,259.80 | 1,322.80 | 1,322.80 |
| OL 0014 | Adult - Casual | All Week | S | 77.33 | 92.80 | 81.21 | 97.45 |

Group B (changing facilities without showers)

| | | | | | | | |
|---------|----------------|---------------------|---|----------|----------|----------|----------|
| OL 0030 | Adult - Season | Every Saturday | E | 1,549.00 | 1,549.00 | 1,626.45 | 1,626.45 |
| OL 0031 | | Every Sunday | E | 1,546.00 | 1,546.00 | 1,623.30 | 1,623.30 |
| OL 0032 | | Alternate Saturdays | E | 784.10 | 784.10 | 823.35 | 823.35 |
| OL 0033 | | Alternate Sundays | E | 842.60 | 842.60 | 884.75 | 884.75 |
| OL 0034 | Adult - Casual | All Week | S | 54.50 | 65.40 | 57.25 | 68.70 |

Group C (no changing facilities)

| | | | | | | | |
|---------|-----------------|---------------------|---|----------|----------|----------|----------|
| OL 0050 | Adult - Season | Every Saturday | E | 1,060.00 | 1,060.00 | 1,113.00 | 1,113.00 |
| OL 0051 | | Every Sunday | E | 1,219.00 | 1,219.00 | 1,279.95 | 1,279.95 |
| OL 0052 | | Alternate Saturdays | E | 532.65 | 532.65 | 559.30 | 559.30 |
| OL 0053 | | Alternate Sundays | E | 619.85 | 619.85 | 650.85 | 650.85 |
| OL 0054 | Adult - Casual | All Week | S | 42.25 | 50.70 | 44.42 | 53.30 |
| OL 0056 | Junior - Season | Every Saturday | E | 254.85 | 254.85 | 267.60 | 267.60 |
| OL 0057 | | Every Sunday | E | 286.95 | 286.95 | 301.30 | 301.30 |
| OL 0058 | | Alternate Saturdays | E | 124.60 | 124.60 | 130.85 | 130.85 |
| OL 0059 | | Alternate Sundays | E | 146.35 | 146.35 | 153.70 | 153.70 |
| OL 0060 | Junior - Casual | All Week | S | 10.37 | 12.45 | 10.92 | 13.10 |
| OL 0062 | Child - Season | Every Saturday | E | 122.70 | 122.70 | 128.85 | 128.85 |
| OL 0063 | | Every Sunday | E | 160.15 | 160.15 | 168.20 | 168.20 |
| OL 0064 | | Alternate Saturdays | E | 60.25 | 60.25 | 63.30 | 63.30 |
| OL 0065 | | Alternate Sundays | E | 83.35 | 83.35 | 87.55 | 87.55 |
| OL 0066 | Child - Casual | All Week | S | 5.71 | 6.85 | 6.00 | 7.20 |

5 or 6-a-side Football

| | | | | | | | |
|---------|----------------------------|----------|---|-------|-------|-------|-------|
| OL 0070 | Adult - Sunday | per hour | S | 31.08 | 37.30 | 32.67 | 39.20 |
| OL 0071 | Adult - Other than Sunday | per hour | S | 29.83 | 35.80 | 31.33 | 37.60 |
| OL 0072 | Junior - Sunday | per hour | S | 9.87 | 11.85 | 10.42 | 12.50 |
| OL 0073 | Junior - Other than Sunday | per hour | S | 8.96 | 10.75 | 9.42 | 11.30 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Leisure
Service Area: Parks, Open Spaces & Recreation Grounds
Charging Directory Area: Cricket - Group A (full changing facilities with showers)

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being". The purpose of charging for these services and activities is to achieve partial recovery of the costs of providing the service.

Proposed change in fee/charge from previous year (%)

Grass (Adult & Junior) – 2% increase

Justification for revised charge (compared to previous year)

The proposed increase of 5% in hire charges is in line with the budgeted increase in the running costs for the service.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking has been undertaken with other local authorities. The charge being proposed is in line with other local authorities.

If significant change in charge, what consultation was undertaken with the general public?

No consultation has been carried out in relation to this proposal.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£7,438

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|------------------|-----------------------|-----|----------------------------------|----------|----------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

PARKS, OPEN SPACES & RECREATION GROUNDS

CRICKET - GROUP A (FULL CHANGING FACILITIES WITH SHOWERS)

Exempt charges only apply where block bookings are made to a School, Club, Association etc. Otherwise VAT is at the Standard Rate.

Grass

| | | | | | | | |
|---------|---------------------------|-----------|---|-------|--------|-------|--------|
| OL 0080 | Adult - 1 to 9 games | per match | S | 87.21 | 104.65 | 91.58 | 109.90 |
| OL 0081 | Adult - 10 or more games | per match | E | 87.15 | 87.15 | 91.55 | 91.55 |
| OL 0082 | Junior - 1 to 9 games | per match | S | 42.29 | 50.75 | 44.42 | 53.30 |
| OL 0083 | Junior - 10 or more games | per match | E | 42.30 | 42.30 | 44.45 | 44.45 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Leisure
Service Area: Parks, Open Spaces & Recreation Grounds
Charging Directory Area: Cricket - clubs with Own Accommodation

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being". The purpose of charging for these services and activities is to achieve partial recovery of the costs of providing the service.

The charge is made primarily to those using the land for commercial purposes in order for the Council to regulate the use of its land.

Proposed change in fee/charge from previous year (%)

Grass (Adult & Junior) – 2% increase

Justification for revised charge (compared to previous year)

The proposed increase of 5% in hire charges is in line with the budgeted increase in the running costs for the service.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking has been undertaken with other local authorities. The charge being proposed is in line with other local authorities.

If significant change in charge, what consultation was undertaken with the general public?

No consultation has been carried out in relation to this proposal.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£1,135

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|------------------|-----------------------|-----|----------------------------------|----------|----------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

PARKS, OPEN SPACES & RECREATION GROUNDS

CRICKET - CLUBS WITH OWN ACCOMMODATION

Exempt charges only apply where block bookings are made to a School, Club, Association etc. Otherwise VAT is at the Standard Rate.

Grass

| | | | | | | | |
|---------|---------------------------|-----------|---|-------|-------|-------|-------|
| OL 0100 | Adult - 1 to 9 games | per match | S | 51.25 | 61.50 | 53.83 | 64.60 |
| OL 0101 | Adult - 10 or more games | per match | E | 51.20 | 51.20 | 53.80 | 53.80 |
| OL 0102 | Junior - 1 to 9 games | per match | S | 25.58 | 30.70 | 26.92 | 32.30 |
| OL 0103 | Junior - 10 or more games | per match | E | 25.55 | 25.55 | 26.85 | 26.85 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Leisure
Service Area: Parks, Open Spaces & Recreation Grounds
Charging Directory Area: Gloucester Park

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being". The purpose of charging for these services and activities is to achieve partial recovery of the costs of providing the service.

Proposed change in fee/charge from previous year (%)

Bowls – Season - 2%
Bowls - Season (Concession) - 2%
Club Bowls – Season - 2%
Club Bowls - Season (Concession) - 2%
One morning per week – Season - 2%
Two mornings per week – Season - 2%

Justification for revised charge (compared to previous year)

The proposed increase of 5% in hire charges is in line with the budgeted increase in the running costs for the service.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking has been undertaken with other local authorities. The charge being proposed is in line with other local authorities.

If significant change in charge, what consultation was undertaken with the general public?

No consultation has been carried out in relation to this proposal.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£25,712

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

PARKS, OPEN SPACES & RECREATION GROUNDS

GLOUCESTER PARK

Lawn Bowls

Exempt charges only apply where block bookings are made to a School, Club, Association etc. Otherwise VAT is at the Standard Rate.

| | | | | | | | |
|---------|----------------------------------|------------|---|--------|--------|--------|--------|
| OL 0220 | Bowls - Season | Adult | S | 129.62 | 155.55 | 136.17 | 163.40 |
| OL 0221 | Bowls - Season (Concession) | Junior/OAP | S | 100.00 | 120.00 | 105.00 | 126.00 |
| OL 0222 | Club Bowls - Season | Adult | E | 105.55 | 105.55 | 110.85 | 110.85 |
| OL 0223 | Club Bowls - Season (Concession) | Junior/OAP | E | 78.80 | 78.80 | 82.75 | 82.75 |
| OL 0224 | One morning per week - Season | OAP | S | 35.00 | 42.00 | 36.75 | 44.10 |
| OL 0225 | Two mornings per week - Season | OAP | S | 46.29 | 55.55 | 48.67 | 58.40 |
| OL 0226 | Bowls New Starter | | E | 42.05 | 42.05 | 42.90 | 42.90 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Leisure
Service Area: Parks, Open Spaces & Recreation Grounds
Charging Directory Area: Other Parks' Leisure Facilities

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being". The purpose of charging for these services and activities is to achieve partial recovery of the costs of providing the service.

Proposed change in fee/charge from previous year (%)

Increase of 2 - 4%

Justification for revised charge (compared to previous year)

The proposed increase of 2-4% in hire charges is in line with the budgeted increase in the running costs for the service.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking has been undertaken with other local authorities. The charge being proposed is in line with other local authorities.

If significant change in charge, what consultation was undertaken with the general public?

No consultation has been carried out in relation to this proposal.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

N/A

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

PARKS, OPEN SPACES & RECREATION GROUNDS

OTHER PARKS' LEISURE FACILITIES

Bowls Club Members belonging to clubs based at Lake Meadows are provided with a Car Park season ticket for Lake Meadows at a fee of £2.00 per season. All other bowlers are required to purchase a car park ticket at the prevailing rate for the periods 09.30 to 10.00 and 15.00 to 15.30 should they be parked during these periods.

Other Parks' Leisure Facilities

| | | | | | | | |
|---------|-------------------|--|---|------|------|------|-------|
| OL 0231 | Changing Facility | | S | 8.08 | 9.70 | 8.50 | 10.20 |
|---------|-------------------|--|---|------|------|------|-------|

Upper Meadow/Village Green/Car Park - Community Rate

| | | | | | | | |
|---------|-------------------------------------|--------------|---|--------|--------|--------|--------|
| OL 0620 | Large Fair | per half day | E | 142.05 | 142.05 | 144.90 | 144.90 |
| | Stall, Small Gazebo or 1 inflatable | per half day | E | 22.20 | 22.20 | 22.65 | 22.65 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Leisure
Service Area: Parks, Open Spaces & Recreation Grounds
Charging Directory Area: Other Sports & Events - Leisure Facilities

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being". The purpose of charging for these services and activities is to achieve partial recovery of the costs of providing the service.

The charge is made primarily to those using the land for commercial purposes in order for the Council to regulate the use of its land.

Proposed change in fee/charge from previous year (%)

Large Fairs – 5% increase
Small Fairs – 5% increase
Ground Deposit – negotiable
Horse Show/Trials & other heavy events – 5% increase
Organised Outdoor Class (Per Session) – 5% increase
Other Small Misc Events – 5% increase
Small Events – 5% increase
Medium Events – 5% increase
Large Events – 5% increase
Outdoor Class Annual – 5%
Major Events and Circuses – negotiable
Reinstating Ground After An Event – negotiable
Staff Costs for Attending Events – negotiable

Please note : For Fairs and Events charges are reduced by 50% for non operational days

Justification for revised charge (compared to previous year)

The proposed increase of 5% in hire charges is in line with the budgeted increase in the running costs for the service.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking has been undertaken with other local authorities. The charge being proposed is in line with other local authorities.

If significant change in charge, what consultation was undertaken with the general public?

No consultation has been carried out in relation to this proposal.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£10,615

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

PARKS, OPEN SPACES & RECREATION GROUNDS

OTHER SPORTS & EVENTS - LEISURE FACILITIES

NB - Where an organisation is a registered charity or not for profit organisation, the charges below do not apply. Instead an administration charge is applicable. All statutory bodies will be subject to the charges below.

Other Sports & Events

* For events where Basildon Council supplies more than just the use of land, VAT may be applicable at the standard rate. Please contact the Parks department on 01268 294910.

| | | | | | | | |
|------------------------------------|---|----------------|----|----------|----------|----------|----------|
| OL 0285 | Large Fairs - Not exceeding 17 rides (minimum fee per 2 days) | | E | 1,142.55 | 1,142.55 | 1,199.70 | 1,199.70 |
| OL 0286 | Small Fairs - Up to 8 rides (Sun Corner Nevendon Road) | | E | 806.65 | 806.65 | 847.00 | 847.00 |
| OL 0290 | Ground Deposit (NEGOTIABLE) | | OS | - | - | - | - |
| OL 0300 | Horse Show/Trials & other heavy events * | per day | E | 211.55 | 211.55 | 222.15 | 222.15 |
| OL 0301 | Organised outdoor classes * | per session | E | 14.35 | 14.35 | 15.10 | 15.10 |
| OL 0302 | Other small miscellaneous events (PRICE ON REQUEST) * | | | - | - | - | - |
| OL 0309 | Small Events - Up to 750 people in attendance (maximum fee) * | per day | E | 143.45 | 143.45 | 150.65 | 150.65 |
| OL 0310 | Medium Events - 751 to 1500 people in attendance (maximum fee) * | per day | E | 233.00 | 233.00 | 244.65 | 244.65 |
| OL 0311 | Large Events - Over 1500 people in attendance (maximum fee) * | per day | E | 352.05 | 352.05 | 369.65 | 369.65 |
| OL 0313 | Organised outdoor classes | Annual | E | 571.75 | 571.75 | 600.35 | 600.35 |
| OL 0316 | Administrative charge for registered charities and not-for-profit organisations | | E | 25.00 | 25.00 | 25.50 | 25.50 |
| <u>Major Events & Circuses</u> | | | | | | | |
| OL 0312 | Major Events and Circuses (NEGOTIABLE) | | OS | - | - | - | - |
| OL 0314 | Reinstating ground after an event | | S | - | - | - | - |
| OL 0315 | Staff costs for attending events | | S | - | - | - | - |
| <u>All Year</u> | | | | | | | |
| OL 0546A | Inflatable Pitch Hire (or Marquee) | per inflatable | E | 15.00 | 15.00 | 15.30 | 15.30 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Leisure
Service Area: Parks, Open Spaces & Recreation Grounds
Charging Directory Area: Allotment Rents

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The objective of the charge is full cost recovery.

Proposed change in fee/charge from previous year (%)

2%

Justification for revised charge (compared to previous year)

To achieve full cost recovery in line with the Fees and Charges Strategy.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking has been undertaken with neighbouring authorities.

If significant change in charge, what consultation was undertaken with the general public?

A consultation exercise was undertaken in May 2010 to those on the waiting list as to the level of charge they would pay for a modern site. The majority stated they would pay £100/plot/year.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£11,000

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

PARKS, OPEN SPACES & RECREATION GROUNDS

ALLOTMENT RENTS

Allotment Rents

| | | | | | | | |
|---------|---------------------------------|-----------|----|-------|-------|-------|-------|
| OC 0770 | Market Road, Wickford | per annum | OS | 70.00 | 70.00 | 71.40 | 71.40 |
| OC 0771 | Market Road, Wickford - OAP | per annum | OS | 35.00 | 35.00 | 35.70 | 35.70 |
| OC 0772 | Key Fee (applies to both sites) | | OS | 5.30 | 5.30 | 5.45 | 5.45 |
| OC 0773 | St James' Road, Vange | per annum | OS | 70.00 | 70.00 | 71.40 | 71.40 |
| OC 0774 | St James' Road, Vange - OAP | per annum | OS | 35.00 | 35.00 | 35.70 | 35.70 |

Victoria Park Plots

| | | | | | | | |
|---------|-------------|-----------|----|--------|--------|--------|--------|
| OC 0775 | Small Size | per annum | OS | 61.40 | 61.40 | 62.65 | 62.65 |
| OC 0776 | Medium Size | per annum | OS | 92.00 | 92.00 | 93.85 | 93.85 |
| OC 0777 | Large Size | per annum | OS | 122.70 | 122.70 | 125.15 | 125.15 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Leisure
Service Area: Parks, Open Spaces & Recreation Grounds
Charging Directory Area: Anti Social Behaviour Act - High Hedges

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The charge is made to cover the cost of an inspection and adjudication when an application is received.

Proposed change in fee/charge from previous year (%)

N/A

Justification for revised charge (compared to previous year)

No increase as this was the level set at committee when the charge was first introduced.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

The charge for this varies throughout the county and was benchmarked when the charge was introduced – BBC is in the top quartile in Essex for this charge.

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£500

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|------------------|-----------------------|-----|----------------------------------|----------|----------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

PARKS, OPEN SPACES & RECREATION GROUNDS

ANTI SOCIAL BEHAVIOUR ACT - HIGH HEDGES

Anti Social Behaviour Act
 OC 0800 High Hedges

OS 500.00 500.00 500.00 500.00

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Leisure
Service Area: Parks, Open Spaces & Recreation Grounds
Charging Directory Area: Roundabout Sponsorship

Objectives/rationale of the fee/charge (e.g. full cost recovery)

To cover the costs of the uplift for enhanced grounds maintenance, administration, production and installation of a sponsorship sign once a roundabout is sponsored.

Proposed change in fee/charge from previous year (%)

2%

Justification for revised charge (compared to previous year)

To take into account rise in administration costs and the charge from the contractor for the increase in cost to maintain the roundabout.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Price comparable with Southend and Somerset Council.

If significant change in charge, what consultation was undertaken with the general public?

None

Expected budgeted income – this should be calculated as the usage multiplied by the charge

Predicted income £25,000

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|------------------|-----------------------|-----|----------------------------------|----------|----------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

PARKS, OPEN SPACES & RECREATION GROUNDS

ROUNABOUT SPONSORSHIP

Roundabout Sponsorship

| | | | | | | |
|---------|---|---|---|---|---|---|
| OL 0700 | Roundabout Sponsorship (Price available upon enquiry) | S | - | - | - | - |
|---------|---|---|---|---|---|---|

CHARGING DIRECTORY FROM 2020/21 ONWARDS

| | |
|---------------------------------|--|
| Committee: | Neighbourhoods & Public Spaces |
| Budget Book Area: | Leisure |
| Service Area: | Country Parks |
| Charging Directory Area: | Wat Tyler External Buildings and Wick Country Park Pavillion |

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being".

The purpose of charging for these services and activities is to achieve partial recovery of the costs of providing the service.

Proposed change in fee/charge from previous year (%)

Peak Season:

Weekday activity per child (Min £100) – 2.4%
1 Night Residential per child (Min £1,000) – 2.4%
2 Night Residential per child (Min £1,500) – 2.4%
Half-day Activity – 2.4%
1 Night Residential per child (self-catering) – 2.4%
2 Night Residential per child (self-catering) – 2.4%

Low Season:

Weekday activity per child (Min £100) – 5.2%
1 Night Residential per child (self-catering) – 2.4%
2 Night Residential per child (self-catering) – 2.4%
1 Night Residential per child (Min £1000) – 2.4%
2 Night Residential per child (Min £1,200) – 2.4%
Private Residential Hire, per child per night (Min £200+VAT) – 2.4%
Private Residential Hire, per adult (extra to 1:6 ratio). First 3 Adults - free of charge – 2.4%
Private hire with tuition - 2 hr session per child (Min £90) – 2.4%
Extra cost for Craft session per child – 2.4%
Night Safari (Min £100) – 15.5%

Secondary Education:

Up to and including GCSE - Full Day (Min £60) – 2.4%
A Level and higher - Full Day (Min £60) – 4.5%
A Level and higher - Half Day (Min £60) – 2.4%

Forest Schools:

April - Sept (peak time) Unit price per session – 2.4%
April - Sept (peak time) Unit price per session – 14.3%
April - Sept (peak time) Unit price per session – 2.4%
April - Sept (peak time) Unit price per session – 23%
October - March (off peak) Unit price per session – 5.3%
October - March (off peak) Unit price per session – 26.1%
October - March (off peak) Unit price per session – 8.7%
October - March (off peak) Unit price per session – 47.78%

All Year:

Environmental Birthday Parties (Max of 20 children) - PREVIOUSLY CHARGED PER CHILD – 22.8%
Photography – 14.3%
Half Hour Public Activity – 32.11%
One Hour Public Activity – 35.1%
Practical Support Activity – 2.4%
Lab A + B – 2.4%
Unit D – 2.4%
Unit E & F – 2.3%
Wick Pavillion – 2.4%
Small Compound – 2.4%
Norsey Wood & Cabin – 2%
Pavillion Hire (The Wick Country Park) – 4.5%

Justification for revised charge (compared to previous year)

The increase is in order to cover increased costs due to inflation.

Small Compound has changed from Annual to Quarter charge to fall in line with similar units.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking for the buildings has been undertaken in relation to other local providers to ensure we offer value for money and to keep our costs at the correct level.

If significant change in charge, what consultation was undertaken with the general public?

Regular tenant meetings are undertaken to ensure Tenants are happy with the service that is being provided within the cost of their hires.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£97,700

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

COUNTRY PARKS

WAT TYLER EXTERNAL BUILDINGS AND WICK COUNTRY PARK PAVILLION

Subject to manager's discretion, a discount could apply to church groups, charities & Essex Field Club (on supply of proof/evidence of registered charity number) - to bookings of more than 2 hours.

Peak Season (March-September)

| | | | | | | | |
|---------|---|-----------|---|-------|-------|-------|-------|
| OL 0500 | Weekday activity per child (Min £100) | per child | E | 5.50 | 5.50 | 5.65 | 5.65 |
| OL 0510 | 1 Night Residential per child (Min £1,000) | per child | E | 61.40 | 61.40 | 62.90 | 62.90 |
| OL 0512 | 2 Night Residential per child (Min £1,500) | per child | E | 88.85 | 88.85 | 91.00 | 91.00 |
| OL 0513 | Half-day Activity | per child | E | 3.25 | 3.25 | 3.35 | 3.35 |
| OL 0514 | 1 Night Residential per child (self-catering) | per child | E | 52.65 | 52.65 | 53.95 | 53.95 |
| OL 0516 | 2 Night Residential per child (self-catering) | per child | E | 76.75 | 76.75 | 78.60 | 78.60 |

Low Season (October-February)

| | | | | | | | |
|---------|---|-----------|---|-------|-------|-------|-------|
| OL 0515 | Weekday activity per child (Min £100) | per child | E | 5.00 | 5.00 | 5.30 | 5.30 |
| OL 0517 | 1 Night Residential per child (self-catering) | per child | E | 39.90 | 39.90 | 40.90 | 40.90 |
| OL 0518 | 2 Night Residential per child (self-catering) | per child | E | 72.05 | 72.05 | 73.80 | 73.80 |
| OL 0519 | 1 Night Residential per child (Min £1000) | per child | E | 48.75 | 48.75 | 49.95 | 49.95 |
| OL 0520 | 2 Night Residential per child (Min £1,200) | per child | E | 75.35 | 75.35 | 77.20 | 77.20 |
| OL 0523 | Private Residential Hire, per child per night (Min £200+VAT) | per child | S | 9.05 | 10.85 | 9.29 | 11.15 |
| OL 0524 | Private Residential Hire, per adult (extra to 1:6 ratio). First 3 Adults - free of charge | | S | 9.05 | 10.85 | 9.29 | 11.15 |
| OL 0525 | Private hire with tuition - 2 hr session per child (Min £90) | per child | E | 5.55 | 5.55 | 5.70 | 5.70 |
| OL 0527 | Extra cost for Craft session per child | per child | E | 1.85 | 1.85 | 1.90 | 1.90 |
| OL 0532 | Night Safari (Min £100) | per child | E | 7.55 | 7.55 | 8.75 | 8.75 |

Secondary Education

| | | | | | | | |
|---------|---|-------------|---|------|------|------|------|
| OL 0550 | Up to and including GCSE - Full Day (Min £60) | per student | E | 5.75 | 5.75 | 5.90 | 5.90 |
| OL 0552 | A Level and higher - Full Day (Min £60) | per student | E | 7.75 | 7.75 | 8.10 | 8.10 |
| OL 0553 | A Level and higher - Half Day (Min £60) | | E | 3.65 | 3.65 | 3.75 | 3.75 |

Forest Schools

| | | | | | | | |
|---------|---|--------------------|---|--------|--------|--------|--------|
| OL 0560 | April - Sept (peak time) Unit price per session | Lead - Full day | E | 168.00 | 168.00 | 172.05 | 172.05 |
| OL 0561 | | Lead - Half day | E | 145.40 | 145.40 | 166.25 | 166.25 |
| OL 0562 | | Support - Full day | E | 167.45 | 167.45 | 171.50 | 171.50 |
| OL 0563 | | Support - Half day | E | 121.90 | 121.90 | 149.85 | 149.85 |
| OL 0564 | October - March (off peak) Unit price per session | Lead - Full day | E | 156.55 | 156.55 | 164.85 | 164.85 |
| OL 0565 | | Lead - Half day | E | 118.30 | 118.30 | 149.20 | 149.20 |
| OL 0566 | | Support - Full day | E | 156.30 | 156.30 | 169.90 | 169.90 |
| OL 0567 | | Support - Half day | E | 125.95 | 125.95 | 186.10 | 186.10 |

All Year

| | | | | | | | |
|---------|--|---------------------|---|----------|----------|----------|----------|
| OL 0530 | Environmental Birthday Parties (Max of 20 children) - PREVIOUSLY CHARGED PER CHILD | per party | S | 130.42 | 156.50 | 160.29 | 192.35 |
| OL 0536 | Photography | 3.5 Hrs | E | 30.10 | 30.10 | 34.40 | 34.40 |
| OL 0537 | Half Hour Public Activity | | E | 3.55 | 3.55 | 4.70 | 4.70 |
| OL 0538 | One Hour Public Activity | | E | 5.05 | 5.05 | 6.85 | 6.85 |
| OL 0539 | Practical Support Activity | Per Person Per Hour | E | 21.50 | 21.50 | 22.05 | 22.05 |
| OL 0540 | Soft Archery | per 6 arrows | S | 1.50 | 1.80 | 1.54 | 1.85 |
| OL 0541 | Lab A & B | per quarter | E | 2,788.00 | 2,788.00 | 2,855.00 | 2,855.00 |
| OL 0542 | Unit D | per quarter | E | 523.00 | 523.00 | 535.55 | 535.55 |
| OL 0543 | Unit E & F | per quarter | E | 974.15 | 974.15 | 997.50 | 997.50 |
| OL 0544 | Small Compound (was previously charged per annum) | per quarter | E | 4,300.80 | 4,300.80 | 1,075.00 | 1,075.00 |
| OL 0545 | Inflatable Pitch Hire (or Marquee) | per day | E | 143.45 | 143.45 | 146.35 | 146.35 |
| OL 0546 | | per inflatable | E | 15.00 | 15.00 | 15.30 | 15.30 |
| OL 0547 | Norsey Wood & Cabin (flat fee + charge per day) | flat fee | S | 140.83 | 169.00 | 143.67 | 172.40 |
| | | per day | S | 21.79 | 26.15 | 22.25 | 26.70 |
| OL 0548 | The Wick Pavilion | per day | S | 21.79 | 26.15 | 22.33 | 26.80 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Leisure
Service Area: Country Parks
Charging Directory Area: Wat Tyler Centre

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being".

The purpose of charging for these services and activities is to achieve partial recovery of the costs of providing the service.

Proposed change in fee/charge from previous year (%)

It is proposed to increase the current charging structure hire by 4.4%. with the exception of the following –

Cordite Room full day – 7%
Cordite Room half day – 7%
Cordite Room hourly – 7%

Justification for revised charge (compared to previous year)

It is proposed to increase the current charging structure across all room hire for 2020/21. Charges are being increased to take into account the increase of staffing costs and the overall cost of running the facility.

This reflects the growth in take-up during 2018/19.

The proposed increase will help meet the Council's budget gap and the rising costs of utilities along with the budget for staffing.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking against local competitors is undertaken annually. We benchmarked locally with other providers to compare with similar rooms. The benchmarking has shown us that we are competitively priced against other venues within the borough.

If significant change in charge, what consultation was undertaken with the general public?

No consultation has been carried out specifically in relation to these proposals.

Customers are asked on an ongoing basis as part of the service's ongoing customer satisfaction monitoring arrangements for their views about the value for money provided by the service.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£66,414 room hire

Additional income for this budget is also generated at the Wat Tyler Centre from other fees and charges this also includes outside events, café rental income and the gift shop in the Centre.

£11,000 café rent
£20,000 retail sales

Additional income for 20/21
Tea urn hire - £10 per hire
Flip chart hire £3.50 each

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

COUNTRY PARKS

WAT TYLER CENTRE

NB - Where an organisation is a registered charity or not for profit organisation, the charges below do not apply. Instead an administration charge is applicable. All statutory bodies will be subject to the charges below.

Hire Charges (hourly rate is up to 3 hours)

| | | | | | | | |
|---------|--|--------------|---|--------|--------|--------|--------|
| OL 0600 | Nobel Room | per day | S | 539.25 | 647.10 | 552.50 | 663.00 |
| | | per half day | S | 372.21 | 446.65 | 382.00 | 458.40 |
| | | per hour | S | 77.87 | 93.45 | 80.00 | 96.00 |
| OL 0601 | Bittern Room | per day | S | 189.21 | 227.05 | 193.75 | 232.50 |
| | | per half day | S | 133.08 | 159.70 | 136.67 | 164.00 |
| | | per hour | S | 32.21 | 38.65 | 33.33 | 40.00 |
| OL 0602 | Diamond Suite 3 | per day | S | 187.38 | 224.85 | 192.50 | 231.00 |
| | | per half day | S | 133.08 | 159.70 | 135.83 | 163.00 |
| | | per hour | S | 29.00 | 34.80 | 30.00 | 36.00 |
| OL 0603 | Diamond Suite 1 & 2 (combined) | per day | S | 427.63 | 513.15 | 438.33 | 526.00 |
| | | per half day | S | 320.17 | 384.20 | 328.33 | 394.00 |
| | | per hour | S | 67.67 | 81.20 | 70.00 | 84.00 |
| OL 0604 | Diamond Suite 1 & 2 (each as separate rooms) | per day | S | 240.42 | 288.50 | 246.67 | 296.00 |
| | | per half day | S | 187.38 | 224.85 | 192.50 | 231.00 |
| | | per hour | S | 34.42 | 41.30 | 35.83 | 43.00 |
| OL 0605 | Cordite Room | per day | S | 246.13 | 295.35 | 259.17 | 311.00 |
| | | per half day | S | 138.42 | 166.10 | 145.83 | 175.00 |
| | | per hour | S | 35.25 | 42.30 | 37.50 | 45.00 |
| OL 0705 | Additional flipchart hire - only 1 free | Per Booking | S | - | - | 2.92 | 3.50 |
| OL 0706 | Self Catering Urn Hire | Per Booking | S | - | - | 8.33 | 10.00 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Leisure
Service Area: Country Parks
Charging Directory Area: Green Centre

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being".

The purpose of charging for these services and activities is to achieve partial recovery of the costs of providing the service.

Proposed change in fee/charge from previous year (%)

It is proposed to increase the current charging structure across all room hire by 4.4%.

Justification for revised charge (compared to previous year)

Booking levels at the Green Centre have changed with two rooms (Savidge Suite & Solar 2) that have moved over to a lease and this has increased usage and revenue to the Green Centre.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking against local competitors is undertaken annually. We benchmarked locally with other providers to compare with similar rooms. The benchmarking has shown us that we are competitively priced against other venues within the borough.

If significant change in charge, what consultation was undertaken with the general public?

No consultation has been carried out specifically in relation to these proposals.

Client groups are asked on an ongoing basis as part of the service's ongoing customer satisfaction monitoring arrangements for their views about the value for money provided by the service.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£47,278

Additional income is now also generated at the Green Centre from hiring space in an associated compound along with the lease that is set up in the building.

New costs proposed for 2020/21

Flipchart hire £3.50 per chart

Urn hire £10.00

Renting out compound to NLW £800.00 PA

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

COUNTRY PARKS

GREEN CENTRE

Hire Charges (hourly rate is up to 3 hours)

| | | | | | | | | |
|---------|---|--|--------------|---|--------|--------|--------|--------|
| OL 0606 | Solar 1 | | per day | S | 220.42 | 264.50 | 225.83 | 271.00 |
| | | | per half day | S | 147.58 | 177.10 | 151.67 | 182.00 |
| | | | per hour | S | 35.41 | 42.50 | 36.67 | 44.00 |
| OL 0608 | Carstairs | | per day | S | 549.96 | 659.95 | 563.33 | 676.00 |
| | | | per half day | S | 379.63 | 455.55 | 387.50 | 465.00 |
| | | | per hour | S | 79.25 | 95.10 | 81.67 | 98.00 |
| OL 0609 | Cygnet | | per day | S | 124.17 | 149.00 | 127.50 | 153.00 |
| | | | per half day | S | 73.21 | 87.85 | 75.00 | 90.00 |
| | | | per hour | S | 18.29 | 21.95 | 19.17 | 23.00 |
| OL 0615 | Carstairs - 1/3rd area | | per day | S | 183.38 | 220.05 | 188.33 | 226.00 |
| | | | per half day | S | 126.54 | 151.85 | 129.08 | 154.90 |
| | | | per hour | S | 26.54 | 31.85 | 27.50 | 33.00 |
| OL 0616 | Carstairs - 2/3rd area | | per day | S | 366.63 | 439.95 | 375.42 | 450.50 |
| | | | per half day | S | 253.17 | 303.80 | 260.00 | 312.00 |
| | | | per hour | S | 52.88 | 63.45 | 54.17 | 65.00 |
| OL 0707 | Additional flipchart hire - only 1 free | | Per Booking | S | - | - | 2.92 | 3.50 |
| OL 0708 | Self Catering Urn | | Per Booking | S | - | - | 8.33 | 10.00 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Leisure
Service Area: Country Parks
Charging Directory Area: Wat Tyler Centre - Heritage Barns

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being".

The purpose of charging for these services and activities is to achieve partial recovery of the costs of providing the service.

Proposed change in fee/charge from previous year (%)

Heritage Barn full day – 4.4%
Heritage Barn half day – 4.4%
Heritage Barn (up to 3 hrs) – 16.10%
Staff Costs – 4.4%
Security – no change as customer pays direct.
Outside Lighting (Barn Hire) – n/a as lighting is in place now

Justification for revised charge (compared to previous year)

The increase is in order to cover increased costs due to inflation.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking for the Barn has been consistent with researching other venues in the Essex area to ensure we offer value for money and to keep our costs at the correct level.

If significant change in charge, what consultation was undertaken with the general public?

Customers are asked on an ongoing basis as part of the service's ongoing customer satisfaction monitoring arrangements for their views about the value for money provided by the service.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£13,665

This has been merged into the Wat Tyler Centre room hire code since 2017/18.

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|------------------|-----------------------|-----|----------------------------------|----------|----------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

COUNTRY PARKS

WAT TYLER CENTRE - HERITAGE BARN

Hire Charges

| | | | | | | | |
|---------|-----------------------------|--------------|---|--------|--------|--------|--------|
| OL 0612 | Heritage Barn | per day | E | 297.15 | 297.15 | 305.00 | 305.00 |
| | | per half day | E | 211.85 | 211.85 | 217.00 | 217.00 |
| | Heritage Barn (up to 3 hrs) | per hour | E | 37.25 | 37.25 | 44.00 | 44.00 |

Additional Charges for Evening Hire of Rooms

| | | | | | | | |
|---------|-------------|----------|---|-------|-------|-------|-------|
| OL 0613 | Staff Costs | per hour | S | 13.58 | 16.30 | 14.17 | 17.00 |
| | Security | per hour | S | 35.88 | 43.05 | 33.00 | 39.60 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Leisure
Service Area: Country Parks
Charging Directory Area: Wat Tyler - Pet Memorial

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The costings for the Pet Memorial garden are priced based upon full cost recovery.

Proposed change in fee/charge from previous year (%)

This is a new charge based upon agreement from the July 2019 Neighbourhoods and Public Spaces Committee.

Justification for revised charge (compared to previous year)

N/A - New Charge.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

We have benchmarked against other local authorities in the UK that offer a Pet Memorial Service.

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

Estimate of £1000/£2000 per year

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|------------------|-----------------------|-----|----------------------------------|----------|----------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

COUNTRY PARKS

WAT TYLER - PET MEMORIAL

Internment Charges

| | | | | | | | |
|---------|---|----------|---|---|---|--------|--------|
| OL 0701 | 1st Internment inc Exclusive Right of Burial with Standard Rose | 10 Years | S | - | - | 300.00 | 360.00 |
| OL 0702 | 1st Internment inc Exclusive Right of Burial with Silver Birch Tree | 10 Years | S | - | - | 350.00 | 420.00 |
| OL 0703 | 2nd Internment | 10 Years | S | - | - | 150.00 | 180.00 |
| OL 0704 | Repurchase of Right of Internment | 10 Years | S | - | - | 250.00 | 300.00 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Leisure
Service Area: Towngate Theatre
Charging Directory Area: Towngate Theatre - Room Hire

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being." Charges applied to room hire allowing partial recovery of the costs of the service. The costs of service provision include staff, utilities and other premises costs. This is partial recovery only as the availability of room hire is set around the programme of professional works and cultural events in the Theatre. During 2019/20 the estimated use of spaces was as follows:

2018/19
Main Auditorium - 114
Mirren Studio - 80
Gielgud Room - 90
Olivier Suite - 85

2019/20 projection
Main Auditorium - 116
Mirren Studio - 90
Gielgud Room - 95
Olivier Suite - 70

The charges are now set into Three categories – a Professional/Commercial rate, Community/Dance School Rates and an Amateur Dramatic Rate. The Community/Dance School Rate and the Amateur Dramatic Rate offer a discount of approximately 25% and 31% respectively on hire of the Main auditorium and Mirren against the commercial rate, both of these reduced rates are there as a method of supporting local community arts based Businesses, Charities and community enriching activities.

Proposed change in fee/charge from previous year (%)

Professional/Commercial Rates, Community/Dance School Rates and Amateur Dramatic Rates (new for 20/21) have all had various changes in rates to allow for cost recovery and inflation.

Justification for revised charge (compared to previous year)

Due to the increase in staffing costs, utilities and supplies to service the hires it has been necessary to increase the charges in order to continue to achieve partial recovery of service costs.

An Amateur Dramatic rate has been added to encourage local groups to utilise the venue's professional facilities and to secure continued patronage of existing groups.

NB this rate can be offset by credits earned by volunteer ushers.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking has been undertaken with our local competitors. The service the theatre provides is very specialist and therefore competition is limited. The charges have been set in 2019-20 competitively, to ensure we can continue to attract and achieve the budget set for theatre hire.

If significant change in charge, what consultation was undertaken with the general public?

Local Amateur Dramatic groups were consulted with regard to the New Amateur Dramatic rate.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£180,000

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

TOWNGATE THEATRE

NB - All rooms are charged on an hourly basis with a minimum hire period of 4 hours. Exhibitions etc. will be charged Community rates. Hourly rates include one overseeing technician where the Main Auditorium or Mirren Studio are hired. All hire charges are Standard Rate for VAT as the Council have exercised on 'option to tax' on this building. OFF PEAK charges apply Mon to Thurs and PEAK charges apply Fri to Sun & Bank Holidays

TOWNGATE THEATRE - ROOM HIRE

Board Room (Peak)

| | | | | | | | |
|-----------|------------------|----------|---|-------|-------|-------|-------|
| ACT 0216 | Non-Duty Manager | per hour | S | 16.67 | 20.00 | 20.83 | 25.00 |
| ACT 0216A | Duty Manager | per hour | S | 25.00 | 30.00 | 29.17 | 35.00 |

Board Room (Off Peak)

| | | | | | | | |
|-----------|------------------|----------|---|-------|-------|-------|-------|
| ACT 0217 | Non-Duty Manager | per hour | S | 15.87 | 19.05 | 16.67 | 20.00 |
| ACT 0217A | Duty Manager | per hour | S | 23.75 | 28.50 | 25.00 | 30.00 |

Olivier Room (Peak)

| | | | | | | | |
|-----------|------------------|----------|---|-------|-------|-------|-------|
| ACT 0218 | Non-Duty Manager | per hour | S | 15.67 | 18.80 | 25.00 | 30.00 |
| ACT 0218A | Duty Manager | per hour | S | 23.58 | 28.30 | 37.50 | 45.00 |

Olivier Room (Off Peak)

| | | | | | | | |
|-----------|------------------|----------|---|-------|-------|-------|-------|
| ACT 0219 | Non-Duty Manager | per hour | S | 15.00 | 18.00 | 25.00 | 30.00 |
| ACT 0219A | Duty Manager | per hour | S | 22.42 | 26.90 | 37.50 | 45.00 |

Gielgud Room - Function Hire

| | | | | | | | |
|----------|--------------------------------|-------------|---|--------|--------|--------|--------|
| ACT 0350 | 6.30pm to 11.30pm | per session | S | 286.75 | 344.10 | 291.67 | 350.00 |
| ACT 0351 | Additional Pre-Function Hours | per hour | S | 13.46 | 16.15 | 16.67 | 20.00 |
| ACT 0352 | Additional Post Function Hours | per hour | S | 80.67 | 96.80 | 83.33 | 100.00 |

Gielgud Room - Meeting Hire

| | | | | | | | |
|----------|-------------------|----------|---|-------|-------|-------|-------|
| ACT 0353 | 9.00am to 4.00pm | per hour | S | 26.92 | 32.30 | 29.17 | 35.00 |
| ACT 0354 | 4.00pm to 11.30pm | per hour | S | 53.79 | 64.55 | 54.17 | 65.00 |

Gielgud Room - Theatre/Arts Group Hire

| | | | | | | | |
|----------|-------------------------------------|----------|---|-------|-------|-------|-------|
| ACT 0355 | Available only when building in use | per hour | S | 10.75 | 12.90 | 12.50 | 15.00 |
|----------|-------------------------------------|----------|---|-------|-------|-------|-------|

Main Auditorium - Community (Week)

| | | | | | | | |
|----------|--------|----------|---|----------|-----------|----------|-----------|
| ACT 0100 | 6 days | per week | S | 8,601.67 | 10,322.00 | 8,654.17 | 10,385.00 |
|----------|--------|----------|---|----------|-----------|----------|-----------|

Main Auditorium - Commercial (Week)

| | | | | | | | |
|----------|--------|----------|---|----------|-----------|----------|-----------|
| ACT 0101 | 6 days | per week | S | 9,118.33 | 10,942.00 | 9,441.67 | 11,330.00 |
|----------|--------|----------|---|----------|-----------|----------|-----------|

Main Auditorium - Community (Mon to Thurs)

| | | | | | | | |
|----------|-------------------------------------|--------------|---|----------|----------|----------|----------|
| ACT 0102 | Day (9am to 11pm) | per day | S | 1,559.04 | 1,870.85 | 1,570.83 | 1,885.00 |
| ACT 0103 | Evening (6pm to 11pm) | per evening | S | 564.50 | 677.40 | 570.83 | 685.00 |
| ACT 0104 | Half day (9am to 1pm or 2pm to 6pm) | per half day | S | 483.87 | 580.65 | 487.50 | 585.00 |
| ACT 0105 | Extra Hours (between 11pm and 9am) | per hour | S | 161.29 | 193.55 | 162.50 | 195.00 |

Main Auditorium - Community (Fri to Sun)

| | | | | | | | |
|----------|-------------------------------------|--------------|---|----------|----------|----------|----------|
| ACT 0106 | Day (9am to 11pm) | per day | S | 1,613.33 | 1,936.00 | 1,625.00 | 1,950.00 |
| ACT 0107 | Evening (6pm to 11pm) | per evening | S | 591.37 | 709.65 | 595.83 | 715.00 |
| ACT 0108 | Half day (9am to 1pm or 2pm to 6pm) | per half day | S | 537.62 | 645.15 | 541.67 | 650.00 |
| ACT 0109 | Extra Hours (between 11pm and 9am) | per hour | S | 161.29 | 193.55 | 162.50 | 195.00 |

Main Auditorium - Commercial (Mon to Thurs)

| | | | | | | | |
|----------|-------------------------------------|--------------|---|----------|----------|----------|----------|
| ACT 0110 | Day (9am to 11pm) | per day | S | 2,051.50 | 2,461.80 | 2,125.00 | 2,550.00 |
| ACT 0111 | Evening (6pm to 11pm) | per evening | S | 769.33 | 923.20 | 800.00 | 960.00 |
| ACT 0112 | Half day (9am to 1pm or 2pm to 6pm) | per half day | S | 683.83 | 820.60 | 708.33 | 850.00 |
| ACT 0113 | Extra Hours (between 11pm and 9am) | per hour | S | 199.50 | 239.40 | 208.33 | 250.00 |

Main Auditorium - Commercial (Fri to Sun)

| | | | | | | | |
|----------|-------------------------------------|--------------|---|----------|----------|----------|----------|
| ACT 0114 | Day (9am to 11pm) | per day | S | 2,280.00 | 2,736.00 | 2,362.50 | 2,835.00 |
| ACT 0115 | Evening (6pm to 11pm) | per evening | S | 797.79 | 957.35 | 829.17 | 995.00 |
| ACT 0116 | Half day (9am to 1pm or 2pm to 6pm) | per half day | S | 769.33 | 923.20 | 800.00 | 960.00 |
| ACT 0117 | Extra Hours (between 11pm and 9am) | per hour | S | 199.50 | 239.40 | 208.33 | 250.00 |

Mirren Studio - Community (Week)

| | | | | | | | |
|----------|--------|----------|---|----------|----------|----------|----------|
| ACT 0118 | 6 days | per week | S | 5,376.00 | 6,451.20 | 5,408.33 | 6,490.00 |
|----------|--------|----------|---|----------|----------|----------|----------|

Mirren Studio - Commercial (Week)

| | | | | | | | |
|----------|--------|----------|---|----------|----------|----------|----------|
| ACT 0119 | 6 days | per week | S | 5,699.17 | 6,839.00 | 5,900.00 | 7,080.00 |
|----------|--------|----------|---|----------|----------|----------|----------|

Mirren Studio - Community (Mon to Thurs)

| | | | | | | | |
|----------|-------------------------------------|--------------|---|--------|--------|--------|--------|
| ACT 0120 | Day (9am to 11pm) | per day | S | 779.54 | 935.45 | 787.50 | 945.00 |
| ACT 0121 | Evening (6pm to 11pm) | per evening | S | 268.83 | 322.60 | 270.83 | 325.00 |
| ACT 0122 | Half day (9am to 1pm or 2pm to 6pm) | per half day | S | 268.83 | 322.60 | 270.83 | 325.00 |
| ACT 0123 | Extra Hours (between 11pm and 9am) | per hour | S | 107.54 | 129.05 | 108.33 | 130.00 |

Mirren Studio - Community (Fri to Sun)

| | | | | | | | |
|----------|-------------------------------------|--------------|---|--------|----------|--------|----------|
| ACT 0124 | Day (9am to 11pm) | per day | S | 860.83 | 1,033.00 | 866.67 | 1,040.00 |
| ACT 0125 | Evening (6pm to 11pm) | per evening | S | 295.71 | 354.85 | 300.00 | 360.00 |
| ACT 0126 | Half day (9am to 1pm or 2pm to 6pm) | per half day | S | 295.71 | 354.85 | 300.00 | 360.00 |
| ACT 0127 | Extra Hours (between 11pm and 9am) | per hour | S | 107.54 | 129.05 | 108.33 | 130.00 |

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | | |
|--|--|--------------|-------------------------------|-----------|-------------------------------|-----------|-----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT | |
| <u>Mirren Studio - Commercial (Mon to Thurs)</u> | | | | | | | |
| ACT 0128 | Day (9am to 11pm) | per day | S | 1,139.71 | 1,367.65 | 1,183.33 | 1,420.00 |
| ACT 0129 | Evening (6pm to 11pm) | per evening | S | 376.17 | 451.40 | 391.67 | 470.00 |
| ACT 0130 | Half day (9am to 1pm or 2pm to 6pm) | per half day | S | 376.17 | 451.40 | 391.67 | 470.00 |
| ACT 0131 | Extra Hours (between 11pm and 9am) | per hour | S | 142.50 | 171.00 | 150.00 | 180.00 |
| <u>Mirren Studio - Commercial (Fri to Sun)</u> | | | | | | | |
| ACT 0132 | Day (9am to 11pm) | per day | S | 1,139.71 | 1,367.65 | 1,183.33 | 1,420.00 |
| ACT 0133 | Evening (6pm to 11pm) | per evening | S | 398.92 | 478.70 | 416.67 | 500.00 |
| ACT 0134 | Half day (9am to 1pm or 2pm to 6pm) | per half day | S | 398.92 | 478.70 | 416.67 | 500.00 |
| ACT 0135 | Extra Hours (between 11pm and 9am) | per hour | S | 142.50 | 171.00 | 150.00 | 180.00 |
| <u>Whole Venue - Community (Week)</u> | | | | | | | |
| ACT 0136 | 6 days | per week | S | 11,827.50 | 14,193.00 | 11,900.00 | 14,280.00 |
| <u>Whole Venue - Commercial (Week)</u> | | | | | | | |
| ACT 0137 | 6 days | per week | S | 15,053.33 | 18,064.00 | 15,583.33 | 18,700.00 |
| <u>Whole Venue - Community (Mon to Thurs)</u> | | | | | | | |
| ACT 0138 | Day (9am to 11pm) | per day | S | 1,988.33 | 2,386.00 | 2,000.00 | 2,400.00 |
| ACT 0139 | Evening (6pm to 11pm) | per evening | S | 709.67 | 851.60 | 716.67 | 860.00 |
| ACT 0140 | Half day (9am to 1pm or 2pm to 6pm) | per half day | S | 639.75 | 767.70 | 645.83 | 775.00 |
| ACT 0141 | Extra Hours (between 11pm and 9am) | per hour | S | 161.29 | 193.55 | 162.50 | 195.00 |
| <u>Whole Venue - Community (Fri to Sun)</u> | | | | | | | |
| ACT 0142 | Day (9am to 11pm) | per day | S | 2,102.50 | 2,523.00 | 2,116.67 | 2,540.00 |
| ACT 0143 | Evening (6pm to 11pm) | per evening | S | 752.67 | 903.20 | 758.33 | 910.00 |
| ACT 0144 | Half day (9am to 1pm or 2pm to 6pm) | per half day | S | 709.67 | 851.60 | 716.67 | 860.00 |
| ACT 0145 | Extra Hours (between 11pm and 9am) | per hour | S | 161.29 | 193.55 | 162.50 | 195.00 |
| <u>Whole Venue - Commercial (Mon to Thurs)</u> | | | | | | | |
| ACT 0146 | Day (9am to 11pm) | per day | S | 2,559.17 | 3,071.00 | 2,650.00 | 3,180.00 |
| ACT 0147 | Evening (6pm to 11pm) | per evening | S | 920.00 | 1,104.00 | 954.17 | 1,145.00 |
| ACT 0148 | Half day (9am to 1pm or 2pm to 6pm) | per half day | S | 855.00 | 1,026.00 | 887.50 | 1,065.00 |
| ACT 0149 | Extra Hours (between 11pm and 9am) | per hour | S | 188.17 | 225.80 | 195.83 | 235.00 |
| <u>Whole Venue - Commercial (Fri to Sun)</u> | | | | | | | |
| ACT 0150 | Day (9am to 11pm) | per day | S | 2,742.50 | 3,291.00 | 2,841.67 | 3,410.00 |
| ACT 0151 | Evening (6pm to 11pm) | per evening | S | 968.33 | 1,162.00 | 1,004.17 | 1,205.00 |
| ACT 0152 | Half day (9am to 1pm or 2pm to 6pm) | per half day | S | 940.83 | 1,129.00 | 975.00 | 1,170.00 |
| ACT 0153 | Extra Hours (between 11pm and 9am) | per hour | S | 188.17 | 225.80 | 195.83 | 235.00 |
| <u>Staff Hire</u> | | | | | | | |
| ACT 0154 | Duty Manager (mandatory for shows) | per hour | S | 19.41 | 23.30 | 33.33 | 40.00 |
| ACT 0155 | Duty Manager Overtime (between 11pm and 8am) | per hour | S | 42.21 | 50.65 | 41.67 | 50.00 |
| <u>Main Auditorium - Amateur Dramatics</u> | | | | | | | |
| ACT 0358 | (Week) 6 Days | per week | S | - | - | 7,900.00 | 9,480.00 |
| ACT 0359 | (Mon to Thurs) Day - 9am to 11pm | per day | S | - | - | 1,433.33 | 1,720.00 |
| ACT 0360 | (Mon to Thurs) Evening - 6pm to 11pm | per evening | S | - | - | 520.83 | 625.00 |
| ACT 0361 | (Mon to Thurs) Half Day - 9am to 1pm or 2pm to 6pm | per half day | S | - | - | 445.83 | 535.00 |
| ACT 0362 | (Mon to Thurs) Extra Hours - between 11pm and 9am | per hour | S | - | - | 150.00 | 180.00 |
| ACT 0363 | (Fri to Sun) Day - 9am to 11pm | per day | S | - | - | 1,483.33 | 1,780.00 |
| ACT 0364 | (Fri to Sun) Evening - 6pm to 11pm | per evening | S | - | - | 545.83 | 655.00 |
| ACT 0365 | (Fri to Sun) Half Day - 9am to 1pm or 2pm to 6pm | per half day | S | - | - | 495.83 | 595.00 |
| ACT 0366 | (Fri to Sun) Extra Hours - between 11pm and 9am | per hour | S | - | - | 150.00 | 180.00 |
| <u>Mirren Studio - Amateur Dramatics</u> | | | | | | | |
| ACT 0367 | (Week) 6 Days | per week | S | - | - | 4,937.50 | 5,925.00 |
| ACT 0368 | (Mon to Thurs) Day - 9am to 11pm | per day | S | - | - | 716.67 | 860.00 |
| ACT 0369 | (Mon to Thurs) Evening - 6pm to 11pm | per evening | S | - | - | 250.00 | 300.00 |
| ACT 0370 | (Mon to Thurs) Half Day - 9am to 1pm or 2pm to 6pm | per half day | S | - | - | 250.00 | 300.00 |
| ACT 0371 | (Mon to Thurs) Extra Hours - between 11pm and 9am | per hour | S | - | - | 100.00 | 120.00 |
| ACT 0372 | (Fri to Sun) Day - 9am to 11pm | per day | S | - | - | 791.67 | 950.00 |
| ACT 0373 | (Fri to Sun) Evening - 6pm to 11pm | per evening | S | - | - | 275.00 | 330.00 |
| ACT 0374 | (Fri to Sun) Half Day - 9am to 1pm or 2pm to 6pm | per half day | S | - | - | 275.00 | 330.00 |
| ACT 0375 | (Fri to Sun) Extra Hours - between 11pm and 9am | per hour | S | - | - | 100.00 | 120.00 |
| <u>Whole Venue - Amateur Dramatics</u> | | | | | | | |
| ACT 0376 | (Week) 6 Days | per week | S | - | - | 10,858.33 | 13,030.00 |
| ACT 0378 | (Mon to Thurs) Day - 9am to 11pm | per day | S | - | - | 1,825.00 | 2,190.00 |
| ACT 0379 | (Mon to Thurs) Evening - 6pm to 11pm | per evening | S | - | - | 654.17 | 785.00 |
| ACT 0380 | (Mon to Thurs) Half Day - 9am to 1pm or 2pm to 6pm | per half day | S | - | - | 587.50 | 705.00 |
| ACT 0381 | (Mon to Thurs) Extra Hours - between 11pm and 9am | per hour | S | - | - | 150.00 | 180.00 |
| ACT 0382 | (Fri to Sun) Day - 9am to 11pm | per day | S | - | - | 1,933.33 | 2,320.00 |
| ACT 0383 | (Fri to Sun) Evening - 6pm to 11pm | per evening | S | - | - | 691.67 | 830.00 |
| ACT 0384 | (Fri to Sun) Half Day - 9am to 1pm or 2pm to 6pm | per half day | S | - | - | 654.17 | 785.00 |
| ACT 0385 | (Fri to Sun) Extra Hours - between 11pm and 9am | per hour | S | - | - | 158.33 | 190.00 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Leisure
Service Area: Towngate Theatre
Charging Directory Area: Towngate Theatre - Technical Hire / Equipment Hire

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being."

Charges have been set to recover costs of additional staffing requirement in the provision of professional and community shows as well as use of in-house specialist equipment.

Proposed change in fee/charge from previous year (%)

Increase of at least 3%

Justification for revised charge (compared to previous year)

The proposed increase reflects both the additional increased costs of staff following inflationary based pay increases as well as the additional staffing cover requirements using casual technicians due to the increased programme. The equipment charges have been clarified with a daily rate and weekly rate (daily rate is 75% of weekly charge – as a rule with some anomalies).

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking has been undertaken with our local competitors. The service the theatre provides is very specialist and therefore competition is limited. The charges have been set for 2020-21 competitively, to ensure we can continue to support visiting promoters and hirers.

If significant change in charge, what consultation was undertaken with the general public?

No consultation has been undertaken with the general public in relation to this element of the service, as it is based on a cost recovery basis.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£73,000

£52,200 for tech Hire and £22,800 for Equipment Hire.

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

TOWNGATE THEATRE

NB - All rooms are charged on an hourly basis with a minimum hire period of 4 hours. Exhibitions etc. will be charged Community rates. Hourly rates include one overseeing technician where the Main Auditorium or Mirren Studio are hired. All hire chares are Standard Rate for VAT as the Council have exercised on 'option to tax' on this building. OFF PEAK charges apply Mon to Thurs and PEAK charges apply Fri to Sun & Bank Holidays

TOWNGATE THEATRE - TECHNICAL HIRE / EQUIPMENT HIRE

Technical Staff - Sunday and Bank Holidays

| | | | | | | | |
|----------|---|----------|---|-------|-------|-------|-------|
| ACT 0220 | Technical Staff - Sundays and Bank Holidays | per hour | S | 29.04 | 34.85 | 33.33 | 40.00 |
|----------|---|----------|---|-------|-------|-------|-------|

Equipment Hire

| | | | | | | | |
|---|--|--|---|--------|----------|--------|----------|
| ACT 0300 | Steel Deck 8' x 4' | per hire (set up and putting away of item) | S | 12.92 | 15.50 | 16.67 | 20.00 |
| ACT 0303 | Unique 2 Hazer | per week | S | 86.04 | 103.25 | 91.67 | 110.00 |
| | | per day | S | 51.63 | 61.95 | 54.17 | 65.00 |
| ACT 0304 | Shotgun Condenser Mic | per hire (set up and putting away of item) | S | 10.75 | 12.90 | 12.50 | 15.00 |
| ACT 0305 | Sure SM58 | per hire (set up and putting away of item) | S | 10.75 | 12.90 | 12.50 | 15.00 |
| ACT 0306 | Shure 55SH | per hire (set up and putting away of item) | S | 10.75 | 12.90 | 12.50 | 15.00 |
| ACT 0307 | Audix Ap 5a Drum Set | per hire (set up and putting away of item) | S | 53.79 | 64.55 | 58.33 | 70.00 |
| ACT 0308 | Audix ADX51 | per hire (set up and putting away of item) | S | 10.75 | 12.90 | 12.50 | 15.00 |
| ACT 0309 | AKG C3000 Recording Mics | per hire (set up and putting away of item) | S | 10.75 | 12.90 | 12.50 | 15.00 |
| ACT 0310 | Shure SM57 | per hire (set up and putting away of item) | S | 10.75 | 12.90 | 12.50 | 15.00 |
| ACT 0311 | Shure Beta 57a | per hire (set up and putting away of item) | S | 10.75 | 12.90 | 12.50 | 15.00 |
| ACT 0312 | BSS AR133 DI | per hire (set up and putting away of item) | S | 5.38 | 6.45 | 8.33 | 10.00 |
| ACT 0313 | Le Maitre Pyroflash Controller 6 way | per hire (set up and putting away of item) | S | 15.08 | 18.10 | 16.67 | 20.00 |
| ACT 0314 | Le Maitre Pyro Flash pod | per hire (set up and putting away of item) | S | 5.38 | 6.45 | 8.33 | 10.00 |
| ACT 0317 | Music Stand with lights | per hire (set up and putting away of item) | S | 5.38 | 6.45 | 8.33 | 10.00 |
| ACT 0318 | Screen Rear or Front 12ft by 8ft | per hire (set up and putting away of item) | S | 70.95 | 85.15 | 75.00 | 90.00 |
| ACT 0319 | Projector (Office type) - per day | per day | S | 53.79 | 64.55 | 58.33 | 70.00 |
| ACT 0320 | Projector (Office type) - per week | per week | S | 86.04 | 103.25 | 91.67 | 110.00 |
| ACT 0321 | Projector (christie High Performance) - per day | per day | S | 161.29 | 193.55 | 166.67 | 200.00 |
| ACT 0322 | Projector (Christie High Performance) - per week | per week | S | 295.71 | 354.85 | 308.33 | 370.00 |
| ACT 0323 | Mobile Sound System CD, Laptop Link, Lecturn | per week | S | 75.29 | 90.35 | 83.33 | 100.00 |
| ACT 0324 | Monitor System 4 x D&B M4 Monitors + AMPS | per week | S | 161.29 | 193.55 | 166.67 | 200.00 |
| ACT 0325 | Grand Piano Tuning | per week | S | 91.42 | 109.70 | 95.83 | 115.00 |
| ACT 0327 | UV Cannons x 2 | per week | S | 75.29 | 90.35 | 79.17 | 95.00 |
| ACT 0328 | Choir Tiered Staging and Handrails | per hire (set up and putting away of item) | S | 913.92 | 1,096.70 | 941.67 | 1,130.00 |
| ACT 0329 | Sunstrips | per hire (set up and putting away of item) | S | 43.04 | 51.65 | 45.83 | 55.00 |
| ACT 0330 | Comms Belt Pack and Headset | per hire (set up and putting away of item) | S | 10.75 | 12.90 | 12.50 | 15.00 |
| <u>Technical Staff - Monday to Saturday</u> | | | | | | | |
| ACT 0221 | Technical Staff - Monday to Saturday | per hour | S | 19.38 | 23.25 | 20.83 | 25.00 |
| <u>Technical Staff - Overtime</u> | | | | | | | |
| ACT 0357 | Technical Staff - Overtime | | S | - | - | 41.67 | 50.00 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Leisure
Service Area: Towngate Theatre
Charging Directory Area: Towngate Theatre - Box Office

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Local Government Act 2003 gives local authorities the power to charge for services that "promote or improve economic, social or environmental well-being."

Proposed change in fee/charge from previous year (%)

The Towngate Theatre continues to charges an inside commission on all sales at £1.67p per ticket. Exception is Panto tickets which is charged at £0.80p per ticket. This remains in 2020/21.
The CRM ticketing system, continues to aid the increase in internet transactions, most taking the option of e-tickets. A £1.29 postage charge remains as a customer option, but this has declined during 2019/20 and will continue to decline in 2020/21.

Justification for revised charge (compared to previous year)

As law.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking has been undertaken with our local competitors. The charge is competitive and lower than many other rival theatres both in Essex and the south-east (excluding London).

If significant change in charge, what consultation was undertaken with the general public?

No significant change.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£137,250.00 This figure includes nominal postal charges.

LEISURE
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

TOWNGATE THEATRE

NB - All rooms are charged on an hourly basis with a minimum hire period of 4 hours. Exhibitions etc. will be charged Community rates. Hourly rates include one overseeing technician where the Main Auditorium or Mirren Studio are hired. All hire chares are Standard Rate for VAT as the Council have exercised on 'option to tax' on this building. OFF PEAK charges apply Mon to Thurs and PEAK charges apply Fri to Sun & Bank Holidays

TOWNGATE THEATRE - BOX OFFICE

Box Office

| | | | | | | |
|----------|----------------------------|---|------|------|------|------|
| ACT 0340 | Ticket Booking Fee | S | 1.67 | 2.00 | 1.67 | 2.00 |
| ACT 0341 | Postage Fee | S | 1.29 | 1.55 | 1.25 | 1.50 |
| ACT 0356 | Ticket Booking Fee (panto) | S | 0.50 | 0.60 | 0.83 | 1.00 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Neighbourhoods & Public Spaces
Budget Book Area: Regeneration & Partnerships
Service Area: Basildon Town Centre
Charging Directory Area: Pitch Hire

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Income raised from the letting of pitches in the town centre, as well as the granting of permits to leaflet in the town centre, funds the Basildon Christmas light switch on as well as minor physical improvements and health and safety works to the town centre such as bollards/paving repairs.

The service also allows local businesses to promote themselves, stimulating the local economy and contributing to the achievement of one of the Council's Corporate Promises.

Prices are set for different pitches taking into account the level of footfall through that part of the town centre, with areas of higher footfall attracting higher charges.

The Council also charges charities and community groups, (who are exempt from usual letting prices), a one off administration fee for the time staff spend processing these requests. In addition, an electrician charge is levied for commercial businesses to account for this cost, not the department.

The Local Government Act 2003 gives local authorities the power to charge for services that promote or improve local economic well-being.

The proposed charges sets out a partial cost recovery of budget through income generated

Proposed change in fee/charge from previous year (%)

Commercial rate – 5%
Small business / local businesses – 5%
Administration charge – 5%
Roaming – 5%

Justification for revised charge (compared to previous year)

The proposal to increase the Commercial, Small Business / Local Business, Administration Charge, Roaming rates by 5% is to partially recover the income against the increasing running costs.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking is undertaken annually against other town centres in the county, as well as further afield, this includes other local authorities and business promotional space data. The proposed charges are in line with other local authority providers.

If significant change in charge, what consultation was undertaken with the general public?

No other significant changes are proposed.

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£49,313

REGENERATION & PARTNERSHIPS
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

BASILDON TOWN CENTRE

PITCH HIRE

St Martin's Square - Commercial Rate

| | | | | | | | |
|---------|-------------------|---------|---|--------|--------|--------|--------|
| RE 0104 | Monday to Friday | per day | E | 121.00 | 121.00 | 127.05 | 127.05 |
| RE 0105 | Saturday & Sunday | per day | E | 286.95 | 286.95 | 301.30 | 301.30 |
| RE 0106 | 5 Day Week | | E | 495.15 | 495.15 | 519.95 | 519.95 |
| RE 0107 | 7 Day Week | | E | 658.25 | 658.25 | 691.20 | 691.20 |

Outside Marks & Spencers - Small Business/Local Business/Community Rate

| | | | | | | | |
|---------|-------------------|---------|---|--------|--------|--------|--------|
| RE 0110 | Monday to Friday | per day | S | 73.21 | 87.85 | 76.92 | 92.30 |
| RE 0111 | Saturday & Sunday | per day | S | 174.50 | 209.40 | 183.25 | 219.90 |
| RE 0112 | 5 Day Week | | S | 298.21 | 357.85 | 313.17 | 375.80 |
| RE 0113 | 7 Day Week | | S | 393.83 | 472.60 | 413.54 | 496.25 |

Outside Marks & Spencers - Commercial Rate

| | | | | | | | |
|---------|-------------------|---------|---|--------|--------|--------|--------|
| RE 0114 | Monday to Friday | per day | S | 123.83 | 148.60 | 130.04 | 156.05 |
| RE 0115 | Saturday & Sunday | per day | S | 287.00 | 344.40 | 301.42 | 361.70 |
| RE 0116 | 5 Day Week | | S | 495.17 | 594.20 | 519.96 | 623.95 |
| RE 0117 | 7 Day Week | | S | 658.29 | 789.95 | 691.21 | 829.45 |

Costa Piazza 1 - Small Business/Local Business/Community Rate

| | | | | | | | |
|---------|-------------------|---------|---|--------|--------|--------|--------|
| RE 0130 | Monday to Friday | per day | S | 101.33 | 121.60 | 106.42 | 127.70 |
| RE 0131 | Saturday & Sunday | per day | S | 236.33 | 283.60 | 248.17 | 297.80 |
| RE 0132 | 5 Day Week | | S | 405.12 | 486.15 | 425.42 | 510.50 |
| RE 0133 | 7 Day Week | | S | 540.21 | 648.25 | 567.25 | 680.70 |

Costa Piazza 1 - Commercial Rate

| | | | | | | | |
|---------|-------------------|---------|---|--------|----------|--------|----------|
| RE 0134 | Monday to Friday | per day | S | 168.83 | 202.60 | 177.29 | 212.75 |
| RE 0135 | Saturday & Sunday | per day | S | 393.83 | 472.60 | 413.54 | 496.25 |
| RE 0136 | 5 Day Week | | S | 675.12 | 810.15 | 708.92 | 850.70 |
| RE 0137 | 7 Day Week | | S | 900.83 | 1,081.00 | 945.92 | 1,135.10 |

Costa Piazza 2 - Small Business/Local Business/Community Rate

| | | | | | | | |
|---------|-------------------|---------|---|--------|--------|--------|--------|
| RE 0140 | Monday to Friday | per day | S | 101.33 | 121.60 | 152.00 | 182.40 |
| RE 0141 | Saturday & Sunday | per day | S | 236.33 | 283.60 | 248.17 | 297.80 |
| RE 0142 | 5 Day Week | | S | 405.12 | 486.15 | 425.42 | 510.50 |
| RE 0143 | 7 Day Week | | S | 540.21 | 648.25 | 567.25 | 680.70 |

Costa Piazza 2 - Commercial Rate

| | | | | | | | |
|---------|-------------------|---------|---|--------|----------|--------|----------|
| RE 0144 | Monday to Friday | per day | S | 168.83 | 202.60 | 177.29 | 212.75 |
| RE 0145 | Saturday & Sunday | per day | S | 393.83 | 472.60 | 413.54 | 496.25 |
| RE 0146 | 5 Day Week | | S | 675.12 | 810.15 | 708.92 | 850.70 |
| RE 0147 | 7 Day Week | | S | 900.83 | 1,081.00 | 945.92 | 1,135.10 |

Fountain Square - Small Business/Local Business/Community Rate

| | | | | | | | |
|---------|-------------------|---------|---|--------|--------|--------|--------|
| RE 0150 | Monday to Friday | per day | S | 101.33 | 121.60 | 152.00 | 182.40 |
| RE 0151 | Saturday & Sunday | per day | S | 236.33 | 283.60 | 248.17 | 297.80 |
| RE 0152 | 5 Day Week | | S | 405.12 | 486.15 | 425.42 | 510.50 |
| RE 0153 | 7 Day Week | | S | 540.21 | 648.25 | 567.25 | 680.70 |

Fountain Square - Commercial Rate

| | | | | | | | |
|---------|-------------------|---------|---|--------|----------|--------|----------|
| RE 0154 | Monday to Friday | per day | S | 168.83 | 202.60 | 177.29 | 212.75 |
| RE 0155 | Saturday & Sunday | per day | S | 393.83 | 472.60 | 413.54 | 496.25 |
| RE 0156 | 5 Day Week | | S | 675.12 | 810.15 | 708.92 | 850.70 |
| RE 0157 | 7 Day Week | | S | 900.83 | 1,081.00 | 945.92 | 1,135.10 |

Administrative Charge

| | | | | | | | |
|---------|----------------------------|--|---|-------|-------|-------|-------|
| RE 0162 | Local Charities | | S | 16.92 | 20.30 | 17.79 | 21.35 |
| RE 0163 | National Charity Campaigns | | S | 28.17 | 33.80 | 29.58 | 35.50 |

Roaming (1 hour) - Small Business/Local Business/Community Rate

| | | | | | | | |
|---------|-------------------|----------|---|-------|-------|-------|-------|
| RE 0220 | Monday to Friday | per hour | S | 12.71 | 15.25 | 13.42 | 16.10 |
| RE 0221 | Saturday & Sunday | per hour | S | 29.62 | 35.55 | 31.21 | 37.45 |
| RE 0222 | 5 Day Week | | S | 50.67 | 60.80 | 53.21 | 63.85 |
| RE 0223 | 7 Day Week | | S | 67.50 | 81.00 | 70.92 | 85.10 |

Roaming (1 hour) - Commercial Rate

| | | | | | | | |
|---------|-------------------|----------|---|--------|--------|--------|--------|
| RE 0224 | Monday to Friday | per hour | S | 25.42 | 30.50 | 26.71 | 32.05 |
| RE 0225 | Saturday & Sunday | per hour | S | 59.12 | 70.95 | 62.08 | 74.50 |
| RE 0226 | 5 Day Week | | S | 101.33 | 121.60 | 152.00 | 182.40 |
| RE 0227 | 7 Day Week | | S | 135.08 | 162.10 | 141.83 | 170.20 |

Ice Cream Van

| | | | | | | | |
|---------|---------------|-----------|---|--------|----------|--------|----------|
| RE 0228 | Ice Cream Van | per month | S | 882.00 | 1,058.40 | 926.17 | 1,111.40 |
|---------|---------------|-----------|---|--------|----------|--------|----------|

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Policy & Resources
Budget Book Area: Corporate & Central
Service Area: Democratic Representation
Charging Directory Area: Legislative Charge

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The charges for the supply of the Electoral Register are set statutory fees over which the Council has no discretion.

Proposed change in fee/charge from previous year (%)

No change.

Justification for revised charge (compared to previous year)

The Council has no discretion in the charges for supply of the electoral register.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

No benchmarking has been undertaken. Electoral Register charges are statutory.

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

Approximately £2,000 – this is based on previous year's income which is the best guide.

CORPORATE & CENTRAL
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|------------------|-----------------------|-----|----------------------------------|----------|----------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

DEMOCRATIC REPRESENTATION

LEGISLATIVE CHARGE

Sales of the Electoral Register

| | | | | | | |
|----------|---|----|-------|-------|-------|-------|
| SOA 0030 | Data - £20 admin fee plus £1.50 per thousand entries (or part thereof) | OS | 20.00 | 20.00 | 20.00 | 20.00 |
| | Paper - £10 admin fee plus £5.00 per thousand entries (or part thereof) | OS | 10.00 | 10.00 | 10.00 | 10.00 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

| | |
|---------------------------------|---------------------------------------|
| Committee: | Policy & Resources |
| Budget Book Area: | Management & Administration |
| Service Area: | Management and Administration Support |
| Charging Directory Area: | Corporate Property Services |

Objectives/rationale of the fee/charge (e.g. full cost recovery)

CPS receives a regular number of land ownership enquiries from the public. Much of this information is publicly available from the Land Registry, who makes a nominal charge to applicants. These enquiries require a significant amount of surveyor resource and divert resources from core business.

In addition, the Commonhold and Leasehold Reform Act 2002 introduced rights in respect of administrative charges, which is payable directly for or in connection with the provision of information or documents by or on behalf of the the landlord or person party to the lease other than the landlord or tenant.

Where the information is publicly available the applicant will be referred to the Land Registry or to their own property deeds and/or solicitor if this is appropriate. If the applicant still wishes to use the services of CPS to research the information there will be a charge of £105, representing an increase of £5 over the current year. However, there may be instances where it is in the Council's interest to research the matter without fee e.g. it could lead to the discovery of an encroachment of Council land.

Enquiries to purchase Council land require a significant amount of resource before Heads of Terms can be issued with few applications resulting in disposal.

The charges for processing an application to purchase an interest in Council land will be (incorporating an increase of approx. 2% over the current year):-

1. An initial screening will be without charge i.e. to determine if the land cannot be sold because there are known restrictions, such as, community related assets.
2. If there is no obvious reason why the land cannot be sold off market to the applicant (procedure note will identify the circumstances) the applicant will be required to pay a fee of £105 before detailed enquiries are made prior to issuing Heads of Terms. Whilst we will be unable to issue a formal valuation at this stage wherever possible we will indicate a level of value based on similar recent disposals in order that the applicant can withdraw from the process before paying a fee.
3. If the disposal completes there will be an additional fee charged to the purchaser to cover the Council's surveyor's costs incurred in the transaction. This will be at minimum an additional £310 but there may be instances where the fee will need to be varied and this will be advised to the applicant at an early stage.
4. Legal services will charge an additional fee to the purchaser on completion to cover its costs in the transaction broadly in line with the above charges.

There will be occasions when outside agencies, probably companies, require advice or assistance where there are no Legal Agreements as a result. An hourly rate is suggested here, similar to Legal for senior staff, up to £200.00 per hour.

Where a Wayleave or Licence is requested, our charges will be £105 initially, followed by a further £400 on completion. For complex arrangements, or where we dealing with a Utility, these charges may be varied.

Occasionally, we receive requests from Tenants to provide a hard copy of a lease or Licence, we propose a nominal charge here of £25. Documents sent electronically will not incur a charge.

Our Tenants will occasionally require Landlord consent for perhaps a lease assignment, sub-letting, alterations or a change of use (sometimes two or three consents necessary at the same time). We already charge our Tenants for consent to assign and this should be extended to applications to alter and change use. These matters can be extremely time consuming, and with formal paperwork required, and Legal already charging, CPS should also be charging a proportionate fee, £105 and £310.

Proposed change in fee/charge from previous year (%)

No change to minimum fee but change proposed in total fee equates to an increase of about 2% and we will now have the ability to charge more should the circumstances warrant a more significant fee.

Justification for revised charge (compared to previous year)

Applications to purchase/land enquiries can identify land use issues and the enquiry fee income needs to be set at an affordable level, however, we need to have the ability to charge a higher fee when appropriate.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Association of Chief Estates Surveyors - information exchange relating to other authorities charges.

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

Approximately £10,000

MANAGEMENT & ADMINISTRATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

MANAGEMENT AND ADMINISTRATION SUPPORT

CORPORATE PROPERTY SERVICES

Enquiries (Land Ownership, Land Disputes or General)

| | | | | | | | |
|---------|--------|-------------|---|--------|--------|--------|--------|
| CP 0001 | Charge | per enquiry | S | 102.40 | 122.88 | 105.00 | 126.00 |
|---------|--------|-------------|---|--------|--------|--------|--------|

Enquiries for the Purchase, Transfer or Long Lease of Land

| | | | | | | | |
|----------|--|-------------|---|--------|--------|--------|--------|
| CP 0002 | Initial Screening to see if the land can be sold and what restrictions are in place (FREE) | per enquiry | S | - | - | - | - |
| CP 0002A | Formal Offer (if the land can be sold then a formal offer is subject to an upfront non-refundable fee) | | S | 102.40 | 122.88 | 105.00 | 126.00 |
| CP 0002B | Charge to successful bidder upon completion (should a final offer be accepted) | | S | 307.20 | 368.64 | 310.00 | 372.00 |

Enquiries for Assignment of Leases to completion

| | | | | | | | |
|---------|---|--|---|--------|--------|--------|--------|
| CP 0003 | Charge to include initial enquires/credit check | | S | 100.00 | 120.00 | 105.00 | 126.00 |
| CP 0004 | Charge to successful assignor upon completion | | S | 300.00 | 360.00 | 310.00 | 372.00 |

Enquiries for Alterations and/or change of use

| | | | | | | | |
|---------|-------------------------------------|-------------|---|---|---|--------|--------|
| CP 0005 | Charge to include initial enquiries | per enquiry | S | - | - | 105.00 | 126.00 |
| CP 0006 | Charge to Tenant on completion | per enquiry | S | - | - | 310.00 | 372.00 |

Enquiries for Wayleaves/Licences for services

| | | | | | | | |
|---------|-------------------------------------|-------------|---|---|---|--------|--------|
| CP 0007 | Charge to include initial enquiries | per enquiry | S | - | - | 105.00 | 126.00 |
| CP 0008 | Charge to Tenant on completion | per enquiry | S | - | - | 400.00 | 480.00 |

Enquiries where a set fee is not established

| | | | | | | | |
|---------|--|----------|---|---|---|--------|--------|
| CP 0009 | Charge to member of the public/outside company | per hour | S | - | - | 200.00 | 240.00 |
|---------|--|----------|---|---|---|--------|--------|

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Policy & Resources
Budget Book Area: Management & Administration
Service Area: Management and Administration Support
Charging Directory Area: Marketing & Communications

Objectives/rationale of the fee/charge (e.g. full cost recovery)

To offset maximum proportion of production costs possible for residents' magazine publication

Proposed change in fee/charge from previous year (%)

Negotiable

Justification for revised charge (compared to previous year)

Was previously set, however this has been amended to negotiable as fees set were rarely charged to customers due to nature of the business.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Against similar residents magazines in other local authorities and similar lifestyle magazines in the local area and using information from soft market testing.

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£16,500

MANAGEMENT & ADMINISTRATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

MANAGEMENT AND ADMINISTRATION SUPPORT

MARKETING & COMMUNICATIONS

Charges are available with zero rated VAT for charities who hold the necessary certificates.

Together Magazine Advertising (1 Edition)

| | | | | | | | |
|---------|-----------------------------------|-------------------------|---|----------|----------|---|---|
| MC 0001 | Inside Back Cover Full Page | 264mm wide x 330mm high | S | 1,500.00 | 1,800.00 | - | - |
| MC 0002 | Inside Back/Front Cover Half Page | 264mm wide x 160mm high | S | 800.00 | 960.00 | - | - |
| MC 0003 | Full Page (run of paper) | 264mm wide x 330mm high | S | 1,000.00 | 1,200.00 | - | - |
| MC 0004 | Half Page (run of paper) | 264mm wide x 160mm high | S | 650.00 | 780.00 | - | - |
| MC 0005 | Quarter Page | 130mm wide x 162mm high | S | 400.00 | 480.00 | - | - |
| MC 0008 | Front Page Ear Piece | Non Standard | S | 500.00 | 600.00 | - | - |

Together Magazine Advertising (2-4 Editions - cost per Edition)

| | | | | | | | |
|---------|---|-------------------------|---|----------|----------|---|---|
| MC 0009 | Inside Back Cover Full Page (2-4 editions) [Negotiable] | 264mm wide x 330mm high | S | 1,250.00 | 1,500.00 | - | - |
| MC 0010 | Inside back / front cover half page (2-4 editions) [Negotiable] | 264mm wide x 160mm high | S | 700.00 | 840.00 | - | - |
| MC 0011 | Full page (run of paper (2-4 editions) [Negotiable] | 264mm wide x 330mm high | S | 702.00 | 842.40 | - | - |
| MC 0012 | Half page (run of paper((2-4 editions) [Negotiable] | 264mm wide x 160mm high | S | 409.50 | 491.40 | - | - |
| MC 0013 | Quarter page (2-4 editions) [Negotiable] | 130mm wide x 162mm high | S | 234.00 | 280.80 | - | - |
| MC 0016 | Front page ear piece (2-4 editions) [Negotiable] | Non Standard | S | 292.50 | 351.00 | - | - |

Together Magazine Advertising (Design)

| | | | | | | | |
|---------|---|------------|---|--------|--------|---|---|
| MC 0017 | Design -full page ad [Negotiable] | per advert | S | 200.00 | 240.00 | - | - |
| MC 0018 | Design - half page ad [Negotiable] | per advert | S | 100.00 | 120.00 | - | - |
| MC 0019 | Design - quarter page./Ear piece [Negotiable] | per advert | S | 66.67 | 80.00 | - | - |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Policy & Resources
Budget Book Area: Management & Administration
Service Area: Management and Administration Support
Charging Directory Area: Legal Property and Contracts - Residential

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Legal Service undertakes a range of work, which includes engagement and preparation of documentation to effect primarily commercial transactions, such as leases, assignments, development agreements, and planning agreements. The Council's position is full cost recovery and, as such, the fees below are proposed to be updated as these have been stagnate for some years. These will be reviewed and updated in future.

The fee payment goes direct to the service department dealing with the request (Legal Property & Contracts Team).

Proposed change in fee/charge from previous year (%)

2%

Justification for revised charge (compared to previous year)

In line with inflation.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking Exercise undertaken with London Borough of Hackney, Castle Point DC and Tendring DC

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£10,125

MANAGEMENT & ADMINISTRATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

MANAGEMENT AND ADMINISTRATION SUPPORT

LEGAL PROPERTY AND CONTRACTS - RESIDENTIAL

Residential

| | | | | | | |
|---------|---|---|--------|--------|--------|--------|
| CU 0102 | Registration Fee for Charge (If lease rate is different this will be charged instead of the standard fee) | S | 35.00 | 42.00 | 36.00 | 43.20 |
| CU 0103 | Letter of Postponement of Discount Charge to enable further borrowing | S | 123.00 | 147.60 | 125.00 | 150.00 |
| CU 0104 | Repayment of Right to Buy Discount | S | 123.00 | 147.60 | 125.00 | 150.00 |
| CU 0105 | Production of Mortgage Discharge Deed (DS1) | S | 123.00 | 147.60 | 125.00 | 150.00 |
| CU 0106 | Retrospective Consent to Alterations | S | 77.00 | 92.40 | 79.00 | 94.80 |

Shared Ownership

| | | | | | | |
|---------|---|---|--------|--------|--------|--------|
| CU 0107 | Purchase of further share - Freehold | S | 205.00 | 246.00 | 209.00 | 250.80 |
| CU 0108 | Purchase of further share - Leasehold (Memo of Staircasing) | S | 308.00 | 369.60 | 314.00 | 376.80 |
| CU 0109 | Purchase of further share - Leasehold (Grant of new Lease) | S | 431.00 | 517.20 | 440.00 | 528.00 |
| CU 0110 | Licence to Assign/Conditional Consent | S | 140.00 | 168.00 | 143.00 | 171.60 |
| CU 0111 | Licence to Underlet | S | 140.00 | 168.00 | 143.00 | 171.60 |
| CU 0112 | Licence renewal | S | 134.00 | 160.80 | 137.00 | 164.40 |
| CU 0113 | Transaction Registration Fee (If lease rate is higher this will be charged instead of the standard fee) | S | 35.00 | 42.00 | 36.00 | 43.20 |

Pine Close

| | | | | | | |
|---------|--|---|----------|----------|----------|----------|
| CU 0114 | Acting on Sale (1% will be charged if greater than standard fee) | S | 1,250.00 | 1,500.00 | 1,275.00 | 1,530.00 |
|---------|--|---|----------|----------|----------|----------|

Lease Extension/Enfranchisement

| | | | | | | |
|---------|--|---|--------|--------|--------|--------|
| CU 0115 | Lessees' Statutory Right to extend lease or purchase freehold of block | S | 770.00 | 924.00 | 785.00 | 942.00 |
|---------|--|---|--------|--------|--------|--------|

Lease Variation

| | | | | | | |
|---------|-----------------|---|--------|--------|--------|--------|
| CU 0116 | Lease Variation | S | 375.00 | 450.00 | 383.00 | 459.60 |
|---------|-----------------|---|--------|--------|--------|--------|

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Policy & Resources
Budget Book Area: Management & Administration
Service Area: Management and Administration Support
Charging Directory Area: Legal Property and Contracts - Commercial

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Legal Service undertakes a range of work, which includes engagement and preparation of documentation to effect primarily commercial transactions, such as leases, assignments, development agreements, and planning agreements. The Council's position is full cost recovery and, as such, the fees below are proposed to be updated as these have been stagnate for some years. These will be reviewed and updated in future.

The fee payment goes direct to the service department dealing with the request (Legal Property & Contracts Team).

Proposed change in fee/charge from previous year (%)

2%

Justification for revised charge (compared to previous year)

In line with inflation.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking Exercise undertaken with London Borough of Hackney, Castle Point DC and Tendring DC

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£6,478

MANAGEMENT & ADMINISTRATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

MANAGEMENT AND ADMINISTRATION SUPPORT

LEGAL PROPERTY AND CONTRACTS - COMMERCIAL

Shop Lease (ex CNT) (Non-Statutory renewal)

| | | | | | | |
|---------|---|---|----------|----------|----------|----------|
| CU 0117 | Shop Lease only | S | 923.00 | 1,107.60 | 941.00 | 1,129.20 |
| CU 0118 | Shop Lease with Rent Deposit | S | 1,025.00 | 1,230.00 | 1,046.00 | 1,255.20 |
| CU 0119 | Shop Lease with Licence to alter | S | 1,538.00 | 1,845.60 | 1,569.00 | 1,882.80 |
| CU 0147 | Registration Fee for Charge (If lease rate is different this will be charged instead of the standard fee) | S | 35.00 | 42.00 | 36.00 | 43.20 |

Commercial Lease (non-ex CNT)

| | | | | | | |
|---------|-----------------------------|---|----------|----------|----------|----------|
| CU 0120 | Non-ex CNT Commercial Lease | S | 1,128.00 | 1,353.60 | 1,151.00 | 1,381.20 |
|---------|-----------------------------|---|----------|----------|----------|----------|

Community Lease (contribution)

| | | | | | | |
|---------|--------------------------------|---|--------|--------|--------|--------|
| CU 0121 | Community Lease (contribution) | S | 461.00 | 553.20 | 470.00 | 564.00 |
|---------|--------------------------------|---|--------|--------|--------|--------|

Licence to Assign

| | | | | | | |
|---------|--|---|--------|--------|--------|--------|
| CU 0122 | Licence only | S | 238.00 | 285.60 | 243.00 | 291.60 |
| CU 0123 | Licence with Rent Deposit | S | 430.00 | 516.00 | 439.00 | 526.80 |
| CU 0124 | Licence with Licence to alter/change use | S | 538.00 | 645.60 | 549.00 | 658.80 |

Other Licence (no assignment)

| | | | | | | |
|---------|-------------------------------|---|--------|--------|--------|--------|
| CU 0125 | Other Licence (no assignment) | S | 487.00 | 584.40 | 497.00 | 596.40 |
|---------|-------------------------------|---|--------|--------|--------|--------|

Combined Licence

i.e. to change use and alter

| | | | | | | |
|---------|---|---|--------|--------|--------|--------|
| CU 0126 | Combined Licence i.e. to change use and alter | S | 420.00 | 504.00 | 427.00 | 512.40 |
|---------|---|---|--------|--------|--------|--------|

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Policy & Resources
Budget Book Area: Management & Administration
Service Area: Management and Administration Support
Charging Directory Area: Legal Property and Contracts - General Land Transactions

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Legal Service undertakes a range of work, which includes engagement and preparation of documentation to effect primarily commercial transactions, such as leases, assignments, development agreements, and planning agreements. The Council's position is full cost recovery and, as such, the fees below are proposed to be updated as these have been stagnate for some years. These will be reviewed and updated in future.

The fee payment goes direct to the service department dealing with the request (Legal Property & Contracts Team).

Proposed change in fee/charge from previous year (%)

2%

Justification for revised charge (compared to previous year)

In line with inflation.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking Exercise undertaken with London Borough of Hackney, Castle Point DC and Tendring DC

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£19,168

MANAGEMENT & ADMINISTRATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

MANAGEMENT AND ADMINISTRATION SUPPORT

LEGAL PROPERTY AND CONTRACTS - GENERAL LAND TRANSACTIONS

Disposals

| | | | | | | |
|---------|--|---|----------|----------|----------|----------|
| CU 0127 | Under £10k | S | 770.00 | 924.00 | 785.00 | 942.00 |
| CU 0128 | Other Land disposals £10k+ (Charge will be 1% of the disposal if this is greater than the fixed fee) | S | 1,025.00 | 1,230.00 | 1,046.00 | 1,255.20 |

Wayleaves/Easements

| | | | | | | |
|---------|---------------------|---|--------|--------|--------|--------|
| CU 0129 | Wayleaves/Easements | S | 715.00 | 858.00 | 729.00 | 874.80 |
|---------|---------------------|---|--------|--------|--------|--------|

Auction Packs

| | | | | | | |
|---------|---------------|---|-------|-------|-------|-------|
| CU 0130 | Auction Packs | S | 77.00 | 92.40 | 79.00 | 94.80 |
|---------|---------------|---|-------|-------|-------|-------|

Licence Agreement

| | | | | | | |
|---------|-------------------|---|--------|--------|--------|--------|
| CU 0131 | Licence Agreement | S | 745.00 | 894.00 | 760.00 | 912.00 |
|---------|-------------------|---|--------|--------|--------|--------|

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Policy & Resources
Budget Book Area: Management & Administration
Service Area: Management and Administration Support
Charging Directory Area: Legal Property and Contracts - Planning Agreements

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Legal Service undertakes a range of work, which includes engagement and preparation of documentation to effect primarily commercial transactions, such as leases, assignments, development agreements, and planning agreements. The Council's position is full cost recovery and, as such, the fees below are proposed to be updated as these have been stagnate for some years. These will be reviewed and updated in future.

The fee payment goes direct to the service department dealing with the request (Legal Property & Contracts Team).

Proposed change in fee/charge from previous year (%)

2%

Justification for revised charge (compared to previous year)

In line with inflation.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking Exercise undertaken with London Borough of Hackney, Castle Point DC and Tendring DC

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£31,980.00 *

*To be replaced by Community Infrastructure Levy when introduced

MANAGEMENT & ADMINISTRATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

MANAGEMENT AND ADMINISTRATION SUPPORT

LEGAL PROPERTY AND CONTRACTS - PLANNING AGREEMENTS

Replacement and Demolition

CU 0132 Replacement and Demolition S 460.00 552.00 469.00 562.80

Contribution Works

CU 0133 Contribution Works S 330.00 396.00 367.00 440.40

Affordable Housing

CU 0134 Affordable Housing S 870.00 1,044.00 887.00 1,064.40

Open Space Commuted Sum

CU 0135 Open Space Commuted Sum S 513.00 615.60 523.00 627.60

Landscaping

CU 0136 Landscaping S 512.00 614.40 522.00 626.40

Revocation/Removal of Permitted Development

CU 0137 Revocation/Removal of Permitted Development Rights S 950.00 1,140.00 969.00 1,162.80

CU 0138 Revocation/Removal of Permitted Development Rights with additional & advertising costs S 1,845.00 2,214.00 1,882.00 2,258.40

Obligations and Restrictions on Use

CU 0139 Major Works S 872.00 1,046.40 889.00 1,066.80

CU 0140 Private Dwelling S 460.00 552.00 469.00 562.80

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Policy & Resources
Budget Book Area: Management & Administration
Service Area: Management and Administration Support
Charging Directory Area: Legal Property and Contracts - Highways Agreements

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Legal Service undertakes a range of work, which includes engagement and preparation of documentation to effect primarily commercial transactions, such as leases, assignments, development agreements, and planning agreements. The Council's position is full cost recovery and, as such, the fees below are proposed to be updated as these have been stagnate for some years. These will be reviewed and updated in future.

The fee payment goes direct to the service department dealing with the request (Legal Property & Contracts Team).

Proposed change in fee/charge from previous year (%)

2%

Justification for revised charge (compared to previous year)

In line with inflation.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking Exercise undertaken with London Borough of Hackney, Castle Point DC and Tendring DC

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

Not able to be predicted.

MANAGEMENT & ADMINISTRATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|------------------|-----------------------|-----|----------------------------------|----------|----------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

MANAGEMENT AND ADMINISTRATION SUPPORT

LEGAL PROPERTY AND CONTRACTS - HIGHWAYS AGREEMENTS

Major Works

| | | | | | | |
|---------|---|---|----------|----------|----------|----------|
| CU 0141 | Major Works (Will be charged hourly rate rather than the standard fee if this is greater) | S | 1,845.00 | 2,214.00 | 1,882.00 | 2,258.40 |
|---------|---|---|----------|----------|----------|----------|

Minor Works

| | | | | | | |
|---------|---|---|--------|----------|--------|----------|
| CU 0142 | Minor Works (Will be charged hourly rate rather than the standard fee if this is greater) | S | 923.00 | 1,107.60 | 941.00 | 1,129.20 |
|---------|---|---|--------|----------|--------|----------|

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Policy & Resources
Budget Book Area: Management & Administration
Service Area: Management and Administration Support
Charging Directory Area: Legal Property and Contracts - Hourly Rates

Objectives/rationale of the fee/charge (e.g. full cost recovery)

The Legal Service undertakes a range of work, which includes engagement and preparation of documentation to effect primarily commercial transactions, such as leases, assignments, development agreements, and planning agreements. The Council's position is full cost recovery and, as such, the fees below are proposed to be updated as these have been stagnate for some years. These will be reviewed and updated in future.

The fee payment goes direct to the service department dealing with the request (Legal Property & Contracts Team). The hourly rates are to be used where a set fee is not established.

Proposed change in fee/charge from previous year (%)

2%

Justification for revised charge (compared to previous year)

In line with inflation.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking Exercise undertaken with London Borough of Hackney, Castle Point DC and Tendring DC

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

Not able to be predicted.

MANAGEMENT & ADMINISTRATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

MANAGEMENT AND ADMINISTRATION SUPPORT

LEGAL PROPERTY AND CONTRACTS - HOURLY RATES

Where set fee not established (based on market)

Solicitors & Legal Execs over 8 years experience

| | | | | | | | |
|---------|--|----------|---|--------|--------|--------|--------|
| CU 0143 | Solicitors & Legal Execs over 8 years experience | per hour | S | 223.00 | 267.60 | 227.00 | 272.40 |
|---------|--|----------|---|--------|--------|--------|--------|

Solicitors & Legal Execs over 4 years experience

| | | | | | | | |
|---------|--|----------|---|--------|--------|--------|--------|
| CU 0144 | Solicitors & Legal Execs over 4 years experience | per hour | S | 197.00 | 236.40 | 201.00 | 241.20 |
|---------|--|----------|---|--------|--------|--------|--------|

Other Solicitors & Legal Execs and fee earners of equivalent experience

| | | | | | | | |
|---------|---|----------|---|--------|--------|--------|--------|
| CU 0145 | Other Solicitors & Legal Execs and fee earners of equivalent experience | per hour | S | 165.00 | 198.00 | 168.00 | 201.60 |
|---------|---|----------|---|--------|--------|--------|--------|

Trainee Solicitors, Paralegals and other fee earners

| | | | | | | | |
|---------|--|----------|---|--------|--------|--------|--------|
| CU 0146 | Trainee Solicitors, paralegals and other fee earners | per hour | S | 121.00 | 145.20 | 123.00 | 147.60 |
|---------|--|----------|---|--------|--------|--------|--------|

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Policy & Resources
Budget Book Area: Management & Administration
Service Area: Management and Administration Support
Charging Directory Area: Borough Filming Charges

Objectives/rationale of the fee/charge (e.g. full cost recovery)

These Fees and Charges have been introduced to bring us in line with other Local Authorities and provide some consistency to location charging for filming within the Borough.

Proposed change in fee/charge from previous year (%)

No charge previously.

Justification for revised charge (compared to previous year)

No charge previously.

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Benchmarking carried out by Thurrock Film Office (run by Thurrock Council). The Fees have been based on other Londong Boroughs and Essex Authorities, we have matched values to Thurrock as they fall in line with other Essex Local Authorities.

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

This is the first year, 2020/21, these charges have been implemented. The expected budgeted income is to be reviewed next year based on this year's usage.

MANAGEMENT & ADMINISTRATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

MANAGEMENT AND ADMINISTRATION SUPPORT

BOROUGH FILMING CHARGES

There may be additional fees if filming requires traffic management, parking, temporary structures or use of drones. Crews exceeding 50 people will be given a price on application.

Administration for Processing licence application

| | | | | | | | |
|---------|------------------------------|------|---|---|---|--------|--------|
| MC 0020 | Small Crew (1 to 5 people) | each | S | - | - | 50.00 | 60.00 |
| MC 0021 | Medium Crew (6 to 15 people) | each | S | - | - | 100.00 | 120.00 |
| MC 0022 | Large Crew (16 to 50 people) | each | S | - | - | 150.00 | 180.00 |

Fee for Street Filming - One off

| | | | | | | | |
|---------|------------------------------|------|---|---|---|--------|--------|
| MC 0023 | Small Crew (1 to 5 people) | each | S | - | - | 50.00 | 60.00 |
| MC 0024 | Medium Crew (6 to 15 people) | each | S | - | - | 125.00 | 150.00 |
| MC 0025 | Large Crew (16 to 50 people) | each | S | - | - | 175.00 | 210.00 |

Location Fee - Per Hour

| | | | | | | | |
|---------|------------------------------|----------|---|---|---|--------|--------|
| MC 0026 | Small Crew (1 to 5 people) | per hour | S | - | - | 125.00 | 150.00 |
| MC 0027 | Medium Crew (6 to 15 people) | per hour | S | - | - | 150.00 | 180.00 |
| MC 0028 | Large Crew (16 to 50 people) | per hour | S | - | - | 200.00 | 240.00 |

Location Fee - Per Half Day

| | | | | | | | |
|---------|------------------------------|--------------|---|---|---|--------|--------|
| MC 0029 | Small Crew (1 to 5 people) | per half day | S | - | - | 350.00 | 420.00 |
| MC 0030 | Medium Crew (6 to 15 people) | per half day | S | - | - | 450.00 | 540.00 |
| MC 0031 | Large Crew (16 to 50 people) | per half day | S | - | - | 750.00 | 900.00 |

Location Fee - Per Day

Full Day rates may be negotiable if filming over several days.

| | | | | | | | |
|---------|------------------------------|---------|---|---|---|---|---|
| MC 0032 | Small Crew (1 to 5 people) | per day | S | - | - | - | - |
| MC 0033 | Medium Crew (6 to 15 people) | per day | S | - | - | - | - |
| MC 0034 | Large Crew (16 to 50 people) | per day | S | - | - | - | - |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Policy & Resources
Budget Book Area: Management & Administration
Service Area: Office Accommodation
Charging Directory Area: Equipment to be Provided

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Full cost recovery.

Proposed change in fee/charge from previous year (%)

2% in line with policy set.

Justification for revised charge (compared to previous year)

Inflation in line with corporate policy

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

N/A

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£1,000

MANAGEMENT & ADMINISTRATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|------------------|-----------------------|-----|----------------------------------|----------|----------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

OFFICE ACCOMMODATION

EQUIPMENT TO BE PROVIDED

Equipment

| | | | | | | |
|---------|--------------------------------|---|-------|-------|-------|-------|
| FM 0400 | Flip Chart | S | 10.00 | 12.00 | 10.21 | 12.25 |
| FM 0401 | Over Head Projector and Screen | S | 20.00 | 24.00 | 20.42 | 24.50 |

CHARGING DIRECTORY FROM 2020/21 ONWARDS

Committee: Policy & Resources
Budget Book Area: Management & Administration
Service Area: Office Accommodation
Charging Directory Area: Room Hire

Objectives/rationale of the fee/charge (e.g. full cost recovery)

Full cost recovery.

Proposed change in fee/charge from previous year (%)

2% increase in line with policy.

Justification for revised charge (compared to previous year)

Inflation in line with corporate policy

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

N/A

If significant change in charge, what consultation was undertaken with the general public?

N/A

Expected budgeted income – this should be calculated as the usage multiplied by the charge

£10,000

MANAGEMENT & ADMINISTRATION
SCHEDULE OF CHARGES EFFECTIVE FROM 1 APRIL 2020

| REFERENCE No. | DESCRIPTION OF CHARGE | VAT | CHARGES April 2019-March 2020 | | CHARGES April 2020-March 2021 | |
|---------------|-----------------------|-----|-------------------------------|----------|-------------------------------|----------|
| | | | EXCL VAT | INCL VAT | EXCL VAT | INCL VAT |

OFFICE ACCOMMODATION

ROOM HIRE

Basildon Centre - Room 4

| | | | | | | | |
|---------|---|-------------------------------|---|--------|--------|--------|--------|
| FM 0201 | Monday to Friday - Full Day (9.00-18.00 - 9hours) | Commercial Rate | E | 105.00 | 105.00 | 107.10 | 107.10 |
| | | Private Hire (20% Discount) | E | 85.00 | 85.00 | 86.70 | 86.70 |
| | | Community Rate (40% Discount) | E | 65.00 | 65.00 | 66.30 | 66.30 |
| | Monday to Friday - Half Day (9.00-13.00/14.00-18.00 - 4hours) | Commercial Rate | E | 60.00 | 60.00 | 61.20 | 61.20 |
| | | Private Hire (20% Discount) | E | 46.85 | 46.85 | 47.80 | 47.80 |
| | | Community Rate (40% Discount) | E | 40.00 | 40.00 | 40.80 | 40.80 |
| | Monday to Friday - Hourly Rates | Commercial Rate | E | 20.00 | 20.00 | 20.40 | 20.40 |
| | | Private Hire (20% Discount) | E | 15.00 | 15.00 | 15.30 | 15.30 |
| | | Community Rate (40% Discount) | E | 10.00 | 10.00 | 10.20 | 10.20 |
| FM 0202 | Monday to Thursday - Evening (18.00-23.00/19.00-00.00 - 5hours) | Commercial Rate | E | 95.00 | 95.00 | 96.90 | 96.90 |
| | | Private Hire (20% Discount) | E | 72.40 | 72.40 | 73.85 | 73.85 |
| | | Community Rate (40% Discount) | E | 55.00 | 55.00 | 56.10 | 56.10 |
| | Monday to Thursday - Evening Hourly Rates | Commercial Rate | E | 27.75 | 27.75 | 28.35 | 28.35 |
| | | Private Hire (20% Discount) | E | 25.00 | 25.00 | 25.50 | 25.50 |
| | | Community Rate (40% Discount) | E | 20.00 | 20.00 | 20.40 | 20.40 |
| FM 0203 | Saturday, Sunday & Bank Holidays - Full Day (9.00-18.00 - 9hours) | Commercial Rate | E | 185.00 | 185.00 | 188.70 | 188.70 |
| | | Private Hire (20% Discount) | E | 150.00 | 150.00 | 153.00 | 153.00 |
| | | Community Rate (40% Discount) | E | 110.00 | 110.00 | 112.20 | 112.20 |
| | Saturday, Sunday & Bank Holidays - Half Day (9.00-13.00/14.00-16.00 - 4hours) | Commercial Rate | E | 105.00 | 105.00 | 107.10 | 107.10 |
| | | Private Hire (20% Discount) | E | 85.00 | 85.00 | 86.70 | 86.70 |
| | | Community Rate (40% Discount) | E | 65.00 | 65.00 | 66.30 | 66.30 |
| | Saturday, Sunday & Bank Holidays - Hourly Rates | Commercial Rate | E | 27.75 | 27.75 | 28.35 | 28.35 |
| | | Private Hire (20% Discount) | E | 25.00 | 25.00 | 25.50 | 25.50 |
| | | Community Rate (40% Discount) | E | 20.00 | 20.00 | 20.40 | 20.40 |
| FM 0204 | Friday, Saturday, Sunday & Bank Holidays - Evening (18.00-23.00/19.00-00.00 - 5hours) | Commercial Rate | E | 125.00 | 125.00 | 127.50 | 127.50 |
| | | Private Hire (20% Discount) | E | 97.95 | 97.95 | 99.90 | 99.90 |
| | | Community Rate (40% Discount) | E | 75.00 | 75.00 | 76.50 | 76.50 |
| | Friday, Saturday, Sunday & Bank Holidays - Hourly Rates | Commercial Rate | E | 30.00 | 30.00 | 30.60 | 30.60 |
| | | Private Hire (20% Discount) | E | 23.65 | 23.65 | 24.15 | 24.15 |
| | | Community Rate (40% Discount) | E | 20.00 | 20.00 | 20.40 | 20.40 |

Basildon Centre - Room 2

| | | | | | | | |
|---------|---|-------------------------------|---|--------|--------|--------|--------|
| FM 0301 | Monday to Friday - Full Day (9.00-18.00 - 9hours) | Commercial Rate | E | 164.45 | 164.45 | 167.75 | 167.75 |
| | | Private Hire (20% Discount) | E | 135.00 | 135.00 | 137.70 | 137.70 |
| | | Community Rate (40% Discount) | E | 100.00 | 100.00 | 102.00 | 102.00 |
| | Monday to Friday - Half Day (9.00-13.00/14.00-18.00 - 4hours) | Commercial Rate | E | 95.00 | 95.00 | 96.90 | 96.90 |
| | | Private Hire (20% Discount) | E | 75.00 | 75.00 | 76.50 | 76.50 |
| | | Community Rate (40% Discount) | E | 55.40 | 55.40 | 56.55 | 56.55 |
| | Monday to Friday - Hourly Rates | Commercial Rate | E | 25.00 | 25.00 | 25.50 | 25.50 |
| | | Private Hire (20% Discount) | E | 20.00 | 20.00 | 20.40 | 20.40 |
| | | Community Rate (40% Discount) | E | 14.85 | 14.85 | 15.15 | 15.15 |
| FM 0302 | Monday to Thursday - Evening (18.00-23.00/19.00-00.00 - 5hours) | Commercial Rate | E | 130.00 | 130.00 | 132.60 | 132.60 |
| | | Private Hire (20% Discount) | E | 105.00 | 105.00 | 107.10 | 107.10 |
| | | Community Rate (40% Discount) | E | 80.00 | 80.00 | 81.60 | 81.60 |
| | Monday to Thursday - Evening Hourly Rates | Commercial Rate | E | 35.00 | 35.00 | 35.70 | 35.70 |
| | | Private Hire (20% Discount) | E | 30.00 | 30.00 | 30.60 | 30.60 |
| | | Community Rate (40% Discount) | E | 20.00 | 20.00 | 20.40 | 20.40 |
| FM 0303 | Saturday, Sunday & Bank Holidays - Full Day (9.00-18.00 - 9hours) | Commercial Rate | E | 288.10 | 288.10 | 293.90 | 293.90 |
| | | Private Hire (20% Discount) | E | 230.45 | 230.45 | 235.10 | 235.10 |
| | | Community Rate (40% Discount) | E | 172.85 | 172.85 | 176.35 | 176.35 |
| | Saturday, Sunday & Bank Holidays - Half Day (9.00-13.00/14.00-16.00 - 4hours) | Commercial Rate | E | 165.00 | 165.00 | 168.30 | 168.30 |
| | | Private Hire (20% Discount) | E | 130.00 | 130.00 | 132.60 | 132.60 |
| | | Community Rate (40% Discount) | E | 100.00 | 100.00 | 102.00 | 102.00 |
| | Saturday, Sunday & Bank Holidays - Hourly Rates | Commercial Rate | E | 44.00 | 44.00 | 44.90 | 44.90 |
| | | Private Hire (20% Discount) | E | 35.00 | 35.00 | 35.70 | 35.70 |
| | | Community Rate (40% Discount) | E | 30.00 | 30.00 | 30.60 | 30.60 |
| FM 0304 | Friday, Saturday, Sunday & Bank Holidays - Evening (18.00-23.00/19.00-00.00 - 5hours) | Commercial Rate | E | 185.00 | 185.00 | 188.70 | 188.70 |
| | | Private Hire (20% Discount) | E | 147.15 | 147.15 | 150.10 | 150.10 |
| | | Community Rate (40% Discount) | E | 115.00 | 115.00 | 117.30 | 117.30 |
| | Friday, Saturday, Sunday & Bank Holidays - Hourly Rates | Commercial Rate | E | 44.85 | 44.85 | 45.75 | 45.75 |
| | | Private Hire (20% Discount) | E | 40.00 | 40.00 | 40.80 | 40.80 |
| | | Community Rate (40% Discount) | E | 30.00 | 30.00 | 30.60 | 30.60 |