

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No 8

meeting date: 19 OCTOBER 2017  
title: REVIEW OF FEES AND CHARGES 2018/19  
submitted by: DIRECTOR OF RESOURCES  
principal author: ANDREW COOK

### 1 PURPOSE

- 1.1 To seek member approval on proposals to increase this Committee's fees and charges with effect from 1 April 2018.
- 1.2 These proposals are the first stage in the review of this Committee's budget for the forthcoming 2018/19 financial year.

### 2 BACKGROUND

- 2.1 The Council's fees and charges are reviewed on an annual basis as part of the budget setting process.
- 2.2 This report requests that members consider proposals for the increase in fees and charges for this Committee's services. Such charges would be implemented with effect from 1 April 2018 and would operate for the duration of the 2018/19 financial year.
- 2.3 The Council's latest budget forecast allows for a 2% inflationary increase in the level of income raised from fees and charges. The review aims to increase budgeted income for 2018/19 by this amount as a minimum.
- 2.4 After applying this percentage increase, proposed charges have generally been rounded up to minimise any problems with small change. This inevitably impacts on the individual percentage rise for each separate charge, particularly when the current charge is low.

### 3 ADVICE OF BUDGET WORKING GROUP

- 3.1 In August 2017, the Budget Working Group considered the overall three-year Budget Forecast. In summary the forecast shows a potential budget deficit for 2018/19 of £774k after taking £250k from general fund balances.
- 3.2 The key messages from Budget Working Group to officers and also for Committees to bear in mind when reviewing the fees and charges are:
  - Any charges should look to meet the costs of providing the services being used.
  - As an **absolute minimum** all fees and charges should be increased by 2%.
  - Where possible comparisons should be made to the charges being made by our neighbours in Lancashire – or wider if appropriate.
  - We should thoroughly review our services for areas where we are not charging – but where a charge may be made/be appropriate.

- As part of the review, we should be looking at innovative ways of charging.
- 3.3 The forecast includes an overall increase in income from fees and charges of 2%. Service committees are requested to review their fees and charges in order to achieve this targeted income.
- 3.4 The current budgeted income to be received from fees and charges which are set by this Committee is £199,410. A 2% increase on this total would therefore generate £3,988.
- 4 REVIEW OF FEES AND CHARGES
- 4.1 The review of fees and charges is co-ordinated by Financial Services, working together with Heads of Service and budget holders.
- 4.2 The following process was undertaken:
- Budget holders are provided with an indication of the fees and charges factoring in the Budget Working Group proposals.
  - Discussion meetings are then held between budget holders and Financial Services to enable the budget holders to propose a set of fees and charges for their services. This identified the fees that could be increased by the minimum 2% plus roundings and the fees that could be based on other factors. These other factors were consideration of covering the cost of the service provided, comparative fee levels at other authorities, any national requirements to follow for fee setting and/or any service areas where new fees could be introduced.
- 5 PROPOSED FEES AND CHARGES 2018/19
- 5.1 Following discussions a **proposed** set of fees and charges for implementation from 1 April 2018 has been produced for this Committee and is shown at Annex 1. This provides details of:
- the current charge for 2017/18
  - an estimate of the level of 2017/18 income raised by each charge (net of VAT)
  - the proposed charges for implementation from 1 April 2018
  - an indication of the potential income that may be achieved in 2018/19, should the proposals be agreed (net of VAT)
  - the percentage fee increases from 2017/18 to 2018/19; and
  - the date that each charge was last increased (they are all reviewed annually, but may not necessarily be increased).
- 5.2 If this Committee approves the recommended fees and charges shown in Annex 1, the estimated extra income raised is £27,310, an overall increase of 13.7%.
- 5.3 The indication of potential income shown above and shown throughout Annex 1 is provided for guidance purposes only and is based on past and current activity levels. No account is taken of any change in service use which may be influenced by a change in charge levels.
- 5.4 Work is still underway on forecasting income budget levels for 2018/19 and such budget proposals will be reported back to this Committee in January 2018 for approval.

5.5 Several of the proposed fees and charges for this Committee have been uplifted by 2% and rounded up to the next 10p, 50p or £1 to minimise any problems with small change.

5.6 However, given the more detailed review recommended by Budget Working Group for 2018/19, several of the proposed fees and charges have been set on a different basis to just an inflation increase and some new fees and charges have been proposed. These are explained in the following sections of the report.

## 6 CLITHEROE CEMETERY FEES

6.1 The cemetery fees and charges income received does not cover the full cost of running Clitheroe cemetery. Fees would have to rise significantly to cover the full costs of the service.

6.2 In addition, fees at Clitheroe cemetery are significantly lower than the average fees at other Lancashire cemeteries, as identified from the latest available fees and charges information on other councils' websites. Also, income generation guidance from the Chartered Institute of Public Finance and Accountancy confirms that councils are allowed freedom on the cemetery fee levels they set.

6.3 Given the above, fees could be increased significantly at Clitheroe cemetery and still be at the average of other Lancashire cemeteries. It is proposed that the Clitheroe cemetery fees for "Exclusive Burial Rights", "Interments", "Right to Erect Headstone" and "Right to Place Stone Plaque on Ashes Plot" fees are increased from the current fee levels to the average of other Lancashire cemeteries fees over two years, as follows – increase fees by half the difference in 2018/19 and move to the average level in 2019/20, subject to the fees and charges review policy that will be set for 2019/20. Members may wish to phase-in this increase over a longer period of time.

6.4 As part of the above, it is proposed that the Council introduce a reduced fee for Interments of children under 16 years old, including Interments of stillborn to 1 month. The current "No Charge" policy for Interments of stillborn to 1 month will be removed.

6.5 Please note, there is no change to the double fees policy for Exclusive Burial Rights and Interments for persons who are non-residents of the Ribble Valley.

6.6 The review identified some other cemetery services that the Council do not charge for and several other cemeteries do charge for. It is proposed that the Council introduces fees in these areas, as follows:

- Memorial bench – "At cost – materials plus officer time input".
- Copy of grave deed – £30.
- Search fee – £30.
- Certificate of burial/certificate of transfer/copy certificate – £40.

6.7 It is proposed that the following fees are re-set to ensure all costs are covered in each individual case, as follows:

- Cemetery Plaques and Removing/Refixing Headstones for Burials fees to be set at "At cost – materials".
- Commemorative Trees fee to be set at "At cost – materials plus officer time input".

- 6.8 It is proposed to remove the following fees, as explained below:
- Woodland Burials Tree and Wild Flower Planting, No Charge – This service is already included in the woodland burial service. Take out as no separate fee is charged.
  - Interments, Saturday Surcharge Funeral – Service no longer provided.
  - Interments, Saturday Surcharge Ashes Interment - Service no longer provided.
- 6.9 Overall, the increase in fees proposed will still not cover the full costs of running the Clitheroe cemetery service, but will ensure that fees are set at a comparable rate to other local cemeteries and will reduce the net cost of the service to the Council.
- 6.10 The table in Annex 2 shows the current 2017/18 cemetery fees, the average of other cemeteries fees, the proposed fees for 2018/19 and the basis on which they are proposed to be set. Also included is an example of what the 2019/20 fees may look like, if the same charging policy is continued into that year.

## 7 PEST CONTROL FEES

- 7.1 Bed bugs and cockroaches is an increasing area of work for pest control. The treatment and cost of providing this service is similar to rodents in that one treatment can include several visits. Nine other Lancashire authorities charge for this service and the average for the nine that charge is £82 for bedbugs and £51 for cockroaches. Thus, it is proposed that a new fee is introduced for treating cockroaches and bedbugs in line with the charges already in place for rodents, £45 per treatment and £90 per out of hours treatment.
- 7.2 Several other Lancashire authorities charge for each additional nest treated on the same wasps nest visit, at half the normal charge of a wasps nest visit. It is proposed that the Council introduce a new fee for this at half of the wasps and other insects single visit rate, £22.50.

## 8 ENVIRONMENTAL HEALTH LICENCES

- 8.1 The Council's licences fees were compared to other Lancashire authorities. This highlighted that most fees should be considered for an increase, except Street Trading Licence Class I, II and III licences and Caravan Site licences.
- 8.2 However, licences fees must cover costs only, so any increases must be supported by an analysis of the costs of granting licences, based on staff time costs, departmental on-costs and other on-costs. Costings undertaken for the relevant licences identified that in all cases the fees currently charged by the Council did not cover the full costs of granting the licences.
- 8.3 Therefore, it is proposed that fees are increased for the licences reviewed to levels that are in-line with the estimated costs of granting the licences or are at a slightly lower level that is at or around the average fee or highest fee set by other Lancashire authorities:
- Animal Boarding, Dog Breeding, Dangerous Wild Animals - £150.
  - Pet Shops - £125.
  - NEW Home Boarding/Doggy Day Care fee - £125.
  - Riding Establishments - £200.
  - Annual Zoo Compliance - £175.
  - Zoo 4 year renewal - £350.

- Acupuncture, Ear Piercing, Tattooing, Electrolysis - £165.
- 8.4 New fees were introduced in 2017/18 for Houses of Multiple Occupancy Licences. It is proposed that these fees be held at the same level in 2018/19 because they were introduced part way through 2017/18.
- 9 PRIVATE WATER RISK ASSESSMENT AND SAMPLING FEES
- 9.1 Five existing water sample analysis charges have been set to only recover the estimated direct lab fees and employee costs associated with these checks, in line with the national requirement to only cover these costs. In addition, other charges for risk assessments and other specified work are also set within national guidance levels.
- 10 FOOD HYGIENE INSPECTION RESCORE FEE
- 10.1 A new Food Hygiene Inspection Re-score fee was introduced in May 2017. It is proposed that the fee be held at the same level in 2018/19 because it was introduced part way through 2017/18.
- 11 FIXED PENALTY NOTICE CHARGES
- 11.1 Fixed Penalty Notice charges were approved by this Committee in May 2017. They are set within Government guidelines and do not vary from year to year by an inflation increase. Thus, the fees set in May 2017 will also apply in 2018/19.
- 12 ENVIRONMENTAL PERMIT REGULATIONS FEES
- 12.1 The Council is responsible for issuing permits and charging fees for certain industrial activities in line with fees set nationally by DEFRA. These cannot be set locally by the Council.
- 13 IMPROVEMENT GRANTS ADMINISTRATION CHARGES
- 13.1 The Disabled Facilities Grants administration charge is being changed to “% of Total cost in line with current DFG policy”, so that the fees and charges schedule is consistent with the current policy for the level of administration charges included in disabled facilities grants approvals.
- 14 RISK ASSESSMENT
- 14.1 The approval of this report may have the following implications:
- Resources – Fees and charges provide a key income source for the Council. Fees and charges also provide a mechanism to target concessions, and also to charge service users directly rather than allowing the financial burden of certain service provision to fall on the council tax.
  - Technical, Environmental and Legal – The Local Government Acts of 2000 and 2003 extended authorities’ powers to charge for discretionary services.
  - Political – none.
  - Reputation – Substantial increases to charges can generate adverse publicity.
  - Equality and Diversity – One of the aims of the fees and charges mechanism on many services is to pass on service concession in order to increase inclusivity.

15 CONCLUSION

15.1 The review of fees and charges for this Committee, for implementation from 1 April 2018, has been completed.

15.2 The proposed fees and charges for this Committee have been uplifted in line with the advice of the Budget Working Group. Given the more detailed review recommended by Budget Working Group, several of the proposed fees and charges have been uplifted on a different basis to just an inflation increase and some new fees and charges have been proposed.

15.3 If this Committee approves the recommended fees and charges, this Committee will meet the target 2% increase in budgeted income from fees and charges that was recommended by the Budget Working Group.

16 RECOMMENDED THAT COMMITTEE

16.1 Approve the fees and charges proposed for this Committee in Annex 1, for implementation from 1 April 2018.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH13-17/AC/AC  
10 October 2017

For further information please ask for Andrew Cook.

BACKGROUND PAPERS – None

## Health and Housing Committee – Proposed Fees and Charges 2018/19

CLITHEROE CEMETERY - CLCEM		Ledger Code	VAT	Date of Last Change	Charge from 1st April 2017	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
					£	£	£	£	%
<b>Exclusive Burial Rights</b>	Grave Plot	CLCEM/8447u	Non Vatable	01 April 2017	385.00	680.00	615.00	1,090.00	59.74
	Grave Plot - New Extension	CLCEM/8447u	Non Vatable	01 April 2017	475.00	9,060.00	660.00	12,590.00	38.95
	Ashes Plot	CLCEM/8447u	Non Vatable	01 April 2017	98.00	2,100.00	257.00	5,510.00	162.24
	Ashes Plot - New Extension	CLCEM/8447u	Non Vatable	25 May 2017	133.00	0.00	274.00	0.00	106.02
	Woodland Burial	CLCEM/8747u	Non Vatable	01 April 2017	385.00	7,890.00	575.00	11,780.00	49.35
<b>Woodland Burials</b>	Tree and Wild Flower Planting	-	-	N/A	No Charge	0.00	<b>Delete</b>	<b>Delete</b>	<b>Delete</b>
<b>Interments</b>	Stillborn to 1 month	-	-	N/A	No Charge	0.00	<b>Delete</b>	<b>Delete</b>	<b>Delete</b>
	Child under 16 years old	CLCEM/8441u	Non Vatable	New Charge	New Charge	New Charge	164.00	New Charge	N/A
	3 depth	CLCEM/8441u	Non Vatable	01 April 2017	340.00	2,850.00	548.00	4,590.00	61.18
	2 depth	CLCEM/8441u	Non Vatable	01 April 2017	310.00	2,830.00	469.00	4,280.00	51.29
	1 depth ( <i>Includes Woodland Burials</i> )	CLCEM/8441u	Non Vatable	01 April 2017	280.00	11,440.00	432.00	17,650.00	54.29
	Ashes ( <i>Includes Woodland Burials</i> )	CLCEM/8441u	Non Vatable	01 April 2017	98.00	3,040.00	120.00	3,720.00	22.45
	Saturday Surcharge - Funeral	CLCEM/8441u	Non Vatable	01 April 2017	180.00	0.00	<b>Delete</b>	<b>Delete</b>	<b>Delete</b>
	Saturday Surcharge - Ashes Interment	CLCEM/8441u	Non Vatable	01 April 2017	93.00	0.00	<b>Delete</b>	<b>Delete</b>	<b>Delete</b>

**Please Note: Fees are double (for purchase of burial rights and interment) for persons who are non-residents of the Ribble Valley**

CLITHEROE CEMETERY - CLCEM		Ledger Code	VAT	Date of Last Change	Charge from 1st April 2017	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
					£	£	£	£	%
<b>Fees for Memorials</b>	Provision of Foundation	CLCEM/8446n	VAT Inclusive	01 April 2017	90.00	0.00	92.00	0.00	2.22
	Right to Erect Headstone	CLCEM/8442u	Non Vatable	01 April 2017	125.00	2,650.00	148.00	3,140.00	18.40
	Right to Place Stone Plaque on Ashes Plot	CLCEM/8442u	Non Vatable	01 April 2017	35.00	480.00	64.00	880.00	82.86
	Cemetery Plaques	CLCEM/8445z	Non Vatable	01 April 2017	At Cost	1,340.00	At cost – materials	1,370.00	N/A
	Removing/Refixing Headstones for Burials	CLCEM/8599u	Non Vatable	01 April 2017	At Cost	0.00	At cost – materials	0.00	N/A
	Commemorative Trees	CLCEM/8508z	Non Vatable	24 October 2016	100.00	500.00	At cost - materials plus officer time input	510.00	N/A
	Memorial Bench		Non Vatable	New Charge	New Charge	New Charge	At cost - materials plus officer time input	New Charge	N/A
<b>Other Cemetery charges</b>	Search Fee		VAT Inclusive	New Charge	New Charge	New Charge	30.00	New Charge	N/A
	Copy of Grave Deed		VAT Inclusive	New Charge	New Charge	New Charge	30.00	New Charge	N/A
	Certificate of Burial / Certificate of Transfer / Copy Certificate		VAT Inclusive	New Charge	New Charge	New Charge	40.00	New Charge	N/A



PUBLIC HEALTH ACT BURIALS AND CREMATIONS - BURCR		Ledger Code	VAT	Date of Last Change	Charge from 1st April 2017 £	Budgeted Income Net of VAT for 2017/18 £	Proposed Charges for 2018/19 £	Indication of Potential Income Net of VAT for 2018/19 £	Percentage Increase in Charge %
<b>Public Health Act funerals</b>	Public Health Act Funerals officer time fees	BURCR/ 8576z	Non Vatable	24 October 2016	49.00	0.00	50.00	0.00	2.04

CLITHEROE MARKET – CLMKT		Ledger Code	VAT	Date of Last Change	Charge from 1st April 2017	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
					£	£	£	£	%
<b>Cabins</b>	Tuesday, Thursday and Saturday - per week	CLMKT/8824n	VAT Inclusive	01 April 2017	54.70	99,290.00	55.80	101,290.00	2.01
	Use of Cabins (preparation purposes): Non Market Days	CLMKT/8824n	VAT Inclusive	01 April 2017	26.80	0.00	27.40	0.00	2.24
	Special Sunday Events	CLMKT/8824n	VAT Inclusive	01 April 2017	9.40	0.00	9.60	0.00	2.13
<b>Stalls - Tuesday &amp; Saturday</b>	- 10 ft	CLMKT/8825n	VAT Inclusive	01 April 2017	18.20	2,570.00	19.00	2,680.00	4.40
	- 10 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01 April 2017	9.10	10.00	9.50	10.00	4.40
	- 8 ft	CLMKT/8825n	VAT Inclusive	01 April 2017	14.80	7,080.00	15.50	7,410.00	4.73
	- 8 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01 April 2017	7.40	930.00	8.00	1,010.00	8.11
<b>Stalls - Sunday Events</b>	Regular Contract Traders	CLMKT/8825n	VAT Inclusive	01 April 2017	9.90	0.00	10.50	0.00	6.06
	Non Contract Traders	CLMKT/8825n	VAT Inclusive	01 April 2017	19.80	0.00	20.50	0.00	3.54
<b>Stalls - Thursdays</b>	- 10 ft	CLMKT/8825n	VAT Inclusive	01 April 2017	9.20	310.00	9.50	320.00	3.26
	- 10 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01 April 2017	4.60	0.00	5.00	0.00	8.70
	- 8 ft	CLMKT/8825n	VAT Inclusive	01 April 2017	7.40	150.00	8.00	160.00	8.11
	- 8 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01 April 2017	3.70	100.00	4.00	110.00	8.11
<b>Stalls - Friday</b>	Flea Market	CLMKT/8825n	VAT Inclusive	01 April 2017	5.70	520.00	6.00	550.00	5.26

CLITHEROE MARKET – CLMKT		Ledger Code	VAT	Date of Last Change	Charge from 1st April 2017 £	Budgeted Income Net of VAT for 2017/18 £	Proposed Charges for 2018/19 £	Indication of Potential Income Net of VAT for 2018/19 £	Percentage Increase in Charge %
<b>Pitches</b>	Tuesday and Saturday - per day	CLMKT/8826n	VAT Inclusive	01 April 2017	14.80	3,750.00	15.50	3,930.00	4.73
	Thursday	CLMKT/8826n	VAT Inclusive	01 April 2017	7.40	10.00	8.00	10.00	8.11
	Special Sunday Events	CLMKT/8826n	VAT Inclusive	01 April 2017	19.60	0.00	20.00	0.00	2.04
<b>Clitheroe Market Special Events</b>	Special Events Fee	CLMKT/8885n	VAT Inclusive	01 April 2017	Price on application	0.00	Price on application	0.00	N/A

DOG WARDEN AND PEST CONTROL - DOGWD		Ledger Code	VAT	Date of Last Change	Charge from 1st April 2017	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
					£	£	£	£	%
<b>Pest Control</b>	Commercial - Single Treatment Charge per hour, plus materials - minimum charge 1 hour	DOGWD/8696n	VAT Inclusive	24 October 2016	50.00	0.00	51.00	0.00	2.00
	Commercial - Annual Contract - Per Visit	DOGWD/8696n	VAT Inclusive	24 October 2016	36.10	4,270.00	36.90	4,360.00	2.22
	Domestic Single Treatment Charge (Rodents - up to 3 visits)	DOGWD/8725n	VAT Inclusive	24 October 2016	44.00	6,980.00	45.00	7,140.00	2.27
	Domestic Single Treatment Charge - Out of Hours (Rodents - up to 3 visits)	DOGWD/8725n	VAT Inclusive	24 October 2016	88.00	0.00	90.00	0.00	2.27
	Domestic Callout Charge - Per Visit (Unspecified reason - up to 3 visits)	DOGWD/8725n	VAT Inclusive	24 October 2016	44.00	200.00	45.00	200.00	2.27
	Domestic Single Treatment Charge - Public Health Pests (eg. cockroaches and bed bugs - up to 3 visits)	DOGWD/8725n	VAT Inclusive	New Charge	New Charge	New Charge	45.00	New Charge	N/A
	Domestic Single Treatment Charge - Public Health Pests (eg. cockroaches and bed bugs - up to 3 visits) - Out of Hours	DOGWD/8725n	VAT Inclusive	New Charge	New Charge	New Charge	90.00	New Charge	N/A
<b>Non-Public Health Insect Treatment (eg. wasps, ants, flies, carpet beetles and fleas)</b>	Wasps/Fleas/Ants/Other - Single Visit Charge during working hours	DOGWD/8412n	VAT Inclusive	24 October 2016	44.00	3,990.00	45.00	4,080.00	2.27
	Wasps/Fleas/Ants/Other - Each additional nest treated on same visit	DOGWD/8412n	VAT Inclusive	No Charge	No Charge	0.00	22.50	New Charge	N/A
	Wasps/Fleas/Ants/Other - Out of hours - Single Visit Charge	DOGWD/8412n	VAT Inclusive	24 October 2016	88.00	0.00	90.00	0.00	2.27

DOG WARDEN AND PEST CONTROL - DOGWD		Ledger Code	VAT	Date of Last Change	Charge from 1st April 2017 £	Budgeted Income Net of VAT for 2017/18 £	Proposed Charges for 2018/19 £	Indication of Potential Income Net of VAT for 2018/19 £	Percentage Increase in Charge %
<b>Pest Control Missed Appointments</b>	Per missed appointment	DOGWD/8726n	VAT Inclusive	24 October 2016	44.00	670.00	45.00	690.00	2.27
<b>Dog Bins Emptying - Post Mounted - one collection per bin per week</b>	Commercial - per bin per week	DOGWD/8596n	VAT Inclusive	24 October 2016	7.50	0.00	8.00	0.00	6.67
	Parish Councils - per bin per week	DOGWD/8596n	VAT Inclusive	01 April 2017	4.20	1,070.00	4.50	1,150.00	7.14

DOG WARDEN AND PEST CONTROL - DOGWD - FIXED PENALTY NOTICES		Ledger Code	VAT	Date of Last Change	Charge from 25th May 2017 £	Budgeted Income Net of VAT for 2017/18 £	Proposed Charges for 2018/19 £	Indication of Potential Income Net of VAT for 2018/19 £	Percentage Increase in Charge %
<b>Dog control offences</b>	Maximum full penalty	DOGWD/8631z	Non Vatable	25 May 2017	80.00	290.00	80.00	290.00	N/A
<b>Dog control offences</b>	Minimum discounted penalty	DOGWD/8631z	Non Vatable	25 May 2017	50.00	0.00	50.00	0.00	N/A

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Date of Last Change	Charge from 1st April 2017	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
					£	£	£	£	%
Licences	Animal Boarding Establishments	ENVHT/8674u	Non Vatable	01 April 2017	90.00	1,030.00	150.00	1,720.00	66.67
	Home Boarding/Doggy Day Care		Non Vatable	New Charge	New Charge	New Charge	125.00	New Charge	N/A
	Dog Breeding Establishments (plus vets fees at cost)	ENVHT/8675u	Non Vatable	01 April 2017	65.00	60.00	150.00	140.00	130.77
	Pet Shops (plus vets fees at cost)	ENVHT/8676u	Non Vatable	01 April 2017	90.00	200.00	125.00	280.00	38.89
	Riding Establishments (plus vets fees at cost)	ENVHT/8677u	Non Vatable	01 April 2017	90.00	80.00	200.00	180.00	122.22
	Dangerous Wild Animals (plus vets fees at cost)	ENVHT/8678u	Non Vatable	01 April 2017	90.00	0.00	150.00	0.00	66.67
	Annual Zoo compliance audit (plus vets fees at cost)	ENVHT/8679u	Non Vatable	01 April 2017	150.00	210.00	175.00	250.00	16.67
	Zoo - 4 year renewal (plus vets fees at cost)	ENVHT/8679u	Non Vatable	01 April 2017	230.00	160.00	350.00	240.00	52.17
	Acupuncture	ENVHT/8680u	Non Vatable	01 April 2017	105.00	200.00	165.00	310.00	57.14
	Ear Piercing	ENVHT/8681u	Non Vatable	01 April 2017	105.00	0.00	165.00	0.00	57.14
	Tattooing	ENVHT/8682u	Non Vatable	01 April 2017	105.00	200.00	165.00	310.00	57.14
	Electrolysis	ENVHT/8683u	Non Vatable	01 April 2017	105.00	100.00	165.00	160.00	57.14
	Street Trading Consent - Classes I, II & III per annum	ENVHT/8430u	Non Vatable	01 April 2017	700.00	4,550.00	714.00	4,640.00	2.00
	Street Trading Consent Class V per Event	ENVHT/8430u	Non Vatable	01 April 2017	100.00	0.00	120.00	0.00	20.00
	Street Trading Consent Class IV			No Charge	No Charge	0.00	No Charge	0.00	N/A

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Date of Last Change	Charge from 1st April 2017	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
					£	£	£	£	%
<b>Caravan Sites - Licences</b>	First time - new (based on 12 hours)	ENVHT/8684u	Non Vatable	01 April 2017	455.00	0.00	465.00	0.00	2.20
	Annual (based on 6 hours)	ENVHT/8684u	Non Vatable	01 April 2017	230.00	0.00	235.00	0.00	2.17
	Amendment of site (based on 6 hours)	ENVHT/8684u	Non Vatable	01 April 2017	230.00	0.00	235.00	0.00	2.17
	Transfer (based on 4 hours)	ENVHT/8684u	Non Vatable	01 April 2017	150.00	0.00	153.00	0.00	2.00
<b>Houses of Multiple Occupation Licences *</b>	Grant of a new HMO Licence per dwelling, up to a maximum of 10 units of accommodation - For every unit above this, an extra £50 per unit	ENVHT/8685u	Non Vatable	25 May 2017	750.00	0.00	750.00	0.00	N/A
	2 Year HMO Licence Renewal per dwelling, up to a maximum of 10 units of accommodation - For every unit above this, an extra £50 per unit	ENVHT/8685u	Non Vatable	25 May 2017	750.00	0.00	750.00	0.00	N/A
	5 Year HMO Licence Renewal, up to a maximum of 10 units of accommodation - For every unit above this, an extra £50 per unit	ENVHT/8685u	Non Vatable	25 May 2017	750.00	0.00	750.00	0.00	N/A
	Variation of an HMO Licence	ENVHT/8685u	Non Vatable	25 May 2017	130.00	0.00	130.00	0.00	N/A

**\* If licence applicant is a member of a landlord scheme, there is a 20% reduction in these licence fees**

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Date of Last Change	Charge from 1st April 2017	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
					£	£	£	£	%
<b>Water Sample Risk Assessment and Analysis</b>	Risk Assessment	ENVHT/8417u	Non Vatable	N/A	At cost, min £100, max £500	2,380.00	£100 minimum or at cost for additional time taken, up to maximum of £500	2,430.00	N/A
	Other Investigations	ENVHT/8417u	Non Vatable	N/A	At cost, max £100	0.00	At cost, max £100	0.00	N/A
	Small Water Supply**	ENVHT/8417u	Non Vatable	01 April 2017	58.00	1,830.00	66.00	2,080.00	13.79
	Large Water Supply - Audit Monitoring**	ENVHT/8417u	Non Vatable	01 April 2017	74.00	0.00	69.00	0.00	-6.76
	Large Water Supply - Check Monitoring**	ENVHT/8417u	Non Vatable	01 April 2017	77.00	130.00	76.00	130.00	-1.30
	Large Water Supply - Audit & Check Monitoring**	ENVHT/8417u	Non Vatable	01 April 2017	111.00	2,410.00	103.00	2,240.00	-7.21
	Bacteriological**	ENVHT/8417u	Non Vatable	01 April 2017	43.00	2,130.00	46.00	2,280.00	6.98
	Request/multi-bacteriological	ENVHT/8417u	Non Vatable	01 April 2017	4.10	130.00	4.20	130.00	2.44
	Granting an authorisation	ENVHT/8417u	Non Vatable	24 October 2016	At cost, max £100	0.00	At cost, max £100	0.00	N/A
	Carrying out works or measures that an owner has failed to carry out in accordance with an improvement notice	ENVHT/8417u	Non Vatable	24 October 2016	At cost - recovered in full from the owner	0.00	At cost - recovered in full from the owner	0.00	N/A

**Please Note: \*\* These analysis charges are based on the cost of lab tests plus employee costs when the annual fee is set**



ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Date of Last Change	Charge from 1st April 2017	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
					£	£	£	£	%
<b>Housing Enforcement Notice</b>	Per notice	ENVHT/8689u	Non Vatable	01 September 2016	550.00	0.00	561.00	0.00	2.00
<b>Immigration Inspection</b>	Per inspection ( 3 hours minimum with hourly charge thereafter )	ENVHT/8687n	VAT Inclusive	26 May 2016	136.80 plus 45.60 per hour after 3 hours	0.00	139.80 plus 46.60 per hour after 3 hours	0.00	2.19
<b>Removal of Unfit Food</b>	Per hour or part hour	ENVHT/8519z	Non Vatable	01 April 2017	55.00	0.00	56.10	0.00	2.00
<b>Food Hygiene Rating Scheme Rescore Inspection</b>	Per Inspection	ENVHT/8763z	Non Vatable	25 May 2017	153.00	0.00	153.00	0.00	0.00
<b>Exhumations Charges</b>	Environmental Health Officer Attendance Fee	ENVHT/8583z	Non Vatable	24 October 2016	37.00	0.00	38.00	0.00	2.70
	Exhumation costs incurred by the Council	ENVHT/8583z	Non Vatable	24 October 2016	At cost, recovered in full from those requesting the exhumation	0.00	At cost, recovered in full from those requesting the exhumation	0.00	N/A

ENVIRONMENTAL HEALTH - ENVHT - FIXED PENALTY NOTICES		Ledger Code	VAT	Date of Last Change	Charge from 25th May 2017	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
					£	£	£	£	%
<b>Littering</b>	Maximum full penalty	ENVHT/8629z	Non Vatable	25 May 2017	80.00	100.00	80.00	100.00	N/A
<b>Littering</b>	Minimum discounted penalty	ENVHT/8629z	Non Vatable	25 May 2017	50.00	0.00	50.00	0.00	N/A
<b>Graffiti</b>	Maximum full penalty	ENVHT/8638z	Non Vatable	25 May 2017	80.00	0.00	80.00	0.00	N/A
<b>Graffiti</b>	Minimum discounted penalty	ENVHT/8638z	Non Vatable	25 May 2017	50.00	0.00	50.00	0.00	N/A
<b>Fly-posting</b>	Maximum full penalty	ENVHT/8638z	Non Vatable	25 May 2017	80.00	0.00	80.00	0.00	N/A
<b>Fly-posting</b>	Minimum discounted penalty	ENVHT/8638z	Non Vatable	25 May 2017	50.00	0.00	50.00	0.00	N/A
<b>Unauthorised distribution of free literature on designated land</b>	Maximum full penalty	ENVHT/8638z	Non Vatable	25 May 2017	80.00	0.00	80.00	0.00	N/A
<b>Unauthorised distribution of free literature on designated land</b>	Minimum discounted penalty	ENVHT/8638z	Non Vatable	25 May 2017	50.00	0.00	50.00	0.00	N/A
<b>Alarm noise: failure to nominate key-holder or to notify local authority of key-holder's details</b>	Maximum full penalty	ENVHT/8634z	Non Vatable	25 May 2017	80.00	0.00	80.00	0.00	N/A
<b>Alarm noise: failure to nominate key-holder or to notify local authority of key-holder's details</b>	Minimum discounted penalty	ENVHT/8634z	Non Vatable	25 May 2017	50.00	0.00	50.00	0.00	N/A

ENVIRONMENTAL HEALTH - ENVHT - FIXED PENALTY NOTICES		Ledger Code	VAT	Date of Last Change	Charge from 25th May 2017	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
					£	£	£	£	%
<b>Nuisance parking</b>	Maximum full penalty	ENVHT/8635z	Non Vatable	25 May 2017	100.00	0.00	100.00	0.00	N/A
<b>Nuisance parking</b>	Minimum discounted penalty	ENVHT/8635z	Non Vatable	25 May 2017	60.00	0.00	60.00	0.00	N/A
<b>Abandoning a vehicle</b>	Maximum full penalty	ENVHT/8636z	Non Vatable	25 May 2017	200.00	0.00	200.00	0.00	N/A
<b>Abandoning a vehicle</b>	Minimum discounted penalty	ENVHT/8636z	Non Vatable	25 May 2017	120.00	0.00	120.00	0.00	N/A
<b>Fly-tipping</b>	Maximum full penalty	ENVHT/8637z	Non Vatable	25 May 2017	400.00	0.00	400.00	0.00	N/A
<b>Fly-tipping</b>	Minimum discounted penalty	ENVHT/8637z	Non Vatable	25 May 2017	120.00	0.00	120.00	0.00	N/A
<b>Failure to produce a waste transfer note</b>	Maximum full penalty	ENVHT/8637z	Non Vatable	25 May 2017	300.00	0.00	300.00	0.00	N/A
<b>Failure to produce a waste transfer note</b>	Minimum discounted penalty	ENVHT/8637z	Non Vatable	25 May 2017	180.00	0.00	180.00	0.00	N/A
<b>Domestic waste receptacle offences</b>	Maximum full penalty	ENVHT/8637z	Non Vatable	25 May 2017	80.00	0.00	80.00	0.00	N/A
<b>Domestic waste receptacle offences</b>	Minimum discounted penalty	ENVHT/8637z	Non Vatable	25 May 2017	40.00	0.00	40.00	0.00	N/A
<b>Industrial and commercial waste receptacle offences</b>	Maximum full penalty	ENVHT/8637z	Non Vatable	25 May 2017	110.00	0.00	110.00	0.00	N/A
<b>Industrial and commercial waste receptacle offences</b>	Minimum discounted penalty	ENVHT/8637z	Non Vatable	25 May 2017	60.00	0.00	60.00	0.00	N/A

ENVIRONMENTAL HEALTH - ENVHT - FIXED PENALTY NOTICES		Ledger Code	VAT	Date of Last Change	Charge from 25th May 2017	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
					£	£	£	£	%
Noise exceeding permitted level - domestic premises	Maximum full penalty	ENVHT/8634z	Non Vatable	25 May 2017	110.00	0.00	110.00	0.00	N/A
Noise exceeding permitted level - domestic premises	Minimum discounted penalty	ENVHT/8634z	Non Vatable	25 May 2017	60.00	0.00	60.00	0.00	N/A
Noise exceeding permitted level - licensed premises	Maximum full penalty - no discount allowed	ENVHT/8634z	Non Vatable	25 May 2017	500.00	0.00	500.00	0.00	N/A

#### ENVIRONMENTAL HEALTH - ENVHT - LOCAL AIR POLLUTION PREVENTION AND CONTROL FEES (LAPPC)

The Council is responsible for issuing permits and charging fees for certain industrial activities under the Pollution Prevention Control element of the Environmental Permitting Regulations (EPR) 2010.

[The current fees can be seen here](#)

CONTAMINATED LAND - CLAND		Ledger Code	VAT	Date of Last Change	Charge from 1st April 2017	Budgeted Income Net of VAT for 2017/18	Proposed Charges for 2018/19	Indication of Potential Income Net of VAT for 2018/19	Percentage Increase in Charge
					£	£	£	£	%
Enquiry		CLAND/8623n	VAT Inclusive	01 April 2017	77.40	0.00	79.00	0.00	2.07

<b>IMPROVEMENT GRANTS - IMPGR</b>	<b>Ledger Code</b>	<b>VAT</b>	<b>Date of Last Change</b>	<b>Charge from 1st April 2017</b>	<b>Budgeted Income Net of VAT for 2017/18</b>	<b>Proposed Charges for 2018/19</b>	<b>Indication of Potential Income Net of VAT for 2018/19</b>	<b>Percentage Increase in Charge</b>
				£	£	£	£	%
<b>Administration Charges for Disabled Facilities Grants</b>	IMPGR/8716m	Non Vatable	N/A	5% of Total Cost	4,100.00	% of Total cost in line with current DFG policy	4,190.00	N/A
<b>Administration Charges for Housing Improvement Grants</b>	IMPGR/8717n	VAT Inclusive	N/A	5% of Total Cost + VAT	2,360.00	5% of Total Cost + VAT	2,410.00	N/A

<b>TOTAL BUDGETED INCOME FROM FEES AND CHARGES SET BY THIS COMMITTEE</b>	<b>199,410</b>	<b>226,720</b>	
<b>EXTRA TOTAL BUDGETED INCOME GENERATED</b>		<b>27,310</b>	<b>13.7%</b>

## Basis for proposed Clitheroe Cemetery fees and charges 2018/19

Fees		RVBC 2017/18 Fee £	Average of other Cemeteries £	2018/19 proposed fee £	2019/20 fee (subject to 19/20 guidance) £	Basis of fee set
<b>Exclusive Burial Rights</b>	Grave Plot	385	845	£615	£845	Increase fees to average of other Cemeteries fees over two years. Increase by half the difference in 2018/19 and move to the average level in 2019/20, subject to fees and charges review policy for 2019/20.
	Grave Plot - New extension	475	845	£660	£845	
	Ashes Plot	98	416	£257	£416	
	New Ashes Plot	133	416	£274	£416	
	Woodland Burial	385	765	£575	£765	
<b>Woodland Burials</b>	Tree and wild flower planting	No charge	0	Delete	Delete	N/A
<b>Interments</b>	Stillborn to 1 month	No charge	105	Delete	Delete	N/A
	Child under 16		328	£164	£328	Increase fees to average of other Cemeteries fees over two years. Increase by half the difference in 2018/19 and move to the average level in 2019/20, subject to fees and charges review policy for 2019/20.
	3 depth	340	757	£548	£757	
	2 depth	310	627	£469	£627	
	1 depth (includes Woodland Burials)	280	585	£432	£585	
	Ashes (Includes Woodland Burials)	98	141	£120	£141	
	Saturday Surcharge - Funeral	180	754	Delete	Delete	N/A
	Saturday Surcharge - Ashes Interment	93	75	Delete	Delete	N/A
<b>Non-resident charge</b>	Burial Rights & Interments	Plus 100%	Plus 100% in some cases, NIL in others	Plus 100%	Plus 100%	No change re non-residents policy

Fees		RVBC 2017/18 Fee £	Average of other Cemeteries £	2018/19 proposed fee £	2019/20 fee (subject to 19/20 guidance) £	Basis of fee set
<b>Fees for memorials</b>	Provision of Foundation	90	0	£92	£94	Increase by 2% - old plot only
	Right to Erect Headstone	125	171	£148	£171	Increase fees to average of other Cemeteries fees over two years. Increase by half the difference in 2018/19 and move to the average level in 2019/20, subject to fees and charges review policy for 2019/20.
	Right to Place Stone Plaque on Ashes Plot	35	93	£64	£93	
	Cemetery Plaques	At Cost	58	At cost - materials	At cost - materials	At cost - because costs vary
	Removing/Refixing Headstones for Burials	At Cost	100	At cost - materials	At cost - materials	At cost - because costs vary
	Commemorative Trees	100	291	At cost - materials plus officer time input	At cost - materials plus officer time input	At cost - because costs vary
	Memorial bench inclusive of plaque		717	At cost - materials plus officer time input	At cost - materials plus officer time input	At cost - because costs vary
<b>Other Cemetery Charges</b>	Search Fee		24	£30	£31	Costed per Cemetery Officer - 1 hour input
	Copy of grave deed		50	£30	£31	Costed per Cemetery Officer - 1 hour input
	Certificate of burial/ certificate of transfer/ copy certificate		40	£40	£41	Costed per Cemetery Officer – 1.33 hours input