

Council
15 November 2023

Title: Title of report – Fees & Charges – Addendum 10-11-2023

Lead Officer: Tony Sidhu (01926 456810)

Portfolio Holder: Councillor Chilvers

Public report

Wards of the District directly affected: All

Contrary to the policy framework:

Contrary to the budgetary framework:

Key Decision:

Included within the Forward Plan:

Equality Impact Assessment Undertaken:

Consultation & Community Engagement:

Final Decision:

Accessibility checked:

Officer/Councillor Approval

Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	13/11/2023	Chris Elliot
Programme Director for Climate Change		
Head of Service	13/11/2023	Andrew Rollins
Leadership Coordination Group		
Section 151 Officer	13/11/2023	Andrew Rollins
Monitoring Officer	13/11/2023	Graham Leach
Finance	13/11/2023	Steven Leathley
Legal Services		
Portfolio Holder(s)	13/11/2023	Councillor Chilvers

Reason For Addendum

Following the Fees and Charges Report being presented to members at the Budget Review Group on Wednesday 1st November, it has come to light that a few changes were required to be made to the report, both in terms of figures (individual charges and forecasts) and to some of the narrative. Most of these changes are contained within Appendix A (which has been updated), relating to Sports and Leisure Services. The addendum outlines these changes, and any potential impact that they have.

1. Addendum - Figures

- 1.1. Under the budget section for 'Safer Communities, Leisure & Environment', under 'Football, Rugby, Hockey Pitches' next year's proposed budget/forecast was £38,000 based on a miscoding of income taken into account in the current financial year. This has been corrected to £24,000.
- 1.2. Under the budget section for 'Neighbourhood and Assets', under 'Car Parking – Car Parking Charges' next year's proposed budget/forecast was £3,666,600. This has been reduced to £3,643,600 reflecting the amendment accepted by Cabinet on 02-11-2023 where the 24 hour rate for St Peter's car park will now be frozen at £8 to bring in line with other car park's instead of increasing it to £9. This brings it in line with all other 24 hour rates in the district.
- 1.3. The above two points have impacted on the income projections for 2024-25. Therefore the Fees & Charges main report has been amended to reflect this. The table in 4.1.4 reflects the changes to 'Safer Communities, Leisure & Environment' and 'Neighbourhood and Assets' budgets and the corresponding bottom line of that table. The figures in section 4.1.2 also reflect these changes.

2. Addendum – Narrative

- 2.1. Following a further review from the Sports & Leisure manager, it has come to light some of the narrative changes require an update.
- 2.2. Under 'Tennis' it was noted that the old contractors name of Victoria Park Tennis was mentioned. Original text;

'Victoria Park Tennis operates as a concession with the operator setting the charges'

Addendum to Agenda Item 9a

Updated with;

'We Do Tennis operate the districts tennis courts and set the fees and charges by agreement with the Sports and Leisure Team.'

- 2.3. The following text from last year's report had not been updated in the report to Cabinet. Under 'Bowls' remove the following sentence;

*'Club Bookings - Subject to negotiation and agreement by Heads of Finance and Cultural Services
New rates introduced in recognition of non profit making organisations'*

- 2.4. The following text from last year's report had not been updated in the report to Cabinet. Under 'Edmondscote Athletics Track' & 'Reservation of Track for Group Sessions Training'. Original text;

'Session not exceeding 4 hours'

Updated with;

'Session per hour to include pavilion use and floodlights'

Also, the following statement has been removed;

*'** The Floodlighting rate has never been applied as it would be unaffordable to all clubs and the condition of the lighting was poor. We have now improved the lighting and wish to apply a rate that is considered affordable.'*

- 2.5. The following text from last year's report had not been updated in the report to Cabinet. Under 'Pavilion Hire' the Hire of Victoria Park Bowls on lines 1 & 3 are for 4 hours not 3.

- 2.6. The following text from last year's report had not been updated in the report to Cabinet. Under the section 'Facilities For Persons In Receipt Of Unemployment Benefit And Income Support And Students' replace the reference to 'Cultural Services Department'

Updated with;

'Safer Communities, Leisure and Environment team'

- 2.7. On the final line in this section, replace 'Every Active' with 'Everyone Active'.

Fees and Charges 2024/25					
Fund	Department	Actuals	Original	Latest	Proposed
		2022/23	Budget	Budget	Budget
		£	2023/24	2023/24	2024/25
			£	£	£
General Fund	Safer Communities, Leisure & Environment	71,199	121,200	123,900	87,700
General Fund	Customer & Digital Services	53,911	55,000	55,000	60,500
General Fund	Housing	154,589	29,700	29,700	580,500
General Fund	Neighbourhood and Assets	6,648,395	8,381,100	8,314,700	8,542,300
General Fund	Place, Arts and Economy	633,160	625,000	625,000	651,900
General Fund Total		7,561,254	9,212,000	9,148,300	9,922,900
Housing Revenue Account (HRA)	Housing Revenue Account (HRA)	592,802	575,000	575,000	652,100
	Housing Revenue Account (HRA)	592,802	575,000	575,000	652,100
General Fund - Ring Fenced Accounts	Land Charges	135,521	132,000	132,000	115,000
General Fund - Ring Fenced Accounts	Building Control	797,303	711,000	711,000	711,000
General Fund - Ring Fenced Accounts	Licensing & CCTV	330,829	280,800	280,800	400,200
Total Ring Fenced		1,263,653	1,123,800	1,123,800	1,226,200
Total Fees & Charges		9,417,709	10,910,800	10,847,100	11,801,200

Safer Communities, Leisure & Environment					
Service	Activity	Actuals	Original	Latest	Proposed
		2022/23	Budget	Budget	Budget
		£	2023/24	2023/24	2024/25
			£	£	£
Sports & Leisure	Tennis	3,141	2,000	2,000	20,000
Sports & Leisure	Bowls	1,434	19,000	19,000	6,500
Sports & Leisure	Football, Rugby, Hockey Pitches	20,883	24,700	24,700	24,000
Sports & Leisure	Miscellaneous Charges	1,434	6,700	6,700	0
Sports & Leisure	Edmondscote Track	20,156	22,100	22,100	0
Sports & Leisure	Lillington Recreation Centre	585	11,200	11,200	11,400
Environmental Health	Environmental Health	14,445	17,500	17,500	12,900
Environmental Health	Animal Licensing	9,121	18,000	20,700	12,900
Safer Communities, Leisure & Environment		71,199	121,200	123,900	87,700

Customer & Digital Services					
Service	Activity	Actuals	Original	Latest	Proposed
		2022/23	Budget	Budget	Budget
		£	2023/24	2023/24	2024/25
			£	£	£
CIS	Street Naming and Numbering	53,911	55,000	55,000	60,500
Customer & Digital Services		53,911	55,000	55,000	60,500

Housing					
Service	Activity	Actuals	Original	Latest	Proposed
		2022/23	Budget	Budget	Budget
		£	2023/24	2023/24	2024/25
			£	£	£
Landlord Operations	HMO Renewal	153,989	23,800	23,800	41,300
Landlord Operations	MEES Regulations	600	5,900	5,900	10,000
	Additional HMO Licensing	0	0	0	529,200
Housing		154,589	29,700	29,700	580,500

Fees and Charges 2024/25					
Neighbourhood and Assets					
Service	Activity	Actuals	Original	Latest	Proposed
		2022/23	Budget	Budget	Budget
		£	2023/24	2023/24	2024/25
			£	£	£
Bereavement Services	Cemeteries - Burial Rights	174,494	252,500	252,500	178,400
Bereavement Services	Cemeteries - Interments	253,439	227,800	227,800	241,800
Bereavement Services	Cemeteries - Memorial Permit	44,569	62,300	62,300	49,000
Bereavement Services	Cemeteries - General Fees & Charges (other)	10,083	0	0	11,900
Bereavement Services	Cemeteries - Cemeteries - other	8,128	11,000	11,000	0
Bereavement Services	Crematorium - Cremation	1,284,785	1,951,900	1,951,900	1,857,700
Bereavement Services	Crematorium - Cremation-Other	in above	58,200	58,200	17,700
Bereavement Services	Crematorium - Interments	436,999	in above	in above	-
Bereavement Services	Crematorium - Sale of Goods	6,621	in above	200	200
Bereavement Services	Crematorium - Book of Remembrance & Rememb Cards	in above	in above	in above	25,800
Bereavement Services	Crematorium - Memorial Garden	in above	in above	in above	13,000
Bereavement Services	Crematorium - Media Services	in above	in above	in above	15,300
Contract Services	Car Parking - Car Parking Charges	3,191,110	3,600,000	3,585,000	3,643,600
Contract Services	Car Parking - Season Tickets	280,202	264,500	264,500	240,100
Contract Services	Car Parking - Excess Charges	104,895	110,000	125,000	125,000
Contract Services	Car Parking - Other Income	11,266	10,000	10,000	9,100
Contract Services	Refuse Collection - Green Waste	752,136	1,600,000	1,600,000	1,848,000
Contract Services	Refuse Collection - Additional Bins/Bags etc	70,199	138,100	100,000	120,000
Contract Services	Refuse Collection - Bulky Refuse Tickets	in above	91,300	43,000	120,000
Contract Services	Jephson Gardens	0	3,500	2,800	3,100
Contract Services	Green Spaces Contract	19,469	0	20,500	22,600
Neighbourhood and Assets		6,648,395	8,381,100	8,314,700	8,542,300

Place, Arts and Economy					
Service	Activity	Actuals	Original	Latest	Proposed
		2022/23	Budget	Budget	Budget
		£	2023/24	2023/24	2024/25
			£	£	£
Arts & Culture	Events - Royal Spa Centre	96,630	91,800	91,800	101,000
Arts & Culture	Additional Facilities - Royal Spa Centre	0	2,400	2,400	2,700
Arts & Culture	Assembly Room, Annexe, Education Room - Royal Pump Room	856	1,300	1,300	1,400
Arts & Culture	Art Exhibitions - Commission on sales - Royal Pump Room	160	100	100	100
Arts & Culture	Town Hall Room Hire	25,005	75,000	75,000	82,500
Development Management	Development Control - Pre-Application Advice Fees	83,780	90,000	90,000	40,000
Development Management	Self Building Section - Self Building Section	888	1,000	1,000	1,000
Economic Development & Regeneration	Enterprise Team	316,968	265,500	265,500	278,200
Economic Development & Regeneration	Markets - Markets	59,667	38,000	38,000	75,000
Economic Development & Regeneration	Miscellaneous Charges - Special Events	35,181	40,000	40,000	43,000
Economic Development & Regeneration	Miscellaneous Charges - Circuses and Fairs	in above	4,900	4,900	6,000
Economic Development & Regeneration	Bowls Championships - Bowls Championship - Parking	14,025	15,000	15,000	21,000
Place, Arts and Economy		633,160	625,000	625,000	651,900

Housing Revenue Account					
Service	Activity	Actuals	Original	Latest	Proposed
		2022/23	Budget	Budget	Budget
		£	2023/24	2023/24	2024/25
			£	£	£
Landlord Operations	Lifeline - Control Centre - General F&C	175,633	206,500	206,500	175,600
Landlord Operations	Lifeline - Control Centre - Sales of Goods	28,228	38,200	38,200	31,100
Landlord Operations	Lifeline - Private Customer - General F&C	388,941	330,300	330,300	445,400
Housing Revenue Account (HRA)		592,802	575,000	575,000	652,100

Ring Fenced Accounts					
Service	Activity	Actuals	Original	Latest	Proposed
		2022/23	Budget	Budget	Budget
		£	2023/24	2023/24	2024/25
			£	£	£
Licensing	Licences Income	318,218	279,200	279,200	380,500
Licensing	CCTV	12,611	1,600	1,600	19,700
Development Management	Building Control - Building Control Fees	797,303	711,000	711,000	711,000
Development Management	Local Land Charges	135,521	132,000	132,000	115,000
Ring Fenced Accounts		1,263,653	1,123,800	1,123,800	1,226,200

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
<div>Notes: i) Recommended charges to operate from 2nd January 2024 (unless otherwise stated). ii) Charges inclusive of Vat where applicable. iii) Juniors are regarded as persons under 18 years of age (unless otherwise stated)</div>		
Safer Communities, Leisure & Environment		
Sports & Leisure		
Tennis		
Per court per hour (Excluding All Weather Pitch)		
We Do Tennis operate the districts tennis courts and set the fees and charges by agreement with the Sports and Leisure Team.		
Bowls		
Per person - per hour	£7.30	£8.00
Senior Citizens	£3.50	£4.00
Under 18's / Disabled / Unemployed	£3.50	£4.00
Under 5s		
Season Ticket	£103.00	£113.50
Club Season Ticket	£47.50	£52.50
Club Member Season Ticket	£47.50	£52.50
Rate for 1 rink per hour for clubs/organisations (greens only)	£1.30	£1.40
Rate for 1 rink per hour for clubs/organisations (plus function room per hr)	£1.50	£1.60
Special Rate room hire	£59.50	£66.00
Hire of Green (for morning, afternoon or evening session)	by negotiation	
Football		
Adult Hire of Pitch:		
a) Pitch only	£55.75	£55.75
b) With Dressing Room / Showers	£88.55	£88.55
Adult Hire of Pitch for Season (Once a week):		
a) Pitch only *	£770.00	£770.00
b) With Dressing Room / Showers *	£1,380.00	£1,380.00
Adult Hire of Pitch for Season (Once fortnightly):		
a) Pitch only *	£385.00	£385.00
b) With Dressing Room / Showers *	£690.00	£690.00
Junior Hire of Pitch:		
a) Pitch only	£30.45	£30.45
b) With Dressing Room / Showers	£55.75	£55.75
Junior Hire of Pitch for Season (Once a week):		
a) Pitch only *	£400.00	£400.00
b) With Dressing Room / Showers *	£690.00	£690.00
Junior Hire of Pitch for Season (Once fortnightly):		
a) Pitch only *	£200.00	£200.00
b) With Dressing Room / Showers *	£345.00	£345.00
* Exclusive of Vat. However, if bookings do not fulfil Customs and Excise criteria for Vat free charge, Vat must be added.		
Summary of requirements for Vat free hire of sports facilities:		
i) User must be a club, school or similar body.		
ii) Clear evidence of agreement required, e.g. exchange of letters.		
iii) Payment to be made in full whether or not hire takes place.		
iv) Hire must be for a sports season or three months, whichever is less.		
v) Hirer must have exclusive use of the facility for hire period.		
Edmondscote Athletics Track		
Day Tickets		
Adults	£7.20	£8.00
Juniors / Senior Citizens	£3.50	£4.00
Season Tickets		
Adults *	£182.00	£200.00
Juniors / Senior Citizens *	£90.90	£100.00
* Season Tickets - charges are reduced from 1st October to March 31st by 60%		

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
<u>Reservation of Track for Group Sessions</u>		
Training:		
Session per hour to include pavillion use and floodlights	£45.00	£45.00
<u>Sports Meetings - per session of four hours or part thereof</u>		
Weekdays:		
Schools / Junior	£89.95	£99.00
each additional hour or part thereof (Schools / Junior)	£31.75	£35.00
Others	£139.00	£153.00
each additional hour or part thereof (Others)	£46.30	£51.00
Saturdays:		
Schools / Junior	£126.00	£139.00
each additional hour or part thereof (Schools / Junior)	£46.30	£51.00
Others	£200.00	£220.00
each additional hour or part thereof (Others)	£68.75	£76.00
Sundays:		
Schools / Junior	£163.00	£179.00
each additional hour or part thereof (Schools / Junior)	£60.80	£67.00
Others	£253.00	£278.50
each additional hour or part thereof (Others)	£89.90	£99.00
Use Of Floodlighting - per hour or part thereof **	£11.00	£12.00
Use of P.A. System - per period	£11.00	£12.00
Use of Pavilion Facilities - per 4 hour period	£49.50	£54.50
each additional hour or part thereof (Pavilion Facilities)	£20.00	£22.00
Pavillion Hire		
Hire of Vic Park Bowls Pavilion - external hirers per hr up to 4 hrs	£59.50	£65.50
Hire of Victoria Park Bowls Pavilion - internal hirers per day	£75.90	£83.50
Hire of Victoria Park Bowls Pavilion - internal hirers up to 4 hrs	£59.50	£65.50
Parks Exercise Permits		
<u>Monthly</u>		
<i>1-3 Sessions per week (Monthly)</i>		
Groups up to 5	£34.50	£38.00
Groups of 6 or more	£99.20	£109.00
<i>4 or More sessions per week (Monthly)</i>		
Groups up to 5	£66.10	£73.00
Groups of 6 or more	£165.00	£181.50
<u>Annual</u>		
<i>1-3 Sessions per week (Annual)</i>		
Groups up to 5	£356.50	£392.00
Groups of 6 or more	£1,005.00	£1,105.00
<i>4 or More sessions per week (Annual)</i>		
Groups up to 5	£674.50	£742.00
Groups of 6 or more	£1,666.00	£1,833.00
Community Sports Development		
Various courses/durations, at many locations from basic children's participation and learning up to adult advanced coaching/training.		
Prices from free of charge up to £50 per day dependent on the location, need and subsidy.		
Lillington Recreation Centre		
per morning / afternoon	£29.90	£33.00
per evening / weekend (per 2 hour session)	£29.90	£33.00
each additional hour or part thereof	£15.00	£16.50
Other Organisations:	by negotiation	by negotiation
<u>Facilities For Persons In Receipt Of Unemployment Benefit And Income Support And Students</u>		
1. Facilities available free of charge during times shown. If no time is shown it is during all normal hours the activity is available.		
Newbold Hall / Jephson Room,Spa Centre -		
for meetings relating to rights/improvement in lifestyle of people who are unemployed or hold a current decision notice for Income support.		

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
<hr/>		
2. Facilities available at reduced charges during times shown.		
Edmondscote Athletic Track - Monday to Thursday 5.30 onwards and Sunday mornings	Junior rate	Junior rate
Coaching Courses	Reduced price on selected courses (see local press for details)	Reduced price on selected courses (see local press for details)
Art Gallery / Craft Courses	Reduced price on selected courses (see local press for details)	Reduced price on selected courses (see local press for details)
Royal Spa Centre	Reduced ticket prices at selected performances (see local press for details)	Reduced ticket prices at selected performances (see local press for details)
	Standby tickets for some concerts and shows, 50% reduction, dependant upon availability	Standby tickets for some concerts and shows, 50% reduction, dependant upon availability
	Tickets will only be sold 30 minutes prior to start of performance.	Tickets will only be sold 30 minutes prior to start of performance.

Facilities For Persons In Receipt Of Unemployment Benefit And Income
Support And Students

3. The department operates a whole range of other facilities which are offered without charge (such as paddling pools, playgrounds, parks, Jephson Gardens) and activities (such as Sunday Band concerts, plays in the parks) which are advertised in the local press as appropriate. Play schemes during the summer holidays are also free.

For full details of our services, or for further information on leisure opportunities, please ring the Safer Communities, Leisure and Environment team on 01926 456207

Note:

(a) Use of the above facilities free or at a reduced charge is conditional upon production of a current :

E.S. 40 (Job Seekers Allowance)
OR
Benefits Agency decision notice or book for Income Support
OR
Benefits Agency decision notice or book for Family Credit
OR
Students Association (Union) Card specifying Full time status or
Students Association (Union) Card, non-specific and Student aged under 25 years

(b) Children of the above may receive discounts on certain holiday courses

Everyone Active also offer discounts – please contact the Centres for further details

Licensing

Licensing and Registration
(Vat not applicable)

Hackney Carriage Vehicle Licences

Vehicle Licence (HC) - Application	£67.00	£74.00
Vehicle Licence (HC) - Licence	£111.00	£122.00
Vehicle Licence (HC) – New	£178.00	£196.00
Vehicle Licence (HC) - Renewal Application	£67.00	£74.00
Vehicle Licence (HC) - Renewal Licence	£108.00	£119.00
Vehicle Licence (HC) – Renewal	£175.00	£193.00
Vehicle Licence (HC) - 6 months Renewal Application	£67.00	£74.00
Vehicle Licence (HC) - 6 months Renewal Licence	£54.00	£60.00
Vehicle Licence (HC) - 6 months Renewal	£121.00	£134.00
Horse Drawn Vehicle - Application	£66.00	£74.00
Horse Drawn Vehicle - Licence	£111.00	£122.00
Horse Drawn Vehicle Licence – New	£177.00	£196.00

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
Horse Drawn Vehicle Renewal - Application	£66.00	£74.00
Horse Drawn Vehicle Renewal - Licence	£106.00	£117.00
Horse Drawn Vehicle Licence – Renewal	£172.00	£191.00
Horse Drawn Vehicle 6 months Renewal - Application	£66.00	£74.00
Horse Drawn Vehicle 6 months Renewal - Licence	£54.00	£60.00
Horse Drawn Vehicle Licence – 6 months Renewal	£120.00	£134.00
Vehicle Licence – transfer of vehicle/change of reg no	£54.90	£60.00
Replacement vehicle Plate	£33.70	£40.00
Replacement paper licence	£26.50	£30.00
Private Hire Vehicle Licences		
Vehicle Licence (PH) - Application	£66.00	£74.00
Vehicle Licence (PH) - Licence	£111.00	£122.00
Vehicle Licence (PH) – New	£177.00	£196.00
Vehicle Licence (PH) Renewal - Application	£66.00	£74.00
Vehicle Licence (PH) Renewal - Licence	£106.00	£117.00
Vehicle Licence (PH) – Renewal	£172.00	£191.00
Vehicle Licence (PH) 6 months Renewal - Application	£66.00	£74.00
Vehicle Licence (PH) 6 months Renewal - Licence	£54.00	£60.00
Vehicle Licence (PH) – 6 months Renewal	£120.00	£134.00
Vehicle Licence (PH) with Dispensation - Application	£69.00	£74.00
Vehicle Licence (PH) with Dispensation - Licence	£112.00	£123.00
Vehicle Licence (PH) – New with dispensation	£181.00	£197.00
Renewing Vehicle Licence with Dispensation (PH) - Application	£69.00	£74.00
Renewing Vehicle Licence with Dispensation (PH) - Licence	£108.00	£119.00
Vehicle Licence (PH) – Renewal with dispensation	£177.00	£193.00
Renewing 6 months Vehicle Licence with Dispensation (PH) - Application	£69.00	£74.00
Renewing 6 months Vehicle Licence with Dispensation (PH) - Licence	£57.00	£63.00
Vehicle Licence (PH) – 6 months Renewal with dispensation	£126.00	£137.00
Vehicle Licence – transfer of vehicle/change of reg no	£54.90	£60.00
Replacement vehicle Plate	£33.70	£40.00
Replacement paper licence	£26.50	£30.00
Operator Licence		
Private Hire Operator's Licence (5 year) - Application	£141.00	£155.00
Private Hire Operator's (5 year) - Licence	£1,052.00	£1,160.00
Operator's Licence - 5 year New	£1,193.00	£1,315.00
Private Hire Operator's Licence (5 year) - Renewal Application	£74.10	£80.00
Private Hire Operator's (5 year) - Renewal Licence	£1,052.00	£1,160.00
Operator's Licence - 5 year Renewal	£1,126.10	£1,240.00
Operators Licence NEW 1 year duration (not for website)	£352.00	£387.00
Operators Licence RENEWAL 1 year duration (not for website)	£284.00	£312.00
Replacement paper operator's licence	£26.50	£30.00
Driver's Licences (combined hackney carriage and private hire)		
HC/PH driver licence - grant 3 years - Application	£143.00	£157.00
HC/PH driver licence - grant 3 years - Licence	£340.00	£374.00
Driver's Licence – 3 years New	£483.00	£531.00
HC/PH driver licence - renewal 3years - Application	£124.00	£136.00
HC/PH driver licence - renewal 3years - Licence	£340.00	£374.00
Driver's Licence – 3 years Renewal	£464.00	£510.00
DBS check	£88.00	£88.00
Knowledge test	£97.20	£106.90
Medical Administration Fee (included in application)	£23.80	£26.20
Medical Administration Fee (without application)	£26.50	£29.00
Replacement plastic badge	£43.00	£47.00
Replacement Drivers Dashboard ID Badge	£49.90	£55.00
Replacement paper licence	£26.50	£30.00

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
Sex Establishment Licence		
Sex Establishments Licence - new Application	£3,305.00	£3,305.00
Sex Establishments Licence - new Licence	£6,215.00	£6,215.00
Sex Establishments Licence - New	£9,520.00	£9,520.00
Sex Establishments Licence - Renewal Application	£3,105.00	£3,105.00
Sex Establishments Licence - Renewal Licence	£6,215.00	£6,215.00
Sex Establishments Licence Renewal - Total Fee	£9,320.00	£9,320.00
Transfer	£3,040.00	£3,040.00
Variation	£3,040.00	£3,040.00
Street Trading Consents		
Static Pitch	£384.00	£422.00
Touring Pitch	£363.00	£399.00
Day Trader	£80.00	£88.00
Group Trading		
Category 1 (up to 20)	£135.00	£149.00
Category 2 (21 to 49)	£168.00	£184.00
Category 3 (50 to 75)	£202.00	£222.00
Category 4 (76 to 99)	£236.00	£260.00
Category 5 (over 100 traders)	£270.00	£297.00
Transfer of Consent	£56.20	£62.00
Variation to Consent	£80.70	£89.00
Replacement Badge	£33.70	£37.00
Replacement Paper Consent	£26.50	£30.00
Additional Employee registration	£53.90	£59.00
Small Lotteries		
Applications	£40.00	£40.00
Renewals	£23.00	£20.00
Scrap Metal		
Site licence (new)	£1,070.00	£1,177.00
Site licence (renewal)	£898.00	£988.00
Site licence (variation)	£101.00	£111.00
Site licence (additional)	£897.00	£987.00
Collector licence (new)	£862.00	£948.00
Collectors licence (renewal)	£829.00	£912.00
Collector licence (variation)	£101.00	£111.00
Replacement/copy of licence	£26.50	£30.00
Change of licence details	£40.50	£45.00
Change of site manager	£93.90	£103.00
Change of site	£209.00	£230.00
Replacement ID Badge	£40.30	£45.00
CCTV viewing charge	£151.00	£166.00
Environmental Health		
Food Inspection		
<i>(Vat not applicable)</i>		
Food Safety Inspections	£250.00	£275.00
Food Hygiene rating rescores	£250.00	£275.00
Food Export Health Certificate	£97.00	£107.00
Primary Authority Fees		
<i>(Vat not applicable)</i>		
<i>Primary Authority Fees charged from 1st April - 31st March</i>		
One off set up fee	£305.00	£330.00
Minimum Package	£205.00	£220.00
Small Package	£290.00	£314.00
Medium Package	£1,100.00	£1,188.00
Large Package	£2,077.00	£2,244.00
Super package	£2,851.00	£3,080.00
Bespoke as agreed	as agreed	as agreed
Hours over contract	£102.00	£111.00
Pollution Control		
<i>(Vat not applicable)</i>		
Contaminated Land Search	£159.00	£175.00

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
Environmental Health - Licensing <i>(Vat not applicable)</i>		
Animal Licensing		
Dangerous Wild Animals Licence	£612.00	£673.00
Zoo Licence – New 5 Years (plus Vet fees if applicable)	£2,000.00	£2,200.00
Zoo Licence – Renewal 6 Years (plus Vet fees if applicable)	£2,285.00	£2,514.00
Dog Day Care and Home Boarding		
Dog Day Care and Home Boarding Application	£208.00	£229.00
Licence Fee 1 yr	£139.00	£153.00
Licence Fee 2 yr	£194.00	£213.00
Licence Fee 3 yr	£250.00	£275.00
Additional Host (franchise) added to Application fee	£83.30	£92.00
Commercial Animal Boarding (Dogs and Cats)		
Animal Boarding (1-25 animals) Application	£277.00	£305.00
Animal Boarding (Over 25 animals) Application	£347.00	£382.00
Licence Fee 1 yr	£180.00	£198.00
Licence Fee 2 yr	£236.00	£260.00
Licence Fee 3 yr	£291.00	£320.00
Selling Animals as Pets (Pet Shops)		
Application fee	£416.00	£458.00
Licence Fee 1 yr	£180.00	£198.00
Licence Fee 2 yr	£236.00	£260.00
Licence Fee 3 yr	£291.00	£320.00
Training Animals for Exhibition (Performing Animals)		
Training Animals for Exhibition Application	£277.00	£305.00
Licence Fee 3 yr	£138.00	£152.00
Hiring of Horses (Riding Establishments)		
Hiring of Horses Application (1-16 Horses)	£277.00	£305.00
Licence Fee 1 yr	£180.00	£198.00
Licence Fee 2 yr	£319.00	£351.00
Licence Fee 3 yr	£458.00	£504.00
Hiring of Horses Application (17 or more Horses)	£347.00	£382.00
Licence Fee 1 yr	£180.00	£198.00
Licence Fee 2 yr	£319.00	£351.00
Licence Fee 3 yr	£458.00	£504.00
Dog Breeding		
Dog Breeding Application (1-10 bitches)	£277.00	£305.00
Licence Fee 1 yr	£180.00	£198.00
Licence Fee 2 yr	£236.00	£260.00
Licence Fee 3 yr	£291.00	£320.00
Dog Breeding Application (11 or more bitches)	£347.00	£382.00
Licence Fee 1 yr	£180.00	£198.00
Licence Fee 2 yr	£236.00	£260.00
Licence Fee 3 yr	£291.00	£320.00
Variations		
Variations (charge depends on nature of variation and if a visit is required)from Additional Animals (not requiring a visit)	£55.50	£61.00
Requests for re-inspections	£250.00	£275.00
Local Government (Misc. Provisions) Act 1982		
Premises Registration Ear Piercing, Tattooing (Application)	£208.00	£229.00
Premises Registration Ear Piercing, Tattooing (Licence Fee)	£166.00	£183.00
Personal Registration Electrolysis, Acupuncture (Application)	£152.00	£167.00
Personal Registration Electrolysis, Acupuncture (Licence Fee)	£166.00	£183.00
Temporary Tattoo Events - Cost per Day	as advised	
Temp Event Premises registration (per business) -Applic	£97.20	£107.00
Temp Event Premises reg (per business at event) -Licence	£166.00	£183.00
Variations to above licences (From) - new charge	£48.30	£53.00
Alcohol Licensing Fees		
Annual Fee	as advised	as advised
Change of Address/Replacement Licences	£12.10	£10.50
Minor Variation Application	£102.00	£89.00
Notification of Interest	£24.20	£21.00
Personal Licence Application	£42.60	£37.00
New Premises Application	as advised	as advised
Transfer of Designated Premises Supervisor (DPS)	£26.50	£23.00
Temporary Event Notice (TENS)	£21.00	£21.00
Transfer of Premises Licence	£26.50	£23.00

Description of Charge		Current Charge 2023/24	Proposed Charge 2024/25
Pavement Licensing Regime			
Pavement Licensing		£100.00	£100.00
Customer & Digital Services			
Street Naming and Numbering			
Rename/number existing property (per property)		£50.00	£55.00
Amend a Development Layout (per plot affected)		£100.00	£110.00
Add a name to existing numbered property		£50.00	£55.00
Naming of a New Street		£165.00	£181.50
Numbering of New Development - 1-10 plots (per Plot)		£100.00	£110.00
Numbering of New Development - 11+plots (per Plot)		£1000 plus £30 per plot	£1100 plus £33 per plot
Additional copies of 'Confirmation of Address' letters		£30.00	£33.00
Renaming of a street		Upon request	Upon request
Housing			
Housing and Property			
Home Improvement Agency fee (% cost of works)		15.0%	tbc
Immigration Inspection Fee		£186.00	£204.60
Housing Act Part 1 Notice Administrative Fees			
single notice		£200.00	£220.00
multiple notices		£250.00	£275.00
<u>Houses in Multiple Occupation Licensing (Mandatory)</u>			
<u>New Applications</u>			
	5 only	£964.00	£964.00
	6 to 12	£1,116.00	£1,116.00
	13 to 20	£1,278.00	£1,278.00
	21+	£1,476.00	£1,476.00
<u>Licence Renewal Fees</u>			
	5 only	£733.00	£733.00
	6 to 12	£843.00	£843.00
	13 to 20	£970.00	£970.00
	21+	£1,116.00	£1,116.00
Late Licence Application Fee (after initial reminder letter)		£139.00	£139.00
<u>Administrative Charges</u>			
	Repeat requests for documents	£70.60	£70.60
	Photocopying Charges:	£6.90	£6.90
<u>Houses in Multiple Occupation Licensing (Additional) [new from January 2024]</u>			tbc at Council 26/9/23
<u>Full Fee Applications</u>			
	3 to 5	n/a	£964.00
	6 to 12	n/a	£1,116.00
<u>Discounted Fees</u>			
	3 to 5	n/a	£800.00
	6 to 12	n/a	£926.00
<u>Administrative Charges</u>			
	Repeat requests for documents	n/a	£70.60
	Photocopying Charges:	n/a	£6.90
<u>Mobile Homes Act 2013 Fees</u>			
Fit and Proper person charge for Caravan operator		£252.00	£277.20
<u>Mobile Home Site New Application/Variation Fee</u>			
	sites with up to 10 units	£357.00	£392.70
	sites with 11 to 50 units	£400.00	£440.00
	sites with 51 to 100 units	£442.00	£486.20
	sites with more than 100 units	at cost	

Description of Charge		Current Charge 2023/24	Proposed Charge 2024/25
<u>Mobile Home Site Annual Inspection Fee</u>			
	sites with up to 10 units	£286.00	£314.60
	sites with 11 to 50 units	£329.00	£361.90
	sites with 51 to 100 units	£370.00	£407.00
	sites with more than 100 units	at cost	
Mobile Home Site Re-inspection Fee		£105.00	£115.50
Mobile Home Site Administrative Fee		£42.40	£46.60
<u>Minimum Energy Efficiency Standards (MEES) Regulations</u>			
Penalty fees for breach of MEES regulations: (Vat not applicable)			
£2,000 for renting out a non-compliant property for less than 3 months		£2,000.00	£2,000.00
£4,000 and a publication penalty for renting out a non-compliant property for 3 months or more.		£4,000.00	£4,000.00
£1,000 and a publication penalty for providing false or misleading information on the PRS Exemptions Re		£1,000.00	£1,000.00
£2,000 and a publication penalty for failure to comply with a compliance notice		£2,000.00	£2,000.00
 Lifeline Services - HRA			
Warwick Response			
WDC tenants living in designated or sheltered schemes Vat exempt			
Disabled tenants Vat zero rated			
All other customers should have Vat added to their charges at the prevailing rate.			
Weekly charges			
Monitoring Service only		£1.95	£2.10
Monitoring Service and Equipment Rental (analogue)		£3.65	£4.00
Discretionary services (New Tenants only):			
Supply and Install Keysafe		Cost + £35	
Moving Lifeline (i.e. to a different room)		£50.00	£55.00
Service call out (faults) *		£50.00	£55.00
per hour			
Replacement batteries *		Cost + £35	
Replace lost cables *		Cost + £35	
Replace pendant *			
	program / post	Cost + £22	
	program / deliver	Cost + £35	
* Charge will be made once the product's warranty expires			
Lifeline Services Equipment and Products			
Tunstall Products (discontiuned for new customers)			
Lifeline Vi and My Amie pendant			
	installed	£75.00	£80.00
My Ami	posted	£60.00	£66.00
	installed	£85.00	£93.50
Neck Cord			
	posted	£5.00	£5.50
Thin wrist strap			
	posted	£5.00	£5.50
Thick wrist strap			
	posted	£5.00	£5.50
Easy press adapter			
	installed	£30.00	£33.00
	posted	£10.00	£11.00
Belt clip			
	posted	£5.00	£5.50
Key ring			
	posted	£5.00	£5.50
Minuet watch			
	posted	£95.00	£104.50
	installed	£110.00	£121.00
Cair Pendant (discontinued)			
	installed	£70.00	£77.00
Bogus caller/panic button	posted	£55.00	£60.50
	installed	£80.00	£88.00
Tunstall Smoke detector			
	installed with Lifeline only	£50.00	£55.00
Vibby Falls Detector			
	Purchase - installed	£125.00	£137.50

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
Miscellaneous Products		
Footprint configured and posted (Price per week - rental option only)	£4.95	£5.40
OwnFone configured and posted (Price per week - rental option only)	£3.95	£4.30
Replacement items, e.g. cables, lanyards, cradles etc. (postal only)	£10.00	£11.00
Pivotell medication dispenser posted	£210.00	£231.00
installed	£235.00	£258.50
KEYSAFES		
Supra Keysafe		
Install at same time as Lifeline	£75.00	£80.00
install only	£95.00	£105.00
Keyguard XL keysafe		
install only (WDC tenant)	£45.00	£50.00
Install at same time as Lifeline (private client)	£55.00	£60.00
install only (private client)	£65.00	£70.00
Tynetec Products		
Tynetec Reach IP lifeline with pendant		
Rental - mail order (price per week rental option only)	£4.50	£5.00
Rental - installation charge	£75.00	£80.00
Tynetec Reach IP lifeline with falls detector		
Rental - mail order (price per week rental option only)	£4.60	£5.10
Rental - installation charge	£75.00	£80.00
Tynetec Falls Detector		
Purchase - mail order	£100.00	£110.00
Purchase - installed	£125.00	£135.00
Replacement Tynetec Pendant (lost or damaged)		
Mail order	£60.00	£65.00
Installed	£85.00	£90.00
Tynetec Smoke Detector		
Mail order	£60.00	£70.00
Installed	£95.00	£105.00
Wearbles pack (postal only)	£10.00	£11.00
Careium Products		
CareIP Mobile Lifeline (discontinued for new customers)		
Rental - mail order (price per week rental option only)	£4.25	£4.70
Rental - installation charge	£75.00	£82.50
Eliza 4G Lifeline		
Rental - mail order (price per week rental option only)	£4.70	£5.20
Rental - installation charge	£75.00	£80.00
Smoke Detector - cannot be installed stand alone		
Installed after Lifeline	Cost + £35	
Heat Detector - cannot be installed stand alone		
Installed after Lifeline	Cost + £35	
Careium Vibby - cannot be installed stand alone		
Installed	£100.00	£110.00
Wearbles pack (postal only)	£10.00	£11.00
Packages (all prices per month, HEROS £5 extra charge) discretionary useage		
Standard monitoring only pack	£19.50	£21.50
Safe and well pack (Monitoring and Keysafe installation)	£20.50	£22.60
Home response Package (monitoring and HEROS Service)	£24.50	£27.00
Falls package (monitoring, 1 x Falls Detector and HEROS service)	£24.95	£27.40
Home Safety and Wellbeing package (monitoring service, up to 3 sensors and HEROS service)	£27.95	£30.70
Packs without HEROS option		
Falls package (monitoring, 1 x Falls Detector and HEROS service)	£19.95	£21.90
Home Safety and Wellbeing package (monitoring service, up to 3 sensors and HEROS service)	£22.95	£25.20
HEROS (Home Emergency Response Service)bolt on	£5 per month	
Other Telecare Products (Narrative)		
Lifeline supplies many other subsidury products that are compatible with our equipment. These are purchsed from the supplier of the main Lifeline and are on an adhoc basis.		
The other supplies include items such as bed sensors, flashing beacons, flood detectors etc. they are all supplied at cost per item plus an installation charge (if not purchased at the same time as the Lifeline unit)		
Products are not individually listed on this document as there are hundreds of different options.		
Guest room		
Guest/Relatives of residents - per night	£25.00	£30.00
Guest/Relatives of residents - subsequent nights	£20.00	£25.00
Homelessness - per night	£20.00	£25.00

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
Community Room Hire (per hour)		
Tenants	from £0 - £5	
Charities and community groups (Vat applies) price shown is net of Vat	£7.50	£8.30
Commercial (Vat applies) price shown net of Vat	£20.00	£22.00
Licences and long term bookings will be given consideration for a discount		
Neighbourhood and Assets		
Cemeteries		
(Free of Vat unless otherwise stated)		
Sale Of Burial Rights * (For A Period Of 50 Years)		
Standard grave with/without kerbstone for coffin/casket up to 6'9" x 25"	£2,084.00	£2,240.00
Large Grave	£2,605.00	£2,800.00
Selection Fee (Grave space chosen out of rotation)	£570.00	£600.00
Selection Fee (as above) - for child, 1/2 Size & Ashes	£285.00	£300.00
Child's grave	£925.00	£1,010.00
Half size grave for Cremated Remains	£925.00	£1,010.00
Exclusive Burial Rights - Garden of Remembrance	£390.00	£420.00
Extension of expired rights (standard* grave 5 year extension)	£209.00	£224.00
* extension of expired rights for non-standard size graves will be calculated pro-rata per square foot.		
Graves purchased for future use will be charged out of rotation fee in addition to the fee for the exclusive right of burial		
Interment *		
Person aged 17 years and above :		
Adult interment (irrespective of depth)	£1,380.00	£1,515.00
Cremated Remains	£290.00	£320.00
Cremated Remains - St. Nicholas Church Yard	£290.00	£320.00
Children :		
Still-born to not exceeding 1 month (Parents are resident in WDC area)	No charge	
*Still-born to not exceeding 1 month (Parents NOT resident in WDC area)	£180.00	£195.00
Child aged between 1 month & 16 years (parents resident in WDC area)	No charge	
*Child aged between 1 month & 16 yrs (parents not resident in WDC area)	£180.00	£195.00
Woodland Burial (Oakley Wood)	£1,800.00	£1,850.00
Surcharge of 50% for non-residents		
* Fee recoverable from Central Government and is NOT charged to bereaved parents		
Memorial Fees		
Headstone and other memorials up to 3' 6" - incl 1st inscript	£300.00	£300.00
Vase and other memorials under 1' 0" - incl 1st inscript	£300.00	£300.00
Additional Inscription	£150.00	£150.00
Kerbstones added to existing headstone	£200.00	£200.00
Kerbset memorials (including the first inscription)	£500.00	£500.00
Other Charges		
Manual search of Burial Registers (per 30 mins or part thereof)		
Search burial register for genealogical research, per deceased <i>Includes email confirmation of details.</i>	£70.00	£77.00
Search burial register for genealogical research, per deceased <i>Includes confirmation of details sent by post</i>	£110.00	£121.00
Specialist contractor services	Cost + 20%	
Assistance when making arrangements without a funeral director	£115.00	£120.00
Assistance when making arrangements without a funeral director - (concession for those eligible to claim for a funeral payment)	No charge	No charge
Cemeteries		
Use of Kenilworth Cemetery Chapel	£150.00	£155.00
Late arrival (charged after 10mins + for every subsequent 15mins)	£265.00	£295.00
Transfer exclusive right of burial	£125.00	£135.00
Preparing documents for relinquish of grant	£125.00	£135.00
Marking out grave	£80.00	£85.00
Temporary grave marker (1 year only)	£46.00	£50.00
Administration of late, incomplete or incorrect paperwork (after 10am, 3 working days prior to burial)	£87.00	£95.00
Late cancellation of burial (after 10am, 3 working days prior to burial)	£305.00	£335.00
Very Late cancellation of burial-if excavation has already been carried out	Full cost of interment	Full cost of burial
Late notification of coffin size or incorrect coffin size supplied (after 10am, 3 working days prior to burial)	£305.00	£335.00
Personal Delivery of cremated remains to Cemetery or within Warwick District	£155.00	£170.00
* Surcharge of 200% for non-residents on sale of burial rights and interments		

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
Crematorium <i>(Free of Vat unless otherwise stated)</i>		
Cremation Fee: (Including use of music system and/or Organ)		
Foetal remains and still-born to 1 month (parent resident in WDC)	No charge	No charge
Foetal remains and still-born to 1 month (parent NOT resident in WDC)	£180.00	£195.00
Child - aged between 1 month and 16 years (parent resident in WDC)	No charge	No charge
Child - aged between 1 month and 16 years (parent NOT resident in WDC)	£180.00	£195.00
Person aged 17 years and above	£990.00	£1,050.00
Person aged 17 years and above - non-resident	£990.00	£1,050.00
Body Parts	£180.00	£195.00
Additional Service Time - per half hour	£260.00	£285.00
Late departure	£280.00	£310.00
Communal cremation of foetal remains (per Coffin)	£180.00	£195.00
Cremation where there is no service	£500.00	£500.00
Premium on top of cremation fee for Saturday service	£500.00	£550.00
Caskets And Other Memorials (Inclusive of Vat)		
Scattering tube	£30.00	£33.00
Mini scattering tube	£18.00	£20.00
Ashes casket	£70.00	£75.00
Mini ashes casket	£30.00	£33.00
Ashes keepsake	£55.00	£60.00
Additional Biodegradable Oakley Wood caskets (1 supplied free with ashes that are collected)	£14.00	£15.00
Grave Marker (supplied at time of burial)	£46.00	£48.00
Carved wooden grave marker (supplied at the time of the burial)	£106.00	£115.00
Media Services (Inclusive of VAT)		
USB recording of service	£75.00	Delegated authority for HoS & PfH
Live streaming of service	£92.00	Delegated authority for HoS & PfH
Downloadable MP4 video file (only available for live streamed services)	£54.00	Delegated authority for HoS & PfH
Webcasting & USB recording (including visual tribute)	£174.00	Delegated authority for HoS & PfH
Webcasting & digital download of recorded funeral service (including visual tribute)	£150.00	Delegated authority for HoS & PfH
Visual Tribute - single still image	£24.00	Delegated authority for HoS & PfH
Visual Tribute, without music - Slideshow - Max 25 images	£48.00	Delegated authority for HoS & PfH
Visual Tribute, without music - slideshow - additional 25 images	£24.00	Delegated authority for HoS & PfH
Visual Tribute, with music - Slideshow - Max 25 images	£90.00	Delegated authority for HoS & PfH
Visual Tribute, with music - slideshow - additional 25 images	£24.00	Delegated authority for HoS & PfH
Visual Tribute - Family video file	£24.00	Delegated authority for HoS & PfH
Visual Tribute only - Digital download	£24.00	Delegated authority for HoS & PfH
Visual Tribute Only - USB	£75.00	Delegated authority for HoS & PfH
Urgent service - Visual tributes received less than 2 days prior to ceremony	£108.00	Delegated authority for HoS & PfH
Other Services		
Disposal of remains from other Crematoria	£135.00	£140.00
Certified copy of an entry in the Cremation register	£14.00	£14.00
Temporary retention of Cremated Remains (per month) - chargeable from the third month following Cremation service	£28.00	£30.00
Despatch of Cremated Remains by courier	Cost + 20%	cost + 20%
Duplicate certificate for cremated remains	£14.00	£14.00
Administration of late, incomplete and incorrect paperwork or funeral schedule (after 10am, 2 working days prior to cremation)	£87.00	£95.00
Late cancellation of service(after 10am,2 working days prior to cremation)	£305.00	£335.00
Assistance when making arrangements without a funeral director	£115.00	£120.00
Assistance when making arrangements without a funeral director - (concession for those eligible to claim for a funeral payment)	No charge	

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
Book Of Remembrance <i>(Inclusive of Vat)</i>		
2 Line Inscription	£172.00	£180.00
5 Line Inscription	£230.00	£240.00
8 Line Inscription	£305.00	£330.00
Crests, etc.	£133.00	£144.00
Remembrance Cards <i>(Inclusive of Vat)</i>		
With 2 Line Inscription	£86.00	£96.00
With 5 Line Inscription	£115.00	£120.00
With 8 Line Inscription	£157.00	£168.00
Crests, etc.	£133.00	£144.00
Memorial Garden <i>(Inclusive of Vat)</i>		
Sanctum 2000 Unit		
- Supply and 10 year lease including inscription of up to 80 letters	£1,370.00	£1,500.00
- Additional 10 year lease	£665.00	£732.00
- New plaque (up to 80 letters)	£495.00	£540.00
- Inscribed designs A	£275.00	£300.00
- Inscribed designs B	£345.00	£375.00
- each additional letter	£5.40	£5.90
- refurbish existing plaque	POA	POA
- 2nd interment -80 letters inscrip	£475.00	£520.00
Refurbished columbaria with new plaque and 10 year lease	£1,100.00	£1,200.00
Vase Block and Inscribed relief tablet -Supply and 10 year lease	£765.00	£840.00
- Additional 10 year lease	£335.00	£366.00
New plaque (relief)	£240.00	£258.00
new plaque (gilded)	£255.00	£270.00
- refurbish existing plaque	POA	
Refurbished vase with new plaque and 10 year lease	£675.00	£675.00
Wooden Memorial Benches (with one plaque)	£1,980.00	£2,100.00
Granite Memorial Benches (with one plaque)	£1,980.00	£2,270.00
Granite Memorial Bench (with two plaques)	£2,150.00	£2,440.00
Granite Memorial Bench (with three plaques)	£2,380.00	£2,610.00
Plaque on communal memorial bench	£535.00	£540.00
Refurbish memorial bench	Cost + 20%	
Memorial tree	Cost + 20%	
Habitat memorial (eg bird or bat box)	£235.00	£240.00
Additional or replacement plaque (private benches)	£235.00	£240.00
Leaf or Acorn plaque	£495.00	£495.00
Bird plaque	£530.00	£530.00
Sustainable plaque scheme	£495.00	£540.00

Parking Services

Leamington
Bedford Street, Chandos Street, Covent Garden Surface

7 Days a week charges (Short Stay)		
1 Hour	£1.30	£1.40
2 hours	£2.50	£2.60
3 hours	£3.80	£3.90
4 hour Maximum	£5.00	£5.10
Overnight Charge	£2.00	£2.20

Rosefield Street

7 Days a week charges (Long Stay)		
1 Hour	£1.30	£1.40
2 hours	£2.50	£2.60
3 hours	£3.80	£3.90
4 hours	£5.00	£5.10
Day rate - all day	£7.00	£8.00
Overnight Charge	£2.00	£2.20

Adelaide Bridge

7 Days a week charges (Long Stay)		
1 Hour	£1.30	£1.40
2 hours	£2.50	£2.60
3 hours	£3.80	£3.90
4 hours	£5.00	£5.10
Day rate - all day	£7.00	£8.00
Overnight Charge	£2.00	£2.20

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
Bath Place, Court St, Packington Place ('Park & Stride' car parks)		
7 Days a week charges (Long Stay)		
1 Hour	£1.00	£1.00
2 hours	£2.00	£2.00
Day rate - all day	£3.00	£3.00
Overnight Charge	£2.00	£2.20
St. Peter's multi-storey car park 7 Days a week charges (Long Stay)		
7 Days a week charges (Long Stay)		
1 Hour	£1.30	£1.40
2 hours	£2.50	£2.60
3 hours	£3.80	£3.90
4 hours	£5.60	£5.70
Day rate - all day	£8.00	£8.00
Overnight Charge 6pm until 8am	£2.00	£2.20
Station Approach and Lower Road ('Park & Stride' car parks)		
7 Days a week Charges (Long Stay)		
1 Hour	£1.00	£1.00
2 hours	£2.00	£2.00
Day rate - all day	£3.00	£3.00
Overnight Charge	£2.00	£2.20
Kenilworth		
Abbey End & Square West car parks		
7 Days a week charges (Long Stay)		
1 Hour	£1.20	£1.30
2 hours	£2.10	£2.20
3 hours	£3.00	£3.10
4 hours	£3.90	£4.00
Day rate - all day	£6.30	£7.30
Overnight Charge 6pm to 8am	£2.00	£2.20
Abbey Fields		
7 Days a week charges (Long Stay)		
Up to 2 hours	Free	Free
3 hours	£3.00	£3.10
4 hours	£3.90	£4.00
Day rate - all day	£6.30	£7.30
Overnight Charge 6pm to 8am	£2.00	£2.20
Warwick		
St. Nicholas Park		
7 Days a week charges apply 8am - 6pm (Long Stay)		
Up to 2 hours free <u>after 6pm</u>	Free	Free
1 hour	£1.30	£1.40
2 hours	£2.50	£2.60
3 hours	£3.80	£3.90
4 hours	£5.00	£5.10
Day rate - all day	£7.00	£8.00
Overnight Charge 6pm to 8am	£0.00	£2.20
Castle Lane, The Butts, Priory Road and West Rock		
7 Days a week charges (Long Stay)		
1 hour	£1.30	£1.40
2 hours	£2.50	£2.60
3 hours	£3.80	£3.90
4 hours	£5.00	£5.10
Day rate - all day	£7.00	£8.00
Overnight Charge 6pm to 8am	£2.00	£2.20
New Street and West Gate		
7 Days a week charges (Short Stay)		
1 hour	£1.30	£1.40
2 hours	£2.50	£2.60
3 hours	£3.80	£3.90
4 hours	£5.00	£5.10
Overnight charges (6pm - 8 am)	£2.00	£2.20
Hampton Road (Formerly St. Mary's Lands Area 2) Including Coach / Motorhome parking provision.		
7 Days a week charges (Long Stay)		
1 hours		£1.00
2 hours		£2.00
Day rate - all day	£2.00	£3.00
Overnight charges (6pm - 8 am)	£2.00	£2.20

Description of Charge		Current Charge 2023/24	Proposed Charge 2024/25
Bread & Meat Close (Formerly ST. MARY'S LANDS - Area 3)			
7 Days a week charges (Short Stay)			
Up to 2 hours		Free	Free
3 hours		£2.50	£2.60
4 hours		£3.80	£3.90
Overnight charges (6pm - 8 am)		£0.00	£2.20
Vittle Drive (Formerly ST. MARY'S LANDS - Area 4)			
7 Days a week charges (Long Stay)			
1 hours		£1.30	£1.40
2 hours		£2.50	£2.60
3 hours		£3.80	£3.90
4 hours		£4.40	£4.50
Day rate - all day		£5.00	£5.00
Overnight charges (6pm - 8 am)		£2.00	£2.20
Myton Fields Picnic Area			
7 Days a week charges between 8am - 8pm Apr-Nov (Long Stay)			
1 hours		£1.30	£1.40
2 hours		£2.50	£2.60
3 hours		£3.80	£3.90
4 hours		£5.10	£5.10
Day rate - all day		£7.00	£8.00
Coach/motorhome parking provision - Designated Car Parks only		£5.00	£10.00
Penalty Charge Notices (<i>Exempt From Vat</i>)			
(Set by Central Government)			
Higher Rate (50% disc if paid in 14 days)		£70.00	£70.00
Lower Rate (50% disc if paid in 14 days)		£50.00	£50.00
Season Tickets			
<i>Charges exclude Vat. which should be added at the prevailing rate</i>			
Leamington Spa, Warwick & Kenilworth			
Long Stay ONLY (Excluding Pay on Foot Car Parks)			
	Per Annum	£936.00	£1,030.00
	Per Month	£96.00	£106.00
Leamington Spa Restricted Locations			
St. Peter's Pay (200 spaces only)			
	Per Annum	£720.00	£792.00
	Per Month	£84.00	£92.00
Adelaide Road (20 passes only)			
	Per Annum	£588.00	£647.00
	Per Month	£84.00	£92.00
Rosefield Street (20 spaces only)			
	Per Annum	£588.00	£647.00
	Per Month	£84.00	£92.00
Leamington Spa Old Town (Packington Place, Court St, Bath Place, Station Approach and Station Approach Lower Road)			
	Per Annum	£570.00	£627.00
	Per Month	£84.00	£92.00
Warwick Restricted Location Car Parks			
St. Nicholas Park, Warwick (100 spaces only)			
	Per Annum	£588.00	£647.00
	Per Month	£84.00	£92.00
West Rock (10 was 40 spaces only - reserved for Linen St MSCP displacement)			
	Per Annum	£588.00	£647.00
	Per Month	£84.00	£92.00
Hampton Road - formerly St Mary's Lands Area 2 (150 spaces)			
	Per Annum	£126.00	£139.00
	Per Month	£18.00	£20.00
Vittle Drive - formerly St Mary's Lands Area 4 (60 spaces)			
	Per Annum	£588.00	£647.00
	Per Month	£84.00	£92.00
Priory Road, Warwick (10 spaces only)			
	Per Annum	£588.00	£647.00
	Per Month	£84.00	£92.00

Description of Charge		Current Charge 2023/24	Proposed Charge 2024/25
Kenilworth Restricted Location Car Parks			
Square West (75 spaces only)			
	Per Annum	£522.00	£574.00
	Per Month	£76.00	£84.00
Abbey End (75 spaces only)			
	Per Annum	£522.00	£574.00
	Per Month	£76.00	£84.00
Abbey Fields (30 spaces only)			
	Per Annum	£522.00	£574.00
	Per Month	£76.00	£84.00
	resident 12 month permit	£36.00	£40.00
Overnight Parking Permits -Park specific (Available for car parks - excludes Myton Fields)			
Overnight Parking: 18:00 - 09:00 only		£58.00	£64.00
St Peters and Coten End School Parking permits (term time only parking)			
	Per Annum	£45.00	£50.00
Administration charge for Season Ticket Amend / Refunds		£8.00	£8.00
Release of vehicles from Multi-Storey car parks		£69.00	£69.00
Special Event Charge		£8.00	£8.00
Skips and Scaffolds on car parks:			
	Per Day	£69.00	£69.00
	Per Week	£265.00	£265.00
Disabled Drivers			
Vehicles displaying a valid 'Blue' Disabled Persons badge may park free of charge on any of the Council's Pay and Display car parks. Car Park Regulations and Orders apply. Those parking in pay on foot car parks will need to have their ticket endorsed by the inspector.			
Refuse Collection			
<i>(Vat not applicable)</i>			
Standard wheeled bin (grey,green or blue lidded grey)		£38.00	£39.00
Additional refuse bin (140 litres)		£25.00	£26.00
Recycling box and lid		£6.50	£6.50
Recycling box lid only		£2.00	£2.00
Food bin (23 litre)		£10.00	£10.00
Kitchen caddy (7 litre)		£5.00	£5.00
Replacement waste container charge - waiver			
Any resident who informs the council that they are unable to pay for receptacles, and who are eligible for the Council Tax Reduction Scheme, may have the charges waived (w.e.f. October 2017)			
Bulky Refuse Tickets:			
Collection of 1 item		£52.00	£35.00
Collection of 2 items		£52.00	£45.00
Collection of 3 items		£52.00	£60.00
Collection of 4 items		£68.00	£75.00
Collection of 5 items		£68.00	£75.00
<i>Senior Citizens / Persons in receipt of Income Support or addition to state pension and Registered Disabled Persons</i>			
Collection of 1 item		£26.00	£26.00
Collection of 2 items		£30.00	£30.00
Collection of 3 items		£34.00	£34.00
Collection of 4 items		£40.00	£40.00
Collection of 5 items		£48.00	£48.00
Green Waste permit		£40.00	£44.00
<i>Green waste permit charged from 1st April-31st March</i>			
Green waste reusable bags		£5.00	£5.00
<i>Green waste permit needs to be purchased but not displayed</i>			
Waste Collection			
Fixed Penalty Notices - Legislation		Maximum	
Depositing Litter - S87/88 Env Protection Act (EPA) 1990		£2,500.00	£2,500.00
Graffiti & fly-posting - S3-47 Anti-Soc Behaviour Act 2003		£2,500.00	£2,500.00
Failure to Furnish documentation - s5B(2) Control of (Waste Carriers Licence) Pollution(Amend) Act 1989		£5,000.00	£5,000.00

Description of Charge		Current Charge 2023/24	Proposed Charge 2024/25
Failure to Produce authority (Waste Transfer Notes)	S34A(2) EPA 1990	£5,000.00	£5,000.00
Failure to comply with Waste Receptacle Notice	S46 & S47 EPA 1990	£1,000.00	£1,000.00
Community Protection Notices -S52 ASB Crime& Policing Act 2014		£2,500.00 unlimited in case of a body	£2,500.00
Fly-Tipping -Unauthorised deposit of Waste(Fixed Penalties) Regulations 2016		unlimited	
Jephson Gardens - Temperate House			
Charities/Community Groups/Schools - whole day		£68.40	£75.20
Charities/Community Groups/Schools - half day (up to 4 hours)		£45.60	£50.20
Small scale commercial / internal		£91.30	£100.40
Small scale commercial / internal		£60.80	£66.90
Large scale commercial		£137.00	£150.70
Large scale commercial		£91.30	£100.40
Floral displays income			
Hanging basket per unit		£85.00	£93.50

Place, Arts and Economy

Royal Spa Centre

With the exception of below, all charges are by negotiation

Catering

*When light refreshments are required, please discuss with the Arts Section's Customer Services Team.
For functions requiring licensed refreshments, the Bar will be provided by and under the control of the Council.*

Main Auditorium	by negotiation	by negotiation
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The service of the Duty Manager and/or member of the Technical Staff are included in all the hire charges.

Balcony / Conservatory:	by negotiation	by negotiation
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The service of the Duty Manager and/or member of the Technical Staff are included in all the hire charges.

Royal Pump Room

Assembly Room: All By Negotiation Private, Non-Commercial Bookings:	80%	80%
Commercial Bookings:	100%	100%
Voluntary Organisations:	65%	65%
Annexe: Private, Non-Commercial Bookings:	80%	80%
Commercial Bookings:	100%	100%
Voluntary Organisations:	65%	65%
Schools, Colleges & Educational Groups:		
per day	£59.50	£65.50
per session (Half day)	£46.30	£51.00
Commercial or non-educational hirers - by negotiation with the Head of Cultural Services with a minimum charge of £10 per hour)		
Additional Facilities :		
Piano (Per booking)	£127.00	£140.00

Art Gallery And Museum:

Commission on pictures sold	30%	30%
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Town Hall

Town Hall Room Hire

Private, Non-Commercial Bookings	80%	80%
Commercial Bookings	100%	100%
Voluntary Organisations	65%	65%

Description of Charge		Current Charge 2023/24	Proposed Charge 2024/25
Development Control			
<i>Charges apply from 1st April</i>			
The Building (Local Authority Charges) Regulations 2010			
<u>Notes</u>			
1. For a 'full plans' application, the plan fee is required immediately to process the application. This is followed by an inspection fee which is payable on commencement of the building work.			
2. For a 'building notice' application the entire fee is required immediately to process the application.			
Number of Dwellings			
Table 1: New Build Of Houses or Flats (Dwellings / flats up to 300m2)			
Full Plans Application : Submission Fee			
	1	£370.00	£410.00
	2	£430.00	£475.00
	3	£500.00	£550.00
	4	£560.00	£615.00
	5	£630.00	£695.00
	6	£700.00	£770.00
Full Plans Application : Inspection Fee			
	1	£660.00	£725.00
	2	£850.00	£935.00
	3	£1,050.00	£1,155.00
	4	£1,250.00	£1,375.00
	5	£1,435.00	£1,580.00
	6	£1,635.00	£1,800.00
Building Notice			
	1	£1,030.00	£1,135.00
	2	£1,280.00	£1,410.00
	3	£1,550.00	£1,705.00
	4	£1,810.00	£1,990.00
	5	£2,065.00	£2,275.00
	6	£2,230.00	£2,570.00

For sites with more than 6 dwellings please contact us for a quote
For the fee for new houses with floor areas in excess of 300m2 please contact Building Control.
The fee for a new house or flat includes the garage whether attached or detached.
For full plans applications the fees are split. The submission fee must be paid with the application.
The Inspection fee can also be paid at the same time or be invoiced once the works have started.

- Notes
1. In a domestic property if alterations (up to £5,000 value, window replacement, replacement roof or garage conversions) are taking place at the same time as an extension (not including loft or basement conversions) there is a 50% discount in the fees for the alterations.
 2. If there is more than one extension on a single dwelling, the floor areas for each extension are added together for a single overall fee.
 3. Where work is concerned with the provision of access or facilities for a disabled person, in certain circumstances there are exemptions from fees. Please contact Building Control .
 4. For a 'full plans' application, the plan fee is required immediately to process the application. This is followed by an inspection fee which is payable on commencement of the building work.
 5. The floor area is internal, not including the area of the external walls.

Table 2: Certain Building Work in Dwellings

<u>Full Plans Application: Submission Fee</u>			
1 Full (or part) garage conversion		£336.00	£400.00
1 Replacement windows		£152.00	£200.00
1 Domestic Re-roofing up to £10,000 value		£220.00	£250.00
Solar panels and replacement thermal elements		£220.00	£250.00
2 Erection of a garage or car port up to 60m ²		£336.00	£400.00
Domestic extensions up to 40m ²		£200.00	£220.00
3 Domestic extensions from 40m ² - 60m ²		£247.00	£270.00
3 Loft or basement conversions up to 40m2		£200.00	£220.00
3 Loft or basement conversion from 40m ² - 60m ²		£247.00	£270.00
4 Underpinning		£441.00	£485.00

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
Full Plans Application: Inspection Fee		
1 Full (or part) garage conversion	No charge	No charge
1 Replacement windows	No charge	No charge
1 Domestic Re-roofing up to £10,000 value	No charge	No charge
Solar panels and replacement thermal elements	No charge	No charge
2 Erection of a garage or car port up to 60m ²	No charge	No charge
Domestic extensions up to 40m ²	£331.00	£365.00
3 Domestic extensions from 40m ² - 60m ²	£441.00	£485.00
3 Loft or basement conversions up to 40m ²	£331.00	£365.00
3 Loft or basement conversion from 40m ² - 60m ²	£441.00	£485.00
4 Underpinning	No charge	No charge
Building Notice		
1 Full (or part) garage conversion	£336.00	£400.00
1 Replacement windows	£152.00	£200.00
1 Domestic Re-roofing up to £10,000 value	£220.00	£250.00
Solar panels and replacement thermal elements	£220.00	£250.00
2 Erection of a garage or car port up to 60m ²	£336.00	£400.00
Domestic extensions up to 40m ²	£530.00	£585.00
3 Domestic extensions from 40m ² - 60m ²	£688.00	£755.00
3 Loft or basement conversions up to 40m ²	£530.00	£585.00
3 Loft or basement conversion from 40m ² - 60m ²	£688.00	£755.00
4 Underpinning	£441.00	£485.00
1 There is a 50% discount for replacement windows, replacement roof, garage conversion or other works up to £5,000 value (not including loft or basement conversions) if these works are taking place at the same time as a domestic extension		
2 Garages in excess of 60m ² should be calculated using Table 3.		
3 Domestic extensions over 60m ² should be calculated using Table 3. There is a minimum fee of £755 .		
4 The fees for loft and basement conversions in excess of 60m ² should be calculated using Table 3.		
5 For full plans applications the fees are split. The submission fee must be paid with the application. The Inspection fee will be invoiced once the works have started or alternatively it can be paid with the submission fee.		

Notes

- 1. For loft / basement conversions there is a minimum fee of £755
- 2. For domestic extensions over 60m² there is a minimum fee of £755
- 3. If a 'full plans' application is being made for work requiring a fee of £400 or less the whole fee is payable upon application. Otherwise, 40% of the total fee will be required with the application form as the plan fee. An invoice will be sent on commencement of the work for the remaining 60%, which forms the 'inspection fee'.
- 4. The estimated cost should be in line with recommended RICS rates, not including Vat or fees paid to architects, etc.
- 5. Where work is concerned with the provision of access or facilities for a disabled person, in certain circumstances there are exemptions from fees. Please contact Building Control.
- 6. If electrical works are part of a larger project, no further fee is payable. The fee for an application purely for electrical works should be calculated on the basis of Table 3, however a BS7671 completion certificate will need to be issued by an electrician registered with an approved 'competent person' scheme. This electrician should be appointed by the applicant.

Table 3: All Other Building Work

Full Plans Application: Submission Fee

£0 to £10,000	£336.00	£400.00
£10,001 to £20,000	£189.00	£210.00
£20,001 to £40,000	£258.00	£285.00
£40,001 to £60,000	£326.00	£360.00

For works valued over £60,000 please contact us

Full Plans Application: Inspection Fee

£0 to £10,000	No charge	No charge
£10,001 to £20,000	£300.00	£340.00
£20,001 to £40,000	£388.00	£440.00
£40,001 to £60,000	£478.00	£540.00

For works valued over £60,000 please contact us for a quote

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
Building Notice		
£0 to £10,000	£336.00	£400.00
£10,001 to £20,000	£489.00	£550.00
£20,001 to £40,000	£646.00	£725.00
£40,001 to £60,000	£804.00	£900.00
For works valued over £60,000 please contact us for a quote There is a 50% discount for replacement windows, replacement roof, garage conversion or other works up to £5,000 value if these works are taking place at the same time as a domestic extension.		
For full plans applications the fees are split. The submission fee must be paid with the application. The Inspection fee will be invoiced once the works have started or alternatively it can be paid with the submission fee. Fees are inclusive of Vat.		
Building Regulations - Supplementary Charges		
Following changes to the national guidance governing Building Regulations Fees, the following charges will be introduced with effect from (proposed date) 1st April 2024: (All the following supplementary charges are plus Vat)		
Returned Cheques	£60.00	£66.00
Reactivating Archived Files	£60.00	£66.00
Additional Inspections	£60.00	£66.00
Re-directing Invoices	£60.00	£66.00
Copies of decision notices and completion certificates	£30.00	£33.00
Research	£60.00	£66.00
Pre-application site inspections	£60.00	£66.00
High Hedges Complaints	£400.00	£440.00
Permitted Development Enquiries (Self Assessment Online Free)	No charge	
Written requests relating to the Planning History of a Site	£360.00	£400.00
Pre-Application Advice Fees		
Tier 1: Self service advice via the WDC website	No charge	
Tier 2: Request for a written response to the acceptability of a householder proposal		
per meeting	£120.00	£120.00
written response	£120.00	£120.00
both	£240.00	£240.00
Tier 3: Provision of pre-application advice for small scale non-householder proposals which do not fall with tiers 4 - 6		
per meeting	£360.00	£360.00
written response	£360.00	£360.00
both	£720.00	£720.00
Tier 4A: Provision of pre-application advice for proposals which comprise 1 dwelling		
	£480.00	£480.00
	£480.00	£480.00
	£960.00	£960.00
Tier 4B: Provision of pre-application advice for proposals which fall within the "minor" development category and comprise 2-5 dwellings; a floor area of up to 499 sq. metres or a site area of up to 0.49 ha		
per meeting	£840.00	£840.00
written response	£840.00	£840.00
both	£1,680.00	£1,680.00
Tier 4C: Provision of pre-application advice for proposals which fall within the "minor" development category and comprise 6-9 dwellings; a floor area of between 500 - 999 sq. metres or a site area of between 0.5 - 0.99 ha		
per meeting	£1,200.00	£1,200.00
written response	£1,200.00	£1,200.00
both	£2,400.00	£2,400.00
Tier 5: Provision of pre-application advice for proposals which fall within the "small scale major" development category: i.e. residential proposals of 10 - 199 dwellings or involving a site area of 0.5 - 4 ha; commercial proposals involving between 1,000 and 9,999 sq. m of floor space or a site of 1 - 2 ha		
per meeting	£2,400.00	£2,400.00
written response	£2,400.00	£2,400.00
both	£48,000.00	£48,000.00

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
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Tier 6: Provision of pre-application advice for proposals which fall within the "large scale major" development category: i.e. residential proposals of 200 or more dwellings or involving a site area of 4 ha or more; commercial proposals involving between 10,000 sq. m or more of floor space or a site of 2 ha		
per meeting	£4,800.00	£4,800.00
written response	£4,800.00	£4,800.00
both	£9,600.00	£9,600.00
A fee will be charged for advice which:		
<ul style="list-style-type: none">• apply to all development proposals including those following both the grant of outline planning permission (i.e. prior to the submission of reserved matters applications) and the refusal of planning permission.• For any specific development proposal, a fee will not be charged for the first round of advice (provided by means of either a written response or meeting) relating to proposals which:-<ul style="list-style-type: none">• are brought forward by small charitable organisations that are based within Warwick District where the proposal either i. falls within tiers 2 to 3 or ii where larger schemes falling within tiers 4 to 6 are proposed to directly benefit the users of the charity;• are for residential development and include the provision of at least 90% affordable housing.• assist disabled people: for example, proposals involving modifications to make a more accessible or user friendly.• require Listed Building consent (not including redevelopment schemes where the work to a Listed Building is part of a wider proposal).• are for employment development falling within the B use class.		
Self-Build Homes Register		
To be included on the register, there will be an entry charge of £55 for Part 1 and £27.50 for Part 2. People entered on Part 1 of the register are to pay a higher fee as there is duty for local authorities to meet the demand on this part of the register. The fee is outside of the scope of Vat.		
5.1 If an application to join the register is unsuccessful then the fee will be refunded in full.		
5.2 After 12 months, entrants in part 1 are required to pay a renewal fee of £20 and re-register otherwise they will be removed.		
Local Land Charges (ringfenced account)		
Search Fee (non-electronic)		
CON29R Official Search (includes Vat)	£130.00	£143.00
Part II - Optional Enquiries		
CON290 (PARTII)	£16.00	£17.60
CON290 (PARTII) Enquiry 22	No Charge	
(refer direct to County Council)		
Other Work		
Additional (Non-standard) Questions	£32.00	£35.20
Additonal land parcel (all search types)	£14.00	£15.40
All of the above fees are outside the scope of Vat unless otherwise stated.		
Charges For Local Authority Legal Work		
<u>Disposals, Licences, Easements, etc.</u>		
Disposals (excluding those on the open market)	At cost	
Leases	At cost	
Licences	At cost	
Licence to plant in Highway - Initial Fee	At cost	
Rights of Way / Easements	At cost	
Licenses to Assign (Commercial / Residential)	At cost	
(refer to County Council if possible)		

Description of Charge			Current Charge 2023/24	Proposed Charge 2024/25
<u>Mortgages</u>				
Supply of Epitome and Abstract of Title: Photocopy charge			see below	
Redemption of Mortgages			No charge	
Council entering into Conveyance releasing part of mortgaged property			At cost	
Postponement of Council's Discount provisions			£115.00	£126.50
Release of one party to mortgage			£320.00	£352.00
Applic for retrospective consents to Property Alterations			£85.00	£93.50
<u>Miscellaneous Agreements concerning the Development of Land</u>				
Sect 106 Agreements - Town & Country Plan Act 1990			available via website	
<u>Photocopying</u>				
A4 Single sided			£0.15	£0.20
A4 Single sided - colour			£1.15	£1.30
A4 Double sided			£0.30	£0.30
A4 Double sided - colour			£2.00	£2.20
A3 Single sided			£0.30	£0.30
A3 Single sided - colour			£2.50	£2.80
A3 Double sided			£0.60	£0.70
A3 Double sided - colour			£4.00	£4.40
A0 Plans			£25.00	£27.50
A0 Plans - colour			£80.00	£88.00
Enterprise Team				
<i>Charges apply from 1st April</i>				
Court Street Creative Arches				
<i>Annual Rent - excluding Vat, which should be added at the prevailing rate.</i>				
All Units - Single or Double Arch			by negotiation	
Althorpe Enterprise Hub				
Monthly Licence Fee - excluding Vat, which should be added at the prevailing rate. (Includes 1 parking space - except Unit 12, which does not have parking allocated)				
Unit Number / No of Desks / Size (m2)				
1	3	16.98	£334.35	£354.40
2	3	17.63	£349.68	£370.70
3	4	21.67	£427.31	£452.90
4	3	19.36	£380.49	£403.30
5	2	14.05	£278.85	£295.60
6	2	12.79	£254.34	£269.60
7	2	12.79	£254.34	£269.60
8	2	12.66	£254.34	£269.60
9	2	14.07	£278.85	£295.60
10	3	19.24	£380.49	£403.30
11	4	21.53	£427.31	£452.90
12	3	16.20	£318.41	£337.50
13	12		£1,301.65	£1,379.70
14	3	19.06	£375.45	£398.00
15	3	18.58	£365.46	£387.40
16	3	19.12	£375.45	£398.00
17	6	40.05	£600.00	£636.00
18	8	60.52	£890.00	£943.40
Service Charges - (plus Vat at the prevailing rate), calculated separately and charged in addition to the above Licence Fees				
Conference Room Hire Charges (excluding Vat. - which should be added at the prevailing rate)				
Althorpe Enterprise Hub Tenants:				
Per Hour			£20.00	£22.00
Half Day				
Morning 9.00 am to 12.30 pm			£60.00	£66.00
Afternoon 1.00 pm to 4.30 pm			£60.00	£66.00
Full Day				
9.00 am to 5.00 pm			£120.00	£132.00

Description of Charge			Current Charge 2023/24	Proposed Charge 2024/25
Althorpe Enterprise Hub Other Organisations:				
Half Day				
Morning 9.00 am to 12.30 pm			£80.00	£88.00
Afternoon 1.00 pm to 4.30 pm			£80.00	£88.00
Full Day				
9.00 am to 5.00 pm			£160.00	£176.00
NOTE: Times above are for guidance only and can be negotiated				
26HT				
Unit Number / No of Desks / Size (m2)				
1	8	27.68	£596.88	£638.70
2	8	28.10	£651.14	£696.70
3	3	11.90	£267.43	£286.20
4	10	30.41	£705.41	£754.80
5	5	15.90	£352.70	£377.40
6	4	16.74	£341.07	£364.90
7	4	17.16	£341.07	£364.90
Monthly Licence Fee - excluding Vat, which should be added at the prevailing rate.				
Service Charges - (plus Vat at the prevailing rate), calculated separately and charged in addition to the above Licence Fees				
Court Street: COWork - Arch 4				
Pricing tariff - (including Vat.)				
Monthly subscription (cost per month)			£275.00	£302.50
Dedicated desk package				
P.A.Y.G				
Per day			£15.50	£17.10
Per half day			£9.50	£10.50
Per hour			£3.75	£4.10
Business Support and Events Team				
Markets				
(Free of Vat unless otherwise stated)				
Farmers' Market charge per stall per market to stallholders:				
Warwick (4-5 per year)			£42.00	£46.00
Leamington			£48.00	£53.00
Leamington (Covent Garden, 9 per year)			£48.00	£53.00
Market Contractor charge per stall per market to stallholders:				
Leamington and Warwick			£42.00	£46.00
Kenilworth			£33.00	£35.00
% of stall income due to Warwick District Council:				
Number of Stalls:			%	%
Up to 29			22.5%	22.5%
Up to 39			27.5%	27.5%
Up to 49			32.5%	32.5%
Up to 59			42.5%	42.5%
60-79			50.0%	50.0%
Over 80			50.0%	50.0%
Miscellaneous Charges				
Local Charitable/Community Events				
(Exempt from Vat)				
Deposit			£287.00	£320.00
Per Day			£132.00	£150.00
Small/Local Commercial Events				
(Exempt from Vat)				
Deposit			£575.00	£635.00
Per Day			£265.00	£300.00
Large/National Commercial Events				
(Exempt from Vat)				
Deposit			Dependant on size	
Per Day			By negotiation	

Description of Charge	Current Charge 2023/24	Proposed Charge 2024/25
<hr/>		
Circuses And Fairs		
<i>(Exempt from Vat)</i>		
Deposit	£1,150.00	£1,200.00
Up to Seven Days	£2,450.00	£2,550.00
Each additional day or part thereof	£414.00	£425.00
<i>(Subject to negotiation and agreement by Heads of Finance & Community, Environment & Leisure Services)</i>		
Pump Room Gardens Corner Site (Per Day):	£231.00	£255.00
<i>(Exempt from Vat)</i>	minimum	
<i>(Subject to negotiation and agreement by Heads of Finance & Community, Environment & Leisure Services)</i>		
Filming		
Application fee and film permit		
Level 1 Students or good PR	£25.00	£28.00
Level 2 small, less than 20 crew	£100.00	£110.00
Level 3 medium crew, 21-75	£200.00	£220.00
Level 4 large crew, 75-150	£250 - £500	
Crews of over 150 people	by negotiation	
Filming On Wdc Land		
<i>(Exempt from Vat)</i>		
Full Day	£1,000.00	£1,000.00
Half Day	£500.00	£500.00
Extra Licences		
Drone or cherry picker	£50 - £200	
Requests not covered by fee structure	by negotiation	
Bowls - Championship Event Parking		
Victoria Park - Car Parking		
National Championship Bowls Events - per day	£5.50	£6.20
5 Day Parking Pass	£11.00	£25.00

Breakdown of Fees and Charges by Service Area

1 Background/Information

- 1.1 The fees and charges proposed in Appendix A have been driven by the key factors as outlined below by Service Area.

2 Safer Communities, Leisure & Environment

2.1 Leisure Centres

- 2.1.1 Fees and charges at the Leisure Centres that WDC can influence are now limited to a list of Core Charges. These can be seen in Appendix C. The contract stipulates that they will be increased by up to the June RPI figure in the following year.

2.2 Recreation and Sport

- 2.2.1 Club charges including rentals and facilities use are proposed frozen in 2024/25. This includes athletics tracks and sports pitches.

2.3 Tennis

- 2.3.1 Post covid, the Tennis provision has progressed through a procurement exercise and has secured an operator. This is now in place and will provide income to support future refurbishment and maintenance of the courts, which will be ring fenced for this purpose.

2.4 Edmondscote Athletics Track

- 2.4.1 Edmondscote Athletics Track is due to transfer to Everyone Active (EA) (scheduled 1st November pending legal agreement to be completed). Individual prices have been included in this report as they are protected under the contract with EA, but the overall budget has been reduced to zero, this will now be included in the agreement with EA for future years.

2.5 Licensing and Registration

- 2.5.1 The Council is responsible for issuing a wide range of licences, permits and registrations related to premises, various occupations, and activities. Licensing fees and charges need to be costed individually and in line with legislative restrictions, for example some fees are set by Central Government, some are capped, and others are locally calculated. Licensing fees are not intended, or permitted, to generate income for the council and should be calculated to enable the cost of initial applications to be separated from those costs associated with the ongoing administration of a scheme. This is because this latter element cannot be charged to unsuccessful licence applicants. (Income from these charges are also ring-fenced accounts and income should be shown separately). Income from these areas have been removed from the main report and is shown as a separate item, along with other ring-fenced and reserve accounts.

3 Housing

3.1 Houses in Multiple Occupation Licensing

- 3.1.1 In line with Council approval in September 2023, a new scheme for small HMO Licences (non-mandatory charges) has been included in this Fees & Charges report. This income is expected to be cost neutral (against additional staffing costs) and will be reviewed in 5 years.
- 3.1.2 Initially an inflationary increase appeared reasonable in the current climate. On further investigation the new mandatory scheme must mirror incoming additional licensing fees; and current fees were already at top end when benchmarked.

4 Housing Revenue Account

4.1 Warwick Response - Lifelines and other charges

- 4.1.1 The income generated from the Warwick Response Fees and Charges is credited to the Housing Revenue Account, from where the costs of this service are met. Details of the charges are shown in Appendix A.
- 4.1.2 There has been an increase in the number of products being offered through the service from 2022/23 and continuing into 2023/24, offering greater choice to customers and increasing fee earning opportunities for the service.
- 4.1.3 Prices have been set to ensure that the service is competitively placed in the market when benchmarked, with prices increasing broadly by up to 10%.

5 Neighbourhood and Assets

5.1 Interment and Cremation fees

- 5.1.1 Pressures have remained on the capacity within some of the District's cemeteries, particularly in Kenilworth. In recent years action was taken through the fees and charges to deter non-residents, to be able to continue to provide a burial service for Warwick District Council residents, with the additional income being set aside in reserves towards future cemetery provision.
- 5.1.2 No increase in fees for Woodland burial as to remain competitive with private market place providers
- 5.1.3 No increase in fees for Direct cremation – cost is the most important factor for customers choosing this type of service, this is to remain competitive with private market place providers
- 5.1.4 Standard cremation fees 6% increase – this still makes the Council the most expensive local authority in the Warwickshire and West Midlands area. It should be noted that Cremation fees are now subject to scrutiny from Competition and Marketing Authority.
- 5.1.5 No increase in Media services until 1st April 2024, then delegated authority for Head of Service in conjunction with Portfolio Holder. The contract for the supply of music and media is due for retendering in April 2024, there will be no increase to the current supplier under the current contract, until a new contract is procured new rates are unknown.
- 5.1.6 No increase in fees for Memorial Permit – WDC are already more than 50% more expensive than the average price in Warwickshire and West Midlands

- 5.1.7 Income details (exclusive of surcharge premium) for both the Cemeteries and Crematorium for, 2022/23 & 2023/24 are shown below. (The Burial Rights and Interments Surcharge is NOT included in the figures below.)

	Original 2023/24 £ '000	Forecast 2023/24 £ '000	Proposed 2024/25 £ '000
Cemeteries	554	457	481
Crematorium	2,010	1,862	1,875
Total	2,564	2,320	2,356

- 5.1.8 The original budget and forecast numbers (which are based on those) are not really representative of the levels of income achieved. The forecast for Q1 2024/25 is more realistic and will be reflected in future budgets. A revised Forecast for Q2 will be presented to Cabinet in December.

5.2 Car Parking

- 5.2.1 The table below shows a summary for car park income:

Income Summary: (Net of V.A.T)	Actual 2022/23 £ '000	Original Budget 2023/24 £ '000	Forecast 2023/24 £ '000	Proposed 2024/25 £ '000
Car Parking	3,191	3,600	3,459	3,644
Season Tickets	280	265	236	240
Excess Charges	105	110	120	125
Other Income	11	10	10	9
Total	3,587	3,985	3,825	4,018

- 5.2.2 For 2024/25 car park income levels are forecast to remain consistent with 2023/24.
- 5.2.3 The car parks require maintenance on an ongoing basis to ensure they remain operational. Reviews of our asset base will continue to be carried out to ensure demand is being met across the District.
- 5.2.4 Parking Services have introduced new ways to pay for parking in WDC car parks in recent years e.g. Ringo, Credit Card/Debit cards and Apple Pay. There are some small costs associated with these initiatives but they have reduced cash collection cost. The initiative is not just about income but also designed to encourage people to shop and stay in WDC's Town Centres.
- 5.2.5 With the closure of Linen Street Car Park and the part closure of Covent Garden Car Park these budgets have been removed in the figures reported as they were included in previous years estimates. An increase in usage within other Leamington Car Parks has partially offset this overall reduction in income.
- ## 5.3 Refuse Collection
- 5.3.1 The bulky waste collection service continues to see a high level in demand, driven by the numbers of people working from home and a more attractive price range based on one item collections.
- 5.3.2 Green Waste permits are on track to match budgeted prediction for 2023/24. In addition to the increase in the permit fee, an increase in sales of 5% has been included in the budgets for 2024/25 based on the continued property growth within the District.

6 Place, Arts and Economy

6.1 Building Control

- 6.1.1 Building Control is subject to competition from the private sector and has to set charges that are competitive, otherwise they will lose customers to the private sector. The proposed charges for domestic properties are considered to be fair and balanced in the current competitive market. Fees for commercial projects are done on a bespoke basis, taking into account how many inspections will be needed, how long the project is likely to take and whether any additional professional services need to be brought in. Having said that, fees have increased by 10% in the main and some by a little more. (This is a ring-fenced account and income is shown separately).
- 6.1.2 It should be noted that Daventry District Council left the shared building control service from April 2023 (as this was to be provided in-house by their own local authority) and therefore the service lost that element of income generated previously, a small reduction in expenditure has been offset against income lost. This is reflected in the forecast for 2024/25.
- 6.1.3 There's been a significant drop in planning applications which has affected income in the current financial year and has been reflected in the fee projections for next financial year. This is due to the current financial climate.
- 6.1.4 Planning fees (apart from pre applications) are not included in this report as the fees are mandated by the government and we do not have control over them. However, the current fees do not cover the cost of delivering the service, as costs have continued to rise on an annual basis, with the key driver being the staffing resource requirement.
- 6.1.5 Following consultation with Local Authorities, many of which would have also been in a similar situation to ourselves, the Government has mandated increases in fees of 25% for small applications and 35% for major applications from 2024/25 to help address this issue. For reference, our forecast income from planning fees for 2023/24 is £0.614m. If application numbers stayed stable in 2024/5 our forecasted income would increase by £0.180m.

6.2 Markets

- 6.2.1 Filming on Council land has 100% increases proposed. A review identified we have been undercharging compared to other locations.