

Thurrock: A place of opportunity, enterprise and excellence, where
individuals, communities and businesses flourish

Cleaner, Greener and Safer Overview and Scrutiny Committee

The meeting will be held at **7.00 pm** on **22 January 2015**

Committee Room 1, Civic Offices, New Road, Grays, Essex, RM17 6SL

Membership:

Councillors Cathy Kent (Chair), Pauline Tolson (Vice-Chair), Andrew Roast,
Susan Shinnick and Michael Stone

Substitutes:

Councillors Oliver Gerrish, Brian Little and Simon Wootton

Agenda

Open to Public and Press

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3. Items of Urgent Business	
To receive additional items that the Chair is of the opinion should be considered as a matter of urgency, in accordance with Section 100B (4) (b) of the Local Government Act 1972.	
4. Declaration of Interests	
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issues

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Queries regarding this Agenda or notification of apologies:

Please contact Matthew Boulter, Principal Democratic Services Officer by sending an email to direct.democracy@thurrock.gov.uk

Agenda published on: **14 January 2015**

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DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF

Breaching those parts identified as a pecuniary interest is potentially a criminal offence

Helpful Reminders for Members

- *Is your register of interests up to date?*
- *In particular have you declared to the Monitoring Officer all disclosable pecuniary interests?*
- *Have you checked the register to ensure that they have been recorded correctly?*

When should you declare an interest *at a meeting*?

- **What matters are being discussed at the meeting?** (including Council, Cabinet, Committees, Subs, Joint Committees and Joint Subs); or
- If you are a Cabinet Member making decisions other than in Cabinet **what matter is before you for single member decision?**



Does the business to be transacted at the meeting

- relate to; or
- likely to affect

any of your registered interests and in particular any of your Disclosable Pecuniary Interests?

Disclosable Pecuniary Interests shall include your interests or those of:

- your spouse or civil partner's
- a person you are living with as husband/ wife
- a person you are living with as if you were civil partners

where you are aware that this other person has the interest.

A detailed description of a disclosable pecuniary interest is included in the Members Code of Conduct at Chapter 7 of the Constitution. **Please seek advice from the Monitoring Officer about disclosable pecuniary interests.**

What is a Non-Pecuniary interest? – this is an interest which is not pecuniary (as defined) but is nonetheless so significant that a member of the public with knowledge of the relevant facts, would reasonably regard to be so significant that it would materially impact upon your judgement of the public interest.

Pecuniary

If the interest is not already in the register you must (unless the interest has been agreed by the Monitoring Officer to be sensitive) disclose the existence and nature of the interest to the meeting

If the Interest is not entered in the register and is not the subject of a pending notification you must within 28 days notify the Monitoring Officer of the interest for inclusion in the register

Unless you have received dispensation upon previous application from the Monitoring Officer, you must:

- Not participate or participate further in any discussion of the matter at a meeting;
- Not participate in any vote or further vote taken at the meeting; and
- leave the room while the item is being considered/voted upon

If you are a Cabinet Member you may make arrangements for the matter to be dealt with by a third person but take no further steps

Non- pecuniary

Declare the nature and extent of your interest including enough detail to allow a member of the public to understand its nature



You may participate and vote in the usual way but you should seek advice on Predetermination and Bias from the Monitoring Officer.

Thurrock: A place of opportunity, enterprise and excellence, where individuals, communities and businesses flourish

To achieve our vision, we have identified five strategic priorities:

1. Create a great place for learning and opportunity

- Ensure that every place of learning is rated “Good” or better
- Raise levels of aspirations and attainment so that local residents can take advantage of job opportunities in the local area
- Support families to give children the best possible start in life

2. Encourage and promote job creation and economic prosperity

- Provide the infrastructure to promote and sustain growth and prosperity
- Support local businesses and develop the skilled workforce they will require
- Work with communities to regenerate Thurrock’s physical environment

3. Build pride, responsibility and respect to create safer communities

- Create safer welcoming communities who value diversity and respect cultural heritage
- Involve communities in shaping where they live and their quality of life
- Reduce crime, anti-social behaviour and safeguard the vulnerable

4. Improve health and well-being

- Ensure people stay healthy longer, adding years to life and life to years
- Reduce inequalities in health and well-being
- Empower communities to take responsibility for their own health and wellbeing

5. Protect and promote our clean and green environment

- Enhance access to Thurrock’s river frontage, cultural assets and leisure opportunities
- Promote Thurrock’s natural environment and biodiversity
- Ensure Thurrock’s streets and parks and open spaces are clean and well maintained

Minutes of the Meeting of the Cleaner, Greener and Safer Overview and Scrutiny Committee held on 15 December 2014 at 7.00 pm

Present: Councillors Cathy Kent (Chair), Pauline Tolson (Vice-Chair), Andrew Roast, Susan Shinnick and Michael Stone

In attendance:

Steve Cox, Assistant Chief Executive
Mike Heath, Head of Environment
Gareth Olive, Environmental Health and Trading Standards Manager
Ian Rydings, Head of Asset Management
Matthew Boulter, Principal Democratic Services Officer

Before the start of the Meeting, all present were advised that the meeting may be filmed and was being recorded, with the audio recording to be made available on the Council's website.

8. Minutes

The Minutes of the Cleaner, Greener and Safer Overview and Scrutiny Committee, held on 31 July 2014, were approved as a correct record.

The Minutes of the Meeting of the Chairs and Vice-Chairs of Overview and Scrutiny held on 27 October 2014 were noted.

9. Items of Urgent Business

None

10. Declaration of Interests

None.

11. Current Response of Thurrock Council to Fly Tipping in terms of prevention, enforcement and Waste Removal

Officers outlined that fly-tipping had fallen by 55% between the years 2008 and 2012 but since that date they had started to rise. The cost of removing fly-tips in 2013-14 was £117,916. The Council was working on new initiatives with the police and Environment Agency to reduce this figure. Officers stated that there were two types of fly-tip, the opportunist and the organised high volume tipping. Members were assured that the five mobile CCTV cameras owned by the Council were deployed where trouble spots were identified.

The Committee discussed a number of issues surrounding fly-tipping and the following was noted:

- The number of officers in the enforcement team had reduced to two full time officers.
- The probation service did carry out community payback tidy trips but the lack of supervisors for the groups had frustrated this process in recent months. Officers believed supervisors were now available and the initiative would resume.
- On private land, the Council were prepared to collect rubbish if residents themselves piled it up at an agreed area. Councillor Stone highlighted this arrangement had worked very well in his ward.
- More CCTV was needed and this was being purchased.
- Residents should be encouraged to report fly-tips and those responsible for them. The Council required car licence plates and a general description of the vehicle to be useful. Residents could engage directly with the service through the 'report it' app.
- The Council had not prosecuted any fly tippers recently, although where there was strong evidence they would. In relation to the Purfleet fly-tip, eight people had been interviewed under caution.
- The Council could name and shame fly-tippers only after a successful prosecution.

The Committee moved on to discuss the recent large scale tipping at Purfleet. Officers explained that a group of travellers had forced entry onto the site on 8th July 2014. They were evicted on 30th July but a new group of travellers forced entry again on 25th September. They were evicted on 6th October on which day another group arrived. The site was finally cleared on 19th October. During this time a significant amount of tipping had occurred on the site.

A small amount of the tip was hazardous waste composed of pharmaceutical debris (unused syringes and adult nappies among other things) and some asbestos. This waste was removed at a cost of no more than £2000-£3000. The remaining waste was being estimated for removal but was likely to cost in the region of £350,000. The Council had yet to decide whether the rubbish would be removed as the area was part of the Purfleet regeneration site and could be removed by contractors in or before 2016.

The site had now been better secured with concrete blocks and although pedestrian access was still present, officers had witnessed people taking items away from the site instead of further tipping.

Following a question, the Head of Environment stated that there were comparable places of significant fly-tipping in other areas of the country, Peterborough being one example. He stated that not all fly-tipping was related to travellers and that it was sometimes very organised crime.

The Council were working with the Police and neighbouring councils to understand what happened and how, as a partnership, the situation could be dealt with differently in the future. A strong message needed to be sent out to potential fly-tippers that it would not be tolerated in Thurrock.

The Committee queried why the Council could not monitor the site throughout the period of occupancy to collect evidence and to take action. The Head of Asset Management explained that the site was potential violent and it may not have been possible for council staff to visit the site regularly. One example he gave was during a visit a police officer was bitten in the leg by a dangerous dog and the police officer told the Head of Asset Management to leave the site for his own safety. There were also laws surrounding the surveillance of people.

The Committee discussed the legal issues surrounding the encampment and officers explained that the Council had to approach a magistrate to evict. This took around five days to obtain. The Police had a different power under the Criminal Law Act to evict people immediately. However, these powers were used under the discretion of the commanding officer at the time. Members agreed that a protocol was needed with the Police about how these situations would be dealt with if the re-occurred.

RESOLVED: That:

1. **The report is noted**
2. **Cabinet be asked to establish a policy on how the Council, in partnership with relevant organisations such as the Police, deals with fly-tipping.**
3. **Invite the Police to attend January's meeting.**

12. Work Programme

RESOLVED that:

1. **The Police be invited to January's meeting to discuss their roles and responsibilities in relation to the recent Purfleet fly-tip.**
2. **A draft fly-tipping policy be brought to March's meeting.**

The meeting finished at 8.00 pm

Approved as a true and correct record

CHAIR

DATE

Any queries regarding these Minutes, please contact

Democratic Services at Direct.Democracy@thurrock.gov.uk

22 January 2015	ITEM: 6
Cleaner, Greener and Safer Overview & Scrutiny Committee	
Illegal Money Lending	
Wards and communities affected: All	Key Decision:
Report of: Cheryl Wells, Senior Trading Standards Officer.	
Accountable Head of Service: Gavin Dennett, Head of Service – Public Protection.	
Accountable Director: David Bull	
This report is Public	

Executive Summary

Trading Standards enforce the Consumer Credit Act 1974 with regards to illegal money lending. This legislation has now been updated by the Financial Services Act 2012 and is regulated through the Financial Services and markets Act 2000.

Thurrock Council has a protocol in place with the Illegal Money Lending Team based at Birmingham City Council Trading Standards to allow them to act on our behalf to investigate and take enforcement action in relation loan sharks. This protocol was agreed by Cabinet in June 2010.

This paper is intended to alert members to the change in legislation and ensure the subsequent amended protocol is agreed.

1. Recommendations: That:

- 1.1 **The committee is asked to recommend to Cabinet that that the discharge of the council function of the enforcement of the Financial Services and Markets Act 2000 and Part III of the Consumer Credit Act 1974 be carried out by Birmingham City Council** (pursuant to Section 101 of the Local Government Act 1972, Regulation 7 of the Local Authority (Arrangements for Discharge of Functions) (England) Regulations 2012 and Section 13 and 19 of the Local Government Act 2000).

- 1.2 **The committee is asked to recommend to Cabinet that the attached updated “Protocol for Illegal Money Lending Team Investigations” be agreed and authority be delegated to the Head of Public Protection to enter into the agreement on behalf of Thurrock Council and approve minor alterations if required.**

2. Introduction and Background

- 2.1 To operate a consumer credit business without authorisation is a criminal offence and carries a maximum penalty of £5,000 and/or up to two years imprisonment. Authorisation can be revoked where it can be established that the authorised business has acted inappropriately. Warnings and conditions, fines and suspension can be issued where necessary.
- 2.2 Illegal money lending covers a range of activities, from persons that are actually authorised but are acting unlawfully, to the extreme of a person offering cash loans without being authorised at all or Loan Sharks. Loan Shark activity is characterised by deliberate criminal fraud and theft, with extortionate rates of interest on loans that mean borrowers face demands for payment of thousands of pounds more than they borrowed and can often never pay off the loans. Borrowers who fail to pay or refuse to pay are subject to intimidation, theft, forced prostitution and other, extreme physical violence.
- 2.3 An Illegal Money Lending Team was established within Birmingham Trading Standards. The remit of the team is to investigate illegal money lending activity, establish if a problem exists and, if so, bring to justice those persons carrying on this activity. The team is made up of highly experienced investigators with a broad range of backgrounds and investigative skills. The team operate the “parachute in and out model”, with a local presence through regional officers. Funding for the project is provided from the Financial Inclusion Fund administered by the Treasury and managed by the Department for Business, Innovation and Skills (BIS).

3. Issues, Options and Analysis of Options

- 3.1 The Trading Standards team at Thurrock in common with the majority of Trading Standards Departments across the country do not currently have the resources and expertise to operate an effective illegal money lending team. The options available to the Council are to allow illegal money lending activity to proceed unchallenged in its area, to fund and develop its own illegal money lending team, or to take advantage of this government funded initiative to allow victims of illegal money lending to benefit from enforcement activities undertaken by the Birmingham team.

4. Reasons for Recommendation

- 4.1 To enable Thurrock Council, Trading Standards to continue to deal with illegal money lending in an effective way at no cost to the council.

5. Consultation (including Overview and Scrutiny, if applicable)

- 5.1 Not required

6. Impact on corporate policies, priorities, performance and community impact

- 6.1 Enforcement by a funded illegal money lending team will contribute to the Council priority, to encourage and promote job creation and economic prosperity. Additionally it will contribute to the priority to ensure a safe, clean and green environment.

7. Implications

7.1 Financial

Implications verified by: **Jonathan Wilson**
Acting Chief Accountant

There are no financial implications for Thurrock Council as a result of this proposal. All major costs will be funded by the Treasury. Incidental costs in providing a work base for officers operating in Thurrock will be contained within the Public Protection budget.

Any prosecutions will be undertaken by Birmingham City Council with no liability for costs to Thurrock Council.

7.2 Legal

Implications verified by: **Chris Pickering**
Principal Solicitor

By virtue of Section 161 of the Consumer Credit Act 1974, it is the duty of each 'local weights and measures authority' to enforce the provisions of the Act within their local authority boundary and now, with the introduction of the Financial Services Act 2012, the Financial Services and Markets Act 2000. This is an executive function for the purposes of the Local Government Act 2000 and the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 and therefore it is necessary for Cabinet as the executive to formally delegate this function to Birmingham City Council under Section 13 to 19 of the Local Government Act 2000 and the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012. Birmingham City Council is also required to formally accept the delegation.

7.5 Diversity and Equality

Implications verified by: **Natalie Warren**
**Community Development and Equalities
Manager**

It is often the poorer and more vulnerable members of society who become victims of illegal moneylenders and find it difficult to access appropriate

support and help. Entering into the Protocol will help protect vulnerable people from illegal money lending schemes

7.5 **Other implications** (where significant) – i.e. Staff, Health, Sustainability, Crime and Disorder)

The detection and prosecution of illegal money lenders contributes to the Council's duty to take into account prevention of crime and disorder in its activities.

8. **Background papers used in preparing the report** (including their location on the Council's website or identification whether any are exempt or protected by copyright):

- Cabinet report from 9th June 2010

9. **Appendices to the report**

- Updated Protocol to commence March 2015.

Report Author:

Cheryl Wells

Senior Trading Standards Officer

Public Protection

DEPARTMENT FOR BUSINESS INNOVATION AND SKILLS (BIS)
ENGLAND ILLEGAL MONEY LENDING PROJECT

PROTOCOL FOR ENGLAND ILLEGAL MONEY LENDING SECTION
INVESTIGATIONS

Interpretation

For the purposes of this Protocol –

“**BCC**” means Birmingham City Council

“**WCC**” means Thurrock Council Trading Standards

“**IMLS**” means the Illegal Money Lending Section

“**Delegated Power**” means the discharge of the function of the Enforcement of Part III of the Consumer Credit Act 1974, the enabling provisions within the Financial Services Act 2012 in respect of matters concerned with the Financial Services and Markets Act 2000 granted to BCC by WCC in pursuance of section 101 and 222 of the Local Government Act 1972, Regulation 7 of the Local Authorities (Arrangements for Discharge of Functions) (England) Regulations 2012, sections 13 to 19 of the Local Government Act 2000 and any other legislation enabling the discharge

“**Commencement Date**” means the date the Delegated Power is granted

“**Term**” means from the date of signing of this protocol to 31st March 2018

“**Birmingham Trading Standards**” means Regulatory Services of BCC

“**Thurrock Council Contact Officer (WCCCO)**” means the relevant person appointed by the Head of (Trading Standards) of WCC to liaise with the Head of Illegal Money Lending Section on matters relating to and in connection with the Illegal Money Lending Project

“**Appropriate Contact Officer**” means The Director of Regulation and Enforcement or the Head of Illegal Money Lending of Birmingham Regulation and Enforcement or any person nominated by the Council or authorised by them

1. Application

1.1 This Protocol applies to the DBIS / NTSB / HM Treasury funded 'Illegal Money Lending Project' and covers the following issues:-

- The conduct of investigations and associated working practices for the IMLS officers when conducting investigations or operating in Thurrock.
- The mechanisms whereby Thurrock Council is updated on the progress of the project and any significant issue relating thereto.
- The exchange of intelligence and information between the IMLS and WCC
- The institution of legal proceedings.

2. Protocol

2.1 The purpose of this protocol is to facilitate the delegation of powers to BCC and officers employed within BCC's IMLS to enforce the provisions of the Consumer Credit Act 1974, to include matters in respect of the Financial Services and Markets Act 2000 within the area of Template Council. The protocol encourages the exchange of information and a working partnership approach between BCC and WCC in relation to the Consumer Credit Act 1974.

2.2 This Protocol will come into force on the Commencement Date and terminates at the end of the Term.

2.3 Notwithstanding the terms and conditions of this Protocol, this Protocol does not prejudice the right of WCC to withdraw the Delegated Power at any time during the Term. However WCC undertakes not to withdraw the Delegated Power unless it considers there is good reason to do so. The Delegated Power is not to be unreasonably withdrawn by WCC.

3. The IMLS

3.1 It is recognised that officers in the IMLS will need authority to initiate and/or undertake investigations and/or the prosecution of potential offences falling within the scope of the 'Illegal Money Lending Project' where such potential offences fall entirely outside of the BCC boundaries. This protocol and also the Delegated Power is deemed to provide such authority to BCC and its officers regarding all matters.

3.2 The IMLS will comprise of a Head of Service and up to 55 staff directly employed by BCC. The Head of Illegal Money Lending Section will be responsible for the day-to-day operation and supervision of the IMLS.

3.3 The Head of Illegal Money Lending Section will report directly to the Director of Regulation and Enforcement or nominated officer as appropriate.

- 3.4 The Head of the Illegal Money Lending Section BCC will, when required, provide quarterly progress reports, from the Commencement Date, to the Head of (Trading Standards) of WCC giving details of investigations, (unless there is a significant risk that any such disclosure may jeopardise an investigation, such a decision is within the discretion of the Director of Regulation and Enforcement or Head of Trading Standards BCC) prosecutions being pursued or concluded and developments concerning or affecting the Illegal Money Lending Project in Template.
- 3.5 It is recognised that after Delegated Power is granted to BCC, all decisions concerning the pursuance of relevant investigations, decisions to prosecute and the laying of charges and/or information on such relevant matters within Template, shall be taken by BCC and in accordance with the relevant Code for Crown Prosecutors and BCC's Enforcement Policy.

4. Working Arrangements in the Template Council Area

- 4.1 WCC will designate and appoint a Thurrock Council Contact Officer (WCCCO).
- 4.2 The Head of Illegal Money Lending Section will at any time the Head of Illegal Money Lending Section considers necessary and prudent, or at the request of the WCCCO, brief the WCCCO on any intelligence gathered, any progress made on investigations and/or prosecutions pending or otherwise, relating to or affecting Template and/or its residents.
- 4.3 Further to Clause 4.2 above, all reasonable steps will be taken by the Head of Illegal Money Lending Section to keep the WCCCO updated on the progress of investigations and enquiries being carried out in Template and any changes made or introduced by Government concerning the 'Illegal Money Lending Project'. It is incumbent on the Head of Illegal Money Lending Section to maintain regular dialogue/communication with the WCCCO.
- 4.4 The IMLS will have regular contact with the Police and other Government agencies. The Head of Illegal Money Lending Section will consult the WCCCO to identify any local arrangements, investigations and protocols before any investigation is commenced in pursuance of the 'Illegal Money Lending Project'. Wherever possible, the Head of Illegal Money Lending Section will actively involve the WCCCO and seek to develop close links between those agencies and BCC.
- 4.5 The Head of Illegal Money Lending Section will as soon as reasonably practicably inform the WCCCO of the outcome of any concluded prosecution proceedings conducted within Template.
- 4.6 BCC, where possible, will consult with WCC in good time before issuing any press release concerning any prosecution pursued by BCC pursuant to this Protocol.

- 4.7 Any contact with local government bodies, other police forces, credit unions or similar organisations that may be locally funded or may involve local sensitivities will be agreed with the WCCCO in advance. Upon being notified of an intention to contact such a body, Template Council Trading Standards may arrange for one of their own officers to accompany the relevant officer of the IMLS on any visit.
- 4.8 Where the Head of Illegal Money Lending Section and the Head of Trading Standards of Template Council agree that an officer or officers of Template Council Trading Standards will be actively involved in an investigation, that officer will remain an employee of WCC but for the purpose of that investigation, will come under the control of the IMLS team manager. Such agreement will be subject to the Head of Illegal Money Lending Section being satisfied that the officer's or officers' participation will not compromise any investigation or endanger any member of the IMLT, supporting staff or witnesses, that the officer has the appropriate training and experience to undertake the task; and upon any other terms that the Head of Illegal Money Lending Section and the Head of Trading Standards of Template Council consider necessary and/or appropriate.
- 4.9 Unless there is prior agreement with the Head of Illegal Money Lending Section for assistance in an investigation, which is accompanied by an official purchase order from BCC, no reimbursement will be made for time spent on activities supporting the 'Illegal Money Lending Project' or expenditure incurred by any WCC officer.
- 4.10 The exercise by BCC of these arrangements shall be at no cost to WCC
- 4.11 BCC shall have an Appropriate Contact Officer.
- 4.12 In the absence of the IMLS Head of Service, the role, duties, and responsibilities of the Head of Illegal Money Lending Section shall be discharged and carried out by the other Appropriate Contact Officers as nominated.

5. Referral of Information/Intelligence to the Project Team

- 5.1 It is recognised that the IMLS will rely on receiving information about Illegal Money Lender activities.
- 5.2 WCC will endeavour to provide as much relevant information and intelligence as reasonably and practicably possible to the IMLS concerning any investigation being carried out within Template having regard to any statutory limitations/restrictions.
- 5.3 Information and intelligence will be provided by the WCCCO to the Head of Illegal Money Lending Section or a person designated by him/her.

- 5.4 BCC IMLS will not, as a matter of routine, investigate individual complaints received concerning alleged Illegal Money Lender activities. However, such complaints may be used by the IMLS as a source of intelligence.
- 5.5 BCC, IMLS and WCC agree to process personal data only in accordance with the requirements of the Data Protection Act 1998 and to disclose information only in accordance with the requirements of the Enterprise Act 2002.

6. Conduct and Control of Investigations

- 6.1 The conduct and control of all investigations undertaken and prosecutions by the IMLS in Template will be the responsibility of BCC. Investigations will be undertaken in line with the BCC's published Enforcement Policy and subject to the policies and procedures approved and adopted by Birmingham Trading Standards.
- 6.2 BCC will be responsible for all aspects of the investigations and responsibilities under the Criminal Procedure and Investigations Act 1996, Regulation of Investigatory Powers Act 2000, the Data Protection Act 1998, the Freedom of Information Act 2000 and the Enterprise Act 2002.
- 6.3 BCC will be solely responsible for the Health and Safety of IMLS officers and any other officer or person within the direct management of the IMLS providing support and assistance in any investigation undertaken by the IMLT.
- 6.4 Where breaches of Part III of the Consumer Credit Act 1974 are identified, action will be taken in accordance with the enforcement policy and procedures adopted by Birmingham Trading Standards.
- 6.5 When the Head of Service, IMLS BCC, recommends a prosecution under Part III of the Consumer Credit Act 1974, if required, WCC will be provided with a copy of the relevant prosecution file, which will consist of a detailed case summary, schedule of issues, aggravating and mitigating factors, reasons justifying prosecution and any other material fact that WCC ought reasonably to be aware of. WCC will be invited to communicate any comments it considers appropriate and necessary concerning the intended prosecution to the Director of Regulation and Enforcement, the informant for BCC. Such comments will be given due attention and consideration by the informant for BCC.

7. Responsibilities and Actions of the Authorities

- 7.1 BCC shall be liable for the actions and competence of the persons employed within the IMLS and shall ensure that the IMLS shall comply with all legislative requirements and take all reasonable steps to ensure any actions taken are lawful and within the spirit of the protocol.
- 7.2 WCC shall be liable for the actions and competence of persons within its employ and shall take all reasonable steps to ensure the competence of those persons in

carrying out their functions and that they comply with legislative requirements and the spirit of this protocol.

- 7.3 Information / intelligence provided between BCC and WCC shall be used for the purpose intended and shall not be divulged to third parties unless to do so would be lawful and in pursuant of an investigation / enquiry subject to this protocol.
- 7.4 BCC and WCC endorse a joined up working approach to the enforcement of the Consumer Credit Act 1974. The partners will attempt to promote consistency in enforcement. However, this protocol does not attempt to restrict the powers of authorised officers of the IMLS or BCC from discharging their duties, as appropriate.

Commencement date: 1 March 2015

Signed

Thurrock Council

Signed

Jacqui Kennedy
Director of Regulation and Enforcement
Birmingham City Council.

22 January 2015		ITEM: 7
Cleaner Greener Safer Overview & Scrutiny Committee		
Additional Savings Proposals 2015/2016		
Report of: Cllr Tony Fish – Portfolio Holder for Environment		
Wards and communities affected: All	Key Decision: Key	
Accountable Head of Service: Mike Heath – Interim Head of Environment		
Accountable Director: Graham Farrant, Chief Executive		
This report is public		

EXECUTIVE SUMMARY

As a result of significant reductions in the money received from Government and other pressures on services the Council will have to make £37.7m of savings over the three years between 2015/16-2017/18.

Cleaner Greener Safer Overview & Scrutiny Committee received a report on 31 July 2014 outlining the initial savings opportunities that had been identified for savings in the Environment Budget and this report sets out the further areas that the Cabinet has identified where there is potential to reduce expenditure in order to meet the funding gap that still remains for the year 2015/16.

1. RECOMMENDATIONS:

- 1.1 That Members consider and comment on the savings proposals within Environment in respect of changes to the waste collection methodology detailed in appendix 1.**

2. INTRODUCTION AND BACKGROUND:

- 2.1** As a result of significant reductions in the money received from the Government and other pressures on services the Council will have to make a further £37.7m of savings over the three years between 2015/16-2017/18. This is on top of the significant savings already made.
- 2.2** The Council has faced unprecedented financial pressures over the last four years. Over this period, the Council has exercised sound financial

management within all services with the following headlines previously reported:

- Savings of £50m have been identified over the last four years;
- The audit of the financial statements has confirmed that the Council, despite further in-year pressures, has contained expenditure within budget for the three financial years 2010/11 through to 2012/13;
- The General Fund balance has been increased from £2.1 as at 31 March 2010 and maintained at £8.0m;
- The Council has, for the last two audited years, received an unqualified Value for Money opinion;
- The draft outturn for 2013/14, as reported to Cabinet in July, shows for the fourth consecutive year the Council has contained the financial pressures and delivered within the budget constraints.

2.3 The Leadership Group has been working over recent months to refresh the Medium Term Financial Strategy (MTFS) through reviewing the 2013/14 outturn and reflecting the latest information and forecasts within services. These have:

- Highlighted some 2014/15 pressures – Cabinet have endorsed the management actions being taken including for 2015/16 and beyond;
- Identified the need to change the approach for budgeting and accounting for transformation and procurement savings; and
- Led to a revised MTFS budget deficit for the period 2014/15 through to 2017/18 of £37.7m.

2.4 Specific pressures for 2015/16 and beyond, in addition to the overall reduction in Government grant, are set out in the body of this report. In addition Thurrock has and will continue to experience significant demographic changes. The Census 2011 showed that the population increased to 157,705, up 14,000 (10%) since 2001, and is projected to rise from 159,500 in 2012 to 176,500 in 2022. This is a 10.6% increase and is significantly higher than forecast for England (7.2%) and the Eastern region (8.6%).

2.5 This report sets out the overall context and principles upon which the MTFS is based and therefore the backdrop to developing savings proposals to address the budget gap.

2.6 A number of additional savings proposals were agreed by Cabinet for further development and public consultation. This committee is asked to consider the savings proposals and comment on them as part of the consultation process and to inform further development and decision making.

4. REASONS FOR RECOMMENDATION:

4.1 The Council has a legal obligation to set a balanced budget. The reduction in funding to the Council is unprecedented at a time when demand on services is growing, requiring a fundamental change in the way the Council approaches addressing the budget gap and in considering the future shape of

the Council going forward. Members are asked to consider the specific savings proposals proposed for Environment as part of the consultation process to inform further development and decision making.

5. IMPACT ON CORPORATE POLICIES, PRIORITIES, PERFORMANCE AND COMMUNITY IMPACT

5.1 No impact

6. IMPLICATIONS

6.1 Financial

Implications verified by: **Sean Clark**
Head of Corporate Finance

The financial implications are set out in the body of this report and appendices. Council officers have a legal responsibility to ensure that the Council can contain spend within its available resources. This must also include a consideration of the risk in achieving that budget and so robust monitoring of accepted proposals will be essential throughout the coming years.

7.2 Legal

Implications verified by: **Fiona Taylor**
Head of Legal and Democratic Services

There are no specific legal implications as a result of this report, however, Any implications of specific savings proposals are set out in individual business cases to inform consultation and final decision making. The Council's Section 151 Officer has a statutory requirement to set a balanced Budget

7.3 Diversity and Equality

Implications verified by: **Natalie Warren**
Community Development and Equalities Manager

Each savings proposal with changes to the service requiring public consultation has a detailed business case setting out how the saving will be achieved including the level of service reduction and mitigating actions. As

part of developing the business case a comprehensive Community and Equality Impact Assessment (CEIA) will be completed, informed by the public consultation. An assessment of the cumulative impact from all the CEIAs will be completed by the Community Development and Equalities team to inform final decision making on the savings to be made for 2015/16.

It is recognised that there is likely to be a cumulative impact on the voluntary and community sector due to proposals to both reduce core grants and specific grants currently provided by services across the Council. A full assessment will be completed in consultation with the CVS to determine the implications for the sector and impact on the wider community.

7.4 **Other implications (where significant) – i.e. Section 17, Risk Assessment, Health Impact Assessment, Sustainability, IT, Environmental**

Other significant implications \re identified within the business case to inform the consultation process and final decision making.

BACKGROUND PAPERS USED IN PREPARING THIS REPORT (include their location and identify whether any are exempt or protected by copyright):

- Budget savings proposals working papers.
- Cabinet reports July 2014, August 2014, September 2014, November 2014, December 2014 Draft outturn and MTFS update; shaping the Council 2015 and beyond

APPENDICES TO THIS REPORT:

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Shaping the Council 2015-16 and beyond: Savings Business Case

Business Case Title	Alternate weekly collection of Household Waste		
Revision No:		Date: 2/1/15	
Lead Director	Mike Heath		
Lead HOS	Mike Heath		
Business Case Author	John Gilford		

Section 1: Summary

Savings Proposal

Amend the frequency of household waste collection (residual and recycling) to an alternate week programme.

Strategic rationale

Within broad guidelines set in legislation (Environmental Protection Act 1990) the Council has discretionary powers to decide locally on arrangements for the segregation, collection and handling of Household Waste, including the collection frequency.

Changing the frequency of collection of residual (i.e. general) waste and recycling waste from weekly to alternate weekly will allow the operational capacity of the collection service to be reduced, delivering significant financial savings, and at the same time encourage greater participation from residents in the proper segregation of recyclates into their respective household bins.

71% of all English local authorities (76% UK wide) collect waste less frequently than the current weekly arrangements operated in Thurrock in 2013/14 and the vast majority have not seen a decline in the recycling levels that they achieve. (source WRAP).

Approximate Cost Savings

Assuming introduction in October 2015 the proposal will realise a saving of £260,000 in 2015/16 and a full-year saving from 2016/17 onwards of £520,000. There is clearly a cost of communications prior to and at the early stages of the launch of the revised service arrangements but these costs have been allowed for within the previously considered proposals for the garden waste collection service.

Timescales

Activity	Timescale
1. Modelling and project development	Feb – June 2015
2. Employee/Trade Union consultations	Feb – April 2015
3. Trial programme	April – October 2015
4. Public awareness campaign – preparation and delivery	April 2015 – September 2015
5. Go-live	October 2015
6. Monitoring and issue resolution	October 15 onwards

Risks /Consequences

1. Reputational damage.
2. Potential for illegal/damaging disposal of waste materials (fly tipping etc).
3. Increase in presentation of side-waste particularly at the Christmas /New Year period.
4. Potential increase in contamination of recycling bins with non-recyclates..

Mitigation

1. Business case supported by robust and reliable data
2. Comprehensive public awareness campaign, supported by enforcement action.
3. Return to sweep system of waste collection rather than existing discrete round (pepper pot) methodology providing greater support flexibility.

Section 2: Finance, savings and costs

Financial summary

General Fund budget 2014-15

	Staff £000s	Premises / Transport £000s	Supplies/ Services £000s	Direct Payments £000s	Third Party Payments £000s	Total Expenditure Gross £000s	Income £000s	Net Expenditure £000s
2014/15	2,865.1	2,466.6	223.3	213.5	6,097.4	11,865.9	-145.6	11,720.2

Staff Related savings

Current number of posts (FTE and headcount)	90 FTE, 90 Headcount
Number of posts to be deleted (FTE and headcount)	14.4 FTE (inc 2.4 FTE for cover); 12 Headcount
Amount of salary saving (inc on-costs)	15/16 £ 182.5K
	16/17 £ 365.0K

Non- Staff Related savings

Premises and buildings (inc utilities)	
Transport	Reduction in 4 collection vehicles: 15/16 £ 77.5K 16/17 £ 155.0K
Supplies and services	
Other (please specify)	

Third Party Related savings/income

Commissioning/contracts	
Charges to the HRA/DSG/PHG (NB can be negative)	
Increase fees & charges	
Grants/additional funding streams	
Other (please specify)	

Benefits – non financial

Costs & Resources to deliver the savings

Direct costs	
Redundancy costs	Not quantified
Accommodation costs	
Procurement and/or Legal costs	
Other HR costs	
Other (please specify)	Losses on vehicle and plant disposals – Not

	<p>quantified</p> <p>Public consultation / publicity costs – communication costs should be contained within the provision covering the introduction of a chargeable garden waste collection service.</p> <p>Monitoring / enforcement of bin material segregation - costs should be contained within the provision covering the introduction of a chargeable garden waste collection service.</p>
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Section 3: Impact/Consequences of proposal – not covered in financial section

Impact on Corporate Priorities/objectives/ performance targets/standards

Priority 1. Create a great place for learning and opportunity	
Priority 2. Encourage and promote job creation and economic prosperity	
Priority 3. Build pride, responsibility and respect to create safer communities	
Priority 4. Improve health and well-being	
Priority 5. Protect and promote our clean and green environment	The savings proposals will maintain statutory services.
Well-run organisation - financial & governance; staff; customers	

Impacts on partners

No impact on Partners

Impacts on customers / community and equality/diversity implications

Customers – changes to the provision of kerbside household waste services

Community – negligible impact, waste compliant with statutory requirements

Equality & Diversity – negligible impact, current support for vulnerable clients will be maintained

Has an EqlA been undertaken?

yes Date: Jan 2015

Other impacts/implications

Section 4: Risks and Mitigation

Delivery risks				
Risk Description	Likelihood	Impact	Rating	Management or Mitigating Action
Legal challenge	2	1	2	Minimal chance of success due to nationally accepted arrangement for which the Council has a legal power within EPA 1990
Reputational damage	3	2	6	Communications strategy is a critical element of the work programme

Service risks				
Risk Description	Likelihood	Impact	Rating	Management or Mitigating Action
Illegal/damaging disposal of waste materials (fly tipping etc)	3	2	6	Education and enforcement programme
Increase in presentation of side-waste	2	2	4	Education and enforcement programme
Increase in contamination of recycling bins with non-recyclates.	2	1	2	Education and enforcement programme

For information on the ratings criteria guide, please see <\\Thurdata01\data\THURROCK\EXCHANGE\ROM>

		4	8	12	16
Likelihood	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
					Impact

Section 5: Assumptions, Dependencies & Exclusions

Timeframes Assumptions/ Dependencies/Exclusions	Key dates set in Section 1 project plan
Benefits Assumptions/ Dependencies/Exclusions	Successful workforce consultation
Costs Assumptions/ Dependencies/Exclusions	
Other/ General Assumptions/ Dependencies/Exclusions	None applicable

Section 6: Stakeholder Engagement Requirements

		Approximate timelines
Staff/Unions NB. Services should not be undertaken consultation with staff in isolation – all such activity should be co-ordinated through Jackie Hinchliffe	yes	As section 1
Portfolio Holders/Members NB. Services should not be undertaken consultation with staff in isolation – all such activity should be co-ordinated through Directors Board	yes	As section 1
Partners NB. Services should not be undertaken consultation with partners in isolation – all such activity should be co-ordinated through Directors Board	yes	As section 1
Residents/Public NB. Services should not be undertaken consultation with staff in isolation – all such activity should be co-ordinated through Directors Board	yes	As section 1
Other – please specify	<input type="checkbox"/>	

Section 7: Any other comments to support savings proposals

22 January 2015	ITEM: 8
Cleaner, Greener and Safer Overview and Scrutiny Committee	
Budget 2015/16 – Proposed Fees And Charges	
Wards and communities affected: All	Key Decision: Key
Report of: Councillor John Kent, Leader of the Council	
Accountable Head of Service: Sean Clark, Head of Corporate Finance	
Accountable Director: Graham Farrant, Chief Executive	
This report is Public	

Executive Summary

As part of the budget process each year, the Council needs to review its fees and charges. The future development of the Medium Term Financial Strategy will also need to take account of changes in fees and charges in broad terms over the period of the strategy. Directors and Heads of Service have reviewed the fees and charges for 2015/16 within their remit.

1. Recommendation(s)

That the Committee;

1.1 Note the fees and charges in appendix 1

1.2 Comment on the fees and charge for consideration at Council in February 2015 relevant to Cleaner, Greener and Safer

2. Introduction and Background

2.1 As part of the budget process each year, the Council needs to review its fees and charges. The future development of the Medium Term Financial Strategy will also need to take account of changes in fees and charges in broad terms over the period of the strategy

2.2 Directors have reviewed the fees and charges for 2015/16 within their remit

2.3 The scope to increase fees and charges is determined by a number of factors, of which the most important are:

- Strategic desirability;
- Government direction;
- Elasticity of demand for services; and
- And impact on service users.

2.4 Directors and Portfolio Holders have been given a general guidance by the Section 151 Officer to consider increases in fees and charges by a minimum 3% in line with the assumptions set out in the Medium Term Financial Strategy (MTFS).

Where proposed increases are markedly different from the guidance, or indeed where it is proposed not to increase charges at all, explanations have been sought from the relevant service manager to ensure that the charge for 2015/16 can be justified through benchmarking with other organisations and/or the appropriate equality impact assessment stress tests.

- 2.5 If all discretionary charges were to be increased by 3% this would generate an additional £0.100m per annum in 2015/16 as compared to 2014/15, and this is the working assumption contained in the draft MTFS considered elsewhere on tonight's agenda.
- 2.6 This guideline also takes into account that some fees and charges are set by statute and other national or local policies.

3. Issues, Options and Analysis of Options

3.1 Appendix 1 to the report shows the detailed proposals for fees and charges for 2015/16. The Appendix shows information as follows:

- Charges that are set by statute or other policy are marked S, (those have not been amended as the figures for 2015/16 are not yet known);
- Charges that can be set at the Council's discretion are marked D;
- The current (2014/15) charge (where this is Nil and there is a charge for 2015/16 this represents a new charge);
- The proposed 2015/16 charge;
- Any concessions available to groups or individuals in the community; and
- The effective date of implementation of the new fees and charges.

4. Consultation (including Overview and Scrutiny, if applicable)

4.1 Directors and Heads of Service will ensure any statutory consultations about increases in fees and charges and this has been built into the anticipated implementation date.

5. Impact on corporate policies, priorities, performance and community impact

Key Points

Net income maximisation to the Council should be the aim of charging to recover the full cost of providing the service. Any deviations (e.g., discounts/concessions) should be justified. It is for Council to agree the overall charging policy and the criteria for concessions and any other discretionary reductions in fees.

Directors/Heads of Service must ensure that where charges are subsidised the full cost of the subsidy is made clear.

Differential charging should be considered for income maximisation purposes or as a policy instrument. Charges should be benchmarked where possible (for like-for-like services) however caution should be applied since policy and quality issues may differ between local authorities. Income generated from charging should adequately reflect the value of capital invested in generating the income. Directors/Heads of Service should consider ways of benefit take up to reduce subsidy.

5.1 Circumstances where it is acceptable to set charges below income maximisation levels are where:

The subsidy represents a conscious decision on the part of the Council reflected in the Director/Head of Service's service delivery policy, with identified budget provision. Examples include:

- Use of the service by individuals that benefits the whole community;
- A nominal charge is set to avoid frivolous demands for a service;
- Consideration has been given to ways of increasing service take-up to generate additional net income, through reducing rather than increasing charges;
- Charging full cost would have a detrimental effect on the Council as a whole;
- Setting a fee deliberately to recover more than the cost of the service; and
- Income thresholds for charging users are set.

The proposed levels of Fees & Charges for 2015/16 are consistent with the policy. In particular, consideration has been given to the wider equalities implications which may be involved affecting accessibility of all groups to Council services. They also reflect the possible adverse impact of full cost recovery or commercial charging policy could have on other Council services.

5.2 Charges may be set above income maximisation levels where:

- The level serves to discourage abuse of a service;
- Setting charges at a 'penal' level would satisfy other policy objectives e.g. to promote 'green' policies;

- Take up of an alternative service is being encouraged;
- Charges must be simple to understand and administer;
- Service users should understand the charges and methods of payment before becoming liable for payment; and
- Methods of payment should be flexible and convenient and take into account those on low incomes.

5.3 Reviewing Charges

The general presumption is that fees and charges should rise in line with forecast inflation and in any event must be reviewed against the Council's corporate policy every three years. In addition:

- The proposed level of charge must support the Council's wider aims and objectives;
- The impact of proposed charges must be identified (e.g. equalities, demand, and access to services);
- Reasons not to charge for full cost recovery must be identified and quantified;
- Methods of collection must be stated;
- Impact on other service areas should be identified in terms of increased/reduced demand;
- Anticipated costs of any new or amended charges must be identified;
- Estimated net income must be identified;
- Comparative information should be provided;
- Alternatives to charging should be considered e.g. cost cutting; and
- Where appropriate there should be consultation with existing and potential users.

6. IMPLICATIONS

6.1 Financial

Implications verified by: **Mike Jones**

The increase in fees and charges set out in the report have been built in the overall 2015/16 budget that will be considered by Council on 25 February 2015.

6.2 Legal

Implications verified by: **David Lawson**

Fees and charges generally fall into 3 categories - Statutory, Regulatory and Discretionary. Statutory charges are set in statute and cannot be altered by

law since the charges have been determined by Central Government and all authorities will be applying the same charge.

Regulatory charges relate to services where if the Council provides the service, it is obliged to set a fee which the Council can determine itself in accordance with a regulatory framework. Charges have to be reasonable and must be applied across the borough.

Discretionary charges relate to services which the Council can provide if they choose to do so. This is a local policy decision. The Local Government Act 2003 gives the Council power to charge for discretionary services, with some limited exceptions. This may include charges for new and innovative services utilising the power to promote environmental, social and economic well-being under section 2 of the Local Government Act 2000. The income from charges, taking one financial year with another, must not exceed the costs of provision. A clear and justifiable framework of principles should be followed in terms of deciding when to charge and how much, and the process for reviewing charges.

A service may wish to consider whether they may utilise this power to provide a service that may benefit residents, businesses and other service users, meet the Council priorities and generate income.

Decisions on setting charges and fees are subject to the Council's decision-making structures. Most charging decisions are the responsibility of the Cabinet, where they are key decisions. Some fees are set by full Council.

6.3 **Diversity and Equality**

Implications verified by: **Natalie Warren**

The Council has a statutory duty under the Race Relations Act 2000 (Amendment), the Disability Discrimination Act 2005 and Sex Discrimination Act 1975 (Amendment) to promote equality of opportunity in the provision of services and employment. Decisions on setting charges and fees are subject to the Council's decision-making structures. It should be noted that any increase in charges have been identified where the fees have not increased for 2 to 3 years and a recent benchmarking exercise revealed that the charges were below the national average. Concessions should be available to groups or individuals in the community, where the increase may result in them being excluded from particular activities

BACKGROUND PAPERS USED IN PREPARING THIS REPORT (include their location and identify whether any are exempt or protected by copyright):

APPENDICES TO THIS REPORT:

- Appendix 1 – Schedule of Proposed Fees and Charges 2015/16.

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Fees and Charges Booklet

2015-2016

KEY

VAT indicator

Throughout this booklet the following VAT indicators are used

Z = zero

O = outside scope

E = exempt

S = standard

Statutory or Discretionary indicator

This Booklet is divided into 2 parts;

Part A is Statutory or reasonable charges

Part B is Discretionary charges

POA - Price on Application

Notes on presentation

It is assumed that the date of increase in all cases will be 1st April.

Fees and Charges Booklet

2015-2016

CONTENTS

Part A Statutory and Reasonable Cost Charges

Public Protection

Public Protection

Pages 1 - 12

PUBLIC PROTECTION	STATUTORY OR DISCRETIONARY	BASIC CHARGE 2014/15	VAT GROUP	2015-16 PROPOSED BASIC CHARGE	2015-16 PROPOSED CHARGE INCLUDING VAT
		£		£	£
<u>LICENCES</u>					
<u>Lotteries and Amusements Act 1976</u>					
<u>Registration of Society Lotteries</u>					
Initial Registration Fee (NB Not subject to renewal)	S	40.00	O	40.00	40.00
Annual fee (Year 1st January to 31st December)	S	20.00	O	20.00	20.00
<u>OTHER SALES AND SERVICE CHARGES</u>					
Drain Testing - per hour	S	45.00	S	45.00	54.00
Brochure on Principles of Recycling	S	0.30	Z	0.30	0.30

PUBLIC PROTECTION	STATUTORY OR DISCRETIONARY	BASIC CHARGE 2014/15	VAT GROUP	2015-16 PROPOSED BASIC CHARGE	2015-16 PROPOSED CHARGE INCLUDING VAT
		£		£	£
<u>FEE SCHEDULE FOR LICENSING IN RESPECT OF EXPLOSIVES AND PETROLEUM LICENSING</u>					
PART 1 :					
Section 40(9) as applied to compressed acetylene by the Compressed Acetylene (Importation) Regulations 1978					
Fee for work by Specialist Inspector per hour	S	51.13	O	51.13	51.13
PART 2 :					
Fee payable in respect of Applications for the Granting and Renewal of an Explosives Store Licence, the Registration or Renewal of Registration of Premises Used for Keeping Explosives and the Granting and Transfer of Petroleum- Spirit Licences					
Licence for Sale of Fireworks outside of prescribed period fireworks act 2003	S	500.00	O	500.00	500.00
<u>Petroleum (Consolidation) Act 1928 c.32</u>					
Section 4 (see notes 2 and 3) - annual licence charge to keep petroleum					
Under 2,500 litres	S	42.00	O	42.00	42.00
Over 2,500 litres but not exceeding 50,000 litres	S	58.00	O	58.00	58.00
Exceeding 50,000 litres	S	120.00	O	120.00	120.00
<u>Petroleum(Transfer of Licences) Act 1936 c.27</u>					
Transfer of petroleum spirit licence	S	8.00	O	8.00	8.00
NOTES :					
1. Part 1 of the Explosives Act 1875 (which includes sections 15,18 and 21) is applied to explosives other than gunpowder by sections 30 and 40 of that Act.					
2. In the case of a solid substance for which by virtue of an Order in Council made under section 19 of the Petroleum (Consolidation) Act 1928 a					
3. The fee payable for a licence of more or less than one year's duration shall be the fee set out above increased or decreased, as the case may be , proportionately according to the duration of the period for which the licence is granted or renewed.					
4. The above fees are derived from the Health & Safety (Fees) Regulations 1997 and the Carriage of Dangerous Goods by Road Regulations 1996					

PUBLIC PROTECTION	STATUTORY OR DISCRETIONARY	BASIC CHARGE 2014/15	VAT GROUP	2015-16 PROPOSED BASIC CHARGE	2015-16 PROPOSED CHARGE INCLUDING VAT
		£		£	£
<u>THE MANUFACTURE AND STORAGE OF EXPLOSIVES REGULATIONS 2005</u>					
Application for Licences to store explosives and for registration in relation to the storage of explosives made to licensing authorities by virtue of paragraph 1(a) of schedule 1 to the manufacture and storage of explosives regulations 2005					
<u>Regulation 10</u>					
Licence to store explosives - one year's duration	S	178.00	O	178.00	178.00
Renewal of a licence - one year's duration	S	83.00	O	83.00	83.00
<u>Regulation 11</u>					
Registration in relation to the storage of explosives - one year	S	105.00	O	105.00	105.00
Renewal of a licence - one year's duration	S	52.00	O	52.00	52.00
<u>Regulation 16</u>					
a) Varying a licence - varying name of licence of address of site	S	35.00	O	35.00	35.00
b) any other kind of variation - The reasonable cost of the licensing authority of having the work carried out	S	£156 ph	O	£156 ph	£156 ph
<u>Regulation 20</u>					
Transfer of licence or registration	S	52.00	O	52.00	52.00
Replacement of licence or registration referred to the above if lost	S	52.00	O	52.00	52.00
<u>ENFORCEMENT FEES</u>					
Abandoning a vehicle. If vehicle is found abandoned, the registered keeper is liable to a Fixed Penalty Notice of £200 Fixed Penalty Notice of £200 becomes £150 if paid in 10 days	S	200.00	O	200.00	200.00
Waste Carriers Licence. Failure to furnish waste carrier licence documents. Fixed penalty Notice of £300 Fixed Penalty Notice of £300 becomes £200 if paid in 10 days	S	300.00	O	300.00	300.00
Waste Transfer Notes. Failure to furnish waste transfer notes. Fixed penalty Notice £300	S	300.00	O	300.00	300.00
Nuisance Parking. Offences relating to vehicles for sale or being maintained on a Public Highway. Fixed Penalty Notice of £100 Fixed Penalty Notice of £300 becomes £200 if paid in 10 days	S	100.00	O	100.00	100.00

PUBLIC PROTECTION	STATUTORY OR DISCRETIONAR	BASIC CHARGE 2014/15	VAT GROUP	2015-16 PROPOSED BASIC CHARGE	2015-16 PROPOSED CHARGE INCLUDING VAT
		£		£	£
<u>Massage and Special Treatment Licences</u>					
1. New Licence	S	120.00	O	120.00	120.00
2. Renewed Licence	S	60.00	O	60.00	60.00
<u>Registration of Persons for Exhibition and Training of performing arts</u>					
1. Registration Fee	S	110.00	O	110.00	110.00
2. Copies of Register Entries	S	5.00	O	5.00	5.00
<u>Safety of Sports Grounds Safety Certificate</u>					
1. Application for issue of certificate	S	113.30	O	113.30	113.30
2. Amendment of certificate	S	56.65	O	56.65	56.65
3. Replacement or transfer of certificate	S	52.50	O	52.50	52.50
<u>Gambling Licences</u>					
Regional casino premises Licence					
Temporary Use Notice	S	500.00	O	500.00	500.00
Occasional Use Notice	S	500.00	O	500.00	500.00
Copy of the Premises Licence	S	25.00	O	25.00	25.00
Notification of change of circumstances fro premises Licence	S	50.00	O	50.00	50.00
Application for Prize Gaming Permit & Family Entertainment Centre Gaming Machine Permit	S	300.00	O	300.00	300.00
- existing operation	S	100.00	O	100.00	100.00
Renewal of Prize gaming Permit & Family Entertainment Centre Gaming Machine Permit	S	300.00	O	300.00	300.00
Change of name on Prize gaming Permit & Family Entertainment Centre Gaming Machine Permit	S	25.00	O	25.00	25.00
Copy of Prize gaming Permit & Family Entertainment Centre Gaming Machine Permit	S	15.00	O	15.00	15.00
Application for Club Gaming or Machine Permit	S	200.00	O	200.00	200.00
Application for Club Gaming or Machine Permit (existing holder)	S	100.00	O	100.00	100.00
Application for Club Gaming or Machine Permit (holding Certificate under licensing act 2003)	S	100.00	O	100.00	100.00
Renewal of a Club Gaming or Machine Permit	S	200.00	O	200.00	200.00
Annual fee for Club Gaming or Machine Permit	S	50.00	O	50.00	50.00
Application to Vary Club Gaming or Machine Permit	S	100.00	O	100.00	100.00
Copy of Club Gaming or Machine Permit	S	15.00	O	15.00	15.00

PUBLIC PROTECTION	STATUTORY OR DISCRETIONAR	BASIC CHARGE 2014/15	VAT GROUP	2015-16 PROPOSED BASIC CHARGE	2015-16 PROPOSED CHARGE INCLUDING VAT
		£		£	£
ENVIRONMENTAL PROTECTION ACT 1990,PART 1					
THE LOCAL ENFORCEMENT AUTHORITIES AIR					
POLLUTION FEES AND CHARGES SCHEME					
Initial application fee for authorisation EXCEPT	S	1,579.00	O	1,579.00	1,579.00
- Reduced fee activities (except VR's)	S	148.00	O	148.00	148.00
- PVR I & II Combined	S	246.00	O	246.00	246.00
- Vehicle refinishers (VR's)	S	346.00	O	346.00	346.00
Mobile Screening and crushing plant	S	1,579.00	O	1,579.00	1,579.00
- for the third to seventh applications	S	943.00	O	943.00	943.00
- for the eighth and subsequent applications	S	477.00	O	477.00	477.00
Substantial changes requiring variation of conditions:	S	964.00	O	964.00	964.00
EXCEPT					
- where the process comprises one or more waste oil burning appliances under 0.4MWth	S	94.00	O	94.00	94.00
- where the process relates to the unloading of petrol into storage tanks at a service station	S	94.00	O	94.00	94.00
- where the change is to implement an upgrading plan	S	141.00	O	141.00	141.00

PUBLIC PROTECTION		STATUTORY OR DISCRETIONARY	BASIC CHARGE 2014/15	VAT GROUP	2015-16 PROPOSED BASIC CHARGE	2015-16 PROPOSED CHARGE INCLUDING VAT
			£		£	£
ENVIRONMENTAL PROTECTION ACT 1990,PART 1						
<u>THE LOCAL ENFORCEMENT AUTHORITIES AIR</u>						
<u>POLLUTION FEES AND CHARGES SCHEME</u>						
Annual subsistence charge - risked based process fee	Low	S	739.00	O	739.00	739.00
	Medium	S	1,111.00	O	1,111.00	1,111.00
	High	S	1,672.00	O	1,672.00	1,672.00
Reduced Fee Activities	Low	S	76.00	O	76.00	76.00
	Medium	S	151.00	O	151.00	151.00
	High	S	227.00	O	227.00	227.00
PVR I & II Combined	Low	S	108.00	O	108.00	108.00
	Medium	S	216.00	O	216.00	216.00
	High	S	326.00	O	326.00	326.00
Vehicle Refinishers	Low	S	218.00	O	218.00	218.00
	Medium	S	349.00	O	349.00	349.00
	High	S	524.00	O	524.00	524.00
Mobile screening and crushing plant - first & second permits	Low	S	618.00	O	618.00	618.00
	Medium	S	989.00	O	989.00	989.00
	High	S	1,484.00	O	1,484.00	1,484.00
Mobile screening and crushing plant - third to seventh permits	Low	S	368.00	O	368.00	368.00
	Medium	S	590.00	O	590.00	590.00
	High	S	884.00	O	884.00	884.00
Mobile screening and crushing plant - eighth & subsequent permits	Low	S	368.00	O	368.00	368.00
	Medium	S	590.00	O	590.00	590.00
	High	S	884.00	O	884.00	884.00
<u>Transfer And Surrender</u>						
Standard process transfer		S	162.00	O	162.00	162.00
Standard process partial transfer		S	476.00	O	476.00	476.00
New operator at low risk reduced fee activity		S	75.00	O	75.00	75.00
Reduced fee activities: partial transfer		S	45.00	O	45.00	45.00
<u>Temporary transfer for mobiles</u>						
First transfer		S	51.00	O	51.00	51.00
Repeat transfer		S	10.00	O	10.00	10.00
Repeat following enforcement or warning		S	51.00	O	51.00	51.00
<u>Substantial change</u>						
Standard process		S	1,005.00	O	1,005.00	1,005.00
<u>Standard process where substantial change</u>						
Results in a new PPC activity		S	1,579.00	O	1,579.00	1,579.00
Reduced fee activities		S	98.00	O	98.00	98.00

PUBLIC PROTECTION	STATUTORY OR DISCRETIONARY	BASIC CHARGE 2014/15	VAT GROUP	2015-16 PROPOSED BASIC CHARGE	2015-16 PROPOSED CHARGE INCLUDING VAT
		£		£	£
<u>Alcohol and Entertainment Licences</u>					
Main fee levels					
BAND and NON-DOMESTIC RATEABLE VALUE					
A = None to £4,300.00					
B = £4,301.00 to £33,000					
C = £33,001.00 to £87,000.00					
D = £87,001 to £125,000.00					
E = £125,000.00 plus					
Premises Licences					
New Application & Variation					
A	S	100.00	O	100.00	100.00
B	S	190.00	O	190.00	190.00
C	S	315.00	O	315.00	315.00
D	S	450.00	O	450.00	450.00
E	S	635.00	O	635.00	635.00
Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (band D & E)					
Annual Charge					
A	S	70.00	O	70.00	70.00
B	S	180.00	O	180.00	180.00
C	S	295.00	O	295.00	295.00
D	S	320.00	O	320.00	320.00
E	S	350.00	O	350.00	350.00
Annual charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (Bands D and E only)					
Club Premises Certificates					
New Application & Variation					
A	S	100.00	O	100.00	100.00
B	S	190.00	O	190.00	190.00
C	S	315.00	O	315.00	315.00
D	S	450.00	O	450.00	450.00
E	S	635.00	O	635.00	635.00
Annual Charge					
A	S	70.00	O	70.00	70.00
B	S	180.00	O	180.00	180.00
C	S	295.00	O	295.00	295.00
D	S	320.00	O	320.00	320.00
E	S	350.00	O	350.00	350.00
Note: There are additional fees for premises licence applications, and the annual fee for exceptionally large scale events (5000+), unless conditions apply. Please read Regulation 4(4) and 4(5) of The Licensing Act 2003 (Fees) Regulations 2005					

PUBLIC PROTECTION	STATUTORY OR DISCRETIONARY	BASIC CHARGE 2014/15	VAT GROUP	2015-16 PROPOSED BASIC CHARGE	2015-16 PROPOSED CHARGE INCLUDING VAT
		£		£	£
Alcohol and Entertainment Licences					
<u>Additional Fees</u>					
Number in attendance at any one time					
Additional Premises Licence fee					
5,000 to 9,999	S	1,000	O	1,000	1,000
10,000 to 14,999	S	2,000	O	2,000	2,000
15,000 to 19,999	S	4,000	O	4,000	4,000
20,000 to 29,999	S	8,000	O	8,000	8,000
30,000 to 39,999	S	16,000	O	16,000	16,000
40,000 to 49,999	S	24,000	O	24,000	24,000
50,000 to 59,999	S	32,000	O	32,000	32,000
60,000 to 69,999	S	40,000	O	40,000	40,000
70,000 to 79,999	S	48,000	O	48,000	48,000
80,000 to 89,999	S	56,000	O	56,000	56,000
90,000 and over	S	64,000	O	64,000	64,000
Additional annual fee payable if applicable					
5,000 to 9,999	S	500	O	500	500
10,000 to 14,999	S	1,000	O	1,000	1,000
15,000 to 19,999	S	2,000	O	2,000	2,000
20,000 to 29,999	S	4,000	O	4,000	4,000
30,000 to 39,999	S	8,000	O	8,000	8,000
40,000 to 49,999	S	12,000	O	12,000	12,000
50,000 to 59,999	S	16,000	O	16,000	16,000
60,000 to 69,999	S	20,000	O	20,000	20,000
70,000 to 79,999	S	24,000	O	24,000	24,000
80,000 to 89,999	S	28,000	O	28,000	28,000
90,000 and over	S	32,000	O	32,000	32,000

PUBLIC PROTECTION	STATUTORY OR DISCRETIONARY	BASIC CHARGE 2014/15	VAT GROUP	2015-16 PROPOSED BASIC CHARGE	2015-16 PROPOSED CHARGE INCLUDING VAT
		£		£	£
<u>Alcohol and Entertainment Licences</u>					
<u>Other Fees</u>					
Application for the grant or renewal of a personal licence	S	37.00	O	37.00	37.00
Theft, loss etc of certificate or summary	S	10.50	O	10.50	10.50
Temporary event notice	S	21.00	O	21.00	21.00
Notification of change of name or alteration of rules of club	S	10.50	O	10.50	10.50
Theft, loss, etc of premises licence or summary	S	10.50	O	10.50	10.50
Change of relevant registered address of club	S	10.50	O	10.50	10.50
Application for a provisional statement where premises being built etc.	S	315.00	O	315.00	315.00
Theft, loss etc of temporary event notice	S	10.50	O	10.50	10.50
Notification of change of name or address	S	10.50	O	10.50	10.50
Theft, loss etc of personal licence	S	10.50	O	10.50	10.50
Application to vary licence to specify individual as premises supervisor	S	23.00	O	23.00	23.00
Duty to notify change of name or address	S	10.50	O	10.50	10.50
Application for transfer of premises licence	S	23.00	O	23.00	23.00
Right of freeholder etc. to be notified of licensing matters	S	21.00	O	21.00	21.00

PUBLIC PROTECTION	STATUTORY OR DISCRETIONARY	BASIC CHARGE 2014/15	VAT GROUP	2015-16 PROPOSED BASIC CHARGE	2015-16 PROPOSED CHARGE INCLUDING VAT
LAPPC Charges					
Application for permits for industrial purposes under the Environmental Permitting(England & Wales) regulations 2013. Fees for allocations and annual subsistence set by DEFRA Department for Environment, Food and Rural Affairs					
Application Fee					
Standard process(includes solvent emission activities)	S	1,579.00	O	1,579.00	1,579.00
Additional fee for operating without a permit	S	1,137.00	O	1,137.00	1,137.00
PVRI, SWOBs and Dry Cleaners	S	148.00	O	148.00	148.00
PVR I & II combined	S	246.00	O	246.00	246.00
VRs and other Reduced Fee Activities	S	346.00	O	346.00	346.00
Reduced fee activities: Additional fee for operating without a permit	S	68.00	O	68.00	68.00
Mobile screening and crushing plant	S	1,579.00	O	1,579.00	1,579.00
for the third to seventh applications	S	943.00	O	943.00	943.00
for the eighth and subsequent applications	S	477.00	O	477.00	477.00
Where an application for any of the above is for a combined Part B and waste application add an extra £297 to the above amounts.					
Annual Subsistence Charge					
Standard process Low	S	739 (*+ 99)	O	739 (*+ 99)	739 (*+ 99)
Standard process Medium	S	1,111 + (*149)	O	1,111 + (*149)	1,111 + (*149)
Standard process High	S	1,672+(*198)	O	1,672+(*198)	1,672+(*198)
Reduced fee activities Low/Med/High	S	76 / 151 / 227	O	76 / 151 / 227	76 / 151 / 227
PVR I & II combined	S	108 / 216 / 326	O	108 / 216 / 326	108 / 216 / 326
Vehicle refinishere any part 2 reduced fee activity or any part 3 reduced fee activity	S	218 / 349 / 524	O	218 / 349 / 524	218 / 349 / 524
Mobile screening and crushing plant for first and second permits L/M/H	S	618 / 989 / 1484	O	618 / 989 / 1484	618 / 989 / 1484
for the third to seventh permits L/M/H	S	368 / 590 / 884	O	368 / 590 / 884	368 / 590 / 884
eighth and subsequent permits L/M/H	S	189 / 302 / 453	O	189 / 302 / 453	189 / 302 / 453
Late payment Fee	S	50.00	O	50.00	50.00
* the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation					
Where a Part B installation is subject to reporting under the E-PRTR	S	99.00	O	99.00	99.00
Regulation add an extra £99 to the above amounts	S	99.00	O	99.00	99.00

PUBLIC PROTECTION	STATUTORY OR DISCRETIONAR	BASIC CHARGE 2014/15	VAT GROUP	2015-16 PROPOSED BASIC CHARGE	2015-16 PROPOSED CHARGE INCLUDING VAT
LAPPC Charges		£		£	£
Transfer and surrender					
Standard process transfer	S	162.00	O	162.00	162.00
Standard process partial transfer	S	476.00	O	476.00	476.00
New operator at low risk reduced fee activity (extra one-off subsistence charge-seeArt15(2) of charging scheme)	S	75.00	O	75.00	75.00
Reduced fee activities: partial transfer £45	S	45.00	O	45.00	45.00
Temporary transfer for mobiles					
First transfer	S	51.00	O	51.00	51.00
Repeat following enforcement or warning	S	51.00	O	51.00	51.00
Substantial change					
Standard process	S	1,005.00	O	1,005.00	1,005.00
Standard process where the substantial change results in new PPC activity	S	1,579.00	O	1,579.00	1,579.00
Reduced fee activities	S	98.00	O	98.00	98.00
Reduced Charges due to mothballing or reduced operating levels					
The reduced charge is 40% of the full charge that would otherwise have been payable based on the risk rating at the time of the declaration.					
LAPPC mobile plant charges(Not using simplified permits)					
Number of permits					
1 Subsistence Fee Low/Medium/High	S	618 / 989 / 1484	O	618 / 989 / 1484	618 / 989 / 1484
2 Subsistence Fee Low/Medium/High	S	618 / 989 / 1484	O	618 / 989 / 1484	618 / 989 / 1484
3 Subsistence Fee Low/Medium/High	S	368 / 590 / 884	O	368 / 590 / 884	368 / 590 / 884
4 Subsistence Fee Low/Medium/High	S	368 / 590 / 884	O	368 / 590 / 884	368 / 590 / 884
5 Subsistence Fee Low/Medium/High	S	368 / 590 / 884	O	368 / 590 / 884	368 / 590 / 884
6 Subsistence Fee Low/Medium/High	S	368 / 590 / 884	O	368 / 590 / 884	368 / 590 / 884
7 Subsistence Fee Low/Medium/High	S	368 / 590 / 884	O	368 / 590 / 884	368 / 590 / 884
8+ Subsistence Fee Low/Medium/High	S	189 / 302 / 453	O	189 / 302 / 453	189 / 302 / 453

PUBLIC PROTECTION	STATUTORY OR DISCRETIONAR	BASIC CHARGE 2014/15	VAT GROUP	2015-16 PROPOSED BASIC CHARGE	2015-16 PROPOSED CHARGE INCLUDING VAT
LA-IPPC Charges					
NB – every subsistence charge in the table below includes the additional £99 charge to cover LA extra costs in dealing with reporting under the E-PRTR Reugulation		£		£	£
Application Additional fee for operating without a permit Annual Subsistence LOW Annual Subsistence MEDIUM Annual Subsistence HIGH Late Payment Fee Substantial Variation Transfer Partial Transafer Surrender	S S S S S S S S S S	3,218.00 1,137.00 1,384.00 1,541.00 2,233.00 50.00 1,309.00 225.00 668.00 668.00	O O O O O O O O O O	3,218.00 1,137.00 1,384.00 1,541.00 2,233.00 50.00 1,309.00 225.00 668.00 668.00	3,218.00 1,137.00 1,384.00 1,541.00 2,233.00 50.00 1,309.00 225.00 668.00 668.00
NB Subsistence charges can be paid in four equal quarterly instalments paid on 1st April, 1st July, 1st October and 1st January. Where paid quarterly the total amount payable to the local authority will be increased by £36.					
Reduced fee activities are; Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil Burners under 0.4 MW					
Newspaper advertisements Newspaper adverts may be required under EPR at the discretion of the LA as part of the consultation process when considering an application (see Chapter 9 of the General Guidance Manual). This will be undertaken and paid for by the LA and the charging scheme contains a provision for the LA to recoup its costs.					

Fees and Charges Booklet

2015-2016

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PUBLIC PROTECTION	STATUTORY OR DISCRETIONAR	BASIC CHARGE 2014/15	VAT GROUP	2015-16 PROPOSED BASIC CHARGE	2015-16 PROPOSED CHARGE INCLUDING VAT
		£		£	£
<u>LICENCES</u>				To be agreed by Licencing Committee	
<u>OTHER SALES AND SERVICE CHARGES</u>					
Food Export certificates	D	40.00		To be agreed by Licencing Committee	
Voluntary Surrender of Foods	D	30.00		To be agreed by Licencing Committee	
<u>Animal-Related Licences</u>					
All fees are plus the cost of vet visit payable on invoice before the licence is granted					
Animal Boarding Establishment	D	150.00		To be agreed by Licencing Committee	
Animal Breeding Establishment	D	150.00		To be agreed by Licencing Committee	
Pet Shop	D	150.00		To be agreed by Licencing Committee	
Dangerous Wild Animals	D	150.00		To be agreed by Licencing Committee	
Riding Establishment	D	150.00		To be agreed by Licencing Committee	
Zoo	D	150.00		To be agreed by Licencing Committee	
Performing Animals (Registration)	D	60.00		To be agreed by Licencing Committee	
Skin Piercing Registrations					
Registration of acupuncture, tattooing , ear piercing and electrolysis	D	120.00		To be agreed by Licencing Committee	
Note: Charge originally statutory - now discretionary					
<u>Street Trading Consents</u>					
Class A static vehicle 4-7 days per week inc. trading	D	2,600.00		To be agreed by Licencing Committee	
Renewal				To be agreed by Licencing Committee	
Class A static vehicle 1-3 days per week inc. trading	D	1,545.00		To be agreed by Licencing Committee	
Renewal				To be agreed by Licencing Committee	
Class A static vehicle 1-7 days per week 07.00-17.00	D	1,545.00		To be agreed by Licencing Committee	
Renewal				To be agreed by Licencing Committee	
Class A daily rate for street trading	D	100.00		To be agreed by Licencing Committee	
Class B vehicle mobile around borough during its lifetime	D	1,000.00		To be agreed by Licencing Committee	
Replacement vehicle plate within current annual cycle	D	10.00		To be agreed by Licencing Committee	
<u>CONTROL OF DOGS</u>					
<u>Gemini Kennels Fees & Charges</u>					
Kennelling per day	D	11.00	O	11.50	11.50
Admin Charge	D	45.00	O	46.50	46.50
<u>Call Out Charges</u>					
Weekday 9am - 10pm	D	50.00	O	51.50	51.50
Weekday 10pm - 9am	D	60.00	O	62.00	62.00
Weekend 9am - 10am	D	60.00	O	62.00	62.00
Weekend 10pm - 9am Bank	D	70.00	O	72.00	72.00
Holidays and other times					

PUBLIC PROTECTION	STATUTORY OR DISCRETIONAR	BASIC CHARGE 2014/15	VAT GROUP	2015-16 PROPOSED BASIC CHARGE	2015-16 PROPOSED CHARGE INCLUDING VAT
		£		£	£
<u>SEX ESTABLISHMENT LICENCES</u>				To be agreed by Licencing Committee	
Application for new licence	D	3,000.00		To be agreed by Licencing Committee	
Application for renewed licence	D	2,000.00		To be agreed by Licencing Committee	
Application for transfer	D	100.00		To be agreed by Licencing Committee	
<u>HACKNEY CARRIAGE LICENCES</u>					
Vehicle Licences					
Hackney Carriage (HC)	D	350.00		To be agreed by Licencing Committee	
HC Vehicle Wheelchair Accessible					
Private Hire Vehicle (PHV)	D	325.00		To be agreed by Licencing Committee	
PH Vehicle Wheelchair Accessible					
Vehicle Replacement	D	40.00		To be agreed by Licencing Committee	
Change of Ownership	D	40.00		To be agreed by Licencing Committee	
Drivers Licences					
HC & PH New (combined licence)	D	180.00		To be agreed by Licencing Committee	
HC & PH Renewal (combined licence)	D	150.00		To be agreed by Licencing Committee	
PH New	D	120.00		To be agreed by Licencing Committee	
PH Renewal	D	100.00		To be agreed by Licencing Committee	
HC New	D	120.00		To be agreed by Licencing Committee	
HC Renewal	D	100.00		To be agreed by Licencing Committee	
Private Hire Operators					
Operators having 1vehicle	D	100.00		To be agreed by Licencing Committee	
Operators having 2 - 5 vehicles	D	300.00		To be agreed by Licencing Committee	
Operators having 6 - 10 vehicles	D	500.00		To be agreed by Licencing Committee	
Operators having 11 - 20 vehicles	D	800.00		To be agreed by Licencing Committee	
Operators having more than 20 vehicles	D	1,000.00		To be agreed by Licencing Committee	
Other Charges					
Additional Knowledge test	D	20.00		To be agreed by Licencing Committee	
Checking and sealing taximeters	D	20.00		To be agreed by Licencing Committee	
Replacement Drivers Badges	D	20.00		To be agreed by Licencing Committee	
Replacement Plate, mounting Bracket & Vehicle ID card	D	25.00		To be agreed by Licencing Committee	
Replacement door stickers	D	5.00		To be agreed by Licencing Committee	

PUBLIC PROTECTION	STATUTORY OR DISCRETIONAR	BASIC CHARGE 2014/15	VAT GROUP	2015-16 PROPOSED BASIC CHARGE	2015-16 PROPOSED CHARGE INCLUDING VAT
		£		£	£
<u>FEE SCHEDULE FOR THE TESTING AND VERIFICATION OF WEIGHING AND MEASURING EQUIPMENT</u>					
These fees apply to work carried out during normal office hours. We are happy to carry out work outside of these times but an additional charge based on the time taken is made.					
		£		£	£
<u>B. Special Weighing and Measuring Equipment</u>					
Weighing and measuring equipment per hour for submission, for the purpose of examination, testing, stamping or other evaluation of the equipment.					
	D	65.00 Per Officer/ hour	S	65.00 Per Officer/ hour	78.00 Per Officer/ hour
These would include:-					
1. Automatic or totalising weighing machines					
2. Equipment designed to weigh loads in motion					
3. Bulk fuel measuring equipment tested following a Regulation 65 or 66 occurrence.					
4. Equipment tested by means of statistical sampling					
5. The establishment of calibration curves for templates					
6. Templates graduated in millimetres					
7. Testing of other services in pursuance of a community obligation other than E.C. initial or partial verification.					
<u>C. Weights</u>					
Weights exceeding 5kg or not exceeding 500mg, 2CM					
	D	POA	S	POA	POA
Other Weights					
	D	POA	S	POA	POA
<u>D. Measures</u>					
Linear Measures :					
Not exceeding 3m, for each scale					
	D	POA	S	POA	POA
Capacity Measures :					
Capacity Measures, without divisions, not exceeding 1 litre					
	D	POA	S	POA	POA
Cubic Ballast Measures : (Other than brim measures)					
	D	POA	S	POA	POA
Liquid capacity measures for making up and checking quantity packages					
	D	POA	S	POA	POA
Template: Per Scale first item					
	D	POA	S	POA	POA
Second & Subsequent Items					
	D	POA	S	POA	POA
<u>E. Weighing Instruments</u>					
a) Non-EC					
Not Exceeding 1 tonne					
	D	POA	S	POA	POA
Exceeding 1 tonne to 10 tonne (2240lb-22400lb)					
	D	POA	S	POA	POA
Exceeding 10 tonnes					
	D	POA	S	POA	POA
b) EC (NAWI)					
Not Exceeding 1 tonne					
	D	POA	S	POA	POA
Exceeding 1 tonne to 10 tonne (2240lb-22400lb)					
	D	POA	S	POA	POA
Exceeding 10 tonnes					
	D	POA	S	POA	POA

PUBLIC PROTECTION	STATUTORY OR DISCRETIONAR	BASIC CHARGE 2014/15	VAT GROUP	2015-16 PROPOSED BASIC CHARGE	2015-16 PROPOSED CHARGE INCLUDING VAT
		£		£	£
When testing instruments incorporation remote display or printing facilities, and where completion of the test requires a second person or a second series of tests by the same person, an additional fee may be based upon the basic fee given above plus a 50% surcharge.					
When supplying specialist equipment (including but not limited to weighbridge test unit, van and test weights, etc) an additional fee may be charged hourly, daily or per appointment, according to circumstance.					
<u>F. Measuring Instruments for Intoxicating Liquor</u>					
1. Not exceeding 150 ml	D	POA	S	POA	POA
2. Other	D	POA	S	POA	POA
<u>G. Measuring Instruments for Liquid Fuel and Lubricants</u>					
Container type (unsubdivided)	D	POA	S	POA	POA
Single/multi (nozzles)					
First Nozzle Tested, per site	D	POA	S	POA	POA
Each Additional Nozzle Tested	D	POA	S	POA	POA
Testing of Peripheral electronic equipment on a separate visit	D	POA	S	POA	POA
Testing of credit card acceptor (per unit, regardless of no. of slots/nozzles/pumps)	D	POA	S	POA	POA
<u>H. Road Tankers Liquid Fuel (Above 100 Litres)</u>					
1. Metre measuring systems					
Wet hose type with two testing liquids	D	POA	S	POA	POA
Wet hose with three testing liquids	D	POA	S	POA	POA
Dry hose type with two testing liquids	D	POA	S	POA	POA
Dry hose with three testing liquids	D	POA	S	POA	POA
Wet/Dry Hose with two testing liquids	D	POA	S	POA	POA
Wet/Dry Hose with three testing liquids	D	POA	S	POA	POA
Following a regulation 65 to 66 occurrence	D	POA	S	POA	POA
2. Dipstick measuring systems					
(a) Up to 7600 litres (for calibration of each compartment and production of chart)	D	POA	S	POA	POA
(b) for any compartment over 7600 litres, basic fee plus additional costs at the rate of £59.90 per extra officer/hour	D	POA	S	POA	POA
(c) Initial/spare dipstick (each)	D	POA	S	POA	POA
(d) Replacement dipstick (including examination of compartment)	D	POA	S	POA	POA
<u>I. Certificate of Errors</u>					
For Supplying a certificate containing results of errors found on testing. Certificate supplied request of the submitter; fee applies when no other fee is payable)	D	52.50	S	54.00	64.80
Other Certificates	D	40.00	O	41.00	41.00
<u>J. Poisons Act Registrations</u>					
1. Initial Registration	D	36.00	O	37.00	37.00
2. Re-registration	D	19.00	O	20.00	20.00
3. Change in details of registration	D	10.00	O	10.50	10.50

PUBLIC PROTECTION	STATUTORY OR DISCRETIONAR	BASIC CHARGE 2014/15	VAT GROUP	2015-16 PROPOSED BASIC CHARGE	2015-16 PROPOSED CHARGE INCLUDING VAT
<u>Massage and Special Treatment Licences</u>		£		£	£
Replacement Licence (address change or change of ownership)	D	60.00	O	60.00	60.00
<u>Provision of information concerning Health and Safety at work effective from 1st April 1999</u>					
Most information will be provided free of charge but the Council reserves the right to make a reasonable charge where significant work needs to be undertaken to answer the query.					
(a) Factual Statement / Voluntary Disclosure (postage included)	D	65.00	S	65.00	78.00 per hour of officer time spent. N.B.Minimum charge will be for <u>one</u> hours work. Part hours are charged as a full hour.
(b) Photographs (postage included)	D	1.50	S	1.50	1.80 per photograph plus £10.00 admin.charge
(c) Photocopying / copies of Public Registers	D	0.50	S	0.10	0.12 per sheet with £3.50 admin charge plus postage
Other Environmental Protection Charges					
Environmental surveys - Private Companies per hour	D	65.00	O	65.00	65.00
Contaminated Land enquiries - Solicitors / Potential home owners per hour	D	65.00	O	65.00	65.00
Service of notice 10 properties drainage per hour	D	65.00	O	65.00	65.00
Nuisance and public health EP officers charges per hour	D	32.00	O	32.00	32.00
Contaminated Land enquiries - Residents -flat fee	D	30.00	O	30.00	30.00
Swimming pool sampling (e-coli etc) per sample	D	50.00	O	50.00	50.00
High Hedges Fixed Charge for owners on Benefits	D	250.00	O	250.00	250.00
High Hedges Fixed Charge for all other owners	D	500.00	O	500.00	500.00

PUBLIC PROTECTION	STATUTORY OR DISCRETIONAR	BASIC CHARGE 2014/15	VAT GROUP	2015-16 PROPOSED BASIC CHARGE	2015-16 PROPOSED CHARGE INCLUDING VAT
		£		£	£
<u>ABANDONED VEHICLES</u>					
Unwanted vehicles (not including Caravans) : Where collection and disposal is carried out by the Council's authorised contractor	D	35.00	S	40.00	48.00
Unwanted Caravans: Where collection and disposal is carried out by the Council's authorised contractor	D	150.00	S	160.00	192.00
Abandoned vehicles: Where collection and disposal is carried out by the Council's authorised contractor					
To take vehicle into storage	D	166.67	S	170.00	204.00
Storage (When taken into safe custody) per day	D	16.67	S	17.50	21.00
Fixed Penalty Notice for abandoning a Vehicle	D	200.00	O	205.00	205.00
Administration charge for removal of vehicle from private property when directed by Management company	D	55.00	S	60.00	72.00
<u>ENFORCEMENT FEES - FIXED PENALTY NOTICES</u>					
Fly Posting - the inappropriate display of advertising in the Borough without formal permission.	D	75.00	O	75.00	75.00
Fixed Penalty Notice if paid within 10 days	D	50.00	O	50.00	50.00
Dog Fouling - allowing dogs to foul footpath and/or green spaces without disposing of same appropriately	D	75.00	O	75.00	75.00
Fixed Penalty Notice if paid within 10 days	D	50.00	O	50.00	50.00
Litter. Depositing of litter on land in the open air	D	75.00	O	75.00	75.00
Fixed Penalty Notice if paid within 10 days	D	50.00	O	50.00	50.00
Failure to comply with Street Litter Control Notice/Litter Clearing Notice	D	75.00	O	75.00	75.00
Fixed Penalty Notice if paid within 10 days	D	60.00	O	60.00	60.00
Waste Receptacles. If refuse is not properly contained	D	75.00	O	75.00	75.00
Fixed Penalty Notice if paid within 10 days	D	60.00	O	60.00	60.00
Graffiti.	D	75.00	O	75.00	75.00
Fixed Penalty Notice if paid within 10 days	D	50.00	O	50.00	50.00

PUBLIC PROTECTION	STATUTORY OR DISCRETIONAR	BASIC CHARGE 2014/15	VAT GROUP	2015-16 PROPOSED BASIC CHARGE	2015-16 PROPOSED CHARGE INCLUDING VAT
		£		£	£
<u>Gambling Licences</u>					
Regional casino premises Licence					
Application fee in respect of Premises Licence	D	15,000	O	15,000	15,000
Annual Fee	D	15,000	O	15,000	15,000
Application fee to vary a licence	D	7,500	O	7,500	7,500
Application fee to transfer a licence	D	6,500	O	6,500	6,500
Application fee for reinstatement of a licence	D	6,500	O	6,500	6,500
Application fee in respect of Provisional Statement	D	15,000	O	15,000	15,000
Large casino premises Licence					
Application fee in respect of Premises Licence	D	10,000	O	10,000	10,000
Annual Fee	D	10,000	O	10,000	10,000
Application fee to vary a licence	D	5,000	O	5,000	5,000
Application fee to transfer a licence	D	2,150	O	2,150	2,150
Application fee for reinstatement of a licence	D	2,150	O	2,150	2,150
Application fee in respect of Provisional Statement	D	10,000	O	10,000	10,000
Small casino premises Licence					
Application fee in respect of Premises Licence	D	8,000	O	8,000	8,000
Annual Fee	D	5,000	O	5,000	5,000
Application fee to vary a licence	D	4,000	O	4,000	4,000
Application fee to transfer a licence	D	1,800	O	1,800	1,800
Application fee for reinstatement of a licence	D	1,800	O	1,800	1,800
Application fee in respect of Provisional Statement	D	8,000	O	8,000	8,000
Bingo premises Licence					
Application fee in respect of Premises Licence	D	3,000	O	3,000	3,000
Annual Fee	D	800	O	800	800
Application fee to vary a licence	D	1,500	O	1,500	1,500
Application fee to transfer a licence	D	1,000	O	1,000	1,000
Application fee for reinstatement of a licence	D	1,000	O	1,000	1,000
Application fee in respect of Provisional Statement	D	3,000	O	3,000	3,000
Adult Gaming Centre premises Licence					
Application fee in respect of Premises Licence	D	1,600	O	1,600	1,600
Annual Fee	D	800	O	800	800
Application fee to vary a licence	D	800	O	800	800
Application fee to transfer a licence	D	1,000	O	1,000	1,000
Application fee for reinstatement of a licence	D	1,000	O	1,000	1,000
Application fee in respect of Provisional Statement	D	1,600	O	1,600	1,600

PUBLIC PROTECTION	STATUTORY OR DISCRETIONARY	BASIC CHARGE 2014/15	VAT GROUP	2015-16 PROPOSED BASIC CHARGE	2015-16 PROPOSED CHARGE INCLUDING VAT
		£		£	£
<u>Gambling Licences</u>					
Betting Premises (Track) Licence					
Application fee in respect of Premises Licence	D	2,500	O	2,500	2,500
Annual Fee	D	1,000	O	1,000	1,000
Application fee to vary a licence	D	1,250	O	1,250	1,250
Application fee to transfer a licence	D	950	O	950	950
Application fee for reinstatement of a licence	D	950	O	950	950
Application fee in respect of Provisional Statement	D	2,500	O	2,500	2,500
Family Entertainment Centre Premises Licence					
Application fee in respect of Premises Licence	D	1,600	O	1,600	1,600
Annual Fee	D	600	O	600	600
Application fee to vary a licence	D	800	O	800	800
Application fee to transfer a licence	D	800	O	800	800
Application fee for reinstatement of a licence	D	800	O	800	800
Application fee in respect of Provisional Statement	D	1,600	O	1,600	1,600
Regional casino premises Licence					
Application fee in respect of Premises Licence	D	2,500	O	2,500	2,500
Annual Fee	D	500	O	500	500
Application fee to vary a licence	D	1,200	O	1,200	1,200
Application fee to transfer a licence	D	1,000	O	1,000	1,000
Application fee for reinstatement of a licence	D	1,000	O	1,000	1,000
Application fee in respect of Provisional Statement	D	2,500	O	2,500	2,500

ENVIRONMENTAL SERVICES	STATUTORY OR DISCRETIONARY	BASIC CHARGE 2014/15	VAT GROUP	2015-16 PROPOSED BASIC CHARGE	2015-16 PROPOSED CHARGE INCLUDING VAT
		£		£	£
BURIAL GROUNDS					
Burial fees, payments and sums set out below apply where the person to be interred or in respect of whom the right is granted is, or immediately before their death was a resident of the Borough of Thurrock or, in the case of a stillborn child, where the parents (or one of them) are, or at the time of the interment were such residents.					
PART 1 INTERMENT					
A. In a grave					
1. Buried or cremated remains of persons up to 16 years	D	136.00	E	145.00	145.00
2. Persons exceeding 16 years	D	520.00	E	600.00	600.00
3. Cremated remains in full size grave	D	266.00	E	280.00	280.00
B. Exclusive Right of Burial (Including registration)					
In a full size grave-Lawn Section	D	660.00	E	700.00	700.00
In a full size grave-Traditional grave where available	D	1,320.00	E	1,400.00	1,400.00
In a child's size grave-Existing graves only	D	N/A	E	N/A	N/A
PART 2					
A. Memorial Gardens Section					
1. Includes plaque for 7 years & loose interment of ashes	D	156.00	E	170.00	170.00
2. Erection of memorial plaque only for 7 years (no ashes to inter)	D	125.00	E	130.00	130.00
3. Renewal of 7 year subscription:					
with existing plaque	D	97.00	E	105.00	105.00
with replacement plaque	D	126.00	E	140.00	140.00
4. Additional interment of ashes and replacement plaque for further 7 years where original subscription has:-					
more than 4 years to run	D	96.00	E	100.00	100.00
less than 4 years to run	D	155.00	E	165.00	165.00
B. Cremated Remains Section					
1. Exclusive Right of Burial for a forty year period	D	237.00	E	280.00	280.00
2. Interment of Ashes	D	237.00	E	280.00	280.00
3. Additional inscription on headstone	D	51.00	E	55.00	55.00
PART 3 - MONUMENTS, GRAVESTONES, TABLETS & MONUMENTAL INSCRIPTIONS					
A. For the right to erect or place on a grave in respect of which exclusive right of burial has been granted, a monument, gravestone or tablets.	D	137.00	E	145.00	145.00
B. For the right to erect or place on a grave in respect of which an exclusive right of burial has not been granted:					
a tablet not exceeding 20" x 18" x 6" base	D	118.00	E	125.00	125.00
The fees indicated for Part 3 include the first inscription.					
For each inscription after the first .	D	51.00	E	55.00	55.00
PART 4 - OTHER BURIAL FEES					
1. Transfer of grant of exclusive right of burial					
Fee for registering the transfer and endorsing the deed	D	55.00	E	60.00	60.00
2. Maintenance:(Purchased graves only - not lawn section)					
-Existing agreements only-Service no longer available 2015-16					
(a) Annual fee 1st April to 31st March per grave space No longer available 2015-16	D	75.00	E	Free	Free
(b) Five year period per grave space No longer available 2015-16	D	350.00	E	Free	Free
2. Memorial tree (New trees no longer available)					
Interment of second set of ashes for existing memorial trees only	D	96.00	E	280.00	280.00
3. Administration charge for searches	D	25.00	S	26.65	32.00
4. Memorial Bench	D	1,000.00	S	1,050.00	1,260.00
5. Additional Plaque	D	85.00	S	91.67	110.00

ENVIRONMENTAL SERVICES	STATUTORY OR DISCRETIONAR	BASIC CHARGE 2014/15	VAT GROUP	2015-16 PROPOSED BASIC CHARGE	2015-16 PROPOSED CHARGE INCLUDING VAT
		£		£	£
GRAYS BEACH					
<u>ACTIVITIES</u>					
Bouncy Castle (per 10 minutes)	D	0.67	S	0.75	0.90
Water Features (per 30 minutes) - no longer available 2015-16	D	0.83	S	0.00	0.00
<u>COMMUNITY ROOM - CAFÉ BUILDING</u>					
Hire per hour (Minimum 1 hour Maximum 5 hours)	D	8.00	E	10.00	10.00
9% insurance cost on hire charge for non - commercial groups					
<u>Trade Waste Charges</u>					
<u>Bin Size (per lift)</u>					
240 refuse	D	Negotiable	O	Negotiable	Negotiable
240 recycling	D	Negotiable	O	Negotiable	Negotiable
1,100 refuse	D	Negotiable	O	Negotiable	Negotiable
1,100 recycling	D	Negotiable	O	Negotiable	Negotiable
<u>Bulky Waste Collections</u>					
1 to 3 items	D	22.32	S	See note	See note
4+ Item - Negotiable	D	Negotiable	S	Negotiable	Negotiable
W.E.F. April 2015 the current flat rate charges for Bulky Collections					
<u>Council Managed Allotments</u>					
1 x 10 rod plot	D	89.00	E	95.00	95.00
1 x 5 rod (1/2 size plot)	D	44.00	E	50.00	50.00
Senior Citizens receive 15% discount					
Blue Badge Holders receive 15% discount					
<u>RANGER GUIDED EVENTS</u>					
Santa in the Woods - no longer available 2015-16	D	12.50	E	0.00	0.00

ENVIRONMENTAL SERVICES		STATUTORY OR DISCRETIONAR	BASIC CHARGE 2014/15	VAT GROUP	2015-16 PROPOSED BASIC CHARGE	2015-16 PROPOSED CHARGE INCLUDING VAT
			£		£	£
PARKS						
FOOTBALL						
	Block booking Sat or Sun with Changing Facilities per match -Adults	D	59.00	E	62.00	62.00
	Block booking Sat or Sun without Changing Facilities per match - Adults	D	53.00	E	56.00	56.00
	Block booking Sat or Sun with Changing Facilities per match U21's	D	50.00	E	53.00	53.00
	Block booking Sat or Sun without Changing Facilities per match U21's	D	44.00	E	46.00	46.00
	Block booking Sat or Sun without Changing Facilities per match U11 to U18's (9 x 9)	D	31.00	E	33.00	33.00
	Block booking Sat or Sun without Changing Facilities per match U11 to U18's (11 x 11)	D	35.00	E	37.00	37.00
	Block booking Sat without Changing Facilities per match Scouts	D	27.00	E	28.00	28.00
	Block booking Sat without Changing Facilities per match Cubs	D	5.50	E	6.00	6.00
	Block booking Sat or Sun without Changing Facilities per match U7's to U10's	D	5.50	E	6.00	6.00
	Sat & Sun with Changing Facilities per match single use charge (See note below)	D	101.00	S	108.00	130.00
	Sat & Sun without Changing Facilities per match single use charge (See note below)	D	96.00	S	104.20	125.00
RUGBY						
	Block booking Sat or Sun + Changing Facilities per match -Adults	D	53.00	E	56.00	56.00
	Block booking Sat or Sun - Changing Facilities per match - Adults	D	59.00	E	62.00	62.00
	Block booking Sat or Sun - Changing Facilities per match U13 to U18's	D	35.00	E	37.00	37.00
	Block booking Sat or Sun - Changing Facilities per match U7's to U12's	D	5.50	E	6.00	6.00
	Sat or Sun - Changing Facilities per match single use charge	D	96.00	S	104.20	125.00
CRICKET						
	Block booking Sat or Sun + Changing Facilities per match -Adults	D	77.00	E	81.00	81.00
	Block booking Sat or Sun - Changing Facilities per match - Adults	D	71.00	E	75.00	75.00
	Block booking Sat + Changing Facilities per match Youth	D	38.00	E	40.00	40.00
	Sat or Sun - Changing facilities per match single use chart	D	85.50	S	90.00	108.00
BOWLS						
	Thurrock Bowls Assoc - exclusive use of 8 greens					
	Under 60	D	136.00	E	145.00	145.00
	Over 60	D	110.00	E	120.00	120.00
	Under 18	D	64.00	E	70.00	70.00
TENNIS						
	Orsett Court Per hour	D	2.00	E	2.20	2.20
VAT						
Short term lets of sports facilities are normally standard rated but are exempt from Value Added Tax if the facility is let for a series of short periods provided all the following conditions are met.						
(a) The series must be of 10 or more periods. Usually 16.						
(b) Each period must be for playing the same sport or activity and must be in the same place						
(c) The interval between each period must not be less than 1 day or more than 14 days						
(d) There must be clear evidence of the existence of a written agreement for the series of lets, including evidence of payment in full for the series, whether or not the right to use the facility is actually exercised on a particular occasion.						
(e) The let must be made to a school, a club or an association.						
(f) The hirer must in all cases have exclusive use of the facility.						
NOTE * Denotes surcharge for every participating non - member						
LANGDON HILLS COUNTRY PARK						
	School Visits - per child	D	3.00	E	3.00	3.00

VAT Explanation

The regulations on Value Added Tax (VAT) were originally introduced in the UK on 1st April 1973 and have been amended from time to time. VAT is a tax on consumer expenditure and is collected on business transactions. The principal regulations made by HM Revenue & Customs are the VAT Regulations (SI 1995/2518)

General

VAT is a tax that's charged on most goods and services that VAT-registered businesses provide in the UK. VAT is charged when a VAT-registered business sells to either another business or to a non-business customer. When VAT-registered businesses buy goods or services they can generally reclaim the VAT they've paid. With effect from 1st January 2012 any business that has a turnover of £35,000 must be registered for VAT.

There are three rates of VAT, depending on the goods or services the business provides. The rates are:

- Standard - 20 per cent
- reduced - 5 per cent
- zero - 0 per cent

Standard Rate 20%

An organisation who is registered for VAT and makes VAT taxable supplies have to charge VAT on them. Normally VAT is charged at the standard rate, unless the goods or services that are being sold, and the circumstances in which they are sold, mean that a different rate can be charged.

Zero rate of VAT

There are some goods and services that are zero-rated. This means that they're taxable for VAT, but the VAT rate is zero per cent.

Goods and Services that are Zero Rated include;

Food (Group 1)
Water & Sewerage (Group 2)
Books (Group 3 & 4)
Transport (Group 8)
Clothing & Footwear (Group 16)

Exempt goods and services

There are some goods and services that are exempt from VAT and services are not taxable for VAT.

Goods and services that are exempt from VAT include:

- Insurance (Group 2)
- Betting, Gaming and Lotteries (Group 4)
- Finance (Group 5)
- Education (Group 6)
- Health & Welfare (Group 7)
- Burials & Cremations (Group 8)
- Sport & Physical Education (Group 10)
- Cultural Services Theatres & Museums (Group 13)

Outside the Scope

Some goods and services are not covered by the UK VAT System at all and are therefore classified as outside the scope of VAT. So no charges of VAT are made and one is unable to claim any VAT back.

Goods and services that are outside the scope of VAT include;

- Statutory Fees and Services

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**CLEANER, GREENER AND SAFER OVERVIEW AND SCRUTINY COMMITTEE
WORK PROGRAMME 2014-15**

Report Name	Lead Officer	Meeting Date
Contaminated Land Strategy	Peter Reynolds/ David Blazer	19 March 2015
Fly-tipping Policy	Steve Cox/ Ian Rydings	19 March 2015
Community Usage and Delivery in Parks and Open Spaces	Mike Heath	19 March 2015

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