

NON-CONFIDENTIAL



Borough of Tamworth

29 May 2014

Dear Councillor

You are hereby summoned to attend a **meeting of the Council of this Borough** to be held on **THURSDAY, 5TH JUNE, 2014** at 6.00 pm in the **TOWN HALL, MARKET STREET, TAMWORTH**, for the transaction of the following business:-

AGENDA

NON CONFIDENTIAL

1 Apologies for Absence

2 Mayor's Cadet

To inaugurate the Mayor's Cadet for 2014/15

3 To elect a Mayor

4 To elect a Deputy Mayor

5 To elect the Leader of the Council

6 Declarations of Interest

To receive any declarations of Members' interests (pecuniary and non-pecuniary) in any matters which are to be considered at this meeting.

When Members are declaring a pecuniary or non-pecuniary interest in respect of which they have dispensation, they should specify the nature of such interest. Members should leave the room if they have a pecuniary or non-pecuniary interest in respect of which they do not have a dispensation.

7 To receive the Minutes of the previous meetings (Pages 1 - 12)

8 To receive any announcements from the Mayor, Leader, Members of the Cabinet or the Chief Executive

9 Question Time:

(i) To answer questions from members of the public pursuant to Procedure Rule No. 10.

(ii) To answer questions from members of the Council pursuant to Procedure Rule No. 11

10 Appointment of Cabinet and Allocation of Responsibilities

To receive the membership of Cabinet for 2014/15 which will be circulated at the meeting

11 Appointment of Committees

To receive the constitution and membership of committees for 2014/15 which will be circulated at the meeting

12 The Local Authorities (Executive Arrangements) (Meetings and Access to Information) Regulations 2012 (Pages 13 - 14)

(Report of the Leader of the Council)

13 Review of the Constitution and Scheme of Delegation (Pages 15 - 16)

(Report of the Solicitor to the Council and Monitoring Officer)

14 Regulation of Members' Conduct (Pages 17 - 18)

(Report of the Solicitor to the Council and Monitoring Officer)

15 Calendar of Meetings (Pages 19 - 30)

To receive the Calendar of Meetings for 2014/15

16 Fees and Charges Policy (Pages 31 - 64)

(Report of the Portfolio Holder for Operations and Assets)

Restricted

NOT FOR PUBLICATION because the report could involve the disclosure of exempt information as defined in Paragraphs 1, 3 and 9 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended)

17 Localism Act 2011 Independent Person (Pages 65 - 68)

(Report of Solicitor to the Council and Monitoring Officer)

Yours faithfully



pp CHIEF EXECUTIVE

People who have a disability and who would like to attend the meeting should contact Democratic Services on 01827 709264 or e-mail committees@tamworth.gov.uk preferably 24 hours prior to the meeting. We can then endeavour to ensure that any particular requirements you may have are catered for.

Marmion House
Lichfield Street
Tamworth



MINUTES OF A MEETING OF THE EXTRAORDINARY COUNCIL HELD ON 18th MARCH 2014

PRESENT: Councillor J Garner (Chair), Councillors M Clarke, S Claymore, T Clements, D Cook, C Cooke, M Couchman, S Doyle, J Faulkner, K Gant, M Gant, M Greatorex, G Hirons, A James, J Jenkins, A Lunn, M McDermid, R McDermid, K Norchi, J Oates, S People, R Pritchard, S Pritchard, E Rowe, P Standen and M Thurgood

The following officers were present: Anthony E Goodwin (Chief Executive), John Wheatley (Executive Director Corporate Services), Jane Hackett (Solicitor to the Council and Monitoring Officer) and Lara Allman (Democratic & Election Services Officer)

59 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors L Bates, D Foster, R Kingstone and P Seekings.

60 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

61 HONORARY FREEMAN OF THE BOROUGH - ALAN KEAST

It was moved by Councillor T Clements and seconded by Councillor M Clarke that the Council should confer the Title of Honorary Freeman of the Borough to Alan Keast.

RESOLVED: That, pursuant to Section 249(5) of the Local Government Act 1972, the Council, in recognition of his eminent services to the community with Tamworth Boxing Club, admit Alan Keast to be an Honorary Freeman of the Borough.

The Mayor

This page is intentionally left blank



MINUTES OF A MEETING OF THE COUNCIL HELD ON 18th MARCH 2014

PRESENT: Councillor J Garner (Chair), Councillors R Kingstone, M Clarke, S Claymore, T Clements, D Cook, C Cooke, M Couchman, S Doyle, J Faulkner, K Gant, M Gant, M Greatorex, G Hiron, A James, J Jenkins, A Lunn, M McDermid, R McDermid, K Norchi, J Oates, S Peale, R Pritchard, S Pritchard, E Rowe, P Standen and M Thurgood

The following officers were present: Anthony E Goodwin (Chief Executive), John Wheatley (Executive Director Corporate Services), Jane Hackett (Solicitor to the Council and Monitoring Officer), Tina Beech (Payroll Manager) and Lara Allman (Democratic & Election Services Officer)

62 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors L Bates, D Foster and P Seekings.

63 TO RECEIVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 25 February 2014 were amended to remove the words 'be prudent to' from the supplementary question to Question No 5 and thereafter approved and signed as a correct record.

(Moved by Councillor S Claymore and seconded by Councillor D Cook)

64 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

65 TO RECEIVE ANY ANNOUNCEMENTS FROM THE MAYOR, LEADER, MEMBERS OF THE CABINET OR THE CHIEF EXECUTIVE

The Mayor invited Councillor K Gant to speak.

Announcement by Councillor K Gant

Tonight is a night tinged with sadness. As you will know this is my last Full Council meeting, I feel it is time for me to go after 30+ year's service to the Borough where my loyalty has always been to the electorate who have returned me as their representative time after time.

I wish to pay tribute to ratepayers, Labour and the Conservative group who have always been kind and courteous to me. I can at least say I am leaving the Council sound in mind and body. My only regret is the loss of so many Councillor friends from both sides of the Chamber who died in their prime. Thank you all for your kindness over the years. It is a sad night for me.

Announcement by Councillor D Cook

Councillor D Cook moved a motion under 4.23.1 to suspend rule 4.2.13 to allow the Council to receive a petition.

(Moved by Councillor D Cook and Seconded by Councillor S Peaple)

Councillor S Peaple presented the Mayor with a petition:

'Tamworth Borough Council have made the decision to close down the Golf Course in March 2015 and possibly build houses on the land. We as the residents of Tamworth wish to oppose this as we should retain the Golf Course which allows adults and children affordable access to the sport and all the natural beauty of this green land.'

66 QUESTION TIME:

QUESTIONS FROM MEMBERS OF THE PUBLIC NO.1

Under Procedure Rule No 10, Mr K Forest, 64a Foxglove, Amington, Tamworth asked the Portfolio Holder for Economy and Education, Councillor S Claymore, the following question:-

"I am not happy as restrictions placed on my questions therefore I will retire and monitor."

QUESTIONS FROM MEMBERS OF THE PUBLIC NO.2

Under Procedure Rule No 10, Mr J Mitchell, 4 Benson View, Tamworth asked the Leader of the Council, Councillor D Cook, the following question after a short preamble:-

"Can I ask Councillor Danny Cook as Leader of the Council, in the 5 weeks prior to the delivery of the development literature, why was this Council not proactive in contacting residents who may be affected by the proposed development north of Brown's Lane so they had an opportunity to express their views and concerns direct to this Council?"

Councillor D Cook gave the following reply:

Just to clarify, I have never met with a property developer in my life.

Thank you for your question Mr Mitchell.

I believe the local Councillor, Cllr Rob Pritchard, did a letter drop to every house on Browns Lane telling them about the application to Lichfield District Council, he also stated in the letter explicitly that an application would be received by Tamworth Borough Council and would be available to view online shortly afterwards, which it was. This was around mid January this year.

He also did a letter drop in November telling them about an exhibition by the developers on the same application.

I firmly believe in democratic representation in these matters and I congratulate Councillor R Pritchard on his pro-active stance in this matter.

Supplementary Question:

Can I ask his opinion on the 165 houses that may be developed, Lichfield District Council will require a contribution of £117,998 towards facilities in Lichfield. Can I ask Councillor D Cook for his comment on that please?

Councillor D Cook gave the following reply:

I share the same concerns if houses are build on the outskirts those residents will come to Tamworth to use facilities yet the money will go to Lichfield. It is difficult to enforce. The controlling group are opposed to development on Browns Lane and if 165 houses are built on Browns Lane will lead to sustainable development in north of town in coming years.

QUESTIONS FROM MEMBERS OF THE PUBLIC**NO.3**

Under Procedure Rule No 10, Mr J Mitchell, 4 Benson View, Tamworth asked the Leader of the Council, Councillor D Cook, the following question after a short preamble:-

"Bearing in mind the potential impact these extra 500 houses may have on the area can I ask Councillor Danny Cook as Leader of the Council why TBC did not raise any objections or concerns to LDC building 500 extra houses for their own need north of Tamworth in Lichfield District?"

Councillor D Cook gave the following reply:

Thank you again Mr Mitchell.

Lichfield District Council has indicated a broad area for development north of Tamworth in their plan for 1000 homes. They have also taken 500 houses of our need to be met in the north of Tamworth as per the duty to co-operate as set out in the NPPF.

Increasingly, central government under pressure from developers has skewed local authority planning to favour developers. In my view this undermines local democracy.

By ensuring that we have a valid and robust local development plan backed up by necessary and comprehensive policies, then decisions will remain taken locally. We will support this process and thus support local democratic decision making.

Supplementary question:

Did Councillor Faulkner also notice the recent appeal decision? While the inspector allowed the appeal the inspector's clarification on costs and comments that Tamworth Borough Council's Planning Committee had acted reasonably and properly and as a result no costs had been awarded against the Council.

Councillor J Faulkner gave the following reply:

Indubitably.

QUESTIONS FROM MEMBERS OF THE COUNCIL NO.2
Under Procedure Rule No 11, Councillor P Standen will ask the Portfolio Holder for Environment and Waste Management, Councillor S Doyle, the following question:-

"Could the Portfolio Holder for Environment & Waste Management please confirm what the reported cases of fly-tipping were during the years 2009/10, 2010/11, 2011/12, 2012/13, and for current financial year until the present time?"

Councillor S Doyle gave the following reply:

The officially declared fly tipping incidents in Tamworth are as follows:-

2008/9	-	954
2009/10	-	988
2010/11	-	970
2011/12	-	1345
2012/13	-	933
2013/14 (to 31 st January 2014)	-	939

Supplementary question:

Fly-tipping is a threat to public health and affects the wellbeing of our town, does the Portfolio Holder agree that during a period when finances are under pressure that we as a Council should use our available funds as efficiently as possible, and does he support Labour's view that we should use our available funds to help prevent fly tipping rather than tidying up afterwards? This is why Labour will restore free bulky waste item collection service.

Councillor S Doyle gave the following reply:

From research it is not as straight forward as that. Fly tipping costs have gone down per item, less towards large bulky items and more towards small items and black bags.

QUESTIONS FROM MEMBERS OF THE COUNCIL **NO.3**
Under Procedure Rule No 11, Councillor S Peple will ask the Portfolio Holder for Economy and Education, Councillor S Claymore, the following question:-

"Following the Aspire and Prosper Committee meeting at which the results of the local secondary schools were discussed, a misleading interpretation of the meeting was reported in the press even though no reporter was present. Please would the portfolio holder confirm that no officer of the council was responsible for such statements being made to the press either directly or via conversations with Headteachers?"

Councillor S Claymore gave the following reply:

Any statements to the press from officers must go via our usual Council signing off procedure. Furthermore, any officers who through the course of their work being engaged in conversations with head teachers, would be fully aware of the purpose and genuine intentions of our scrutiny committee work.

These same officers have worked very hard towards the establishment of the Tamworth Education and Skills board and are committed to working with our head teachers and partners in progressing educational aspirations and attainment, and I am sure that head teachers will receive the same commitment from our scrutiny committee.

I therefore believe that no officer of this Council was responsible for such statements being made to the press either directly or via conversations with head teachers.

Supplementary questions:

Tamworth Education and Skills Board was set up to encourage dialogue between the Council and schools and this episode has put back the process to hold schools accountable. Head teachers have raised the barricades because of the comments. We have a duty to achieve accountability and role of critical friend. Can I ask the Portfolio Holder to reconnect and redouble efforts to make it clear to schools that we do expect action as they get a large amount of public funds?

Councillor S Claymore gave the following reply:

Yes of course I will commit to that. I have tried very hard with Councillors and head teachers to get them to work together. I do make that commitment.

QUESTIONS FROM MEMBERS OF THE COUNCIL **NO.4**

Under Procedure Rule No 11, Councillor S Peuple asked the Portfolio Holder for Economy and Education, Councillor S Claymore, the following question:-

"Does Councillor Claymore believe that he is leaving sufficient open space available for recreational use in this town?"

Councillor S Claymore gave the following reply:

I believe that good quality accessible open space is essential and wherever possible the open space we have should be increased, safeguarded, improved and maintained.

But I also believe and I am sure we all recognise, that we have an increasing need to provide homes and jobs for Tamworth's residents and for our children in the future, however taking into consideration this town's tight boundaries, its rivers and flood plain constraints, this becomes quite a difficult balance to achieve.

I hope that our revised local plan goes a long way to achieve this balance, which aside from the golf course there are no other proposed allocations included on recreational open space.

Our Local Plan asks for developer contributions towards improving the quality and accessibility of open space, which is important when considering our constrained land supply, with only a limited number of strategic residential sites that would qualify for on-site provision and an increased population putting pressure on existing open spaces, it also requires that for new developments, links should be created to existing open space as well as provision on the strategic sites.

Supplementary question:

Can I ask Councillor Claymore how he squares his view to build houses on the Golf Course area and persists in consulting developers to see more houses in the town centre?

Councillor S Claymore gave the following reply:

I don't know where second question comes from. Not purely retail in the town centre as it would be ludicrous to rely just on retail. Don't agree with that need to balance golf course – not noticed or commented on Broadmeadow. We need to build houses on open space and on the golf course and if the plans go through more people will be able to use the open space. Capital from the golf course could be used for the Assembly Rooms Development which would benefit a lot more people in the town.

QUESTIONS FROM MEMBERS OF THE COUNCIL

NO.5

Under Procedure Rule No 11, Councillor M Couchman asked the Portfolio Holder for Operations and Assets, Councillor R Pritchard, the following question:-

"What is the council doing to support the local groups, which include a youth club and 2 groups helping the elderly and disabled, that use Park Farm Community Centre now that the leasehold has terminated?"

Councillor R Pritchard gave the following reply:

Thank you for your question. The lease has been surrendered by the tenant not terminated, therefore the Community Development team are working with the groups in an effort to identify alternative provision in close proximity to Park Farm. This will be a facilitating role, introducing groups to potential sites and, if required, assisting in the transition.

This information was sent to ward in a briefing Councillors via e-mail on 12th March.

I have separately requested each group is given advice and support making an application to cabinet grants sub-committee for funds to support relocation, should it be required.

Supplementary question:

Thank you. I'm glad officers are working so hard to help. What will become of Park Farm Community Centre?

Councillor R Pritchard gave the following reply:

It's too early to say. In the current budget there are no funds available so we will have to wait to see if a group comes forward.

QUESTIONS FROM MEMBERS OF THE COUNCIL NO.6
Under Procedure Rule No 11, Councillor M Couchman asked the Portfolio Holder for Operations and Assets, Councillor R Pritchard, the following question:-

"Could the Portfolio Holder please tell me how much has been paid in housing benefit to tenants/landlords of privately rented properties in the last 3 years?"

Councillor R Pritchard gave the following reply:

2011/12	£10,437,858
2012/13	£10,876,660
2013/14 YTD	£10,690,665

Supplementary question:

Does Councillor Pritchard not agree that money is being taken from the public purse to line the pockets of private landlords?

Councillor R Pritchard gave the following reply:

Certainly not. The money is keeping people in a house.

67 AUDIT AND GOVERNANCE ANNUAL REPORT

The Report of the Chair of the Audit and Governance Committee advising Members on the action taken by the Audit and Governance Committee for the municipal year 2013/2014 was considered.

RESOLVED: That the contents of the report be endorsed.

(Moved by Councillor M Gant and seconded by Councillor M Couchman)

68 SCRUTINY CHAIRS' REPORTS

The Annual Reports of the Chair of Aspire and Prosper Scrutiny Committee and of the Chair of Healthier and Safer Scrutiny Committee were received.

Councillor M Couchman requested that the following amendment be made to the Healthier and Safer Scrutiny Chair's report:

Page 7 Out of Hours Doctors Service in Tamworth – 'is happy' be replaced with 'is satisfied'.

69 PENSION BANDING POLICY

The Report of the Portfolio Holder for Operations and Assets detailing Tamworth Borough Council's proposed Pension Banding Policy required under the new LGPS 2014 regulations coming into force on 1 April 2014 was considered.

RESOLVED: That the proposed Pension Banding Policy for formal consultation with Trade Unions be approved.

(Moved by Councillor R Pritchard and seconded by Councillor D Cook)

70 STATEMENT OF COMMUNITY INVOLVEMENT 2014

The Report of the Portfolio Holder for Economy and Education seeking Council approval of the adoption of the new Statement of Community Involvement before it becomes policy was considered.

RESOLVED: That the Council adopts the Statement of Community Involvement as policy.

(Moved by Councillor S Claymore and seconded by Councillor E Rowe)

71 LOCALISM ACT 2011 INDEPENDENT PERSON APPOINTMENT

The Report of the Solicitor to the Council and Monitoring Officer seeking the approval of Council for the appointment of an Independent Person and a reserve Independent Person in terms of the Localism Act 2011 and seeking approval of the allowances and expenses for the Independent Person role was considered.

RESOLVED: That the report be taken back to the panel. Information will be tabled to the panel and the report be brought back to Full Council.

(Moved by Councillor S Peaple and seconded by Councillor D Cook)

EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That members of the press and public be now excluded from the meeting during consideration of the following item on the grounds that the business involves the likely disclosure of exempt information as defined in Paragraph 1 and 3, Part 1 of Schedule 12A to the Local Government Act 1972 (as amended).

72 PAY POLICY 2014

The Report of the Leader of the Council detailing Tamworth Borough Council's reviewed Pay Policy Statement so that statutory guidance as set out in S38 of the Localism Act 2011 is adhered to was considered.

RESOLVED: That the recommendations as contained in the report be approved.

(Moved by Councillor D Cook and seconded by Councillor M Greatorex)

The Mayor

THURSDAY, 5 JUNE 2014

REPORT OF THE LEADER OF THE COUNCIL

THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (MEETINGS AND ACCESS TO INFORMATION) REGULATIONS 2012

EXEMPT INFORMATION

None

PURPOSE

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) Regulations 2012 specify and require *inter alia* under Regulation 19 that the executive leader must submit a report on a regular basis to Council containing details of particulars of each urgent executive decision and a summary of the matters in respect of which the decision was made.

RECOMMENDATIONS

That the Council endorse the Annual Executive Arrangements Report.

EXECUTIVE SUMMARY

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) Regulations 2012 came into force on 10 September 2012 making provision for public access to meetings and to information relating to decisions of local authority executives and their committees and access to documents where executive decisions are made by individual members or officers.

At Tamworth Borough Council the regulations did not significantly change previous practice. The regulations were seen as a method of introducing greater openness and transparency in the decision making process and extended the circumstances in which local authority executive decisions were to be open to the public. The regulations require a document to be published of key decisions (a decision likely to result in the local authority incurring expenditure, which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates) with 28 days notice of an intended key decision whether it contains exempt information or not as the case may be. As the Council already produced and published a forward plan it retains this document adding additional information in terms of the regulations to ensure compliance. There are also regulations to deal with general exceptions and cases of special urgency including publicity requirements in relation thereto.

The regulations also impose a requirement on the executive leader to produce an annual report to the authority to demonstrate that the Executive is using its powers appropriately and complying with the regulations particularly in relation to urgent executive decisions.

Regulation 19 places an obligation on the executive leader to submit.... one report annually to the authority to include particulars of each urgent executive decision made and a summary

of the matters in respect of which each decision was made. Since the regulations came in force on 10 September 2012 for the period 01 May 2013 until 30 April 2014 I can confirm that no such decisions have been taken by the executive under regulation 11, cases of special urgency.

RESOURCE IMPLICATIONS

Implementation of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) Regulations 2012 has no additional resource implications for the authority. Democratic Services have taken steps to ensure compliance with the regulations and produce a document compliant with the statutory provisions thus maintaining high standards of good governance.

LEGAL/RISK IMPLICATIONS BACKGROUND

The authority has put measures in place to ensure compliance with the Regulations by utilising existing software and publishing on the website a document, as required in terms of the said regulations, which we have named the Forward Plan.

SUSTAINABILITY IMPLICATIONS

It is essential that the executive operate in a lawful manner and in an open and transparent manner embodying good governance and leading the Authority and setting examples as a consequence.

BACKGROUND INFORMATION

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) Regulations 2012.

REPORT AUTHOR

If members would like further information or clarification prior to the meeting please contact Jane M Hackett, Solicitor to the Council & Monitoring Officer on ext 258.

LIST OF BACKGROUND PAPERS

None.

APPENDICES

None.

COUNCIL

5 JUNE 2014

REPORT OF THE LEADER AND SOLICITOR TO THE COUNCIL & MONITORING OFFICER

REVIEW OF THE CONSTITUTION AND SCHEME OF DELEGATION

EXEMPT INFORMATION

None

PURPOSE

To obtain Council comments, endorsement and approval of the reviewed Constitution and Scheme of Delegation as attached at Appendix 1 to the Report.

RECOMMENDATIONS

That the Council:

- 1) **Endorse the changes to the reviewed Constitution and Scheme of Delegation**
- 2) **Adopt and approve the changes as presented in Appendix 1 and**
- 3) **Refer the reviewed Constitution and Scheme of Delegation to Audit and Governance Committee for consideration and overview.**

EXECUTIVE SUMMARY

The Constitution and Scheme of Delegation as reviewed are adopted by Council at the first business meeting each year to ensure probity and legal compliance. Each year new legislation requires to be taken into account as well as any political arrangements and changes that have arisen from practical considerations.

In December 2012 a project team was set up to take undertake a comprehensive review. The group consisted of the Leader and Deputy Leader of the controlling and opposition groups, Councillor Cooke, the Solicitor to the Council and was led by an external adviser. This municipal year has highlighted some differences in Committee procedure. Accordingly to ensure consistency of approach some pragmatic alterations have been put into the Constitution. The amendments are designed to improve and enhance the democratic process for the public engaging with the Council .

In addition year on year a raft of new legislation requires to be taken into account when updating and reviewing the constitution and Scheme of Delegation prior to adoption at full Council. As well as the Anti Social Behaviour Crime and Policing Act 2014 there have been significant developments in financial regulations including benefits and Council tax.

Articles 13 and 15 of the Constitution require the Solicitor to the Council to maintain, monitor and review the operation of the Constitution to ensure that the aims and principles of the Constitution are given full effect. It also requires formal approval and adoption by the Council at the beginning of each municipal year

The Scheme of Delegation forms part 3 of the Constitution and also requires approval and adoption by the Council at the beginning of each municipal year in relation to those functions arising from the Local Government Act 1972 and subsequent legislation as well as those functions approved by the Leader in accordance with Section 14 of the Local Government Act 2000.

RESOURCE IMPLICATIONS

No external advice was required for the review this municipal year which is not surprising given the radical modification undertaken in 2012.

LEGAL/RISK IMPLICATIONS BACKGROUND

Without a Constitution and Scheme of Delegation the Council could not operate effectively. The Council would run the risk of failure to comply with statutory requirements which in turn would expose the organisation to further vulnerability in relation to legal challenge and ultra vires operation. Such challenges could lead to serious financial and reputational damage.

SUSTAINABILITY IMPLICATIONS

It is essential that the Constitution and Scheme of Delegation are lawful, fit for purpose and utilised with a pragmatic approach to improve and enhance the democratic process of the Council and operation of its associated services. In addition there is no provision to cover the cost of legal challenge within any envisaged contingency

BACKGROUND INFORMATION

The Local Government Act 1972 (as amended) provides *inter alia* for a Constitution and Scheme of Delegation.

The Constitution sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. Some of these processes are required by the law, while others are a matter for the Council to choose. Accordingly the Constitution governs the Council's business.

The Scheme of Delegation is a document whereby the Council delegates to certain officers powers to undertake functions and duties on behalf of the Authority. Tamworth Borough Council has operated a Scheme of Delegation for officers for several years. The proposed Scheme of Delegation does not purport to grant officers any additional authority to which is already provided, it merely seeks to formulate arrangements into a workable document.

REPORT AUTHOR

If members would like any further information or clarification prior to the meeting please contact Jane M Hackett, Solicitor to the Council and Monitoring Officer , Ext 258

LIST OF BACKGROUND PAPERS

The Local Government Act 1072

The Local Authorities (Functions and Responsibilities) (England) Regulations 2000

The Localism Act 2011

APPENDICES

Link to Constitution and Scheme of Delegation TO FOLLOW

5 JUNE 2014

REPORT OF THE SOLICITOR TO THE COUNCIL AND MONITORING OFFICER

REGULATION OF MEMBERS CONDUCT

EXEMPT INFORMATION

None

PURPOSE

To advise Members on the number of complaints received for the period 01 May 2013 until 30 April 2014 in relation to alleged breaches of the Code of Conduct arising from implementation of Part 1 Chapter 7 of the Localism Act 2011 which introduced provisions to assist with the regulation of standards of conduct for elected and co-opted Councillors.

RECOMMENDATIONS

Members are requested to endorse the findings of the contents of the report.

EXECUTIVE SUMMARY

Since the establishment of the new Code of Conduct in July 2012 the new Standards regime has been well received by members. In the year from 01 May 2013 until 30 April 2014 members have maintained high standards of conduct and abided with the rules regarding interests, declarations and predetermination. Accordingly I can confirm that in the period from 01 May 2013 until to 30 April 2014 no complaints were received.

RESOURCE IMPLICATIONS

The operation of the arrangements relating to Standards of Conduct does not have any additional resource implications for the Authority, however the process of investigation would have financial implications as it would be necessary to utilise external support in such circumstances.

LEGAL/RISK IMPLICATIONS BACKGROUND

Effective arrangements to deal with complaints provides the mitigating action necessary to ensure that the Authority meets its statutory obligations under the Localism Act 2011.

SUSTAINABILITY IMPLICATIONS

The arrangements ensure that the staff of the Council and the citizens of Tamworth benefit from a robust, open and transparent complaints process.

BACKGROUND INFORMATION

The Localism Act 2011 repealed Section 55 of the Local Government Act 2000 which provided the previous Standards regime. There still remains a requirement to deal with conduct issues and associated case-work. Accordingly the Audit and Governance Committee membership was increased and its remit was extended to deal with regulation of Members Conduct. In addition an Independent Person was appointed to assist the process albeit such person is not a member of the Committee.

REPORT AUTHOR

For further information please contact Jane M Hackett, Solicitor to the Council & Monitoring Officer on Extn: 258

LIST OF BACKGROUND PAPERS

Localism Act 2011

Code of Conduct for Members and arrangements for dealing with complaints

APPENDICES

None

June 2014

June 2014							July 2014						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
					1 June
2	3	4	5	6	7
			18:00 19:30 Annual Council (Town Hall)		8
9	10	11	12	13	14
	18:00 19:30 Cabinet Office IER Seminar (Council Chamber)	18:00 19:30 Member Induction Training (Council Chamber)	18:00 19:30 Planning Training (Committee Room 1)		15
16	17	18	19	20	21
18:00 18:30 Appointments & Staffing (Committee Room 2)	18:00 19:30 Planning Committee (Committee Room 1)	18:00 20:00 Meeting protocol training (Council Chamber)	18:00 19:30 Cabinet (Committee Room 1)		22
23	24	25	26	27	28
	18:00 19:30 Aspire & Prosper Scrutiny (Committee Room 1)	18:00 20:00 Seminar on Council Accounts Approval (Council Chamber)	18:00 19:30 Audit & Governance (Committee Room 1)		29
30					

Page 19

Agenda Item 15

July 2014

July 2014							August 2014						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	31

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
	1 July	2	3	4	5
		18:00 19:30 PCC Members Seminar (Council Chamber)	18:00 19:30 Licensing Committee (Council Chamber)		6
7	8	9	10	11	12
	18:00 19:30 Council (Council Chamber)		18:00 19:30 Cabinet (Committee Room 1)		13
14	15	16	17	18	19
	18:00 19:30 Planning Committee (Committee Room 1)		18:00 19:30 Healthier & Safer Scrutiny Committee (Committee Room 1)		20
21	22	23	24	25	26
	18:00 19:30 Aspire & Prosper Scrutiny Committee (Committee Room 1)				27
28	29	30	31		
	18:00 19:00 Appointments and Staffing Committee (Committee Room 2)		18:00 19:30 Cabinet (Committee Room 1)		

Page 20

August 2014

August 2014							September 2014						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
	4	5	6	7	8	9	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28
							29	30					

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
				1 August	2
					3
4	5	6	7	8	9
	18:00 19:30 Planning Committee (Committee Room 1)				10
11	12	13	14	15	16
					17
18	19	20	21	22	23
			18:00 19:30 Cabinet (Committee Room 1)		24
25	26	27	28	29	30
Marmion House Closed					31

Page 21

September 2014

September 2014							October 2014						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7	6	7	1	2	3	4	5
8	9	10	11	12	13	14	13	14	15	16	17	18	19
15	16	17	18	19	20	21	20	21	22	23	24	25	26
22	23	24	25	26	27	28	27	28	29	30	31		
29	30												

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
1 September	2	3	4	5	6
	18:00 19:30 Aspire & Prosper Scrutiny Committee (Committee Room 1)		18:00 19:30 Licensing Committee (Council Chamber)		
					7
8	9	10	11	12	13
	18:00 19:30 Planning Committee (Committee Room 1)	18:00 19:00 Appointments & Staffing Committee (Committee Room 2)	18:00 19:30 Cabinet (Committee Room 1)		
					14
15	16	17	18	19	20
	18:00 19:30 Council (Council Chamber)	18:00 19:30 Planning Training (Committee Room 1)	18:00 19:30 Healthier & Safer Scrutiny Committee (Committee Room 1)		
					21
22	23	24	25	26	27
			18:00 19:30 Audit & Governance Committee (Committee Room 1)		
					28
29	30				

Page 22

October 2014

October 2014							November 2014						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
		1 October	2	3	4
			18:00 19:30 Cabinet (Committee Room 1)		5
6	7	8	9	10	11
	18:00 19:30 Planning Committee (Committee Room 1)				12
13	14	15	16	17	18
			18:00 19:30 Healthier & Safer Scrutiny Committee (Committee Room 1)		19
20	21	22	23	24	25
	18:00 19:30 Aspire & Prosper Scrutiny Committee (Committee Room 1)	18:00 19:00 Appointments & Staffing Committee (Committee Room 2)	18:00 19:30 Cabinet (Committee Room 1)		26
27	28	29	30	31	
			18:00 19:30 Audit & Governance Committee (Committee Room 1)		

Page 23

November 2014

November 2014							December 2014						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
	3	4	5	6	7	8	1	2					
10	11	12	13	14	15	16	8	9	10	11	12	13	14
17	18	19	20	21	22	23	15	16	17	18	19	20	21
24	25	26	27	28	29	30	22	23	24	25	26	27	28
							29	30	31				

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
					1 November
					2
3	4	5	6	7	8
	18:00 19:30 Planning Committee (Committee Room 1)		18:00 19:30 Cabinet (Committee Room 1)		9
10	11	12	13	14	15
		18:00 19:30 Planning Training (Committee Room 1)	18:00 19:30 Licensing Committee (Council Chamber)		16
17	18	19	20	21	22
			18:00 19:30 Healthier & Safer Scrutiny Committee (Committee Room 1)		23
24	25	26	27	28	29
	18:00 19:30 Aspire & Prosper Scrutiny Committee (Committee Room 1)		18:00 19:30 Cabinet (Committee Room 1)		30

Page 24

December 2014

December 2014							January 2015						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30	31	
29	30	31											

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
1 December	2	3	4	5	6
	18:00 19:30 Joint Scrutiny (Workshop) (Council Chamber)				7
8	9	10	11	12	13
	18:00 19:30 Planning Committee (Committee Room 1)		18:00 19:30 Cabinet (Committee Room 1)		14
15	16	17	18	19	20
	18:00 19:30 Council (Town Hall)				21
22	23	24	25	26	27
			Marmion House Closed	Marmion House Closed	28
29	30	31			

Page 25

January 2015

January 2015							February 2015						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
			1 January 2015 Marmion House Closed		2
					3
					4
5	6	7	8	9	10
		18:00 19:30 Planning Training (Committee Room 1)	18:00 19:30 Healthier & Safer Scrutiny Committee (Committee Room 1)		11
12	13	14	15	16	17
	18:00 19:30 Planning Committee (Committee Room 1)		18:00 19:30 Cabinet (Committee Room 1)		18
19	20	21	22	23	24
	18:00 19:30 Aspire & Prosper Scrutiny Committee (Committee Room 1)		18:00 19:30 Licensing Committee (Council Chamber)		25
26	27	28	29	30	31
	18:00 19:30 Joint Scrutiny (Budget) (Council Chamber)		18:00 19:30 Audit & Governance Committee (Committee Room 1)		

Page 26

February 2015

February 2015							March 2015						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
						1							1
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28		23	24	25	26	27	28	29
							30	31					

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
					1 February
2	3	4	5	6	7
			18:00 19:30 Healthier & Safer Scrutiny Committee (Committee Room 1)		8
9	10	11	12	13	14
18:00 19:30 Planning Committee (Committee Room 1)					15
16	17	18	19	20	21
			18:00 19:30 Cabinet (Committee Room 1)		22
23	24	25	26	27	28
18:00 19:30 Council (Budget) (Council Chamber)	18:00 19:30 Members' Seminar - Chief Inspector Gibbs (Council Chamber)				

Page 27

March 2015

March 2015							April 2015						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
					1 March
2	3	4	5	6	7
	18:00 19:30 Aspire & Prosper Scrutiny Committee (Committee Room 1)	18:00 19:30 Planning Training (Committee Room 1)	18:00 19:30 Licensing Committee (Council Chamber)		8
9	10	11	12	13	14
	18:00 19:30 Planning Committee (Committee Room 1)		18:00 19:30 Cabinet (Council Chamber)		15
16	17	18	19	20	21
	18:00 19:30 Council (Council Chamber)		18:00 19:30 Healthier & Safer Scrutiny Committee (Committee Room 1)		22
23	24	25	26	27	28
			18:00 19:30 Audit & Governance Scrutiny (Committee Room 1)		29
30	31				
	18:00 19:30 Aspire & Prosper Scrutiny Committee (Committee Room 1)				

Page 28

April 2015

April 2015							May 2015						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
		1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
		1 April	2	3	4
			18:00 19:30 Cabinet (Committee Room 1)	Marmion House Closed	
					5
6	7	8	9	10	11
Marmion House Closed					
					12
13	14	15	16	17	18
	18:00 19:30 Healthier & Safer Scrutiny Committee (Committee Room 1)		18:00 19:30 Licensing Committee (Council Chamber)		
					19
20	21	22	23	24	25
	18:00 19:30 Planning Committee (Committee Room 1)		18:00 19:30 Cabinet (Committee Room 1)		
					26
27	28	29	30		

Page 29

This page is intentionally left blank

5 JUNE 2014

REPORT OF THE PORTFOLIO HOLDER FOR OPERATIONS AND ASSETS**FEES AND CHARGES POLICY****EXEMPT INFORMATION**

None

PURPOSE

To seek approval from Council to adopt the Fees and Charges Policy at **Appendix 1** as part of the Council's Financial Regulations.

RECOMMENDATIONS

That Council:

1. approves the attached Fees and Charges Policy for adoption within the Council's Financial regulations
2. requests Heads of Service to review the basis of the Fees and Charges within their service area as part of the Sustainability Strategy Service Review process and identify whether service provision is subsidised, part subsidised or full cost recovery and consider opportunities to revise fees and charges as appropriate

EXECUTIVE SUMMARY

Financial regulations state that the setting and reviewing of fees, charges and other income sources must be authorised in accordance with the detail set out in the Constitution and the Scheme of Delegation, under the General Delegations of Powers and Duties to Authorised Officers, which states:

In consultation with the Executive Director Corporate Services and where necessary the Portfolio Holder, to set, unless the charge requires Cabinet approval, rent, fees, charges and other income levels unless any changes:-

- Exceed inflation by more than 3% and/or
- Involve a change in policy; or
- Potentially have significant political implications.

Financial regulations are due to be updated as part of the current Constitution and Scheme of Delegation review - in order to further embed the Council's commitment to be more commercial in its approach to business.

One of the agreed outcomes from the Income Generation project within the Corporate Change Programme workstream was the development of a Tamworth Fees and Charges Policy. The project team obtained a number of fees and charges policies from other local councils and these were used to inform the development of the policy for Tamworth.

The application of the policy will allow Cabinet to have a full understanding of all current fees and charges, the basis on which the fee and charge is set and therefore any potential for revision to support delivery of the Council's policy commitments.

This can then be used, as part of the annual Medium Term Financial Planning process, to

inform future budget setting strategies and development of additional income generating services. It should also assist in clearly identifying those services where a subsidy is provided and the cost to the taxpayer for such subsidies.

The attached policy includes a spreadsheet which sets out the current position on fees and charges across the Council as of 2013/14. It is proposed that this work is further developed by service areas using the Sustainability Strategy Service Review process to evaluate the status of each fee and charge to identify if it is set at full cost recovery, part subsidised or subsidised. This information will then be used to evaluate the options to adjust the fee and charge within the framework of the Policy and in consultation with Cabinet as appropriate and the spreadsheet will be updated to reflect the 2014/15 fees. This provides a baseline and the spreadsheet can be updated on an annual basis as part of the budget / service planning process to ensure that all fees and charges are reviewed and available for Cabinet consideration.

RESOURCE IMPLICATIONS

As this process is part of normal service planning / budgeting requirements and also integrated into the Service Review process this should not result in any significant additional burden on officer time.

LEGAL/RISK IMPLICATIONS BACKGROUND

The policy supports the requirement to set certain fees and charges in line with statutory regulations i.e. planning application fees.

SUSTAINABILITY IMPLICATIONS

This policy should ensure that there is a robust and considered approach to setting of fees and charges to underpin the Council's policy requirements.

BACKGROUND INFORMATION

None

REPORT AUTHOR

Karen Adderley
Head of Partnerships and Commissioning

karen-adderley@tamworth.gov.uk

Ext 569

LIST OF BACKGROUND PAPERS

None

APPENDICES

Appendix 1 – Fees and Charges Policy



Corporate

Fees and Charges Policy

Document Hierarchy: Tier 2 Policy

Document Status: [Draft]

Document Ref: [Ref]

Originator: Karen Adderley

Updated: [Name]

Owner: Stefan Garner

]

Version: 01.01.01

Date: 030/01/14

Approved by []

Classification: UNCLASSIFIED

Document Location

This document is held by Tamworth Borough Council, and the document owner is Stefan Garner, Director of Finance.

Printed documents may be obsolete, an electronic copy will be available on Tamworth Borough Councils Intranet. Please check for current version before using.

Revision History

Revision Date	Version Control	Summary of changes
30/01/14	1.01.01	Document Creation

Approvals

Name	Title	Approved
CMT	Group Approval	
Cabinet		

Document Review Plans

This document is subject to a scheduled annual review. Updates shall be made in accordance with business requirements and changes and will be with agreement with the document owner.

Distribution

The document will be available on the Intranet and access by authorised users.

Security Classification

This document is classified as UNCLASSIFIED.

CONTENTS PAGE

1. Introduction	1
2. General Principle	1
3. General Policy	2
4. Subsidies & Concessions	4
5. Surplus Income	5
6. Efficient Administration	5
7. New Fees & Charges	5
8. Reviewing Fees & Charges	6
9. Collection of Fees & Charges	6
10. Recording of Fees & Charges	6

Appendix 1- Guidance for New Fees and Charges

Appendix 2 - List of current fees and charges applied as of 1 April 2013

1 INTRODUCTION

The purpose of this document is to provide a clear statement of the Council's corporate approach to fee and charge setting. It will ensure that we adopt a consistent and fair approach to fees and charges across the council and that they are used to deliver the Council's overall objectives.

We will keep this policy under review and amend as necessary each year as part of the Council's budget making processes.

2. General Principles

The Council's fees and charges will be set in accordance with the following general principles:

2.1 Free Services

The Council will continue to provide many services which are free at the point of use. These will continue to be funded from other sources including from Council Tax receipts.

2.2 Statutory Requirements

In some cases the Council is required by law to make a charge and the level of charge is determined not by the Council but by others – typically by central government. An example of this is planning application fees.

2.3 Full Cost Recovery

Where it is considered necessary to make a charge, and the charge is not prescribed by others, the normal presumption will be that the charge is set at a level which fully recovers the Council's own costs in providing that service.

2.4 Subsidised Services

The Council will sometimes choose not to seek full cost recovery if the resultant charges would discourage behaviour which the Council is keen to promote or would encourage undesirable behaviour. The Council will not set charges for bulky waste collection which have the effect of encouraging fly tipping and additional costs to the Council in clean-up operations.

2.5 Subsidised Services – Concessions

When a charge is considered appropriate, the Council will not seek full cost recovery if the resultant charges would be beyond the means of people who are likely to be reliant on the service and lack sufficient means to pay.

Concessionary rates will be applied. We will work to ensure that eligibility criteria and discounts are consistently applied across service areas.

2.6 Deterrent Charges

In a very limited number of cases the Council will set charges at levels which are intended not to raise income but to deter the repeated and irresponsible use of a free or subsidised service.

2.7 Surplus Generation - Commercial

In a limited number of cases and if entitled to in law the Council will seek to generate income from fees and charges which exceeds the cost of providing the services. The purpose of doing this will be to generate a surplus which will then be used for a specific purpose.

3. General Policy

3.1 Council Policies and Priorities

Specific decisions and charging policies should support delivery of the Council's Corporate Plan. Charging decisions will take account of the corporate priorities and have regard for the potential impact on other service areas.

3.2 Basis of charging decisions

The council will charge for all services where it is appropriate and cost-effective to do so, unless there are contrary policies, legal or contractual reasons.

When discretionary charges are set, the general aim shall be to cover the cost of the service or, where legally possible, the council may charge on a commercial basis. Charges will reflect the full cost of provision, unless covered by subsidies and concessions designed to meet priorities or there are contrary policies or legal reasons.

3.3 Charging Policy

Within the service and financial planning process, each fee or charge should be identified to one of the categories in the following table and appropriate charging policy adopted in establishing and reviewing rates. In all cases, proper consideration should be given to the wider equalities implications which may be involved affecting full accessibility of all groups to Council services.

Full commercial	The Council seeks to maximise revenue within an overall objective of generating as large a surplus (or a minimum loss) from this service.
Full commercial with discounts	As above, but with discounted concessions being given to enable disadvantaged groups to access the service.

[Fees & Charges Policy] (TIER 2)

Document Control

Reference: [REF]
Version No: 01.01.01
Date: 26/02/14
Page: 3 of 8

Fair charging	The Council seeks to maximise income but subject to a defined policy constraint. This could include a commitment made to potential customers on an appropriate fee structure. Alternatively, a full commercial rate may not be determinable or the council may be a monopoly supplier of services.
Cost recovery	The Council wishes to make the service generally available, but does not wish to allocate its own resources to the service.
Cost recovery with discounts	As above, but the council is prepared to subsidise the service to ensure disadvantaged groups have access to the service.
Subsidised	Council policy is to make the service widely accessible, but believe users of the service should make some contribution from their own resources. Could also be due to the adverse impact a cost recovery or commercial charging policy would have on other council services.
Nominal	The Council wishes the service to be fully available, but sets charges to discourage frivolous usage.
Free	Council policy is to make the service fully available.
Statutory Charges	Set in line with legal obligations.

In applying the appropriate charging policy, the issues which may need to be considered in setting the level of fee and charge for any service include the following:

Full Commercial	<ul style="list-style-type: none"> • Are the charges high enough for the service to be profitable? If not, consider whether the service should be provided. • Are competitors charging similar prices? • Does the council offer any premium in terms of service levels that customers would be prepared to pay more for? • How would changes in pricing structures affect demand for the service and potentially its profitability? • How does the proposed fee structure fit in with the long-term business plan for the service?
Fair Charging	<ul style="list-style-type: none"> • How do the charges compare to other

	<p>providers of similar services?</p> <ul style="list-style-type: none"> • Has the loss of income from not charging on a commercial basis been evaluated? • Is the policy constraint justifying this charging policy still valid?
Cost Recovery	<ul style="list-style-type: none"> • Do charges recover the full costs, including overheads, capital charges and recharges? • Is it possible to charge on a full commercial basis and if so has the loss of income from not charging on a full commercial basis been evaluated? • Are Members aware of the effect on demand for this service from this charging policy? • What would be the effect of changing the policy to a different one e.g. subsidised?
Subsidised	<ul style="list-style-type: none"> • Has the cost of the subsidy been evaluated? • What has been the impact on demand and on service levels from adopting this approach? • Does this approach fit in with the requirements of other funding streams? • Is this approach legally required? • Is there a problem of frivolous use of the service?
Nominal	
Free	
Statutory	<ul style="list-style-type: none"> • Are charges in line with statutory requirements? • Are they set at the maximum permitted levels?

4. Subsidies and Concessions:

It might be appropriate to consider subsidising some services, particularly if this helps to achieve corporate priorities.

The main reasons for charging less than full cost are set out below:

- There is a sound financial and policy justification for the council tax payers subsidising this service
- The desire to encourage particular sections of the community to use specific services
- Charging full cost discourages uptake, which may have a detrimental impact on the council's finances in the long run

[Fees & Charges Policy] (TIER 2)

- Use of service is sensitive to a change in price – an increase in charges reduces demand and income.
- The Council incurs higher costs than other providers
- When considering using a subsidy, the following should be taken into account:
 - That it supports a corporate priority or policy
 - The cost of the subsidy can be estimated and accommodated within the Council's budget
 - That the proposal is the most effective approach available to deliver the policy objective

5. Surplus Income

Income derived from charging will be used to offset the costs of providing the service being charged for, including support service costs. . Proposals for re-investing any additional income raised from charging in the expansion and development of a particular service will need to be considered as part of the budget process and used for service improvement.

6. Efficient Administration

Arrangements for charging and collecting fees should be efficient, practical and simple to understand by users. The reason behind any significant changes to charges should be communicated to residents and service users. The impact of charging decisions on service users and local residents will need to be taken into account.

7. New Fees and Charges

Proposals for new fees and charges must be considered within the financial planning process, or, where necessary, as an in-year change authorised in accordance with the detail set out in the Constitution and the Scheme of Delegation.

Proposals for new fees and charges **must** be analysed using the guidance set out in appendix 1. This guidance is to be used as the authorisation process for the setting of fees and charges and **must** be authorised by an authorised officer in accordance with the Constitution and Scheme of Delegation.

The effects of any new charge on service usage and income generated will be monitored regularly over the first 12 months.

8. Reviewing Fees and Charges

Directors **must** consider charging policies and current levels of charge each year as part of the service and financial planning process. The presumption is that the value of fees and charges will be maintained in real terms over time and reviewed annually, as a minimum, with necessary adjustments.

[Fees & Charges Policy] (TIER 2)

If there are any significant changes in the course of a year, such as in cost, market forces or service levels, which materially affect current charges and revenues, then that charge should be reviewed and any change approved as part of the budget process or authorised in accordance with the detail set out in the Constitution and the Scheme of Delegation.

9. Collection of Fees and Charges

Cabinet on 25 April 2007 approved a new Corporate Credit Policy. Directors must ensure appropriate local guidance is in place and employees must follow the Policy and the local guidance.

Wherever it is reasonable to do so, charges will be collected either in advance or at the point of service delivery. Where charges are to be collected after service delivery has commenced, invoices will be issued promptly and as necessary appropriate recovery procedures followed. As per financial guidance invoices should only be raised for more than £100 where possible and in line with the corporate credit policy.

10. Recording of Fees and Charges

Each service will maintain a schedule of fees and charges levied. This schedule will include those charges where there are external procedures for determining and reviewing rates of charge.

The Council's fees and charges are set prior to each financial year. They must be publicised on the Council's website.

Reasonable notice should be given to service users before any decisions to amend or introduce new fees and charges are implemented. Reasonable notice is defined as one calendar month.

[Fees & Charges Policy] (TIER 2)

Document Control

Reference: [REF]
Version No: 01.01.01
Date: 26/02/14
Page: 7 of 8

Appendix 1 - Guidance for New Fees and Charges

Appendix 2 – List of current fees and charges applied as of 1 April 2013

March 2013

Appendix 1

GUIDANCE FOR NEW FEES AND CHARGES

Charging Policy

The charging policy objectives must be stated here, together with why this policy (Full Commercial or Fair Charging etc.) has been adopted. The intended aims of the charges should also be clearly thought out and explained. Any legal issues should be identified.

Comparative Information

Include here details of comparative information collected from other authorities or competitors etc.

Financial

Level of charge	Recommended level of charge.
Start date	Proposed implementation date for new level of charge
Budgeted income	Level of income to be generated from the new charge.
Surplus / deficit as a percentage of cost	The total cost of supplying the service (including recharges and other overheads) should be calculated and deducted from the income generated. This surplus or deficit should then be compared to the total cost as a percentage. Calculating total cost may require the use of judgement and reasonable assumptions. This is acceptable, so long as a clear audit trail of those assumptions is maintained.
Surplus / deficit per usage	The difference between income generated and the total cost of providing that service, divided by the expected number of users of that service.

Impact Assessment

Any proposals must identify likely impact on the service's users including; who currently benefits from the service, the effects on them of any changes and who will benefit from new exemptions and discounts together with how demand and usage is expected to change. Equality issues must specifically be considered and reported.

Impact on Other Areas

The likely consequences in terms of reduced or increased demand for other council

[Fees & Charges Policy] (TIER 2)

Document Control

Reference: [REF]
Version No: 01.01.01
Date: 26/02/14
Page: 8 of 8

services must be identified here as well as any extra costs to other services. Equality issues must specifically be considered and reported.

Method of Collection

Proposals for new charges must identify what collection methods will be used. If this is a change in current arrangements it will need to identify the following:

- What the likely impact is on the rate and costs of collection;
- What account has been taken of how long low income users can pay; and
- How cost effective will the new methods be?

Alternatives

Explain here the other measures that have been considered instead of, or as well as, the proposed charge (cost cutting, reducing charges, sponsorship etc.).

Consultation

Include here the extent of consultation conducted, which will be dependent upon the impact of fee and/or charge, and the results of that consultation.

Authorised signatory

Date

End of Document

This page is intentionally left blank

Directorate	Service Area	Name of Service	Fee Type	Statutory / Non-Statutory	Approval Process	Budget Code	VAT Category	Fee	Fee Community	Fee Charity
Assets & Env	Env Health	Animal Welfare	Kennelling Costs per Day (for each day the dog is kennelled overnight an addition of £8.35)	NS	Council	GW0705 46010	1	£ 8.35		
Assets & Env	Env Health	Animal Welfare	Fine set by Central Government	S	Council	GW0705 46010	1	£ 25.00		
Assets & Env	Env Health	Animal Welfare	Administration	NS	Council	GW0705 46010	1	£ 20.44		
Assets & Env	Env Health	Animal Welfare	Transport of Dog back to Borough	NS	Council	GW0705 46010	1	£ 47.86		
Assets & Env	Env Health	Animal Welfare	Microchipping	NS	Council	GW0705 46010	1	£ 13.31		
Assets & Env	Env Health	Drainage	Drainage Enforcement - S35 LGMPA or S59 Building Act - EHO	NS	Council	GW0501 82323	6	£ 39.47		
Assets & Env	Env Health	Drainage	Drainage Enforcement - S35 LGMPA or S59 Building Act - TA	NS	Council	GW0501 82323	6	£ 25.91		
Assets & Env	Env Health	Drainage	Drainage Enforcement - S35 LGMPA or S59 Building Act - Admin	NS	Council	GW0501 82323	6	£ 17.74		
Assets & Env	Env Health	Drainage	Note - charge determined on Officer's Hourly Rates		Council	GW0501 82323				
Assets & Env	Env Health	Environmental Information Act (deemed to include)	Research / Admin per hour (pre-payment)	NS	Council	GW0504 83250	1	£ 78.63		
Assets & Env	Env Health	Environmental Information Act (deemed to include)	Additional Charge for Invoicing	NS	Council	GW0504 83250	1	£ 21.59		
Assets & Env	Env Health	Environmental Information Act (deemed to include)	Photocopying of Documents (per side)	NS	Council	GW0504 83250	1	£ 0.82		
Assets & Env	Env Health	Environmental Protection Act 1990 Part 1	Copies of Information - Register Extracts (pre-payment)	NS	Council	GW0504 83250	1	£ 34.11		
Assets & Env	Env Health	Environmental Protection Act 1990 Part 2	Copy of List of Applicants	NS	Council	GW0504 83250	1	£ 27.34		
Assets & Env	Env Health	Environmental Protection Act 1990 Part 3	Copy of an Application (per process)	NS	Council	GW0504 83250	1	£ 27.34		
Assets & Env	Env Health	Environmental Protection Act 1990 Part 4	Additional Charge for Invoicing	NS	Council	GW0504 83250	1	£ 20.00		
Assets & Env	Env Health	Environmental Protection Act 1990 Part 5	Photocopying of Documents (per side)	NS	Council	GW0504 83250	1	£ 0.82		
Assets & Env	Env Health	Food Safety Act	Copy of Single Entry	NS	Council	GW0701 83226	1	£ 18.13		
Assets & Env	Env Health	Food Safety Act	Copy of Category	NS	Council	GW0701 83226	1	£ 75.95		
Assets & Env	Env Health	Food Safety Act	Copy of Category - Plus per Entry	NS	Council	GW0701 83226	1	£ 1.34		
Assets & Env	Env Health	Food Safety Act	Copy of Register	NS	Council	GW0701 83226	1	£ 214.73		
Assets & Env	Env Health	Food Safety Act	Copy of Register - Plus per Entry	NS	Council	GW0701 83226	1	£ 1.34		
Assets & Env	Env Health	Food Safety Act	Additional Charge for Invoicing	NS	Council	GW0701 83226	1	£ 21.59		
Assets & Env	Env Health	Health & Safety	Accident Investigation - Disclosure Information	NS	Council	GW0702 83226	6	79.98+VAT		
Assets & Env	Env Health	Health & Safety	Accident Investigation - Factual Reports (including copies of photographs)	NS	Council	GW0702 83226	6	153.30+VAT		
Assets & Env	Env Health	Licensing Registrations - General	Acupuncture, Tattooing, Ear Piercing, Electrolysis	NS	Council	GW0204 83214	1	£ 120.05		
Assets & Env	Env Health	Licensing Registrations - General	Animal Boarding Establishments	NS	Council	GW0203 83237	1	£ 120.05		
Assets & Env	Env Health	Licensing Registrations - General	Dangerous Wild Animals	NS	Council	GW0203 83226	1	£ 268.53		
Assets & Env	Env Health	Licensing Registrations - General	Dog Breeding Establishments	NS	Council	GW0203 83211	1	£ 120.05		
Assets & Env	Env Health	Licensing Registrations - General	Game Dealers	NS	Council	GW0204 83208	1	£ 13.42		
Assets & Env	Env Health	Licensing Registrations - General	Pet Animal Dealers up to 250sq m	NS	Council	GW0203 83215	1	£ 165.09		
Assets & Env	Env Health	Licensing Registrations - General	Pet Animal Dealers 251 to 500sq m	NS	Council	GW0203 83215	1	£ 225.05		

Directorate	Service Area	Name of Service	Fee Type	Statutory / Non-Statutory	Approval Process	Budget Code	VAT Category	Fee	Fee Community	Fee Charity
Assets & Env	Env Health	Licensing Registrations - General	Pet Animal Dealers 501 to 1000sq m	NS	Council	GW0203 83215	1	£ 288.82		
Assets & Env	Env Health	Licensing Registrations - General	Pet Animal Dealers over 1000sq m	NS	Council	GW0203 83215	1	£ 360.16		
Assets & Env	Env Health	Licensing Registrations - General	Riding Establishments	NS	Council	GW0203 83217	1	£ 268.53		
Assets & Env	Env Health	Licensing Registrations - General	Sex Establishments - New Application	NS	Council	GW0204 83219	1	£ 3,072.43		
Assets & Env	Env Health	Licensing Registrations - General	Sex Establishments - Renewal or Transfer	NS	Council	GW0204 83219	1	£ 1,484.60		
Assets & Env	Env Health	Licensing Registrations - General	Sex Establishments - Variation	NS	Council	GW0204 83219	1	£ 207.58		
Assets & Env	Env Health	Licensing Gambling Act	Small Casino - New Application	S	Council	GW0204 83455	1	£ 5,860.00		
Assets & Env	Env Health	Licensing Gambling Act	Small Casino - Variation	S	Council	GW0204 83455	1	£ 2,850.00		
Assets & Env	Env Health	Licensing Gambling Act	Small Casino - Transfer	S	Council	GW0204 83455	1	£ 1,400.00		
Assets & Env	Env Health	Licensing Gambling Act	Small Casino - Reinstatement	S	Council	GW0204 83455	1	£ 1,100.00		
Assets & Env	Env Health	Licensing Gambling Act	Small Casino - Provisional Statement	S	Council	GW0204 83455	1	£ 5,860.00		
Assets & Env	Env Health	Licensing Gambling Act	Small Casino - Provisional Statement Holders	S	Council	GW0204 83455	1	£ 2,340.00		
Assets & Env	Env Health	Licensing Gambling Act	Small Casino - Copy of Licence	S	Council	GW0204 83455	1	£ 25.00		
Assets & Env	Env Health	Licensing Gambling Act	Small Casino - Notification of Change	S	Council	GW0204 83455	1	£ 50.00		
Assets & Env	Env Health	Licensing Gambling Act	Small Casino - Annual Fee	S	Council	GW0204 83454	1	£ 2,770.00		
Assets & Env	Env Health	Licensing Gambling Act	Large Casino - New Application	S	Council	GW0204 83455	1	£ 7,080.00		
Assets & Env	Env Health	Licensing Gambling Act	Large Casino - Variation	S	Council	GW0204 83455	1	£ 3,030.00		
Assets & Env	Env Health	Licensing Gambling Act	Large Casino - Transfer	S	Council	GW0204 83455	1	£ 1,900.00		
Assets & Env	Env Health	Licensing Gambling Act	Large Casino - Reinstatement	S	Council	GW0204 83455	1	£ 1,100.00		
Assets & Env	Env Health	Licensing Gambling Act	Large Casino - Provisional Statement	S	Council	GW0204 83455	1	£ 7,080.00		
Assets & Env	Env Health	Licensing Gambling Act	Large Casino - Provisional Statement Holders	S	Council	GW0204 83455	1	£ 3,500.00		
Assets & Env	Env Health	Licensing Gambling Act	Large Casino - Copy of Licence	S	Council	GW0204 83455	1	£ 25.00		
Assets & Env	Env Health	Licensing Gambling Act	Large Casino - Notification of Change	S	Council	GW0204 83455	1	£ 50.00		
Assets & Env	Env Health	Licensing Gambling Act	Large Casino - Annual Fee	S	Council	GW0204 83454	1	£ 4,250.00		
Assets & Env	Env Health	Licensing Gambling Act	Regional Casino - New Application	S	Council	GW0204 83455	1	£ 10,260.00		
Assets & Env	Env Health	Licensing Gambling Act	Regional Casino - Variation	S	Council	GW0204 83455	1	£ 3,650.00		
Assets & Env	Env Health	Licensing Gambling Act	Regional Casino - Transfer	S	Council	GW0204 83455	1	£ 3,000.00		
Assets & Env	Env Health	Licensing Gambling Act	Regional Casino - Reinstatement	S	Council	GW0204 83455	1	£ 3,460.00		
Assets & Env	Env Health	Licensing Gambling Act	Regional Casino - Provisional Statement	S	Council	GW0204 83455	1	£ 10,260.00		
Assets & Env	Env Health	Licensing Gambling Act	Regional Casino - Provisional Statement Holders	S	Council	GW0204 83455	1	£ 5,000.00		
Assets & Env	Env Health	Licensing Gambling Act	Regional Casino - Copy of Licence	S	Council	GW0204 83455	1	£ 25.00		
Assets & Env	Env Health	Licensing Gambling Act	Regional Casino - Notification of Change	S	Council	GW0204 83455	1	£ 50.00		

Directorate	Service Area	Name of Service	Fee Type	Statutory / Non-Statutory	Approval Process	Budget Code	VAT Category	Fee	Fee Community	Fee Charity
Assets & Env	Env Health	Licensing Gambling Act	Regional Casino - Annual Fee	S	Council	GW0204 83454	1	£ 5,000.00		
Assets & Env	Env Health	Licensing Gambling Act	Bingo Club - New Application	S	Council	GW0204 83455	1	£ 2,760.00		
Assets & Env	Env Health	Licensing Gambling Act	Bingo Club - Variation	S	Council	GW0204 83455	1	£ 1,390.00		
Assets & Env	Env Health	Licensing Gambling Act	Bingo Club - Transfer	S	Council	GW0204 83455	1	£ 880.00		
Assets & Env	Env Health	Licensing Gambling Act	Bingo Club - Reinstatement	S	Council	GW0204 83455	1	£ 920.00		
Assets & Env	Env Health	Licensing Gambling Act	Bingo Club - Provisional Statement	S	Council	GW0204 83455	1	£ 2,770.00		
Assets & Env	Env Health	Licensing Gambling Act	Bingo Club - Provisional Statement Holders	S	Council	GW0204 83455	1	£ 970.00		
Assets & Env	Env Health	Licensing Gambling Act	Bingo Club - Copy of Licence	S	Council	GW0204 83455	1	£ 25.00		
Assets & Env	Env Health	Licensing Gambling Act	Bingo Club - Notification of Change	S	Council	GW0204 83455	1	£ 50.00		
Assets & Env	Env Health	Licensing Gambling Act	Bingo Club - Annual Fee	S	Council	GW0204 83454	1	£ 880.00		
Assets & Env	Env Health	Licensing Gambling Act	Betting Premises (excluding tracks) - New Application	S	Council	GW0204 83455	1	£ 2,610.00		
Assets & Env	Env Health	Licensing Gambling Act	Betting Premises (excluding tracks) - Variation	S	Council	GW0204 83455	1	£ 1,070.00		
Assets & Env	Env Health	Licensing Gambling Act	Betting Premises (excluding tracks) - Transfer	S	Council	GW0204 83455	1	£ 880.00		
Assets & Env	Env Health	Licensing Gambling Act	Betting Premises (excluding tracks) - Reinstatement	S	Council	GW0204 83455	1	£ 920.00		
Assets & Env	Env Health	Licensing Gambling Act	Betting Premises (excluding tracks) - Provisional Statement	S	Council	GW0204 83455	1	£ 2,610.00		
Assets & Env	Env Health	Licensing Gambling Act	Betting Premises (excluding tracks) - Provisional Statement Holders	S	Council	GW0204 83455	1	£ 970.00		
Assets & Env	Env Health	Licensing Gambling Act	Betting Premises (excluding tracks) - Copy of Licence	S	Council	GW0204 83455	1	£ 25.00		
Assets & Env	Env Health	Licensing Gambling Act	Betting Premises (excluding tracks) - Notification of Change	S	Council	GW0204 83455	1	£ 50.00		
Assets & Env	Env Health	Licensing Gambling Act	Betting Premises (excluding tracks) - Annual Fee	S	Council	GW0204 83454	1	£ 525.00		
Assets & Env	Env Health	Licensing Gambling Act	Betting Premises (tracks) - New Application	S	Council	GW0204 83455	1	£ 2,260.00		
Assets & Env	Env Health	Licensing Gambling Act	Betting Premises (tracks) - Variation	S	Council	GW0204 83455	1	£ 1,070.00		
Assets & Env	Env Health	Licensing Gambling Act	Betting Premises (tracks) - Transfer	S	Council	GW0204 83455	1	£ 730.00		
Assets & Env	Env Health	Licensing Gambling Act	Betting Premises (tracks) - Reinstatement	S	Council	GW0204 83455	1	£ 700.00		
Assets & Env	Env Health	Licensing Gambling Act	Betting Premises (tracks) - Provisional Statement	S	Council	GW0204 83455	1	£ 2,260.00		
Assets & Env	Env Health	Licensing Gambling Act	Betting Premises (tracks) - Provisional Statement Holders	S	Council	GW0204 83455	1	£ 900.00		
Assets & Env	Env Health	Licensing Gambling Act	Betting Premises (tracks) - Copy of Licence	S	Council	GW0204 83455	1	£ 25.00		
Assets & Env	Env Health	Licensing Gambling Act	Betting Premises (tracks) - Notification of Change	S	Council	GW0204 83455	1	£ 50.00		
Assets & Env	Env Health	Licensing Gambling Act	Betting Premises (tracks) - Annual Fee	S	Council	GW0204 83454	1	£ 945.00		
Assets & Env	Env Health	Licensing Gambling Act	Family Entertainment Centre - New Application	S	Council	GW0204 83455	1	£ 1,480.00		
Assets & Env	Env Health	Licensing Gambling Act	Family Entertainment Centre - Variation	S	Council	GW0204 83455	1	£ 880.00		
Assets & Env	Env Health	Licensing Gambling Act	Family Entertainment Centre - Transfer	S	Council	GW0204 83455	1	£ 730.00		
Assets & Env	Env Health	Licensing Gambling Act	Family Entertainment Centre - Reinstatement	S	Council	GW0204 83455	1	£ 700.00		

Directorate	Service Area	Name of Service	Fee Type	Statutory / Non-Statutory	Approval Process	Budget Code	VAT Category	Fee	Fee Community	Fee Charity
Assets & Env	Env Health	Licensing Gambling Act	Family Entertainment Centre - Provisional Statement	S	Council	GW0204 83455	1	£ 1,480.00		
Assets & Env	Env Health	Licensing Gambling Act	Family Entertainment Centre - Provisional Statement Holders	S	Council	GW0204 83455	1	£ 710.00		
Assets & Env	Env Health	Licensing Gambling Act	Family Entertainment Centre - Copy of Licence	S	Council	GW0204 83455	1	£ 25.00		
Assets & Env	Env Health	Licensing Gambling Act	Family Entertainment Centre - Notification of Change	S	Council	GW0204 83455	1	£ 50.00		
Assets & Env	Env Health	Licensing Gambling Act	Family Entertainment Centre - Annual Fee	S	Council	GW0204 83454	1	£ 610.00		
Assets & Env	Env Health	Licensing Gambling Act	Adult Gaming Centre - New Application	S	Council	GW0204 83455	1	£ 1,480.00		
Assets & Env	Env Health	Licensing Gambling Act	Adult Gaming Centre - Variation	S	Council	GW0204 83455	1	£ 880.00		
Assets & Env	Env Health	Licensing Gambling Act	Adult Gaming Centre - Transfer	S	Council	GW0204 83455	1	£ 880.00		
Assets & Env	Env Health	Licensing Gambling Act	Adult Gaming Centre - Reinstatement	S	Council	GW0204 83455	1	£ 920.00		
Assets & Env	Env Health	Licensing Gambling Act	Adult Gaming Centre - Provisional Statement	S	Council	GW0204 83455	1	£ 1,480.00		
Assets & Env	Env Health	Licensing Gambling Act	Adult Gaming Centre - Provisional Statement Holders	S	Council	GW0204 83455	1	£ 890.00		
Assets & Env	Env Health	Licensing Gambling Act	Adult Gaming Centre - Copy of Licence	S	Council	GW0204 83455	1	£ 25.00		
Assets & Env	Env Health	Licensing Gambling Act	Adult Gaming Centre - Notification of Change	S	Council	GW0204 83455	1	£ 25.00		
Assets & Env	Env Health	Licensing Gambling Act	Adult Gaming Centre - Annual Fee	S	Council	GW0204 83454	1	£ 945.00		
Assets & Env	Env Health	Licensing Gambling Act	Temporary Use Notice	S	Council	GW0204 83455	1	£ 375.00		
Assets & Env	Env Health	Licensing Gambling Act	Replacement Copy	S	Council	GW0204 83455	1	£ 25.00		
Assets & Env	Env Health	Licensing Gambling Act	Notification of a maximum of 2 Gaming Machines	S	Council	GW0204 83455	1	£ 50.00		
Assets & Env	Env Health	Licensing Gambling Act	Licensed Premises Gaming Machine Permit - New	S	Council	GW0204 83455	1	£ 150.00		
Assets & Env	Env Health	Licensing Gambling Act	Licensed Premises Gaming Machine Permit - Variation	S	Council	GW0204 83455	1	£ 100.00		
Assets & Env	Env Health	Licensing Gambling Act	Licensed Premises Gaming Machine Permit - Transfer	S	Council	GW0204 83455	1	£ 25.00		
Assets & Env	Env Health	Licensing Gambling Act	Licensed Premises Gaming Machine Permit - Annual Fee	S	Council	GW0204 83454	1	£ 50.00		
Assets & Env	Env Health	Licensing Gambling Act	Club Gaming Permit - New	S	Council	GW0204 83455	1	£ 200.00		
Assets & Env	Env Health	Licensing Gambling Act	Club Gaming Permit - New - Fast Track	S	Council	GW0204 83455	1	£ 100.00		
Assets & Env	Env Health	Licensing Gambling Act	Club Gaming Permit - New - Existing Part 2 or 3 Operator	S	Council	GW0204 83455	1	£ 100.00		
Assets & Env	Env Health	Licensing Gambling Act	Club Gaming Permit - Renewal	S	Council	GW0204 83455	1	£ 200.00		
Assets & Env	Env Health	Licensing Gambling Act	Club Gaming Permit - Renewal - Fast Track	S	Council	GW0204 83455	1	£ 100.00		
Assets & Env	Env Health	Licensing Gambling Act	Club Gaming Permit - Annual Fee	S	Council	GW0204 83454	1	£ 50.00		
Assets & Env	Env Health	Licensing Gambling Act	Club Machine Permit - New	S	Council	GW0204 83455	1	£ 200.00		
Assets & Env	Env Health	Licensing Gambling Act	Club Machine Permit - New - Fast Track	S	Council	GW0204 83455	1	£ 100.00		
Assets & Env	Env Health	Licensing Gambling Act	Club Machine Permit - Renewal	S	Council	GW0204 83455	1	£ 200.00		
Assets & Env	Env Health	Licensing Gambling Act	Club Machine Permit - Renewal - Fast Track	S	Council	GW0204 83455	1	£ 100.00		
Assets & Env	Env Health	Licensing Gambling Act	Club Machine Permit - Annual Fee	S	Council	GW0204 83454	1	£ 50.00		

Directorate	Service Area	Name of Service	Fee Type	Statutory / Non-Statutory	Approval Process	Budget Code	VAT Category	Fee	Fee Community	Fee Charity
Assets & Env	Env Health	Licensing Gambling Act	Small Society Lottery - New	S	Council	GW0204 83206	1	£ 40.00		
Assets & Env	Env Health	Licensing Gambling Act	Small Society Lottery - Renewal	S	Council	GW0204 83206	1	£ 20.00		
Assets & Env	Env Health	Licensing - Licensing Act 2003	Personal Licence - New & Renewal	S	Council	GW0205 83450	1	£ 37.00		
Assets & Env	Env Health	Licensing - Licensing Act 2004	Personal Licence - Theft or Loss	S	Council	GW0205 83450	1	£ 10.50		
Assets & Env	Env Health	Licensing - Licensing Act 2005	Personal Licence - Notification of Change of Name / Address	S	Council	GW0205 83450	1	£ 10.50		
Assets & Env	Env Health	Licensing - Licensing Act 2006	Temporary Event Notice (for each event)	S	Council	GW0205 83450	1	£ 21.00		
Assets & Env	Env Health	Licensing - Licensing Act 2007	Temporary Event Notice - Theft or Loss	S	Council	GW0205 83450	1	£ 10.50		
Assets & Env	Env Health	Licensing - Licensing Act 2008	Premises Licence or Club Premises Certificates - New or Variation - Rateable Value upto £4,300 (Cat A)	S	Council	GW0205 83450	1	£ 100.00		
Assets & Env	Env Health	Licensing - Licensing Act 2009	Premises Licence or Club Premises Certificate - New or Variation - Rateable Value £4301 to £33000 Cat B	S	Council	GW0205 83450	1	£ 190.00		
Assets & Env	Env Health	Licensing - Licensing Act 2010	Premises Licence or Club Premises Certificate - New or Variation - Rateable Value £33001 to £87000 Cat C	S	Council	GW0205 83450	1	£ 315.00		
Assets & Env	Env Health	Licensing - Licensing Act 2011	Premises Licence or Club Premises Certificate - New or Variation - Rateable Value £87001 to £125000 Cat D (subject to multiplier x 2 = £900 if primarily supply of alcohol)	S	Council	GW0205 83450	1	£ 450.00		
Assets & Env	Env Health	Licensing - Licensing Act 2012	Premises Licence or Club Premises Certificate - New or Variation - Rateable Value £125001 and above Cat E (subject to multiplier x 3 = £1050 if primarily supply of alcohol)	S	Council	GW0205 83450	1	£ 635.00		
Assets & Env	Env Health	Licensing - Licensing Act 2013	Premises Licence or Club Premises Certificate - Annual Fee - Rateable Value upto £4,300 (Cat A)	S	Council	GW0205 83218	1	£ 70.00		
Assets & Env	Env Health	Licensing - Licensing Act 2014	Premises Licence or Club Premises Certificate - Annual Fee - Rateable Value £4301 to £33000 Cat B	S	Council	GW0205 83218	1	£ 180.00		
Assets & Env	Env Health	Licensing - Licensing Act 2015	Premises Licence or Club Premises Certificate - Annual Fee - Rateable Value £33001 to £87000 Cat C	S	Council	GW0205 83218	1	£ 295.00		
Assets & Env	Env Health	Licensing - Licensing Act 2016	Premises Licence or Club Premises Certificate - Annual Fee - Rateable Value £87001 to £125000 Cat D (subject to multiplier x 2 = £900 if primarily supply of alcohol)	S	Council	GW0205 83218	1	£ 320.00		
Assets & Env	Env Health	Licensing - Licensing Act 2017	Premises Licence or Club Premises Certificate - Annual Fee - Rateable Value £125001 and above Cat E (subject to multiplier x 3 = £1050 if primarily supply of alcohol)	S	Council	GW0205 83218	1	£ 350.00		
Assets & Env	Env Health	Licensing - Licensing Act 2018	Premises Licence - Minor Variation	S	Council	GW0205 83450	1	£ 89.00		
Assets & Env	Env Health	Licensing - Licensing Act 2019	Premises Licence - Transfer	S	Council	GW0205 83450	1	£ 23.00		
Assets & Env	Env Health	Licensing - Licensing Act 2020	Premises Licence - Vary Licence to Specify Designated Premises Supervisor	S	Council	GW0205 83450	1	£ 23.00		
Assets & Env	Env Health	Licensing - Licensing Act 2021	Premises Licence - Disapply Designated Premises Supervisor - Existing Community Premises Licence	S	Council	GW0205 83450	1	£ 23.00		
Assets & Env	Env Health	Licensing - Licensing Act 2022	Premises Licence - Disapply Designated Premises Supervisor - New or Variation Community Premises Licence (included in new or variation application fee)	S	Council	GW0205 83450	1	£ -		
Assets & Env	Env Health	Licensing - Licensing Act 2023	Premises Licence - Provisional Statement (where premises being built)	S	Council	GW0205 83450	1	£ 315.00		
Assets & Env	Env Health	Licensing - Licensing Act 2024	Premises Licence or Club Premises Certificate - Change of Name / Address of Holder of Licence	S	Council	GW0205 83450	1	£ 10.50		
Assets & Env	Env Health	Licensing - Licensing Act 2025	Premises Licence or Club Premises Certificates - Loss or Theft of Licence	S	Council	GW0205 83450	1	£ 10.50		
Assets & Env	Env Health	Licensing - Licensing Act 2026	Premises Licence or Club Premises Certificates - Notification of Interest in Licensing matters (eg - freeholder)	S	Council	GW0205 83450	1	£ 21.00		
Assets & Env	Env Health	Licensing - Licensing Act 2027	Copies of Information contained in register (per A 4 side)	NS	Council	GW0205 83450	1	£ 0.80		
Assets & Env	Env Health	Pollution - LAPPC	Application Fee - Standard Process (includes solvent emission activities)	S	Council	GW0504 83250	1	£ 1,579.00		
Assets & Env	Env Health	Pollution - LAPPC	Application Fee - Additional fee for Operating without a Permit	S	Council	GW0504 83250	1	£ 1,137.00		
Assets & Env	Env Health	Pollution - LAPPC	Application Fee - PVRI, SWOBs and Dry Cleaners	S	Council	GW0504 83250	1	£ 148.00		
Assets & Env	Env Health	Pollution - LAPPC	Application Fee - PVR I & II Combined	S	Council	GW0504 83250	1	£ 246.00		
Assets & Env	Env Health	Pollution - LAPPC	Application Fee - Vehicle Refinishers (VRs) & Other Reduced Fee Activities	S	Council	GW0504 83250	1	£ 346.00		

Directorate	Service Area	Name of Service	Fee Type	Statutory / Non-Statutory	Approval Process	Budget Code	VAT Category	Fee	Fee Community	Fee Charity
Assets & Env	Env Health	Pollution - LAPPC	Application Fee - Reduced Fee Activity: Additional Fee for Operating Without a Permit	S	Council	GW0504 83250	1	£ 68.00		
Assets & Env	Env Health	Pollution - LAPPC	Application Fee - Mobile Screening & Crushing Plant	S	Council	GW0504 83250	1	£ 1,579.00		
Assets & Env	Env Health	Pollution - LAPPC	Application Fee - For the 3rd to 7th Applications	S	Council	GW0504 83250	1	£ 943.00		
Assets & Env	Env Health	Pollution - LAPPC	Application Fee - For the 8th & Subsequent Applications	S	Council	GW0504 83250	1	£ 477.00		
Assets & Env	Env Health	Pollution - LAPPC	Application Fee - Where an application for any of the above is for a combined Part B & Waste Application, add an extra £297 to the above amounts	S	Council	GW0504 83250	1			
Assets & Env	Env Health	Pollution - LAPPC	Annual Subsistence Charge - Standard Process Low	S	Council	GW0504 83250	1	£739 (+£99)*		
Assets & Env	Env Health	Pollution - LAPPC	Annual Subsistence Charge - Standard Process Medium	S	Council	GW0504 83250	1	1111 (+£149)*		
Assets & Env	Env Health	Pollution - LAPPC	Annual Subsistence Charge - Standard Process High	S	Council	GW0504 83250	1	1672 (+£198)*		
Assets & Env	Env Health	Pollution - LAPPC	Annual Subsistence Charge - PVRI, SWOBs & Dry Cleaners - Low	S	Council	GW0504 83250	1	£ 76.00		
Assets & Env	Env Health	Pollution - LAPPC	Annual Subsistence Charge - PVRI, SWOBs & Dry Cleaners - Med	S	Council	GW0504 83250	1	£ 151.00		
Assets & Env	Env Health	Pollution - LAPPC	Annual Subsistence Charge - PVRI, SWOBs & Dry Cleaners - High	S	Council	GW0504 83250	1	£ 227.00		
Assets & Env	Env Health	Pollution - LAPPC	Annual Subsistence Charge - PVR I & II Combined - Low	S	Council	GW0504 83250	1	£ 108.00		
Assets & Env	Env Health	Pollution - LAPPC	Annual Subsistence Charge - PVR I & II Combined - Med	S	Council	GW0504 83250	1	£ 216.00		
Assets & Env	Env Health	Pollution - LAPPC	Annual Subsistence Charge - PVR I & II Combined - High	S	Council	GW0504 83250	1	£ 326.00		
Assets & Env	Env Health	Pollution - LAPPC	Annual Subsistence Charge - Vehicle Refinishers & Other Reduced Fees - Low	S	Council	GW0504 83250	1	£ 218.00		
Assets & Env	Env Health	Pollution - LAPPC	Annual Subsistence Charge - Vehicle Refinishers & Other Reduced Fees - Med	S	Council	GW0504 83250	1	£ 349.00		
Assets & Env	Env Health	Pollution - LAPPC	Annual Subsistence Charge - Vehicle Refinishers & Other Reduced Fees - High	S	Council	GW0504 83250	1	£ 524.00		
Assets & Env	Env Health	Pollution - LAPPC	Annual Subsistence Charge - Mobile Screening & Crushing Plant for 1st & 2nd Permits - Low**	S	Council	GW0504 83250	1	£ 618.00		
Assets & Env	Env Health	Pollution - LAPPC	Annual Subsistence Charge - Mobile Screening & Crushing Plant for 1st & 2nd Permits - Med**	S	Council	GW0504 83250	1	£ 989.00		
Assets & Env	Env Health	Pollution - LAPPC	Annual Subsistence Charge - Mobile Screening & Crushing Plant for 1st & 2nd Permits - High**	S	Council	GW0504 83250	1	£ 1,484.00		
Assets & Env	Env Health	Pollution - LAPPC	Annual Subsistence Charge - For the 3rd to 7th Permits - Low	S	Council	GW0504 83250	1	£ 368.00		
Assets & Env	Env Health	Pollution - LAPPC	Annual Subsistence Charge - For the 3rd to 7th Permits - Med	S	Council	GW0504 83250	1	£ 590.00		
Assets & Env	Env Health	Pollution - LAPPC	Annual Subsistence Charge - For the 3rd to 7th Permits - High	S	Council	GW0504 83250	1	£ 884.00		
Assets & Env	Env Health	Pollution - LAPPC	Annual Subsistence Charge - For the 8th & Subsequent Permits - Low	S	Council	GW0504 83250	1	£ 189.00		
Assets & Env	Env Health	Pollution - LAPPC	Annual Subsistence Charge - For the 8th & Subsequent Permits - Med	S	Council	GW0504 83250	1	£ 302.00		
Assets & Env	Env Health	Pollution - LAPPC	Annual Subsistence Charge - For the 8th & Subsequent Permits - High	S	Council	GW0504 83250	1	£ 453.00		
Assets & Env	Env Health	Pollution - LAPPC	Annual Subsistence Charge - Late Payment Fee	S	Council	GW0504 83250	1	£ 50.00		
Assets & Env	Env Health	Pollution - LAPPC	*the additional amounts above in brackets must be charged where a permit is for a combined Part B and Waste Installation	S	Council	GW0504 83250	1			
Assets & Env	Env Health	Pollution - LAPPC	Where a Part B Installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts	S	Council	GW0504 83250	1			
Assets & Env	Env Health	Pollution - LAPPC	Transfer & Surrender - Standard Process Transfer	S	Council	GW0504 83250	1	£ 162.00		
Assets & Env	Env Health	Pollution - LAPPC	Transfer & Surrender - Standard Process Partial Transfer	S	Council	GW0504 83250	1	£ 476.00		
Assets & Env	Env Health	Pollution - LAPPC	Transfer & Surrender - New Operator at Low Risk Reduced Fee Activity	S	Council	GW0504 83250	1	£ 75.00		

Directorate	Service Area	Name of Service	Fee Type	Statutory / Non-Statutory	Approval Process	Budget Code	VAT Category	Fee	Fee Community	Fee Charity
Assets & Env	Env Health	Pollution - LAPPC	Transfer & Surrender - Surrender - All Part B Activities	S	Council	GW0504 83250	1	£ -		
Assets & Env	Env Health	Pollution - LAPPC	Transfer & Surrender - Reduced Fee Activities - Transfer	S	Council	GW0504 83250	1	£ -		
Assets & Env	Env Health	Pollution - LAPPC	Transfer & Surrender - Reduced Fee Activities - Partial Transfer	S	Council	GW0504 83250	1	£ 45.00		
Assets & Env	Env Health	Pollution - LAPPC	Temporary Transfer for Mobiles - 1st Transfer	S	Council	GW0504 83250	1	£ 51.00		
Assets & Env	Env Health	Pollution - LAPPC	Temporary Transfer for Mobiles - Repeat Transfer	S	Council	GW0504 83250	1	£ 10.00		
Assets & Env	Env Health	Pollution - LAPPC	Temporary Transfer for Mobiles - Repeat following Enforcement or Warning	S	Council	GW0504 83250	1	£ 51.00		
Assets & Env	Env Health	Pollution - LAPPC	Substantial Change - Standard Process	S	Council	GW0504 83250	1	£ 1,005.00		
Assets & Env	Env Health	Pollution - LAPPC	Substantial Change - Standard Process where the Substantial Change results in a new PPC Activity	S	Council	GW0504 83250	1	£ 1,579.00		
Assets & Env	Env Health	Pollution - LAPPC	Substantial Change - Reduced Fee Activities	S	Council	GW0504 83250	1	£ 98.00		
Assets & Env	Env Health	Pollution - LAPPC	Mobile Plant Application - 1 or 2 Permits	S	Council	GW0504 83250	1	£ 1,579.00		
Assets & Env	Env Health	Pollution - LAPPC	Mobile Plant Application - 3 to 7 Permits	S	Council	GW0504 83250	1	£ 943.00		
Assets & Env	Env Health	Pollution - LAPPC	Mobile Plant Application - 8 & Over Permits	S	Council	GW0504 83250	1	£ 477.00		
Assets & Env	Env Health	Pollution - LAPPC	Mobile Plant Subsistence Fee - Low - 1 or 2 Permits	S	Council	GW0504 83250	1	£ 618.00		
Assets & Env	Env Health	Pollution - LAPPC	Mobile Plant Subsistence Fee - Med - 1 or 2 Permits	S	Council	GW0504 83250	1	£ 989.00		
Assets & Env	Env Health	Pollution - LAPPC	Mobile Plant Subsistence Fee - High - 1 or 2 Permits	S	Council	GW0504 83250	1	£ 1,484.00		
Assets & Env	Env Health	Pollution - LAPPC	Mobile Plant Subsistence Fee - Low - 3 or 7 Permits	S	Council	GW0504 83250	1	£ 368.00		
Assets & Env	Env Health	Pollution - LAPPC	Mobile Plant Subsistence Fee - Med - 3 or 7 Permits	S	Council	GW0504 83250	1	£ 590.00		
Assets & Env	Env Health	Pollution - LAPPC	Mobile Plant Subsistence Fee - High - 3 or 7 Permits	S	Council	GW0504 83250	1	£ 884.00		
Assets & Env	Env Health	Pollution - LAPPC	Mobile Plant Subsistence Fee - Low - 8 & Over Permits	S	Council	GW0504 83250	1	£ 189.00		
Assets & Env	Env Health	Pollution - LAPPC	Mobile Plant Subsistence Fee - Med - 8 & Over Permits	S	Council	GW0504 83250	1	£ 302.00		
Assets & Env	Env Health	Pollution - LAPPC	Mobile Plant Subsistence Fee - High - 8 & Over Permits	S	Council	GW0504 83250	1	£ 453.00		
Assets & Env	Env Health	Pollution - IPPC	charge in the table below includes the additional £99 charge to cover LA extra costs in dealing with reporting under the EPRTTR Regulation		Council	GW0504 83250	1			
Assets & Env	Env Health	Pollution - IPPC	LA Element - Application	S	Council	GW0504 83250	1	£ 3,218.00		
Assets & Env	Env Health	Pollution - IPPC	LA Element - Additional Fee for Operating without a Permit	S	Council	GW0504 83250	1	£ 1,137.00		
Assets & Env	Env Health	Pollution - IPPC	LA Element - Annual Subsistence - Low	S	Council	GW0504 83250	1	£ 1,384.00		
Assets & Env	Env Health	Pollution - IPPC	LA Element - Annual Subsistence - Medium	S	Council	GW0504 83250	1	£ 1,541.00		
Assets & Env	Env Health	Pollution - IPPC	LA Element - Annual Subsistence - High	S	Council	GW0504 83250	1	£ 2,233.00		
Assets & Env	Env Health	Pollution - IPPC	LA Element - Late Payment Fee	S	Council	GW0504 83250	1	£ 50.00		
Assets & Env	Env Health	Pollution - IPPC	LA Element - Substantial Variation	S	Council	GW0504 83250	1	£ 1,309.00		
Assets & Env	Env Health	Pollution - IPPC	LA Element - Transfer	S	Council	GW0504 83250	1	£ 225.00		
Assets & Env	Env Health	Pollution - IPPC	LA Element - Partial Transfer	S	Council	GW0504 83250	1	£ 668.00		
Assets & Env	Env Health	Pollution - IPPC	LA Element - Surrender	S	Council	GW0504 83250	1	£ 668.00		

Directorate	Service Area	Name of Service	Fee Type	Statutory / Non-Statutory	Approval Process	Budget Code	VAT Category	Fee	Fee Community	Fee Charity
Assets & Env	Env Health	Pollution - IPPC	instalments paid on 1st April, 1st July, 1st October and 1st January. Where paid quarterly the total amount payable to the LA will be increased by £36	S	Council	GW0504 83250	1	£ 36.00		
Assets & Env	Env Health	Pollution - IPPC	Key = Reduced Fee Activities are: Service Stations, Vehicle Refinishers, Dry Cleaners, Small Waste Oil Burners under 0.4MW 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 charge that would be payable under the Environment Agency Discharges to Controlled Waters Charges Scheme in relation to the financial year if the discharge or discharges authorised by the		Council	GW0504 83250	1			
Assets & Env	Env Health	Pollution - IPPC			Council	GW0504 83250	1			
Assets & Env	Env Health	Pollution - IPPC				GW0504 83250	1			
Assets & Env	Env Health	Licensing Scrap Metal Dealers	Scrap Metal Dealers - Site Licence - Grant	NS		GW0204 83332	1	£ 429.42		
Assets & Env	Env Health	Licensing Scrap Metal Dealers	Scrap Metal Dealers - Site Licence - Additional Sites	NS	Council	GW0204 83332	1	£ 327.42		
Assets & Env	Env Health	Licensing Scrap Metal Dealers	Scrap Metal Dealers - Site Licence - Renewal	NS	Council	GW0204 83332	1	£ 429.42		
Assets & Env	Env Health	Licensing Scrap Metal Dealers	Scrap Metal Dealers - Site Licence - Variation	NS	Council	GW0204 83332	1	£ 151.47		
Assets & Env	Env Health	Licensing Scrap Metal Dealers	Scrap Metal Dealers - Collectors Licence - Grant	NS	Council	GW0204 83332	1	£ 201.96		
Assets & Env	Env Health	Licensing Scrap Metal Dealers	Scrap Metal Dealers - Collectors Licence - Renewal	NS	Council	GW0204 83332	1	£ 201.96		
Assets & Env	Env Health	Licensing Scrap Metal Dealers	Scrap Metal Dealers - Collectors Licence - Variation	NS	Council	GW0204 83332	1	£ 151.47		
Assets & Env	Env Health	Licensing Scrap Metal Dealers	Scrap Metal Dealers - Replacement or Copy Licence	NS	Council	GW0204 83332	1	£ 10.20		
Assets & Env	Env Health	Licensing Scrap Metal Dealers	Scrap Metal Dealers - Change of Licence Details	NS	Council	GW0204 83332	1	£ 50.49		
Assets & Env	Env Health	Licensing Scrap Metal Dealers	Scrap Metal Dealers - Change of Site Manager	NS	Council	GW0204 83332	1	£ 50.49		
Assets & Env	Env Health	Licensing Scrap Metal Dealers	Scrap Metal Dealers - Change of Site	NS	Council	GW0204 83332	1	£ 151.47		
Assets & Env	Env Health	Licensing Scrap Metal Dealers	Scrap Metal Dealers - Change Collectors to Site Licence	NS	Council	GW0204 83332	1	£ 327.42		
Assets & Env	Env Health	Licensing Scrap Metal Dealers	Scrap Metal Dealers - Change Site to Collectors Licence	NS	Council	GW0204 83332	1	£ 50.49		
Assets & Env	Env Health	Licensing - Taxis & PH	Hackney Carriage Vehicle - Under 4 Years	NS	Council	GW0201 83220	1	£ 289.90		
Assets & Env	Env Health	Licensing - Taxis & PH	Hackney Carriage Vehicle - Over 4 Years	NS	Council	GW0201 83220	1	£ 322.52		
Assets & Env	Env Health	Licensing - Taxis & PH**	Private Hire Vehicle - Under 4 Years	NS	Council	GW0201 83221	1	£ 289.90		
Assets & Env	Env Health	Licensing - Taxis & PH	Private Hire Vehicle - Over 4 Years	NS	Council	GW0201 83221	1	£ 322.52		
Assets & Env	Env Health	Licensing - Taxis & PH	Change of Vehicle	NS	Council	GW0201 83220 or	1	£ 68.55		
Assets & Env	Env Health	Licensing - Taxis & PH	Replacement Plate	NS	Council	GW0201 83220 or	1	£ 19.58		
Assets & Env	Env Health	Licensing - Taxis & PH	Private Hire Replacement Stickers	NS	Council	GW0201 83221	1	£ 4.91		
Assets & Env	Env Health	Licensing - Taxis & PH	Missed MOT (without 24 hours prior notice)	NS	Council	GW0201 83220 or	1	£ 40.93		
Assets & Env	Env Health	Licensing - Taxis & PH	Bounced Cheques	NS	Council	GW0201 83220 or	1	£ 20.44		
Assets & Env	Env Health	Licensing - Taxis & PH	Cancelled Insurance (without notification)	NS	Council	GW0201 83220 or	1	£ 68.23		
Assets & Env	Env Health	Licensing - Taxis & PH	Failure to Return Plates within 7 Days	NS	Council	GW0201 83220 or	1	£ 40.93		
Assets & Env	Env Health	Licensing - Taxis & PH	Private Hire Operator	NS	Council	GW0201 83222	1	£ 138.53		
Assets & Env	Env Health	Licensing - Taxis & PH	Hackney Carriage / Private Hire Drivers Combined Licence - DVLA only	NS	Council	GW0201 83229	1	£ 84.15		
Assets & Env	Env Health	Licensing - Taxis & PH	Hackney Carriage / Private Hire Drivers Combined Licence - DVLA & DBS	NS	Council	GW0201 83229	1	£ 86.51		
Assets & Env	Env Health	Licensing - Taxis & PH	Hackney Carriage / Private Hire Drivers Combined Licence - DVLA & Medical	NS	Council	GW0201 83229	1	£ 112.11		

Directorate	Service Area	Name of Service	Fee Type	Statutory / Non-Statutory	Approval Process	Budget Code	VAT Category	Fee	Fee Community	Fee Charity
Assets & Env	Env Health	Licensing - Taxis & PH	Hackney Carriage / Private Hire Drivers Combined Licence - DVLA, DBS & Medical	NS	Council	GW0201 83229	1	£ 125.17		
Assets & Environment	Cemeteries	Burial Service								
Assets & Environment	Cemeteries	Exclusive rights of burial (50 years) Full Sized Grave now includes EROB for memorial	Fee		New fees from January 1 2014	GW1601 83226		£ 750.00		
Assets & Environment	Cemeteries	Exclusive rights of burial (50 years) Half Sized Grave now includes EROB for memorial	Fee		New fees from January 1 2014	GW1601 83226		£ 600.00		
Assets & Environment	Cemeteries	Burial of a child (up to 16 years inclusive)	No Fee		New fees from January 1 2014	GW1601 83226		Free		
Assets & Environment	Cemeteries	Single depth grave digging fees	Fee		New fees from January 1 2014	GW1601 83226		£ 400.00		
Assets & Environment	Cemeteries	Double depth grave digging fees	Fee		New fees from January 1 2014	GW1601 83226		£ 500.00		
Assets & Environment	Cemeteries	treble depth digging fee - where applicable	Fee		New fees from January 1 2014	GW1601 83226		£ 750.00		
Assets & Environment	Cemeteries	Additional cost for large American style caskets	Fee		New fees from January 1 2014	GW1601 83226		£ 75.00		
Assets & Environment	Cemeteries	Burial of cremated remains	Fee		New fees from January 1 2014	GW1601 83226		£ 150.00		
Assets & Environment	Cemeteries	Scattering of cremated remains (within a grave	Fee		New fees from January 1 2014	GW1601 83226		£ 75.00		
Assets & Environment	Cemeteries	Authority charge for placing a memorial -existing grave owner	Fee		New fees from January 1 2014	GW1601 83226		£ 150.00		
Assets & Environment	Cemeteries	Authority charge for placing a tablet or vase - existing grave owner	Fee		New fees from January 1 2014	GW1601 83226		£ 75.00		
Assets & Environment	Cemeteries	Authority charge for additional inscriptions	Fee		New fees from January 1 2014	GW1601 83226		£ 60.00		
Assets & Environment	Cemeteries	Administration charge for pre purchase	fee		New fees from January 1 2014	GW1601 83226		£ 50.00		
Assets & Environment	Cemeteries	Administration charge transfer of ownership	Fee		New fees from January 1 2014	GW1601 83226		£ 50.00		
Assets & Environment	Cemeteries	Statutory declaration	Fee		New fees from January 1 2014	GW1601 83226		£ 50.00		
Assets & Environment	Cemeteries	Renunciation Charge per additional person	Fee		New fees from January 1 2014	GW1601 83226		£ 10.00		
Assets & Environment	Cemeteries	Memorial Bench plaque space for 5 years - renewable	Fee		New fees from January 1 2014	GW1601 83226		£ 250.00		
Assets & Environment	Cemeteries	Memorial plaque space around memorial tree for 5 years - renewable	Fee		New fees from January 1 2014	GW1601 83226		£ 250.00		
Assets & Environment	Cemeteries	Search fee per grave	Fee		New fees from January 1 2014	GW1601 83226		£ 15.00		
Assets & Environment	Cemeteries	Location Fee per grave	Fee		New fees from January 1 2014	GW1601 83226		£ 15.00		
Assets & Environment	Cemeteries	Certified copy of entry of burial	Fee		New fees from January 1 2014	GW1601 83226		£ 15.00		
Assets & Environment	Cemeteries	Administration charge for Exhumation request (non refundable	Fee		New fees from January 1 2014	GW1601 83226		£ 250.00		
Assets & Environment	Streetscene	Football Pich Hire			will increase on 1/4/14					
Assets & Environment	Streetscene	Anker Valley with Changing Adult	Fee			GX1203 83240		£ 450.00		
Assets & Environment	Streetscene	Anker Valley with Changing U11 & 12	Fee			GX1203 83240		£ 290.00		
Assets & Environment	Streetscene	Anker Valley with Changing Jnr	Fee			GX1203 83240		£ 350.00		
Assets & Environment	Streetscene	Other pitches (With changing) Adult	Fee			GX1203 83240		£ 400.00		
Assets & Environment	Streetscene	Other pitches (With changing) U11 & 12	Fee			GX1203 83240		£ 290.00		
Assets & Environment	Streetscene	Other pitches (With changing) Jnr	Fee			GX1203 83240		£ 290.00		
Assets & Environment	Streetscene	Other Pitches (without changing) Adult	Fee			GX1203 83240		£ 325.00		

Directorate	Service Area	Name of Service	Fee Type	Statutory / Non-Statutory	Approval Process	Budget Code	VAT Category	Fee	Fee Community	Fee Charity
Assets & Environment	Streetscene	Other Pitches (without changing) Jnr	Fee			GX1203 83240		£ 240.00		
Assets & Environment	Streetscene	Friendly in Season Anker Valley with Changing Adult	Fee			GX1203 83240		£ 48.00		
Assets & Environment	Streetscene	Friendly in Season Anker Valley with Changing Junior	Fee			GX1203 83240		£ 30.00		
Assets & Environment	Streetscene	Friendly - Other Pitch (No Changing) Adult	Fee			GX1203 83240		£ 40.00		
Assets & Environment	Streetscene	Friendly - Other Pitch (No Changing) Junior	Fee			GX1203 83240		£ 30.00		
Assets & Environment	Streetscene	Small Sided Pitches	Fee			GX1203 83240		£ 140.00		
Assets & Environment	Neighbourhood Services	Car Park charges 1/2 hour	Fee	Non Statutory	Portfolio Holder	GP0601	6 - Standard Rated	£ 0.70		
Assets & Environment	Neighbourhood Services	Car Park charges Up to 2 hrs	Fee	Non Statutory	Portfolio Holder	GP0601		£ 1.40		
Assets & Environment	Neighbourhood Services	Car Park Charges Up to 3 hrs	Fee	Non Statutory	Portfolio Holder	GP0601		£ 1.90		
Assets & Environment	Neighbourhood Services	Car Park Charges Up to 4 hrs	Fee	Non Statutory	Portfolio Holder	GP0601		£ 2.20		
Assets & Environment	Neighbourhood Services	Car Park Charges Over 4 hours	Fee	Non Statutory	Portfolio Holder	GP0601		£ 4.50		
Assets & Environment	Neighbourhood Services	Car Park Charges Over 4 Hours Spinning School	Fee	Non Statutory	Portfolio Holder	GP0601		£ 5.00		
Assets & Environment	Neighbourhood Services	Car Park Charges Up to 3 hours (Riverdrive and Jolly Sailor)	Fee	Non Statutory	Portfolio Holder	GP0601		£ 1.00		
Assets & Environment	Neighbourhood Services	Car Park Charges All day (Riverdrive and Jolly Sailor)	Fee	Non Statutory	Portfolio Holder	GP0601		£ 1.50		
Assets & Environment	Neighbourhood Services	Long Stay Season Car Park Permits Monthly	Fee	Non Statutory	Portfolio Holder	GP0601		£ 60.00		
Assets & Environment	Neighbourhood Services	Long Stay Season Car Park Permits Quarterly	Fee	Non Statutory	Portfolio Holder	GP0601		£ 175.00		
Assets & Environment	Neighbourhood Services	Long Stay Season Car Park Permits Six Month	Fee	Non Statutory	Portfolio Holder	GP0601		£ 350.00		
Assets & Environment	Neighbourhood Services	Long Stay Season Car Park Permits Annual	Fee	Non Statutory	Portfolio Holder	GP0601		£ 600.00		
Assets & Environment	Neighbourhood Services	Jolly Sailor/Riverdrive Monthly	Fee	Non Statutory	Portfolio Holder	GP0601		£ 20.00		
Assets & Environment	Neighbourhood Services	Jolly Sailor/Riverdrive Six Month	Fee	Non Statutory	Portfolio Holder	GP0601		£ 100.00		
Assets & Environment	Neighbourhood Services	Jolly Sailor/Riverdrive Annual	Fee	Non Statutory	Portfolio Holder	GP0601		£ 170.00		
Assets & Environment	Neighbourhood Services	Town Centre Resident Public Car Park Permit Six Months	Fee	Non Statutory	Portfolio Holder	GP0601		£ 110.00		
Assets & Environment	Neighbourhood Services	Town Centre Resident Public Car Park Permit Annual	Fee	Non Statutory	Portfolio Holder	GP0601		£ 200.00		
Assets & Environment	Neighbourhood Services	Litter/Dog Fouling Fixed Penalty Notice - Payment within 14 days	Max Penalty set by Law	Non Statutory	Portfolio Holder	GP1001		£ 50.00		
Assets & Environment	Neighbourhood Services	Litter/Dog Fouling Fines - Fixed Penalty Notice after 14 days	Max Penalty set by Law	Non Statutory	Portfolio Holder	GP1001		£ 80.00		
Assets & Environment	Neighbourhood Services	Street Trading Fees per day (town Centre)	Fee	Non Statutory	Under review - to Cabinet	GP1001		£ 25.00 £ 50.00		
Assets & Environment	Neighbourhood Services	Street Café - 1 tables 1 -2 days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 75.00		
Assets & Environment	Neighbourhood Services	Street Café - 2 tables 1 -2 days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 100.00		
Assets & Environment	Neighbourhood Services	Street Café - 3 tables 1 -2 days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 125.00		
Assets & Environment	Neighbourhood Services	Street Café - 4 tables 1 -2 days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 150.00		
Assets & Environment	Neighbourhood Services	Street Café - 5 tables 1 -2 days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 175.00		
Assets & Environment	Neighbourhood Services	Street Café - 6 tables 1 -2 days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001				

Directorate	Service Area	Name of Service	Fee Type	Statutory / Non-Statutory	Approval Process	Budget Code	VAT Category	Fee	Fee Community	Fee Charity
Assets & Environment	Neighbourhood Services	Street Café - 7 tables 1 -2 days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 200.00		
Assets & Environment	Neighbourhood Services	Street Café - 8 tables 1 -2 days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 225.00		
Assets & Environment	Neighbourhood Services	Street Café - 9 tables 1 -2 days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 250.00		
Assets & Environment	Neighbourhood Services	Street Café - 1 tables 3-4 days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 75.00		
Assets & Environment	Neighbourhood Services	Street Café - 2 tables 3-4 days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 100.00		
Assets & Environment	Neighbourhood Services	Street Café - 3 tables 3-4 days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 125.00		
Assets & Environment	Neighbourhood Services	Street Café - 4 tables 3-4 days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 150.00		
Assets & Environment	Neighbourhood Services	Street Café - 5 tables 3-4 days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 175.00		
Assets & Environment	Neighbourhood Services	Street Café - 6 tables 3-4 days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 200.00		
Assets & Environment	Neighbourhood Services	Street Café - 7 tables 3-4 days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 225.00		
Assets & Environment	Neighbourhood Services	Street Café - 8 tables 3-4 days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 250.00		
Assets & Environment	Neighbourhood Services	Street Café - 9 tables 3-4 days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 275.00		
Assets & Environment	Neighbourhood Services	Street Café - 1 tables 5-6 days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 100.00		
Assets & Environment	Neighbourhood Services	Street Café - 2 tables 5-6 days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 125.00		
Assets & Environment	Neighbourhood Services	Street Café - 3 tables 5-6 days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 150.00		
Assets & Environment	Neighbourhood Services	Street Café - 4 tables 5-6 days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 175.00		
Assets & Environment	Neighbourhood Services	Street Café - 5 tables 5-6 days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 200.00		
Assets & Environment	Neighbourhood Services	Street Café - 6 tables 5-6 days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 225.00		
Assets & Environment	Neighbourhood Services	Street Café - 7 tables 5-6 days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 250.00		
Assets & Environment	Neighbourhood Services	Street Café - 8 tables 5-6 days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 275.00		
Assets & Environment	Neighbourhood Services	Street Café - 9 tables 5-6 days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 300.00		
Assets & Environment	Neighbourhood Services	Street Café - 1 tables 7days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 125.00		
Assets & Environment	Neighbourhood Services	Street Café - 2 tables 7days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 150.00		
Assets & Environment	Neighbourhood Services	Street Café - 3 tables 7days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 175.00		
Assets & Environment	Neighbourhood Services	Street Café - 4 tables 7days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 200.00		
Assets & Environment	Neighbourhood Services	Street Café - 5 tables 7days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 225.00		
Assets & Environment	Neighbourhood Services	Street Café - 6 tables 7days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 250.00		
Assets & Environment	Neighbourhood Services	Street Café - 7 tables 7days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 275.00		
Assets & Environment	Neighbourhood Services	Street Café - 8 tables 7days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 300.00		
Assets & Environment	Neighbourhood Services	Street Café - 9 tables 7days per week	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 325.00		
Assets & Environment	Neighbourhood Services	CCTV - Subject Access Disclosure	Annual Licence Fee	Non Statutory	Cabinet	GP1001		£ 10.00		
Assets & Environment	Property Services	Commercial Lettings	Rent	Non Statutory	Director	GP0206/GP0207	6 - Standard Rated	In Market rates		

Directorate	Service Area	Name of Service	Fee Type	Statutory / Non-Statutory	Approval Process	Budget Code	VAT Category	Fee	Fee Community	Fee Charity
Assets & Environment	Property Services	3rd Sector Lettings PDC/Carnegie	Rent	Non Statutory	Director	GP0309	6 - Standard Rated	lic agreements		
Assets & Environment	Property Services	3rd Sector Lettings Other Property	Rent	Non Statutory	Director	GP0206/GP0207	6 - Standard Rated	n Market rates		
Assets & Environment	Property Services	Key for database	** Not using simplified permits (above)							
Benefits	Benefits	Overpayment recovery	court fees	statutory	Head of Service	GT0201	2 - Exempt	varied		
		Priority Service for any of the above services (1 day)	Fee					£ 10.00		
Communities, Planning & Partnerships	Strategic Planning & Regen	Photocopying 1st page	Fee	Non Statutory	Head of Service	GS831890203		£ 1.00		
Communities, Planning & Partnerships	Strategic Planning & Regen	Photocopying each subsequent page	Fee	Non Statutory	Head of Service	GS020383189		£ 0.10		
Communities, Planning & Partnerships	Strategic Planning & Regen	Strategic Housing Land Availability Assessment	Fee	Non Statutory	Head of Service			£ 50.00		
Communities, Planning & Partnerships	Strategic Planning & Regen	Employment Land Assessment	Fee	Non Statutory	Head of Service			£ 50.00		
Communities, Planning & Partnerships	Strategic Planning & Regen	Emerging Local Plan 2011-2026	Fee	Non Statutory	Head of Service			£ 50.00		
Communities, Planning & Partnerships	Strategic Planning & Regen	Supplementary Planning Guidance - per item	Fee	Non Statutory	Head of Service			£ 1.00		
Communities, Planning & Partnerships	Strategic Planning & Regen	Supp Planning Guidance - Total Book	Fee	Non Statutory	Head of Service			£ 36.00		
Communities, Planning & Partnerships	Strategic Planning & Regen	Enforcement Notice	Fee	Non Statutory	Head of Service			£ 10.75		
Communities, Planning & Partnerships	Strategic Planning & Regen	Appeal Decision	Fee	Non Statutory	Head of Service	GS020383189		£ 10.75		
Communities, Planning & Partnerships	Strategic Planning & Regen	Copy of Tree Preservation Orders	Fee	Non Statutory	Head of Service	GS020383189		£ 10.75		
Communities, Planning & Partnerships	Strategic Planning & Regen	TPO Plans	Fee	Non Statutory	Head of Service	GS020383189		£ 5.00		
Communities, Planning & Partnerships	Strategic Planning & Regen	Conservation Area Appraisal	Fee	Non Statutory	Head of Service	GS020383189		£ 10.00		
Communities, Planning & Partnerships	Strategic Planning & Regen	High Hedges Complaints	Fee	Non Statutory	Cabinet			£ 212.00		
Communities, Planning & Partnerships	Strategic Planning & Regen	Planning Application Fees	Fee	Statutory	DCLG	GS020383202	2 - Exempt	Set by DCLG. Varies according to		
Communities, Planning & Partnerships	Strategic Planning & Regen	Building Control Partnership	fee	statutory	shared service agreement					
Corporate Services	Revenues	Council Tax	Court Fees	Statutory	Head of Service	GG0301	2 - Exempt	summons/£35.00 Liab order/Warrant		
Corporate Services	Revenues	Business Rates	Court Fees	Statutory	Head of Service	GG0302	2 - Exempt	summons/£35.00 Liab order/Warrant		
Corporate Services	Democratic Services	Sale of the Electoral		Statutory		GL0303 83130	2 - Exempt			
Corporate services	TIC	room hire - carnegie	Fee	non statutory	Head of service	GY070183142	exempt	£5 an hour		
Corporate services	TIC	room hire - Philip Dix Centre	Fee	non statutory	Head of service	GY070183142	6	£6 an hour		
Corporate services	TIC	room hire town hall chambers 1/2 day	Fee	non statutory	Head of service	GY070183310	exempt	£ 75.00		
Corporate services	TIC	room hire town hall chambers full day	Fee	non statutory	Head of service	GY070183310	exempt	£ 150.00		
Corporate services	TIC	room hire town hall lower room	Fee	non statutory	Head of service	GY070183310	exempt	£10 an hour		
Corporate services	TIC	photo copying A4 b/w	Fee	non statutory	Head of service	GY070183156	6	20p		
Corporate services	TIC	photo copying A4 colour	Fee	non statutory	Head of service	GY070183156	6	40p		
Corporate services	TIC	photo copying A3 b/w	Fee	non statutory	Head of service	GY070183156	6	30p		
Corporate services	TIC	photo copying A3 colour	Fee	non statutory	Head of service	GY070183156	6	50p		

Directorate	Service Area	Name of Service	Fee Type	Statutory / Non-Statutory	Approval Process	Budget Code	VAT Category	Fee	Fee Community	Fee Charity
Corporate services	TIC	laminating A4	Fee	non statutory	Head of service	GY070283154	6	£ 1.00		
Corporate services	TIC	laminating A3	Fee	non statutory	Head of service	GY070283154	6	£ 1.50		
Corporate services	TIC	copy bus timetable	Fee	non statutory	Head of service	GY070283154	6	10p		
Corporate services	TIC	Faxes	Fee	non statutory	Head of service	GY070383154	6	£ 1.50		
Corporate services	TIC	show ticket transfer fee	Fee	non statutory	Head of service	GY070383154	6	£ 1.50		
Corporate services	TIC	credit card charge	Fee	non statutory	Head of service	GY070283298	6	£ 0.03		
Corporate services	TIC	Commission	Fee	non statutory	Head of service	GY070283154	6	£ 0.15		
Corporate services	TIC	postage	Fee	non statutory	Head of service	GY070283154	6	£ 1.50		
Housing and Health	Repairs	Tenants recharges for damage	Fee	Non Statutory	Director	HS6099	6 - Standard Rated	Varied		
Housing and Health	Private Sector Housing	Enforcement notice	Fee	Non Statutory						
Housing and Health	Private Sector Housing	HMO licence	Fee	Non Statutory						
Housing and Health	Private Sector Housing	Work in default	Fee	Non Statutory						
Legal	Local Land Charges	search fee	fees	Non Statutory		GR0701	exempt			
Legal	Legal	Freehold reversion	Legal fees			GC0601	1 - Non-Business			
Legal	Legal	leasehold enquiries	fee			GR0701	1 - Non-Business			
Legal	Legal	notice of transfer/mortgage	fee			GR0701	1 - Non-Business			
Legal	Legal	Certificate of Compliance	fee			GR0701	1 - Non-Business			
Legal	Legal	letter of postponement	fee			GR0701	1 - Non-Business			
Legal	Legal	consent	fee			GR0701	1 - Non-Business			
Legal	Legal	enquiries	fee			GR0701	1 - Non-Business			
Legal	Legal	Photocopying	fee			GR0701	1 - Non-Business			
Legal	Legal	Section 106	fee			GC0601	1 - Non-Business			
Technology & Corporate Programmes	Data Protection	Subject Access Request Fee	Fee	Statutory		GL020183226				
Technology & Corporate Programmes	Data Protection	SAR Fee	Fee	Statutory		GL020183226		Fixed		
Transformation & Corporate Performance	Human Resources	Training								
Transformation & Corporate Performance	Human Resources	Advice		Non Statutory	Head of Service	GL0201				
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Room Hire	Single Show (includes Stage Lights & FOH Staff & Bar, 1 Tech) 7hrs use	Non Statutory	Cabinet	GX0604 83245	3	£ 680.00	£ 265.00	£ 235.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Room Hire	Additional Show-(includes Stage Lights & FOH Staff & Bar, 1 Tech) 7hrs use	Non Statutory	Cabinet	GX0604 83245	3	£ 600.00	£ 230.00	£ 200.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Room Hire	Matinee & Evening – (includes Stage Lights & FOH Staff & Bar, 1 Tech) up to 14hrs use	Non Statutory	Cabinet	GX0604 83245	3	£ 1,100.00	£ 475.00	£ 415.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Room Hire	Additional Rehearsal/Get in Hours (per hour)	Non Statutory	Cabinet	GX0604 83245	3	£ 60.00	£ 30.00	£ 20.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Room Hire	Additional Show Hours	Non Statutory	Cabinet	GX0604 83245	3	£ 90.00	£ 38.00	£ 34.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Room Hire	Venue Use for Past Midnight	Non Statutory	Cabinet	GX0604 83245	3	£ 100.00	£ 48.00	£ 44.00

Directorate	Service Area	Name of Service	Fee Type	Statutory / Non-Statutory	Approval Process	Budget Code	VAT Category	Fee	Fee Community	Fee Charity
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Room Hire	Hourly rate for non show events, get in/get out	Non Statutory	Cabinet	GX0604 83245	3	£ 60.00	£ 24.00	£ 20.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Room Hire	Hourly rate for non show events, when public are in (from time letting in public until all public are gone)	Non Statutory	Cabinet	GX0604 83245	3	£ 85.00	£ 38.00	£ 30.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Room Hire	Public Bodies	Non Statutory	Cabinet	GX0604 83245	3	£ 40.00		
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Room Hire	Group Use Hourly Hire Rate Monday - Friday 9am – 6pm	Non Statutory	Cabinet	GX0604 83245	3	£ 12.50	£ 12.50	
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Room Hire	Group Use Block Rate Monday - Friday 9am – 6pm (4 Hours)	Non Statutory	Cabinet	GX0604 83245	3	£ 40.00	£ 40.00	
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Room Hire	Group Use Hourly Hire Rate Monday - Friday 6 -10pm	Non Statutory	Cabinet	GX0604 83245	3	£ 24.00	£ 24.00	
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Room Hire	Group Use Block Rate Monday - Friday 6-10pm (4 Hours)	Non Statutory	Cabinet	GX0604 83245	3	£ 90.00	£ 90.00	
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Room Hire	Group Use Hourly Hire Rate Sat & Sun	Non Statutory	Cabinet	GX0604 83245	3	£ 24.00	£ 24.00	
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Room Hire	Group Use Block Rate Saturday/Sunday (4 hours)	Non Statutory	Cabinet	GX0604 83245	3	£ 90.00	£ 90.00	
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Room Hire	Conference/Meeting/Presentation inc. Basic Equipment - 8hrs (up to 150 delegates)	Non Statutory	Cabinet	GX0604 83245		£ 260.00	£ 260.00	£ 260.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Room Hire	Conference/Meeting/Presentation inc. Basic Equipment – up to 5hrs (up to 150 delegates)	Non Statutory		GX0604 83245		£ 200.00	£ 200.00	£ 200.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Room Hire	Conference Hourly Rate	Non Statutory		GX0604 83245		£ 45.00	£ 45.00	£ 45.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Room Hire	Private Party 6pm – Midnight	Non Statutory		GX0604 83245		£ 260.00	£ 260.00	£ 260.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Room Hire	Before Midnight After Midnight	Non Statutory		GX0604 83245		£30.00 £85.00	£30.00 £85.00	£30.00 £85.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Room Hire	Room Decoration	Non Statutory	Cabinet	GX0604 83245	6	£ 120.00	£ 120.00	£ 120.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Room Hire	Stewards per person, per hour	Non Statutory	Cabinet	GX0604 83245	6	£ 8.00	£ 8.00	£ 8.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Room Hire	Technician, per person, per hour	Non Statutory		GX0604 83245	6	£ 16.00	£ 16.00	£ 16.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Room Hire	Security, per person, per hour	Non Statutory	Cabinet	GX0604 83245	6	£ 16.00	£ 16.00	£ 16.00

Directorate	Service Area	Name of Service	Fee Type	Statutory / Non-Statutory	Approval Process	Budget Code	VAT Category	Fee	Fee Community	Fee Charity
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Equipment Hire	Vocal PA per show	Non Statutory	Cabinet	GX0606 83141	6	£ 80.00	£ 36.00	£ 32.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Equipment Hire	Vocal PA per additional show	Non Statutory	Cabinet	GX0606 83141	6	£ 30.00	£ 13.50	£ 12.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Equipment Hire	Full PA per show	Non Statutory	Cabinet	GX0606 83141	6	£ 300.00	£ 135.00	£ 120.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Equipment Hire	Full PA per additional show	Non Statutory	Cabinet	GX0606 83141	6	£ 100.00	£ 45.00	£ 40.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Equipment Hire	Stage Lighting Show & Technician (pointing at stage)	Non Statutory	Cabinet	GX0606 83141	6	included in room hire	included in room hire	included in room hire
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Equipment Hire	Pre rigging or re-rig for complicated lighting states (additional charge)	Non Statutory	Cabinet	GX0606 83141	6	£ 80.00	£ 36.00	£ 32.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Equipment Hire	Rehearsal Stage lighting & Technician	Non Statutory	Cabinet	GX0606 83141	6	£ 100.00	£ 45.00	£ 40.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Equipment Hire	Moving Lights (per pair)	Non Statutory	Cabinet	GX0606 83141	6	£ 25.00	£ 25.00	£ 25.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Equipment Hire	Follow Spot & Operator (per show)	Non Statutory	Cabinet	GX0606 83141	6	£ 50.00	£ 50.00	£ 50.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Equipment Hire	Follow Spot - providing own operator (subject to venue approval) per show	Non Statutory	Cabinet	GX0606 83141	6	£ 10.00	£ 10.00	£ 10.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Equipment Hire	Grand Piano (Tuned)	Non Statutory	Cabinet	GX0606 83141	6	£ 70.00	£ 70.00	£ 70.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Equipment Hire	Grand Piano (Untuned)	Non Statutory	Cabinet	GX0606 83141	6	£ 20.00	£ 20.00	£ 20.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Equipment Hire	Radio Mic (each) per show	Non Statutory	Cabinet	GX0606 83141	6	£ 7.50	£ 7.50	£ 7.50
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Equipment Hire	Projector Screen (Standard)	Non Statutory	Cabinet	GX0606 83141	6	£ 10.00	£ 10.00	£ 10.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Equipment Hire	Projector Screen (Large)	Non Statutory	Cabinet	GX0606 83141	6	£ 20.00	£ 20.00	£ 20.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Equipment Hire	Video Projector	Non Statutory	Cabinet	GX0606 83141	6	£ 50.00	£ 50.00	£ 50.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Equipment Hire	Haze or Smoke Machine	Non Statutory	Cabinet	GX0606 83141	6	£ 20.00	£ 20.00	£ 20.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Equipment Hire	Star Cloth	Non Statutory	Cabinet	GX0606 83141	6	£ 40.00	£ 40.00	£ 40.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Marketing	What's on Advert	Non Statutory	Cabinet	GY0202 83292	6	£ 35.00	£ 30.00	£ 30.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Marketing	Ticket Sales commission	Non Statutory	Cabinet	GY0202 83292	6	10%	5%	5%
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Marketing	Ticket Sales taken away	Non Statutory	Cabinet	GY0202 83292	6	£ 0.20	£ 0.20	£ 0.20
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Marketing	Merchandise Sold by TAR Website	Non Statutory	Cabinet	GY0202 83292	6	20%	20%	20%
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Marketing	Merchandise Sold By Company	Non Statutory	Cabinet	GY0202 83292	6	10%	10%	10%
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Marketing	Merchandise Sold By TAR	Non Statutory	Cabinet	GY0202 83292	6	15%	15%	15%
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Marketing	Full Page Brochure Feature	Non Statutory	Cabinet	GY0202 83292	6	£ 350.00	£ 350.00	£ 350.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Marketing	Frontage Poster Board		Cabinet	GY0202 83292	6	£ 100.00	£ 100.00	£ 100.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Marketing	Targeted Solo Newsletter		Cabinet	GY0202 83292	6	£ 30.00	£ 30.00	£ 30.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Marketing	Facebook Event		Cabinet	GY0202 83292	6	£ 100.00	£ 100.00	£ 100.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Marketing	Facebook Advert			GY0202 83292	6	£ 100.00	£ 100.00	£ 100.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms Marketing	Overprinting			GY0202 83292	6	£25 per 1000	£25 per 1000	£25 per 100
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms PPL / PRS	PPL per event	Statutory	Statutory body	GX0604 83451	6	£ 25.00	£ 25.00	£ 25.00
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms PPL / PRS	PRS Variety Show (% of show gross sales)	Statutory	Statutory body	GX0604 83451	6	2%	2%	2%

Directorate	Service Area	Name of Service	Fee Type	Statutory / Non-Statutory	Approval Process	Budget Code	VAT Category	Fee	Fee Community	Fee Charity
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms PPL / PRS	PRS Music (% of show gross sales)	Statutory	Statutory body	GX0604 83451	6	3%	3%	3%

Directorate	Service Area	Name of Service	Fee Type	Statutory / Non-Statutory	Approval Process	Budget Code	VAT Category	Fee	Fee Community	Fee Charity
Communities, Planning & Partnerships	Community Leisure	Assembly Rooms PPL / PRS	PRS Classic (% of show gross sales)	Statutory	Statutory body	GX0604 83451	6	5.60%	5.60%	5.60%
Communities, Planning & Partnerships	Community Leisure	Outdoor Events (Major Event <8,000 Visitors (per day))	Stall Catering Exhibition Charity	Non Statutory	Cabinet	GX0609 83310	6	60.00 120.00 150.00 10.00		
Communities, Planning & Partnerships	Community Leisure	Outdoor Events (Medium Event <4,000 Visitors (per day))	Stall Catering Exhibition Charity	Non Statutory	Cabinet	GX0609 83310	6	50.00 110.00 125.00 10.00		
Communities, Planning & Partnerships	Community Leisure	Outdoor Events (Minor Event <2,000 Visitors (per day))	Stall Catering Exhibition Charity	Non Statutory	Cabinet	GX0609 83310	6	40.00 90.00 100.00 10.00		
Communities, Planning & Partnerships	Community Leisure	Outdoor Events Lower Lawn Hire Charge	Commercial Charity	Non Statutory	Cabinet	GX0609 83310	6	80.00 40.00		
Communities, Planning & Partnerships	Community Leisure	Outdoor Events Bar Charge	1 Day Weekend	Non Statutory	Cabinet	GX0609 83310	6	175.00 300.00		
Communities, Planning & Partnerships	Community Leisure	Outdoor Events Castle Grounds Activity Centre	Outdoor Charge Indoor Charge Whole Complex	Non Statutory	Cabinet	GX0609 83310	6	80.00 80.00 150.00		
Communities, Planning & Partnerships	Community Leisure	Outdoor Events Circus, Fair and Commercial hires of the Castle Grounds	Setting-Up Operational Days Security Deposit	Non Statutory	Cabinet	GX0609 83310	6	100.00 320.00 550.00		
Communities, Planning & Partnerships	Community Leisure	Outdoor Events Charitable hire of the Castle Grounds	Hire of the Castle Grounds for Charitable Events Major Event < 10000 Medium Event < 5000 Small Event	Non Statutory	Cabinet	GX0609 83310	6	400.00 per day 200.00 per day 100.00 per day		
Communities, Planning & Partnerships	Community Leisure	Outdoor Events Partner Grounds Hire Charge	Hire of Grounds by Partner Organizations	Non Statutory	Cabinet	GX0609 83310	6	£ 50.00		
Communities, Planning & Partnerships	Community Leisure	Outdoor Events Summer Weekend Only Hire Charge July-September	Use Hire	Non Statutory	Cabinet	GX0609 83310	6	£ 500.00		
Communities, Planning & Partnerships	Community Leisure	Outdoor Events Summer Unlimited Hire Charge July-September	Use Hire	Non Statutory	Cabinet	GX0609 83310	6	£ 700.00		
Communities, Planning & Partnerships	Community Leisure	Outdoor Events Table Hire	Charge per day	Non Statutory	Cabinet	GX0609 83310	6	3.50 per hire		
Communities, Planning & Partnerships	Community Leisure	Outdoor Events Day Hire for 10m x10m space (Trampoline/Climbing Wall/Zorbing)	Weekend Hire Weekday Hire	Non Statutory	Cabinet	GX0609 83310	6	75.00 40.00		
Communities, Planning & Partnerships	Community Leisure	Outdoor Events Peddler permits	One Permit	Non Statutory	Cabinet	GX0609 83310	6	£30.00 per day		
Communities, Planning & Partnerships	Community Leisure	Castle Grounds Activites	Tennis – adult	Non Statutory	Cabinet	GX1101 83238	6	£ 3.00		
Communities, Planning & Partnerships	Community Leisure	Castle Grounds Activites	Tennis – Child	Non Statutory	Cabinet	GX1101 83238	6	£ 2.50		
Communities, Planning & Partnerships	Community Leisure	Castle Grounds Activites	Bowls – Adult	Non Statutory	Cabinet	GX1101 83239	6	£ 2.00		
Communities, Planning & Partnerships	Community Leisure	Castle Grounds Activites	Bowls – Child	Non Statutory	Cabinet	GX1101 83239	6	£ 1.50		
Communities, Planning & Partnerships	Community Leisure	Castle Grounds Activites	Crazy Golf – Adult	Non Statutory	Cabinet	GX1101 83248	6	£ 2.50		
Communities, Planning & Partnerships	Community Leisure	Castle Grounds Activites	Crazy Golf – Child	Non Statutory	Cabinet	GX1101 83248	6	£ 2.30		
Communities, Planning & Partnerships	Community Leisure	Castle Grounds Activites	Gymnasium – Adult	Non Statutory	Cabinet	GX1101 83268	6	£ 3.00		
Communities, Planning & Partnerships	Community Leisure	Castle Grounds Activites	Play admission charges	Non Statutory	Cabinet	GX110183260	6	£ 2.00		
Communities, Planning & Partnerships	Community Leisure	Castle Grounds Activites	Table tennis	Non Statutory	Cabinet	GX1101 83260	6	N/A		
Communities, Planning & Partnerships	Community Leisure	Golf Course	Adult Membership - 7 Day	Non Statutory	Cabinet	GX0304 83252	6	£ 660.00		
Communities, Planning & Partnerships	Community Leisure	Golf Course	Adult Membership - 7 Day Concession	Non Statutory	Cabinet	GX0304 83252	6	£ 510.00		
Communities, Planning & Partnerships	Community Leisure	Golf Course	Adult Membership - 5 Day	Non Statutory	Cabinet	GX0304 83252	6	£ 460.00		
Communities, Planning & Partnerships	Community Leisure	Golf Course	Adult Membership - 5 Day Concession	Non Statutory	Cabinet	GX0304 83252	6	£ 400.00		

Directorate	Service Area	Name of Service	Fee Type	Statutory / Non-Statutory	Approval Process	Budget Code	VAT Category	Fee	Fee Community	Fee Charity
Communities, Planning & Partnerships	Community Leisure	Golf Course	Intermediate Membership (18-20yrs) - 7 Day	Non Statutory	Cabinet	GX0304 83252	6	£ 260.00		
Communities, Planning & Partnerships	Community Leisure	Golf Course	Junior Membership – 7 Day	Non Statutory	Cabinet	GX0304 83252	6	£ 120.00		
Communities, Planning & Partnerships	Community Leisure	Golf Course	18 Hols - Weekday	Non Statutory	Cabinet	GX0304 83101	6	£ 16.00		
Communities, Planning & Partnerships	Community Leisure	Golf Course	18 Holes - Weekday Concession*	Non Statutory	Cabinet	GX0304 83101	6	£ 11.00		
Communities, Planning & Partnerships	Community Leisure	Golf Course	18 Holes -Weekday Junior*	Non Statutory	Cabinet	GX0304 83101	6	£ 7.00		
Communities, Planning & Partnerships	Community Leisure	Golf Course	18 Holes -Weekend	Non Statutory	Cabinet	GX0304 83101	6	£ 18.00		
Communities, Planning & Partnerships	Community Leisure	Golf Course	18 Holes -Weekend Concession*	Non Statutory	Cabinet	GX0304 83101	6	£ 13.00		
Communities, Planning & Partnerships	Community Leisure	Golf Course	18 Holes -Weekend Junior*	Non Statutory	Cabinet	GX0304 83101	6	£ 7.00		
Communities, Planning & Partnerships	Community Leisure	Golf Course	9 Holes - Weekday	Non Statutory	Cabinet	GX0304 83102	6	£ 10.00		
Communities, Planning & Partnerships	Community Leisure	Golf Course	9 Holes - Weekday Concession*	Non Statutory	Cabinet	GX0304 83102	6	£ 7.50		
Communities, Planning & Partnerships	Community Leisure	Golf Course	9 Holes - Weekday Junior*	Non Statutory	Cabinet	GX0304 83102	6	£ 5.00		
Communities, Planning & Partnerships	Community Leisure	Golf Course	9 Holes - Weekend	Non Statutory	Cabinet	GX0304 83102	6	£ 12.00		
Communities, Planning & Partnerships	Community Leisure	Golf Course	9 Holes - Weekend Concession*	Non Statutory	Cabinet	GX0304 83102	6	£ 8.00		
Communities, Planning & Partnerships	Community Leisure	Golf Course	9 Holes - Weekend Junior*	Non Statutory	Cabinet	GX0304 83102	6	£ 5.00		
Communities, Planning & Partnerships	Community Leisure	Golf Course	Buggy Hire 18 holes 9 holes	Non Statutory	Cabinet	GX0604 83198	6	£15.00 £10.00		
Communities, Planning & Partnerships	Community Leisure	Golf Course	Trolley Hire	Non Statutory	Cabinet	GX0604 83198	6	£ 1.50		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle	Adult Admissions	Non Statutory	Cabinet	GX1501 83260	6	£ 7.00		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle	OAP / Concs Admissions	Non Statutory	Cabinet	GX1501 83260	6	£ 6.00		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle	Child 5+ Admissions	Non Statutory	Cabinet	GX1501 83260	6	£ 4.50		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle	Child 2-4 Admissions	Non Statutory	Cabinet	GX1501 83260	6	£ 1.50		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle	Child 0-2 Admissions	Non Statutory	Cabinet	GX1501 83260	6	Free		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle	Bank Hol and Reduced Rates Adult/OAP Admissions	Non Statutory	Cabinet	GX1501 83260	6	£ 5.00		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle	Bank Hol and Reduced Rates Child 5+ Admissions	Non Statutory	Cabinet	GX1501 83260	6	£ 3.00		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle	Bank Hol and Reduced Rates Child 2-4 Admissions	Non Statutory	Cabinet	GX1501 83260	6	£ 1.00		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle	Group Visit Rates Adult on spec	Non Statutory	Cabinet	GX1501 83260	6	£ 6.00		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle	Group Visit Rates Child on spec	Non Statutory	Cabinet	GX1501 83260	6	£ 3.50		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle	Group Visit Rates OAP on Spec	Non Statutory	Cabinet	GX1501 83260	6	£ 5.00		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle	Group Visit Rates Adult / OAP pre-booked	Non Statutory	Cabinet	GX1501 83260	6	£ 5.50		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle	Group Visit Rates Child Pre-booked	Non Statutory	Cabinet	GX1501 83260	6	£ 5.50		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Schools Programme	Guided Tour	Non Statutory	Cabinet	GX1503 83304	2	£ 4.00		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Schools Programme	Bryce the Mouse	Non Statutory	Cabinet	GX1503 83304	2	£ 4.00		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Schools Programme	Old Toys – KS1	Non Statutory	Cabinet	GX1503 83304	2	£ 4.00		

Directorate	Service Area	Name of Service	Fee Type	Statutory / Non-Statutory	Approval Process	Budget Code	VAT Category	Fee	Fee Community	Fee Charity
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Schools Programme	Medieval Life – KS2	Non Statutory	Cabinet	GX1503 83304	2	£ 4.00		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Schools Programme	Tudor Life – KS2	Non Statutory	Cabinet	GX1503 83304	2	£ 4.00		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Schools Programme	Victorian Life – KS2	Non Statutory	Cabinet	GX1503 83304	2	£ 4.00		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Schools Programme	Meet The Castle Household	Non Statutory	Cabinet	GX1503 83304	2	£ 4.00		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Schools Programme	Meet the Stuarts/Great Fire	Non Statutory	Cabinet	GX1503 83304	2	£ 4.00		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Schools Programme	Lady and Squires Academy	Non Statutory	Cabinet	GX1503 83304	2	£ 4.00		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Schools Programme	Meet the Victorians	Non Statutory	Cabinet	GX1503 83304	2	£ 4.00		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Schools Programme	The Saxons	Non Statutory	Cabinet	GX1503 83304	2	£ 4.00		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Schools Programme	Tudor Household	Non Statutory	Cabinet	GX1503 83304	2	£ 4.00		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Schools Programme	Tudor Household & Dancing	Non Statutory	Cabinet	GX1503 83304	2	£ 4.00		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Schools Programme	Top Tudor	Non Statutory	Cabinet	GX1503 83304	2	£ 4.00		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Schools Programme	Victorian Servant	Non Statutory	Cabinet	GX1503 83304	2	£ 4.00		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Schools Programme	Home front	Non Statutory	Cabinet	GX1503 83304	2	£ 4.00		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Schools Programme	Medieval Life	Non Statutory	Cabinet	GX1503 83304	2	£ 4.00		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Schools Programme	Medieval Soldier	Non Statutory	Cabinet	GX1503 83304	2	£ 4.50		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Schools Programme	Medieval Life & Soldier	Non Statutory	Cabinet	GX1503 83304	2	£ 6.50		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Schools Programme	Civil War: By the sword divided	Non Statutory	Cabinet	GX1503 83304	2	£ 6.50		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Schools Programme	History Around Us – Archives Workshop	Non Statutory	Cabinet	GX1503 83304	2	£ 4.50		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Schools Programme	Leisure & Tourism	Non Statutory	Cabinet	GX1503 83304	2	£ 4.50		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Schools Programme	Guided Tour	Non Statutory	Cabinet	GX1503 83304	2	£ 4.50		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Schools Programme	Min. Charges for SEN Primary : up to 15 children	Non Statutory	Cabinet	GX1503 83304	2	£ 55.00		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Schools Programme	Min. Charges for SEN Secondary : up to 15 children	Non Statutory	Cabinet	GX1503 83304	2	£ 65.00		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Schools Programme	School holiday price for pre-booked child groups (per child)	Non Statutory	Cabinet	GX1503 83304	2	£ 4.00		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Schools Programme	School Cancellation (min 24hrs notice)	Non Statutory	Cabinet	GX1503 83304	2	£ 50.00		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Events	Banquet	Non Statutory	Cabinet	GX1501 83181	6	£ 39.50		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Events	Murder Mystery	Non Statutory	Cabinet	GX1501 83181	6	£ 29.50		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Events	Ghost Search	Non Statutory	Cabinet	GX1501 83181	6	£ 26.00		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Events	Santa Trails – adult	Non Statutory	Cabinet	GX1501 83260	6	£ 3.00		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Events	Santa Trails – Child	Non Statutory	Cabinet	GX1501 83260	6	£ 5.50		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Events	Santa Trails – extra adults	Non Statutory	Cabinet	GX1501 83260	6	£ 4.50		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Events	Bonfire Night – adult	Non Statutory	Cabinet	GX1501 83260	6	£ 5.00		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Events	Bonfire Night – child	Non Statutory	Cabinet	GX1501 83260	6	£ 3.00		

Directorate	Service Area	Name of Service	Fee Type	Statutory / Non-Statutory	Approval Process	Budget Code	VAT Category	Fee	Fee Community	Fee Charity
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Events	Candlelight – adult	Non Statutory	Cabinet	GX1501 83260	6	£ 7.00		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Events	Candlelight – child	Non Statutory	Cabinet	GX1501 83260	6	£ 4.50		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Events	Adult Sleepovers	Non Statutory	Cabinet	GX1501 83260	6	£ 14.50		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Events	Child Sleepovers	Non Statutory	Cabinet	GX1501 83260	6	£ 14.50		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Events	Private Hire Banquet pp	Non Statutory	Cabinet	GX1501 83801	6	£ 45.00		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle - Events	Private Hire Ghost Search pp	Non Statutory	Cabinet	GX1501 83801	6	£ 30.00		
Communities, Planning & Partnerships	Community Leisure	Tamworth Castle	Weddings	Non Statutory	Cabinet	GX1051 83131	6	£ 895.00		

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank