

Central Bedfordshire
Council
Priory House
Monks Walk
Chicksands,
Shefford SG17 5TQ

**This meeting
may be filmed.***



**Central
Bedfordshire**

please ask for Rebecca Preen
direct line 0300 300 4193
date 15 October 2015

NOTICE OF MEETING

CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE

Date & Time

Tuesday, 27 October 2015 10.00 a.m.

Venue at

Council Chamber, Priory House, Monks Walk, Shefford

Richard Carr
Chief Executive

To: The Chairman and Members of the CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE:

Cllrs P A Duckett (Chairman), J Chatterley (Vice-Chairman),
Mrs C F Chapman MBE, K Ferguson, R W Johnstone, J Kane, D McVicar, T Swain
and N Warren

[Named Substitutes:

Mrs A Barker, C C Gomm, A Ryan, B Walker and T Woodward]

All other Members of the Council - on request

**MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THIS
MEETING**

***Please note that phones and other equipment may be used to film, audio record, tweet or blog from this meeting. No part of the meeting room is exempt from public filming.**

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AGENDA

1. **Apologies for Absence**

Apologies for absence and notification of substitute members

2. **Minutes**

To approve as a correct record the Minutes of the meeting of the Corporate Resources Overview and Scrutiny Committee held on 25 August 2015 and to note actions taken since that meeting.

3. **Members' Interests**

To receive from Members any declarations of interest and of any political whip in relation to any agenda item.

4. **Chairman's Announcements and Communications**

To receive any announcements from the Chairman and any matters of communication.

5. **Petitions**

To receive petitions from members of the public in accordance with the Public Participation Procedure as set out in Annex 2 of Part A4 of the Constitution.

6. **Questions, Statements or Deputations**

To receive any questions, statements or deputations from members of the public in accordance with the Public Participation Procedure as set out in Annex 1 of part A4 of the Constitution.

7. **Call-In**

To consider any decision of the Executive referred to this Committee for review in accordance with Procedure Rule 10.10 of Part D2.

8. **Requested Items**

To consider any items referred to the Committee at the request of a Member under Procedure Rule 3.1 of Part D2 of the Constitution.

Reports

Item	Subject	Page Nos.
9	Executive Member Update	* Verbal
	To receive a brief verbal update from the Executive Member for Corporate Resources.	
10	2016 Fees & Charges	* 11 - 104
	To receive the directorate's relevant fees and charges information, noting the Executive proposals and influencing where appropriate changes to the fees and charges prior to Council.	
	Full details are available on the Executive Papers dated 06 October 2016	
	http://centralbeds.moderngov.co.uk/ieListDocuments.aspx?CId=577&MId=4919&Ver=4v .	
	Attached are the relevant appendices A, B, C, D, E and Supplementary.	
11	Work Programme 2015/16 & Executive Forward Plan	* 105 - 110
	The report provides Members with details of the currently drafted Committee work programme and the latest Executive Forward Plan.	

CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE** held in Room 14, Priory House, Monks Walk, Shefford on Tuesday, 25 August 2015.

PRESENT

Cllr P A Duckett (Chairman)

Cllrs	Mrs C F Chapman MBE	Cllrs	D McVicar
	K Ferguson		T Swain
	J Kane		N Warren

Apologies for Absence: Cllrs J Chatterley
R W Johnstone

Substitutes: Cllrs C C Gomm (In place of R W Johnstone)

Members in Attendance:	Cllrs	K M Collins	Deputy Executive Member for Corporate Resources
		S Dixon	Deputy Executive Member for Corporate Resources
		J G Jamieson	Leader of the Council and Chairman of the Executive
		R D Wenham	Executive Member for Corporate Resources

Officers in Attendance:	Mrs D Broadbent- Clarke	–	Director of Improvement and Corporate Services
	Mr G Muskett	–	Head of Revenues & Benefits
	Mrs R Preen	–	Scrutiny Policy Adviser
	Mr C Warboys	–	Chief Finance Officer

Public: 0

CR/15/12. **Minutes**

RESOLVED that the minutes of the meeting of the Corporate Resources Overview and Scrutiny Committee held on 23 June 2015 be confirmed and signed by the Chairman as a correct record.

CR/15/13. **Members' Interests**

None.

CR/15/14. **Chairman's Announcements and Communications**

None.

CR/15/15. **Petitions**

None.

CR/15/16. **Questions, Statements or Deputations**

None.

CR/15/17. **Call-In**

None.

CR/15/18. **Requested Items**

None.

CR/15/19. **Executive Member Update**

The Executive Member for Corporate Resources provided an update which included the following:-

- A new system that would significantly improve Wi-Fi connections was being introduced across the Council.
- New software that was being installed to support mobile working for staff.
- The capability for new Housing Benefit claimants to apply online. Further measures to include existing claims would be introduced in the future.
- The highways app had proved very popular with residents and was being integrated into the Council systems to enhance efficiency.
- The telephony and customer service systems tender was now complete and a new contract was under consideration.
- Regional pay briefings that would be undertaken in September 2015 to consider the new living wage and annual pay awards for staff, both of which would create pressures and impact the Council.
- A recent IT security audit had raised concerns which were being addressed by the Council. There would be an e-learning package introduced for staff to minimise the possibility of further breaches.
- The annual return for electoral registration was currently underway but there had been some negative feedback from residents.
- A planning application had been submitted for the relief road on the land east of Arlesey. Tele Royale had been brought in as a partner to support this process.

In light of the update a Member expressed concern that the wording of the electoral registration form was confusing which may have led to the negative feedback from residents. In response the Director for Improvement and Corporate Services explained that the Council had used a national form, but the department would ensure the covering letter was clearer.

A Member queried the method used to determine staff pay scales. The Director confirmed the method incorporated Central Bedfordshire Council's internal grading system and a national model.

In response to a Member query the Executive Member for Corporate Resources confirmed that the Council was working on opportunities for reinvestment and land acquisition. The Committee acknowledged the importance of protecting capital investment for the future.

CR/15/20. **Central Bedfordshire's Five-year Plan: 2015-20**

The Director for Improvement and Corporate Resources delivered a report and presentation which set out the draft priorities in relation to the Council's Five Year Plan. In addition the Leader explained the importance of ensuring the priorities and areas of focus were appropriate.

In light of the presentation Members discussed the following in detail:-

- Whether it was correct to prioritise housing for older people, as housing for families was equally as important.
- The importance of ensuring that every school leaver was work ready, in terms of practical skills as well as academic achievement.
- Whether an efficient and responsive Council should be considered 'business as usual' rather than a specified priority. In response the Chief Finance Officer urged caution in changing this priority as there was detail contained within it with regards to freezing Council Tax.
- The need for excellent transport infrastructure (including road, buses and rail) and the need for a robust parking strategy due to existing and future pressures. The Deputy Executive Member highlighted the need to re-educate people with regards to the use of cars and that the Council had a duty to be proactive in providing alternative methods of travel and parking provision. The current lack of rail provision in Dunstable was highlighted as a concern, particularly with regards to the large scale development required in the area.
- The use of jargon within the document which the Director agreed would be amended.
- The additional pressures placed on the Council due to funding decisions taken by the NHS as some services were transferred to Local Authority control.
- The need for promotion of the use of open spaces to influence positive outcomes with regards to health, families and anti social behaviour.

RECOMMENDED:-

1. **That the Committee support the strategic vision and priorities listed within the Five Year Plan;**
2. **That in light of the feedback provided by the Committee, Officers provide more detail on the specific areas discussed by the Committee in the document provided to the public.**

CR/15/21. Budget Strategy and Medium Term Financial Plan

The Chief Finance Officer introduced a report, which provided the Committee with an opportunity to comment upon the Medium Term Financial Planning Framework for 2016-17 through 2019-20.

In light of the report Members queried the figures in relation to reducing Council Tax revenue in 2016/17. In response the Chief Finance Officer explained that as a result of better than anticipated Council Tax collection over previous years the Council had seen an increase in revenue. However this was not anticipated to continue to the current levels.

In addition Members queried whether the Revenue Support Grant was protected. In response the Chief Finance Officer confirmed that although there was a strong possibility it would be reduced, this should be partially mitigated by an increase in business rates income.

NOTED the report**CR/15/22. Council Tax Support Scheme 2016/17**

The Executive Member for Corporate Resources explained that the Committee were being given the opportunity to receive the report earlier than in previous years in order to include their input to the final report to the Executive.

The Head of Revenues and Benefits delivered a report on the Council Tax Support Scheme which broadly reflected the previous Council Tax Benefit scheme with some minor changes. The proposed scheme would remain identical to the 2015/16 scheme and would not be subject to any inflationary increase.

In light of the report the Committee discussed the following points in detail:-

- The number of residents in receipt of the Single Person Discount (SPD), which was confirmed to be around one third of Central Bedfordshire residents.
- It was noted that regular entitlement checks with regards to SPD were undertaken and that most recently over 1000 people had been removed from entitlement.
- The Council Tax collection rate within Central Bedfordshire which was higher than many other Local Authorities at 97.8%.

RECOMMENDED that the Council Tax Support Scheme be approved.**CR/15/23. Q4 Budget Monitoring Report 2014/15**

The Chief Finance Officer delivered a presentation detailing the financial position of the Council at the end of Quarter 4. The report highlighted the overspend in Social Care, which reflected the pressures the Council was under. The overall position was a small underspend against budget.

RECOMMENDED that the strong financial performance of the Council in Q4 be acknowledged.

CR/15/24. Q1 Revenue Budget Monitoring Report 2015/16

The Chief Finance Officer delivered a presentation detailing the financial position of the Council at the end of Quarter 1. The report highlighted that short term borrowing had enabled the Council to secure a lower interest rate on its borrowings. In addition the Executive Member stated that he anticipated a reduction in debt over the coming months.

NOTED the presentation

CR/15/25. Work Programme 2015/16 & Executive Forward Plan

RECOMMENDED that the Corporate Resources OSC Work Programme be agreed subject to the addition of Superfast Broadband in October 2015.

(Note: The meeting commenced at 10.00 a.m. and concluded at 12.50 p.m.)

Chairman.....

Date.....

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Appendix A – price increase of 1% (with roundings) or held at 2015 prices

2016/17 Fees & Charges – Children’s Services. Charges with effect from 1st January 2016

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Children's Services			
School Transport			
School Transport- Concessions & Post 16 bus pass: per term	152.80	155.00	1%
School Transport- Concessions & Post 16 bus pass: half term	76.25	77.00	1%
School Transport- Concessions & Post 16 bus pass: year	414.93	419.00	1%
School Transport: Replacement Bus Pass	Tour operators charge plus a handling fee of £10.20	Tour operators charge plus a handling fee of £10.30	1%

Directorate: Children's Services	2015/16 Rate	2015/16 Rate	2016/17 Rate	2016/17 Rate	Percentage Increase
	£	£	£	£	
Music Service VAT (n/a)					
Lesson Setting (Per Term)	Direct Debit	Other Payment Methods	Direct Debit	Other Payment Methods	
Lower Schools					
Group	90.40	94.10	90.40	94.10	0%
Individual	135.80	141.20	135.80	141.20	0%
Middle, Upper and Community					
Group	90.40	94.10	90.40	94.10	0%
Individual 20 mins	135.80	141.20	135.80	141.20	0%
Middle and Upper					
Individual 30 mins	203.50	211.60	203.50	211.60	0%
Individual 40 mins	271.30	282.20	271.30	282.20	0%
Out of County and non-LEA schools					
Group	96.20	100.10	96.20	100.10	0%
Individual 20 mins	149.90	156.10	149.90	156.10	0%
Individual 30 mins	225.00	234.00	225.00	234.00	0%
Music Centres					
Full Membership	79.60	82.80	79.60	82.80	0%
Part Membership	53.00	55.10	53.00	55.10	0%
South Beds Sinfonia	35.60	36.60	35.60	36.60	0%
South Beds Youth Voices	53.00	55.10	53.00	55.10	0%

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Appendix A – price increase of 1% (with rounding) or held at 2015 prices

2016/17 Fees & Charges – Community Services. Charges with effect from 1st January 2016

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Community Services			
Highway Licences			
Over sailing of crane over the highway	110.00	111.00	1%
Provision of estimate for construction of crossover	112.00 (+ 10% admin fee)	113.00 (+ 10% admin fee)	1%
Highways and Transportation			
Application for a temporary traffic regulation order on the highway - emergency (Companies)	750.00	757.50	1%
Temporary Traffic Regulation Orders (including where orders extended by applicant)			
Orders from companies	1,500.00	1,515.00	1%
Orders from individuals	785.00	795.00	1%
Temporary Traffic Regulation Orders for special events	1,500.00	1,515.00	1%
Special Events Orders for charities and local authorities	160.00	162.00	1%
Street works Licences			
Road Opening Permit Fee (non refundable)	99.00	100.00	1%
Road Opening Permits (Refundable Bond) - less £100 inspection fee	470.00	475.00	1%
Additional charge for above, over 5m2 (Refundable Bond) per m2	94.00	100.00	1%
Tourist and Temporary Directional Signage - per application (non refundable)	148.00 or cost if higher	149.00 or cost if higher	1%
Developer Directional Signage - per application (non refundable)	148.00 or cost if higher	149.00 or cost if higher	1%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Community Services			
Public Protection			
Licences - Animals			
Licences - Animals- Riding Establishments -full licence:1-5 Horses	123.00	124.00	1%
Licences - Animals- Riding Establishments -full licence:6-12 Horses	184.00	186.00	1%
Licences - Animals- Riding Establishments -full licence:13+ Horses	255.00	258.00	1%
Licences - Animals- Riding Establishments :Provisional Licence	25% of relevant full fee	25% of relevant full fee	1%
Licences - Animals- :Dangerous Wild Animals	194.00	196.00	1%
Licences - Animals- :Renewal of Dangerous Wild Animals	82.00	83.00	1%
Licences - Animals- :Pet Shops	195.00	197.00	1%
Licences - Animals- :Animal Breeders	180.00	182.00	1%
Licences - Animals- :Animal Boarding Establishments	180.00	182.00	1%
Licences - Animals- :Animal Boarding and Breeding	230.00	233.00	1%
Hackney Cabs and Private Hire Vehicle			
Licence Fee (12 months or less)			
Hackney Carriage - New	300.00	303.00	1%
Temporary Replacement Vehicle (3 Month Licence)	95.00	96.00	1%
Private Hire Vehicle and Hackney Cab Driver Licence:			
New or renewal combined 1 year driver's licence	95.00	96.00	1%
Disclosure and Barring Scheme (admin fee)	15.00	15.20	1%
DVLA enquiry fee	7.00	7.10	1%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Community Services			
Private Hire Operators Licence:			
New Private Hire Operators Licence	200.00	202.00	1%
Renewal Private Hire Operators Licence	75.00	76.00	1%
Transfer of Ownership of Vehicles: Where the ownership of a vehicle already licensed by Central Bedfordshire Council is transferred to another person the following fees will be due by the new owner upon receipt of a successful application	115.00	116.00	1%
Transfer of Ownership of Vehicles: Where the vehicle licence is transferred and is to remain in force until its expiry date	115.00	116.00	1%
Other Licensing			
Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing; One-off registration fees: Premises	155.00	157.00	1%
Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing; One-off registration fees: Person	146.00	148.00	1%
Gambling Act 2005 Premises Licence Fees: New Premises Licence	615.00	621.00	1%
Gambling Act 2005 Premises Licence Fees: Vary a Premises Licence	615.00	621.00	1%
Gambling Act 2005 Premises Licence Fees: Transfer a Premises Licence	158.00	160.00	1%
Gambling Act 2005 Premises Licence Fees: Re-instatement of a Premises Licence	280.00	283.00	1%
Gambling Act 2005 Premises Licence Fees: Provisional Statement	615.00	621.00	1%
Gambling Act 2005 Premises Licence Fees: Premises Licence with a Provisional Statement	110.00	111.00	1%
Gambling Act 2005 Premises Licence Fees: Annual Premises Licence Fee	280.00	283.00	1%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Community Services			
Sex Shop/Cinema licence: Renewal	425.00	430.00	1%
Sex Shop/Cinema licence: Transfer or Variation	425.00	430.00	1%
Sexual Entertainment Venues licence: Grant	1,430.00	1,445.00	1%
Sexual Entertainment Venues licence: Renewal	1,025.00	1,035.00	1%
Sexual Entertainment Venues licence: Transfer or Variation	1,025.00	1,035.00	1%
Poisons Act 1972: Alteration to premises (where listed person is entitled to sell)	10.00	10.10	1%
Contaminated Land Enquiries	93.00	94.00	1%
Food Premises Register: Full	1,030.00	1,040.00	1%
Preparation of report for accident investigation	72.00	73.00	1%
Street Trading - annual	400.00	405.00	1%
Street Trading - One off event	90.00	91.00	1%
Trading Standards			
Trading Standards: Annual Membership Fee	189.30	191.00	1%
Trading Standards: Renewal Fee for Existing Member	142.50	144.00	1%
Trading Standards: United Kingdom Trade Confederation Membership Fee	159.20	161.00	1%
Trading Standards: United Kingdom Trade Confederation Renewal Fee	159.20	161.00	1%
Trading Standards Approved Stickers per 100	13.90	14.00	1%
Consumer Guide Leaflet per 500	77.50	78.50	1%
Consumer Guide Leaflet per 1000	158.50	160.00	1%
Trading Standards Approved Plaque	39.50	40.00	1%
Trading Standards Replacement/Additional Membership Certificate	13.90	14.00	1%
Waste - other charges			
Fridge and freezer collection (Full price) - Domestic	41.00	41.50	1%
Fridge and freezer collection (Concession) - Domestic	20.50	20.75	1%
End of Life Caravan collection	173.00	175.00	1%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Community Services			
Dog Control			
Collection of dogs from kennels	57.00	57.50	1%
Dog warden returns dog from kennels	114.00	115.00	1%
Kennelling of stray dogs	11.20	11.30	1%
Public documents			
All copies listed below, sent by post, are subject to £2 P&P charge			
Documents/requests relating to statutory procedures			
Certified true copy of Definitive Map - per copy A4	23.70	24.00	1%
Certified true copy of Definitive Map - per copy A3	31.60	32.00	1%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Community Services			
Parking Charges			
Parking: Up to 5 hours	3.50	3.50	0%
Parking: Market Trader Permit - 1 day	3.50	3.50	0%
Parking: Market Trader Permit - 12 months	64.00	64.00	0%
Employee Permit - 1 month	52.00	52.00	0%
Employee Permit - 3 months	129.00	129.00	0%
Employee Permit - 12 months	386.00	386.00	0%
Disabled Badge Holders	Free in designated bays only	Free in designated bays only	0%
Parking: Steppingley Road - 1 Day (Mon-Fri)	5.00	5.00	0%
Parking: Steppingley Road - 1 week (Mon-Sun)	25.00	25.00	0%
Parking: Steppingley Road - 1 Day (Sat & Sun)	1.00	1.00	0%
Permits			
Resident Permit per annum	10.00	10.00	0%
Resident Permit: Incremental increased fee - 2nd vehicle	70.00	70.00	0%
Resident Permit: Incremental increased fee -3rd and subsequent vehicle	90.00	90.00	0%
Commercial Permit (for town centre businesses) (for use in CBC car parks): 12 months	386.00	386.00	0%
Visiting Carers Permit	Free	Free	0%
Book 25 visitor's day tickets	30.00	30.00	0%
Libraries:			
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick within opening hours- Commercial	21.50	21.50	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick within opening hours- Community	10.50	10.50	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick outside opening hours- Commercial	36.50	36.50	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick outside opening hours- Community	25.50	25.50	0%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Community Services			
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick small meeting room within opening hours-Commercial	14.00	14.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick small meeting room outside opening hours-Community	7.00	7.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick small meeting room outside opening hours-Commercial	29.00	29.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick small meeting room outside opening hours-Community	22.00	22.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Biggleswade lvel room within opening hours-Commercial	14.00	14.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Biggleswade lvel room within opening hours-Community	7.00	7.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Biggleswade lvel room outside opening hours-Commercial	29.00	29.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Biggleswade lvel room outside opening hours-Community	22.00	22.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 1 (first floor) within opening hours-Commercial	14.00	14.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 1 (first floor) within opening hours-Community	7.00	7.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 1 (first floor) outside opening hours-Commercial	29.00	29.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 1 (first floor) outside opening hours-Community	22.00	22.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 2 (first floor) within opening hours-Commercial	20.00	20.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 2 (first floor) within opening hours-Community	10.00	10.00	0%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Community Services			
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 2 (first floor) outside opening hours-Commercial	35.00	35.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 2 (first floor) outside opening hours-Community	25.00	25.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Activities Room within opening hours-Commercial	10.00	10.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Activities Room within opening hours-Community	5.00	5.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Activities Room outside opening hours-Commercial	25.00	25.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Activities Room outside opening hours-Community	20.00	20.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Sandy Library meeting Room within opening hours- Commercial	14.00	14.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Sandy Library meeting Room within opening hours-Community	7.00	7.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Houghton Regis Library meeting Room within opening hours-Commercial	14.00	14.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Houghton Regis Library meeting Room within opening hours-Community	7.00	7.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Dunstable Library meeting Room within opening hours-Commercial	14.00	14.00	0%
Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Dunstable Library meeting Room within opening hours-Community	7.00	7.00	0%
Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Theatre Lounge - within opening hours-Commercial	27.00	27.00	0%
Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Theatre Lounge - within opening hours-Community	19.00	19.00	0%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Community Services			
Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Theatre Lounge - outside opening hours-Commercial	42.00	42.00	0%
Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Theatre Lounge - outside opening hours-Community	34.00	34.00	0%
Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Meeting Room - within opening hours-Commercial	21.00	21.00	0%
Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Meeting Room - within opening hours-Community	13.50	13.50	0%
Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Meeting Room - outside opening hours-Commercial	36.00	36.00	0%
Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Meeting Room - outside opening hours-Community	28.50	28.50	0%
Libraries: Shefford - Meeting Rooms (hourly charge)-Meeting Room - outside opening hours-Commercial	14.00	14.00	0%
Libraries: Shefford - Meeting Rooms (hourly charge)-Meeting Room - outside opening hours-Community	7.00	7.00	0%
Refreshment facilities at Libraries	2.00	2.00	0%
Theatre hires: Auditorium - Non Performance-Commercial per hour	42.00	42.00	0%
Theatre hires: Auditorium - Non Performance-Non commercial per hour	32.00	32.00	0%
Theatre hires: Auditorium - Non Performance-Sunday per hour - (4 hours minimum)	53.00	53.00	0%
Theatre hires: Auditorium - Performance-Commercial - Mon-Wed per hour (4 hours minimum)	47.00	47.00	0%
Theatre hires: Auditorium - Performance-Non commercial - Mon-Wed per hour (4 hours minimum)	42.00	42.00	0%
Theatre hires: Auditorium - Performance-Commercial - Mon-Wed 9.30 to 23.00	609.00	609.00	0%
Theatre hires: Auditorium - Performance-Non commercial - Mon-Wed 9.30 to 23.00	525.00	525.00	0%
Theatre hires: Auditorium - Performance-Commercial - Thur-Sat per hour (4 hours minimum)	58.00	58.00	0%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Community Services			
Theatre hires: Auditorium - Performance-Non commercial -Thur-Sat per hour (4 hours minimum)	53.00	53.00	0%
Theatre hires: Auditorium - Performance-Commercial - Thur-Sat 9.30 to 23.00	683.00	683.00	0%
Theatre hires: Auditorium - Performance-Non commercial Thur-Sat 9.30 to 23.00	578.00	578.00	0%
Theatre hires: Auditorium - Non Performance Plus Meeting Room-Commercial per hour	52.00	52.00	0%
Theatre hires: Auditorium - Non Performance Plus Meeting Room-Non-Commercial per hour	38.00	38.00	0%
Theatre hires: Auditorium - Non Performance Plus Meeting Room-Sunday per hour - (4 hours minimum)	73.00	73.00	0%
Theatre hires: Auditorium - Performance Plus Meeting Room-Commercial per hour (4 hours minimum)	67.00	67.00	0%
Theatre hires: Auditorium - Performance Plus Meeting Room-Non-Commercial per hour (4 hours minimum)	50.00	50.00	0%
Theatre hires: Auditorium - Performance Plus Meeting Room-Commercial - Mon-Wed 9.30 to 23.00	685.00	685.00	0%
Theatre hires: Auditorium - Performance Plus Meeting Room-Non-commercial - Mon-Wed 9.30 to 23.00	575.00	575.00	0%
Theatre hires: Auditorium - Performance Plus Meeting Room-Commercial - Thur-Sat per hour (4 hours minimum)	78.00	78.00	0%
Theatre hires: Auditorium - Performance Plus Meeting Room-Non commercial -Thur-Sat per hour (4 hours minimum)	60.00	60.00	0%
Theatre hires: Auditorium - Performance Plus Meeting Room-Commercial - Thur-Sat 9.30 to 23.00	757.00	757.00	0%
Theatre hires: Auditorium - Performance Plus Meeting Room-Non commercial Thur-Sat 9.30 to 23.00	628.00	628.00	0%
Theatre hires: Other Charges-Technician per hour - VAT applicable at standard rate	21.00	21.00	0%
Theatre hires: Other Charges-Late Vacating - to be charged at the appropriate hourly rate above,(minimum charge one hour) -for VAT see above	See hourly rate above	See hourly rate above	0%
Theatre hires: Other Charges-Block bookings of 5 days inclusive of 'get in and get out' 20% discount		Other charge	0%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Community Services			
Theatre hires: Other Charges-Note - Technical hire is a separate item. In addition to the Fees and Charges a number of long standing and regular hirers have 'side agreements' within the Terms & Conditions of hire		Other charge	0%
Libraries: DVDs	2.50	2.50	0%
Libraries: DVDs - concessions	1.25	1.25	0%
Libraries: Requests	1.20	1.20	0%
Libraries: Requests - (viewpoint and staff assisted) charge per request - concessions	0.60	0.60	0%
Libraries: Request charges for 16 – 18 year olds are at the concessionary rate	0.60	0.60	0%
Libraries - Photocopies and Print Outs			
			0%
Photocopies (black & white) - A4	0.10	0.10	0%
Photocopies (black & white) - A3	0.15	0.15	0%
Photocopies (colour) - A4	1.00	1.00	0%
Photocopies (colour) - A3	1.50	1.50	0%
Black and white microfilm reader/printers - per copy A4	0.35	0.35	0%
Colour CD-ROM and Internet prints - containing photographs, artwork or charts	0.50	0.50	0%
Libraries fax charges per copy sent			
			0%
Fax charges - UK (75p sub sheet)	1.55	1.55	0%
Fax charges - Europe (£1.60 sub sheet)	2.90	2.90	0%
Fax charges - Rest of World (£2.30 sub sheet)	4.20	4.20	0%
Receiving faxes (per sheet)	1.00	1.00	0%
Receiving faxes from premium rate lines - Standard charge	3.50	3.50	0%
Receiving faxes from premium rate lines - plus price per sheet	1.20	1.20	0%
Library Fines			
			0%
Fines - per day adults (max £7.80)	0.26	0.26	0%
Fines - per day children (max £2.10)	0.07	0.07	0%
Fines - per day concessions (max £3.90); concession rate 2015 - 60, 2016 - 65	0.13	0.13	0%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Community Services			
Internet Access			0%
Internet access - First 2 hours	Free	Free	0%
Internet charges per additional hour (volume= sessions)	1.00	1.00	0%
Lost and Damaged items (No charge for damaged books borrowed by or for children aged 0 – 5 years. Charges for lost children’s books, adult books damaged by a child, or damaged audio visual items still apply).	Charge on library catalogue plus £1. If not on catalogue refer to Service Development Manager	Charge on library catalogue plus £1. If not on catalogue refer to Service Development Manager	0%
Magazines - charged at face value plus	0.65	0.65	0%
Additional charge for books borrowed from outside Bedfordshire	2.55	2.55	0%
Vocal scores : per set of 5 - 30	6.10	6.10	0%
Vocal scores per set of 31+	12.20	12.20	0%
Lost Ticket Replacement - Charge per lost ticket (Adult only)	1.50	1.50	0%
Events and activities for adults and children	Charge to be determined as appropriate by the service for events and activities outside the core offer	Charge to be determined as appropriate by the service for events and activities outside the core offer	0%
Highway Licences :			0%
Deposit for scaffolding on or over highway	No charge	No charge	0%
Deposit for hoarding/fences on highway	No charge	No charge	0%
Construction of crossover	At cost	At cost	0%
Mobile Food Trading - First application inspection fee	0.00	0.00	0%
Mobile Food Trading - Annual fee	0.00	0.00	0%
Provision of H bar road markings	Cost	Cost	0%
Charges for damaged highway assets	Cost	Cost	0%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Community Services			
Highways and Transportation			
Application for a temporary traffic regulation order on the highway - emergency (Individuals)	388.00	388.00	0%
Temporary Traffic Regulation Orders (including where orders extended by applicant)			
Additional charge for excavations of footway or verge (Refundable Bond) per m2	32.00	32.00	0%
Driver knowledge check	26.00	26.00	0%
Licences - Animals:- Zoos	50.00 Plus costs calculated on basis of officer	50.00 Plus costs calculated on basis of officer	0%
Licences - Animals Grant / New	hourly rate for each hour spent	hourly rate for each hour spent	0%
Licences - Animals Renewal	hourly rate for each hour spent	hourly rate for each hour spent	0%
Licence Fee (12 months or less)			
Private Hire Vehicle and Hackney Cab Driver Licence:			
Replacement badge	21.00	21.00	0%
CRB Check - Standard	not carried out by CBC	not carried out by CBC	0%
CRB Check - Enhanced	not carried out by CBC	not carried out by CBC	0%
CRB check administration fee	not carried out by CBC	not carried out by CBC	0%
Other Licensing			
Food Hygiene Course Lecturing	67.00	67.00	0%
Water Sampling	Cost Recovery	Cost Recovery	0%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Community Services			
Pest Control			
Pest Control: Rats (charge for each infestation treated in a twelve month period)	39.50	39.50	0%
Pest Control: Rats Concession	19.75	19.75	0%
Pest Control: Mice (charge for each infestation treated in a twelve month period)	39.50	39.50	0%
Pest Control: Mice Concession	19.75	19.75	0%
Pest Control: Bed Bugs (charge for each infestation treated in a twelve month period)	78.00	78.00	0%
Pest Control: Bedbugs Concession	39.00	39.00	0%
Pest Control: Cockroaches (charge for each infestation treated in a twelve month period)	58.00	58.00	0%
Pest Control: Cockroach Concession	29.00	29.00	0%
Pest Control: Wasps	45.00	45.00	0%
Pest Control: Wasps (Concession)	22.50	22.50	0%
Pest Control: Ants	58.00	58.00	0%
Pest Control: Ant (Concession)	29.00	29.00	0%
Pest Control: Fleas	58.00	58.00	0%
Pest Control: Flea (Concession)	29.00	29.00	0%
Veterinary fee	Cost Recovery	Cost Recovery	0%
To collect cement-bound asbestos from domestic premises:	Assessed on individual case basis - contact the Service	Assessed on individual case basis - contact the Service	0%
To collect cement-bound asbestos - Persons in receipt of means tested benefit	Assessed on individual case basis - contact the Service	Assessed on individual case basis - contact the Service	0%
Rights of Way			
Growth and Infrastructure Act documents:			
Landowner Statements (village greens)	£500 plus £95 per initial site notice	£500 plus £95 per initial site notice	0%
Processing applications:	Cost Recovery using flat rate fee of £49.00 per hour	Cost Recovery using flat rate fee of £49.00 per hour	0%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Community Services			
Additional site notices	£20.50 each + mileage and travel time at £49/ hour	£20.50 each + mileage and travel time at £49/ hour	0%
Highways statements and declarations (section 31 deposits)			
Processing applications	315.00	315.00	0%
Highway Enquiry & Search Letters : per non standard enquiry including VAT	£52.00 (inc VAT)	£52.00 (inc VAT)	0%
Definitive Map Modification Orders			
All aspects of processing applications	No Charge	No Charge	0%
Pre application advice - only charged if an application is subsequently submitted and an order made.	Cost Recovery using flat rate fee of £49.00 per hour	Cost Recovery using flat rate fee of £49.00 per hour	0%
Processing where no objection received	£2,040 or actual cost	£2,050 or actual cost	0%
Processing past point where an objection is received	No Charge	Actual cost based on hourly rate [set out in Deregulation Act]	0%
Advertising costs	Cost Recovery based on charges from publishing paper	Cost Recovery based on charges from publishing paper	0%
Public documents			
All copies listed below, sent by post, are subject to £2 P&P charge			
Definitive Statement	1.00	1.00	0%
Confirmed Orders	4.00	4.00	0%
Policy statements	12.00	12.00	0%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Community Services			
Documents/requests relating to statutory procedures			
Statutory declarations by Council officers [per hour]	49.00	49.00	0%
Certified true copy of Definitive Statement	1.00	1.00	0%
Certified true copy of Definitive Map - per copy 60x80cm	42.00	42.00	0%
GIS Maps - A1	20.00	20.00	0%
GIS Maps - A0	52.00	52.00	0%
One-off Definitive Map searches, planning enquiries etc.	61.00	61.00	0%
Produce plan	Cost Recovery using flat rate fee of £49.00 per hr	Cost Recovery using flat rate fee of £49.00 per hr	0%
Section 38 Highways Act 1980 Agreements - Technical audit, administration and supervision - percentage based on estimated cost of works before a signed Agreement for a proposed road scheme is in place	11% for schemes up to a value of £750K, For schemes above this the percentage to be negotiated	11% for schemes up to a value of £750K, For schemes above this the percentage to be negotiated	0%
Section 38 Highways Act 1980 Agreements - Technical audit, administration and supervision - percentage based on estimated cost of works after a signed Agreement for a road scheme is in place.	8.5% for schemes up to a value of £750K. For schemes above this the percentage to be negotiated.	8.5% for schemes up to a value of £750K. For schemes above this the percentage to be negotiated.	0%
Section 278 Highways Act 1980 Agreements - Administration of schemes for the improvement or alteration to a public highway - percentage of fee based on scheme value.	7%	7%	0%

Appendix A – price increase of 1% (with roundings) or held at 2015 prices

2016/17 Fees & Charges – Improvement and Corporate Services. Charges with effect from 1st January 2016

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Improvement and Corporate Services			
Marriages - Outside Venue Monday - Friday	425.00	430.00	1%
Marriages - Outside Venue Saturday	500.00	505.00	1%
Marriages - Outside Venue Sunday	560.00	565.00	1%
Civil Partnerships - Outside Venue Monday - Friday	360.00	364.00	1%
Civil Partnerships - Outside Venue Saturday	425.00	430.00	1%
Civil Partnerships - Outside Venue Sunday	490.00	495.00	1%
Celebratory Services - Approved Premises - outside venue - weekdays	210.00	212.00	1%
Celebratory Services - Approved Premises - outside venue Saturdays	275.00	278.00	1%
Celebratory Services - Approved Premises - Local Authority venue - weekdays	230.00	233.00	1%
Celebratory Services - Approved Premises - Local Authority venue - Saturdays	285.00	288.00	1%
Approved Premises Licence Fee (Three year) First application (minimum fee for 2 rooms only - £100 to be added for each additional room to be licenced)	1,410.00	1,425.00	1%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Improvement and Corporate Services			
Citizenship Ceremonies - Individual Ceremony (VAT n/a)	115.00	115.00	0%
Approved Premises Licence Fee (Three year) Renewal (minimum fee for 2 rooms only - £100 to be added for each additional room to be licenced)	1,035.00	1,035.00	0%
Civil Funerals	215.00	215.00	0%
Express Certificates (includes statutory fee)	21.00	21.00	0%
Postage for certificates	1.00	1.00	0%
Freedom of Information:			
Requests that require 18 hours or less to compile	No charge	No charge	0%
Requests that require 18 hours to compile	450.00	450.00	0%
Additional cost per hour or part thereof	25.00	25.00	0%
Disbursement Costs:			
Postage under £20	No charge	No charge	0%
Postage £20 or over	Actual cost	Actual cost	0%
E-mail Transmission	No charge	No charge	0%
CD / DVD per disk	5.50	5.50	0%
Local Land Charges:			
Full Residential Search (LLC1 and Con29)	133.00	133.00	0%
Full Commercial Search (LLC1 and Con29)	201.00	201.00	0%
LLC1 Certificate of Search	20.00	20.00	0%
Con 29 Local Enquiries (Residential)	113.00	113.00	0%
Con 29 Local Enquiries (Commercial)	181.00	181.00	0%
Part II optional	15.00	15.00	0%
Solicitors own question	25.00	25.00	0%
Additional parcel of land	13.50	13.50	0%
Personal Search	Free	Free	0%
Copy documents	2.24	2.24	0%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Improvement and Corporate Services			
Human Resources:			
Disclosure and Barring Service (DBS) Checks -			
Administrative Charge	21.50	21.50	0%
Local Taxation:			
Cost of Collection			
Administration charge on Court Costs - Council Tax	83.00	83.00	0%
Administration charge on Court Costs - NNDR	83.00	83.00	0%

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Appendix A – price increase of 1% (with roundings) or held at 2015 prices

2016/17 Fees & Charges – Regeneration and Business Services. Charges with effect from 1st January 2016

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Regeneration and Business Services			
Street Naming			
Street Naming and Numbering new addresses: 1-5 Plots	185.00	187.00	1%
Street Naming and Numbering new addresses: 6-25 Plots	310.00	313.00	1%
Street Naming and Numbering new addresses: 26-75 Plots	750.00	757.50	1%
Street Naming and Numbering new addresses: 76+ Plots	1,030.00	1,040.00	1%
Additional charge where this includes naming a building (e.g. block of flats)	250.00	253.00	1%
HER Search fee (Remote search) HER search fee (visit) HER data licence (for one year with an update after 6 months based on percentage of records in dataset): In-house/hour	49.00	50.00	1%
HER Search fee (Remote search) HER search fee (visit) HER data licence (for one year with an update after 6 months based on percentage of records in dataset): Remote/hour	70.50	72.00	1%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Regeneration and Business Services			
Street Naming			
Existing Street - Rename	310.00	310.00	0%
Existing Street - Rename - additional charge per property	62.00	62.00	0%
New Street - Additional charge to house numbering where this includes naming of a street	250.00	250.00	0%
Building Control			
Duplicate certificate - administration charge on projects prior to 1st April 2003	30.00	30.00	0%
Confirmation of satisfactory final inspection where certificate has not previously been issued	30.00	30.00	0%
Site Inspection and letter of confirmation of satisfactory completion of works (Building Regs)	60.00	60.00	0%
Sale of Plans - VAT applicable at standard rate : A2	10.20	10.20	0%
Sale of Plans - VAT applicable at standard rate : A1	12.20	12.20	0%
Sale of Plans - VAT applicable at standard rate : A0	16.50	16.50	0%
Development Management			
High Hedges			
High Hedges Legislation - Administer a complaint brought under Part 8 of Anti-Social Behaviour Act 2003	720.00	720.00	0%
Concession for applicants on means tested benefit			
Section 106 Town & Country Planning Act 1990 Agreement - Larger Colour Documents	As A4 sheets + Plan Fee at cost	As A4 sheets + Plan Fee at cost	0%
Tree Preservation Orders	As A4 sheets + Plan Fee at cost	As A4 sheets + Plan Fee at cost	0%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Regeneration and Business Services			
Completion Certificates			
Section106 Town & Country Planning Act 1990 Agreement and Unilateral Undertakings: Compliance monitoring fee (charges associated with monitoring obligations contained in agreements and undertakings) :			
Unilateral Undertakings	320.00	320.00	0%
Agreements	480.00	480.00	0%
Minerals Letters: per enquiry	45.00	45.00	0%
Adult Skills Service			
Room Hire - Kingsland & Samuel Whitbread - per hour-Within business hours: Commercial	20.00	20.00	0%
Room Hire - Kingsland & Samuel Whitbread - per hour-Within business hours: Community	10.00	10.00	0%
Room Hire - Kingsland & Samuel Whitbread - per hour- Outside business hours: Commercial	30.00	30.00	0%
Room Hire - Kingsland & Samuel Whitbread - per hour- Outside business hours: Community	20.00	20.00	0%

Building Regulation Charges - no change from 15-16			
2016 Rates (with effect from 1st January 2016)			
Standard Charges for the creation or conversion to New Dwellings			
No of Dwellings	Full Plans		Building Notice Charge
	Plan Charge	Inspection Charge	
	£	£	£
1	195.00	460.00	655.00
2	255.00	515.00	770.00
3	315.00	635.00	950.00
4	375.00	690.00	1,065.00
5	435.00	870.00	1,305.00
6	495.00	930.00	1,425.00
7	555.00	985.00	1,540.00
8	615.00	1,110.00	1,725.00
9	675.00	1,225.00	1,900.00
10	725.00	1,350.00	2,075.00
11	775.00	1,420.00	2,195.00
12	825.00	1,490.00	2,315.00
13	875.00	1,615.00	2,490.00
14	925.00	1,685.00	2,610.00
15	975.00	1,815.00	2,790.00
16	1,025.00	1,880.00	2,905.00
17	1,075.00	2,005.00	3,080.00
18	1,125.00	2,075.00	3,200.00
19	1,175.00	2,205.00	3,380.00
20	1,225.00	2,335.00	3,560.00

Domestic Extensions to a Single Building (with effect from 1st January 2016) - no change from 15-16					
SINGLE STOREY EXTENSIONS					
Category	Description	Plan Charge	Inspection Charge	Building Notice charge	Additional Charge
		£	£	£	£
1	Single Storey Extension floor area not exceeding 40m2	160.00	195.00	355.00	60.00
2	Single Storey Extension exceeding 40m2 but not exceeding 60m2	160.00	285.00	445.00	60.00
3	Single Storey Extension exceeding 60m2 but not exceeding 100m2	160.00	375.00	535.00	60.00

TWO STOREY EXTENSIONS					
Category	Description	Plan Charge	Inspection Charge	Building Notice charge	Additional Charge
		£	£	£	£
4	Two Storey Extension floor area not exceeding 60m ²	160.00	285.00	445.00	60.00
5	Two Storey Extension exceeding 60m ² but not exceeding 100m ²	160.00	375.00	535.00	60.00

LOFT CONVERSIONS					
Category	Description	Plan Charge	Inspection Charge	Building Notice charge	Additional Charge
		£	£	£	£
6	Loft conversion not exceeding 40m ² floor area	160.00	255.00	415.00	60.00
7	Loft conversion exceeding 40m ² floor area but not exceeding 100m ²	160.00	375.00	535.00	60.00

GARAGES AND CARPORTS					
Category	Description	Plan Charge	Inspection Charge	Building Notice charge	Additional Charge
		£	£	£	£
8	Erection or extension of a non exempt attached or detached domestic garage or carport up to 100m ²	160.00	140.00	300.00	60.00
9	Conversion of a garage to a dwelling to a habitable room(s)	210.00	Nil	210.00	60.00
10	Alterations to extend or create a basement up to 100m ²	210.00	Nil	210.00	60.00

DOMESTIC ALTERATIONS TO A SINGLE BUILDING						
Category	Description	Basis of Charge	Plan Charge	Inspection Charge	Building Notice Charge	Reduction for work carried out at the same time as an extension
		£	£	£	£	
1	The installation of a controlled fitting or other building work ancillary to the building of an extension	Included in charge for extension	n/a	n/a	n/a	n/a
2	Traditional Underpinning	Up to 25m in length	265.00	Nil	265.00	50.00
3	Renovation of a thermal element	Fixed Price	200.00	Nil	200.00	50.00
4	Other Alterations, installations of fittings (not electrical) and/or structural alterations. (If ancillary to the building of an extension no additional charge)	Fixed Price Based on Estimated Cost Bands				
		Estimated Cost up to £5000	175.00	Nil	175.00	
		Estimated Cost exceeding £5000 up to £25,000	175.00	150.00	325.00	
		Estimated cost exceeding £25,000 up to £50,000	175.00	300.00	475.00	
		Estimated cost exceeding £50,000 up to £75,000	175.00	360.00	535.00	
5	Window Replacement (non competent persons scheme)	Fixed Price grouped by number of windows				
		Per installation up to 20	125.00	Nil	125.00	50.00
		Per Installation over 20	175.00	Nil	175.00	50.00
6	Electrical Work (not competent persons scheme)	Fixed Price based on estimated cost bands				
		Estimated cost up to £10,000	210.00	Nil	210.00	50.00
		Estimated Cost exceeding £10,000	270.00	Nil	270.00	50.00

Pre-Application Advice – Charging & Information

CATEGORY	TYPE OF DEVELOPMENT	FEE
1	50 dwellings + Please speak to a Planning Officer regarding undertaking a PPA	£2,000 + £100 per dwelling
2	3000sqm + or 30-49 dwellings	£2,000
3	2000sqm – 2999sqm or 20 – 29 dwellings	£1,200
4	1000sqm – 1999sqm or 10 – 19 dwellings	£800
5	Under 1000sqm or 5 – 9 dwellings	£500
6	2 – 4 dwellings	£250
7	1 dwelling including replacement dwellings	£150
8	Household extensions, alterations, outbuildings, PD check or Change of Use (no floor space created) N.B. A formal determination can be obtained through a Lawful Development Certificate for half the normal planning fee.	£70

Categories 1- 4: 8 weeks process, up to 2 hours of officer meeting time, a written response, full consultation with relevant planning consultees

Categories 5- 6: 28 day process, up to an hour of officer meeting time, a written response, full consultation with relevant planning consultees

Category 7: 28 day process, a written response, full consultation with relevant planning consultees

Category 8: 28 day process, a written response, consultation at case officer's discretion.

Free – Listed Building Advice, Tree Preservation Advice, Requests for Information.

PRE-APPLICATION ENQUIRY CHARGING REGIME FOR MINERALS & WASTE (with effect from 1st January 2016)

Pre-application advice in writing following a formal written enquiry, including allowance for a single meeting with one or two officers for up to 2 hours

A flat fee of £510 will be charged for pre-application advice on the following matters:

1. Waste Management Development including landfilling, landraising, built development and associated land/facilities. These would include, but not exclusively, energy from waste facilities, gasification plants, mechanical biological treatment (MBT), pyrolysis, composting, anaerobic digesters, household recycling centres, waste transfer stations, materials recycling facility, aggregates recycling facilities, WEE facilities and scrapyards
2. New mineral winning and working sites and extensions including the use of land for storage of minerals in the open or for the deposit of materials remaining after mineral extraction and any operations connected with exploratory drilling for oil or natural gas
3. All applications for variations of existing planning permissions for Waste Management Development including landfilling, waste disposal and landraising and the winning and working of Minerals
4. Review of Old Mineral/Mining Permissions (ROMPS) or Interim Development Orders (IDOs).
5. Certificates of Lawfulness or Existing Use or Development OR Certificates of Lawfulness of Proposed Use or development for all mineral and waste development.

A fee of £155 will be charged for pre-application advice on the following:

Discharge of pre-development conditions or request for confirmation of compliance with conditions

Subsequent / follow up meetings:

£180 for attendance by up to two officers for up to 2 hours. Each additional officer in attendance charged at **£80**.

Pre-application advice in writing following a formal written enquiry (excluding meetings)

£180 standard charge (*all categories of development as identified above*)

NB. *In accordance with the fee exemptions set out in the current Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2008, Parish and Town Councils incur half the fee.*

Complex and/or significant proposals:

Proposals which require a number of meetings, specialist advice from a number of subject areas and a schedule of timescales for determination of the application may be subject to Planning Performance Agreement (PPA) although this is not mandatory.

Each PPA must be agreed on its own merits.

Appendix A – price increase of 1% (with roundings) or held at 2015 prices

2016/17 Fees & Charges – Social Care, Health & Housing. Charges with effect from 1st April 2016

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Social Care, Health & Housing			
Service Charges			
Service Charges (VAT n/a) - per week (48 week basis): Door Entry Systems	0.20	0.20	1%
Guest Rooms			
Guest Rooms per night: Single	10.20	10.30	1%
Guest Rooms per night: Double	15.30	15.50	1%
Supporting People Charges			
Supporting People Charges (VAT n/a) - per week (48 week basis): Red House Court	19.90	20.10	1%
Supporting People Charges (VAT n/a) - per week (48 week basis): Other sheltered accommodation	19.80	20.00	1%
Supporting People Charges (VAT n/a) - per week (48 week basis): Designated elderly person dwellings	7.00	7.10	1%
Community Alarm System			
Community Alarm System : persons in council sheltered accommodation or disabled	3.90	3.95	1%
Community Alarm System : not in council sheltered accommodation (includes VAT)	4.60	4.65	1%
Garages			
Garages - per week exclusive of rates (48 week basis): Council Tenant	10.00	10.10	1%
Service Charges			
Temporary Accommodation Service Charge per day (VAT n/a): Self contained accommodation	3.60	3.65	1%
Temporary Accommodation Service Charge per day (VAT n/a): Shared accommodation single person	3.60	3.65	1%
Temporary Accommodation Service Charge per day (VAT n/a): Shared accommodation family of 2	4.10	4.15	1%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Social Care, Health & Housing			
Homeless Hostels: TV	0.30	0.30	1%
Non Homeless Hostels: Communal Television (VAT n/a) - per week (48 week basis)	0.30	0.30	1%
Lifeline			
Lifeline: Weekly rental	3.60	3.65	1%
Lifeline: Installation Cost	25.50	25.80	1%
Lifeline: Supply of additional pendant	51.00	51.50	1%
Lifeline: No fault call out fee	25.50	25.80	1%
Lifeline: Supply and fit key safe	81.60	82.40	1%
Lifeline: Lifeline One Call set up cost	30.60	31.00	1%
Lifeline: Annual subscription	14.70	14.90	1%
Outreach Service			
Outreach Service (VAT n/a): Lifeline + 2 visits from Sheltered Housing Officer per week	8.20	8.30	1%
Outreach Service (VAT n/a): Lifeline + 3 visits from Sheltered Housing Officer per week	10.20	10.30	1%
Charges for reference to banks & building societies: Charges for reference to banks & building societies (VAT n/a)	29.00	29.30	1%
Consent for Cable Installations (VAT n/a): Consent for Cable Installations (VAT n/a)	126.20	127.50	1%
Housing Solutions Land Charge Enquiries	40.80	41.20	1%
Private Sector Housing: Immigration survey request - per survey	204.00	206.00	1%
Sheltered Housing: Sheltered Communal Lounge hire (per hour)	13.50	13.60	1%
Sheltered Housing: Lifeline Response Charge (VAT n/a - per response)	21.20	21.40	1%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Social Care, Health & Housing			
Lettings			
Lettings (VAT n/a) - Side room/ Small Room: up to 4 hours	30.60	31.00	1%
Lettings (VAT n/a) - Main Hall: up to 4 hours	43.85	44.30	1%
Lettings (VAT n/a) - Main Hall: additional hour	11.20	11.30	1%
Lettings (VAT n/a) - Kitchen: up to 4 hours	14.80	15.00	1%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Social Care, Health & Housing			
Housing			
Service Charges			
Service Charges (VAT n/a) - per week (48 week basis): District Heating	3.90 - 37.00	3.90 - 37.00	0%
Service Charges (VAT n/a) - per week (48 week basis): Communal Heating	0.10 - 5.70	0.10 - 5.70	0%
Service Charges (VAT n/a) - per week (48 week basis): Communal Cleaning	0.60 - 14.30	0.60 - 14.30	0%
Service Charges (VAT n/a) - per week (48 week basis): Communal Electric	0.10 - 9.90	0.10 - 9.90	0%
Service Charges (VAT n/a) - per week (48 week basis): Window Cleaning	0.30 - 0.50	0.30 - 0.50	0%
Service Charges (VAT n/a) - per week (48 week basis): General Management for sheltered and mini schemes	0.10 - 3.00	0.10 - 3.00	0%
Service charges per week (VAT N/A: Water supply (where property not metered)	5.20	5.20	0%
Homeless Hostels			
Homeless Hostels: Scheme Manager	37.20	37.20	0%
Homeless Hostels: Communal Heating	1.50	1.50	0%
Homeless Hostels: Communal Electric	3.10	3.10	0%
Homeless Hostels: Heating & Domestic Hot Water	3.90-5.80	3.90-5.80	0%
Homeless Hostels: Communal Cleaning	4.40-6.20	4.40-6.20	0%
Homeless Hostels: Window Cleaning	0.40-0.50	0.40-0.50	0%
Private Sector Housing			
Private Sector Housing: Fee for technical assistance with a Renewals Grant - % of cost	10%	10%	0%
Educational Supervision/ per Registrars (Public Health)	2,966.00	Will be determined by the level of supervision required.	

Note: The following Fees & Charges take effect from the 1st January 2016

Charges for reference to banks
Consent for cable installations
Solicitor fast track enquiries
Immigration survey request
Sheltered housing communal lounge hire
Lettings

plus

Deferred Payment Agreements
Brokerage

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Appendix B – New Services

2016/17 Fees & Charges – Community Services. Charges with effect from 1st January 2016

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Community Services			
MSCP Sunday Parking - 1 day	free	2.00	new

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Appendix B – New Services

2016/17 Fees & Charges – Improvement and Corporate Services. Charges with effect from 1st January 2016

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Improvement and Corporate Services			
Marriages and Civil Partnerships - Ceremony Rooms Ampthill & Bedford: Monday - Friday	New	155.00	New
Marriages and Civil Partnerships - Ceremony Rooms Ampthill & Bedford: Saturday	New	205.00	New
Marriages and Civil Partnerships -Ceremony Rooms Biggleswade, Dunstable, Leighton B: Monday - Friday	New	145.00	New
Marriages and Civil Partnerships -Ceremony Rooms Biggleswade, Dunstable, Leighton B: Saturday	New	180.00	New
Communications			
Advertising in News Central	News Central advertising is now provided on behalf of the council by Immediate Solutions. To find out about advertising rates and availability call 01422 354300		
Full page		1,500.00	New
Half page		1,000.00	New
Quarter page		500.00	New
Eighth of page		270.00	New

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Appendix B – New Services

2016/17 Fees & Charges – Social Care, Health & Housing.

Due to the change over date of benefit increases all of Social Care Health & Housing new fees and charges will take effect from 1st April 2016.

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Social Care, Health & Housing			
Temporary Accommodation Service Charge per day (VAT n/a): Lease Properties	New	3.21	New
Early Redemption Grant / Loan Assistance or Works in Default - Land Registry Charge removal	New	50.00	New
Well Being Charge: Provision of emergency care 24/7 at Priory View (per person)	New	1.00	New
Priory View Guest Rooms: Per night if only 1 night	New	25.00	New
Priory View Guest Rooms: Per night for 2 or more nights	New	20.00	New
Priory View Guest Rooms: Per hour to freshen up / wash etc.	New	1.00	New
Priory View Guest Laundry: Per wash load if carried out by the Scheme Manager etc.	New	10.00	New
Brokerage Fee for Self Funders: Admin fee (inc VAT)	New	108.00	New

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Appendix C – price increase of more than 1% (with rounding)

2016/17 Fees & Charges – Community Services. Charges with effect from 1st January 2016

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Community Services			
Parking			
Parking: 30 minutes	0.20	0.50	150%
Parking: Up to 1 hour	0.50	1.00	100%
Parking: Up to 2 hours	1.00 or 0.50	1.50	50%
Parking: Up to 3 hours	1.50	2.00	33%
Parking: Up 10 hours	6.00	6.50	8%
Parking: 1 Week	12.80	15.00	17%
Parking: Lost Token (MSCP only)	5.00	8.50	70%
Parking: Dispensation per vehicle - 1 day	5.00	6.50	30%
Parking: Dispensation per vehicle - 1 week	20.00	25.00	25%
Libraries:			
Libraries: CDs (full price)	1.00	1.10	10%
Libraries: CDs - concessions	0.50	0.55	10%
Libraries: Spoken word (full price)	1.50	1.60	7%
Libraries: Spoken word - concessions	0.75	0.80	7%
Libraries: CDs (full price)	1.00	1.05	5%
Libraries: CDs - concessions	1.03	1.07	4%
Libraries: Spoken word (full price)	1.05	1.08	3%
Consent to deposit materials on the highway	37.00	38.00	3%
Permission to place skip on highway	37.00	38.00	3%
Highways and Transportation			
Temporary Directional Signage (per sign) refundable deposit	64.00	65.00	2%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Community Services			
Highways and Transportation			
Temporary Directional Signage (per sign) refundable deposit	64.00	65.00	2%
Licences - Animals			
Licences - Animals- :Animal Home Boarding	123.00	125.00	2%
Licences - Animals: Performing Animals (per licence)	34.00	35.00	3%
Licence Fee (12 months or less)			
Replacement Plate	26.00	27.00	4%
Variation / withdrawal / application administration fee	26.00	27.00	4%
Private Hire Vehicle and Hackney Cab Driver Licence:			
DBS enhanced check	44.00	45.00	2%
Variation / withdrawal / application administration fee	26.00	27.00	4%
Private Hire Operators Licence:			
Hackney cab and private hire vehicle licence - pre- application advice Per hour	26.00	27.00	4%
Other Licensing			
Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing; One-off registration fees: Person(if member of accredited body)	46.00	47.00	2%
Gambling Act 2005 Premises Licence Fees: Copy of Licence	21.00	22.00	5%
Gambling Act 2005 Premises Licence Fees: Notification of Change of Address	34.00	35.00	3%
Sex Shop/Cinema licence: Grant	610.00	620.00	2%
Poisons Act 1972: New entry or change of name on list	35.00	36.00	3%
Poisons Act 1972: Subsequent renewal of name on list	19.00	19.50	3%
Food Export Certificate	55.00	56.00	2%
Food Premises Register: Single Entry	20.00	20.50	3%
Voluntary Surrender Certificate	108.00	110.00	2%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Community Services			
Trading Standards			
Trading Standards Approved Stickers per 500	19.00	19.50	3%
Trading Standards Approved Stickers per 1000	25.50	26.00	2%
Consumer Guide Leaflet per 100	30.50	31.00	2%
Concessionary Fares			
Concessionary Fares - Replacement concessionary travel permits	10.50	11.00	5%
Waste - other charges			
Bulky waste collection (full price) - Domestic	51.00	52.50	3%
Bulky waste collection - concessions - Domestic	25.50	26.25	3%
Dog Control			
Direct return to owner where dogs are chipped / tagged	28.50	29.00	2%
Highways statements and declarations (section 31 deposits)			
Highway Enquiry and Search letters: per standard enquiry	£20.80 (inc VAT)	30.00	44%
Public documents			
All copies listed below, sent by post, are subject to £2 P&P charge			
Documents/requests relating to statutory procedures			
Completed user evidence forms	1.00	3.00	200%
Witness interview write ups	1.00	3.00	200%
GIS Maps - A4	3.80	4.00	5%
GIS Maps - A3	7.50	8.00	7%
GIS Maps - A2	15.50	16.00	3%

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Appendix C – price increase of more than 1% (with rounding)

2016/17 Fees & Charges – Improvement and Corporate Services. Charges with effect from 1st January 2016

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Improvement and Corporate Services			
Celebratory Services - Approved Premises - outside venue - Sundays	330.00	335.00	2%
Nationality Checking Service - Adults who submit a single application pays one fee	60.00	70.00	17%
Nationality Checking Service - Children's applications	30.00	35.00	17%
Settlement Checking Service	90.00	100.00	11%
Notice of Marriage	35.00	36.00	3%
Legal Services:			
S38 per hour (with minimum charge 2015-£1212, 2016 - £1250)	147.00	150.00	2%
S278	191.00	195.00	2%
Planning Agreements	191.00	195.00	2%
Unilateral Undertaking (VAT n/a)	630.00	650.00	3%
Notice of Registration (VAT n/a)	100.00	105.00	5%
Consent to Postpone (VAT n/a)	100.00	105.00	5%
Deed of Covenant (VAT n/a)	100.00	105.00	5%
Consent to Sub-let (VAT n/a)	100.00	105.00	5%
Deferred Payment Charge	248.00	255.00	3%
Any Other Charge Rate / 3rd Party Charge Rate per hour	147.00	150.00	2%
Leasehold enquiries per hour	147.00	150.00	2%
Photocopying (external solicitors and other parties) - per sheet	0.26	0.30	15%
Photocopying (external solicitors and other parties) - admin charge	5.25	7.00	33%

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Appendix C – price increase of more than 1% (with rounding)

2016/17 Fees & Charges – Regeneration and Business Services. Charges with effect from 1st January 2016

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Regeneration and Business Services			
Street Naming			
Street Naming and Numbering - Change/amendment of existing address	62.00	63.00	2%

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Appendix C – price increase of more than 1%

2016/17 Fees & Charges – Social Care, Health & Housing. Charges with effect from 1st January 2016

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Social Care, Health & Housing			
Guest Rooms			
Guest Rooms per night: Laundry - per wash	2.00	4.00	100%
Guest Rooms per night: Laundry - per dry	1.50	4.00	167%
Garages			
Garages - per week exclusive of rates (48 week basis): Not Council Tenant (includes VAT)	12.00	12.20	2%
Service Charges			
Temporary Accommodation Service Charge per day (VAT n/a): Shared accommodation family of 3+	4.60	4.70	2%
Lifeline			
Lifeline: Lifeline Emergency Response (VAT n/a) - per week (48 week basis) - existing customers as at 31.03.2014	2.90	2.95	2%
Outreach Service			
Outreach Service (VAT n/a): Lifeline + 1 visit from Sheltered Housing Officer per week	6.10	6.20	2%
Laundry Charges: Laundry Charges per washing load	1.00	4.00	300%
Lettings			
Lettings (VAT n/a) - Side room/ Small Room: additional hour	5.50	5.60	2%

Many adult social care customers are reliant on state benefits for their income and changes to these are normally announced in the Chancellor's autumn statement. The triple lock was introduced by the coalition in 2010 and was a guarantee to increase the state pension every year by the higher of inflation, average earnings or a minimum of 2.5%. It is therefore proposed that 2.5% be used as the standard increase for older people related fees and charges.

Domiciliary Care rates based on the Domiciliary Care Framework and these figures have not changed.

It is proposed to harmonise the laundry charges across social care and housing and better reflect the cost of the service.

It is proposed to charge a 5% differential for other Local Authorities to cover management costs.

It is proposed to increase the cost per social worker hour by 2.25% to reflect the national pay award.

It is proposed to use the CBC 'Good' rated residential care framework rate for all of CBC's residential homes. A 5% increase will be applied for other organisations and local authorities to cover management costs.

Appendix D Fees & Charges 2016 – Review

The Fees & Charges Policy was approved by Council in November 2014. It states that 'All fees and charges should be reviewed on a more fundamental basis at least every 3 years, where it is necessary to examine all the factors set out below in accordance with good practice guidance i.e. the CIPFA Practical Guide for Local Authorities on Income Generation (Fully revised 2008).'

The Council provides around c900 individual Fees & Charges services (or variants thereof) to the public and organisations within Central Bedfordshire.

Because of the very large number of services provided, this review is currently being undertaken on a rolling basis and is being coordinated by Finance. Fees & Charges will be reviewed in phases over a three yearly cycle.

For 2016 all Directorates were asked to identify their top ten Fees & Charges to review. This task was undertaken between June 2015 and August 2015.

The questions covered in this review are shown below.

- Description of the service
 - Name
 - Overview
 - Owner/contacts
 - Identify which are shared services
- Statutory Status
 - Which are statutory
 - Is it the provision, price or both
 - What is the price change date (January/April/Other)
- How does the customer request the service
 - Method
 - Frequency
- Volumetrics
 - What were the volumes (number of times service provided) for 2013/14 and 2014/15
 - How much revenue was generated 2013/2014 and 2014/15
- How do we provide the service and what are the costs
 - In house resource
 - Outsourced/commissioned

- Standard offer to all
- Bespoke (e.g. would Planning fees depend on complexity)
- What is the nature of the cost (What are the cost drivers, e.g. staff time, materials, other)
- What is the evidence of cost / how do/can you track this
 - When was it last updated
 - Does the cost change with volume, if so, how is this factored in
 - Is there actually any incremental cost (do we actually incur costs or is it part of day job)
 - How have overheads been applied, e.g. pension costs, national insurance, corporate overheads.
- How have we priced the service
 - Is it cost reflective, benchmarked, market price.
 - What is the proposed charge for 2016 and how does this compare to 2015
- How is the service billed
 - By whom
 - What system (e.g. SAP, SWIFT)
 - How is payment collected (point of access (e.g. payment card/machine), invoice, other)
 - How is payment coded in the billing system
 - What are the payment terms
 - What is the VAT treatment – is it correct.
- How is the service monitored
 - How are volumes tracked
 - What granularity of revenue is available in SAP or other systems for each service
- Other
 - Are we billing for services but not reflecting in the published F&C on our website
 - Which services are not billed and why (might also be a question for Finance e.g. low value sales vs, cost of invoicing)
 - Are there other issues relating to your services that you would like to flag up.

Due to the sheer volume of information held, the outcome of individual reviews has not been included within this paper, but a list of those that have been reviewed is also provide below. Again, those shaded are statutory.

Directorate	Name of F&C
Regeneration	Street Naming and Numbering new addresses: 1-5 Plots
Regeneration	Street Naming and Numbering new addresses: 6-25 Plots
Regeneration	Street Naming and Numbering new addresses: 26-75 Plots
Regeneration	Street Naming and Numbering new addresses: 76+ Plots
Regeneration	Additional charge where this includes naming a building (e.g. block of flats)
Regeneration	Street Naming and Numbering - Change/amendment of existing address
Regeneration	Existing Street - Rename
Regeneration	Existing Street - Rename - additional charge per property
Regeneration	New Street - Additional charge to house numbering where this includes naming of a street
Regeneration	HER Search fee (Remote search) HER search fee (visit) HER data licence (for one year with an update after 6 months based on percentage of records in dataset): In-house/hour
Regeneration	HER Search fee (Remote search) HER search fee (visit) HER data licence (for one year with an update after 6 months)
Regeneration	Building Control
Regeneration	Duplicate certificate - administration charge on projects prior to 1st April 2003
Regeneration	Confirmation of satisfactory final inspection where certificate has not previously been issued
Regeneration	Site Inspection and letter of confirmation of satisfactory completion of works (Building Regs)
Regeneration	Sale of Plans - VAT applicable at standard rate : A2
Regeneration	Sale of Plans - VAT applicable at standard rate : A1
Regeneration	Sale of Plans - VAT applicable at standard rate : A0

Directorate	Name of F&C
Regeneration	Creation or conversion to New Dwellings
Regeneration	Pre-application Advice
Regeneration	Pre-Application Enquiry Charging Regime For Minerals & Waste (With Effect From 1st January 2016)
Regeneration	Development Management
Regeneration	High Hedges
Regeneration	High Hedges Legislation - Administer a complaint brought under Part 8 of Anti-Social Behaviour Act 2003
Regeneration	Concession for applicants on means tested benefit
Regeneration	Section 106 Town & Country Planning Act 1990 Agreement - Larger Colour Documents
Regeneration	Tree Preservation Orders
Regeneration	Completion Certificates
Regeneration	Section 106 Town & Country Planning Act 1990 Agreement and Unilateral Undertakings: Compliance monitoring fee (charges associated with monitoring obligations contained in agreements and undertakings) :
Regeneration	Unilateral Undertakings
Regeneration	Agreements
Regeneration	Section 38 Highways Act 1980 Agreements - Technical audit, administration and supervision - percentage based on
Regeneration	Section 38 Highways Act 1980 Agreements - Technical audit, administration and supervision - percentage based on
Regeneration	Section 278 Highways Act 1980 Agreements - Administration of schemes for the improvement or alteration to a public
Regeneration	Minerals Letters: per enquiry
Regeneration	Adult Skills Service
Regeneration	Room Hire - Kingsland & Samuel Whitbread - per hour-Within business hours: Commercial
Regeneration	Room Hire - Kingsland & Samuel Whitbread - per hour-Within business hours: Community
Regeneration	Room Hire - Kingsland & Samuel Whitbread - per hour-Outside business hours: Commercial
Regeneration	Room Hire - Kingsland & Samuel Whitbread - per hour-Outside business hours: Community

Directorate	Name of F&C
ICS	Marriages - Outside Venue Monday - Friday
ICS	Marriages - Outside Venue Saturday
ICS	Marriages - Outside Venue Sunday
ICS	Civil Partnerships - Outside Venue Monday - Friday
ICS	Civil Partnerships - Outside Venue Saturday
ICS	Civil Partnerships - Outside Venue Sunday
ICS	Celebratory Services - Approved Premises - outside venue - weekdays
ICS	Celebratory Services - Approved Premises - outside venue Saturdays
ICS	Celebratory Services - Approved Premises - outside venue - Sundays
ICS	Celebratory Services - Approved Premises - Local Authority venue - weekdays
ICS	Celebratory Services - Approved Premises - Local Authority venue - Saturdays
ICS	Marriages and Civil Partnerships - Ceremony Rooms Ampthill & Bedford: Monday - Friday
ICS	Marriages and Civil Partnerships - Ceremony Rooms Ampthill & Bedford: Saturday
ICS	Marriages and Civil Partnerships - Ceremony Rooms Biggleswade, Dunstable, Leighton B: Monday - Friday
ICS	Marriages and Civil Partnerships - Ceremony Rooms Biggleswade, Dunstable, Leighton B: Saturday
ICS	Nationality Checking Service - Adults who submit a single application pays one fee
ICS	Nationality Checking Service - Husband and wife living together who apply at the same time pay one fee
ICS	Nationality Checking Service - Children's applications
ICS	Settlement Checking Service
ICS	Citizenship Ceremonies - Individual Ceremony (VAT n/a)

Directorate	Name of F&C
ICS	Approved Premises Licence Fee (Three year) First application (minimum fee for 2 rooms only - £100 to be added for each
ICS	Approved Premises Licence Fee (Three year) Renewal (minimum fee for 2 rooms only - £100 to be added for each
ICS	Civil Funerals
ICS	Express Certificates (includes statutory fee)
ICS	Postage for certificates
ICS	Notice of Marriage
ICS	Notice of Civil Partnership
ICS	Attending a marriage at the register office
ICS	Signing by the civil partnership registrar of the civil partnership schedule
ICS	Standard certificate of birth, death or marriage - from closed register
ICS	Short birth cert from closed register
ICS	Short birth cert issued at time of registration
ICS	Any other short birth cert issued at time of registration
ICS	Any other short birth cert issued after the time of registration
ICS	Standard certificate of birth, death or marriage - at the time of registration
ICS	Standard certificate of birth, death or marriage - after the time of registration
ICS	Civil Partnerships - certified copy or extract issued at the time of registration
ICS	Civil Partnerships - certified copy or extract issued after the time of registration
ICS	Attesting a notice of marriage away from his/her office for a housebound person.
ICS	Attesting a notice of marriage away from his/her office for a detained person.
ICS	Attendance of an authorised person at a place other than one provided by the registration authority, for the purpose of
ICS	Attendance of an authorised person at a place other than one provided by the registration authority, for the purpose of

Directorate	Name of F&C
ICS	Attending a marriage at the residence of a housebound person.
ICS	Attending a marriage at the residence of a detained person.
ICS	Attending a marriage at a registered building.
ICS	Attending a marriage at the residence of a housebound person.
ICS	Attending a marriage at the residence of a detained person.
ICS	Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule for house-bound
ICS	Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule for detained persons.
ICS	Conversion of Civil Partnership to Marriage - Standard procedure
ICS	Conversion of Civil Partnership to Marriage - Two stage procedure
ICS	Conversion of Civil Partnership to Marriage - Certificate issued on the day of conversion.
ICS	Conversion of Civil Partnership to Marriage - Certificate issued after the day of conversion.
ICS	Certificate of worship for religious worship
ICS	Registration of a building for the solemnization of marriage between a man and a woman (building not already registered
ICS	Registration of a building for the solemnization of marriages of same sex couples (building not already registered for the
ICS	Joint application for the registration of a building for the solemnization of marriage of a man and woman and same sex
ICS	General Search of the Indexes
ICS	Supply of transcript of inquest on CD
ICS	Additional copies of CD
ICS	Charge for paper copies per document of 10 pages or less
ICS	Charge for paper copies for each additional page
ICS	Fee for transcription of an inquest hearing of 360 words or less
ICS	Fee for transcription of an inquest hearing of between 361 and up to and including 1439 words
ICS	Fee for transcription of an inquest hearing of 1440 words or more, for the first 1440 words
ICS	Fee for transcription of an inquest hearing of 1440 words or more, after the first 1440 words, per each additional 72 words

Directorate	Name of F&C
ICS	Freedom of Information:
ICS	Requests that require 18 hours or less to compile
ICS	Requests that require 18 hours to compile
ICS	Additional cost per hour or part thereof
ICS	Disbursement Costs:
ICS	Postage under £20
ICS	Postage £20 or over
ICS	E-mail Transmission
ICS	CD / DVD per disk
ICS	Elections:
ICS	For each register per 1000 names or part thereof - data format
ICS	For each register per 1000 names or part thereof - printed format
ICS	Local Land Charges:
ICS	Full Residential Search (LLC1 and Con29)
ICS	Full Commercial Search (LLC1 and Con29)
ICS	LLC1 Certificate of Search
ICS	Con 29 Local Enquiries (Residential)
ICS	Con 29 Local Enquiries (Commercial)
ICS	Part II optional
ICS	Solicitors own question
ICS	Additional parcel of land
ICS	Personal Search
ICS	Copy documents
ICS	Human Resources:
ICS	Disclosure and Barring Service (DBS) Checks -
ICS	Cost Per DBS check
ICS	Standard
ICS	Enhanced
ICS	Administrative Charge

Directorate	Name of F&C
ICS	
ICS	Local Taxation:
ICS	Cost of Collection -
ICS	Administration charge on Court Costs - Council Tax
ICS	Administration charge on Court Costs - NNDR
ICS	Communications
ICS	Advertising in News Central -
ICS	Full page
ICS	Half page
ICS	Quarter page
ICS	Eighth of page
ICS	(External rate card value before vat)
ICS	Legal Services:
	S38 per hour (with minimum charge 2015-£1212, 2016 -
ICS	£1250)
ICS	S278
ICS	Planning Agreements
ICS	Unilateral Undertaking (VAT n/a)
ICS	Notice of Registration (VAT n/a)
ICS	Consent to Postpone (VAT n/a)
ICS	Deed of Covenant (VAT n/a)
ICS	Consent to Sub-let (VAT n/a)
ICS	Deferred Payment Charge
ICS	Any Other Charge Rate / 3rd Party Charge Rate per hour
ICS	Leasehold enquiries per hour
	Photocopying (external solicitors and other parties) - per
ICS	sheet
	Photocopying (external solicitors and other parties) - admin
ICS	charge

Directorate	Name of F&C
Community Services	Parking: 30 minutes
Community Services	Parking: Up to 1 hour
Community Services	Parking: Up to 2 hours
Community Services	Parking: Up to 3 hours
Community Services	Parking: Up to 5 hours
Community Services	Parking: Up to 10 hours
Community Services	Parking: 1 Week
Community Services	Parking: Market Trader Permit - 1 day
Community Services	Parking: Market Trader Permit - 12 months
Community Services	Parking: Lost Token (MSCP only)
Community Services	MSCP Sunday Parking - 1 day
Community Services	Employee Permit - 1 month
Community Services	Employee Permit - 3 months
Community Services	Employee Permit - 12 months
Community Services	Disabled Badge Holders
Community Services	Parking: Steppingley Road - 1 Day (Mon-Fri)
Community Services	Parking: Steppingley Road - 1 week (Mon-Sun)
Community Services	Parking: Steppingley Road - 1 Day (Sat & Sun)
Community Services	Parking: Dispensation per vehicle - 1 day
Community Services	Parking: Dispensation per vehicle - 1 week
Community Services	Penalty Charge Notices: Standard Rate
Community Services	Penalty Charge Notices: Discounted Rate- if paid within 14 days
Community Services	Penalty Charge Notices: Charge Certificate stage
Community Services	Penalty Charge Notices: Court and Bailiff Stage
Community Services	Resident Permit per annum
Community Services	Resident Permit: Incremental increased fee - 2nd vehicle
Community Services	Resident Permit: Incremental increased fee -3rd and subsequent vehicle
Community Services	Commercial Permit (for town centre businesses) (for use in CBC car parks): 12 months
Community Services	Visiting Carers Permit

Directorate	Name of F&C
Community Services	Book 25 visitor's day tickets
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Nuisance parking - cars for sale and repair
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Abandoning a vehicle
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Litter
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Street litter control notices and litter clearing
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Unauthorised distribution of free literature
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Graffiti and fly posting
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Failure to produce authority (Waste Transfer
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Failure to possess a Waste Carriers Licence
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Offence in relation to waste receptacles
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Offences under Dog Control Orders
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Failure to nominate key holder and inform Local
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Noise from licensed premises under Noise Act
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Allowing a dog to foul under Dog Fouling of Land
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick within opening hours-Commercial
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick within opening hours-Community
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick outside opening hours-Commercial
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick outside opening hours-Community
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick small meeting room within opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick small meeting room outside opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick small meeting room outside opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick small meeting room outside opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Biggleswade Ivel room within opening hours-

Directorate	Name of F&C
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Biggleswade Ivel room within opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Biggleswade Ivel room outside opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Biggleswade Ivel room outside opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 1 (first floor) within
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 1 (first floor) within
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 1 (first floor) outside
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 1 (first floor) outside
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 2 (first floor) within
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 2 (first floor) within
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 2 (first floor)
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 2 (first floor)
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Activities Room within opening
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Activities Room within opening
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Activities Room outside opening
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Activities Room outside opening
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Sandy Library meeting Room within opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Sandy Library meeting Room within opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Houghton Regis Library meeting Room within
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Houghton Regis Library meeting Room within
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Dunstable Library meeting Room within opening
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Dunstable Library meeting Room within opening
Community Services	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Theatre Lounge - within opening hours-Commercial

Directorate	Name of F&C
Community Services	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Theatre Lounge - within opening hours-Community
Community Services	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Theatre Lounge - outside opening hours-Commercial
Community Services	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Theatre Lounge - outside opening hours-Community
Community Services	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Meeting Room - within opening hours-Commercial
Community Services	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Meeting Room - within opening hours-Community
Community Services	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Meeting Room - outside opening hours-Commercial
Community Services	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Meeting Room - outside opening hours-Community
Community Services	Libraries: Shefford - Meeting Rooms (hourly charge)-Meeting Room - outside opening hours-Commercial
Community Services	Libraries: Shefford - Meeting Rooms (hourly charge)-Meeting Room - outside opening hours-Community
Community Services	Refreshment facilities at Libraries
Community Services	Theatre hires: Auditorium - Non Performance-Commercial per hour
Community Services	Theatre hires: Auditorium - Non Performance-Non commercial per hour
Community Services	Theatre hires: Auditorium - Non Performance-Sunday per hour - (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance-Commercial - Mon-Wed per hour (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance-Non commercial - Mon-Wed per hour (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance-Commercial - Mon-Wed 9.30 to 23.00
Community Services	Theatre hires: Auditorium - Performance-Non commercial - Mon-Wed 9.30 to 23.00
Community Services	Theatre hires: Auditorium - Performance-Commercial - Thur-Sat per hour (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance-Non commercial - Thur-Sat per hour (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance-Commercial - Thur-Sat 9.30 to 23.00
Community Services	Theatre hires: Auditorium - Performance-Non commercial Thur-Sat 9.30 to 23.00
Community Services	Theatre hires: Auditorium - Non Performance Plus Meeting Room-Commercial per hour
Community Services	Theatre hires: Auditorium - Non Performance Plus Meeting Room-Non-Commercial per hour
Community Services	Theatre hires: Auditorium - Non Performance Plus Meeting Room-Sunday per hour - (4 hours minimum)

Directorate	Name of F&C
Community Services	Theatre hires: Auditorium - Performance Plus Meeting Room-Commercial per hour (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance Plus Meeting Room-Non-Commercial per hour (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance Plus Meeting Room-Commercial - Mon-Wed 9.30 to 23.00
Community Services	Theatre hires: Auditorium - Performance Plus Meeting Room-Non-commercial - Mon-Wed 9.30 to 23.00
Community Services	Theatre hires: Auditorium - Performance Plus Meeting Room-Commercial - Thur-Sat per hour (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance Plus Meeting Room-Non commercial -Thur-Sat per hour (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance Plus Meeting Room-Commercial - Thur-Sat 9.30 to 23.00
Community Services	Theatre hires: Auditorium - Performance Plus Meeting Room-Non commercial Thur-Sat 9.30 to 23.00
Community Services	Theatre hires: Other Charges-Technician per hour - VAT applicable at standard rate
Community Services	Theatre hires: Other Charges-Late Vacating - to be charged at the appropriate hourly rate above (minimum charge one hour
Community Services	Theatre hires: Other Charges-Block bookings of 5 days inclusive of 'get in and get out' 20% discount
Community Services	Theatre hires: Other Charges-Note - Technical hire is a separate item. In addition to the Fees and Charges a number of long standing and regular hirers have 'side agreements' within the Terms & Conditions of hire
Community Services	CDs (full price)
Community Services	CDs - concessions
Community Services	DVDs
Community Services	DVDs - concessions
Community Services	Spoken word (full price)
Community Services	Spoken word - concessions
Community Services	Requests
Community Services	Requests - (viewpoint and staff assisted) charge per request - concessions
Community Services	Request charges for 16 – 18 year olds are at the concessionary rate
Community Services	Photocopies (black & white) - A4
Community Services	Photocopies (black & white) - A3
Community Services	Photocopies (colour) - A4

Directorate	Name of F&C
Community Services	Photocopies (colour) - A3
Community Services	Black and white microfilm reader/printers - per copy A4
Community Services	Colour CD-ROM and Internet prints - containing photographs, artwork or charts
Community Services	Fax charges - UK (75p sub sheet)
Community Services	Fax charges - Europe (£1.60 sub sheet)
Community Services	Fax charges - Rest of World (£2.30 sub sheet)
Community Services	Receiving faxes (per sheet)
Community Services	Receiving faxes from premium rate lines - Standard charge
Community Services	Receiving faxes from premium rate lines - plus price per sheet
Community Services	Fines - per day adults (max £7.80)
Community Services	Fines - per day children (max £2.10)
Community Services	Fines - per day concessions (max £3.90); concession rate 2015 - 60, 2016 - 65
Community Services	Internet access - First 2 hours
Community Services	Internet charges per additional hour (volume= sessions)
Community Services	Lost and Damaged items (No charge for damaged books borrowed by or for children aged 0 – 5 years. Charges for lost children's books, adult books damaged by a child, or damaged audio visual items still apply).
Community Services	Magazines - charged at face value plus
Community Services	Additional charge for books borrowed from outside Bedfordshire
Community Services	Vocal scores : per set of 5 - 30
Community Services	Vocal scores per set of 31+
Community Services	Lost Ticket Replacement - Charge per lost ticket (Adult only)
Community Services	Events and activities for adults and children

Directorate	Name of F&C
Community Services	Highway Licences :
Community Services	Deposit for scaffolding on or over highway
Community Services	Deposit for hoarding/fences on highway
Community Services	Consent to deposit materials on the highway
Community Services	Over sailing of crane over the highway
Community Services	Permission to place skip on highway
Community Services	Provision of estimate for construction of crossover
Community Services	Construction of crossover
Community Services	Mobile Food Trading - First application inspection fee
Community Services	Mobile Food Trading - Annual fee
Community Services	Provision of H bar road markings
Community Services	Charges for damaged highway assets
Community Services	Highways and Transportation
Community Services	Application for a temporary traffic regulation order on the highway - emergency (Companies)
Community Services	Application for a temporary traffic regulation order on the highway - emergency (Individuals)
Community Services	Scaffold licence
Community Services	Temporary Directional Signage (per sign) refundable deposit
Community Services	Temporary Traffic Regulation Orders (including where orders extended by applicant)
Community Services	Orders from companies
Community Services	Orders from individuals
Community Services	Temporary Traffic Regulation Orders for special events
Community Services	Special Events Orders for charities and local authorities
Community Services	Street works Licences
Community Services	Road Opening Permit Fee (non refundable)

Directorate	Name of F&C
Community Services	Road Opening Permits (Refundable Bond) - less £100 inspection fee
Community Services	Additional charge for above, over 5m2 (Refundable Bond) per m2
Community Services	Additional charge for excavations of footway or verge (Refundable Bond) per m2
Community Services	Tourist and Temporary Directional Signage - per application (non refundable)
Community Services	Developer Directional Signage - per application (non refundable)
Community Services	
Community Services	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): No rateable value to £4,300 - band A
Community Services	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £4,301 to £33,000 - band B
Community Services	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £33,001 to £87,000 - band C
Community Services	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £87,001 to £125,000 - band D
Community Services	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £125,001 and above - band E
Community Services	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): No rateable value to £4,300 - band A
Community Services	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): £4,301 to £33,000 - band B
Community Services	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): £33,001 to £87,000 - band C
Community Services	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of
Community Services	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of
Community Services	
Community Services	Premises Licenses/Club certificates: Application - Minor variation of club certificate

Directorate	Name of F&C
Community Services	Application - Replacement certificate or summary
Community Services	Premises Licenses/Club certificates: Application - Change of name or alteration of rules of club
Community Services	Premises Licenses/Club certificates: Application - Change of relevant registered address of club
Community Services	Application - Change of certificate holder's name or address
Community Services	In addition, a multiplier will be applied to town and city centre pubs (those in bands D and E) where they are exclusively or
Community Services	Rateable value Band D (x2) - town centre pub application fee
Community Services	Rateable value Band D (x2) - town centre pub annual charge
Community Services	Rateable value Band E (x3) - town centre pub application fee
Community Services	Rateable value Band E (x3) - town centre pub annual charge
Community Services	
Community Services	Temporary Event Notices (TENS)
Community Services	Variation of Designated Premises Supervisor (DPS)
Community Services	Personal licence new/renewal
Community Services	Personal licence change name/address
Community Services	New or renewal combined 3 year driver's licence
Community Services	Driver knowledge check
Community Services	Licence Fee (12 months or less): Private Hire - renew
Community Services	Licence Fee (12 months or less): Private Hire - new
Community Services	Licence Fee (12 months or less): Hackney Carriage - new
Community Services	Licences - Animals- Riding Establishments -full licence:1-5 Horses
Community Services	Licences - Animals- Riding Establishments -full licence:6-12 Horses

Directorate	Name of F&C
Community Services	Licences - Animals- Riding Establishments -full licence:13+ Horses
Community Services	Licences - Animals- Riding Establishments :Provisional Licence
Community Services	Licences - Animals- :Dangerous Wild Animals
Community Services	Licences - Animals- :Renewal of Dangerous Wild Animals
Community Services	Licences - Animals- :Pet Shops
Community Services	Licences - Animals- :Animal Breeders
Community Services	Licences - Animals- :Animal Boarding Establishments
Community Services	Licences - Animals- :Animal Home Boarding
Community Services	Licences - Animals- :Animal Boarding and Breeding
Community Services	Licences - Animals-: Zoos
Community Services	Licences - Animals Grant / New
Community Services	Licences - Animals Renewal
Community Services	Licences - Animals: Performing Animals (per licence)
Community Services	Licence Fee (12 months or less)
Community Services	Hackney Carriage - New
Community Services	Replacement Plate
Community Services	Temporary Replacement Vehicle (3 Month Licence)
Community Services	Variation / withdrawal / application administration fee
Community Services	Private Hire Vehicle and Hackney Cab Driver Licence:
Community Services	New or renewal combined 1 year driver's licence
Community Services	Replacement badge
Community Services	CRB Check - Standard
Community Services	CRB Check - Enhanced
Community Services	CRB check administration fee

Directorate	Name of F&C
Community Services	DBS enhanced check
Community Services	Disclosure and Barring Scheme (admin fee)
Community Services	DVLA enquiry fee
Community Services	Variation / withdrawal / application administration fee
Community Services	Private Hire Operators Licence:
Community Services	New Private Hire Operators Licence
Community Services	Renewal Private Hire Operators Licence
Community Services	Hackney cab and private hire vehicle licence - pre-application advice Per hour
Community Services	Transfer of Ownership of Vehicles: Where the ownership of a vehicle already licensed by Central Bedfordshire Council is
Community Services	Transfer of Ownership of Vehicles: Where the vehicle licence is transferred and is to remain in force until its expiry date
Community Services	Petroleum Licence Fees (Up to 2,499 litres): 1 year [charges for additional years up to 10 years = year 1 charge x no. of years]
Community Services	Petroleum Licence Fees (2,500 up to 50,000 litres): 1 year [charges for additional years up to 10 years = year 1 charge x
Community Services	Petroleum Licence Fees (Over 50,000 litres): 1 year [charges for additional years up to 10 years = year 1 charge x no. of
Community Services	Petroleum Licence Fees: Transfer of Petroleum Licence
Community Services	Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing; One-off registration fees: Premises
Community Services	Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing; One-off registration fees: Person
Community Services	Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing; One-off registration fees: Person(if member
Community Services	Lottery Certificate: Grant (statutory fee / charge)
Community Services	Lottery Certificate: Renewal (statutory fee / charge)

Directorate	Name of F&C
Community Services	Gambling Act 2005 Premises Licence Fees: New Premises Licence
Community Services	Gambling Act 2005 Premises Licence Fees: Vary a Premises Licence
Community Services	Gambling Act 2005 Premises Licence Fees: Transfer a Premises Licence
Community Services	Gambling Act 2005 Premises Licence Fees: Re-instatement of a Premises Licence
Community Services	Gambling Act 2005 Premises Licence Fees: Provisional Statement
Community Services	Gambling Act 2005 Premises Licence Fees: Premises Licence with a Provisional Statement
Community Services	Gambling Act 2005 Premises Licence Fees: Copy of Licence
Community Services	Gambling Act 2005 Premises Licence Fees: Notification of Change of Address
Community Services	Gambling Act 2005 Premises Licence Fees: Annual Premises Licence Fee
Community Services	Sex Shop/Cinema licence: Grant
Community Services	Sex Shop/Cinema licence: Renewal
Community Services	Sex Shop/Cinema licence: Transfer or Variation
Community Services	Sexual Entertainment Venues licence: Grant
Community Services	Sexual Entertainment Venues licence: Renewal
Community Services	Sexual Entertainment Venues licence: Transfer or Variation
Community Services	Poisons Act 1972: New entry or change of name on list
Community Services	Poisons Act 1972: Subsequent renewal of name on list
Community Services	Poisons Act 1972: Alteration to premises (where listed person is entitled to sell)
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: New - one year licence
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: New - two year licence
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: Renew - one year licence
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: Renew - two year licence
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: New - one year licence
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: New - two year licence

Directorate	Name of F&C
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: Renew - one year licence
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: Renew - two year licence
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration:
Community Services	Fireworks Act 2003-Fireworks Regulations 2004 (licence for all year sale)
Community Services	Contaminated Land Enquiries
Community Services	Food Export Certificate
Community Services	Food Hygiene Course Lecturing
Community Services	Food Premises Register: Full
Community Services	Food Premises Register: Single Entry
Community Services	Water Sampling
Community Services	Voluntary Surrender Certificate
Community Services	Preparation of report for accident investigation
Community Services	Street Trading - annual
Community Services	Street Trading - One off event
Community Services	Trading Standards: Annual Membership Fee
Community Services	Trading Standards: Renewal Fee for Existing Member
Community Services	Trading Standards: United Kingdom Trade Confederation Membership Fee
Community Services	Trading Standards: United Kingdom Trade Confederation Renewal Fee
Community Services	Trading Standards Approved Stickers per 100
Community Services	Trading Standards Approved Stickers per 500
Community Services	Trading Standards Approved Stickers per 1000
Community Services	Consumer Guide Leaflet per 100
Community Services	Consumer Guide Leaflet per 500
Community Services	Consumer Guide Leaflet per 1000
Community Services	Trading Standards Approved Plaque
Community Services	Trading Standards Replacement/Additional Membership Certificate
Community Services	Scrap Metal Dealers Licence: Collectors Licence (3 years)
Community Services	Scrap Metal Dealers Licence: Site Licence (3 years)
Community Services	Concessionary Fares - Replacement concessionary travel permits

Directorate	Name of F&C
Community Services	Travel Aid
Community Services	Bulky waste collection (full price) - Domestic
Community Services	Bulky waste collection - concessions - Domestic
Community Services	Fridge and freezer collection (Full price) - Domestic
Community Services	Fridge and freezer collection (Concession) - Domestic
Community Services	End of Life Caravan collection
Community Services	Direct return to owner where dogs are chipped / tagged
Community Services	Collection of dogs from kennels
Community Services	Dog warden returns dog from kennels
Community Services	Kennelling of stray dogs
Community Services	Pest Control: Rats (charge for each infestation treated in a twelve month period)
Community Services	Pest Control: Rats Concession
Community Services	Pest Control: Mice (charge for each infestation treated in a twelve month period)
Community Services	Pest Control: Mice Concession
Community Services	Pest Control: Bed Bugs (charge for each infestation treated in a twelve month period)
Community Services	Pest Control: Bedbugs Concession
Community Services	Pest Control: Cockroaches (charge for each infestation treated in a twelve month period)
Community Services	Pest Control: Cockroach Concession
Community Services	Pest Control: Wasps
Community Services	Pest Control: Wasps (Concession)
Community Services	Pest Control: Ants
Community Services	Pest Control: Ant (Concession)
Community Services	Pest Control: Fleas
Community Services	Pest Control: Flea (Concession)
Community Services	Veterinary fee
Community Services	To collect cement-bound asbestos from domestic premises:
Community Services	To collect cement-bound asbestos - Persons in receipt of means tested benefit

Directorate	Name of F&C
Community Services	Rights of Way
Community Services	Growth and Infrastructure Act documents:
Community Services	Landowner Statements (village greens)
Community Services	Processing applications:
Community Services	Additional site notices
Community Services	Highways statements and declarations (section 31 deposits)
Community Services	Processing applications
Community Services	Highway Enquiry and Search letters: per standard enquiry
Community Services	Highway Enquiry & Search Letters : per non standard enquiry including VAT
Community Services	Definitive Map Modification Orders
Community Services	All aspects of processing applications
Community Services	
Community Services	Pre application advice - only charged if an application is subsequently submitted and an order made.
Community Services	Processing where no objection received
Community Services	Processing past point where an objection is received
Community Services	Advertising costs
Community Services	Public documents
Community Services	All copies listed below, sent by post, are subject to £2 P&P charge
Community Services	Definitive Statement
Community Services	Confirmed Orders
Community Services	Policy statements
Community Services	Documents/requests relating to statutory procedures
Community Services	Completed user evidence forms
Community Services	Witness interview write ups
Community Services	Statutory declarations by Council officers [per hour]
Community Services	Certified true copy of Definitive Statement
Community Services	Certified true copy of Definitive Map - per copy A4
Community Services	Certified true copy of Definitive Map - per copy A3
Community Services	Certified true copy of Definitive Map - per copy 60x80cm
Community Services	GIS Maps - A4
Community Services	GIS Maps - A3
Community Services	GIS Maps - A2
Community Services	GIS Maps - A1
Community Services	GIS Maps - A0
Community Services	One-off Definitive Map searches, planning enquiries etc.
Community Services	Produce plan

Directorate	Name of F&C
SCHH	Service Charges (VAT n/a) - per week (48 week basis): Door Entry Systems
SCHH	Service Charges (VAT n/a) - per week (48 week basis): District Heating
SCHH	Service Charges (VAT n/a) - per week (48 week basis): Communal Heating
SCHH	Service Charges (VAT n/a) - per week (48 week basis): Communal Cleaning
SCHH	Service Charges (VAT n/a) - per week (48 week basis): Communal Electric
SCHH	Service Charges (VAT n/a) - per week (48 week basis): Window Cleaning
SCHH	Service Charges (VAT n/a) - per week (48 week basis): General Management for sheltered and mini schemes
SCHH	Service Charges (VAT n/a) - per week (48 week basis): Staircase Lighting - General Dwellings
SCHH	Guest Rooms per night: Single
SCHH	Guest Rooms per night: Double
SCHH	Supporting People Charges (VAT n/a) - per week (48 week basis): Red House Court
SCHH	Supporting People Charges (VAT n/a) - per week (48 week basis): Other sheltered accommodation
SCHH	Supporting People Charges (VAT n/a) - per week (48 week basis): Designated elderly person dwellings
SCHH	Community Alarm System : persons in council sheltered accommodation or disabled
SCHH	Community Alarm System : not in council sheltered accommodation (includes VAT)
SCHH	Guest Rooms per night: Laundry - per wash
SCHH	Guest Rooms per night: Laundry - per dry
SCHH	Garages - per week exclusive of rates (48 week basis): Council Tenant
SCHH	Garages - per week exclusive of rates (48 week basis): Not Council Tenant (includes VAT)
SCHH	Temporary Accommodation Service Charge per day (VAT n/a): Self contained accommodation
SCHH	Temporary Accommodation Service Charge per day (VAT n/a): Shared accommodation single person

Directorate	Name of F&C
SCHH	Temporary Accommodation Service Charge per day (VAT n/a): Shared accommodation family of 2
SCHH	Temporary Accommodation Service Charge per day (VAT n/a): Shared accommodation family of 3+
SCHH	Temporary Accommodation Service Charge per day (VAT n/a): Lease Properties
SCHH	Service charges per week (VAT N/A: Water supply (where property not metered))
SCHH	Homeless Hostels: Scheme Manager
SCHH	Homeless Hostels: Communal Heating
SCHH	Homeless Hostels: Communal Electric
SCHH	Homeless Hostels: Heating & Domestic Hot Water
SCHH	Homeless Hostels: TV
SCHH	Homeless Hostels: Communal Cleaning
SCHH	Homeless Hostels: Window Cleaning
SCHH	Non Homeless Hostels: Communal Television (VAT n/a) - per week (48 week basis)
SCHH	Lifeline: Lifeline Emergency Response (VAT n/a) - per week (48 week basis) - existing customers as at 31.03.2014
SCHH	Lifeline: Weekly rental
SCHH	Lifeline: Installation Cost
SCHH	Lifeline: Supply of additional pendant
SCHH	Lifeline: No fault call out fee
SCHH	Lifeline: Supply and fit key safe
SCHH	Lifeline: Lifeline One Call set up cost
SCHH	Lifeline: Annual subscription
SCHH	Outreach Service (VAT n/a): Lifeline + 1 visit from Sheltered Housing Officer per week
SCHH	Outreach Service (VAT n/a): Lifeline + 2 visits from Sheltered Housing Officer per week
SCHH	Outreach Service (VAT n/a): Lifeline + 3 visits from Sheltered Housing Officer per week
SCHH	Charges for reference to banks & building societies: Charges for reference to banks & building societies (VAT n/a)
SCHH	Consent for Cable Installations (VAT n/a): Consent for Cable Installations (VAT n/a)
SCHH	Housing Act 2004 and Park Homes Enforcement (VAT n/a): Recipient of Housing Act or Park Homes Enforcement Notice (per person)
SCHH	Housing Act 2004 and Park Homes Enforcement (VAT n/a): Admin charge for undertaking Works in Default in relation to enforcement activity - per Enforcement Notice
SCHH	Houses of Multiple Occupation: Licensing Scheme (per property) - license granted for 5 years
SCHH	Traveller site pitch fees (VAT n/a) - per week (52 weeks): Single pitch

Directorate	Name of F&C
SCHH	Traveller site pitch fees (VAT n/a) - per week (52 weeks): Double pitch
SCHH	Traveller site pitch fees (VAT n/a) - per week (52 weeks): Service charges
SCHH	Park Homes Charges (per pitch unless otherwise stated): Initial Licence Fee
SCHH	Park Homes Charges (per pitch unless otherwise stated): Amendment or transfer fee (per site/application)
SCHH	Park Homes Charges (per application plus £8.90 [16/17 - £9.00] per additional pitch): Site expansion amendment fee
SCHH	Park Homes Charges (per pitch unless otherwise stated): Annual fee
SCHH	Park Homes Charges (per pitch unless otherwise stated): Fit and Proper Persons Register Application (per application)
SCHH	Park Homes Charges (per pitch unless otherwise stated): Fee for Depositing Site Rules (per Deposit)
SCHH	Private Sector Housing: Fee for technical assistance with a Disabled Facilities Grant - % of cost (for grants not exceeding £27,000)
SCHH	Private Sector Housing: Fee for technical assistance with a Renewals Grant - % of cost
SCHH	Private Sector Housing: Fee chargeable in relation to Empty Homes cases - % of cost
SCHH	Housing Solutions Land Charge Enquiries
SCHH	Early Redemption Grant / Loan Assistance or Works in Default - Land Registry Charge removal
SCHH	Private Sector Housing: Immigration survey request - per survey
SCHH	Sheltered Housing: Sheltered Communal Lounge hire (per hour)
SCHH	Sheltered Housing: Lifeline Response Charge (VAT n/a - per response)
SCHH	Well Being Charge: Provision of emergency care 24/7 at Priory View (per person)
SCHH	Priory View Guest Rooms: Per night if only 1 night
SCHH	Priory View Guest Rooms: Per night for 2 or more nights
SCHH	Priory View Guest Rooms: Per hour to freshen up / wash etc.
SCHH	Priory View Guest Laundry: Per wash load if carried out by the Scheme Manager etc.
SCHH	Residential Care (VAT n/a): Linsell House (Home for Adults with Multiple Disabilities) (per week)
SCHH	Day Opportunities and Day Care (VAT n/a): Day Centres for Adults with Learning Disabilities (per day)
SCHH	Day Opportunities and Day Care (VAT n/a): Day Centres for Adults with Mental Health Needs (per day)

Directorate	Name of F&C
SCHH	Day Opportunities and Day Care (VAT n/a): Day and Social Centres for Older People (per day)
SCHH	Day Opportunities and Day Care (VAT n/a): Travel to Day Centre (per journey)
SCHH	Domiciliary Care: Home Care (per hour) (VAT n/a)
SCHH	Domiciliary Care: Care provided in Supported Living units (per hour) (VAT n/a)
SCHH	Domiciliary Care: Care provided in Extra Care Sheltered Housing (per hour) (VAT n/a)
SCHH	Domiciliary Care: Telecare Service provided to meet eligible social care needs per week (VAT n/a)
SCHH	Meals (VAT n/a): Frozen meal (per meal)
SCHH	Meals (VAT n/a): Hot meal (per meal)*
SCHH	Meals (VAT n/a): Meals at day centres (per meal)*
SCHH	Telecare Monitoring Service: Telecare Service provided outside social care eligibility criteria where customer has VAT exemption (VAT n/a)
SCHH	Telecare Monitoring Service: Telecare Service provided outside social care eligibility criteria
SCHH	Laundry Charges: Laundry Charges per washing load
SCHH	Fee for Issue of a Blue Badge: Fee for Issue of a Blue Badge (statutory maximum charge)
SCHH	Social Care Services: Linsell House (Home for Adults with Multiple Disabilities) (per week)
SCHH	Social Care Services: Day Centres for Adults with Learning Disabilities incl. transport (per day) (VAT n/a)
SCHH	Social Care Services: Day Centres for Adults with Learning Disabilities excl. transport (per day) (VAT n/a)
SCHH	Social Care Services: Day Centres for Older People - per day incl. transport (per day) (VAT n/a)
SCHH	Social Care Services: Day Centres for Older People excl. Transport (per day) (VAT n/a)
SCHH	Lettings (VAT n/a) - Side room/ Small Room: up to 4 hours
SCHH	Lettings (VAT n/a) - Side room/ Small Room: additional hour
SCHH	Lettings (VAT n/a) - Main Hall: up to 4 hours
SCHH	Lettings (VAT n/a) - Main Hall: additional hour
SCHH	Lettings (VAT n/a) - Kitchen: up to 4 hours

Directorate	Name of F&C
SCHH	Cost per Social Work hour: Cost per Social Work hour
SCHH	Best Interest Assessments / Deprivation of Liberty Safeguards (based on Association of Directors of Adult Social Services regulations): Best Interest Assessments / Deprivation of Liberty Safeguards (based on Association of Directors of Adult Social Services regulations)
SCHH	Weekly price per bed: Abbotsbury
SCHH	Weekly price per bed: Allison House
SCHH	Weekly price per bed: Ferndale
SCHH	Weekly price per bed: Greenacre
SCHH	Weekly price per bed: The Birches
SCHH	Weekly price per bed: Westlands
SCHH	Other Local Authority Weekly Price Per Bed: Abbotsbury
SCHH	Other Local Authority Weekly Price Per Bed: Allison House
SCHH	Other Local Authority Weekly Price Per Bed: Ferndale
SCHH	Other Local Authority Weekly Price Per Bed: Greenacre
SCHH	Other Local Authority Weekly Price Per Bed: The Birches
SCHH	Other Local Authority Weekly Price Per Bed: Westlands
SCHH	Deferred Payment Agreement: Set up costs (inc VAT)
SCHH	Deferred Payment Agreement: Annual Admin (inc VAT)
SCHH	Brokerage Fee for Self Funders: Admin fee (inc VAT)
Public Health/SCHH	Educational Supervision/ per Registrars (Public Health)

Directorate	Name of F&C
Children's Services	Music Service VAT (n/a)
Children's Services	School Transport- Concessions & Post 16 bus pass: per term
Children's Services	School Transport- Concessions & Post 16 bus pass: half term
Children's Services	School Transport- Concessions & Post 16 bus pass: year
Children's Services	School Transport: Replacement Bus Pass

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Appendix E – Largest sources of Fees and Charges income (2015/16)

<u>Directorate</u>	<u>Description</u>	<u>2014/15 Budget</u> <u>£'000</u>	<u>2015/16 Budget</u> <u>£'000</u>	<u>Comments</u>
Regeneration	Planning Application Income	1,660	1,883	To be reviewed in Phase 2.
Community Services	Parking Income	1,653	1,215	Reviewed in Phase 1
Regeneration	Albion Archaeology	1,392	1,690	To be reviewed in Phase 2.
Social Care, Health & Housing	Residential Contributions (Learning Disability Packages)	1,777	1,901	Reviewed in Phase 1
Social Care, Health & Housing	Homecare & Daycare Contributions	993	977	Reviewed in Phase 1
Improvement & Corporate Services	Rental Income: Shops, Shopping Centres & Offices.	750	656	To be reviewed in Phase 2.
Regeneration	Building Control Income	720	720	To be reviewed in Phase 2.
Improvement & Corporate Services	Schools Network Income	714	753	To be reviewed in Phase 2.

<u>Directorate</u>	<u>Description</u>	<u>2014/15 Budget</u>	<u>2015/16 Budget</u>	<u>Comments</u>
		<u>£'000</u>	<u>£'000</u>	
Improvement & Corporate Services	Registrars	615	615	Reviewed in Phase 1
Children's Services	Music Service Operations	606	633	To be reviewed in Phase 2
Community Services	Household Waste	595	445	Reviewed in Phase 1
Improvement & Corporate Services	Rent Income (Farm Estates)	570	700	To be reviewed in Phase 2
Community Services	Service Transport - Fleet	525	190	To be reviewed in Phase 2
Social Care, Health & Housing	Nursing Care Contributions	519	446	Reviewed in Phase 1
Social Care, Health & Housing	Residential Contributions	502	829	Reviewed in Phase 1
Improvement & Corporate Services	Local Land Charges (Legal & Democratic Services)	429	429	To be reviewed in Phase 2
Community Services	Licencing Charges	425	425	Premises Licences were reviewed in Phase 1 / Others will be reviewed in Phase 2
Corporate Resources	Court Costs Income	414	414	To be reviewed in Phase 2
<u>Total</u>		<u>14,859</u>	<u>14,921</u>	

Appendix F – price increase of 1% and more than 1% (with roundings) or held at 2015 prices

2016/17 Fees & Charges – Statutory. Charges with effect from 1st January 2016

Directorate	Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
	Statutory			
ICS	Notice of Civil Partnership	35.00	35.00	0%
ICS	Attending a marriage at the register office	46.00	46.00	0%
ICS	Signing by the civil partnership registrar of the civil partnership schedule	46.00	46.00	0%
ICS	Standard certificate of birth, death or marriage - from closed register	10.00	10.00	0%
ICS	Short birth cert from closed register	10.00	10.00	0%
ICS	Short birth cert issued at time of registration	Free	Free	0%
ICS	Any other short birth cert issued at time of registration	4.00	4.00	0%
ICS	Any other short birth cert issued after the time of registration	7.00	7.00	0%
ICS	Standard certificate of birth, death or marriage - at the time of registration	4.00	4.00	0%
ICS	Standard certificate of birth, death or marriage - after the time of registration	7.00	7.00	0%
ICS	Civil Partnerships - certified copy or extract issued at the time of registration	4.00	4.00	0%
ICS	Civil Partnerships - certified copy or extract issued after the time of registration	10.00	10.00	0%
ICS	Attesting a notice of marriage away from his/her office for a housebound person.	47.00	47.00	0%
ICS	Attesting a notice of marriage away from his/her office for a detained person.	68.00	68.00	0%
ICS	Attendance of an authorised person at a place other than one provided by the registration authority, for the purpose of attesting the necessary declaration in accordance with the procedures for housebound persons.	47.00	47.00	0%
ICS	Attendance of an authorised person at a place other than one provided by the registration authority, for the purpose of attesting the necessary declaration in accordance with the procedures for housebound persons.	68.00	68.00	0%

Directorate	Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
	Statutory			
ICS	Superintendent Registrar attending a marriage at the residence of a housebound person.	84.00	84.00	0%
ICS	Superintendent Registrar attending a marriage at the residence of a detained person.	94.00	94.00	0%
ICS	Attending a marriage at a registered building.	86.00	86.00	0%
ICS	Registrar attending a marriage at the residence of a housebound person.	81.00	81.00	0%
ICS	Registrar attending a marriage at the residence of a detained person.	88.00	88.00	0%
ICS	Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule for house-bound persons.	81.00	81.00	0%
ICS	Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule for detained persons.	88.00	88.00	0%
ICS	Conversion of Civil Partnership to Marriage - Standard procedure	45.00	45.00	0%
ICS	Conversion of Civil Partnership to Marriage - Two stage procedure	27.00	27.00	0%
ICS	Conversion of Civil Partnership to Marriage - Certificate issued on the day of conversion.	4.00	4.00	0%
ICS	Conversion of Civil Partnership to Marriage - Certificate issued after the day of conversion.	10.00	10.00	0%
ICS	Certificate of worship for religious worship	29.00	29.00	0%
ICS	Registration of a building for the solemnization of marriage between a man and a woman (building not already registered for the solemnization of marriages of same sex couples)	123.00	123.00	0%
ICS	Registration of a building for the solemnization of marriages of same sex couples (building not already registered for the solemnization of marriages between a man and a woman)	123.00	123.00	0%
ICS	Joint application for the registration of a building for the solemnization of marriage of a man and woman and same sex couples	123.00	123.00	0%
ICS	General Search of the Indexes	18.00	18.00	0%

Directorate	Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Statutory				
ICS	Supply of transcript of inquest on CD	5.00	5.00	0%
ICS	Additional copies of CD	5.00	5.00	0%
ICS	Charge for paper copies per document of 10 pages or less	5.00	5.00	0%
ICS	Charge for paper copies for each additional page	0.50	0.50	0%
ICS	Fee for transcription of an inquest hearing of 360 words or less	6.20	6.20	0%
ICS	Fee for transcription of an inquest hearing of between 361 and up to and including 1439 words	13.10	13.10	0%
ICS	Fee for transcription of an inquest hearing of 1440 words or more, for the first 1440 words	13.10	13.10	0%
ICS	Fee for transcription of an inquest hearing of 1440 words or more, after the first 1440 words, per each additional 72 words or part thereof	0.70	0.70	0%
Elections:				
ICS	For each register per 1000 names or part thereof - data format	£20.00 plus £1.50 per 1,000 (or part thereof)	£20.00 plus £1.50 per 1,000 (or part thereof)	0%
ICS	For each register per 1000 names or part thereof - printed format	£10.00 plus £5.00 per 1,000 (or part thereof)	£10.00 plus £5.00 per 1,000 (or part thereof)	0%
Human Resources: Disclosure and Barring Service (DBS) Checks - Cost Per DBS check				
ICS	Standard	26.00	26.00	0%
ICS	Enhanced	44.00	44.00	0%
Community Services	Penalty Charge Notices: Standard Rate	70.00 (high level) 50.00 (low level)	70.00 (high level) 50.00 (low level)	0%

Directorate	Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
	Statutory			
Community Services	Penalty Charge Notices: Discounted Rate- if paid within 14 days	35.00 (high level) 25.00 (low level)	35.00 (high level) 25.00 (low level)	0%
Community Services	Penalty Charge Notices: Charge Certificate stage	105.00 (high level) 75.00 (low level)	105.00 (high level) 75.00 (low level)	0%
Community Services	Penalty Charge Notices: Court and Bailiff Stage	112.00 (high level) plus costs 82.00 (low level) plus costs	112.00 (high level) plus costs 82.00 (low level) plus costs	0%
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Nuisance parking - cars for sale and repair	100 / 60	100 / 60	0%
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Abandoning a vehicle	200 / 140	200 / 140	0%
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Litter	80 / 50	80 / 50	0%
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Street litter control notices and litter clearing notices	100 / 60	100 / 60	0%
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Unauthorised distribution of free literature	80 / 50	80 / 50	0%
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Graffiti and fly posting	80 / 50	80 / 50	0%
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Failure to produce authority (Waste Transfer Notes)	300 / 200	300 / 200	0%
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Failure to possess a Waste Carriers Licence	300 / 200	300 / 200	0%
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Offence in relation to waste receptacles	100 / 60	100 / 60	0%
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Offences under Dog Control Orders	80 / 50	80 / 50	0%
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Failure to nominate key holder and inform Local Authority	80 / 50	80 / 50	0%

Directorate	Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
	Statutory			
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Noise from licensed premises under Noise Act 1996	Not adopted	Not adopted	0%
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Allowing a dog to foul under Dog Fouling of Land Act 1979/Environmental Protection Act 1990	50.00/no discount	50.00/no discount	0%
Community Services	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): No rateable value to £4,300 - band A	70.00	70.00	0%
Community Services	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £4,301 to £33,000 - band B	180.00	180.00	0%
Community Services	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £33,001 to £87,000 - band C	295.00	295.00	0%
Community Services	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £87,001 to £125,000 - band D	320.00	320.00	0%
Community Services	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £125,001 and above - band E	350.00	350.00	0%
Community Services	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): No rateable value to £4,300 - band A	100.00	100.00	0%
Community Services	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): £4,301 to £33,000 - band B	190.00	190.00	0%
Community Services	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): £33,001 to £87,000 - band C	315.00	315.00	0%
Community Services	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): £87,001 to £125,000 - band D	450.00	450.00	0%

Directorate	Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
	Statutory			
Community Services	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): £125,001 and above - band E	635.00	635.00	0%
Community Services	Premises Licenses/Club certificates: Application - Minor variation of club certificate	89.00	89.00	0%
Community Services	Application - Replacement certificate or summary	10.50	10.50	0%
Community Services	Premises Licenses/Club certificates: Application - Change of name or alteration of rules of club	10.50	10.50	0%
Community Services	Premises Licenses/Club certificates: Application - Change of relevant registered address of club	10.50	10.50	0%
Community Services	Application - Change of certificate holder's name or address	10.50	10.50	0%
Community Services	In addition, a multiplier will be applied to town and city centre pubs (those in bands D and E) where they are exclusively or primarily in the business of selling alcohol:			
Community Services	Rateable value Band D (x2) - town centre pub application fee	900.00	900.00	0%
Community Services	Rateable value Band D (x2) - town centre pub annual charge	640.00	640.00	0%
Community Services	Rateable value Band E (x3) - town centre pub application fee	1,905.00	1,905.00	0%
Community Services	Rateable value Band E (x3) - town centre pub annual charge	1,050.00	1,050.00	0%
Community Services	Temporary Event Notices (TENS)	21.00	21.00	0%
Community Services	Variation of Designated Premises Supervisor (DPS)	23.00	23.00	0%
Community Services	Personal licence new/renewal	37.00	37.00	0%
Community Services	Personal licence change name/address	10.50	10.50	0%
Community Services	New or renewal combined 3 year driver's licence	155.00	155.00	0%
Community Services	Licence Fee (12 months or less): Private Hire - renew	170.00	170.00	0%
Community Services	Licence Fee (12 months or less): Private Hire - new	250.00	250.00	0%

Directorate	Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
	Statutory			
Community Services	Licence Fee (12 months or less): Hackney Carriage - new	230.00	230.00	0%
Community Services	Petroleum Licence Fees (Up to 2,499 litres): 1 year [charges for additional years up to 10 years = year 1 charge x no. of years]	42.00	42.00	0%
Community Services	Petroleum Licence Fees (2,500 up to 50,000 litres): 1 year [charges for additional years up to 10 years = year 1 charge x no. of years]	58.00	58.00	0%
Community Services	Petroleum Licence Fees (Over 50,000 litres): 1 year [charges for additional years up to 10 years = year 1 charge x no. of years]	120.00	120.00	0%
Community Services	Petroleum Licence Fees: Transfer of Petroleum Licence	8.00	8.00	0%
	Other Licensing			
Community Services	Lottery Certificate: Grant (statutory fee / charge)	40.00	40.00	0%
Community Services	Lottery Certificate: Renewal (statutory fee / charge)	20.00	20.00	0%
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: New - one year licence	178.00	178.00	0%
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: New - two year licence	234.00	234.00	0%
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: Renew - one year licence	83.00	83.00	0%
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: Renew - two year licence	141.00	141.00	0%
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: New - one year licence	105.00	105.00	0%
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: New - two year licence	136.00	136.00	0%
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: Renew - one year licence	52.00	52.00	0%
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: Renew - two year licence	83.00	83.00	0%

Directorate	Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
	Statutory			
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: Variations/Replacements/Transfers	35.00	35.00	0%
Community Services	Fireworks Act 2003-Fireworks Regulations 2004 (licence for all year sale)	500.00	500.00	0%
Community Services	Scaffold licence	110.00	111.00	1%
Community Services	Scrap Metal Dealers Licence: Collectors Licence (3 years)	455.00	459.55	1%
Community Services	Scrap Metal Dealers Licence: Site Licence (3 years)	530.00	535.30	1%
SCHH	Service Charges (VAT n/a) - per week (48 week basis): Staircase Lighting - General Dwellings	0.10 - 6.80	0.10 - 6.80	0%
SCHH	Housing Act 2004 and Park Homes Enforcement (VAT n/a): Admin charge for undertaking Works in Default in relation to enforcement activity - per Enforcement Notice	20% of cost	20% of cost	0%
SCHH	Private Sector Housing: Fee for technical assistance with a Disabled Facilities Grant - % of cost (for grants not exceeding £27,000)	12%	12%	0%
SCHH	Private Sector Housing: Fee chargeable in relation to Empty Homes cases - % of cost	10%	10%	0%
SCHH	Domiciliary Care: Home Care (per hour) (VAT n/a)	17.00	17.00	0%
SCHH	Domiciliary Care: Care provided in Supported Living units (per hour) (VAT n/a)	17.00	17.00	0%
SCHH	Domiciliary Care: Care provided in Extra Care Sheltered Housing (per hour) (VAT n/a)	17.00	17.00	0%
SCHH	Fee for Issue of a Blue Badge: Fee for Issue of a Blue Badge (statutory maximum charge)	10.00	10.00	0%
SCHH	Best Interest Assessments / Deprivation of Liberty Safeguards (based on Association of Directors of Adult Social Services regulations): Best Interest Assessments / Deprivation of Liberty Safeguards (based on Association of Directors of Adult Social Services regulations)	600.00	600.00	0%

Directorate	Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
	Statutory			
SCHH	Deferred Payment Agreement: Annual Admin (inc VAT)	120.00	121.00	1%
SCHH	Park Homes Charges (per pitch unless otherwise stated): Annual fee	11.90	12.00	1%
SCHH	Park Homes Charges (per pitch unless otherwise stated): Fee for Depositing Site Rules (per Deposit)	31.60	31.90	1%
SCHH	Housing Act 2004 and Park Homes Enforcement (VAT n/a): Recipient of Housing Act or Park Homes Enforcement Notice (per person)	212.30	214.40	1%
SCHH	Day Opportunities and Day Care (VAT n/a): Day Centres for Adults with Learning Disabilities (per day)	54.55	55.10	1%
SCHH	Traveller site pitch fees (VAT n/a) - per week (52 weeks): Service charges	9.80	9.90	1%
SCHH	Traveller site pitch fees (VAT n/a) - per week (52 weeks): Single pitch	99.00	100.00	1%
SCHH	Houses of Multiple Occupation: Licensing Scheme (per property) - license granted for 5 years	405.50	409.60	1%
SCHH	Traveller site pitch fees (VAT n/a) - per week (52 weeks): Double pitch	108.00	109.10	1%
SCHH	Park Homes Charges (per pitch unless otherwise stated): Fit and Proper Persons Register Application (per application)	107.90	109.00	1%
SCHH	Park Homes Charges (per pitch unless otherwise stated): Amendment or transfer fee (per site/application)	254.90	257.50	1%
SCHH	Park Homes Charges (per application plus £8.90 [16/17 - £9.00] per additional pitch): Site expansion amendment fee	254.90	257.50	1%
SCHH	Residential Care (VAT n/a): Linsell House (Home for Adults with Multiple Disabilities) (per week)	1,969.50	1,990.00	1%
SCHH	Social Care Services: Linsell House (Home for Adults with Multiple Disabilities) (per week)	2,300.00	2,325.00	1%
SCHH	Park Homes Charges (per pitch unless otherwise stated): Initial Licence Fee	54.70	55.30	1%
SCHH	Weekly price per bed: Ferndale	483.69	489.87	1%
SCHH	Deferred Payment Agreement: Set up costs (inc VAT)	720.00	730.00	1%
SCHH	Weekly price per bed: Westlands	480.87	489.87	2%
SCHH	Cost per Social Work hour: Cost per Social Work hour	35.85	36.65	2%

Directorate	Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
	Statutory			
SCHH	Day Opportunities and Day Care (VAT n/a): Day and Social Centres for Older People (per day)	30.75	31.50	2%
SCHH	Meals (VAT n/a): Hot meal (per meal)	3.90	4.00	3%
SCHH	Meals (VAT n/a): Meals at day centres (per meal)	3.90	4.00	3%
SCHH	Weekly price per bed: Greenacre	477.16	489.87	3%
SCHH	Telecare Monitoring Service: Telecare Service provided outside social care eligibility criteria	5.10	5.25	3%
SCHH	Day Opportunities and Day Care (VAT n/a): Travel to Day Centre (per journey)	1.60	1.65	3%
SCHH	Other Local Authority Weekly Price Per Bed: Ferndale	497.91	514.50	3%
SCHH	Weekly price per bed: The Birches	473.55	489.87	3%
SCHH	Domiciliary Care: Telecare Service provided to meet eligible social care needs per week (VAT n/a)	4.30	4.45	3%
SCHH	Telecare Monitoring Service: Telecare Service provided outside social care eligibility criteria where customer has VAT exemption (VAT n/a)	4.30	4.45	3%
SCHH	Weekly price per bed: Abbotsbury	473.14	489.87	4%
SCHH	Other Local Authority Weekly Price Per Bed: Westlands	495.01	514.50	4%
SCHH	Other Local Authority Weekly Price Per Bed: Greenacre	491.19	514.50	5%
SCHH	Social Care Services: Day Centres for Older People - per day incl. transport (per day) (VAT n/a)	45.90	48.20	5%
SCHH	Social Care Services: Day Centres for Adults with Learning Disabilities incl. transport (per day) (VAT n/a)	67.30	70.70	5%
SCHH	Social Care Services: Day Centres for Adults with Learning Disabilities excl. transport (per day) (VAT n/a)	55.10	57.90	5%
SCHH	Other Local Authority Weekly Price Per Bed: The Birches	487.48	514.50	6%
SCHH	Other Local Authority Weekly Price Per Bed: Abbotsbury	487.06	514.50	6%
SCHH	Weekly price per bed: Allison House	462.61	489.87	6%
SCHH	Other Local Authority Weekly Price Per Bed: Allison House	476.22	514.50	8%
SCHH	Social Care Services: Day Centres for Older People excl. Transport (per day) (VAT n/a)	30.60	33.10	8%

Meeting: Corporate Resources Overview & Scrutiny Committee
Date: 27 October 2015
Subject: Work Programme 2015 – 2016 & Executive Forward Plan
Report of: Chief Executive
Summary: The report provides Members with details of the currently drafted Committee work programme and the latest Executive Forward Plan.

Contact Officer: Rebecca Preen, Scrutiny Officer
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

The work programme of the Corporate Resources Overview & Scrutiny Committee will contribute indirectly to all 5 Council priorities. Whilst there are no direct implications arising from this report the implications of proposals will be details in full in each report submitted to the Committee.

RECOMMENDATION(S):

- 1. that the Corporate Resources Overview & Scrutiny Committee**
 - (a) considers and approves the work programme attached, subject to any further amendments it may wish to make;**
 - (b) considers the Executive Forward Plan; and**
 - (c) considers whether it wishes to add any further items to the work programme and/or establish any Task Forces to assist it in reviewing specific items.**

Overview and Scrutiny Work Programme

1. Attached is the currently drafted work programme for the Committee.
2. The Committee is now requested to consider the work programme attached and amend or add to it as necessary.

Overview and Scrutiny Task Forces

3. In addition to consideration of the work programme, Members may also wish to consider how each item will be reviewed i.e. by the Committee itself (over one or a number of Committee meetings) or by establishing a Member Task Force to review an item in greater depth and report back its findings.

Executive Forward Plan

4. Listed below are those items relating specifically to this Committee's terms of reference contained in the latest version of the Executive's Forward Plan to ensure Members are fully aware of the key issues Executive Members will be taking decisions upon in the coming months. The full Executive Forward Plan can be viewed on the Council's website at the link at the end of this report.

Ref	Issue	Indicative Exec Meeting date
Non Key Decisions		
1.	Council Tax Support Scheme (2016/17)	1 December 2015
2.	September 2015 Quarter 2 Revenue Budget Monitoring	1 December 2015
3.	September 2015 Quarter 2 Capital Budget Monitoring	1 December 2015
4.	September 2015 Quarter 2 Housing Revenue Account Budget Monitoring	1 December 2015
5.	Quarter 2 Performance Monitoring Report 2015/16	12 January 2016
6.	Draft Budget 2016/17 and Medium Term Financial Plan	12 January 2016
7.	Draft Capital Programme 2016/17 to 2019/20	12 January 2016
8.	Draft Budget for the Housing Revenue Account (Landlord Service) Business Plan	12 January 2016
9.	Budget 2016/17 and Medium Term Financial Plan	9 February 2016
10.	Capital Programme 2016/17 to 2019/20	9 February 2016
11.	Budget for the Housing Revenue Account (Landlord Service) Business Plan	9 February 2016
12.	December 2015 Quarter 3 Revenue Budget Monitoring	9 February 2016
13.	December 2015 Quarter 3 Capital Budget Monitoring	9 February 2016
14.	December 2015 Quarter 3 Housing Revenue Account Budget Monitoring	9 February 2016
15.	Treasury Management Strategy	9 February 2016

Conclusion

- 5 Members are requested to consider and agree the attached work programme, subject to any further amendments/additions they may wish to make and highlight those items within it where they may wish to establish a Task Force to assist the Committee in its work. This will allow officers to plan accordingly but will not preclude further items being added during the course of the year if Members so wish and capacity exists.

Appendix – Corporate Resources Overview and Scrutiny Work Programme.

Background reports:

Executive Forward Plan (can be viewed at any time on the Council's website) at the following **link**:- <http://www.centralbedfordshire.gov.uk/modgov/mgListPlans.aspx?RPId=577&RD=0>

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Appendix A – CR OSC Work Programme

OSC Date	Report Title	Description
15 December 2015	Council Assets	To receive a report regarding Council Assets
15 December 2015	Q2 Revenue Budget Monitoring	To receive a report on the Q2 Revenue Budget Monitoring
15 December 2015	Q2 Housing Revenue Account Budget Monitoring	To receive a report on the Q2 Housing Revenue Account
15 December 2015	Q2 Capital Budget Monitoring	To receive a report on the Q2 Capital Budget Monitoring
02 February 2016	Draft Budget 2016/17 and MTFP	To receive a report on the Draft Budget 2016/17 and MTFP
02 February 2016	Treasury Management Strategy	To receive a report on the Treasury Management Strategy
02 February 2016	Draft Budget for the Housing Revenue account (Landlord Service)	To receive a report on the Draft Budget for the Housing Revenue account (Landlord Service)
02 February 2016	Draft Capital Programme	To receive a report on the Draft Capital Programme
22 March 2016	Q3 Capital Budget Monitoring	To receive a report on the Q3 Capital Budget Monitoring
22 March 2016	Q3 Revenue Budget Monitoring	To receive a report on the Q3 Revenue Budget Monitoring

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