



**Oversight and Governance**

Chief Executive's Department

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## Delegated Decisions

### Delegated Executive/Officer Decisions

Delegated Executive and Officer decisions are available at the following link -

<https://tinyurl.com/ms6umor>

Cabinet decisions subject to call-in are published at the following link - <http://tinyurl.com/yddrql6>

Notice of call-in for non-urgent decisions must be given to the Democratic Support Unit by 4.30 pm on Thursday 30 March 2023. Please note – urgent decisions and non-key Council Officer decisions cannot be called in. Copies of the decisions together with background reports are available for viewing as follows:

- on the Council's Intranet Site at <https://modgov/mgDelegatedDecisions.aspx>
- on the Council's website at <https://tinyurl.com/jhnax4e>

The non-key officer decisions detailed below may be implemented immediately.

## **Delegated Decisions**

**1. Council Officer Decision - Philip Robinson (Service Director for Street Services):**

1.1. Chelson Meadow - Replacement Push Walls **(Pages 1 - 8)**

**2. Council Officer Decision - David Northey (Interim Service Director for Finance):**

2.1. Increase of fees and charges by CPI (10%) in April 2023 **(Pages 9 - 42)**

# EXECUTIVE DECISION

made by a Council Officer



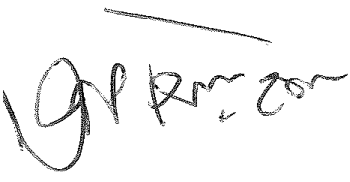
## REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL COUNCIL OFFICER

Executive Decision Reference Number – COD49 22/23

Decision				
1	<b>Title of decision:</b> Chelson Meadow – Replacement Push Walls			
2	<b>Decision maker:</b> Philip Robinson (Service Director for Street Services)			
3	<b>Report author and contact details:</b> Tim Thomas, Quantity Surveyor, Strategic Projects, HROD, E: <a href="mailto:tim.thomas@plymouth.gov.uk">tim.thomas@plymouth.gov.uk</a> , T: 01752 305915			
4a	<b>Decision to be taken:</b> Authorise the award of works to replace push walls at Chelson Meadow to South West Highways (SWH) via the Term Maintenance Contract (TMC). Details are set out in the Contract Award Report.			
4b	<b>Reference number of original executive decision or date of original committee meeting where delegation was made:</b> L36 19/20			
5	<b>Reasons for decision:</b> Provides authorisation to spend funds allocated funds for the procurement of replacement push walls as set out in the capital programme.			
6	<b>Alternative options considered and rejected:</b> We have considered and rejected two other procurement options: <ul style="list-style-type: none"> <li>Option 1- not procuring push walls- not an option due to the operational need for push walls to both RTS and Green Waste areas and the immediate health and safety issues with the existing push walls.</li> <li>Option 2- Running another competitive tender - rejected due to the unlikely success of the process based on previous attempts and the requirement to replace due to the immediate health and safety issues presented with the existing push walls.</li> </ul>			
7	<b>Financial implications and risks:</b> Up to £461,365.86 will be paid to South West Highways over the period of the contract. Payments will be monthly based on progress in relation to items ordered based on a Price List and Task Orders.			
8	<b>Is the decision a Key Decision?</b> (please contact <a href="#">Democratic Support</a> for further advice)	<b>Yes</b>	<b>No</b>	<b>Per the Constitution, a key decision is one which:</b>
			<b>X</b>	in the case of <b>capital</b> projects and contract awards, results in a new

				commitment to spend and/or save in excess of <b>£3million</b> in total	
			X	in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1million</b>	
			X	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.	
8b	If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a>				
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:		The procurement of replacement push walls is a requirement of the service in order to maintain a safe system of work. The existing push walls have reached their end of life use. There is a Health and Safety issue by not replacing the push walls. If the push walls are not replaced there would be an implication for continuity of service (in current format).		
10	Please specify any direct environmental implications of the decision (carbon impact)		Not applicable		
<b>Urgent decisions</b>					
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?		Yes		(If yes, please contact <a href="#">Democratic Support</a> for advice)
			No	X	(If no, go to section 13a)
12a	Reason for urgency:				
12b	Scrutiny Chair signature:		Date		
	Scrutiny Committee name:				
	Print Name:				
<b>Consultation</b>					
13a	Are any other Cabinet members' portfolios affected by the decision?		Yes		
			No	X	(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?				
13c	Date Cabinet member consulted				

14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer				
		No	X					
15	Which Corporate Management Team member has been consulted?	Name	Anthony Payne					
		Job title	Strategic Director for Place					
		Date consulted	10 March 2023					
<b>Sign-off</b>								
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS132 22/23					
		Finance (mandatory)	DJN.22.23.435					
		Legal (mandatory)	MS/ 00001375/21.03.23					
		Human Resources (if applicable)						
		Corporate property (if applicable)						
		Procurement (if applicable)	HG/PS/675/ED/0323					
<b>Appendices</b>								
17	Ref.	Title of appendix						
	A	Contract Award Report Part 1						
<b>Confidential/exempt information</b>								
18a	Do you need to include any confidential/exempt information?	Yes	x	If yes, prepare a second, confidential ("Part II") briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below.				
		No						
		<b>Exemption Paragraph Number</b>						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title: Contract Award Report Part 2			X				
<b>Background Papers</b>								
19	Please list all unpublished, background papers relevant to the decision in the table below.							
	Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
<b>Title of background paper(s)</b>		<b>Exemption Paragraph Number</b>						
		1	2	3	4	5	6	7

Business Case		X					
<b>Council Officer Signature</b>							
20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.						
<b>Signature</b>			<b>Date of decision</b>	23 March 2023			
<b>Print Name</b>	Philip Robinson						

## **CHELSON MEADOW – REPLACEMENT PUSH WALLS CONTRACT AWARD**



### **Executive Decision Part I Briefing Note**

#### **PROJECT DETAILS**

Within the Refuse Transfer Station (RTS) and Green Waste Area (GWA) at Chelson Meadow there is a requirement to replace the existing push walls as they have reached their end of life use.

The push walls to these areas form a vertical upstand, formed from individual precast concrete blocks that are linked together to form a barrier, which allow waste material to be pushed hard against.

There is a requirement to replace two individual sets of push walls. The RTS and GWA are separate areas and require different solutions due to the formation of the current push walls.

The push walls are a vital part of the safe and successful operation of the site. Without the push walls the service are unable to efficiently load waste material using site plant. The current push walls are failing and therefore present an immediate health and safety problem to the service.

The works involve the removal of existing push walls, the manufacturer and installation of new push walls to both RTS and GWA at Chelson Meadow.

#### **PROJECT COST**

The cost of the works is £461,365.86

#### **FUNDING**

£675,000 has been allocated within the Capital Programme funded by corporate borrowing allocated from the budget set aside to finance health and safety works.

#### **DELIVERY TIMESCALES**

The off-site production of push walls will commence late March 2023 and be complete mid-April 2023, with a view to commence works at site thereafter.

It is anticipated that the works on site will take 8 to 10 weeks, subject to sequencing/phasing of works with the service.

#### **PROCUREMENT APPROACH**

It is proposed that the contract for the removal of existing push walls, the manufacturer and installation of new push walls to both RTS and GWA at Chelson Meadow is awarded to SWH under the existing Highways Term Maintenance Contract. This proposal to direct award the work is being made, in part, as a consequence of a number of unsuccessful competitive procurement attempts however a review of the TMC has been undertaken to ensure the award is both legal and will secure value for money.

The project aligns with works that are typically undertaken by SWH. SWH have an existing relationship with the push wall manufacturer. The TMC agreement provides relevant and defined rates that can be used for the calculation of cost of works, which have already been ratified as providing value for money through the very existence of the TMC relationship.

Due to the urgent need to replace the push walls and the complexity of the works, the approach to use the TMC allows a quick route to market, and removes any potential time frustration that may arise from further tendering attempts.

#### **BENEFITS OF THE TMC**

There are a number of benefits that use of the TMC offers including:

- The TMC has already been through a robust and comprehensive evaluation process.
- A preferential price list covering the majority of work tasks that will be required.

- Established working practices and co-ordination between the Council and the contractor on highway issues and works.
- Knowledge of the Chelson facility.
- Existing scheme understanding via early contractor involvement.
- Demonstrates to the contractor the importance the Council has placed on the TMC contract and the partnership, increasing the value of the contract to the contractor and therefore helping to safeguard staff and resources, subsequently benefitting future Council projects.

#### **ALTERNATIVES CONSIDERED**

- Option 1- not procuring push walls- not an option due to the operational need for push walls to both RTS and GWA and the immediate health and safety issues with the existing push walls.
- Option 2- Running another competitive tender - rejected due to the unlikely success of the process based on previous attempts and the requirement to replace due to the immediate health and safety issues presented with the existing push walls.



The following relates to exempt or confidential matters (Para(s) 3 of Part 1, Schedule 12A of the Local Govt Act 1972). Any breach of confidentiality could prejudice the Council/person/body concerned & might amount to a breach of the councillors /employees codes of conduct.

Document is Restricted

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# EXECUTIVE DECISION

made by a Council Officer




## REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL COUNCIL OFFICER

Executive Decision Reference Number – COD43 22/23

Decision	
1	<b>Title of decision:</b> Increase of fees and charges by CPI (10%) in April 2023
2	<b>Decision maker:</b> David Northey, Interim Service Director for Finance and Section 151 Officer
3	<b>Report author and contact details:</b> Commercial Finance Team <a href="mailto:commercialfinanceteam@plymouth.gov.uk">commercialfinanceteam@plymouth.gov.uk</a>
4a	<b>Decision to be taken:</b> To approve the uplift of discretionary fees and charges by 10% in line with the prevailing Consumer Price Index (CPI) from 1 April 2023
4b	<b>Reference number of original executive decision or date of original committee meeting where delegation was made:</b> Cabinet Thursday 10 <sup>th</sup> November 2022 3.30pm Minute 65
5	<b>Reasons for decision:</b> The Fees and Charges Policy states they should increase annually in line with the prevailing CPI, as agreed by Cabinet in November 2022.
6	<b>Alternative options considered and rejected:</b> Concerning Fees and Charges increases the alternative is increase them by other amounts or not increase them at all.  The proposals have been considered fully by officers in light of benchmarking (where relevant) and the need to achieve cost recovery. They are proposed at the level considered appropriate in light of this and the substantial shortfall in resources needed to set a balanced budget for 2023/4. Setting no increase, a lower increase or, in some cases higher fees, is rejected on the basis it would not achieve cost recovery and/or may affect the level of income achieved from services.
7	<b>Financial implications and risks:</b> Robust and accurate financial monitoring underpins the Council's Medium Term Financial Plan (MTFP). The Council's MTFP is updated based on on-going monitoring information, both on a local and national context. Any adverse variations from the annual budget will place pressure on the MTFP going forward and require additional savings to be generated in future years.  In relation to increases in charges there is some risk proposed increases will impact demand for some services and impact income. As such the impact of the increases, if approved, will be

	monitored and amendments sought as necessary. The 10% increase in fees and charges is expected to generate an additional maximum revenue of approximately £500,000.			
8	Is the decision a Key Decision? (please contact <a href="#">Democratic Support</a> for further advice)	Yes	No	<b>Per the Constitution, a key decision is one which:</b>
			X	in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total
			X	in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1million</b>
		X	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.	
8b	If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a>			
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	The report is fundamentally linked to delivering the priorities within the Council's Corporate Plan. Allocating limited resources to key priorities will maximise the benefits to the residents of Plymouth.		
10	Please specify any direct environmental implications of the decision (carbon impact)	<p>Strategic Planning fee increase – no carbon impact</p> <p>Sport pitches, beach huts &amp; allotments fee impact – no carbon impact</p> <p>PCC asset &amp; venue fee increase – no carbon impact</p> <p>Street naming &amp; numbering fee increase - no carbon impact</p> <p>Library fee increase - no carbon impact</p> <p>Registration fee increase - no carbon impact</p> <p>Public protection fee increase - no carbon impact</p> <p>Maritime services - no carbon impact</p> <p>Commercial waste - no carbon impact</p> <p>Bulky waste – potentially a minimal risk of an increase in fly tipping due to increased charges for bulky waste collection</p>		
<b>Urgent decisions</b>				
11	Is the decision urgent and to be implemented immediately in the	Yes		(If yes, please contact <a href="#">Democratic Support</a> for advice)

	interests of the Council or the public?	No	x	(If no, go to section 13a)
I2a	Reason for urgency:			
I2b	Scrutiny Chair signature:		Date	
	Scrutiny Committee name:			
	Print Name:			
<b>Consultation</b>				
I3a	Are any other Cabinet members' portfolios affected by the decision?	Yes	X	
		No		(If no go to section 14)
I3b	Which other Cabinet member's portfolio is affected by the decision?	All		
I3c	Date Cabinet member consulted	Cabinet – November 2022		
I4	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes		If yes, please discuss with the Monitoring Officer
		No	x	
I5	Which Corporate Management Team member has been consulted?	Name	David Northey	
		Job title	Interim Service Director for Finance	
		Date consulted	22/03/2023	
<b>Sign-off</b>				
I6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS131 22/23	
		Finance (mandatory)	pl.22.23.434.	
		Legal (mandatory)	LS/00001312/AC/22/3/23	
		Human Resources (if applicable)		
		Corporate property (if applicable)		
		Procurement (if applicable)		

Appendices									
17	<b>Ref.</b>	<b>Title of appendix</b>							
	A	Briefing report for publication ( <i>mandatory</i> )							
	B	Equalities Impact Assessment ( <i>where required</i> )							
Confidential/exempt information									
18a	<b>Do you need to include any confidential/exempt information?</b>		<b>Yes</b>	<input type="checkbox"/>	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in <b>18b</b> below.				
			<b>No</b>	<input checked="" type="checkbox"/>					
			<b>Exemption Paragraph Number</b>						
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
18b	<b>Confidential/exempt briefing report title:</b>								
Background Papers									
19	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.								
<b>Title of background paper(s)</b>			<b>Exemption Paragraph Number</b>						
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
Council Officer Signature									
20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act (2010) and those who do not. For further details please see the EIA attached.								
<b>Signature</b>				<b>Date of decision</b>		23/03/2023			
<b>Print Name</b>		David Northey							

# Fees and Charges Uplift – April 2023



## 1. Description of proposal

The proposal for the increase of discretionary fees and charges is in line with the Fees, Charges and Concessions Policy 2016. This policy states that all fees and charges should recover costs. When costs increase it is important that fees and charges also increase to keep pace with those rising costs. The current budget position at the Council means that these cost increases cannot be absorbed. By implementing Consumer Price Index (CPI) increases each year this will avoid long periods of no review and any subsequent need for sudden increases.

Failure to implement full cost recovery increases in discretionary fees and charges will require alternative savings to be developed and agreed by the Council. Parking charges have been excluded from this review of discretionary fees and charges and are subject to a separate review.

## 2. Background

Like all households and local authorities across the country, the Council continues to experience considerable inflationary pressure in the economy generally and especially in respect of fuel and pay. The current position again includes c. £6m of non-controllable costs which could not have been foreseen at the time of Budget setting; £3.3m relates to energy price inflation.

The Council has a range of Fees and Charges for discretionary and statutory services it provides. The Fees, Charges and Concessions Policy 2016 states that Fees and Charges should be increased annually in line with CPI. For some Fees and Charges this has already been applied in November 2022 for the year 22/23. This proposal is to set the fees at the right amount going forwards into 2023/24.

## 3. Proposal

Those Fees and Charges which have been reviewed and are able to be increased are set out in Appendix A. It is therefore proposed to increase these Fees and Charges as set out in Appendix A, the increase to take effect from 1st April 2023.

The proposals have been considered fully by officers in light of benchmarking (where relevant) and the need to achieve cost recovery. Setting no increase, a lower increase or, in some cases higher fees, is rejected on the basis it would not achieve cost recovery and/or may affect the level of income achieved from services.

## 4. Context

PCC has seen a big impact from the inflation and rising costs and fees need to be increased to ensure cost recovery where possible. The list below is an overview of the increases per service areas.

## 5. Reasons for change

The increase in discretionary fees and charges will achieve the following:

- Cover the rising cost of providing services;
- Ensure a consistent approach across the Council;
- Ensure that fees and charges which have not been uplifted in years are reviewed and subsequently increased if appropriate.

**6. Next Steps**

Following the approval of the revised fees and charges set out in the schedule, services will raise their fees on or after the 1st April 2023, giving reasonable notice to service users. For any existing bookings made for ceremonies and hire of assets after 1st April 2023, where a booking has been confirmed and a deposit paid, previously quoted prices will be honoured.



**Appendix A: Fees and Charges**

The list of fees and charges below is non-exhaustive but indicative of the areas of Fees and Charges which will be subject to the increase. Prices include Vat where appropriate.

Category	Fee/Charge	Current Fee	New Fee	Rationale
Pre-application planning	Need for planning permission/help to complete forms (hourly) – virtual meeting/telephone call	£75.00	£82.00	CPI + rounding
Pre-application planning	Assistance to agents on general planning issues (hourly)	£75.00	£82.00	CPI + rounding
Pre-application planning	Condition checking	£132.00	£145.00	CPI + rounding
Pre-application planning	Listed buildings minor works advice	£92.00	£101.00	CPI + rounding
Pre-application planning	Householder	£150.00	£165.00	CPI + rounding
Pre-application planning	Tree Preservation Orders & Conservation Area Trees	£185.00	£203.00	CPI + rounding
Pre-application planning	Minors (residential) 1-5 dwellings – per dwelling	£337.00	£371.00	CPI + rounding
Pre-application planning	Minors (residential) 6-10 dwellings – per dwelling	£192.00	£211.00	CPI + rounding
Pre-application planning	Minors (commercial/non-re new floor space) Advice on commercial/non-residential floor space proposals - Up to 1,000sqm/site area up to 0.99 Ha - up to 499sqm	£572.00	£630.00	CPI + rounding
Pre-application planning	Minors (commercial/non-re new floor space) Advice on commercial/non-residential floor space proposals - Up to 1,000sqm/site area up to 0.99 Ha - 500 to 999sqm	£976.00	£1,073.00	CPI + rounding
Pre-application planning	Minors (commercial/non-re new floor space) Additional meeting with written advice if required	£138.00	£152.00	CPI + rounding
Pre-application planning	Changes of use where no operational development and floor areas up to 1,000sqm/ advertisements/ alterations where no floor space created/ telecommunications/ renewable energy (up to site area 1 Ha/ Listed building consent (where written advice, redesign or site visit needed)	£329.00	£362.00	CPI + rounding
Pre-application planning	each additional meeting with written advice if required	£138.00	£152.00	CPI + rounding
Pre-application planning	Advice on Residential 10 to 30 Houses/up to 1.99 Ha or Commercial/non-residential floor space 1,000 to 4,999sqm/site area between 1 to 1.99Ha	£2,675	£2,942	CPI + rounding
Pre-application planning	each additional meeting with written advice if required	£1,139.00	£1,451.00	CPI + rounding
Pre-application planning	Advice on Residential 31 to 149 Houses/site area 2 to 3.99 Ha or Commercial/non-residential floor space 5,000 to 9,999sqm/site area between 2 to 3.99Ha	£4,911.00	£5,403.00	CPI + rounding
Pre-application planning	each additional meeting with written advice if required	£1,319.00	£1,451	CPI + rounding
Pre-application planning	Advice on Residential greater than 150 Houses/site area over 4 Ha or Commercial/non-residential floor space over 10,000sqm/site area over 4 Ha	POA	POA	CPI increase
Pre-application planning	s73 applications – advice on amendments to consents	POA	POA	CPI increase
Pre-application planning	Minerals and landfill – advice (hourly)	POA	POA	CPI increase
Pre-application planning	Design panel – review of proposals	POA	POA	CPI increase
Pre-application planning	Scoping meetings – consider principle of proposal	£725.00	£798.00	CPI + rounding
Pre-application planning	s106 Heads of Terms	£725.00	£798.00	CPI + rounding
Pre-application planning	Negotiations Planning Performance Agreement - Service Director (hourly)	£132.00	£145.00	CPI + rounding
Pre-application planning	Negotiations Planning Performance Agreement - Head of Development Management (hourly)	£99.00	£109.00	CPI + rounding
Pre-application planning	Negotiations Planning Performance Agreement - Other Head of Service (hourly)	£99.00	£109.00	CPI + rounding
Pre-application planning	Negotiations Planning Performance Agreement - Team Manager (hourly)	£83.00	£91.00	CPI + rounding
Pre-application planning	An advanced consideration discharge planning conditions - Household	£150.00	£165.00	CPI + rounding
Pre-application planning	An advanced consideration discharge planning conditions - Minor	£161.00	£177.00	CPI + rounding
Pre-application planning	An advanced consideration discharge planning conditions - Small and medium scale Major	£185.00	£204.00	CPI + rounding
Pre-application planning	An advanced consideration discharge planning conditions - Large scale Major	POA	POA	CPI increase

## PLYMOUTH CITY COUNCIL

Premium Pre-application service - Planning	Commencement Fee	£1,320.00	£1,452.00	CPI + rounding
Planning Viability Assessments	Development type - Residential - up to 7 units	£1,490.00	£1,639.00	CPI + rounding
Planning Viability Assessments	Development type - Residential - 8 to 15 units	£2,084.00	£2,292.00	CPI + rounding
Planning Viability Assessments	Development type - Residential - 15 to 50 units	£3,229.00	£3,552.00	CPI + rounding
Planning Viability Assessments	Development type - Residential - 51 to 150 units	£4,168.00	£4,585.00	CPI + rounding
Planning Viability Assessments	Development type - Residential - 151 to 299 units	£5,359.00	£5,895.00	CPI + rounding
Planning Viability Assessments	Development type - Residential - 300 to 499 units	£6,539.00	£7,193.00	CPI + rounding
Planning Viability Assessments	Development type - Residential - over 500 units	£8,044.00	£8,848.00	CPI + rounding
Planning Viability Assessments	Development type - Commercial - Up to 9,999sqm	£4,168.00	£4,585.00	CPI + rounding
Planning Viability Assessments	Development type - Commercial - 10,000 to 19,999sqm	£5,359.00	£5,895.00	CPI + rounding
Planning Viability Assessments	Development type - Commercial - 20,000+sqm	£8,044.00	£8,848.00	CPI + rounding
Planning Viability Assessments	Day rates	£893.00	£982.00	CPI + rounding
Planning - Other Fees	Historic Environment Record research (hourly)	£76.00	£84.00	CPI + rounding
Planning - Other Fees	Urban design advice and design services	£76.00	£84.00	CPI + rounding
Planning - Other Fees	Confirmation that no planning enforcement action will be taken or enforcement notice withdrawn	£134.00	£147.00	CPI + rounding
Planning - Other Fees	Travel plan audit and monitoring fee (varies depending on use class / development size)	£3,152-£3,955	£3,467-£4,351	CPI + rounding
Planning - Other fees	Replacement Concessionary bus pass	£10.00	£11.00	CPI + rounding
Planning - Other Fees	Flood risk assessments, surface water drainage strategies and highway design advice – Highway/Structural (hourly)	£76.00	£84.00	CPI + rounding
Planning - Other Fees	Flood risk assessments, surface water drainage strategies and highway design advice – Drainage (hourly)	£76.00	£84.00	CPI + rounding
Planning - Other Fees	Flood defence consent	£275.00	£303.00	CPI + rounding
Planning - Other Fees	Highway agreement fees (increases based on estimated costs of works)	£2,503-£41,201	£2,753-£45,321	CPI + rounding
Planning - Other Fees	Highways Register - admin charge - letter	£73.00	£80.00	CPI + rounding
Planning - Other Fees	Highways Register - admin charge - letter and a plan	£122.00	£134.00	CPI + rounding
Planning - Other Fees	Highways Register - admin charge - letter, plan and additional information	£171.00	£188.00	CPI + rounding
Planning - Other Fees	Administration, monitoring and management of a Planning Obligation - Planning obligations with triggers	£940.00	£1,034.00	CPI + rounding
Planning - Other Fees	Administration, monitoring and management of a Planning Obligation - Planning obligations without triggers	£940.00	£1,034.00	CPI + rounding
Planning - Other Fees	Developer contribution enquiries – CIL compliance check	£67.00	£73.00	CPI + rounding
Planning - Other Fees	Developer contribution enquiries – site visit	£122.00	£135.00	CPI + rounding
Planning - Other Fees	Planning obligation compliance check – s106	£67.00	£73.00	CPI + rounding
Planning - Other Fees	Planning obligation compliance check – CIL	£67.00	£73.00	CPI + rounding
Planning - Other Fees	Developer contribution history search	£38.00	£42.00	CPI + rounding
Planning - Other Fees	Making a change to a public right of way	£2,204.00	£2,425.00	CPI + rounding
Planning - Other Fees	Register of landowner statements, highway statement and declarations	£440.00	£484.00	CPI + rounding
Planning - Other Fees	Mapping and graphics (hourly)	£63.00	£70.00	CPI + rounding
Natural Infrastructure	Tennis Courts - Annual household pass	£35.00	£40.00	Cost recovery
Natural Infrastructure	Tennis Courts - Annual household pass - concession	£25.00	£30.00	Cost recovery
Natural Infrastructure	Tennis Courts - Pay and play (per hour)	£5.00	£6.00	CPI + rounding
Natural Infrastructure	Allotments - One of administration fee (non-refundable)	£20.00	£22.00	CPI increase

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Natural Infrastructure	Allotments - Annual non-refundable rent - small plot	£79.13	£87.00	CPI + rounding
Natural Infrastructure	Allotments - Annual non-refundable rent - large plot	£158.26	£174.00	CPI + rounding
Natural Infrastructure	Allotments - Optional pre-start clearance of plot	£40.00	£44.00	CPI increase
Natural Infrastructure	Allotments - Replacement/additional key (each)	£10.00	£11.00	CPI increase
Building control- Domestic	All other work (all usages) £0-£2000 – plan + inspection	£200.00	£220.00	CPI increase
Building control- Domestic	All other work (all usages) £0-£2000 - regularisation	£320.00	£350.00	CPI increase
Building control- Domestic	All other work (all usages) £0-£2000 – building notice	£270.00	£300.00	CPI + rounding
Building control- Domestic	All other work (all usages) £10,001 to £20,000 – plan + inspection	£560.00	£615.00	CPI + rounding
Building control- Domestic	All other work (all usages) £10,001 to £20,000 - regularisation	£800.00	£880.00	CPI increase
Building control- Domestic	All other work (all usages) £10,001 to £20,000 – building notice	£690.00	£760.00	CPI + rounding
Building control- Domestic	All other work (all usages) £20,001 to £30,000 – plan + inspection	£620.00	£680.00	CPI + rounding
Building control- Domestic	All other work (all usages) £20,001 to £30,000 – regularisation	£900.00	£990.00	CPI increase
Building control- Domestic	All other work (all usages) £20,001 to £30,000 – building notice	£770.00	£845.00	CPI + rounding
Building control- Domestic	All other work (all usages) £2001 to £5000 – plan + inspection	£310.00	£340.00	CPI + rounding
Building control- Domestic	All other work (all usages) £2001 to £5000 – regularisation	£460.00	£505.00	CPI + rounding
Building control- Domestic	All other work (all usages) £2001 to £5000 – building notice	£390.00	£430.00	CPI + rounding
Building control- Domestic	All other work (all usages) £30,001 to £40,000 – plan	£210.00	£230.00	CPI + rounding
Building control- Domestic	All other work (all usages) £30,001 to £40,000 – inspection	£480.00	£530.00	CPI + rounding
Building control- Domestic	All other work (all usages) £30,001 to £40,000 – regularisation	£1,000.00	£1,100.00	CPI increase
Building control- Domestic	All other work (all usages) £30,001 to £40,000 – building notice	£850.00	£935.00	CPI increase
Building control- Domestic	All other work (all usages) £40,001 to £50,000 – plan	£225.00	£250.00	CPI + rounding
Building control- Domestic	All other work (all usages) £40,001 to £50,000 – inspection	£525.00	£570.00	Competitive market
Building control- Domestic	All other work (all usages) £40,001 to £50,000 – regularisation	£1,100.00	£1,210.00	CPI increase
Building control- Domestic	All other work (all usages) £40,001 to £50,000 – building notice	£930.00	£1,020.00	Competitive market
Building control- Domestic	All other work (all usages) £5001 to £10,000 – plan + inspection	£440.00	£480.00	Competitive market
Building control- Domestic	All other work (all usages) £5001 to £10,000 – regularisation	£650.00	£715.00	CPI increase
Building control- Domestic	All other work (all usages) £5001 to £10,000 – building notice	£550.00	£600.00	Competitive market
Building control- Domestic	All other work (all usages) £50,001 to £100,000 – plan	POA	POA	CPI increase
Building control- Domestic	All other work (all usages) £50,001 to £100,000 – inspection	POA	POA	CPI increase
Building control- Domestic	All other work (all usages) £50,001 to £100,000 – regularisation	POA	POA	CPI increase
Building control- Domestic	All other work (all usages) £100,001+	POA	POA	CPI increase
Building control- Domestic	Renovation of a thermal element (all uses)- cost of work up to £75,000 – plan + inspection	£190.00	£210.00	CPI + rounding
Building control- Domestic	Renovation of a thermal element (all uses)- cost of work up to £75,000 – building notice	£240.00	£260.00	Competitive market
Building control- Domestic	Renovation of a thermal element (all uses)- cost of work up to £75,000 – regularisation	£300.00	£330.00	CPI increase
Building control- Domestic	Loft conversion floor area up to 100m2 - plan	£180.00	£200.00	CPI + rounding
Building control- Domestic	Loft conversion floor area up to 100m2 - inspection	£420.00	£460.00	CPI + rounding
Building control- Domestic	Loft conversion floor area up to 100m2 – building notice	£725.00	£795.00	Competitive market
Building control- Domestic	Loft conversion floor area up to 100m2 - regularisation	£850.00	£935.00	CPI increase
Building control- Domestic	Loft conversion floor area in excess of 100m2	POA	POA	CPI increase
Building control- Domestic	Removal of Load Bearing Wall – plan + inspection	£210.00	£230.00	CPI + rounding
Building control- Domestic	Removal of Load Bearing Wall – building notice	£230.00	£250.00	CPI + rounding
Building control- Domestic	Removal of Load Bearing Wall - regularisation	£270.00	£300.00	CPI + rounding
Building control- Domestic	Detached garage of attached car port / garage not exceeding 40m2 – plan + inspection	£300.00	£330.00	CPI increase
Building control- Domestic	Detached garage of attached car port / garage not exceeding 40m2 – building notice	£370.00	£410.00	CPI + rounding

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Building control- Domestic	Detached garage of attached car port / garage not exceeding 40m2 - regularisation	£470.00	£515.00	CPI + rounding
Building control- Domestic	Garage Conversion - Plan Charge + inspection charge	£400.00	£440.00	CPI increase
Building control- Domestic	Garage Conversion - building notice	£500.00	£550.00	CPI increase
Building control- Domestic	Garage Conversion - regularisation	£600.00	£660.00	CPI increase
Building control- Domestic	Garages - if floor area exceeds 40m2	POA	POA	CPI increase
Building control- Domestic	Replacement windows and/or doors (all usages)- 1 to 4 units – plan + inspection	£130.00	£140.00	CPI + rounding
Building control- Domestic	Replacement windows and/or doors (all usages)- 1 to 4 units – building notice	£130.00	£140.00	CPI + rounding
Building control- Domestic	Replacement windows and/or doors (all usages)- 1 to 4 units - regularisation	£190.00	£205.00	Competitive market
Building control- Domestic	Replacement windows and/or doors (all usages)- 5 or more units – plan + inspection	£190.00	£205.00	Competitive market
Building control- Domestic	Replacement windows and/or doors (all usages)- 5 or more units- building notice	£190.00	£205.00	Competitive market
Building control- Domestic	Replacement windows and/or doors (all usages)- 5 or more units - regularisation	£290.00	£320.00	CPI + rounding
Building control- Domestic	Extensions - floor area not exceeding 15m2 – plan charge	£130.00	£140.00	Competitive market
Building control- Domestic	Extensions - floor area not exceeding 15m2 – inspection charge	£285.00	£315.00	CPI + rounding
Building control- Domestic	Extensions - floor area not exceeding 15m2 – building notice	£515.00	£560.00	Competitive market
Building control- Domestic	Extensions - floor area not exceeding 15m2 – regularisation	£615.00	£760.00	Competitive market
Building control- Domestic	Extensions - floor area exceeding 15m2 to 40m2 – plan charge	£200.00	£220.00	CPI increase
Building control- Domestic	Extensions - floor area exceeding 15m2 to 40m2- inspection charge	£490.00	£540.00	CPI + rounding
Building control- Domestic	Extensions - floor area exceeding 15m2 to 40m2 – building notice	£860.00	£940.00	Competitive market
Building control- Domestic	Extensions - floor area exceeding 15m2 to 40m2 – regularisation	£1,040.00	£1,140.00	Competitive market
Building control- Domestic	Extensions - floor area exceeding 40m2 to 100m2 – plan charge	£230.00	£250.00	CPI + rounding
Building control- Domestic	Extensions - floor area exceeding 40m2 to 100m2 – inspection charge	£555.00	£610.00	CPI + rounding
Building control- Domestic	Extensions - floor area exceeding 40m2 to 100m2 – building notice	£940.00	£1,030.00	Competitive market
Building control- Domestic	Extensions - floor area exceeding 40m2 to 100m2 – regularisation	£1,170.00	£1,230.00	Competitive market
Building control- Domestic	Extensions - floor area exceeding 100m2 – contact service	POA	POA	CPI increase
Building control- Domestic	Building Control historic searches and decision notices	£50.00	£58.00	Competitive market
Building control- Domestic	Safety at sports ground - Charge for issuing special safety certificates	£5,500	£6,050	CPI increase
Building control- Domestic	Safety at sports ground - Amendment to existing safety certificate	£2,244.00	£2,468.00	CPI + rounding
Building control- Domestic	Safety at sports ground - New Safety certificate	£3,366.00	£3,703.00	CPI + rounding
Building control- Domestic	Dangerous Building call out (8am to 5pm) Per hour, first hour free	£61.00	£67.00	CPI + rounding
Building control- Domestic	Dangerous Building call out (5pm to 8am) Per hour, first hour free	£113.00	£125.00	CPI + rounding
PCC asset charges and hire	Plymouth Guildhall Great Hall/Lounge charges – weekday (8am-8pm)	£128.70	£135.00	Competitive market
PCC asset charges and hire	Plymouth Guildhall Great Hall/Lounge charges – evening/weekend/bank holiday (8pm-11pm)	£146.30	£154.00	Competitive market
PCC asset charges and hire	Plymouth Guildhall Lounge Bar only charges - weekday (8am-8pm)	£64.90	£68.00	Competitive market
PCC asset charges and hire	Plymouth Guildhall Lounge Bar only charges - evening/weekend/bank holiday (8pm-11pm)	£105.50	£111.00	Competitive market
PCC asset charges and hire	Plymouth Guildhall Drake Room charges - weekday (8am-8pm)	£67.10	£70.00	Competitive market
PCC asset charges and hire	Plymouth Guildhall Drake Room charges - evening/weekend/bank holiday (8pm-11pm)	£77.00	£81.00	Competitive market
PCC asset charges and hire	Plymouth Guildhall Astor Room charges - weekday (8am-8pm)	£36.30	£38.00	Competitive market
PCC asset charges and hire	Plymouth Guildhall Astor Room charges – evening/weekend/bank holiday (8pm-11pm) if booked with Great Hall	£38.50	£40.00	Competitive market
PCC asset charges and hire	Plymouth Guildhall Astor Room charges - evening/weekend/bank holiday (8pm-11pm)	£66.00	£69.00	Competitive market
PCC asset charges and hire	Plymouth Guildhall Charter Room charges - weekday (8am-8pm)	£34.10	£36.00	Competitive market

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PCC asset charges and hire	Plymouth Guildhall Charter Room charges – evening/weekend/bank holiday (8pm-11pm) if booked with Great Hall	£35.20	£37.00	Competitive market
PCC asset charges and hire	Plymouth Guildhall Charter Room charges evening/weekend/bank holiday (8pm-11pm)	£66.00	£69.00	Competitive market
PCC asset charges and hire	Plymouth Guildhall Wedding Ceremony - Great hall – weekday (8am-8pm)	£798.60	£839.00	Competitive market
PCC asset charges and hire	Plymouth Guildhall Wedding Ceremony - Great hall - evening/weekend/bank holiday (8pm-11pm)	£943.80	£991.00	Competitive market
PCC asset charges and hire	Plymouth Guildhall Wedding Ceremony - Charter Room – weekday (8am-8pm)	£261.36	£274.00	Competitive market
PCC asset charges and hire	Plymouth Guildhall Wedding Ceremony - Charter Room - evening/weekend/bank holiday (8pm-11pm)	£290.40	£305.00	Competitive market
PCC asset charges and hire	Plymouth Guildhall Wedding reception - Great Hall – weekday (8am-8pm)	£2,105.00	£2,211.00	Competitive market
PCC asset charges and hire	Plymouth Guildhall Wedding reception - Great Hall - evening/weekend/bank holiday (8pm-11pm)	£2,395.80	£2,516.00	Competitive market
PCC asset charges and hire	Plymouth Guildhall Wedding Ceremony & reception - Great Hall – weekday (8am-8pm)	£3,049.20	£3,202.00	Competitive market
PCC asset charges and hire	Plymouth Guildhall Wedding Ceremony & reception - Great Hall - evening/weekend/bank holiday (8pm-11pm)	£3,775.20	£3,964.00	Competitive market
PCC asset charges and hire	Plymouth Guildhall Wedding reception - Drake Hall – weekday (8am-8pm)	£1,452.00	£1,525.00	Competitive market
PCC asset charges and hire	Plymouth Guildhall Wedding reception - Drake Hall - evening/weekend/bank holiday (8pm-11pm)	£1,815.00	£1,906.00	Competitive market
PCC asset charges and hire	Plymouth Guildhall Wedding Ceremony in Charter & reception in Lounge – weekday (8am-8pm)	£1,713.36	£1,799.00	Competitive market
PCC asset charges and hire	Plymouth Guildhall Wedding Ceremony in Charter & reception in Lounge - evening/weekend/bank holiday (8pm-11pm)	£2,105.40	£2,211.00	Competitive market
PCC asset charges and hire	Plymouth Guildhall Wedding Reception - The Lounge – weekday (8am-8pm)	£1,452.00	£1,525.00	Competitive market
PCC asset charges and hire	Plymouth Guildhall Wedding Reception - The Lounge - evening/weekend/bank holiday (8pm-11pm)	£1,815.00	£1,906.00	Competitive market
PCC asset charges and hire	Harewood house Main All/Servery charges – weekday and Saturday 8am-8pm	£23.65	£25.00	Competitive market
PCC asset charges and hire	Harewood house Main All/Servery charges – evening 8pm-11pm & weekends	£29.70	£31.00	Competitive market
PCC asset charges and hire	Harewood House Alf Wright lounge - weekday and Saturday 8am-8pm	£14.30	£15.00	Competitive market
PCC asset charges and hire	Harewood House Alf Wright lounge - evening 8pm-11pm & weekends	£18.15	£18.00	Competitive market
PCC asset charges and hire	Harewood House Meeting room 1 - weekday and Saturday 8am-8pm	£13.20	£14.00	Competitive market
PCC asset charges and hire	Harewood House Meeting room 1 - evening 8pm-11pm & weekends	£15.95	£17.00	Competitive market
PCC asset charges and hire	Harewood House Meeting room 2 - weekday and Saturday 8am-8pm	£10.45	£11.00	Competitive market
PCC asset charges and hire	Harewood House Meeting room 2 - evening 8pm-11pm & weekends	£13.20	£14.00	Competitive market
PCC asset charges and hire	Harewood house Private party - weekday and Saturday 8am-8pm	£36.30	£38.00	Competitive market
PCC asset charges and hire	Harewood house Private party - evening 8pm-11pm & weekends	£44.00	£46.00	Competitive market
PCC asset charges and hire	Plympton St Maurice Guildhall Main Hall/servery – weekday (8am-8pm)	£18.15	£19.00	Competitive market
PCC asset charges and hire	Plympton St Maurice Guildhall Main Hall/servery – evening 8pm-11pm & weekends	£21.45	£22.50	Competitive market
PCC asset charges and hire	Plympton St Maurice Guildhall Council chamber - weekday (8am-8pm)	£13.75	£14.00	Competitive market
PCC asset charges and hire	Plympton St Maurice Guildhall Council chamber - evening 8pm-11pm & weekends	£17.05	£18.00	Competitive market
PCC asset charges and hire	Plympton St Maurice Guildhall Private party rates - weekday (8am-8pm)	£35.20	£36.00	Competitive market
PCC asset charges and hire	Plympton St Maurice Guildhall Private party rates - evening 8pm-11pm & weekends	£45.10	£46.00	Competitive market
PCC asset charges and hire	Tothill Community Centre Large Hall – weekday (8am-8pm)	£19.80	£21.00	Competitive market
PCC asset charges and hire	Tothill Community Centre Large Hall – evening (8pm-11pm) & weekends	£25.20	£28.00	Competitive market
PCC asset charges and hire	Tothill Community Centre Small Hall - weekday (8am-8pm)	£16.50	£17.00	Competitive market
PCC asset charges and hire	Tothill Community Centre Small Hall - evening (8pm-11pm) & weekends	£20.35	£21.00	Competitive market
PCC asset charges and hire	Tothill Community Centre Large Hall – party rate (teenage/adult) weekday (8am-8pm)	£37.80	£42.00	Competitive market
PCC asset charges and hire	Tothill Community Centre Large Hall – party rate (teenage/adult) evening (8pm-11pm) & weekend	£45.00	£50.00	Competitive market

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PCC asset charges and hire	Tothill Community Centre Small Hall - party rate (teenage/adult) weekday (8am-8pm)	£35.20	£37.00	Competitive market
PCC asset charges and hire	Tothill Community Centre Small Hall - party rate (teenage/adult) evening (8pm-11pm) & weekend	£31.95	£35.50	Competitive market
PCC asset charges and hire	Tothill Community Centre Room 1 – weekday (8am-8pm)	£11.00	£12.00	Competitive market
PCC asset charges and hire	Tothill Community Centre Room 1 – evening (8pm-11pm), weekend & bank holiday	£14.30	£15.00	Competitive market
PCC asset charges and hire	Tothill Community Centre Room 2 – weekday (8am-8pm)	£11.00	£12.00	Competitive market
PCC asset charges and hire	Tothill Community Centre Room 2 - evening (8pm-11pm), weekend & bank holiday	£14.30	£15.00	Competitive market
PCC asset charges and hire	Tothill Community Centre Lounge – weekday (8am-8pm)	£11.00	£12.00	Competitive market
PCC asset charges and hire	Tothill Community Centre Lounge - evening (8pm-11pm), weekend & bank holiday	£14.30	£15.00	Competitive market
Street naming/numbering	Street naming	£176.00	£194.00	CPI + rounding
Street naming/numbering	Street re-naming	£440.00	£484.00	CPI + rounding
Street naming/numbering	Property numbering – per property	£126.00	£139.00	CPI + rounding
Street naming/numbering	Property re-numbering – per property	£126.00	£139.00	CPI + rounding
Street naming/numbering	Copy renumbering certificate – per copy	£60.00	£66.00	CPI + rounding
Photocopying and printing- self service	A4 colour	£0.70	£0.80	CPI + rounding
Photocopying and printing- self service	A3 black and white	£0.45	£0.50	CPI + rounding
Photocopying and printing- self service	A3 colour	£1.30	£1.40	CPI + rounding
Photographs and other images	JPEG & TIFF file sent by email - non-commercial	£18.50	£20.40	CPI + rounding
Posted	A4 colour - plus postage and packing	£0.70	£0.80	CPI + rounding
Posted	A3 black and white - plus postage and packing	£0.45	£0.50	CPI + rounding
Posted	A3 colour - plus postage and packing	£1.30	£1.40	CPI + rounding
Printing from microform	A4 black and white	£0.90	£1.00	CPI + rounding
Printing from microform	A3 black and white	£1.80	£2.00	CPI + rounding
Computer access for visitors	30 minutes	£2.00	£2.20	CPI + rounding
Computer access for visitors	60 minutes	£3.30	£3.60	CPI + rounding
Computer access for visitors	120 minutes	£5.50	£6.10	CPI + rounding
Request fees for books, DVDs and CDs	Not in stock or on order item (notification by email)	£7.00	£7.70	CPI + rounding
Request fees for books, DVDs and CDs	Urgent requests (interlibrary loans) - Plymouth Council Taxpayers	£9.00	£15.40	Cost recovery
Request fees for books, DVDs and CDs	Urgent requests (interlibrary loans) - Non-Plymouth Council Taxpayers	£26.00	£28.60	CPI increase
Request fees for books, DVDs and CDs	Journal articles are charged as request fee plus the rate for photocopies	£3.50	£3.90	CPI + rounding
Research service	Hourly charge (first 15 min free)	£55.00	£60.50	CPI increase
Hire of music sets/playsets (all per month) Plymouth based groups	Vocal scores/Libretti per 10 copies - per month	£3.00	£3.30	CPI increase
Hire of music sets/playsets (all per month) Plymouth based groups	Boxed Vocal/Orchestral sets per box - per month	£5.00	£5.50	CPI increase
Hire of music sets/playsets (all per month) Plymouth based groups	Playsets - Free for 9 weeks then charged for 4 weeks 16/17 change - charge applicable from first day of loan	£2.50	£2.80	CPI + rounding
Language courses one to two items	£1.15 for up to 1 week then then 50p per day up to max £12	£1.50	£1.70	CPI + rounding
Non-Plymouth based groups	Vocal scores/Libretti per 10 copies -	£5.00	£5.50	CPI increase
Non-Plymouth based groups	Boxed Vocal/Orchestral sets per box -	£7.00	£7.70	CPI increase
Meeting room hire	Central library - Scott room non-commercial organisation (per hour)	£17.50	£19.00	CPI + rounding
Meeting room hire	Central library - Scott room non-commercial organisation (per day)	£110.00	£121.00	CPI increase
Meeting room hire	Central library - Scott room commercial organisation (per hour)	£35.00	£39.00	CPI + rounding

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Meeting room hire	Central library - Scott room commercial organisation (per day)	£220.00	£242.00	CPI increase
Meeting room hire	Central library - Scott room (small room A) - non-commercial organisations (per hour)	£13.00	£14.00	CPI + rounding
Meeting room hire	Central library - Scott room (small room A) - non-commercial organisations (per day)	£90.00	£99.00	CPI increase
Meeting room hire	Central library - Scott room (small room A) - commercial organisations (per hour)	£26.00	£29.00	CPI + rounding
Meeting room hire	Central library - Scott room (small room A) - commercial organisations (per day)	£180.00	£198.00	CPI increase
Meeting room hire	Central library - Scott room (small B) - non-commercial organisation (per hour)	£12.00	£13.00	CPI + rounding
Meeting room hire	Central library - Scott room (small B) - non-commercial organisation (per day)	£80.00	£88.00	CPI increase
Meeting room hire	Central library - Scott room (small B) - commercial organisation (per hour)	£24.00	£26.00	CPI + rounding
Meeting room hire	Central library - Scott room (small B) - commercial organisation (per day)	£160.00	£176.00	CPI increase
Meeting room hire	Crownhill library - non-commercial organisation (per hour)	£12.00	£13.00	CPI + rounding
Meeting room hire	Crownhill library - non-commercial organisation (per day)	£85.00	£94.00	CPI + rounding
Meeting room hire	Crownhill library - commercial organisation (per hour)	£24.00	£26.00	CPI + rounding
Meeting room hire	Crownhill library - commercial organisation (per day)	£170.00	£187.00	CPI increase
Meeting room hire	Devonport library - non-commercial organisation (per hour)	£16.00	£18.00	CPI + rounding
Meeting room hire	Devonport library - commercial organisation (per hour)	£32.00	£35.00	CPI + rounding
Meeting room hire	Efford library - non-commercial organisation (per hour)	£12.00	£13.00	CPI + rounding
Meeting room hire	Efford library - commercial organisation (per hour)	£24.00	£26.00	CPI + rounding
Meeting room hire	Plymstock library - non-commercial organisation (per hour)	£17.50	£19.00	CPI + rounding
Meeting room hire	Plymstock library - non-commercial organisation (per day)	£110.00	£121.00	CPI increase
Meeting room hire	Plymstock library - commercial organisation (per hour)	£35.00	£39.00	CPI + rounding
Meeting room hire	Plymstock library - commercial organisation (per day)	£220.00	£242.00	CPI increase
Meeting room hire	Southway library - large room - non-commercial (per hour)	£17.50	£19.00	CPI + rounding
Meeting room hire	Southway library - large room - non-commercial (per day)	£110.00	£121.00	CPI increase
Meeting room hire	Southway library - large room - commercial (per hour)	£35.00	£39.00	CPI + rounding
Meeting room hire	Southway library - large room - commercial (per day)	£220.00	£242.00	CPI increase
Meeting room hire	Southway library - Small A - non-commercial organisation (per hour)	£12.00	£13.00	CPI + rounding
Meeting room hire	Southway library - Small A - non-commercial organisation (per day)	£85.00	£94.00	CPI + rounding
Meeting room hire	Southway library - Small A - commercial organisation (per hour)	£24.00	£26.00	CPI + rounding
Meeting room hire	Southway library - Small A - commercial organisation (per day)	£170.00	£187.00	CPI increase
Meeting room hire	Southway library - Small B - non-commercial organisation (per hour)	£12.00	£13.00	CPI + rounding
Meeting room hire	Southway library - Small B - non-commercial organisation (per day)	£85.50	£94.00	CPI + rounding
Meeting room hire	Southway library - Small B - commercial organisation (per hour)	£24.00	£26.00	CPI + rounding
Meeting room hire	Southway library - Small B - commercial organisation (per day)	£170.00	£187.00	CPI increase
Meeting room hire	St Budeaux library - Large room - non-commercial organisation (per hour)	£17.50	£19.00	CPI + rounding
Meeting room hire	St Budeaux library - Large room - non-commercial organisation (per day)	£110.00	£121.00	CPI increase
Meeting room hire	St Budeaux library - Large room - commercial organisation (per hour)	£35.00	£39.00	CPI + rounding
Meeting room hire	St Budeaux library - Large room - commercial organisation (per day)	£220.00	£242.00	CPI increase
Meeting room hire	St Budeaux library - Small room - non-commercial organisation (per hour)	£10.00	£11.00	CPI increase
Meeting room hire	St Budeaux library - Small room - non-commercial organisation (per day)	£60.00	£66.00	CPI increase
Meeting room hire	St Budeaux library - Small room - commercial organisation (per hour)	£20.00	£22.00	CPI increase
Meeting room hire	St Budeaux library - Small room - commercial organisation (per day)	£120.00	£132.00	CPI increase
Approved premises licensing (Charge from April 2015)	Initial licence visit	£250.00	£275.00	CPI increase

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Approved premises licensing (Charge from April 2015)	New licence application	£2,000.00	£2,200.00	CPI increase
Approved premises licensing	Licence renewal	£1,500.00	£1,650.00	CPI increase
Celebratory ceremony approved premises	Sunday	£570.00	£627.00	CPI increase
Celebratory ceremony approved premises	Bank Holidays	£840.00	£924.00	CPI increase
Register Office for marriage and civil partnerships	Raleigh Room - couple, 2 witnesses, 2 guests	£180.00	£198.00	CPI increase
Kennelling of stray dogs	Stray dogs - kennelling per day - Day1	£125.40	£138.00	CPI + rounding
Kennelling of stray dogs	Stray dogs - kennelling per day - Day2	£237.80	£262.00	CPI + rounding
Kennelling of stray dogs	Stray dogs - kennelling per day - Day3	£250.80	£276.00	CPI + rounding
Kennelling of stray dogs	Stray dogs - kennelling per day - Day4	£265.10	£292.00	CPI + rounding
Kennelling of stray dogs	Stray dogs - kennelling per day - Day5	£278.30	£307.00	CPI + rounding
Kennelling of stray dogs	Stray dogs - kennelling per day - Day6	£293.70	£324.00	CPI + rounding
Kennelling of stray dogs	Stray dogs - kennelling per day - Day7	£306.90	£338.00	CPI + rounding
Water samples	Water sample - first sample	£137.50	£152.00	CPI + rounding
Water samples	First sample with ship sanitation certificate	£93.50	£103.00	CPI + rounding
Water samples	Additional samples - bacteriological	£42.90	£48.00	CPI + rounding
Water samples	Additional samples - legionella	£42.90	£48.00	CPI + rounding
Export certificates	Fishery product health certificates	£92.50	£102.00	CPI + rounding
Export certificates	Fishery product support attestations	£92.50	£102.00	CPI + rounding
Export certificates	Other food safety premises endorsements/certificate of origin	£49.50	£55.00	CPI + rounding
Catch certificates (illegal fishing)	number if certificates 1-5 high risk charge	£49.50	£55.00	CPI + rounding
Catch certificates (illegal fishing)	number if certificates 6-10 high risk charge	£76.00	£84.00	CPI + rounding
Catch certificates (illegal fishing)	number if certificates 11-20 high risk charge	£90.00	£99.00	CPI + rounding
Catch certificates (illegal fishing)	number if certificates 21+ high risk charge	£102.50	£113.00	CPI + rounding
Other charges	Formal verification/movement control notice	£102.30	£113.00	CPI + rounding
Other charges	Late notice fee	£67.00	£74.00	CPI + rounding
Other charges	Non-compliance fee	£122.00	£135.00	CPI + rounding
Other charges	Supervising destruction/re-export fee	£122.00	£135.00	CPI + rounding
Licensing	Sex establishment licence annual/renewal fees including monitoring/enforcement fee	£3,382.00	£3,721.00	CPI + rounding
Licensing	Sex establishment licence application fees including monitoring/enforcement fee	£4,387.00	£4,826.00	CPI + rounding
Licensing	Sex establishment licence transfer fees	£920.00	£1,012.00	CPI increase
Licensing	Sex establishment licence variation fees	£920	£1,012.00	CPI increase
Licensing	Dangerous wild animals - new application (varies on number of animals)	£526.40+	£580.00+	CPI + rounding
Licensing	Dangerous wild animals - renewal (varies on number of animals)	£415.80+	£458.00+	CPI + rounding
Licensing	Breeding of dogs (varies on number of bitches and years)	£478.50+	£527.00+	CPI + rounding
Licensing	Home boarding for dogs (varies on numbers of dogs and years)	£455.40+	£501.00+	CPI + rounding
Licensing	Selling animals as pets – varies depending on number of classes sold and number of years of licence	£458.15+	£504.00+	CPI + rounding
Licensing	Day care / kennels for dogs (varies on number of dogs and years)	£455.40+	£501.00+	CPI + rounding
Licensing	Boarding for cats (varies on number of cats and years)	£455.40+	£501.00+	CPI + rounding
Licensing	Keeping or training animals for exhibition – varies depending on number of animals and number of years of licence	£638.70+	£703.00+	CPI + rounding



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Licensing	Hiring out horses new application (varies on number of horses & years)	£478.50+	£527.00+	CPI + rounding
Licensing	Hiring out horses renewal (varies on number of horses & years)	£461.70+	£508.00+	CPI + rounding
Licensing	advice visit/rescore visit	£268.00	£295.00	CPI + rounding
Licensing	Zoo (5 year licence)	£1,546.00	£1,701.00	CPI + rounding
Licensing	Admin fee	£25.00	£28.00	CPI + rounding
Licensing	Scrap metal - site licence	£625.90	£689.00	CPI + rounding
Licensing	Scrap metal - mobile collector licence	£409.20	£451.00	CPI + rounding
Licensing	Scrap metal - licence - renewal	£356.00	£392.00	CPI + rounding
Licensing	Scrap metal - mobile collector licence - renewal	£222.00	£245.00	CPI + rounding
Licensing	Scrap metal Change of details	£43.00	£48.00	CPI + rounding
Licensing	Scrap metal Change of site manager	£58.50	£65.00	CPI + rounding
Licensing	Scrap metal Variation to site licence	£187.00	£206.00	CPI + rounding
Licensing	Scrap metal Variation to collector	£88.00	£97.00	CPI + rounding
Licensing	Beauty & Body Art personal licence	£170.50	£188.00	CPI + rounding
Licensing	Beauty & Body Art (premises)	£308.00	£339.00	CPI + rounding
Licensing	Beauty & Body Art (dual) £57 extra charge for each person	£62.50	£69.00	CPI + rounding
Licensing	Beauty & Body Art duplicate/replacement licence	£13.00	£15.00	CPI + rounding
Licensing	Beauty & Body Art admin charge (change of business name)	£28.50	£32.00	CPI + rounding
Licensing	Film Classification	£121.00	£134.00	CPI + rounding
Food Safety	Level 1	£18.00	£20.00	CPI increase
Food Safety	Level 2	£18.00	£25.00	Cost recovery
Food safety	Level 3	£118.00	£150.00	Cost recovery
Personal Licensing	Personal License holder level 2 and exam	£118.00	£130.00	CPI increase
Food Safety	Food Hygiene Requested Reinspection charge	£175.00	£180.00	Competitive market
Business Advice	One hour business advice on site	£150.00	£165.00	CPI increase
Business Advice	Two hour business advice on site	£210.00	£231.00	CPI increase
Business Advice	SFBB Pack – coaching	£150.00	£165.00	CPI increase
Business Advice	Bronze Food Business start-up advice	£150.00	£165.00	CPI increase
Business Advice	Silver Safety Advice for food outlets	£198.00	£231.00	CPI + rounding
Application assistance and send	TEN (Temporary Event Notice)	£15.00	£17.00	CPI + rounding
Application assistance and send	Vary DPS	£21.00	£23.00	CPI + rounding
Application assistance and send	Transfer	£21.00	£23.00	CPI + rounding
Application assistance and send	Minor Variation	£32.00	£35.00	CPI + rounding
Application assistance and send	Grant, Variation, Prov.statement	£42.00	£46.00	CPI + rounding
Application assistance and send	Transfer and Vary DPS	£32.00	£35.00	CPI + rounding
Pest Control	Rats	£105.00	£116.00	CPI + rounding
Pest Control	Mice	£105.00	£116.00	CPI + rounding
Pest Control	Squirrels	£165.00	£182.00	CPI + rounding
Pest Control	Wasps	£101.00	£111.00	CPI + rounding
Pest Control	Fleas, 3 bed and under (single family dwelling)	£121.00	£133.00	CPI + rounding

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Pest Control	Fleas, 4 bed or more (normal domestic house)	£141.00	£155.00	CPI + rounding
Pest Control	Priority pest control visits	Additional £20	Additional £22	CPI increase
Pest Control	Commercial rate	POA	POA	CPI increase
Pest Control	Survey fee	£52.00	£57.00	CPI increase
Pest Control	Mice in HMO's/flats	£111.17	£123.00	CPI + rounding
HWRC (Commercial)	TVs/CRTs	£12.50	£14.00	CPI + rounding
HWRC (Commercial)	Fridges	£23.00	£25.00	CPI + rounding
HWRC (Commercial)	Asbestos (per tonne)	£475.00	£523.00	CPI + rounding
HWRC (Commercial)	Soil/Hardcore (per tonne)	£29.00	£32.00	CPI + rounding
HWRC (Commercial)	Wood (per tonne)	£70.00	£77.00	CPI + rounding
HWRC (Commercial)	Plasterboard (per tonne)	£125.00	£138.00	CPI + rounding
HWRC (Commercial)	Green garden waste (per tonne)	£56.00	£62.00	CPI + rounding
HWRC (Commercial)	Mixed waste (per tonne)	£150.00	£165.00	CPI + rounding
Maritime services - storage	Storage rack (monthly) – varies on length	£15.91-£69.97	£18.00-£77.00	CPI + rounding
Maritime services - storage	Storage rack (annual) – varies on length	£95.44-£419.80	£105.00-£462.00	CPI + rounding
Maritime services - storage	Catamaran (monthly)	£85.06	£94.00	CPI + rounding
Maritime services - storage	Catamaran (annual)	£510.34	£561.00	CPI + rounding
Maritime services - mooring	Mooring fees - deep water (monthly) – varies on length	£38.80-£92.07	£43.00-£101.00	CPI + rounding
Maritime services - mooring	Mooring fees - deep water (annual) – varies on length	£232.77-£552.39	£256.00-£608.00	CPI + rounding
Maritime services - mooring	Mooring fees - tidal up to 7m (monthly)	£26.43	£29.00	CPI + rounding
Maritime services - mooring	Mooring fees - tidal up to 7m (annual)	£158.55	£174.00	CPI + rounding
Maritime services - mooring	Mooring fees - tidal over 7m (monthly)	£31.25	£34.00	CPI + rounding
Maritime services - mooring	Mooring fees - tidal over 7m (annual)	£187.49	£206.00	CPI + rounding
Maritime services - mooring	Club and association mooring - deep water (annual)	£320.87	£353.00	CPI + rounding
Maritime services - mooring	Club and association mooring - tidal (annual)	£158.55	£174.00	CPI + rounding
Maritime services - licences	Boatman licence	£109.54	£120.00	CPI + rounding
Maritime services - licences	Boatman licence test fee	£109.54	£120.00	CPI + rounding
Maritime services - licences	Pleasure boat licence	£292.14	£321.00	CPI + rounding
Landing stage fees - Barbican	Boat trips - up to 12 passengers	£134.40	£148.00	CPI + rounding
Landing stage fees - Barbican	Boat trips - 13-49 passengers	£201.60	£222.00	CPI + rounding
Landing stage fees - Barbican	Boat trips - 50-99 passengers	£268.78	£296.00	CPI + rounding
Landing stage fees - Barbican	Boat trips - 100-149 passengers	£336.00	£370.00	CPI + rounding
Landing stage fees - Barbican	Boat trips - over 150 passengers	£403.34	£444.00	CPI + rounding
Landing stage fees - Barbican	Water taxis/ferries - up to 49 passengers	£134.40	£148.00	CPI + rounding
Landing stage fees - Barbican	Water taxis/ferries - over 50 passengers	£221.82	£244.00	CPI + rounding
Landing stage fees - Barbican	Daily casual use - up to 9m	£29.16	£32.00	CPI + rounding
Landing stage fees - Barbican	Daily casual use - up to 12m	£58.30	£64.00	CPI + rounding
Landing stage fees - Barbican	Daily casual use - up to 15m	£72.86	£80.00	CPI + rounding


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Landing stage fees - Barbican	Daily casual use - up to 18m	£87.46	£96.00	CPI + rounding
Green Gifts	Memorial bench - Installation - £1284 & Initial five year maintenance £514	£1,798.00	£1,978.00	CPI + rounding
Green Gifts	Memorial bench - Subsequent five year maintenance	£514.00	£565.00	CPI + rounding
Green Gifts	Memorial bench - Plaque only - £128 & five year maintenance £514	£642.00	£706.00	CPI + rounding
Bowling	Season Ticket	£139.00	£153.00	CPI + rounding
Bowling	Season citizens & Juniors Rates	£139.00	£153.00	CPI + rounding
Pitches	Season football/rugby (1 match per week)	£1,150.00	£1,265.00	CPI + rounding
Pitches	Leagues requiring alternate weeks for whole season are charged at 50% of season rate	£577.00	£635.00	CPI + rounding
Pitches	Junior Pitches (per match)	£21.00	£23.00	CPI + rounding
Pitches	Mini soccer (per hour)	£12.00	£13.00	CPI + rounding
Individual pitch booking	Per match	£80.00	£88.00	CPI + rounding
Tinside Beach hut hire	Yearly charge	£718.00	£790.00	CPI + rounding
Eastern Kings Beach Hut Hire	Yearly charge	£992.50	£1,092.00	CPI + rounding
Bulky Waste Collection	Up to 4 large items	£25.00	£27.50	CPI increase
Bulky Waste Collection	Additional items	£10.00	£11.00	CPI increase

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# EQUALITY IMPACT ASSESSMENT – FEES AND CHARGES

## SECTION ONE: INFORMATION ABOUT THE PROPOSAL

<b>Author(s):</b>	Commercial Finance Team	<b>Department and service:</b>	Finance	<b>Date of assessment:</b>	23/03/2023
<b>Lead Officer:</b>	David Northey	<b>Signature:</b>		<b>Approval date:</b>	23/03/2023
<b>Overview:</b>	<p><b>BACKGROUND</b>                      The Equality Act 2010 harmonised and replaced pre-existing equality legislation and extended statutory protection across nine ‘protected characteristics’. It recognised forms of discrimination that were previously beyond the scope of legislation and introduced the concept of the Public Sector Equality Duty (PSED).                      The protected characteristics include; <a href="#">age</a>, <a href="#">disability</a>, <a href="#">gender reassignment</a>, <a href="#">marriage and civil partnership</a>, <a href="#">pregnancy and maternity</a>, <a href="#">race</a>, <a href="#">religion or belief</a>, <a href="#">sex</a> and <a href="#">sexual orientation</a>.</p> <p>The PSED placed specific responsibilities on public sector organisations to consider equality in their decision making. In summary, those subject to the equality duty must, in the exercise of their functions, have due regard to the need to:</p> <ul style="list-style-type: none"> <li>• Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct.</li> <li>• Advance equality of opportunity between people who share a protected characteristic, and those who do not.</li> <li>• Promote good relations between people who share a protected characteristic and those who do not.</li> </ul> <p><b>BACKGROUND</b>                      It is proposed that discretionary fees and charges across the Council are uplifted where possible, by CPI of 10% to keep in line with inflation and rising costs. This is an overarching Equality Impact Assessment for the proposed fee &amp; charges increases.</p> <p><b>CONTEXT</b></p>				

It was agreed at Cabinet in November 2022 that fees and charges would again be increased on the 1<sup>st</sup> April to keep up with rising costs of providing the service. PCC has seen a big impact from the inflation and rising costs and fees need to be increased to ensure cost recovery where possible. The following service areas are increasing their fees:

### **Strategic Planning & Infrastructure**

Review of SPI fees and charges for year 2023-24. Fees and charges include planning pre-application service, viability assessments, design and historic environment advice, planning enforcement, building control, travel planning, bus pass replacement, flood risk advice, highways register, planning obligations services, neighbourhood planning advice

### **Natural Infrastructure**

#### Tennis Courts

Tennis Pay to Play currently operates at Central Park and West Hoe, managed through an online booking system in partnership with the Lawn Tennis Association. Income is ring-fenced into the long term maintenance of the courts to ensure a sustained high quality offer. The current cost to the public is £35 per year for a family membership to play at all sites or £30 concession; or £5 for non-members to play per separate session. Proposed increase of the fees to £40 per year for a family membership to play at all sites (£35 concession) and £6 for non-members to pay to play for separate session, as per advice from Lawn Tennis Association.

#### Sport Pitches

To increase the following fees and charges by CPI:

- Bowling - Season Ticket from £139.00 to £153.00
- Pitches - Season football/rugby (1 match per week) from £1,150.00 to £1,265.00
- Pitches - Leagues requiring alternate weeks for whole season are changed at 50% of season rate from £577.00 to £635.00
- Pitches - Junior Pitches (per match) from £21.00 to £23.00
- Pitches - Mini soccer (per hour) from £12.00 to £13.00
- Individual pitch booking (football, rugby, cricket, baseball) Per match from £80.00 to £88.00

#### Allotments

To increase the fees by CPI:

- One of administration fee (non-refundable) – from £20.00 to £22.00
- Annual non-refundable rent - small plot – from £79.13 to £87.00
- Annual non-refundable rent - large plot - £158.26 to £174.00
- Optional pre-start clearance of plot from £40.00 to £44.00
- Replacement/additional key (each) from £10.00 to £11.00

### Beach huts

To increase the fees by CPI:

- Tinside Beach hut hire - Yearly charge – from £718.00 to £790.00
- Eastern Kings Beach Hut Hire - Yearly charge – from £992.50 to £1,092.00

### **PCC Asset and venue Hire**

A 10% increase for the fees and charges in respect of Plymouth Guildhall, Harewood House and Tothill Community Centre venue hire was put in place from 1 December 2022 with an additional 10% planned for April 2023.

A review of the impact of these charges to customers who run stand-alone events, weddings, and community based regular activities was undertaken as the charges pre December 2022 were already making the spaces more expensive than the market research indicator. Unless the buildings are going to close, income needs to be maximised by keeping charges at a level that customers will pay and keeping utilisation of the site optimised, thereby supporting the benefits to the community as well as reducing budget pressures.

The analysis of the previous increases of fees and charges in June 2022, market factors and the risk that regular hirers would stop using the venues, mitigated the benefits of increasing the charges to 20%. The proposal was therefore made to increase all new bookings by 10% from 1st December followed by an additional 5% from 1st April, meaning a 15% increase overall.

The Terms and Conditions for these sites requires PCC to provide 3 months' notice of any increase in the fees and charges meaning that the December increase did not have any financial benefit until 1st March for current bookings. Following financial advice it was agreed that the regular hirers and events that would take place post 1st March 2023 would be charged the 15% from 1st March and fixed until March 2024, allowing for stability for regular hirers and mitigate the risk of bookings being cancelled. It is proposed to increase fees and charges by an additional 5% from 1st April for new business and to extend the 15% for regular hirers until 31 March 2024 with the annual review of fees and charges being conducted in Quarter 4 so that notice can be given and income increased from April 2024.

### **Street Naming & Numbering**

There was a significant review of street naming and numbering charges in September 2017, when a full cost analysis was carried out to calculate the cost of providing the discretionary part of the service in line with the council's corporate charging policy, this was to ensure that the fees are set at full cost recovery to enable continued delivery of the statutory street naming and numbering service without requirement for it to be subsidised. There have been no increases implemented prior to the December 2022 council wide review of fees and charges took place.

### **Libraries**

Plymouth City Council is uplifting fees and charges by 10 percent in April 2023 in line with the prevailing Consumer Price Index (CPI).

The proposals have been considered fully by officers in light of benchmarking (where relevant) and the need to achieve cost recovery. Increased fees and charges are proposed at the level considered appropriate in light of this, and the substantial shortfall in resources needed to set a balanced budget for 2023/24. Setting no increase, or in some cases higher fees, is rejected on the basis that it would not achieve cost recovery and / or may affect the level of income received from services.

CPI has been introduced for all of the library fees and charges which include photocopying, post, printing from microform, overdue items, computer access, books, DVD's & CDs research service, hire of music sets and meeting room hire. Urgent request books, DVDs & CDs have been increased to ensure cost recovery

### **Registration**

Plymouth City Council is uplifting fees and charges by 10% in April 2023 in line with the prevailing Consumer Price Index (CPI). The proposals have been considered fully by officers in light of benchmarking (where relevant) and the need to achieve cost recovery. They are proposed at the level considered appropriate in light of this and the substantial shortfall in resources needed to set a balanced budget for 2023/4. Setting no increase, a lower increase or, in some cases higher fees, is rejected on the basis it would not achieve cost recovery and/or may affect the level of income achieved from services.

Of 43 set fees and charges the Registry Service are increasing only 6. The fees that are remaining the same are either Nationally set or are part of a competitive market which means increasing them is likely to impact on the number of bookings as other LA's provide the same service for a lower rate (Devon County Council & Cornwall County Council).

Of the 6 fees that will increase 3 are approved premises licence fees and are applied to premises who want to hold weddings at their venue. 2 relate to celebratory ceremonies at approved premises being held on (i) a Sunday, or (ii) a bank holiday. The remaining fee increase relates to weddings held in the Raleigh Room, the registry service is going to increase the number of guests allowed at the ceremony in line with the uplift.

### **Public protection service**

Discretionary fees across PPS have been reviewed and are increasing by 10% in line with CPI. Some fees are set by statute and cannot be increased. Those that are being increased include pest control fees, stray dog charges, animal licensing fees, scrap metal, beauty and body art, some licensed fees such as designated premise supervisor and temporary event notice, beauty and body art, some sampling and health certificates for food export purposes.

### **Maritime Services (storage & mooring)**

The Implementation of 2023 Plymouth City Council Fees and Charges policy annual increases. The review includes increasing the cost of mooring fees for Plymouth City Council owned or operated moorings. These changes are included within the Plymouth City Council Fees and Charges policy which itself has had separate consultation on implementation. The increase in mooring fees is in line with the inflationary rises approved by Plymouth City Council and is not subject to any formal or legislative consultation. Whilst it is accepted that these changes will impact on the



general increase to the cost of living in the city, the fees and charges review offers a balance between increased costs borne by the council in delivering this service.

**Bulky & Commercial Waste**

Bulky waste collection and HWRC commercial waste is increasing by CPI plus rounding, collection of 4 large items and additional items will be increasing.

**Public Engagement**

Public engagement to support the 2023/24 budget setting process took place between 11 November and 04 December 2022. People were invited to provide their feedback on the proposals and suggest other ideas for saving money. The results of this engagement have been analysed and have been used to inform the development of this EIA.

Although socioeconomic background is not a protected characteristic, it is important to place this year’s budget setting process in the wider socioeconomic context. Whilst our most recent City Survey suggests that 77 per cent of residents agree that Plymouth is a great place to live and over 60 per cent have pride in their local area and also feel as though they belong, this is a challenging time economically for residents and service users. Many are experiencing increased financial and wellbeing pressures from the rising cost of living and the same survey showed that 21 per cent of people agreed that the food they buy doesn’t last and they don’t have money to get more.

The social and economic impacts of the rising cost of living are felt differently across the social strata but they should not be underestimated. The 2019 Index of Multiple Deprivation highlighted that of the 317 local authority districts in England, Plymouth is ranked as the 64th most deprived. For those people in some of the city’s most deprived wards, the rising cost of living places them in an increasingly uncertain financial position which will only worsen inequality in the city.

**Impacts and mitigation**

The impacts from the Council’s budget decisions are likely to be felt by people with protected characteristics. These impacts will primarily be felt by younger and older people and, those with disabilities. Those already in precarious financial positions or with multiple vulnerabilities may also feel some impacts. Where possible adverse impacts have been identified, the impact and any relevant mitigation activities have been included within the relevant columns below.

**DECISION**

The proposal for the increase of discretionary fees and charges is in line with the Fees, Charges and Concessions Policy 2016. This policy states that all fees and charges should recover costs. When costs increase it is important that fees and charges also increase

to keep pace with those rising costs. The current budget position at the Council means that these cost increases cannot be absorbed. By implementing Consumer Price Index (CPI) increases each year this will avoid long periods of no review and any subsequent need for sudden increases.

Failure to implement full cost recovery increases in discretionary fees and charges will require alternative savings to be developed and agreed by the Council. Parking charges have been excluded from this review of discretionary fees and charges and are subject to a separate review.

**SECTION TWO: EQUALITY IMPACT ASSESSMENT**

**AGE**

**Overarching insight/ data e.g census data**

Plymouth

1. 16.4 per cent of people in Plymouth are children aged under 15.
2. 65.1 per cent are adults aged 15 to 64.
3. 18.5 percent are adults aged 65 and over.
4. 2.4 percent of the resident population are 85 and over.

South West

- 15.9 per cent of people are aged 0 to 14, 61.8 per cent are aged 15 to 64.
- 22.3 per cent are aged 65 and over.

England

- 17.4 per cent of people are aged 0 to 14.
- 64.2 per cent of people are aged 15 to 64.
- 18.4 per cent of people are aged 65 and over.

(2021 Census)

<b>Proposed fee/charge increase and evidence</b>	<b>Adverse Impacts</b>	<b>Mitigations</b>	<b>Timescale and Responsible Department</b>

<p><b>Venue hire</b></p>	<p>Increasing the fees above market rates is likely to result in regular community activities being cancelled.</p> <p>These type of activities are after school clubs, clubs for elderly or retired members of the public, hard to reach groups and groups that need support in their well-being i.e., local AA group, befriending society, Art classes, Taekwondo and dance classes, bingo, church groups etc.</p>	<p>A review of market factors and maintaining the fees and charges within these and where possible operating a full cost recovery model will help to support usage at the venues and enable individuals to access support and activities that benefit their health and well-being</p> <p>Increasing fees and charges by 15% over two years rather than 20% allows community groups stability in their running costs and the keep charges for their clients at a reasonable levels,</p> <p>Stable costs for attending activities will mitigate the risk of individuals not accessing activates that support their health and well-being, especially for those who are on low income or vulnerable.</p>	<p>Soft FM Completed</p>
<p><b>Maritime services</b></p>	<p>Plymouth City Council are aware that there will be limited impact on older people with the implementation of the annual fee increases</p> <p>This policy and assessment will be regularly reviewed to ensure the impact is understood and mitigated ongoing, this will be achieved through Attendance at Disability Involvement Group meetings (PADAN), engagement with customers through the Have Your Say function, Twitter, emails, phone calls, etc.</p>	<p>Ensure all fee payers are made aware of increase in advance of go live date to allow customers to seek an alternative provider</p>	<p>Maritime Services Ongoing</p>

**DISABILITY**

**Overarching insight/ data e.g census data**

- 9.4 per cent of residents in Plymouth have their activities limited ‘a lot’ because of a physical or mental health problem.
- 12.2 per cent of residents in Plymouth have their activities limited ‘a little’ because of a physical or mental health problem (2021 Census)
- A higher proportion of individuals who live in families with disabled members live in poverty, compared to individuals who live in families where no one is disabled ([EHRC 2017](#)).

Proposed fee/charge increase and evidence	Adverse Impacts	Mitigations	Timescale and Responsible Department
<b>Pre-planning applications</b>	Higher planning pre-app fees may adversely impact people with disabilities who need to adapt their property to meet their needs. Provision for up to 50% discount on planning fees for advice on proposed facilities that are solely for adaptations for people with disabilities.	Provision for up to 50% discount on planning fees for advice on proposed facilities that are solely for adaptations for the disabled remain unchanged.	On-going. Development Management.
<b>Venue Hire</b>	<p>All of the sites are accessible sites and allow for people with various disabilities to join groups that can support their health and well-being.</p> <p>Increasing the fees above market rates is likely to result in regular community activities being cancelled.</p> <p>These type of activities are local AA group, befriending society, art classes, dance classes, bingo, church groups etc</p>	<p>A review of market factors and maintaining the fees and charges within these and where possible operating a full cost recovery model will help to support usage at the venues and enable individuals to access support and activities that benefit their health and well-being</p> <p>Increasing fees and charges by 15% over two years rather than 20% allows community groups stability in their running costs and the keep charges for their clients at a reasonable levels,</p> <p>Stable costs for attending activities will mitigate the risk of individuals not accessing activities that support their health and well-being, especially for those who are on low income or vulnerable.</p>	Completed Soft FM
<b>Maritime</b>	<p>Plymouth City Council are aware that there will be limited impact on disabled people with the implementation Plymouth City Council are aware that there will be limited impact on older people with the implementation of the annual fee increases.</p> <p>This policy and assessment will be regularly reviewed to ensure the impact is understood and mitigated ongoing, this will be achieved through</p>	Ensure all fee payers are made aware of increase in advance of go live date to allow customers to seek an alternative private provider	Ongoing Maritime services

	<ul style="list-style-type: none"> <li>Attendance at Disability Involvement Group meetings (PADAN)</li> <li>Engagement with customers through the Have Your Say function, Twitter, emails, phone calls, etc.</li> </ul>		
<b>Bulky waste</b>	There is the potential for the bulky waste collection services increase in fees and charges to affect people with disability, particularly those who are on a lower income and are unable to deliver bulky waste to recycling centres themselves.	There are no official assistance or concessions schemes currently in place or planned. However, we do apply discretion on an individual basis in terms of placement of items in the case of householder's that have reduced mobility.	N/A

**GENDER REASSIGNMENT**

**Overarching insight/ data e.g census data**

- 0.5 per cent of residents in Plymouth have a gender identity that is different from their sex registered at birth.
- 0.1 per cent of residents identify as a trans man, 0.1 per cent identify as non-binary,
- 0.1 per cent identify as a trans women (2021 Census).

<b>Proposed fee/charge increase and evidence</b>	<b>Adverse Impacts</b>	<b>Mitigations</b>	<b>Timescale and Responsible Department</b>
None anticipated	n/a	n/a	n/a

**MARRIAGE AND CIVIL PARTNERSHIP**

**Overarching insight/ data e.g census data**

- 40.1 per cent of residents have never married and never registered a civil partnership.
- 10 per cent are divorced, 6 percent are widowed, with 2.5 per cent are separated but still married.
- 0.49 per cent of residents are, or were, married or in a civil partnerships of the same sex.
- 0.06 per cent of residents are in a civil partnerships with the opposite sex (2021 Census).

Proposed fee/charge increase and evidence	Adverse Impacts	Mitigations	Timescale and Responsible Department
<p><b>Venue Hire</b></p>	<p>Increasing the fees above market rates is likely to result in regular community activities being cancelled or wedding/civil partnership ceremonies not being affordable.</p> <p>This could result in couples not being able to have the ceremony they would like or individuals who live alone not being able to access groups that can support their health and well-being</p> <p>These type of activities are befriending society, art classes, dance classes, bingo, etc.</p>	<p>A review of market factors and maintaining the fees and charges within these and where possible operating a full cost recovery model will help to support usage at the venues and enable individuals to access support and activities that benefit their health and well-being</p> <p>Increasing fees and charges by 15% over two years rather than 20% allows community groups stability in their running costs and the keep charges for their clients at a reasonable levels,</p> <p>Stable costs for attending activities will mitigate the risk of individuals not accessing activates that support their health and well-being, especially for those who are on low income or vulnerable.</p>	<p>Completed Soft FM</p>
<b>PREGNANCY AND MATERNITY</b>			
<p><b>Overarching insight/ data e.g census data</b></p> <ul style="list-style-type: none"> <li>• The total fertility rate (TFR) for England was 1.62 children per woman in 2021.</li> <li>• The total fertility rate (TFR) for Plymouth in 2021 was 1.5.</li> </ul>			
Proposed fee/charge increase and evidence	Adverse Impacts	Mitigations	Timescale and Responsible Department
<p><b>Venue Hire</b></p>	<p>Increasing the fees above market rates is likely to result in regular community activities being cancelled.</p> <p>This could result in individuals who are experiencing difficulties with their fertility, those who are pregnant or have young babies getting the support they may need, for practical skills or with their well-being</p>	<p>A review of market factors and maintaining the fees and charges within these and where possible operating a full cost recovery model will help to support usage at the venues and enable individuals to access support and activities that benefit their health and well-being</p> <p>Increasing fees and charges by 15% over two years rather than 20% allows community groups stability in</p>	<p>Completed Soft FM</p>

	i.e. parent and baby groups, fitness classes. etc	their running costs and the keep charges for their clients at a reasonable levels, Stable costs for attending activities will mitigate the risk of individuals not accessing activities that support their health and well-being, especially for those who are on low income or vulnerable.	
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**RACE**

**Overarching insight/ data e.g census data**

- In 2021, 94.9 per cent of Plymouth’s population identified their ethnicity as White, 2.3 per cent as Asian and 1.1 per cent as Black (2021 Census)
- People with a mixed ethnic background comprised 1.8 per cent of the population.
- 1 per cent of the population use a different term to describe their ethnicity (2021 Census)
- 92.7 per cent of residents speak English as their main language.
- 2021 Census data shows that after English, Polish, Romanian, Chinese, Portuguese, and Arabic are the most spoken languages in Plymouth (2021 Census).

<b>Proposed fee/charge increase and evidence</b>	<b>Adverse Impact</b>	<b>Mitigations</b>	<b>Timescale and Responsible Department</b>
<b>Venue hire</b>	All classes are available to individuals of any ethnicity, so if classes are able to run this group will not be impacted. There are however language classes that are run on site so non-English speaking individuals may not have the ability to continue with their language development if classes are cancelled due to the increases in charges	A review of market factors and maintaining the fees and charges within these and where possible operating a full cost recovery model will help to support usage at the venues and enable individuals to access support and activities that benefit their health and well-being  Increasing fees and charges by 15% over two years rather than 20% allows community groups stability in their running costs and the keep charges for their clients at a reasonable levels, Stable costs for attending activities will mitigate the risk of individuals not accessing activities that support their health and well-being, especially for those who are on low income or vulnerable.	Completed Soft FM

**RELIGION OR BELIEF**

<p><b>Overarching insight/ data e.g census data</b></p> <ul style="list-style-type: none"> <li>• 48.9 per cent of the Plymouth population stated they had no religion.</li> <li>• 42.5 per cent of the population identified as Christian (2021 Census).</li> <li>• Those who identified as Muslim account for 1.3 per cent of Plymouth’s population while Hindu, Buddhist, Jewish or Sikh combined totalled less than 1 per cent (2021 Census).</li> </ul>			
Proposed fee/charge increase and evidence	Impact	Mitigations	Timescale and Responsible Department
Venue Hire	Fees and Charges increases’ will not specifically impact on those who have a different faith. However there are two church groups that use the venues who may not be able to afford to run their sessions as they do now if charges increase	A review of market factors and maintaining the fees and charges within these and where possible operating a full cost recovery model will help to support usage at the venues and enable individuals to access support and activities that benefit their health and well-being Increasing fees and charges by 15% over two years rather than 20% allows community groups stability in their running costs and the keep charges for their clients at a reasonable levels, Stable costs for attending activities will mitigate the risk of individuals not accessing activates that support their health and well-being, especially for those who are on low income or vulnerable.	Completed Soft FM
<b>SEX</b>			
<p><b>Overarching insight/ data e.g census data</b></p> <ul style="list-style-type: none"> <li>• 51 per cent of our population are women and 49 per cent are men (2021 Census).</li> </ul>			
Proposed fee/charge increase and evidence	Adverse Impacts	Mitigations	Timescale and Responsible Department
None anticipated			
<b>SEXUAL ORIENTATION</b>			



<b>Overarching insight/ data e.g census data</b>			
<ul style="list-style-type: none"> <li>• 88.95 per cent of residents aged 16 years and over in Plymouth describe their sexual orientation as straight or heterosexual.</li> <li>• 2.06 per cent describe their sexuality as bisexual.</li> <li>• 1.97 per cent of people describe their sexual orientation as gay or lesbian.</li> <li>• 0.42 per cent of residents describe their sexual orientation using a different term (2021 Census).</li> </ul>			
<b>Proposed fee/charge increase and evidence</b>	<b>Adverse Impact</b>	<b>Mitigation</b>	<b>Timescale and Responsible Department</b>
<b>Marriage and civil partnership</b>	Since it is likely that venues will pass on increased costs to couple's seeking to celebrate marriage or civil partnership it is likely there will be an adverse financial impact.	None proposed since the scale of the financial impact will be relatively small in the context of the overall cost of a wedding.	N/A
<b>HUMAN RIGHTS</b>			
<b>Proposed fee/charge increase and evidence</b>	<b>Implications</b>	<b>Mitigation</b>	<b>Timescale and Responsible Department</b>
<b>Registry</b>	Article 12 protects the right of men and women of marriageable age to marry and to start a family.	The proposed fee increase does not affect the cost of a civil ceremony at the registry.	N/A

**SECTION FOUR: OUR EQUALITY OBJECTIVES**

<b>Equality objectives</b>	<b>Implications</b>	<b>Mitigation Actions</b>	<b>Timescale and responsible department</b>
<b>Celebrate diversity and ensure that Plymouth is a welcoming city.</b>	Plymouth City Council remains committed to celebrating the diversity of the city. The risk of room hirers not running activities at the venues can impact on the ability for people to attend activities that are beneficial for their well-being, introduce them to new groups of people	A review of market factors, maintaining the fees and charges within these levels and where possible operating a full cost recovery model will facilitate the ability for individuals to access support and activates that benefit their health and well-being	Completed

	and encourages the building of friendships and support groups within the community. The events and activities run at all of the venues help to mitigate the risk of the inequalities as mentioned, being a factor across the City		
<b>Pay equality for women, and staff with disabilities in our workforce.</b>	Plymouth City Council is committed to equal opportunities and the fair treatment of its workforce. As an employer, we have a clear policy of paying employees equally for the same or equivalent work regardless of gender or disability. The Council operates a comprehensive job evaluation scheme to ensure that rates of pay are fair and are based wholly on the role being undertaken.	Discounts of up to 50% of planning pre-app fees are available for: Voluntary/ community groups Advice on proposed facilities that are solely for adaptations for the disabled. Applications that involve 100% of dwellings that are 'self or custom build' and are community led initiatives Customers eligible for a range of means tested benefits.	On-going. Development Management.
<b>Supporting our workforce through the implementation of Our People Strategy 2020 – 2024</b>	Our People Strategy 2020 – 2024 sets out our approach towards ensuring that the Council's workforce can adapt and meet the ever changing needs of the Council and our residents.		
<b>Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.</b>	The Council is committed to reducing and tackling hate crime and ensuring that victims are treated in a trauma informed manner to ensure that they get the outcome which is most appropriate for them. The Council works closely with the Safer Plymouth Partnership, the community safety partnership for the city. Hate crime data is monitored.	We will continue to monitor hate crime data and work with our partners in the police where appropriate.	Community Connections.
<b>Plymouth is a city where people from different backgrounds get along well.</b>	The Council is committed to developing a policy to support its welcoming city priority which will ensure we are promoting cohesion within the city.	We will continue to monitor cohesion levels via our biannual City Survey.	Policy and Intelligence Team.



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