

Cabinet



Date of meeting:	10 November 2022
Title of Report:	Finance Monitoring Report September 2022
Lead Member:	Councillor Mark Shayer (Deputy Leader and Cabinet Member for Finance and Economy)
Lead Strategic Director:	David Northey, (Interim Service Director for Finance)
Author:	Stephen Coker Interim Finance Business Partner (CEO & C&CS)
Contact Email:	David.northey@plymouth.gov.uk
Your Reference:	
Key Decision:	No
Confidentiality:	Part I - Official

Purpose of Report

This report sets out the revenue monitoring position of the Council forecast to the end of the financial year 2022/23 at Period 6; the cash expenditure for the Capital Programme at Period 6; the Quarter 2 Capital Programme update; a report on the work of the Cabinet Working Group on Commercial Income and an update on revenue virements.

Recommendations and Reasons

That Cabinet notes:

1. The forecast revenue monitoring position at Period 6 as set out in this report in the sum of £6.373m; if the previous agenda reports and recommendation 6 of this report are approved it should be noted the monitoring position will be revised to £5.991m.

Reason: controlling the outturn within budget is essential to maintain financial control.

2. The expenditure for the Capital Programme at Period 6.

Reason: monitoring the expenditure against the Capital Programme is a key part of maintaining financial control and project delivery.

That Cabinet approves:

3. The increase to the Fees and Charges as proposed in Appendix D.
4. The increase in Crematoria Fees (as set out [here](#)) by 10% with effect from the 1 January 2023
5. Delegation to the Director of Finance the authority to review Fees and Charges and increase them, where possible and appropriate, With effect from 1st April 2023, by 10% or, where CPI more than 10%, increase by CPI.

Reason: the fees and charges policy states they should increase annually in line with the prevailing Consumer Price Index (CPI).

6. That this report is to proceed for onward consideration by the meeting of Full Council on 21 November 2022.

Reason: to comply with the Constitution.

Alternative options considered and rejected

Concerning Period 6 monitoring there are no alternative options – our Financial Regulations require us to produce regular monitoring of our finance resources.

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.

Relevance to the Corporate Plan and/or the Plymouth Plan

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.

Implications for the Medium Term Financial Plan and Resource Implications:

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.

Financial Risks:

Financial risks concerning period 6 reporting are discussed in the body of the report and relate to the attainment of a balanced budget position in financial year 2022/23.

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.

Carbon Footprint (Environmental) Implications:

No impacts directly arising from this report.

Other Implications: e.g. Health and Safety, Risk Management, Child Poverty:

The reducing revenue and capital resources across the public sector has been identified as a key risk within our Strategic Risk register. The ability to deliver spending plans within budget is paramount to ensuring the Council can achieve its objectives

Appendices

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 1 of the Local Government Act 1972 by ticking the relevant box.</i>						
		1	2	3	4	5	6	7
A	2022/23 Savings status							
B	Non Controllable expenditure							
C	Gross to Net Pressures							
D	Fees and Charges schedule							

Background papers:

Please list all unpublished, background papers relevant to the decision in the table below. Background papers are unpublished 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.

Title of any background paper(s)	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
	1	2	3	4	5	6	7

Sign off:

Fin	DJN. 22.2 3.26 6	Leg	EJ/3 8851 /7.11 .22(5)	Mon Off	EJ/3 8851 /7.11 .22(5)	HR		Assets		Strat roc	
Originating Senior Leadership Team member: David Northey (Interim Service Director for Finance)											
Please confirm the Strategic Director(s) has agreed the report? Yes Date agreed: 03/11/2022											
Cabinet Member approval: Deputy Leader and Cabinet member of Finance, after discussion with Cabinet colleagues Date approved: 03/11/2022											

SECTION A: EXECUTIVE SUMMARY**Table I: End of year revenue forecast**

	Budget £m	Net Forecast Outturn £m	Variance £m
Total General Fund Budget	197.750	204.123	6.373

1. This report highlights a revised monitoring position at Month 6 (September 2022) of £6.373m over budget, which is a variance of +3.2% against the net budget. This is set out in Appendix C. If the previous agenda item reports are approved by Cabinet, this will be revised to a projected overspend of £5.991m
2. The previous Monitoring Report at Month 5 (August 2022) highlighted a net forecast overspend of £6.656m.
3. 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.
4. The £3.3m energy price pressure is broken down below. Further update on the forecast will be made in month 7.
 - The Life Centre has additional costs of £0.575m.
 - Street Lighting costs have increased by £0.898m
 - The two crematoria have increased costs of £0.345m
 - Corporate estate & car parking £1.455m
5. Aside from energy, the ongoing impact of the pandemic remains evident in terms of demand pressures and other changes which have seen a persistent increase in volumes of domestic waste and reductions in parking revenues as employees generally maintain homeworking. In adult social care and following the dislocation of the pandemic the numbers of people presenting as homeless has become more costly. The Council is not able to influence such demand pressures in the short term.
6. The Council's Children, Young People and Families Directorate is currently facing additional gross costs of £4.4 million regarding specialist residential placements for vulnerable children and other demand pressures – part of a national trend.
7. Negotiations at national level for pay in Local Government in 2022/23 have reached agreement and we have now costed in the additional £2.9m increase on top of the 2% provision set aside in the Budget. This is a national issue.
8. For the reasons described the variance is considerably higher than would normally be expected at this point of the financial year and in response management have developed a financial recovery plan with the aim of eliminating the forecast overspend.
9. At Period 5 savings of £7.716m were applied; in order to achieve the Period 6 forecast, the following additional adjustments have been applied.

- a. Additional car parking income £293k, reflecting increased usage
- b. Further savings within the Children's Directorate £289k
- c. Further savings from the corporate account £860k

10. As shown in Appendix A, the planned in-year savings targets amount to £11.245m, of which £8.275m are reported as on track or scheduled for delivery. Officers will continue to pursue these savings to ensure full delivery by the end of the financial year.

SECTION B: Directorate Review**Table 2: End of year revenue forecast by Directorate**

Directorate	Budget £m	Forecast £m	Forecast Net Variance £m	Status
Executive Office	5.398	5.650	0.252	over
Customer and Corporate Services	45.664	47.475	1.811	over
Children's Directorate	61.110	63.327	2.217	over
People Directorate	94.443	94.545	0.102	over
Public Health	(0.297)	(0.547)	(0.250)	under
Place Directorate	26.170	28.648	2.478	over
Corporate Account & Council wide items	(34.738)	(34.975)	(0.237)	under
Total	197.750	204.123	6.373 *	over

- This does not reflect the changes as a result of Cabinet decisions

Executive Office

11. The Executive Office is reporting a gross pressure of £0.383m which is no change on month 5. To date pressures include additional member allowances, plus savings target set for 2022/23 not on track due to service demand. Mitigations of £0.131m have been identified leading to a net variance of £0.252m.

Customer and Corporate Services Directorate (CCS)

12. The CCS Directorate is forecasting no change to the net over spend of £1.811m which is net of £1.093m of savings. The overspend is significantly driven by energy supply and unmet licence fee savings due to maintained levels of recruitment, other inflationary pressures and demand pressures on business support services and library income. To mitigate these pressures recruitment and all non-essential spend has been delayed or frozen.

Children's Directorate

13. At Period 6 the pressure increased by £0.578m due to placements and school transport. This gives a gross adverse variance of £4.421m. The principal variations are; £1.806m relating to new exceptionally high cost bespoke and residential placement above previous growth assumptions, legal costs, specialist assessments, pressures within EP&S relating to SEND Short Breaks and School Transport. There is also a level of savings which appears undeliverable at this juncture.

14. In response to this the directorate has identified mitigations of £2.204m leading to a net variance of £2.217m.

People Directorate

15. The People Directorate forecast remains unchanged with an overspend of £0.102m.
16. The Department has challenging in year savings of £2.937m and whilst actions and plans are in progress a further stocktake as to progress will be made.

Office of the Director of Public Health (ODPH)

17. Services within the Public Health office are reporting an under spend of £0.250m which has contributed to the Period 6 net position.

Place Directorate

18. The directorate is continuing to report a significant gross overspend of £3.860m. The net pressure is down on Period 5 by £0.294m due to a reduction in forecast costs. The overall pressure is due to a combination of factors including utility costs and expenditures due to the Pandemic.
19. There is £1.382m of savings to reduce this to a net variance of £2.478m.

Corporate Items & Council wide

20. The overall position shows a net underspend of £0.237m. Pressures have increased by £0.582m in Month 6 due to additional pressure for the 2022/23 pay award offset by the recently announced national insurance changes. The pressure is offset by underspends in the treasury and corporate areas.

Capital Finance Report Month 6 2022/23

The approved capital budget (representing forecast resources) is made up of two elements. One is the Capital Programme representing projects that have been approved and the other is future funding assumptions which are estimates of capital funding the Council is likely to receive in the future.

The five year capital budget 2022-2027, is currently forecasted at £585.951m (Month 5 £620.189m) as at 30 September 2022. Movement since 30 June 2022 is detailed in Table I; the main change is due to lower funding assumptions in 2022/23.

Capital Programme movement

Table I The Capital budget consists of the following elements:

Description	£m
Approved Capital Programme as at 30 June 2022	354.589
New approvals July 2022 & August 2022	16.914
New approvals September	2.882
Virements & variations	(1.904)
Capital Programme as at 30 September 2022	372.481
Future Funding Assumptions	213.470
Total Revised Capital Budget for Approval (2022/23 -2026/27)	585.951

A targeted exercise reviewing the cashflow profile of projects solely funded from borrowing identified £32.7m of budgeted spend in 2022/23 being slipped to 2023/24.

This has delivered revenue savings through lower borrowing which formed part of £0.200m reported at Month 4.

A breakdown of the current approved capital budget by directorate and by funding is shown below in Table 2.

Table 2 Capital Programme by Directorate

Directorate	2022/23	2023/24	2024/25	2025/26	2026/27	Total
	£m	£m	£m	£m	£m	£m
People	9.010	7.644	3.668	0.132	-	20.453
Place - Economic Development	22.073	92.161	12.927	4.530	0.053	131.744
Place – Strategic Planning and Infrastructure	94.649	37.197	16.804	2.484	-	151.134
Place – Street Services	23.168	5.573	2.377	-	-	31.118
Customer & Corporate Services	7.852	6.424	0.582	-	-	14.858
Office for Director of Public Health	9.823	10.682	2.670	-	-	23.175
Total	166.575	159.679	39.027	7.147	0.053	372.481
Financed by:	2022/23	2023/24	2024/25	2025/26	2026/27	Total
	£m	£m	£m	£m	£m	£m
Capital Receipts	5.636	4.735	0.443	3.000	0.053	13.867
Grant funding	83.250	29.559	2.625	1.803	-	117.238
Corporate funded borrowing	34.065	44.397	18.621	2.259	-	99.342
Service dept. supported borrowing	31.714	78.951	11.950	0.026	-	122.641
Developer contributions	10.443	2.036	5.388	0.058	-	17.925
Other contributions	1.468	-	-	-	-	1.468
Total Financing	166.575	159.679	39.027	7.147	0.053	372.481

Capital Programme 2022/23 monitoring

As at the end of Month 6 the approved Capital Programme forecast for 2022/23 was £166.575m.

Table 3 below includes a breakdown by directorate of actual cash spend as at 30 September 2022 shown as a value and percentage against latest forecast, overall 19.34%. The comparable percentage for 2021 was 18.98%. Profiling of the capital programme will continue to review robustness of forecasts to spend as project officers assess the inflationary impact to schemes and challenges to meet grant funding conditions.

Table 3 2022/23 Programme including actual spend and % spent compared to latest forecast

Directorate	Latest Forecast 2022/23 £	Actual Spend 2022/23 as at 30 Sept 2022 £	Spend as a % of Latest Forecast %
People	9.010	2.752	30.55
Place – Economic Development	22.073	2.656	12.03
Place – Strategic Planning & Infrastructure	94.649	16.626	17.57
Place – Street Services	23.168	5.651	24.39
Customer & Corporate Services	7.852	0.840	10.69
Office for Director of Public Health	9.823	3.697	37.64
Total	166.575	32.223	19.34

The 2022/23 forecast has reduced by £32m with a further £5.532m actual spend processed in the quarter which has increased percentage spend from 13.44% to 19.34%.

Finance Officers will continue to challenge spending profiles as part of the budget setting. With further work planned to incorporate an assessment of inflationary impact to overall capital programme and project officer review planned project delivery across 2022 to 2027.

Work with Project Officers is ongoing to mitigate the risk with S106 funding underwritten by corporate borrowing. A total £2m has been identified in September with circa £3.2m remaining a risk in 2022/23, this has arisen with projects where there is a delay in the receipt of S106 in time to fund expenditure.

Change requests have been submitted to Department of Transport for Transforming Cities Funding Tranche 2 totalling £24m, this will be a funding risk if an extension into 2023/2024 is not agreed. Conditions previously required the grant to be spent by 31 March 2023. The TCF2 quarter 2 return has been submitted to the DfT, and approval of first tranche of change request, is anticipated following a review of this submission.

SECTION C: FEES AND CHARGES

1. The Council has a range of Fees and Charges for discretionary and statutory services it provides. The Fees and Charges policy states that Fees and Charges should be increased annually in line with CPI. For some Fees and Charges this has already been applied, for others no increase has yet been applied in the current financial year.
2. As outlined in the report the Council faces increased costs due to inflationary pressures within the economy generally, which have increased the costs of delivering services. The consequence is that the services for which Fees and Charges are set are now being further subsidised from the Council's Revenue Budget to an extent they have not been before.
3. Given the financial position that the Council faces in year and in 2023/24 there is a need to review the Fees and Charges as currently set and increase them, where appropriate and possible, to ensure the services are self-funding the inflationary pressures upon them and to relieve pressure on the Revenue Budget.
4. Some Fees and Charges are nationally set and cannot be amended by the Council, these are set out in Table 1 of Appendix D. No increase is proposed to these.
5. Some Fees and Charges, where an inflationary increase to be applied, would be increased to a level that would lead to the Council pricing itself out of a competitive market and reducing use of the service as a result. Those that have been identified by officers through the Fees and Charges review process are at Table 2 in Appendix D. No Increase in 2022 is proposed to these.
6. Those Fees and Charges which have been reviewed and are able to be increased are set out in Appendix D at Table 3 (a) and (b). It is therefore recommended that Cabinet agree to increase these Fees and Charges as set out at Table 3 (a), the increase to take effect from 1st December and those set out at Table 3 (b) relating to HMO Licence Fees increase as set out with effect from the 1st January 2023.
7. Cabinet are also asked to approve a 10% increase to Fees and Charges in relation to Crematorium Services (as can be found on the Council's Website) to take effect from the 1st January 2023.
8. Due to the forecast economic position nationally and the fact inflationary pressures have existed for some time with no reflecting increase in Fees and Charges, it is also further recommended that Cabinet also delegate to the Director of Finance the authority to review Fees and Charges and increase them, where possible and appropriate, with effect from 1st April 2023, by 10% or, where CPI 10%, by CPI. This will allow the Fees and Charges to be increased as per the Fees and Charges policy and for inflationary pressures to be mitigated.

Appendix A 2022/23 Savings status (I) Summary

	Total	Achieved savings	On track for delivery	Working on for delivery	Planned, internal/external actions required to deliver
	£m	£m	£m	£m	£m
Children's	3.942	2.073	0.956	0.467	0.446
People	2.937	1.392	1.545	0.000	0.000
ODPH	0.037	0.037	0.000	0.000	0.000
Customer & Corporate	3.015	0.407	0.000	0.494	2.114
Place	0.964	0.175	0.308	0.071	0.410
Corporate Items	0.350	0.000	0.350	0.000	0.000
2022/23 Savings	11.245	4.047	3.196	1.097	2.970

Appendix A 2022/23 Savings status (2) Detail

Directorate / Plans	Target Savings	MTFS Savings	Achieved savings	Plans on track for delivery	Plans worked on for delivery	Planned, internal/external actions required to deliver
	£m	£m	£m	£m	£m	£m
Children's						
Placement Review	1.400	1.400	0.510	0.423	0.467	
AST	0.500	0.500	0.407	0.093		
Fostering	0.450	0.450	0.450	0.000	0.000	
Supporting Families	0.650	0.650	0.435	0.215		
Management Actions - CYPF	0.225	0.225		0.225		
Management Actions - EPS	0.717	0.717	0.271			0.446
Children - Savings	3.942	3.942	2.073	0.956	0.467	0.446
People						
Care Package Reviews	0.750	0.750		0.750		
Place Holder 1- reviews	0.430	0.430		0.430		
CES catalogue review	0.100	0.100	0.100			
Service Reviews	0.300	0.300		0.300		
Grant Maximisation	0.600	0.600	0.600			
Management Actions	0.100	0.100	0.100			
Advice / Information / Advocacy	0.050	0.050	0.050			
Social Inclusion	0.180	0.180	0.180			
Housing Services	0.250	0.250	0.250			
Alarms	0.112	0.112	0.112			
Leisure Management	0.065	0.065		0.065		
People – savings	2.937	2.937	1.392	1.545	0.000	0.000
ODPH						
Additional Income	0.037	0.037	0.037	0.000	0.000	
ODPH – savings	0.037	0.037	0.037	0.000	0.000	0.000

CCS and Chief Exec						
Efficiency	0.956	0.758				0.956
Soft FM Income	0.020	0.020	0.020			
Digital	0.025	0.025	0.025			
SLAs	0.040	0.040			0.040	
Fees and charges Review	0.016	0.016	0.016			
Coroner	0.070	0.030			0.070	
Public Conveniences	0.100	0.100			0.100	
ICT (c/fwd 21/22)	0.691	0.000	0.346		0.184	0.161
Hard FM (c/fwd 21/22)	0.550	0.000				0.550
IT Service (Unitary) Charge reduction	0.300	0.000				0.300
CEX	0.100	0.100			0.100	
CEX Review and Scrutiny Panels	0.147	0.147				0.147
Cust. & Corp. Services and CEX savings	3.015	1.236	0.407	0.000	0.494	2.114
Place						
ED - Trust Lease review	0.075	0.075	0.075			
ED - TIC 3 year plan to break even	0.013	0.013			0.013	
ED - Theatre Royal SLA	0.100	0.100	0.100			
ED – Mt Edgcumbe break even position	0.045	0.045		0.045		
SPI - Capitalisation (Environmental Planning)	0.050	0.050		0.050		
SPI - Capitalisation (Strategic Transport)	0.030	0.030		0.030		
SPI – Planning Fee increase (pre-app, S38)	0.058	0.058			0.058	
SPI – Bus Shelter Advertising	0.075	0.075				0.075
SPI - Concessionary fares	0.183	0.183		0.183		
Highways – Invest To Save	0.230	0.230				0.230
Highways – Street Lighting	0.105	0.105				0.105
Place savings	0.964	0.964	0.175	0.308	0.071	0.410
Corporate Items						
Change Reserve	0.350	0.350	0.350			
Corporate savings	0.350	0.350	0.350	0.000	0.000	0.000
Overall Total savings	11.245	9.466	2.655	3.043	2.577	2.970

Appendix B Non Controllable Expenditure

The table shows the level of non-controllable pressures within the **Gross overspend** as shown in **Appendix D**.

Non Controllable Budget Pressures	£m
Corporate Estate energy costs	2.243
2022/23 Pay award	2.592
Street Lighting energy costs	0.898
Off Street Parking energy costs	0.132
Streets Services – Fuel / other	0.641
Total	6.496

Appendix C Gross to Net Pressures Month 6

Directorate	Gross pressures Month 5 (Aug) £m	Add't Pressures Movement Month 6 (Sept) £m	Gross Pressures Month 6 £m	Month 5 Savings £m	Addt Month 6 Savings £m	Net Pressures £m
Executive Office	0.383	0.000	0.383	(0.131)	0.000	0.252
Customer and Corporate Services	2.904	0.000	2.904	(1.093)	0.000	1.811
Children's Directorate	3.843	0.578	4.421	(1.915)	(0.289)	2.217
People Directorate	1.382	0.000	1.382	(1.280)	0.000	0.102
Public Health	0.000	0.000	0.000	(0.250)	0.000	(0.250)
Place Directorate	3.860	0.000	3.860	(1.088)	(0.294)	2.478
Corporate Account & Council wide items	2.000	0.582	2.582	(1.959)	(0.860)	(0.237)
Total	14.372	1.160	15.532	(7.716)	(1.443)	6.373

APPENDIX D Fees & Charges

TABLE I – NATIONALLY SET FEES

The fees listed below are either set nationally or are subject to a cap, set nationally reached, and cannot be increased.

Category	Fee or charge
Planning	All planning application fees
Birth Services	Birth Certificate
Birth Services	Copy of Birth Certificate - standard
Birth Services	Copy Birth Certificate - Next day priority service
Birth Services	Birth Certificate - correcting a mistake
Birth Services	Still Birth - full certificate
Death Registration Services	Death Certificate
Death Registration Services	Copy Death Certificate standard service
Death Registration Services	Copy Death Certificate priority service
Marriage Certificate	Copy of Marriage Certificate - standard service
Marriage Certificate	Copy of Marriage Certificate - priority service
Notice of Marriage / Civil Partnership	Standard
Notice of Marriage / Civil Partnership	Subject to Home Office referral
Notice of Marriage / Civil Partnership	Attending outside office to be given notice of marriage or civil partnership - housebound person
Notice of Marriage / Civil Partnership	Attending outside office to be given notice of marriage or civil partnership - detained person
Marriage / Civil Partnership Ceremonies	Superintendent registrar attending a ceremony for a housebound person
Marriage / Civil Partnership Ceremonies	Superintendent registrar attending a ceremony for a detained person
Marriage / Civil Partnership Ceremonies	Registrar attending a ceremony for a housebound person
Marriage / Civil Partnership Ceremonies	Registrar attending a ceremony for a detained person
Marriage / Civil Partnership Ceremonies	Registrar attending a ceremony at a registered building (place of worship)
Register Office for marriage and civil partnerships	Basic Plymouth Register Office (PRO) - couple & 2 witnesses
Register Office for marriage and civil partnerships	Civil Partnership conversion in PRO (standard)
Register Office for marriage and civil partnerships	Civil Partnership conversion in PRO 2 stage procedure + local set up fee for AP or the Council House
Premise Licences	Nationally set - various fees
Personal Licensing	Nationally set - various fees
Gambling Licenses Fees	Various – nationally set
Ship sanitation	Varies depending on gross tonnage / passenger capacity
Ship sanitation	Extension of a Ship sanitation certificate
Highways licences and permits	Pedestrian dropped kerb (per m2)
Highways licences and permits	Tables and chairs licence (summer months)
Highways licences and permits	Temporary Event Notices
Garages	MOT fees

TABLE 2 – COMPETITIVE MARKET / RECENT INCREASE

The following table lists those fees and charges which, on review by officer, have been identified as either:

- i. having already been increased in the current financial year; or
- ii. services which compete against a private market and have been benchmarked. Benchmarking indicates that were they to be increased it would be very likely reduce the Council's ability to compete for business and reduce demand for the services and, therefore, income; or
- iii. an annual payment for which payment will have already been received, making increase in year impossible

Category	Fee or charge	Commentary
HWRC (Commercial)	Fees relating to disposal of various items by commercial bodies	This is for services which are not a statutory function of local authority but which we undertaken within a competitive market. These have been benchmarked and confirmed as appropriate as currently set.

Building control- Domestic	Various fees for the element of building control work	These are fees for services which are not a statutory function of local authority but which we undertaken within a competitive market. These have been benchmarked and confirmed as appropriate as currently set.
Maritime services - storage	Storage Rack/mooring fees/landing stage fees	All fees were increased for 22/23
Bowling	Season Ticket and concession rates	Subject to an complaint with the SCLGO
Pitches	Pitch hire fees for a season for various purposes	All fees were increase for 22/23 and are payable in advance and therefore cannot be increased in year
Beach hut hire	Yearly charge	All fees were increase for 22/23 and are payable in advance and therefore cannot be increased in year
Natural Infrastructure	Tennis Courts - Annual passes and per hour play	Fees are payable in advance and therefore cannot practically be increased/changes implemented in year
Natural Infrastructure	Allotments – admin fees, annual rent and misc. charges	Fees are payable in advance and therefore cannot practically be increased/changes implemented in year

TABLE 3 (a) – PROPOSED INCREASES

This table lists the Fees and Charges proposed for increase, outlining the current fee and proposed fee. The proposed fees are considered appropriate based on current levels of demand and in terms of securing cost recovery for the provision services they relate to. Where 10% has been applied this is due to the assessment that an increase by 10% is appropriate given CPI. These increases will take effect from the 1st December 2022.

Category	Fee or charge	Current fee	New fee
Pre-application planning	Need for planning permission/help to complete forms	£71.00	+10%
Pre-application planning	Assistance to agents on general planning issues	£71.00	+10%
Pre-application planning	Condition checking	£125.00	+10%
Pre-application planning	Listed buildings minor works advice	£87.00	+10%
Pre-application planning	Householder	£142.00	+10%
Pre-application planning	Tree Preservation Orders & Conservation Area Trees	£175.00	+10%
Pre-application planning	Minors (residential)	£319.00	+10%
Pre-application planning	Minors (residential)	£182.00	+10%
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	£542.00	+10%
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	£924.00	+10%
Pre-application planning	Minors (commercial/non-re new floor space) Additional meeting with written advice if required	£525.00	+10%
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)	min £312	+10%
Pre-application planning	each additional meeting with written advice if required	£131.00	+10%
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	£2,533.00	+10%
Pre-application planning	each additional meeting with written advice if required	£1,249.00	+10%
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	£4,651.00	+10%
Pre-application planning	each additional meeting with written advice if required	£1,249.00	+10%
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	+10%
Pre-application planning	s73 applications – advice on amendments to consents	POA	+10%
Pre-application planning	Minerals and landfill – advice	POA	+10%
Pre-application planning	Design panel – review of proposals	POA	+10%
Pre-application planning	Scoping meetings – consider principle of proposal	£687.00	+10%
Pre-application planning	s106 Heads of Terms	£687.00	+10%
Pre-application planning	Negotiations Planning Performance Agreement - Service Director	£125.00	+10%
Pre-application planning	Negotiations Planning Performance Agreement - Head of Development Management	£94.00	+10%
Pre-application planning	Negotiations Planning Performance Agreement - Other Head of Service	£94.00	+10%
Pre-application planning	Negotiations Planning Performance Agreement - Team Manager	£79.00	+10%
Pre-application planning	An advanced consideration discharge planning conditions - Household	min £142	+10%
Pre-application planning	An advanced consideration discharge planning conditions - Minor	min £152	+10%
Pre-application planning	An advanced consideration discharge planning conditions - Small and medium scale Major	min £175	+10%
Pre-application planning	An advanced consideration discharge planning conditions - Large scale Major	POA	+10%

Premium Pre-application service - Planning	Commencement Fee	£1,250.00	+10%
Planning Viability Assessments	Development type - Residential - up to 7 units	£1,301.00	+10%
Planning Viability Assessments	Development type - Residential - 8 to 15 units	£1,895.00	+10%
Planning Viability Assessments	Development type - Residential - 15 to 50 units	£2,936.00	+10%
Planning Viability Assessments	Development type - Residential - 51 to 150 units	£3,789.00	+10%
Planning Viability Assessments	Development type - Residential - 151 to 299 units	£4,872.00	+10%
Planning Viability Assessments	Development type - Residential - 300 to 499 units	£5,944.00	+10%
Planning Viability Assessments	Development type - Residential - over 500 units	£7,313.00	+10%
Planning Viability Assessments	Development type - Commercial - Up to 9,999sqm	£3,789.00	+10%
Planning Viability Assessments	Development type - Commercial - 10,000 to 19,999sqm	£4,872.00	+10%
Planning Viability Assessments	Development type - Commercial - 20,000+sqm	£7,313.00	+10%
Planning - Other Fees	Day rates	£812.00	+10%
Planning - Other Fees	Historic Environment Record research - per hour	£72.00	+10%
Planning - Other Fees	Urban design advice and design services	£72.00	+10%
Planning - Other Fees	Confirmation that no planning enforcement action will be taken or enforcement notice withdrawn	£127.00	+10%
Planning - Other Fees	Travel plan audit and monitoring fee (varies depending on use class / development size)	£2,865.00 to £3,595.00	+10%
Planning - Other Fees	Replacement Concessionary bus pass	£10.00	+10%
Planning - Other Fees	Flood risk assessments, surface water drainage strategies and highway design advice	£72.00	+10%
Planning - Other Fees	Flood risk assessments, surface water drainage strategies and highway design advice	£72.00	+10%
Planning - Other Fees	Flood defence consent	£250.00	+10%
Planning - Other Fees	Highway agreement fees (increases based on estimated costs of works)	min £2,275 to min £37,455	+10%
Planning - Other Fees	Highways Register - admin charge - letter	£69.00	+10%
Planning - Other Fees	Highways Register - admin charge - letter and a plan	£116.00	+10%
Planning - Other Fees	Highways Register - admin charge - letter, plan and additional information	£162.00	+10%
Planning - Other Fees	Administration, monitoring and management of a Planning Obligation - Planning obligations with triggers -	£890.00	+10%
Planning - Other Fees	Administration, monitoring and management of a Planning Obligation - Planning obligations without triggers	£890.00	+10%
Planning - Other Fees	Developer contribution enquiries – CIL compliance check	£63.00	+10%
Planning - Other Fees	Developer contribution enquiries – site visit	£116.00	+10%
Planning - Other Fees	Planning obligation compliance check – s106	£63.00	+10%
Planning - Other Fees	Planning obligation compliance check – CIL	£116.00	+10%
Planning - Other Fees	Developer contribution history search	£36.00	+10%
Planning - Other Fees	Making a change to a public right of way	£2,004.00	+10%
Planning - Other Fees	Register of landowner statements, highway statement and declarations	£400.00	+10%
Planning - Other Fees	Mapping and graphics	£60.00	+10%
PCC asset charges and hire	Plymouth Guildhall Great Hall/Lounge charges	£117.00	£129.00
PCC asset charges and hire	Plymouth Guildhall Great Hall/Lounge charges	£133.00	£146.00
PCC asset charges and hire	Plymouth Guildhall Lounge Bar only charges	£59.00	£65.00
PCC asset charges and hire	Plymouth Guildhall Lounge Bar only charges	£96.00	£106.00
PCC asset charges and hire	Plymouth Guildhall Drake Room charges	£61.00	£67.00
PCC asset charges and hire	Plymouth Guildhall Drake Room charges	£70.00	£77.00
PCC asset charges and hire	Plymouth Guildhall Astor Room charges	£33.00	£36.00
PCC asset charges and hire	Plymouth Guildhall Astor Room charges	£35.00	£38.50
PCC asset charges and hire	Plymouth Guildhall Astor Room charges	£60.00	£66.00
PCC asset charges and hire	Plymouth Guildhall Charter Room charges	£30.00	£33.00
PCC asset charges and hire	Plymouth Guildhall Charter Room charges	£32.00	£35.00
PCC asset charges and hire	Plymouth Guildhall Charter Room charges	£60.00	£66.00
PCC asset charges and hire	Plymouth Guildhall Wedding Ceremony - Great hall	£726.00	£798.00
PCC asset charges and hire	Plymouth Guildhall Wedding Ceremony - Great hall	£858.00	£943.00
PCC asset charges and hire	Plymouth Guildhall Wedding Ceremony - Charter Room	£237.60	£260.00
PCC asset charges and hire	Plymouth Guildhall Wedding Ceremony - Charter Room	£264.00	£288.00
PCC asset charges and hire	Plymouth Guildhall Wedding reception - Great Hall	£1,914.00	£2105.00
PCC asset charges and hire	Plymouth Guildhall Wedding reception - Great Hall	£2,178.00	£2396.00
PCC asset charges and hire	Plymouth Guildhall Wedding Ceremony & reception - Great Hall	£2,772.00	£3049.00
PCC asset charges and hire	Plymouth Guildhall Wedding Ceremony & reception - Great Hall	£3,432.00	£3775.00
PCC asset charges and hire	Plymouth Guildhall Wedding reception - Drake Hall	£1,320.00	£1453.00
PCC asset charges and hire	Plymouth Guildhall Wedding reception - Drake Hall	£1,650.00	£1815.00
PCC asset charges and hire	Plymouth Guildhall Wedding Ceremony in Charter & reception in Lounge	£1,557.60	£1712.00
PCC asset charges and hire	Plymouth Guildhall Wedding Ceremony in Charter & reception in Lounge	£1,914.00	£2105.00
PCC asset charges and hire	Plymouth Guildhall Wedding Reception - The Lounge	£1,320.00	£1452.00

PCC asset charges and hire	Plymouth Guildhall Wedding Reception - The Lounge	£1,650.00	£1815.00
PCC asset charges and hire	Harewood house Main All/Servery charges	£21.50	£23.50
PCC asset charges and hire	Harewood house Main All/Servery charges	£27.00	£30.00
PCC asset charges and hire	Harewood House Alf Wright lounge	£13.00	£14.00
PCC asset charges and hire	Harewood House Alf Wright lounge	£16.00	£18.00
PCC asset charges and hire	Harewood House Meeting room 1	£12.00	£13.00
PCC asset charges and hire	Harewood House Meeting room 1	£14.50	£16.00
PCC asset charges and hire	Harewood House Meeting room 2	£9.50	£11.00
PCC asset charges and hire	Harewood House Meeting room 2	£12.00	£13.00
PCC asset charges and hire	Harewood house Private party	£34.50	£38.00
PCC asset charges and hire	Harewood house Private party	£40.00	£44.00
PCC asset charges and hire	Plympton St maurice Guildhall Main Hall/servery	£15.50	£17.00
PCC asset charges and hire	Plympton St maurice Guildhall Main Hall/servery	£18.50	£21.00
PCC asset charges and hire	Plympton St Maurice Guildhall Council chamber	£11.50	£12.50
PCC asset charges and hire	Plympton St Maurice Guildhall Council chamber	£14.50	£16.00
PCC asset charges and hire	Plympton St Maurice Guildhall Private party rates	£31.00	£34.00
PCC asset charges and hire	Plympton St Maurice Guildhall Private party rates	£40.00	£44.00
PCC asset charges and hire	Tothill Community Centre Large Hall	£18.00	£20.00
PCC asset charges and hire	Tothill Community Centre Small Hall	£15.00	£16.50
PCC asset charges and hire	Tothill Community Centre Small Hall	£18.50	£21.00
PCC asset charges and hire	Tothill Community Centre Small Hall	£31.50	£35.00
PCC asset charges and hire	Tothill Community Centre Room 1	£9.50	£11.00
PCC asset charges and hire	Tothill Community Centre Room 1	£12.50	£14.00
PCC asset charges and hire	Tothill Community Centre Room 2	£10.00	£11.00
PCC asset charges and hire	Tothill Community Centre Room 2	£13.00	£14.00
PCC asset charges and hire	Tothill Community Centre Lounge	£10.00	£11.00
PCC asset charges and hire	Tothill Community Centre Lounge	£13.00	£14.00
Street naming/numbering	Street naming	£160.00	£176.00
Street naming/numbering	Street re-naming	£400.00	£440.00
Street naming/numbering	Property numbering – per property	£115.00	£126.00
Street naming/numbering	Property re-numbering – per property	£115.00	£126.00
Street naming/numbering	Copy renumbering certificate – per copy	£55.00	£60.00
PCC asset charges and hire	Public toilets – per visit	£0.20	£0.50
Photocopying and printing - self service	A4 black and white	£0.15	£0.20
Photocopying and printing- self service	A4 colour	£0.60	£0.70
Photocopying and printing- self service	A3 black and white	£0.40	£0.45
Photocopying and printing- self service	A3 colour	£1.20	£1.30
Photographs and other images	JPEG & TIFF file sent by email - non-commercial	£17.00	£18.50
Posted	A4 black and white -, plus postage and packing	£0.15	£0.20
Posted	A4 colour - plus postage and packing	£0.60	£0.70
Posted	A3 black and white -, plus postage and packing	£0.40	£0.45
Posted	A3 colour -, plus postage and packing	£1.20	£1.30
Posted	Postage and Packaging	£2.00	£2.50
Printing from microform	A4 black and white	£0.80	£0.90
Printing from microform	A3 black and white	£1.60	£1.80
Computer access for visitors	30 minutes	£1.75	£2.00
Computer access for visitors	60 minutes	£3.00	£3.30
Computer access for visitors	120 minutes	£5.00	£5.50
Request fees for books, DVDs and CDs	Not in stock or on order item (notification by email)	£4.00	£7.00
Request fees for books, DVDs and CDs	Urgent requests (interlibrary loans) - Plymouth Council Taxpayers	£8.00	£9.00
Request fees for books, DVDs and CDs	Urgent requests (interlibrary loans) - Non-Plymouth Council Taxpayers	£12.50	£26.00
Request fees for books, DVDs and CDs	Journal articles are charged as request fee plus the rate for photocopies	£3.00	£3.50
Research service	Hourly charge (first 15 min free)	£50.00	£55.00
Hire of music sets/playsets (all per month) Plymouth based groups	Vocal scores/Libretti per 10 copies - per month	£2.60	£3.00
Hire of music sets/playsets (all per month) Plymouth based groups	Boxed Vocal/Orchestral sets per box - per month	£3.50	£5.00

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	£2.10	£2.50
Language courses one to two items	£1.15 for up to 1 week then then 50p per day up to max £12	£1.15	£1.50
Non-Plymouth based groups	Vocal scores/Libretti per 10 copies -	£4.00	£5.00
Non-Plymouth based groups	Boxed Vocal/Orchestral sets per box -	£6.00	£7.00
Meeting room hire	Central library - Scott room non-commercial organisation (per hour)	£14.00	£17.50
Meeting room hire	Central library - Scott room non-commercial organisation (per day)	£100.00	£110.00
Meeting room hire	Central library - Scott room commercial organisation (per hour)	£28.00	£35.00
Meeting room hire	Central library - Scott room commercial organisation (per day)	£200.00	£220.00
Meeting room hire	Central library - Scott room (small room A) - non-commercial organisations (per hour)	£12.00	£13.00
Meeting room hire	Central library - Scott room (small room A) - non-commercial organisations (per day)	£85.00	£90.00
Meeting room hire	Central library - Scott room (small room A) - commercial organisations (per hour)	£24.00	£26.00
Meeting room hire	Central library - Scott room (small room A) - commercial organisations (per day)	£170.00	£180.00
Meeting room hire	Central library - Scott room (small B) - non-commercial organisation (per hour)	£10.00	£12.00
Meeting room hire	Central library - Scott room (small B) - non-commercial organisation (per day)	£75.00	£80.00
Meeting room hire	Central library - Scott room (small B) - commercial organisation (per hour)	£20.00	£24.00
Meeting room hire	Central library - Scott room (small B) - commercial organisation (per day)	£150.00	£160.00
Meeting room hire	Crownhill library - non-commercial organisation (per hour)	£11.00	£12.00
Meeting room hire	Crownhill library - non-commercial organisation (per day)	£80.00	£85.00
Meeting room hire	Crownhill library - commercial organisation (per hour)	£22.00	£24.00
Meeting room hire	Crownhill library - commercial organisation (per day)	£160.00	£170.00
Meeting room hire	Devonport library - non-commercial organisation (per hour)	£14.00	£16.00
Meeting room hire	Devonport library - commercial organisation (per hour)	£28.00	£32.00
Meeting room hire	Efford library - non-commercial organisation (per hour)	£11.00	£12.00
Meeting room hire	Efford library - commercial organisation (per hour)	£22.00	£24.00
Meeting room hire	Plymstock library - non-commercial organisation (per hour)	£14.00	£17.50
Meeting room hire	Plymstock library - non-commercial organisation (per day)	£100.00	£110.00
Meeting room hire	Plymstock library - commercial organisation (per hour)	£28.00	£35.00
Meeting room hire	Plymstock library - commercial organisation (per day)	£200.00	£220.00
Meeting room hire	Southway library - large room - non-commercial (per hour)	£14.00	£17.50
Meeting room hire	Southway library - large room - non-commercial (per day)	£100.00	£110.00
Meeting room hire	Southway library - large room - commercial (per hour)	£28.00	£35.00
Meeting room hire	Southway library - large room - commercial (per day)	£200.00	£220.00
Meeting room hire	Southway library - Small A - non-commercial organisation (per hour)	£11.00	£12.00
Meeting room hire	Southway library - Small A - non-commercial organisation (per day)	£80.00	£85.00
Meeting room hire	Southway library - Small A - commercial organisation (per hour)	£22.00	£24.00
Meeting room hire	Southway library - Small A - commercial organisation (per day)	£160.00	£170.00
Meeting room hire	Southway library - Small B - non-commercial organisation (per hour)	£10.00	£11.00
Meeting room hire	Southway library - Small B - non-commercial organisation (per day)	£75.00	£80.00
Meeting room hire	Southway library - Small B - commercial organisation (per hour)	£20.00	£24.00
Meeting room hire	Southway library - Small B - commercial organisation (per day)	£150.00	£170.00
Meeting room hire	St Budeaux library - Large room - non-commercial organisation (per hour)	£14.00	£17.50
Meeting room hire	St Budeaux library - Large room - non-commercial organisation (per day)	£100.00	£110.00
Meeting room hire	St Budeaux library - Large room - commercial organisation (per hour)	£28.00	£35.00
Meeting room hire	St Budeaux library - Large room - commercial organisation (per day)	£200.00	£220.00
Meeting room hire	St Budeaux library - Small room - non-commercial organisation (per hour)	£8.00	£10.00
Meeting room hire	St Budeaux library - Small room - non-commercial organisation (per day)	£50.00	£60.00
Meeting room hire	St Budeaux library - Small room - commercial organisation (per hour)	£16.00	£20.00
Meeting room hire	St Budeaux library - Small room - commercial organisation (per day)	£100.00	£120.00
Approved premises licensing (Charge from April 2015)	New licence application	£1,900.00	£2,000.00
Approved premises licensing (Charge from April 2015)	Licence renewal	£1,230.00	£1,500.00
Ceremony administration	Booking fee	£45.00	£45.00
Ceremony administration	Booking amendment fee	£35.00	£55.00
Celebratory ceremony approved premises	Mon - Thurs office hours	£430.00	£500.00
Celebratory ceremony approved premises	Mon - Thurs after 5pm	£495.00	£650.00
Celebratory ceremony approved premises	Friday and Saturday office hours	£480.00	£600.00
Celebratory ceremony approved premises	Friday and Saturday after 5pm	£545.00	£750.00
Celebratory ceremony approved premises	Sunday	£570.00	£570.00

Celebratory ceremony approved premises	Bank Holidays	£840.00	£840.00
Baby Naming ceremony Council House	30 Minutes - Friday & Saturday	£415.00	£460.00
Citizenship ceremonies (Charge from April 2022)	Private individual or family group ceremonies - Monday to Friday (work hours)	£155.00	£180.00
Attendance at approved premises for marriage and civil partnership	Monday to Thursday (office hours)	£590.00	£650.00
Attendance at approved premises for marriage and civil partnership	Monday to Thursday (after 5pm)	£730.00	£800.00
Attendance at approved premises for marriage and civil partnership	Friday and Saturday (office hours)	£645.00	£750.00
Attendance at approved premises for marriage and civil partnership	Friday and Saturday (after 5pm)	£780.00	£900.00
Attendance at approved premises for marriage and civil partnership	Sunday (office hours)	£810.00	£810.00
Attendance at approved premises for marriage and civil partnership	Bank Holidays (office hours)	£1,340.00	£1,340.00
Reception Room, Council House for marriage and civil partnerships	30 Minutes - Friday & Saturday	£385.00	£425.00
Register Office for marriage and civil partnerships	Raleigh Room - couple, 2 witnesses, 2 guests	£170.00	£180.00
Kennelling of stray dogs	Stray dogs - kennelling per day - Day1	£114.00	£125.40
Kennelling of stray dogs	Stray dogs - kennelling per day - Day2	£146.00	£160.60
Kennelling of stray dogs	Stray dogs - kennelling per day - Day3	£228.00	£250.80
Kennelling of stray dogs	Stray dogs - kennelling per day - Day4	£241.00	£265.10
Kennelling of stray dogs	Stray dogs - kennelling per day - Day5	£253.00	£278.30
Kennelling of stray dogs	Stray dogs - kennelling per day - Day6	£267.00	£293.70
Kennelling of stray dogs	Stray dogs - kennelling per day - Day7	£279.00	£306.90
Water samples	Water sample - first sample	£125.00	£137.50
Water samples	First sample with ship sanitation certificate	£85.00	£93.50
Water samples	Additional samples - bacteriological	£39.00	£42.90
Water samples	Additional samples - legionella	£39.00	£42.90
Export certificates	Fishery product health certificates	£84.00	£92.50
Export certificates	Fishery product support attestations	£84.00	£92.50
Export certificates	Other food safety premises endorsements/certificate of origin	£45.00	£49.50
Catch certificates (illegal fishing)	number if certificates 1-5 high risk charge	£45.00	£49.50
Catch certificates (illegal fishing)	number if certificates 6-10 high risk charge	£69.00	£76.00
Catch certificates (illegal fishing)	number if certificates 11-20 high risk charge	£82.00	£90.00
Catch certificates (illegal fishing)	number if certificates 21+ high risk charge	£93.00	£102.00
other charges	Formal verification/movement control notice	£93.00	£102.00
other charges	Late notice fee	£61.00	£67.00
other charges	Non-compliance fee	£111.00	£122.00
other charges	Supervising destruction/re-export fee	£111.00	£122.00
Licensing	Sex establishment licence annual/renewal fees inc monitoring/enforcement fee	£3,076.00	£3,382.00
Licensing	Sex establishment licence application fees inc monitoring/enforcement fee	£4,145.00	£4387.00
Licensing	Sex establishment licence transfer fees	£879.00	£920.00
Licensing	Sex establishment licence variation fees	£879.00	£920.00
Licensing	Dangerous wild animals - new application (varies on number of animals)	£407.00	£526.40
Licensing	Dangerous wild animals - renewal (varies on number of animals)	£378.00	£415.80
Licensing	Breeding of dogs (varies on number of bitches and years)	£414.00	£478.50
Licensing	Home boarding for dogs (varies on numbers of dogs and years)	£414.00	£455.40
Licensing	Selling animals as pets – varies depending on number of classes sold and number of years of licence	£414.00	£458.15
Licensing	Day care / kennels for dogs (varies on number of dogs and years)	£414.00	£455.40
Licensing	Boarding for cats (varies on number of cats and years)	£414.00	£455.40
Licensing	Keeping or training animals for exhibition – varies depending on number of animals and number of years of licence	£414.00	£638.70
Licensing	Hiring out horses new application (varies on number of horses & years)	£414.00	£478.50
Licensing	advice visit/rescore visit	£244.00	£268.00
Licensing	Zoo (5 year licence)	£1,406.00	£1546.00
Licensing	Admin fee	£25.00	£27.50
Licensing	Scrap metal - site licence	£569.00	£625.90
Licensing	Scrap metal - mobile collector licence	£372.00	£409.20
Licensing	Scrap metal - licence - renewal	£324.00	£356.00
Licensing	Scrap metal - mobile collector licence - renewal	£202.00	£222.00
Licensing	Scrap metal Change of details	£39.00	£43.00

Licensing	Scrap metal Change of site manager	£53.00	£58.50
Licensing	Scrap metal Variation to site licence	£170.00	£187.00
Licensing	Scrap metal Variation to collector	£80.00	£88.00
Licensing	Beauty & Body Art personal licence	£155.00	£170.50
Licensing	Beauty & Body Art (premises)	£280.00	£308.00
Licensing	Beauty & Body Art (dual) (1 person)	£280.00	£308.00
	Beauty & Body Art (dual) - extra charge for each person	£57.00	£62.50
Licensing	Beauty & Body Art duplicate/replacement licence	£12.00	£13.00
Licensing	Beauty & Body Art admin charge (change of business name)	£26.00	£28.50
Licensing	Film Classification	£110.00	£121.00
Training Services	SFBB Pack	£26.00	£29.00
Training Services	SFBB Pack- 12 month diary re-fills	£12.00	£13.50
Food Safety	Level 1	£16.20	£18.00
Food Safety	Level 2	£16.20	£18.00
Food Safety	level 3	£106.80	£118.00
Personal Licensing	Personal License holder level 2 and exam	£106.80	£118.00
Business Advice	One hour business advice on site	£144.00	£150.00
Business Advice	One hour business advice at PCC office	£144.00	£150.00
Business Advice	Two hour business advice on site	£198.00	£210.00
Licensing Business advice	Application assistance and send - TEN (Temporary Event Notice)	£15.00	N/A
Licensing Business advice	Application assistance and send - Vary DPS	£19.00	£21.00
Licensing Business advice	Application assistance and send - Transfer	£19.00	£21.00
Licensing Business advice	Application assistance and send - Minor Variation	£29.00	£32.00
Licensing Business advice	Application assistance and send - Grant, Variation, Prov. statement	£38.00	£42.00
Licensing Business advice	Application assistance and send - Transfer and Vary DPS	£29.00	£32.00
Pest Control	Rats	£95.00	£105.00
Pest Control	Mice	£95.00	£105.00
Pest Control	Squirrels	£150.00	£165.00
Pest Control	Wasps	£92.00	£101.00
Pest Control	Fleas, 3 bed and under (single family dwelling)	£110.00	£121.00
Pest Control	Fleas, 4 bed or more (normal domestic house)	£128.00	£141.00
Highways licences and permits	Commercial vehicle crossing	£318.00	£330
Highways licences and permits	Domestic vehicle crossing - inspection fee (non-refundable)	£80.00	£90
Highways licences and permits	Domestic vehicle crossing - processing/approval fee (non-refundable)	£100.00	£110
Highways licences and permits	Section 171 - excavation and/or deposit building materials and or execute miscellaneous work on public highway (permit)	£120.00	£132
Highways licences and permits	Section 171 - excavation and/or deposit building materials and or execute miscellaneous work on public highway (permit - less than 3 working days' notice)	£240.00	£264
Highways licences and permits	Section 171 - VXO permit	£185.00	£200
Highways licences and permits	Section 171 - non excavation	£120.00	£130
Highways licences and permits	Section 50 Streetworks - New apparatus (licence)	£405.00	£445
Highways licences and permits	Section 50 Streetworks - New apparatus - work undertaken without a licence	£810.00	£890
Highways licences and permits	Section 50 Streetworks - New apparatus (licence processed earlier than 7 working days)	£465.00	£511.50
Highways licences and permits	Section 50 Streetworks - New apparatus (licence extension)	£465.00	£511.50
Highways licences and permits	Section 50 - Licence for existing apparatus	£225.00	£260
Highways licences and permits	Section 50 Streetworks - Existing apparatus licence (processed earlier than 7 working days)	£315.00	£346.50
Highways licences and permits	Section 50 Streetworks - Existing apparatus - work undertaken without a licence	£510.00	£520
Highways licences and permits	Emergency road closures - up to 5 days	£450.00	£495
Highways licences and permits	Temporary Traffic Regulation Orders - up to 28 days (less than 3 months' notice provided)	£1,078.00	£1186
Highways licences and permits	Temporary Traffic Regulation Orders - up to 28 days (3 months' notice provided)	£1,278.00	£1405
Highways licences and permits	Temporary Traffic Regulation Orders - up to 6 months max, footway (3 months' notice provided)	£2,500.00	£1186
Highways licences and permits	Temporary Traffic Regulation Orders - up to 6 months max, footway (less than 3 months' notice provided)	£2,700.00	£1405
Highways licences and permits	Temporary Traffic Regulation Orders - up to 18 months max, carriageway (3 months' notice provided)	£2,500.00	£2750
Highways licences and permits	Temporary Traffic Regulation Orders - up to 18 months max, carriageway (less 3 months' notice provided)	£2,700.00	£2970
Highways licences and permits	Banners on the highway (each banner for 28 days)	£46.00	£50
Highways licences and permits	Category 1 and 2 events on the Highway	£526.00	£578
Highways licences and permits	Category 3 events on the Highway	£0.00	N/A
Highways licences and permits	White bar markings	£180.00	£198
Highways licences and permits	Brown tourism signs application (max 3 signs along one route)	£169.74	+10%
Highways licences and permits	Brown tourism signs application (more than 3 signs along more than one route)	POA	POA

Highways licences and permits	Brown tourism signs - cost to make and install signs	POA	POA
Highways licences and permits	Copy renumbering certificate - per copy	£55.00	+10%
Highways licences and permits	HMPE - extinguishments	POA	POA
Highways licences and permits	Scaffolding on the highway	£82.00	£90
Highways licences and permits	Skip on the highway	£65.00	£71
Highways licences and permits	Hoarding on the highway	£82.00	£90
Highways licences and permits	Crane licence	£240.00	£264
Green Gifts	Memorial bench - Installation - £1284 & Initial five year maintenance £514	£1,798.00	+10%
Green Gifts	Memorial bench - Subsequent five year maintenance	£514.00	+10%
Green Gifts	Memorial bench - Plaque only - £128 & five year maintenance £514	£642.00	+10%
Bulky Waste Collection	Up to 4 large items	£25.00	+10%
Bulky Waste Collection	Additional items (per item)	£40.00	+10%
Elliott Terrace weddings	Ceremony - 2 hour - weekday	£550.00	+10%
Elliott Terrace weddings	Ceremony - 2 hours - weekend	£650.00	+10%
Elliott Terrace weddings	Ceremony - 4 hours - weekday	£1,100.00	+10%
Elliott Terrace weddings	Ceremony - 4 hours - weekend	£1,200.00	+10%
Elliott Terrace weddings	Ceremony - 8 hours - weekday	£1,800.00	+10%
Elliott Terrace weddings	Ceremony - 8 hours - weekend	£1,995.00	+10%
Elliott Terrace Tour	Guided tour (per person - min 10 max 15)	£7.50	+10%
Elliott Terrace Tour	Guided tour with cream tea (per person - min 10 max 15)	£10.00	+10%

TABLE 3 (b)

The HMO Fee increases, as below, will take effect from 1 January 2023:

Category	Fee or charge	Current fee	New fee
HMO licensing	Initial Application (full fee)	£900	£950
HMO licensing	Initial Application (discounted fee for holding accreditation)	£650 - £800	£850
HMO Licensing	Renewal Application (full fee)	£850	£900
HMO Licensing	Renewal Application(discounted fee for holding accreditation)	£600 - £6750	£800