

CABINET

Date of Meeting	Tuesday, 23 rd July 2024
Report Subject	Annual Review of Fees and Charges 2024
Cabinet Member	Cabinet Member for Finance and Social Value
Report Author	Corporate Finance Manager and Chief Executive
Type of Report	Operational

EXECUTIVE SUMMARY

The 2024 review of fees and charges has been completed in line with the Council's Income Generation Policy, which sets out the rationale and process for an annual review of fees and charges.

The outcome of this review is set out in Appendix A and will apply from 1st October 2024.

Applying the principles contained within the Council's Income Generation Policy has ensured that any changes to charging has been appropriately managed and the latest version of the policy is attached as Appendix B.

This report also outlines the ongoing requirements of the annual review of fees and charges for 2024, particularly for those fees and charges who are still to demonstrate that they achieve full cost recovery.

RECOMMENDATIONS

1	That Cabinet approves the schedule of fees and charges documented in Appendix A for implementation on 1 st October 2024.
2	That Cabinet agrees that a customer friendly version of the schedule of fees and charges, documented in Appendix A, be produced and published.

REPORT DETAILS

1.00	EXPLAINING THE LATEST POSITION ON FEES AND CHARGES
1.01	<p>Background</p> <p>The Council provides a wide array of services, for some of which customers are required to pay a fee or charge. The income generated from these fees and charges forms part of the budget strategy of options that contribute to the Medium Term Financial Strategy (MTFS).</p>
1.02	<p>Applying the principles contained within the Council's Income Generation Policy has ensured that any changes to charging has been appropriately managed and the latest version of the policy is attached as Appendix B.</p>
1.03	<p>The Policy requires an annual review of all fees and charges to be reported to Cabinet in July of each year in advance of implementation on 1st October.</p>
1.04	<p>Annual Review of Fees and Charges 2024</p> <p>The 2024 annual review of fees and charges has been completed and the results of this review are presented in Appendix A, as a collated schedule of fees and charges to be applied from 1st October 2024 (unless otherwise stated).</p>
1.05	<p>In alignment with the Council's Income Generation Policy the review:</p> <ul style="list-style-type: none">• Is linked to the Medium Term Financial Strategy, work for which is running concurrently;• Has been conducted annually and is being reported to Cabinet in July prior to implementation; and• Had a default position of increasing in line with inflation for all applicable fees and charges.
1.06	<p>The Income Generation Policy refers to the need for all fees and charges to achieve full cost recovery or market comparable rate wherever possible.</p> <p>Services have been asked to consider this as part of this year's review, and information has been updated within the schedule accordingly.</p> <p>The Corporate Finance Team will continue to support services in developing fees and charges to meet full cost recovery as part of ongoing reviews, and further work will be undertaken throughout the financial year.</p>
1.07	<p>One of the principles of the Council's Policy on fees and charges is that charges are transparent and communicated to customers with reasonable notice. To fulfil this principle, it is proposed that a customer friendly version of the 2024 schedule of fees and charges, containing the key information presented in Appendix A, is produced and published on our website.</p>

2.00	RESOURCE IMPLICATIONS
2.01	The generation of income from fees and charges is part of the budget strategy of options that contributes to meet the challenge of the Medium Term Financial Strategy.
2.02	Estimations of income generated through the application of fees and charges, and any increases to them, is monitored and factored into the budget setting process.. The 2024 review is estimated to generate an additional £0.085m per annum, with £0.050m of that already built into 2024/25 budgets, so this is an additional contribution of £0.035m to the 2025/26 budget.

3.00	IMPACT ASSESSMENT AND RISK MANAGEMENT
3.01	As this report presents an annual, operational update report on progress against the process and policy for conducting the annual review of fees and charges, no Integrated Impact Assessment (IIA) has been completed.
3.02	In line with the Council's Income Generation Policy, applicable fees and charges have been subject to an annual inflation uplift using one of the three agreed inflation indices: the normative Consumer Prices Index including owner occupier Housing costs (CPIH) 12 month rolling rate as of March (3.8% for March 2024); market rate comparable changes; or the Council's inflation rate. This ensures that relative increases are applied and managed responsibly.
3.03	Whilst it is not the purpose of this report to outline the impact of the COVID-19 pandemic on income generation through fees and charges, it should be noted that demand for some services may not have fully recovered. The Councils aim to achieve full cost recovery by 2022 was prior to the COVID19 pandemic which will have had an impact on services achieving full cost recovery, and work will continue with services to achieve that throughout this financial year.

4.00	CONSULTATIONS REQUIRED/CARRIED OUT
4.01	The principles and process for the annual review of fees and charges were considered and endorsed by the Corporate Resources and Overview Scrutiny Committee and Cabinet in July 2019. These were included within the Council's Income Generation Policy (version two), which was endorsed by Cabinet in July 2020. An update to that Policy was endorsed by Cabinet in July 2022 and this is attached as Appendix B.
4.02	New discretionary fees and charges are approved under Delegated Powers/Authority processes, prior to which an IIA should have been completed considering the Sustainable Development Principles, Wellbeing Goals and Council's Wellbeing Objectives, along with any potential equality and/or diversity issues.

4.03	For the purposes of transparency, it is recommended we publish a customer friendly version of the schedule of fees and charges, which shows the frequency of charging (one off, weekly, monthly, etc.) for 2024.
------	--

5.00	APPENDICES
5.01	Appendix A: 2024 Schedule of Fees and Charges Appendix B: Income Generation Policy (Version 3)

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	The 2019 Fees and Charges Report to Cabinet, along with recommendations and decisions, can be accessed online: https://committeemeetings.flintshire.gov.uk/ieIssueDetails.aspx?Id=27693&PlanId=0&Opt=3#A19191&LLL=0
6.02	The 2020 Fees and Charges Report to Cabinet, along with version two of the Income Generation Policy can be accessed online: https://committeemeetings.flintshire.gov.uk/ieListDocuments.aspx?CId=391&MId=4462&Ver=4&LLL=0
6.02	The 2021 Fees and Charges Report to Cabinet can be accessed online: https://committeemeetings.flintshire.gov.uk/ieListDocuments.aspx?CId=391&MId=4913&Ver=4&LLL=0
6.03	The 2022 Fees and Charges Report to Cabinet can be accessed online: https://committeemeetings.flintshire.gov.uk/ieListDocuments.aspx?CId=391&MId=5078&Ver=4&LLL=0
6.04	The 2023 Fees and Charges Report to Cabinet can be accessed online: https://committeemeetings.flintshire.gov.uk/ieListDocuments.aspx?CId=391&MId=5321&Ver=4&LLL=0

7.00	CONTACT OFFICER DETAILS
7.01	Contact Officer: Dave Ledsham, Strategic Finance Manager Telephone: 01352 704503 E-mail: dave.ledsham@flintshire.gov.uk

8.00	GLOSSARY OF TERMS
8.01	Full cost recovery: the fees and charges applied for services cover both the direct and indirect costs of service delivery/provision <ul style="list-style-type: none"> • Direct costs: costs that are completely associated with the delivery of a service or production of a product. • Indirect costs: also known as overheads these are the costs that are incurred by organisations as part of their operations but which are not directly attributable to a specific service or product.

Income Generation Policy: the Council's Policy which sets the rationale for income generation, including the setting and review of fees and charges

Inflation index: is a tool that measures the rate of inflation (rises in prices).

Inflation uplift: increase in price based on an inflation index

Integrated Impact Assessment (IIA): systematic analysis of a service or policy to identify the potential effects on different groups and/or the environment with an aim to then minimise any negative impacts and enhance any positive impacts.

Market rate: is the usual price charged for goods and services.

Medium Term Financial Strategy (MTFS): a written strategy which gives a forecast of the financial resources which will be available to a Council for a given period, and sets out plans for how best to deploy those resources to meet its priorities, duties and obligations.

This page is intentionally left blank

Fees and Charges Schedule 2024

Portfolio	Sub Header	Service and associated fees and charges	Discretionary or Statutory	VAT Status - Outside Scope/Standard Rate	Fee/Charge 1st Oct 2023 (exc VAT)	Inflation Uplift Applicable (CPI, Market rate or Local) - Y/N	New Fee/Charge 1st Oct 2024	VAT 1st Oct 2024 VAT @ 20%	Fee/Charge 1st Oct 2024 incl. VAT (where applicable)	Total Income Achieved (Apr23 to Mar24)	Does the fee/charge or service overall achieve full cost recovery?	Officer/Manager	Do you apply a concession for this fee/charge? Y/N	2024 Notes
Planning, Environment and Economy	Building Conservation - Pre-Application and Pre-Purchase	General Advice	Discretionary	Outside scope	£ -	Yes	£ -	None	£ -	£ -	n	Andy Roberts	n	General Advice is a free service
Planning, Environment and Economy	Building Conservation - Pre-Application and Pre-Purchase	Advice Meeting	Discretionary	Outside scope	£ 63.49	Yes	£ 65.90	None	£ 65.90	£ -	n	Andy Roberts	n	
Planning, Environment and Economy	Building Conservation - Pre-Application and Pre-Purchase	Detailed Advice Site Visit	Discretionary	Outside scope	£ 109.66	Yes	£ 113.83	None	£ 113.83	£ -	n	Andy Roberts	n	
Planning, Environment and Economy	Building Conservation - Pre-Application and Pre-Purchase	Written Report - small/medium site	Discretionary	Outside scope	£ 57.72	Yes	£ 59.91	None	£ 59.91	£ -	n	Andy Roberts	n	
Planning, Environment and Economy	Building Conservation - Pre-Application and Pre-Purchase	Written Report - large site	Discretionary	Outside scope	£ 75.03	Yes	£ 77.88	None	£ 77.88	£ -	n	Andy Roberts	n	
Planning, Environment and Economy	Building Conservation - Pre-Application and Pre-Purchase	Technical Advice (per hour)	Discretionary	Outside scope	£ 46.17	Yes	£ 47.92	None	£ 47.92	£ -	n	Andy Roberts	n	
Planning, Environment and Economy	Building Control	Site history/compliance check (per hour)	Discretionary	Outside scope	£ 75.78	Yes	£ 78.66	None	£ 78.66	£ -	n	Matthew Parry-Davies	n	
Planning, Environment and Economy	Buy with Confidence Scheme	Application Fee - 0 to 5 employees	Statutory	Standard Rate	£ 176.42	Yes	£ 152.61	£ 30.52	£ 183.13	£ -	n	Sian Jones	n	
Planning, Environment and Economy	Buy with Confidence Scheme	Annual Subscriptions fee - 0 to 5 employees	Statutory	Standard Rate	£ 335.84	Yes	£ 290.51	£ 58.10	£ 348.61	£ -	n	Sian Jones	n	
Planning, Environment and Economy	Buy with Confidence Scheme	Application Fee - 6 to 20 employees	Statutory	Standard Rate	£ 244.37	Yes	£ 211.38	£ 42.28	£ 253.65	£ -	n	Sian Jones	n	
Planning, Environment and Economy	Buy with Confidence Scheme	Annual Subscriptions fee - 6 to 20 employees	Statutory	Standard Rate	£ 503.12	Yes	£ 435.20	£ 87.04	£ 522.24	£ -	n	Sian Jones	n	
Planning, Environment and Economy	Buy with Confidence Scheme	Application Fee - 21 to 49 employees	Statutory	Standard Rate	£ 311.02	Yes	£ 269.03	£ 53.81	£ 322.83	£ -	n	Sian Jones	n	
Planning, Environment and Economy	Buy with Confidence Scheme	Annual Subscription fee - 21 to 49 employees	Statutory	Standard Rate	£ 670.39	Yes	£ 579.89	£ 115.98	£ 695.87	£ -	n	Sian Jones	n	
Planning, Environment and Economy	Buy with Confidence Scheme	Application Fee - 50 plus employees	Statutory	Standard Rate	£ -	Yes	£ -	£ -	£ -	£ -	n	Sian Jones	n	Price on Application
Planning, Environment and Economy	Buy with Confidence Scheme	Annual Subscription fee - 50 plus employees	Statutory	Standard Rate	£ -	Yes	£ -	£ -	£ -	£ -	n	Sian Jones	n	Price on Application
Planning, Environment and Economy	Countryside	Hire of Wepre field	Discretionary	Outside scope	£ 473.35	Yes	£ 491.34	None	£ 491.34	£ -	n	Tom Woodall	n	
Planning, Environment and Economy	Countryside	Hire of Buckley field	Discretionary	Outside scope	£ 473.35	Yes	£ 491.34	None	£ 491.34	£ -	n	Tom Woodall	n	
Planning, Environment and Economy	Countryside	Hire of Garden Room (per hour)	Discretionary	Outside scope	£ 18.34	Yes	£ 19.04	None	£ 19.04	£ 466.00	n	Tom Woodall	n	
Planning, Environment and Economy	Countryside	Hire of Garden Room Half Day (4 hours)	Discretionary	Outside scope	£ 60.94	Yes	£ 63.26	None	£ 63.26		n	Tom Woodall	n	
Planning, Environment and Economy	Countryside	Hire of Garden Room Full Day (8 hours)	Discretionary	Outside scope	£ 97.63	Yes	£ 101.34	None	£ 101.34		n	Tom Woodall	n	
Planning, Environment and Economy	Countryside	Education Visit Wepre Half Day - per child Minimum £60 for 2 hours	Discretionary	Outside scope	£ 3.54	Yes	£ 3.67	None	£ 3.67		n	Tom Woodall	n	Uplift to be applied every three years with the first uplift from 2022
Planning, Environment and Economy	Countryside	Education Visit Wepre Full Day - per child Minimum £80 for 4 hours	Discretionary	Outside scope	£ 4.73	Yes	£ 4.91	None	£ 4.91	n	Tom Woodall	n		
Planning, Environment and Economy	Countryside	Evening ranger talk	Discretionary	Outside scope	£ 39.05	Yes	£ 40.53	None	£ 40.53	£ -	n	Tom Woodall	n	
Planning, Environment and Economy	Domestic Energy Efficiency Project (DEEP)	LA Flex Declarations	Discretionary	Standard Rate	£ 144.00	Yes	£ 124.56	£ 24.91	£ 149.47	£ 25,770.00	n	Niall Waller	n	
Planning, Environment and Economy	Environmental Permitting	The local authority permits for part B installations and mobile plant and solvent emission activities (fees and charges)(Wales) scheme 2016	Statutory	Outside scope	£ -	Yes	£ -	None	£ -	£ -	n	Sian Jones	n	Up to date information on fees is available online at: https://gov.wales/local-authority-permits-part-b-installations-and-mobile-plant-and-solvent-emission-activities-fees
Planning, Environment and Economy	Explosives and Petroleum	Storage of explosives up to 2000kg	Statutory	Outside scope	£ -	Yes	£ -	None	£ -	£ 2,827.00	n	Sian Jones	n	The schedule of fees can be found under Schedule 7; Part 3; of the Health and Safety and Nuclear Fees Regulations 2016. Available from: http://www.legislation.gov.uk/uksi/2016/253/made
Planning, Environment and Economy	Explosives and Petroleum	Petroleum (Consolidation) Regulations 2014	Statutory	Outside scope	£ -	Yes	£ -	None	£ -	£ 5,019.00	n	Sian Jones	n	The schedule of fees can be found under Schedule 7; Part 5; Regulation 6 and 14 of the Health and Safety and Nuclear Fees Regulations 2016. Available from: http://www.legislation.gov.uk/uksi/2016/253/made

Portfolio	Sub Header	Service and associated fees and charges	Discretionary or Statutory	VAT Status - Outside Scope/Standard Rate	Fee/Charge 1st Oct 2023 (exc VAT)	Inflation Uplift Applicable (CPIH, Market rate or Local) - Y/N	New Fee/Charge 1st Oct 2024	VAT 1st Oct 2024 VAT @ 20%	Fee/Charge 1st Oct 2024 incl. VAT (where applicable)	Total Income Achieved (Apr23 to Mar24)	Does the fee/charge or service overall achieve full cost recovery?	Officer/Manager	Do you apply a concession for this fee/charge? Y/N	2024 Notes
Planning, Environment and Economy	Food Export Certificate	Food Export Certificate	Discretionary	Outside scope	£ 59.46	Yes	£ 61.72	None	£ 61.72	£ -	n	Sian Jones	n	
Planning, Environment and Economy	Food Export Certificate	Food Export Certificate visit (if required) - per hour	Discretionary	Outside scope	£ 79.28	Yes	£ 82.29	None	£ 82.29	£ -	n	Sian Jones	n	
Planning, Environment and Economy	Food Hygiene Rating Scheme - Re-rating	Re-rating inspection	Statutory	Outside scope	£ 196.02	Yes	£ 255.00	None	£ 255.00	£ 1,080.00	n	Sian Jones	n	Increased Charge - All Wales Food Safety
Planning, Environment and Economy	Food Safety Business Advice	Food Safety Business Advice - up to two hours	Discretionary	Outside scope	£ 177.51	Yes	£ 184.26	None	£ 184.26	£ -	n	Sian Jones	n	
Planning, Environment and Economy	Food Voluntary Surrender Certificate	Food Voluntary Surrender Certificate	Discretionary	Outside scope	£ 59.46	Yes	£ 61.72	None	£ 61.72	£ -	n	Sian Jones	n	
Planning, Environment and Economy	Food Voluntary Surrender Certificate	Food Voluntary Surrender Certificate visit (required) - per hour	Discretionary	Outside scope	£ 79.28	Yes	£ 82.29	None	£ 82.29	£ -	n	Sian Jones	n	
Planning, Environment and Economy	Health and Safety	Factual Statement - per hour	Discretionary	Outside scope	£ 78.11	Yes	£ 81.08	None	£ 81.08	£ -	n	Sian Jones	n	
Planning, Environment and Economy	Land Charges	Land Charges - LLC1 only (whole part of register)	Statutory	Outside scope	£ 6.00	No	£ 6.00	None	£ 6.00	£ 261,172.00	n	Lynne Fensome	n	
Planning, Environment and Economy	Land Charges	Full Official Search £6 LLC1 fee included, for which VAT is not applicable	Statutory	Standard Rate	£ 126.00	No	£ 106.00	£ 20.00	£ 126.00		n	Lynne Fensome	n	
Planning, Environment and Economy	Land Charges	CON29 enquiries only	Statutory	Standard Rate	£ 120.00	No	£ 100.00	£ 20.00	£ 120.00		n	Lynne Fensome	n	
Planning, Environment and Economy	Land Charges	CON29 optional enquiries (each)	Statutory	Standard Rate	£ 12.00	No	£ 10.00	£ 2.00	£ 12.00		n	Lynne Fensome	n	
Planning, Environment and Economy	Land Charges	Applicant's additional question	Statutory	Standard Rate	£ 25.20	No	£ 21.00	£ 4.20	£ 25.20		n	Lynne Fensome	n	
Planning, Environment and Economy	Land Charges	Additional Parcel of land (each) £1 LLC1 element included, for which VAT is not applicable	Statutory	Standard Rate	£ 14.20	No	£ 12.00	£ 2.20	£ 14.20		n	Lynne Fensome	n	
Planning, Environment and Economy	Land Charges	Expedited Search (official search)	Statutory	Standard Rate	£ 30.00	No	£ 25.00	£ 5.00	£ 30.00		n	Lynne Fensome	n	
Planning, Environment and Economy	HMO/Housing	HMO Licence application fee for the first five units:	Discretionary	Outside scope	£ 377.75	Yes	£ 392.10	None	£ 392.10	£ 365.00	n	Jenny Prendergast	n	
Planning, Environment and Economy	HMO/Housing	HMO each additional unit:	Discretionary	Outside scope	£ 36.14	Yes	£ 37.51	None	£ 37.51		n	Jenny Prendergast	n	
Planning, Environment and Economy	HMO/Housing	Service of an Improvement/Prohibition/Emergency Prohibition Notice under Housing Act 2004	Discretionary	Outside scope	£ 369.59	Yes	£ 383.63	None	£ 383.63		n	Jenny Prendergast	n	
Planning, Environment and Economy	HMO/Housing	Immigration Housing Inspections	Discretionary	Outside scope	£ 123.58	Yes	£ 128.28	None	£ 128.28		n	Jenny Prendergast	n	
Planning, Environment and Economy	Caravan and Residential Licences Non-principle residence	New Site Licences Application 0-14 units	Discretionary	Outside scope	£ 405.73	Yes	£ 421.15	None	£ 421.15	£ -	y	Jenny Prendergast	n	
Planning, Environment and Economy	Caravan and Residential Licences Non-principle residence	New Site Licences Application 15-49 units	Discretionary	Outside scope	£ 481.51	Yes	£ 499.81	None	£ 499.81	£ -	y	Jenny Prendergast	n	
Planning, Environment and Economy	Caravan and Residential Licences Non-principle residence	New Site Licences Application 50+ units	Discretionary	Outside scope	£ 507.16	Yes	£ 526.43	None	£ 526.43	£ -	y	Jenny Prendergast	n	
Planning, Environment and Economy	Caravan and Residential Licences Non-principle residence	Variation of existing licence	Discretionary	Outside scope	£ 253.00	Yes	£ 262.61	None	£ 262.61	£ -	y	Jenny Prendergast	n	
Planning, Environment and Economy	Private Hire/ Hackney Carriage Driver Licence	All Pre Licensing Checks	Discretionary	Outside scope	£ 225.68	Yes	£ 234.26	None	£ 234.26	£ 104,578.00	y	Gemma Potter	n	renamed and recosted - amended 2023 figure to calculate inflation
Planning, Environment and Economy	Private Hire/ Hackney Carriage Driver Licence	Grant of 3 year Joint Driver Licence	Discretionary	Outside scope	£ 131.99	Yes	£ 137.01	None	£ 137.01		y	Gemma Potter	n	
Planning, Environment and Economy	Private Hire/ Hackney Carriage Driver Licence	Grant of 12 month Joint Driver Licence	Discretionary	Outside scope	£ 70.39	Yes	£ 73.06	None	£ 73.06		y	Gemma Potter	n	
Planning, Environment and Economy	Knowledge Test	Additional Resit - from 4th time onward per resit	Discretionary	Outside scope	£ 20.00	Yes	£ 20.76	None	£ 20.76					
Planning, Environment and Economy	Private Hire/ Hackney Carriage Driver Licence	Renewal 1 year	Discretionary	Outside scope	£ 171.58	Yes	£ 178.10	None	£ 178.10	£ 12,078.00	y	Gemma Potter	n	
Planning, Environment and Economy	Private Hire/ Hackney Carriage Driver Licence	Renewal 3 year	Discretionary	Outside scope	£ 233.18	Yes	£ 242.04	None	£ 242.04		y	Gemma Potter	n	

Portfolio	Sub Header	Service and associated fees and charges	Discretionary or Statutory	VAT Status - Outside Scope/Standard Rate	Fee/Charge 1st Oct 2023 (exc VAT)	Inflation Uplift Applicable (CPIH, Market rate or Local) - Y/N	New Fee/Charge 1st Oct 2024	VAT 1st Oct 2024 VAT @ 20%	Fee/Charge 1st Oct 2024 incl. VAT (where applicable)	Total Income Achieved (Apr23 to Mar24)	Does the fee/charge or service overall achieve full cost recovery?	Officer/Manager	Do you apply a concession for this fee/charge? Y/N	2024 Notes
Planning, Environment and Economy	Private Hire/ Hackney Carriage Driver Licence	Vehicle Plate Deposit	Discretionary	Outside scope	£ 16.50	Yes	£ 17.13	None	£ 17.13	£ 19,174.00	y	Gemma Potter	n	
Planning, Environment and Economy	Private Hire/ Hackney Carriage Driver Licence	Replacement Plate	Discretionary	Outside scope	£ 16.50	Yes	£ 17.13	None	£ 17.13		y	Gemma Potter	n	
Planning, Environment and Economy	Private Hire/ Hackney Carriage Driver Licence	Enhanced DBS Check (Set by DBS)	Discretionary	Outside scope	£ 38.00	No	£ 53.00	None	£ 53.00		y	Gemma Potter	n	
Planning, Environment and Economy	Private Hire/ Hackney Carriage Driver Licence	Online Document Verification (DBS) set by Taxi Plus	Discretionary	Outside scope		No	£ 5.00	None	£ 5.00					
Planning, Environment and Economy	Private Hire/ Hackney Carriage Driver Licence	DBS Update Service	Discretionary	Outside scope		No	£ 6.00	£ 1.20	£ 7.20					
Planning, Environment and Economy	Private Hire/ Hackney Carriage Driver Licence	DVLA Check	Discretionary	Outside scope		No	£ 4.00	None	£ 4.00					
Planning, Environment and Economy	Private Hire/ Hackney Carriage Driver Licence	Change of Vehicle Reg.	Discretionary	Outside scope	£ 33.00	Yes	£ 34.25	None	£ 34.25		y	Gemma Potter	n	
Planning, Environment and Economy	Private Hire/ Hackney Carriage Driver Licence	Missed Appointment	Discretionary	Outside scope	£ 28.60	No	£ 28.60	None	£ 28.60		y	Gemma Potter	n	Request that this charge be fixed at £20
Planning, Environment and Economy	Private Hire and Hackney Carriages	Private Hire Operator Licence (grant or renewal) 5 year	Discretionary	Outside scope	£ 680.83	Yes	£ 706.70	None	£ 706.70		£ 1,875.00	y	Gemma Potter	n
Planning, Environment and Economy	Private Hire and Hackney Carriages	Private Hire Operator Licence (grant or renewal) 1 year	Discretionary	Outside scope	£ 276.07	Yes	£ 286.56	None	£ 286.56	y		Gemma Potter	n	
Planning, Environment and Economy	Private Hire and Hackney Carriages	Transfer of Licence (vehicle)	Discretionary	Outside scope	£ 89.09	Yes	£ 92.48	None	£ 92.48	y		Gemma Potter	n	
Planning, Environment and Economy	Private Hire and Hackney Carriages	Administration Fee Operator Licence	Discretionary	Outside scope	£ 103.39	Yes	£ 107.32	None	£ 107.32	y		Gemma Potter	n	
Planning, Environment and Economy	Private Hire and Hackney Carriages	New vehicle - six monthly	Discretionary	Outside scope	£ 113.29	Yes	£ 117.60	None	£ 117.60	y		Gemma Potter	n	
Planning, Environment and Economy	Private Hire and Hackney Carriages	Renewal vehicle - six monthly	Discretionary	Outside scope	£ 95.69	Yes	£ 99.33	None	£ 99.33	y		Gemma Potter	n	
Planning, Environment and Economy	Animal Licensing	Animal Boarding	Discretionary	Outside scope	£ 187.58	Yes	£ 194.71	None	£ 194.71	y		Gemma Potter	n	
Planning, Environment and Economy	Animal Licensing	Home Boarding of Dogs	Discretionary	Outside scope	£ 146.74	Yes	£ 152.32	None	£ 152.32	y		Gemma Potter	n	
Planning, Environment and Economy	Animal Licensing	Animal Breeding	Discretionary	Outside scope	£ 262.17	Yes	£ 272.13	None	£ 272.13	y		Gemma Potter	n	
Planning, Environment and Economy	Animal Licensing	Dangerous Wild Animals Vet fees for first inspection are charged for in addition	Discretionary	Outside scope	£ 248.33	Yes	£ 257.77	None	£ 257.77	£ -	y	Gemma Potter	n	
Planning, Environment and Economy	Animal Licensing	Pet Shops Vet fees for first inspection are charged for in addition	Discretionary	Outside scope	£ 318.66	Yes	£ 330.77	None	£ 330.77	£ -	y	Gemma Potter	n	
Planning, Environment and Economy	Animal Licensing	Riding Establishments	Discretionary	Outside scope	£ 205.56	Yes	£ 213.37	None	£ 213.37	£ 1,890.00	y	Gemma Potter	n	
Planning, Environment and Economy	Animal Licensing	Zoos Vet fees for first inspection are charged for in addition	Discretionary	Outside scope	£ 183.04	Yes	£ 190.00	None	£ 190.00	£ -	y	Gemma Potter	n	
Planning, Environment and Economy	Other Licences	Sex Establishments and Sexual Entertainment Venues	Discretionary	Outside scope	£ 1,142.57	No	£ 1,142.57	None	£ 1,142.57	£ -	y	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Other Licences	Scrap Metal Dealer 3 year - Site (not due until 2020)	Discretionary	Outside scope	£ 696.03	Yes	£ 722.48	None	£ 722.48	£ -	y	Gemma Potter	n	
Planning, Environment and Economy	Other Licences	Scrap Metal Dealer 3 year - Collector (not due until 2020)	Discretionary	Outside scope	£ 269.32	Yes	£ 279.55	None	£ 279.55	£ -	y	Gemma Potter	n	
Planning, Environment and Economy	Other Licences	Sunday Trading - Loading Control Area	Discretionary	Outside scope	£ 92.10	Yes	£ 95.60	None	£ 95.60	£ -	y	Gemma Potter	n	
Planning, Environment and Economy	Bingo Premises Licence fees	New	Statutory	Outside scope	£ 3,811.50	No	£ 3,811.50	None	£ 3,811.50		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Bingo Premises Licence fees	Annual Fee	Statutory	Outside scope	£ 871.20	No	£ 871.20	None	£ 871.20		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Bingo Premises Licence fees	Variation	Statutory	Outside scope	£ 1,524.60	No	£ 1,524.60	None	£ 1,524.60		n	Gemma Potter	n	Regionally/Nationally set fee

Portfolio	Sub Header	Service and associated fees and charges	Discretionary or Statutory	VAT Status - Outside Scope/Standard Rate	Fee/Charge 1st Oct 2023 (exc VAT)	Inflation Uplift Applicable (CPI, Market rate or Local) - Y/N	New Fee/Charge 1st Oct 2024	VAT 1st Oct 2024 VAT @ 20%	Fee/Charge 1st Oct 2024 incl. VAT (where applicable)	Total Income Achieved (Apr23 to Mar24)	Does the fee/charge or service overall achieve full cost recovery?	Officer/Manager	Do you apply a concession for this fee/charge? Y/N	2024 Notes
Planning, Environment and Economy	Bingo Premises Licence fees	Transfer	Statutory	Outside scope	£ 1,045.44	No	£ 1,045.44	None	£ 1,045.44		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Bingo Premises Licence fees	Re-instatement Fee	Statutory	Outside scope	£ 1,306.80	No	£ 1,306.80	None	£ 1,306.80		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Bingo Premises Licence fees	Provisional Statement	Statutory	Outside scope	£ 3,811.50	No	£ 3,811.50	None	£ 3,811.50		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Bingo Premises Licence fees	Provisional Statement Holders	Statutory	Outside scope	£ 1,306.80	No	£ 1,306.80	None	£ 1,306.80		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Bingo Premises Licence fees	Copy Licence	Statutory	Outside scope	£ 27.23	No	£ 27.23	None	£ 27.23		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Bingo Premises Licence fees	Notification of Change	Statutory	Outside scope	£ 54.45	No	£ 54.45	None	£ 54.45		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Adult Gaming Premises Licence fees	New	Statutory	Outside scope	£ 2,178.00	No	£ 2,178.00	None	£ 2,178.00		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Adult Gaming Premises Licence fees	Annual Fee	Statutory	Outside scope	£ 871.20	No	£ 871.20	None	£ 871.20		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Adult Gaming Premises Licence fees	Variation	Statutory	Outside scope	£ 871.20	No	£ 871.20	None	£ 871.20		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Adult Gaming Premises Licence fees	Transfer	Statutory	Outside scope	£ 1,045.44	No	£ 1,045.44	None	£ 1,045.44		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Adult Gaming Premises Licence fees	Re-instatement Fee	Statutory	Outside scope	£ 1,306.80	No	£ 1,306.80	None	£ 1,306.80		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Adult Gaming Premises Licence fees	Provisional Statement	Statutory	Outside scope	£ 2,178.00	No	£ 2,178.00	None	£ 2,178.00		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Adult Gaming Premises Licence fees	Provisional Statement Holders	Statutory	Outside scope	£ 1,306.80	No	£ 1,306.80	None	£ 1,306.80		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Adult Gaming Premises Licence fees	Copy Licence	Statutory	Outside scope	£ 27.23	No	£ 27.23	None	£ 27.23		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Adult Gaming Premises Licence fees	Notification of Change	Statutory	Outside scope	£ 54.45	No	£ 54.45	None	£ 54.45		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Betting Track Premises Licence fees	New	Statutory	Outside scope	£ 2,722.50	No	£ 2,722.50	None	£ 2,722.50		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Betting Track Premises Licence fees	Annual Fee	Statutory	Outside scope	£ 871.20	No	£ 871.20	None	£ 871.20		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Betting Track Premises Licence fees	Variation	Statutory	Outside scope	£ 1,089.00	No	£ 1,089.00	None	£ 1,089.00		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Betting Track Premises Licence fees	Transfer	Statutory	Outside scope	£ 827.64	No	£ 827.64	None	£ 827.64		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Betting Track Premises Licence fees	Re-instatement Fee	Statutory	Outside scope	£ 1,034.55	No	£ 1,034.55	None	£ 1,034.55		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Betting Track Premises Licence fees	Provisional Statement	Statutory	Outside scope	£ 2,722.50	No	£ 2,722.50	None	£ 2,722.50		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Betting Track Premises Licence fees	Provisional Statement Holders	Statutory	Outside scope	£ 1,034.55	No	£ 1,034.55	None	£ 1,034.55		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Betting Track Premises Licence fees	Copy Licence	Statutory	Outside scope	£ 27.23	No	£ 27.23	None	£ 27.23		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Betting Track Premises Licence fees	Notification of Change	Statutory	Outside scope	£ 54.45	No	£ 54.45	None	£ 54.45		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Betting Shop Premises Licence fees	New	Statutory	Outside scope	£ 3,267.00	No	£ 3,267.00	None	£ 3,267.00		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Betting Shop Premises Licence fees	Annual Fee	Statutory	Outside scope	£ 522.72	No	£ 522.72	None	£ 522.72		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Betting Shop Premises Licence fees	Variation	Statutory	Outside scope	£ 1,306.80	No	£ 1,306.80	None	£ 1,306.80		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Betting Shop Premises Licence fees	Transfer	Statutory	Outside scope	£ 1,045.44	No	£ 1,045.44	None	£ 1,045.44		n	Gemma Potter	n	Regionally/Nationally set fee

Portfolio	Sub Header	Service and associated fees and charges	Discretionary or Statutory	VAT Status - Outside Scope/Standard Rate	Fee/Charge 1st Oct 2023 (exc VAT)	Inflation Uplift Applicable (CPI, Market rate or Local) - Y/N	New Fee/Charge 1st Oct 2024	VAT 1st Oct 2024 VAT @ 20%	Fee/Charge 1st Oct 2024 incl. VAT (where applicable)	Total Income Achieved (Apr23 to Mar24)	Does the fee/charge or service overall achieve full cost recovery?	Officer/Manager	Do you apply a concession for this fee/charge? Y/N	2024 Notes
Planning, Environment and Economy	Betting Shop Premises Licence fees	Re-instatement Fee	Statutory	Outside scope	£ 1,306.80	No	£ 1,306.80	None	£ 1,306.80	£ 11,830.00	n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Betting Shop Premises Licence fees	Provisional Statement	Statutory	Outside scope	£ 3,267.00	No	£ 3,267.00	None	£ 3,267.00		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Betting Shop Premises Licence fees	Provisional Statement Holders	Statutory	Outside scope	£ 1,306.80	No	£ 1,306.80	None	£ 1,306.80		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Betting Shop Premises Licence fees	Copy Licence	Statutory	Outside scope	£ 27.23	No	£ 27.23	None	£ 27.23		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Betting Shop Premises Licence fees	Notification of Change	Statutory	Outside scope	£ 54.45	No	£ 54.45	None	£ 54.45		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Family Entertainment Centre Premises Licence fees	New	Statutory	Outside scope	£ 2,178.00	No	£ 2,178.00	None	£ 2,178.00		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Family Entertainment Centre Premises Licence fees	Annual Fee	Statutory	Outside scope	£ 653.40	No	£ 653.40	None	£ 653.40		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Family Entertainment Centre Premises Licence fees	Variation	Statutory	Outside scope	£ 871.20	No	£ 871.20	None	£ 871.20		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Family Entertainment Centre Premises Licence fees	Transfer	Statutory	Outside scope	£ 827.64	No	£ 827.64	None	£ 827.64		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Family Entertainment Centre Premises Licence fees	Re-instatement Fee	Statutory	Outside scope	£ 1,034.55	No	£ 1,034.55	None	£ 1,034.55		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Family Entertainment Centre Premises Licence fees	Provisional Statement	Statutory	Outside scope	£ 2,178.00	No	£ 2,178.00	None	£ 2,178.00		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Family Entertainment Centre Premises Licence fees	Provisional Statement Holders	Statutory	Outside scope	£ 1,034.55	No	£ 1,034.55	None	£ 1,034.55		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Family Entertainment Centre Premises Licence fees	Copy Licence	Statutory	Outside scope	£ 27.53	No	£ 27.53	None	£ 27.53		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Family Entertainment Centre Premises Licence fees	Notification of Change	Statutory	Outside scope	£ 54.45	No	£ 54.45	None	£ 54.45		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	FEC Machine Permit	New	Statutory	Outside scope	£ 326.70	No	£ 326.70	None	£ 326.70		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	FEC Machine Permit	Fast Track (Clubs)	Statutory	Outside scope	£ -	No	£ -	None	£ -		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	FEC Machine Permit	Annual Fee	Statutory	Outside scope	£ -	No	£ -	None	£ -		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	FEC Machine Permit	Renewal	Statutory	Outside scope	£ 326.70	No	£ 326.70	None	£ 326.70		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	FEC Machine Permit	Renewal if holder of CPC	Statutory	Outside scope	£ -	No	£ -	None	£ -		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	FEC Machine Permit	Variation	Statutory	Outside scope	£ -	No	£ -	None	£ -		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	FEC Machine Permit	Transfer	Statutory	Outside scope	£ -	No	£ -	None	£ -	n	Gemma Potter	n	Regionally/Nationally set fee	
Planning, Environment and Economy	FEC Machine Permit	Change of name	Statutory	Outside scope	£ 27.23	No	£ 27.23	None	£ 27.23	n	Gemma Potter	n	Regionally/Nationally set fee	
Planning, Environment and Economy	FEC Machine Permit	Copy of permit	Statutory	Outside scope	£ 16.34	No	£ 16.34	None	£ 16.34	n	Gemma Potter	n	Regionally/Nationally set fee	
Planning, Environment and Economy	Club Gaming Permit	New	Statutory	Outside scope	£ 217.80	No	£ 217.80	None	£ 217.80	n	Gemma Potter	n	Regionally/Nationally set fee	
Planning, Environment and Economy	Club Gaming Permit	Fast Track (Clubs)	Statutory	Outside scope	£ 108.90	No	£ 108.90	None	£ 108.90	n	Gemma Potter	n	Regionally/Nationally set fee	
Planning, Environment and Economy	Club Gaming Permit	Annual Fee	Statutory	Outside scope	£ 54.45	No	£ 54.45	None	£ 54.45	n	Gemma Potter	n	Regionally/Nationally set fee	
Planning, Environment and Economy	Club Gaming Permit	Renewal	Statutory	Outside scope	£ 217.80	No	£ 217.80	None	£ 217.80	n	Gemma Potter	n	Regionally/Nationally set fee	
Planning, Environment and Economy	Club Gaming Permit	Renewal if holder of CPC	Statutory	Outside scope	£ 108.90	No	£ 108.90	None	£ 108.90	n	Gemma Potter	n	Regionally/Nationally set fee	

Portfolio	Sub Header	Service and associated fees and charges	Discretionary or Statutory	VAT Status - Outside Scope/Standard Rate	Fee/Charge 1st Oct 2023 (exc VAT)	Inflation Uplift Applicable (CPI, Market rate or Local) - Y/N	New Fee/Charge 1st Oct 2024	VAT 1st Oct 2024 VAT @ 20%	Fee/Charge 1st Oct 2024 incl. VAT (where applicable)	Total Income Achieved (Apr23 to Mar24)	Does the fee/charge or service overall achieve full cost recovery?	Officer/Manager	Do you apply a concession for this fee/charge? Y/N	2024 Notes
Planning, Environment and Economy	Club Gaming Permit	Variation	Statutory	Outside scope	£ 108.90	No	£ 108.90	None	£ 108.90		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Club Gaming Permit	Transfer	Statutory	Outside scope	£ -	No	£ -	None	£ -		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Club Gaming Permit	Change of name	Statutory	Outside scope	£ -	No	£ -	None	£ -		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Club Gaming Permit	Copy of permit	Statutory	Outside scope	£ 16.34	No	£ 16.34	None	£ 16.34		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Club Machine Permit	New	Statutory	Outside scope	£ 217.80	No	£ 217.80	None	£ 217.80		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Club Machine Permit	Fast Track (Clubs)	Statutory	Outside scope	£ 108.90	No	£ 108.90	None	£ 108.90		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Club Machine Permit	Annual Fee	Statutory	Outside scope	£ 54.45	No	£ 54.45	None	£ 54.45		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Club Machine Permit	Renewal	Statutory	Outside scope	£ 217.80	No	£ 217.80	None	£ 217.80		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Club Machine Permit	Renewal if holder of CPC	Statutory	Outside scope	£ 108.90	No	£ 108.90	None	£ 108.90		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Club Machine Permit	Variation	Statutory	Outside scope	£ 108.90	No	£ 108.90	None	£ 108.90		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Club Machine Permit	Transfer	Statutory	Outside scope	£ -	No	£ -	None	£ -		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Club Machine Permit	Change of name	Statutory	Outside scope	£ -	No	£ -	None	£ -		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Club Machine Permit	Copy of permit	Statutory	Outside scope	£ 16.34	No	£ 16.34	None	£ 16.34		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Licensed Premises 2 Machines	New	Statutory	Outside scope	£ 54.45	No	£ 54.45	None	£ 54.45		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Licensed Premises 2 Machines	Fast Track (Clubs)	Statutory	Outside scope	£ -	No	£ -	None	£ -		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Licensed Premises 2 Machines	Annual Fee	Statutory	Outside scope	£ -	No	£ -	None	£ -		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Licensed Premises 2 Machines	Renewal	Statutory	Outside scope	£ -	No	£ -	None	£ -		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Licensed Premises 2 Machines	Renewal if holder of CPC	Statutory	Outside scope	£ -	No	£ -	None	£ -		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Licensed Premises 2 Machines	Variation	Statutory	Outside scope	£ -	No	£ -	None	£ -		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Licensed Premises 2 Machines	Transfer	Statutory	Outside scope	£ -	No	£ -	None	£ -		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Licensed Premises 2 Machines	Change of name	Statutory	Outside scope	£ -	No	£ -	None	£ -		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Licensed Premises 2 Machines	Copy of permit	Statutory	Outside scope	£ -	No	£ -	None	£ -		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Licensed Premises More than 2	New	Statutory	Outside scope	£ 163.35	No	£ 163.35	None	£ 163.35		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Licensed Premises More than 2	Fast Track (Clubs)	Statutory	Outside scope	£ -	No	£ -	None	£ -		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Licensed Premises More than 2	Annual Fee	Statutory	Outside scope	£ 54.45	No	£ 54.45	None	£ 54.45		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Licensed Premises More than 2	Renewal	Statutory	Outside scope	£ -	No	£ -	None	£ -		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Licensed Premises More than 2	Renewal if holder of CPC	Statutory	Outside scope	£ -	No	£ -	None	£ -		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Licensed Premises More than 2	Variation	Statutory	Outside scope	£ 108.90	No	£ 108.90	None	£ 108.90		n	Gemma Potter	n	Regionally/Nationally set fee

Portfolio	Sub Header	Service and associated fees and charges	Discretionary or Statutory	VAT Status - Outside Scope/Standard Rate	Fee/Charge 1st Oct 2023 (exc VAT)	Inflation Uplift Applicable (CPI, Market rate or Local) - Y/N	New Fee/Charge 1st Oct 2024	VAT 1st Oct 2024 VAT @ 20%	Fee/Charge 1st Oct 2024 incl. VAT (where applicable)	Total Income Achieved (Apr23 to Mar24)	Does the fee/charge or service overall achieve full cost recovery?	Officer/Manager	Do you apply a concession for this fee/charge? Y/N	2024 Notes
Planning, Environment and Economy	Licensed Premises More than 2	Transfer	Statutory	Outside scope	£ 27.23	No	£ 27.23	None	£ 27.23	£ 179.00	n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Licensed Premises More than 2	Change of name	Statutory	Outside scope	£ 27.23	No	£ 27.23	None	£ 27.23		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Licensed Premises More than 2	Copy of permit	Statutory	Outside scope	£ 16.35	No	£ 16.35	None	£ 16.35		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Prize Gaming	New	Statutory	Outside scope	£ 326.70	No	£ 326.70	None	£ 326.70		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Prize Gaming	Fast Track (Clubs)	Statutory	Outside scope	£ -	No	£ -	None	£ -		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Prize Gaming	Annual Fee	Statutory	Outside scope	£ -	No	£ -	None	£ -		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Prize Gaming	Renewal	Statutory	Outside scope	£ 326.70	No	£ 326.70	None	£ 326.70		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Prize Gaming	Renewal if holder of CPC	Statutory	Outside scope	£ -	No	£ -	None	£ -		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Prize Gaming	Variation	Statutory	Outside scope	£ -	No	£ -	None	£ -		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Prize Gaming	Transfer	Statutory	Outside scope	£ -	No	£ -	None	£ -		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Prize Gaming	Change of name	Statutory	Outside scope	£ 27.23	No	£ 27.23	None	£ 27.23		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Prize Gaming	Copy of permit	Statutory	Outside scope	£ 16.34	No	£ 16.34	None	£ 16.34		n	Gemma Potter	n	Regionally/Nationally set fee
Planning, Environment and Economy	Markets	Cannahs Quay - Thursday	Discretionary	Outside scope	£ 5.46	No	£ 5.46	None	£ 5.46		£ 2,101.00	n	Peter Hayes	n
Planning, Environment and Economy	Markets	Holywell - Thursday up to 3m x 3m	Discretionary	Outside scope	£ 8.12	No	£ 8.12	None	£ 8.12	n		Peter Hayes	n	
Planning, Environment and Economy	Markets	Holywell - Thursday up to 6m x 3m	Discretionary	Outside scope	£ 11.50	No	£ 11.50	None	£ 11.50	n		Peter Hayes	n	
Planning, Environment and Economy	Markets	Holywell - Thursday over 6m x 3m	Discretionary	Outside scope	£ 15.09	No	£ 15.09	None	£ 15.09	£ 86,524.00	n	Peter Hayes	n	
Planning, Environment and Economy	Markets	Mold High St - Weds & Sat	Discretionary	Outside scope	£ 16.66	No	£ 16.66	None	£ 16.66		n	Peter Hayes	n	
Planning, Environment and Economy	Markets	Mold Daniel Owen Sq - Weds & Sat	Discretionary	Outside scope	£ 14.88	No	£ 14.88	None	£ 14.88		n	Peter Hayes	n	
Planning, Environment and Economy	Markets	Public Liability Insurance	Discretionary	Outside scope	£ 4.16	No	£ 4.16	None	£ 4.16		n	Peter Hayes	n	
Planning, Environment and Economy	Markets	Community Pitch	Discretionary	Outside scope	£ 5.46	No	£ 5.46	None	£ 5.46	n	Peter Hayes	n		
Planning, Environment and Economy	Markets	Registration Fee (all markets)	Discretionary	Outside scope	£ 9.36	No	£ 9.36	None	£ 9.36	£ 2,831.00	n	Peter Hayes	n	
Planning, Environment and Economy	Markets	Car Boot Space, Love Lane, Mold - Car	Discretionary	Outside scope	£ 6.24	No	£ 6.24	None	£ 6.24		n	Peter Hayes	n	
Planning, Environment and Economy	Markets	Car Boot Space, Love Lane, Mold - Van	Discretionary	Outside scope	£ 10.40	No	£ 10.40	None	£ 10.40		n	Peter Hayes	n	
Planning, Environment and Economy	Markets	Car Boot Space, Love Lane, Mold - Charity (Car)	Discretionary	Outside scope	£ 2.08	No	£ 2.08	None	£ 2.08	n	Peter Hayes	n		
Planning, Environment and Economy	Markets	Mold Indoor - Unit 1	Discretionary	Outside scope	£ 120.35	No	£ 122.76	None	£ 122.76		n	Peter Hayes	n	
Planning, Environment and Economy	Markets	Mold Indoor - Unit 2	Discretionary	Outside scope	£ 190.08	No	£ 193.88	None	£ 193.88		n	Peter Hayes	n	
Planning, Environment and Economy	Markets	Mold Indoor - Unit 3	Discretionary	Outside scope	£ 52.84	No	£ 53.90	None	£ 53.90		n	Peter Hayes	n	
Planning, Environment and Economy	Markets	Mold Indoor - Unit 4	Discretionary	Outside scope	£ 92.06	No	£ 93.90	None	£ 93.90		n	Peter Hayes	n	

Portfolio	Sub Header	Service and associated fees and charges	Discretionary or Statutory	VAT Status - Outside Scope/Standard Rate	Fee/Charge 1st Oct 2023 (exc VAT)	Inflation Uplift Applicable (CPI, Market rate or Local) - Y/N	New Fee/Charge 1st Oct 2024	VAT 1st Oct 2024 VAT @ 20%	Fee/Charge 1st Oct 2024 incl. VAT (where applicable)	Total Income Achieved (Apr23 to Mar24)	Does the fee/charge or service overall achieve full cost recovery?	Officer/Manager	Do you apply a concession for this fee/charge? Y/N	2024 Notes		
Planning, Environment and Economy	Markets	Mold Indoor - Unit 5	Discretionary	Outside scope	£ 83.13	No	£ 84.79	None	£ 84.79	£ 88,509.00	n	Peter Hayes	n			
Planning, Environment and Economy	Markets	Mold Indoor - Unit 6	Discretionary	Outside scope	£ 142.41	No	£ 145.26	None	£ 145.26		n	Peter Hayes	n			
Planning, Environment and Economy	Markets	Mold Indoor - Unit 7A	Discretionary	Outside scope	£ 68.79	No	£ 70.17	None	£ 70.17		n	Peter Hayes	n			
Planning, Environment and Economy	Markets	Mold Indoor - Unit 7B	Discretionary	Outside scope	£ 91.55	No	£ 93.38	None	£ 93.38		n	Peter Hayes	n			
Planning, Environment and Economy	Markets	Mold Indoor - Unit 7C	Discretionary	Outside scope	£ 68.79	No	£ 70.17	None	£ 70.17		n	Peter Hayes	n			
Planning, Environment and Economy	Markets	Mold Indoor - Unit 8	Discretionary	Outside scope	£ 139.59	No	£ 142.38	None	£ 142.38		n	Peter Hayes	n			
Planning, Environment and Economy	Markets	Mold Indoor - Unit 9	Discretionary	Outside scope	£ 74.15	No	£ 75.63	None	£ 75.63		n	Peter Hayes	n			
Planning, Environment and Economy	Markets	Mold Indoor - Unit 10	Discretionary	Outside scope	£ 80.61	No	£ 82.22	None	£ 82.22		n	Peter Hayes	n			
Planning, Environment and Economy	Markets	Mold Indoor - Unit 11	Discretionary	Outside scope	£ 55.85	No	£ 56.97	None	£ 56.97		n	Peter Hayes	n			
Planning, Environment and Economy	Markets	Mold Indoor - Unit 12	Discretionary	Outside scope	£ 92.22	No	£ 94.06	None	£ 94.06		n	Peter Hayes	n			
Planning, Environment and Economy	Markets	Mold Indoor - Unit 13	Discretionary	Outside scope	£ 167.63	No	£ 170.98	None	£ 170.98		n	Peter Hayes	n			
Planning, Environment and Economy	Markets	Mold Indoor - Unit 14	Discretionary	Outside scope	£ 151.27	No	£ 154.30	None	£ 154.30		n	Peter Hayes	n			
Planning, Environment and Economy	Markets	Licence Events/Car Boot Sales - Commercial	Discretionary	Outside scope	£ 90.66	No	£ 90.66	None	£ 90.66		£ 2,823.00	n	Peter Hayes		n	Market charges which are not uplifted annually are subject to a three yearly uplift, with the last uplift being in 2022
Planning, Environment and Economy	Markets	Licence Events/Car Boot Sales - Charity	Discretionary	Outside scope	£ 8.84	No	£ 8.84	None	£ 8.84			n	Peter Hayes		n	
Planning, Environment and Economy	Markets	Licence Local Produce/Craft	Discretionary	Outside scope	£ 22.59	No	£ 22.59	None	£ 22.59	n		Peter Hayes	n			
Planning, Environment and Economy	Markets	Licence Permits - Commercial	Discretionary	Outside scope	£ 8.32	No	£ 8.32	None	£ 8.32	n		Peter Hayes	n			
Planning, Environment and Economy	Markets	Licence Permits - Charity/Community	Discretionary	Outside scope	£ -	No	£ -	None	£ -		n	Peter Hayes	n	Free		
Planning, Environment and Economy	Ordnance Survey Map Sales	A4 - scale 1:500 1 to 6 (max) copies	Discretionary	Standard Rate	£ 15.00	Yes	£ 12.98	£ 2.60	£ 15.57	£ -	n	Andy Brown	n			
Planning, Environment and Economy	Ordnance Survey Map Sales	A4 - scale 1:1250 1 to 6 (max) copies	Discretionary	Standard Rate	£ 19.99	Yes	£ 17.29	£ 3.46	£ 20.75	£ -	n	Andy Brown	n			
Planning, Environment and Economy	Ordnance Survey Map Sales	A4 - scale 1:2500 1 to 6 (max) copies	Discretionary	Standard Rate	£ 30.00	Yes	£ 25.95	£ 5.19	£ 31.14	£ -	n	Andy Brown	n			
Planning, Environment and Economy	Ordnance Survey Map Sales	A3 - scale 1:500 1 to 6 (max) copies	Discretionary	Standard Rate	£ 15.00	Yes	£ 12.98	£ 2.60	£ 15.57	£ -	n	Andy Brown	n			
Planning, Environment and Economy	Ordnance Survey Map Sales	A3 - scale 1:1250 1 to 6 (max) copies	Discretionary	Standard Rate	£ 25.00	Yes	£ 21.62	£ 4.32	£ 25.95	£ 53.00	n	Andy Brown	n			
Planning, Environment and Economy	Ordnance Survey Map Sales	A3 - scale 1:2500 1 to 6 (max) copies	Discretionary	Standard Rate	£ 49.99	Yes	£ 43.24	£ 8.65	£ 51.89	£ -	n	Andy Brown	n			
Planning, Environment and Economy	Pest Control	Rats & Mice – Private Household. Potential Disease Vectors.	Discretionary	Standard Rate	£ 72.59	Yes	£ 62.79	£ 12.56	£ 75.35	£ 32,149.00	n	Sian Jones	y			
Planning, Environment and Economy	Pest Control	Fleas – Private Household.	Discretionary	Standard Rate	£ 75.90	Yes	£ 65.65	£ 13.13	£ 78.78		n	Sian Jones	y			
Planning, Environment and Economy	Pest Control	Wasps – Private Household.	Discretionary	Standard Rate	£ 65.99	Yes	£ 57.08	£ 11.42	£ 68.50		n	Sian Jones	y			
Planning, Environment and Economy	Pest Control	Ants – Private Household.	Discretionary	Standard Rate	£ 59.40	Yes	£ 51.38	£ 10.28	£ 61.66		n	Sian Jones	y			
Planning, Environment and Economy	Pest Control	Bees (advice only) - Private Household	Discretionary	Standard Rate	£ 42.90	Yes	£ 37.11	£ 7.42	£ 44.53		n	Sian Jones	y			

Portfolio	Sub Header	Service and associated fees and charges	Discretionary or Statutory	VAT Status - Outside Scope/Standard Rate	Fee/Charge 1st Oct 2023 (exc VAT)	Inflation Uplift Applicable (CPI, Market rate or Local) - Y/N	New Fee/Charge 1st Oct 2024	VAT 1st Oct 2024 VAT @ 20%	Fee/Charge 1st Oct 2024 incl. VAT (where applicable)	Total Income Achieved (Apr23 to Mar24)	Does the fee/charge or service overall achieve full cost recovery?	Officer/Manager	Do you apply a concession for this fee/charge? Y/N	2024 Notes
Planning, Environment and Economy	Pest Control	Rats, Mice, Wasps, Ants, Fleas – Commercial Business Premises & Internal Council Depts	Discretionary	Standard Rate	£ 69.29	Yes	£ 59.93	£ 11.99	£ 71.92	£ 13,365.00	n	Sian Jones	y	
Planning, Environment and Economy	Pest Control	Missed calls Home Owner / Tenant not available at appointment	Discretionary	Standard Rate	£ 42.90	Yes	£ 37.11	£ 7.42	£ 44.53		n	Sian Jones	y	
Planning, Environment and Economy	Pest Control	Concessionary rate	Discretionary	Standard Rate	£ 41.80	Yes	£ 36.15	£ 7.23	£ 43.38		n	Sian Jones	y	
Planning, Environment and Economy	Planning	Planning Pre -Application (Cat A - major development up to 10 dwellings) Plus £160 per additional dwelling	Discretionary	Outside scope	£ 1,284.72	Yes	£ 1,333.54	None	£ 1,333.54	£ 13,365.00	n	Matthew Parry-Davies	n	The Planning, Environment and Economy Portfolio requires any applicant, agent or relevant third party to pay for any costs incurred by the portfolio when commissioning specialist consultant's to appraise evidence submitted to justify a development proposal
Planning, Environment and Economy	Planning	Planning Pre -Application (single dwelling)	Discretionary	Outside scope	£ 85.65	Yes	£ 88.90	None	£ 88.90		n	Matthew Parry-Davies	n	
Planning, Environment and Economy	Planning	Planning Pre -Application (two to nine dwellings) - per dwelling	Discretionary	Outside scope	£ 128.47	Yes	£ 133.35	None	£ 133.35		n	Matthew Parry-Davies	n	
Planning, Environment and Economy	Planning	Planning Pre-Application (non-residential)	Discretionary	Outside scope	£ 85.65	Yes	£ 88.90	None	£ 88.90		n	Matthew Parry-Davies	n	
Planning, Environment and Economy	Planning	Planning Pre-Application (householder)	Discretionary	Outside scope	£ 69.59	Yes	£ 72.23	None	£ 72.23		n	Matthew Parry-Davies	n	
Planning, Environment and Economy	Planning	Compliance and confirmation letter - per hour	Discretionary	Outside scope	£ 139.18	Yes	£ 144.47	None	£ 144.47		n	Matthew Parry-Davies	n	
Planning, Environment and Economy	Planning	Planning research - per hour	Discretionary	Outside scope	£ 139.18	Yes	£ 144.47	None	£ 144.47		n	Matthew Parry-Davies	n	
Planning, Environment and Economy	Planning	Rights of Way legal order	Discretionary	Outside scope	£ -	Yes	£ -	None	£ -		n	Matthew Parry-Davies	n	Fees variable to cover full costs
Planning, Environment and Economy	Planning	Road adoption Section 38 agreement	Discretionary	Outside scope	£ -	Yes	£ -	None	£ -		n	Matthew Parry-Davies	n	10% bond
Planning, Environment and Economy	Planning	Section 278	Discretionary	Outside scope	£ -	Yes	£ -	None	£ -		n	Matthew Parry-Davies	n	10% bond
Planning, Environment and Economy	Planning	Vehicular Crossings	Discretionary	Outside scope	£ 214.12	Yes	£ 222.26	None	£ 222.26		n	Matthew Parry-Davies	n	
Planning, Environment and Economy	Planning	Stopping Up Orders (minimum charge)	Discretionary	Outside scope	£ 1,927.08	Yes	£ 2,000.31	None	£ 2,000.31		n	Matthew Parry-Davies	n	
Planning, Environment and Economy	Planning	Road & Traffic Scheme Info	Discretionary	Outside scope	£ 3.26	Yes	£ 3.38	None	£ 3.38		n	Matthew Parry-Davies	n	Three yearly inflation uplift with the first uplift applicable in 2022
Planning, Environment and Economy	Planning	Search Highways	Discretionary	Outside scope	£ 48.18	Yes	£ 50.01	None	£ 50.01		n	Matthew Parry-Davies	n	
Planning, Environment and Economy	Planning	Other Planning fees	Statutory	Outside scope	£ -	Yes	£ -	None	£ -	£ 1,074,163.00	n	Matthew Parry-Davies	n	All other Planning fees are set in legislation. Details of current fees can be found at: https://ecab-planningportal.co.uk/uploads/welsh_application_fees.pdf
Planning, Environment and Economy	Primary Authority	Primary Authority - hourly rate	Discretionary	Outside scope	£ 72.80	Yes	£ 75.57	None	£ 75.57	£ -	n	Sian Jones	n	
Planning, Environment and Economy	Private Water Supply	Private water supply sampling and testing	Statutory	Outside scope	£ -	Yes	£ -	None	£ -	£ -	n	Sian Jones	n	Individually priced on the basis of cost recovery including officer time, testing, and all other associated activities. Details of the statutory upper fee levels can be found at: http://www.legislation.gov.uk/wsi/2017/1041/schedule/6/made
Planning, Environment and Economy	Quarry's and Landfill	Inspection/monitoring	Statutory	Outside scope	£ -	No	£ -	None	£ -	£ 7,205.00	n	Hannah Parish	n	Fees are set in legislation and price per site is dependent on the number of visits required. Fee legislation can be found at: http://www.legislation.gov.uk/wsi/2015/1522/regulation/14/made (paragraph 14)
Planning, Environment and Economy	Rights of Way	Temporary closures and extensions by Order	Discretionary	Outside scope	£ 2,096.93	Yes	£ 2,176.61	None	£ 2,176.61	£ 8,263.00	n	Derrick Charlton	n	
Planning, Environment and Economy	Rights of Way	Closure by notice	Discretionary	Outside scope	£ 627.19	Yes	£ 651.02	None	£ 651.02		n	Derrick Charlton	n	
Planning, Environment and Economy	Rights of Way	Permanent closures and diversions Advert costs are charged in addition	Discretionary	Outside scope	£ 1,882.74	Yes	£ 1,954.28	None	£ 1,954.28		n	Derrick Charlton	n	
Planning, Environment and Economy	Rights of Way	Follow up Property Search queries - per request	Discretionary	Outside scope	£ 87.57	Yes	£ 90.90	None	£ 90.90		n	Derrick Charlton	n	
Planning, Environment and Economy	Rights of Way	Authorisation for rallies - per request	Discretionary	Outside scope	£ 125.44	Yes	£ 130.21	None	£ 130.21		n	Derrick Charlton	n	

Portfolio	Sub Header	Service and associated fees and charges	Discretionary or Statutory	VAT Status - Outside Scope/Standard Rate	Fee/Charge 1st Oct 2023 (exc VAT)	Inflation Uplift Applicable (CPIH, Market rate or Local) - Y/N	New Fee/Charge 1st Oct 2024	VAT 1st Oct 2024 VAT @ 20%	Fee/Charge 1st Oct 2024 incl. VAT (where applicable)	Total Income Achieved (Apr23 to Mar24)	Does the fee/charge or service overall achieve full cost recovery?	Officer/Manager	Do you apply a concession for this fee/charge? Y/N	2024 Notes
Planning, Environment and Economy	Roundabout Sponsorship	Sponsorship of a Roundabout	Discretionary	Standard Rate	£ 3,550.12	Yes	£ 3,070.85	£ 614.17	£ 3,685.02	£ 19,231.00	n	Peter Hayes	n	
Planning, Environment and Economy	Ship Sanitation Certificate	Up to 1,000 tonnes	Statutory	Outside scope	£ 125.00	Yes	£ 135.00	None	£ 135.00	£ -	n	Sian Jones	n	Fee increase
Planning, Environment and Economy	Ship Sanitation Certificate	Up to 3,000 tonnes	Statutory	Outside scope	£ 170.00	Yes	£ 185.00	None	£ 185.00	£ -	n	Sian Jones	n	Fee increase
Planning, Environment and Economy	Ship Sanitation Certificate	Up to 10,000 tonnes	Statutory	Outside scope	£ 250.00	Yes	£ 270.00	None	£ 270.00	£ -	n	Sian Jones	n	Fee increase
Planning, Environment and Economy	Ship Sanitation Certificate	Up to 20,000 tonnes	Statutory	Outside scope	£ 325.00	Yes	£ 355.00	None	£ 355.00	£ -	n	Sian Jones	n	Fee increase
Planning, Environment and Economy	Ship Sanitation Certificate	Up to 30,000 tonnes	Statutory	Outside scope	£ 415.00	Yes	£ 450.00	None	£ 450.00	£ -	n	Sian Jones	n	Fee increase
Planning, Environment and Economy	Ship Sanitation Certificate	Over 30,000 tonnes	Statutory	Outside scope	£ 480.00	Yes	£ 520.00	None	£ 520.00	£ -	n	Sian Jones	n	Fee increase
Planning, Environment and Economy	Ship Sanitation Certificate	Vessels with 50 – 1000 persons	Statutory	Outside scope	£ 480.00	Yes	£ 520.00	None	£ 520.00	£ -	n	Sian Jones	n	
Planning, Environment and Economy	Ship Sanitation Certificate	Vessels with over 1000 persons	Statutory	Outside scope	£ 820.00	Yes	£ 890.00	None	£ 890.00	£ -	n	Sian Jones	n	
Planning, Environment and Economy	Ship Sanitation Certificate	Extensions	Statutory	Outside scope	£ 95.00	Yes	£ 105.00	None	£ 105.00	£ -	n	Sian Jones	n	
Planning, Environment and Economy	Skin Piercing Registration	Skin Piercing Registration - Premises	Discretionary	Outside scope	£ 142.70	Yes	£ 148.12	None	£ 148.12	£ 3,086.00	n	Sian Jones	n	
Planning, Environment and Economy	Skin Piercing Registration	Skin Piercing Registration - Person	Discretionary	Outside scope	£ 71.35	Yes	£ 74.06	None	£ 74.06		n	Sian Jones	n	
Planning, Environment and Economy	Skin Piercing Registration - Conventions	Discretionary	Outside scope	Outside scope	£ 15.00	None	£ 15.57	None	£ 15.57		n	Sian Jones	n	New Charge
Planning, Environment and Economy	Stray Dogs	Return direct to Owners	Discretionary	Outside scope	£ 35.50	Yes	£ 36.85	None	£ 36.85	£ 90.00	n	Sian Jones	n	
Planning, Environment and Economy	Stray Dogs	Taken to approved kennels	Discretionary	Standard Rate	£ 53.26	Yes	£ 46.07	£ 9.21	£ 55.28		n	Sian Jones	n	
Planning, Environment and Economy	Stray Dogs	Kennelling Fee (per day)	Discretionary	Standard Rate	£ -	Yes	£ -	£ -	£ -		n	Sian Jones	n	
Planning, Environment and Economy	Street Naming and Numbering	House Name Change	Discretionary	Outside scope			£ 12.00	None	£ 12.00		n	Gemma Potter	n	New Charge
Planning, Environment and Economy	Street Naming and Numbering	Re-name of street where requested by residents Plus £36 per additional property	Discretionary	Outside scope	£ 130.58	Yes	£ 135.54	None	£ 135.54		n	Matthew Parry-Davies	n	
Planning, Environment and Economy	Street Naming and Numbering	Re-numbering Houses/Buildings Plus £36 per additional property	Discretionary	Outside scope	£ 130.58	Yes	£ 135.54	None	£ 135.54		n	Matthew Parry-Davies	n	
Planning, Environment and Economy	Street Naming and Numbering	Confirmation of addresses for Conveyancing purposes	Discretionary	Outside scope	£ 40.81	Yes	£ 42.36	None	£ 42.36		n	Matthew Parry-Davies	n	
Planning, Environment and Economy	Street Naming and Numbering	Conversion of Buildings to form Dwelling/Flats Plus £10 per additional unit	Discretionary	Outside scope	£ 116.59	Yes	£ 121.02	None	£ 121.02		n	Matthew Parry-Davies	n	
Planning, Environment and Economy	New road	Single Dwelling, Self Build plots on existing Road/Street Plus £10 per additional unit	Discretionary	Outside scope	£ 116.59	Yes	£ 121.02	None	£ 121.02	£ 12,981.00	n	Matthew Parry-Davies	n	
Planning, Environment and Economy	New road	New Development 2-5 plots Plus £25 per additional unit	Discretionary	Outside scope	£ 174.88	Yes	£ 181.53	None	£ 181.53		n	Matthew Parry-Davies	n	
Planning, Environment and Economy	New road	New Development 6-10 plots Plus £20 per additional unit	Discretionary	Outside scope	£ 291.47	Yes	£ 302.55	None	£ 302.55		n	Matthew Parry-Davies	n	
Planning, Environment and Economy	New road	New Development over 10 plots Plus £15 per additional unit	Discretionary	Outside scope	£ 582.94	Yes	£ 605.09	None	£ 605.09		n	Matthew Parry-Davies	n	
Planning, Environment and Economy	New road	Industrial - Allocation of addresses to commercial units (1 unit) Plus £25 per additional unit	Discretionary	Outside scope	£ 174.88	Yes	£ 181.53	None	£ 181.53		n	Matthew Parry-Davies	n	
Planning, Environment and Economy	Sustainable Drainage Systems (SuDS) Pre-Application	Early Engagement Advice	Discretionary	Outside scope	£ -	Yes	£ -	None	£ -		n	Matthew Parry-Davies	n	
Planning, Environment and Economy	Detailed advice and review	Single dwelling (householder)	Discretionary	Outside scope	£ 116.59	Yes	£ 121.02	None	£ 121.02		n	Andy Roberts	n	Free

Portfolio	Sub Header	Service and associated fees and charges	Discretionary or Statutory	VAT Status - Outside Scope/Standard Rate	Fee/Charge 1st Oct 2023 (exc VAT)	Inflation Uplift Applicable (CPIH, Market rate or Local) - Y/N	New Fee/Charge 1st Oct 2024	VAT 1st Oct 2024 VAT @ 20%	Fee/Charge 1st Oct 2024 incl. VAT (where applicable)	Total Income Achieved (Apr23 to Mar24)	Does the fee/charge or service overall achieve full cost recovery?	Officer/Manager	Do you apply a concession for this fee/charge? Y/N	2024 Notes
Planning, Environment and Economy	Detailed advice and review	0.01 to 0.5 hectare	Discretionary	Outside scope	£ 233.18	Yes	£ 242.04	None	£ 242.04	£ 32,470.00	n	Andy Roberts	n	
Planning, Environment and Economy	Detailed advice and review	>0.5 to 1.0 hectare	Discretionary	Outside scope	£ 466.35	Yes	£ 484.07	None	£ 484.07		n	Andy Roberts	n	
Planning, Environment and Economy	Detailed advice and review	>1.0 to 5.0 hectare	Discretionary	Outside scope	£ 699.53	Yes	£ 726.11	None	£ 726.11		n	Andy Roberts	n	
Planning, Environment and Economy	Detailed advice and review	>5.0 hectare	Discretionary	Outside scope	£ 1,165.88	Yes	£ 1,210.18	None	£ 1,210.18		n	Andy Roberts	n	
Planning, Environment and Economy	Detailed advice and review	Additional Services (per hour)	Discretionary	Outside scope	£ 46.64	Yes	£ 48.41	None	£ 48.41		n	Andy Roberts	n	
Planning, Environment and Economy	Sustainable Drainage Systems (SuDS)	Application	Statutory	Outside scope	£ -	Yes	£ -	None	£ -		n	Andy Roberts	n	
Planning, Environment and Economy	Talks and Presentations	Environmental Health, Trading Standards and Licensing	Discretionary	Outside scope	£ 79.29	Yes	£ 82.30	None	£ 82.30		n	Andy Roberts	n	Fees are set in legislation: http://www.legislation.gov.uk/wsi/2018/1075/contents/made
Planning, Environment and Economy	Measuring Instruments Directive	Automatic discontinuous totalisers, automatic rail weighbridges, automatic catchweighers, automatic gravimetric	Statutory	Standard Rate	£ 123.90	Yes	£ 107.17	£ 21.43	£ 128.61		n	Sian Jones	n	
Planning, Environment and Economy	Measuring Instruments Directive	Cold water meters	Statutory	Standard Rate	£ 118.06	No	£ 111.51	£ 22.30	£ 133.81	£ 7,761.00	n	Sian Jones	n	
Planning, Environment and Economy	Measuring Instruments Directive	Measuring instruments for liquid fuel and lubricants	Statutory	Standard Rate	£ -	No	£ 111.51	£ 22.30	£ 133.81		n	Sian Jones	n	
Planning, Environment and Economy	Measuring Instruments Directive	Measuring instruments for liquid fuel delivered from road tankers	Statutory	Standard Rate	£ -	No	£ -	£ -	£ -		n	Sian Jones	n	10% surcharge on top of officer hourly rate (minimum 1 hour)
Planning, Environment and Economy	Special Weighing and Measuring Equipment	Examining, testing, certifying, stamping, authorising or reporting on special weighing or measuring equipment at the	Statutory	Standard Rate	£ 122.65	No	£ 102.21	£ 20.44	£ 122.65		n	Sian Jones	n	10% surcharge on top of officer hourly rate (minimum 1 hour)
Planning, Environment and Economy	Measures	Linear Measures not exceeding 3m, for each scale	Statutory	Standard Rate	£ -	No	£ 111.51	£ 22.30	£ 133.81		n	Sian Jones	n	
Planning, Environment and Economy	Measures	Capacity Measures, without divisions, not exceeding 1 litre	Statutory	Standard Rate			£ 13.89	£ 2.78	£ 16.67			Sian Jones		NEW
Planning, Environment and Economy	Measures	Cubic ballast measures (other than brim measures)	Statutory	Standard Rate			£ 10.97	£ 2.19	£ 13.16			Sian Jones		NEW
Planning, Environment and Economy	Measures	Liquid capacity measures for making up and checking average quantity packages	Statutory	Standard Rate			£ 245.54	£ 49.11	£ 294.65			Sian Jones		NEW
Planning, Environment and Economy	Measures	Templets - per scale - first item	Statutory	Standard Rate			£ 38.82	£ 7.76	£ 46.58			Sian Jones		NEW
Planning, Environment and Economy	Measures	Templets - second and subsequent items	Statutory	Standard Rate			£ 67.48	£ 13.50	£ 80.98			Sian Jones		NEW
Planning, Environment and Economy	Weighing Instruments Non-NAWI	Not exceeding 1 tonne - per item	Statutory	Standard Rate			£ 25.53	£ 5.11	£ 30.64			Sian Jones		New Charge
Planning, Environment and Economy	Weighing Instruments Non-NAWI	Exceeding 1 tonne to 10 tonne - per item	Statutory	Standard Rate	£ 157.06	No	£ 88.14	£ 17.63	£ 105.77		n	Sian Jones	n	
Planning, Environment and Economy	Weighing Instruments Non-NAWI	Exceeding 10 tonnes	Statutory	Standard Rate	£ 328.01	No	£ 142.78	£ 28.56	£ 171.34		n	Sian Jones	n	
Planning, Environment and Economy	Weighing Instruments NAWI	Not exceeding 1 tonne - per item	Statutory	Standard Rate	£ 161.39	No	£ 298.18	£ 59.64	£ 357.82		n	Sian Jones	n	
Planning, Environment and Economy	Weighing Instruments NAWI	Exceeding 1 tonne to 10 tonne - per item	Statutory	Standard Rate	£ 249.76	No	£ 146.74	£ 29.35	£ 176.09		n	Sian Jones	n	
Planning, Environment and Economy	Weighing Instruments NAWI	Exceeding 10 tonnes - per item	Statutory	Standard Rate	£ 546.74	No	£ 227.05	£ 45.41	£ 272.46		n	Sian Jones	n	
Planning, Environment and Economy	Weighing Instruments NAWI	When testing instruments incorporating remote display or printing facilities, and where completion of the test requires a	Statutory	Standard Rate	£ -	No	£ 497.04	£ 99.41	£ 596.45	n	Sian Jones	n		
Planning, Environment and Economy	Measuring Instruments for Intoxicating Liquor	Not exceeding 150ml	Statutory	Standard Rate	£ -	No	£ -	£ -	£ -	n	Sian Jones	n	50% surcharge on officer hourly rate plus travel costs	
Planning, Environment and Economy	Measuring Instruments for Intoxicating Liquor	Other Planning fees	Statutory	Standard Rate			£ 24.19	£ 4.84	£ 29.03	n	Sian Jones	n	NEW	
Planning, Environment and Economy	Measuring Instruments for Liquid Fuel and Lubricants	Container type	Statutory	Standard Rate			£ 27.95	£ 5.59	£ 33.54	n	Sian Jones	n	NEW	

Portfolio	Sub Header	Service and associated fees and charges	Discretionary or Statutory	VAT Status - Outside Scope/Standard Rate	Fee/Charge 1st Oct 2023 (exc VAT)	Inflation Uplift Applicable (CPIH, Market rate or Local) - Y/N	New Fee/Charge 1st Oct 2024	VAT 1st Oct 2024 VAT @ 20%	Fee/Charge 1st Oct 2024 incl. VAT (where applicable)	Total Income Achieved (Apr23 to Mar24)	Does the fee/charge or service overall achieve full cost recovery?	Officer/Manager	Do you apply a concession for this fee/charge? Y/N	2024 Notes
Planning, Environment and Economy	Measuring Instruments for Liquid Fuel and Lubricants	First nozzle tested, per site	Statutory	Standard Rate	£ 181.82	No	£ 101.34	£ 20.27	£ 121.61		n	Sian Jones	n	
Planning, Environment and Economy	Measuring Instruments for Liquid Fuel and Lubricants	Each additional nozzle tested	Statutory	Standard Rate	£ 111.71	No	£ 165.29	£ 33.06	£ 198.35		n	Sian Jones	n	
Planning, Environment and Economy	Measuring Instruments for Liquid Fuel and Lubricants	Testing of peripheral electronic equipment on a separate visit (per site)	Statutory	Standard Rate	£ 122.65	No	£ 111.70	£ 22.34	£ 134.04		n	Sian Jones	n	
Planning, Environment and Economy	Measuring Instruments for Liquid Fuel and Lubricants	Testing of credit card acceptor (per unit, regardless of no. of slots/nozzles/pumps)	Statutory	Standard Rate	£ 122.65	No	£ 111.51	£ 22.30	£ 133.81		n	Sian Jones	n	
Planning, Environment and Economy	Road Tanker Fuel Measuring Equipment (Above 100 Litres)	Wet hose with two testing liquids - per item	Statutory	Standard Rate	£ 390.28	No	£ 111.51	£ 22.30	£ 133.81		n	Sian Jones	n	
Planning, Environment and Economy	Road Tanker Fuel Measuring Equipment (Above 100 Litres)	Wet hose with three testing liquids - per item	Statutory	Standard Rate	£ 455.33	No	£ 354.80	£ 70.96	£ 425.76		n	Sian Jones	n	
Planning, Environment and Economy	Road Tanker Fuel Measuring Equipment (Above 100 Litres)	Dry hose with two testing liquids - per item	Statutory	Standard Rate	£ 433.58	No	£ 413.93	£ 82.79	£ 496.72		n	Sian Jones	n	
Planning, Environment and Economy	Road Tanker Fuel Measuring Equipment (Above 100 Litres)	Dry hose with three testing liquids - per item	Statutory	Standard Rate	£ 498.89	No	£ 394.17	£ 78.83	£ 473.00		n	Sian Jones	n	
Planning, Environment and Economy	Road Tanker Fuel Measuring Equipment (Above 100 Litres)	Wet/dry hose with two testing liquids - per item	Statutory	Standard Rate	£ 607.07	No	£ 453.54	£ 90.71	£ 544.25		n	Sian Jones	n	
Planning, Environment and Economy	Road Tanker Fuel Measuring Equipment (Above 100 Litres)	Wet/dry hose with three testing liquids - per item	Statutory	Standard Rate	£ 648.97	No	£ 551.89	£ 110.38	£ 662.27		n	Sian Jones	n	
Planning, Environment and Economy	Certificate of errors	For supplying a certificate containing results of errors found on testing	Statutory	Standard Rate	£ 79.09	No	£ 589.97	£ 117.99	£ 707.96		n	Sian Jones	n	
Planning, Environment and Economy	Certificate of errors	For supplying a certificate containing results of errors found on testing	Statutory	Standard Rate	£ 79.09	No	£ 71.60	£ 14.32	£ 85.92		n	Sian Jones	n	
Governance	Electoral Services	Full register of electors and the notice of alteration (data format)	Statutory	Outside scope	£ 20.00	Yes	£ 20.76	None	£ 20.76		No	Steve Goodrum	No	Electoral Services charges are statutory and are indicated by external bodies so unfortunately, we are unable to levy any inflationary increase.
Governance	Electoral Services	For each 1,000 entries (or part thereof) of full register (data format)	Statutory	Outside scope	£ 1.50	Yes	£ 1.56	None	£ 1.56		No	Steve Goodrum	No	Electoral Services charges are statutory and are indicated by external bodies so unfortunately, we are unable to levy any inflationary increase.
Governance	Electoral Services	Full register of electors and the notice of alteration (printed format)	Statutory	Outside scope	£ 10.00	Yes	£ 10.38	None	£ 10.38		No	Steve Goodrum	No	Electoral Services charges are statutory and are indicated by external bodies so unfortunately, we are unable to levy any inflationary increase.
Governance	Electoral Services	For each 1,000 entries (or part thereof) of full register (printed format)	Statutory	Outside scope	£ 5.00	Yes	£ 5.19	None	£ 5.19		No	Steve Goodrum	No	Electoral Services charges are statutory and are indicated by external bodies so unfortunately, we are unable to levy any inflationary increase.
Governance	Electoral Services	List of overseas electors (data format)	Statutory	Outside scope	£ 20.00	Yes	£ 20.76	None	£ 20.76		No	Steve Goodrum	No	Electoral Services charges are statutory and are indicated by external bodies so unfortunately, we are unable to levy any inflationary increase.
Governance	Electoral Services	For each 100 entries (or part thereof) overseas electors (data format)	Statutory	Outside scope	£ 1.50	Yes	£ 1.56	None	£ 1.56		No	Steve Goodrum	No	Electoral Services charges are statutory and are indicated by external bodies so unfortunately, we are unable to levy any inflationary increase.
Governance	Electoral Services	List of overseas electors (printed format)	Statutory	Outside scope	£ 10.00	Yes	£ 10.38	None	£ 10.38		No	Steve Goodrum	No	Electoral Services charges are statutory and are indicated by external bodies so unfortunately, we are unable to levy any inflationary increase.
Governance	Electoral Services	For each 100 entries (or part thereof) of overseas electors (printed format)	Statutory	Outside scope	£ 5.00	Yes	£ 5.19	None	£ 5.19		No	Steve Goodrum	No	Electoral Services charges are statutory and are indicated by external bodies so unfortunately, we are unable to levy any inflationary increase.
Governance	Electoral Services	Edited register (data format)	Statutory	Outside scope	£ 20.00	Yes	£ 20.76	None	£ 20.76		No	Steve Goodrum	No	Electoral Services charges are statutory and are indicated by external bodies so unfortunately, we are unable to levy any inflationary increase.
Governance	Electoral Services	For each 1,000 entries (or part thereof) edited register (data format)	Statutory	Outside scope	£ 1.50	Yes	£ 1.56	None	£ 1.56		No	Steve Goodrum	No	Electoral Services charges are statutory and are indicated by external bodies so unfortunately, we are unable to levy any inflationary increase.
Governance	Electoral Services	Edited register (printed format)	Statutory	Outside scope	£ 10.00	Yes	£ 10.38	None	£ 10.38		No	Steve Goodrum	No	Electoral Services charges are statutory and are indicated by external bodies so unfortunately, we are unable to levy any inflationary increase.
Governance	Electoral Services	For each 1,000 entries (or part thereof) edited register (printed format)	Statutory	Outside scope	£ 5.00	Yes	£ 5.19	None	£ 5.19		No	Steve Goodrum	No	Electoral Services charges are statutory and are indicated by external bodies so unfortunately, we are unable to levy any inflationary increase.
Governance	Electoral Services	Marked electoral registers and absent voters' lists	Statutory	Outside scope	£ 10.00	Yes	£ 10.38	None	£ 10.38		No	Steve Goodrum	No	Electoral Services charges are statutory and are indicated by external bodies so unfortunately, we are unable to levy any inflationary increase.
Governance	Electoral Services	Per 1,000 entries (or part thereof) marked electoral registers (printed)	Statutory	Outside scope	£ 2.00	Yes	£ 2.08	None	£ 2.08		No	Steve Goodrum	No	Electoral Services charges are statutory and are indicated by external bodies so unfortunately, we are unable to levy any inflationary increase.
Governance	Electoral Services	Per 1,000 entries (or part thereof) marked electoral registers (data)	Statutory	Outside scope	£ 1.00	Yes	£ 1.04	None	£ 1.04		No	Steve Goodrum	No	Electoral Services charges are statutory and are indicated by external bodies so unfortunately, we are unable to levy any inflationary increase.
Governance	Electoral Services	Overseas pensions - proof of life confirmation (at County Hall)	Statutory	Outside scope	£ 21.78	Yes	£ 22.61	None	£ 22.61		No	Steve Goodrum	No	Electoral Services charges are statutory and are indicated by external bodies so unfortunately, we are unable to levy any inflationary increase.

Portfolio	Sub Header	Service and associated fees and charges	Discretionary or Statutory	VAT Status - Outside Scope/Standard Rate	Fee/Charge 1st Oct 2023 (exc VAT)	Inflation Uplift Applicable (CPIH, Market rate or Local) - Y/N	New Fee/Charge 1st Oct 2024	VAT 1st Oct 2024 VAT @ 20%	Fee/Charge 1st Oct 2024 incl. VAT (where applicable)	Total Income Achieved (Apr23 to Mar24)	Does the fee/charge or service overall achieve full cost recovery?	Officer/Manager	Do you apply a concession for this fee/charge? Y/N	2024 Notes
Governance	Electoral Services	Overseas pensions - proof of life confirmation (at home)	Statutory	Outside scope	£ 43.56	Yes	£ 45.22	None	£ 45.22		No	Steve Goodrum	No	Electoral Services charges are statutory and are indicated by external bodies so unfortunately, we are unable to levy any inflationary increase.
Governance	Enforcement Agent fees	Compliance Notice	Statutory	Outside scope	£ 75.00	No	£ 75.00	None	£ 75.00		No	David Barnes	No	fees in Revenues are governed by Regulations and dictated by HMCTS and MOI and unfortunately, we are unable to levy any inflationary increase.
Governance	Enforcement Agent fees	Enforcement Visit	Statutory	Outside scope	£ 235.00	No	£ 235.00	None	£ 235.00		No	David Barnes	No	fees in Revenues are governed by Regulations and dictated by HMCTS and MOI and unfortunately, we are unable to levy any inflationary increase.
Governance	Enforcement Agent fees	Enforcement Visit - debt over £1,500	Statutory	Outside scope	£ -	No	£ -	None	£ -		No	David Barnes	No	fees in Revenues are governed by Regulations and dictated by HMCTS and MOI and unfortunately, we are unable to levy any inflationary increase.
Governance	Enforcement Agent fees	Removal Fee	Statutory	Outside scope	£ 110.00	No	£ 110.00	None	£ 110.00		No	David Barnes	No	fees in Revenues are governed by Regulations and dictated by HMCTS and MOI and unfortunately, we are unable to levy any inflationary increase.
Governance	Enforcement Agent fees	Removal Fee - debt over £1,500	Statutory	Outside scope	£ -	No	£ -	None	£ -		No	David Barnes	No	fees in Revenues are governed by Regulations and dictated by HMCTS and MOI and unfortunately, we are unable to levy any inflationary increase.
Governance	Liability Orders	Council Tax	Statutory	Outside scope	£ 70.00	No	£ 70.00	None	£ 70.00		No	David Barnes	No	fees in Revenues are governed by Regulations and dictated by HMCTS and MOI and unfortunately, we are unable to levy any inflationary increase.
Governance	Liability Orders	Business Rates	Statutory	Outside scope	£ 70.00	No	£ 70.00	None	£ 70.00		No	David Barnes	No	fees in Revenues are governed by Regulations and dictated by HMCTS and MOI and unfortunately, we are unable to levy any inflationary increase.
Governance	Registration Services (births, deaths, marriages and civil partnerships)	Change of forename added within 12 months of birth registration	Statutory	Outside scope	£ 40.00	No	£ 44.00	None	£ 44.00	£ -	No	Rebecca Jones	No	
Governance	Registration Services (births, deaths, marriages and civil partnerships)	Consideration by Registrar / Superintendent Registrar of a correction	Statutory	Outside scope	£ 75.00	No	£ 83.00	None	£ 83.00	£ -	No	Rebecca Jones	No	
Governance	Registration Services (births, deaths, marriages and civil partnerships)	Consideration by the Registrar General of a correction	Statutory	Outside scope	£ 90.00	No	£ 99.00	None	£ 99.00	£ -	No	Rebecca Jones	No	
Governance	Registration Services (births, deaths, marriages and civil partnerships)	Standard certificate for birth, death, marriage or civil partnership	Statutory	Outside scope	£ 11.00	No	£ 12.50	None	£ 12.50		No	Rebecca Jones	No	
Governance	Registration Services (births, deaths, marriages and civil partnerships)	Certificate issued after registration from an archived register - priority service (24 hours)	Statutory	Outside scope	£ 35.00	No	£ 38.50	None	£ 38.50		No	Rebecca Jones	No	
Governance	Registration Services (births, deaths, marriages and civil partnerships)	Certificate postage and packaging	Discretionary	Outside scope	£ 3.00	No	£ 3.00	None	£ 3.00		yes	Rebecca Jones	No	
Governance	Registration Services (births, deaths, marriages and civil partnerships)	Fee for Notice of Marriage or Civil Partnership - per person	Statutory	Outside scope	£ 35.00	No	£ 42.00	None	£ 42.00		No	Rebecca Jones	No	
Governance	Registration Services (births, deaths, marriages and civil partnerships)	Deposit for Register Office Ceremonies (non refundable but deducted from full ceremony fee)	Discretionary	Outside scope	£ 30.00	No	£ 30.00	None	£ 30.00		yes	Rebecca Jones	No	
Governance	Registration Services (births, deaths, marriages and civil partnerships)	Deposit for Ceremony Room (non refundable but deducted from full ceremony fee)	Discretionary	Outside scope	£ 100.00	Yes	£ 115.00	None	£ 115.00		yes	Rebecca Jones	No	
Governance	Registration Services (births, deaths, marriages and civil partnerships)	Deposit for Approved Premises Ceremonies (non refundable but deducted from full ceremony fee)	Discretionary	Outside scope	£ 100.00	Yes	£ 115.00	None	£ 115.00		yes	Rebecca Jones	No	
Governance	Registration Services (births, deaths, marriages and civil partnerships)	Advance Booking Fee for all ceremonies between 12-24 months in advance	Discretionary	Outside scope	£ 75.00	Yes	£ 78.00	None	£ 78.00		yes	Rebecca Jones	No	
Governance	Registration Services (births, deaths, marriages and civil partnerships)	Ceremony at Flintshire Register Office, Mold - Superintendent Registrars Office (Mon - Wed only)	Statutory	Outside scope	£ 46.00	No	£ 56.00	None	£ 56.00		No	Rebecca Jones	No	
Governance	Registration Services (births, deaths, marriages and civil partnerships)	Ceremony at The Ceremony Room Llywnegrin Hall (Mon - Thurs)	Discretionary	Outside scope	£ 230.00	Yes	£ 235.00	None	£ 235.00		yes	Rebecca Jones	No	
Governance	Registration Services (births, deaths, marriages and civil partnerships)	Ceremony at The Ceremony Room Llywnegrin Hall (Fri)	Discretionary	Outside scope	£ 275.00	Yes	£ 320.00	None	£ 320.00		yes	Rebecca Jones	No	
Governance	Registration Services (births, deaths, marriages and civil partnerships)	Ceremony at The Ceremony Room Llywnegrin Hall (Sat)	Discretionary	Outside scope	£ 300.00	Yes	£ 345.00	None	£ 345.00		yes	Rebecca Jones	No	
Governance	Registration Services (births, deaths, marriages and civil partnerships)	Ceremony at The Ceremony Room Llywnegrin Hall (Sun or Bank Hol)	Discretionary	Outside scope	£ 360.00	Yes	£ 370.00	None	£ 370.00	£ -	yes	Rebecca Jones	No	
Governance	Registration Services (births, deaths, marriages and civil partnerships)	Ceremony at Secular Approved Premises (Mon - Thurs)	Discretionary	Outside scope	£ 435.00	Yes	£ 445.00	None	£ 445.00		yes	Rebecca Jones	No	
Governance	Registration Services (births, deaths, marriages and civil partnerships)	Ceremony at Secular Approved Premises (Fri)	Discretionary	Outside scope	£ 525.00	Yes	£ 555.00	None	£ 555.00		yes	Rebecca Jones	No	
Governance	Registration Services (births, deaths, marriages and civil partnerships)	Ceremony at Secular Approved Premises (Sat)	Discretionary	Outside scope	£ 565.00	Yes	£ 600.00	None	£ 600.00		yes	Rebecca Jones	No	
Governance	Registration Services (births, deaths, marriages and civil partnerships)	Ceremony at Secular Approved Premises (Sun or Bank Hol)	Discretionary	Outside scope	£ 610.00	Yes	£ 645.00	None	£ 645.00	£ -	yes	Rebecca Jones	No	

Portfolio	Sub Header	Service and associated fees and charges	Discretionary or Statutory	VAT Status - Outside Scope/Standard Rate	Fee/Charge 1st Oct 2023 (exc VAT)	Inflation Uplift Applicable (CPIH, Market rate or Local) - Y/N	New Fee/Charge 1st Oct 2024	VAT 1st Oct 2024 VAT @ 20%	Fee/Charge 1st Oct 2024 incl. VAT (where applicable)	Total Income Achieved (Apr23 to Mar24)	Does the fee/charge or service overall achieve full cost recovery?	Officer/Manager	Do you apply a concession for this fee/charge? Y/N	2024 Notes
Governance	Registration Services (births, deaths, marriages and civil partnerships)	Marriage at Place of Worship (Registrars attendance to register marriage)	Statutory	Outside scope	£ 86.00	No	£ 104.00	None	£ 104.00		no	Rebecca Jones	No	
Governance	Registration Services (births, deaths, marriages and civil partnerships)	Celebrants attendance at Celebratory Services at the Ceremony Room (Mon - Thur)	Discretionary	Outside scope	£ 140.00	Yes	£ 235.00	None	£ 235.00	£ -	yes	Rebecca Jones	No	
Governance	Registration Services (births, deaths, marriages and civil partnerships)	Celebrants attendance at Celebratory Services at the Ceremony Room (Fri)	Discretionary	Outside scope	£ 165.00	Yes	£ 320.00	None	£ 320.00	£ -	yes	Rebecca Jones	No	
Governance	Registration Services (births, deaths, marriages and civil partnerships)	Celebrants attendance at Celebratory Services at the Ceremony Room (Sat)	Discretionary	Outside scope	£ 220.00	Yes	£ 345.00	None	£ 345.00	£ -	yes	Rebecca Jones	No	
Governance	Registration Services (births, deaths, marriages and civil partnerships)	Celebrants attendance at Celebratory Services at the Ceremony Room (Sun or Bank Hol)	Discretionary	Outside scope	£ 320.00	Yes	£ 370.00	None	£ 370.00	£ -	yes	Rebecca Jones	No	
Governance	Registration Services (births, deaths, marriages and civil partnerships)	Celebrants attendance at Celebratory Services at an Approved Premises (Mon - Thur)	Discretionary	Outside scope	£ 265.00	Yes	£ 530.00	None	£ 530.00	£ -	yes	Rebecca Jones	No	
Governance	Registration Services (births, deaths, marriages and civil partnerships)	Celebrants attendance at Celebratory Services at an Approved Premises (Fri)	Discretionary	Outside scope	£ 320.00	Yes	£ 610.00	None	£ 610.00	£ -	yes	Rebecca Jones	No	
Governance	Registration Services (births, deaths, marriages and civil partnerships)	Celebrants attendance at Celebratory Services at an Approved Premises (Sat)	Discretionary	Outside scope	£ 345.00	Yes	£ 645.00	None	£ 645.00	£ -	yes	Rebecca Jones	No	
Governance	Registration Services (births, deaths, marriages and civil partnerships)	Celebrants attendance at Celebratory Services at an Approved Premises (Sun or Bank Hol)	Discretionary	Outside scope	£ 450.00	Yes	£ 685.00	None	£ 685.00	£ -	yes	Rebecca Jones	No	
Governance	Registration Services (births, deaths, marriages and civil partnerships)	Approved Premises Applications - Secular Premises - New application	Discretionary	Outside scope	£ 1,685.00	Yes	£ 1,780.00	None	£ 1,780.00		yes	Rebecca Jones	No	
Governance	Registration Services (births, deaths, marriages and civil partnerships)	Approved Premises Applications - Secular Premises - Renewal application	Discretionary	Outside scope	£ 1,480.00	Yes	£ 1,560.00	None	£ 1,560.00		yes	Rebecca Jones	No	
Governance	Registration Services (births, deaths, marriages and civil partnerships)	Approved Premises Applications - Religious Premises - New application	Discretionary	Outside scope	£ 123.00	No	£ 136.00	None	£ 136.00	£ -	No	Rebecca Jones	No	
Governance	Registration Services (births, deaths, marriages and civil partnerships)	Approved Premises Applications - Religious Premises - Renewal	Discretionary	Outside scope	£ 64.00	No	£ 71.00	None	£ 71.00	£ -	No	Rebecca Jones	No	
Social Services	Social Care	Day Care - flat rate meal chargeMeals for r	Discretionary	Outside scope	£ 7.70	Yes	£ 8.40	None	£ 8.40		No	Jane Davies	No	
Social Services	Social Care	Non-residential Care (domiciliary) - Per week	Statutory	Outside scope	£ -	Yes	£ -	None	£ -		No	Jane Davies	No	
Social Services	Social Care	Night care (non-residential) - per week	Statutory	Outside scope	£ -	Yes	£ -	None	£ -		No	Jane Davies	No	
Social Services	Social Care	Adult placement scheme	Statutory	Outside scope	£ -	Yes	£ -	None	£ -		No	Jane Davies	No	
Social Services	Social Care	Short-term care (Stays less than 8 weeks)	Statutory	Outside scope	£ -	Yes	£ -	None	£ -		No	Jane Davies	No	
Social Services	Social Care	Residential care - Local Authority	Statutory	Outside scope	£ 727.55	Yes	£ 762.01	None	£ 762.01		No	Jane Davies	No	
Social Services	Social Care	Residential EMI care - Local Authority	Statutory	Outside scope	£ 821.58	Yes	£ 865.07	None	£ 865.07		No	Jane Davies	No	
Social Services	Social Care	Nursing	Statutory	Outside scope	£ 852.94	Yes	£ 899.42	None	£ 899.42		No	Jane Davies	No	
Social Services	Social Care	EMI Nursing	Statutory	Outside scope	£ 915.61	Yes	£ 968.17	None	£ 968.17		No	Jane Davies	No	
Social Services	Social Care	Temporary Residential Care - Local Authority/Private	Statutory	Outside scope	£ -	Yes	£ -	None	£ -		No	Jane Davies	No	
Social Services	Social Care	Day Care Older People	Discretionary	Outside scope	£ 49.67	Yes	£ 51.68	None	£ 51.68		No	Jane Davies	No	
Social Services	Social Care	Day Care LD/PD	Discretionary	Outside scope	£ 60.00	Yes	£ 62.43	None	£ 62.43		No	Jane Davies	No	
Social Services	Social Care	Day Care Autism Shared Rate	Discretionary	Outside scope	£ 77.70	Yes	£ 88.53	None	£ 88.53		No	Jane Davies	No	
Social Services	Social Care	Day Care Autism 1:1 Rate	Discretionary	Outside scope	£ 181.13	Yes	£ 206.37	None	£ 206.37		No	Jane Davies	No	
Social Services	Social Care	Day Care Autism 2:1 Rate	Discretionary	Outside scope	£ 284.55	Yes	£ 324.20	None	£ 324.20		No	Jane Davies	No	

Portfolio	Sub Header	Service and associated fees and charges	Discretionary or Statutory	VAT Status - Outside Scope/Standard Rate	Fee/Charge 1st Oct 2023 (exc VAT)	Inflation Uplift Applicable (CPIH, Market rate or Local) - Y/N	New Fee/Charge 1st Oct 2024	VAT 1st Oct 2024 VAT @ 20%	Fee/Charge 1st Oct 2024 incl. VAT (where applicable)	Total Income Achieved (Apr23 to Mar24)	Does the fee/charge or service overall achieve full cost recovery?	Officer/Manager	Do you apply a concession for this fee/charge? Y/N	2024 Notes
Social Services	Social Care	Deferred Payment Agreed Charges - Valuations (one-off)	Discretionary	Outside scope	£ 85.00	No	£ 85.00	None	£ 85.00		No	Jane Davies	No	Fees are based on statutory rates
Social Services	Social Care	Deferred Payment Agreed Charges - Legal Fees (one-off)	Discretionary	Outside scope	£ 400.00	No	£ 400.00	None	£ 400.00		No	Jane Davies	No	Fees are based on statutory rates
Social Services	Social Care	Deferred Payment Agreed Charges - Set Up Fees (one-off)	Discretionary	Outside scope	£ 250.00	No	£ 250.00	None	£ 250.00		No	Jane Davies	No	Fees are based on statutory rates
Social Services	Social Care	Deferred Payment Agreed Charges - Annual Administration Fee	Discretionary	Outside scope	£ 92.00	No	£ 92.00	None	£ 92.00		No	Jane Davies	No	Fees are based on statutory rates
Social Services	Social Care	Deferred Payment Agreed Charges - Interest Charge	Discretionary	Outside scope	£ -	Yes	£ -	None	£ -		No	Jane Davies	No	
Social Services	Social Care	Court of Protection fees - Set up fee (One off)	Statutory	Outside scope	£ 745.00	No	£ 745.00	None	£ 745.00		No	Jane Davies	No	All Court Of Protection fees are set by the Office of the Public Guardian
Social Services	Social Care	Court of Protection fees - Annual Management Fee	Statutory	Outside scope	£ 650.00	No	£ 650.00	None	£ 650.00		No	Jane Davies	No	All Court Of Protection fees are set by the Office of the Public Guardian
Social Services	Social Care	Court of Protection fees - Preparation and Lodgement of COP Report	Statutory	Outside scope	£ 216.00	No	£ 216.00	None	£ 216.00		yes	Jane Davies	No	All Court Of Protection fees are set by the Office of the Public Guardian
Social Services	Social Care	Court of Protection fees - Annual Property Management Fee	Statutory	Outside scope	£ 300.00	No	£ 300.00	None	£ 300.00		yes	Jane Davies	No	All Court Of Protection fees are set by the Office of the Public Guardian
Social Services	Social Care	Court of Protection fees - Capital Under 16k	Statutory	Outside scope	£ -	No	£ -	None	£ -		yes	Jane Davies	No	
Social Services	Social Care	Training - non-attendance charge half day	Discretionary	Outside scope	£ 29.58	Yes	£ 30.70	None	£ 30.70		No	Jane Davies	No	
Social Services	Social Care	Training - non-attendance charge full day	Discretionary	Outside scope	£ 59.17	Yes	£ 61.42	None	£ 61.42		yes	Jane Davies	No	
Streetscene	Earth Graves - Resident	Plot Reservation/Cost	Discretionary	Outside scope	£ 346.20	Yes	£ 359.36	None	£ 359.36	£ 265,500.00	No	Richard Blake	No	Unable to determine actual income as budget code covers all grave types. New Cemetery Management System will rectify this from 2023 onwards
Streetscene	Earth Graves - Resident	New Grave single depth 4'6"	Discretionary	Outside scope	£ 953.81	Yes	£ 990.05	None	£ 990.05		Yes	Richard Blake	No	
Streetscene	Earth Graves - Resident	New Grave double depth 6'0"	Discretionary	Outside scope	£ 1,049.19	Yes	£ 1,089.06	None	£ 1,089.06		Yes	Richard Blake	No	
Streetscene	Earth Graves - Resident	New Grave triple depth 8'0"	Discretionary	Outside scope	£ 1,123.38	Yes	£ 1,166.07	None	£ 1,166.07		Yes	Richard Blake	No	
Streetscene	Earth Graves - Resident	Re-open Existing Grave to depth 4'6"	Discretionary	Outside scope	£ 678.26	Yes	£ 704.03	None	£ 704.03		No	Richard Blake	No	Working towards Full Cost Recovery of £632.65
Streetscene	Earth Graves - Resident	Re-open Existing Grave to depth 6'0"	Discretionary	Outside scope	£ 779.53	Yes	£ 809.15	None	£ 809.15		No	Richard Blake	No	Working towards Full Cost Recovery Fee of £771.96
Streetscene	Earth Graves - Resident	Re-open Existing Grave to depth 8'0"	Discretionary	Outside scope	£ 876.09	Yes	£ 909.38	None	£ 909.38		No	Richard Blake	No	Working towards Full Cost Recovery Fee of £901.27
Streetscene	Earth Graves - Non-Resident	Plot Reservation/Cost	Discretionary	Outside scope	£ 694.76	Yes	£ 721.16	None	£ 721.16		Yes	Richard Blake	No	Unable to determine actual income as budget code covers all grave types. New Cemetery Management System will rectify this from 2023 onwards
Streetscene	Earth Graves - Non-Resident	New Grave single depth 4'6"	Discretionary	Outside scope	£ 1,916.07	Yes	£ 1,988.88	None	£ 1,988.88		Yes	Richard Blake	No	
Streetscene	Earth Graves - Non-Resident	New Grave double depth 6'0"	Discretionary	Outside scope	£ 2,108.07	Yes	£ 2,188.18	None	£ 2,188.18		Yes	Richard Blake	No	
Streetscene	Earth Graves - Non-Resident	New Grave triple depth 8'0"	Discretionary	Outside scope	£ 2,257.35	Yes	£ 2,343.13	None	£ 2,343.13		No	Richard Blake	No	
Streetscene	Earth Graves - Non-Resident	Re-open Existing Grave to depth 4'6"	Discretionary	Outside scope	£ 1,362.70	Yes	£ 1,414.48	None	£ 1,414.48		Yes	Richard Blake	No	
Streetscene	Earth Graves - Non-Resident	Re-open Existing Grave to depth 6'0"	Discretionary	Outside scope	£ 1,567.47	Yes	£ 1,627.03	None	£ 1,627.03		Yes	Richard Blake	No	
Streetscene	Earth Graves - Non-Resident	Re-open Existing Grave to depth 8'0"	Discretionary	Outside scope	£ 1,760.05	Yes	£ 1,826.93	None	£ 1,826.93		Yes	Richard Blake	No	
Streetscene	Burial of Casket After Cremation - Resident	Plot Reservation/Cost	Discretionary	Outside scope	£ 137.73	Yes	£ 142.96	None	£ 142.96			Richard Blake	No	
Streetscene	Burial of Casket After Cremation - Resident	New Cremation Plot/Burial	Discretionary	Outside scope	£ 276.68	Yes	£ 287.19	None	£ 287.19			Richard Blake	No	

Portfolio	Sub Header	Service and associated fees and charges	Discretionary or Statutory	VAT Status - Outside Scope/Standard Rate	Fee/Charge 1st Oct 2023 (exc VAT)	Inflation Uplift Applicable (CPIH, Market rate or Local) - Y/N	New Fee/Charge 1st Oct 2024	VAT 1st Oct 2024 VAT @ 20%	Fee/Charge 1st Oct 2024 incl. VAT (where applicable)	Total Income Achieved (Apr23 to Mar24)	Does the fee/charge or service overall achieve full cost recovery?	Officer/Manager	Do you apply a concession for this fee/charge? Y/N	2024 Notes
Streetscene	Burial of Casket After Cremation - Resident	Each ashes interment (re-open)	Discretionary	Outside scope	£ 171.86	Yes	£ 178.39	None	£ 178.39		No	Richard Blake	No	Working towards Full Cost Recovery Fee of £205.27
Streetscene	Burial of Casket After Cremation - Non-Resident	Plot Reservation/Cost	Discretionary	Outside scope	£ 275.47	Yes	£ 285.94	None	£ 285.94		No	Richard Blake	No	Unable to determine actual income as budget code covers all grave types. New Cemetery Management System will rectify this from 2023 onwards
Streetscene	Burial of Casket After Cremation - Non-Resident	New Cremation Plot/Burial	Discretionary	Outside scope	£ 553.37	Yes	£ 574.40	None	£ 574.40		No	Richard Blake	No	
Streetscene	Burial of Casket After Cremation - Non-Resident	Each ashes interment (re-open)	Discretionary	Outside scope	£ 343.72	Yes	£ 356.78	None	£ 356.78		Yes	Richard Blake	No	
Streetscene	Interments for Persons of No Fixed Abode	Common grave space (no exclusive right of burial) Resident	Discretionary	Outside scope	£ 364.44	Yes	£ 378.29	None	£ 378.29		No	Richard Blake	No	Cost Recovery will not happen when these Graves are used, as they are for people with no funds only
Streetscene	Interments for Persons of No Fixed Abode	Common grave space (no exclusive right of burial) Non Resident	Discretionary	Outside scope	£ 728.89	Yes	£ 756.59	None	£ 756.59		No	Richard Blake	No	Cost Recovery will not happen when these Graves are used, as they are for people with no funds only
Streetscene	Bricked Graves - Resident	Plot Reservation	Discretionary	Outside scope	£ 366.85	Yes	£ 380.79	None	£ 380.79		Yes	Richard Blake	No	Unable to determine actual income as budget code covers all grave types. New Cemetery Management System will rectify this from 2023 onwards
Streetscene	Bricked Graves - Resident	New Bricked Single Depth 4' 6"	Discretionary	Outside scope	£ 1,094.62	Yes	£ 1,136.22	None	£ 1,136.22		Yes	Richard Blake	No	
Streetscene	Bricked Graves - Resident	New Bricked Double Depth 6'	Discretionary	Outside scope	£ 1,196.39	Yes	£ 1,241.85	None	£ 1,241.85		Yes	Richard Blake	No	
Streetscene	Bricked Graves - Resident	Re Open Bricked Single Depth 4' 6"	Discretionary	Outside scope	£ 766.82	Yes	£ 795.96	None	£ 795.96		Yes	Richard Blake	No	
Streetscene	Bricked Graves - Resident	Re Open Bricked Double Depth 6'	Discretionary	Outside scope	£ 954.98	Yes	£ 991.27	None	£ 991.27		No	Richard Blake	No	
Streetscene	Bricked Graves - Resident	Bricking of Whole Chamber & Concrete Slab (in addition to above excavation) Breeze Block - Single Depth 4' 6"	Discretionary	Outside scope	£ 1,407.03	Yes	£ 1,460.50	None	£ 1,460.50		No	Richard Blake	No	External Contractor now used so actual costs incurred are recovered in full
Streetscene	Bricked Graves - Resident	Bricking of Whole Chamber & Concrete Slab (in addition to above excavation) Breeze Block - Double Depth 6'	Discretionary	Outside scope	£ 1,629.50	Yes	£ 1,691.42	None	£ 1,691.42		Yes	Richard Blake	No	External Contractor now used so actual costs incurred are recovered in full
Streetscene	Bricked Graves - Resident	Conventional Brick - Single Depth 4' 6"	Discretionary	Outside scope	£ 1,720.62	Yes	£ 1,786.00	None	£ 1,786.00		Yes	Richard Blake	No	External Contractor now used so actual costs incurred are recovered in full
Streetscene	Bricked Graves - Resident	Conventional Brick - Double Depth 6'	Discretionary	Outside scope	£ 2,063.80	Yes	£ 2,142.22	None	£ 2,142.22		Yes	Richard Blake	No	External Contractor now used so actual costs incurred are recovered in full
Streetscene	Bricked Graves Non-Resident	Plot Reservation	Discretionary	Outside scope	£ 733.76	Yes	£ 761.64	None	£ 761.64		Yes	Richard Blake	No	
Streetscene	Bricked Graves Non-Resident	New Bricked Single Depth 4' 6"	Discretionary	Outside scope	£ 2,189.10	Yes	£ 2,272.29	None	£ 2,272.29		No	Richard Blake	No	Working towards Full Cost Recovery Fee of £2134.43
Streetscene	Bricked Graves Non-Resident	New Bricked Double Depth 6'	Discretionary	Outside scope	£ 2,391.43	Yes	£ 2,482.30	None	£ 2,482.30		No	Richard Blake	No	Working towards Full Cost Recovery Fee of £2387.61
Streetscene	Bricked Graves Non-Resident	Re Open Bricked Single Depth 4' 6"	Discretionary	Outside scope	£ 1,534.56	Yes	£ 1,592.87	None	£ 1,592.87		Yes	Richard Blake	No	
Streetscene	Bricked Graves Non-Resident	Re Open Bricked Double Depth 6'	Discretionary	Outside scope	£ 1,908.75	Yes	£ 1,981.28	None	£ 1,981.28		Yes	Richard Blake	No	
Streetscene	Bricked Graves Non-Resident	Bricking of Whole Chamber & Concrete Slab (in addition to above excavation) Breeze Block - Single Depth 4' 6"	Discretionary	Outside scope	£ 1,406.58	Yes	£ 1,460.03	None	£ 1,460.03		Yes	Richard Blake	No	Unable to determine actual income as budget code covers all grave types. New Cemetery Management System will rectify this from 2023 onwards
Streetscene	Bricked Graves Non-Resident	Bricking of Whole Chamber & Concrete Slab (in addition to above excavation) Breeze Block - Double Depth 6'	Discretionary	Outside scope	£ 1,629.63	Yes	£ 1,691.56	None	£ 1,691.56		Yes	Richard Blake	No	
Streetscene	Bricked Graves Non-Resident	Conventional Brick - Single Depth 4' 6"	Discretionary	Outside scope	£ 1,721.05	Yes	£ 1,786.45	None	£ 1,786.45		No	Richard Blake	No	
Streetscene	Bricked Graves Non-Resident	Conventional Brick - Double Depth 6'	Discretionary	Outside scope	£ 2,063.55	Yes	£ 2,141.96	None	£ 2,141.96		Yes	Richard Blake	No	
Streetscene	Bricked Graves - Resident and Non-Resident	Whitewash Charges - Single Depth 4' 6"	Discretionary	Outside scope	£ 95.07	Yes	£ 98.68	None	£ 98.68		Yes	Richard Blake	No	
Streetscene	Bricked Graves - Resident and Non-Resident	Whitewash Charges - Double Depth 6'	Discretionary	Outside scope	£ 118.23	Yes	£ 122.72	None	£ 122.72		Yes	Richard Blake	No	
Streetscene	Other Fees	Right to erect headstone	Discretionary	Outside scope	£ 174.30	Yes	£ 180.92	None	£ 180.92		Yes	Richard Blake	No	
Streetscene	Other Fees	Right to erect tablet	Discretionary	Outside scope	£ 90.20	Yes	£ 93.63	None	£ 93.63		Yes	Richard Blake	No	

Portfolio	Sub Header	Service and associated fees and charges	Discretionary or Statutory	VAT Status - Outside Scope/Standard Rate	Fee/Charge 1st Oct 2023 (exc VAT)	Inflation Uplift Applicable (CPIH, Market rate or Local) - Y/N	New Fee/Charge 1st Oct 2024	VAT 1st Oct 2024 VAT @ 20%	Fee/Charge 1st Oct 2024 incl. VAT (where applicable)	Total Income Achieved (Apr23 to Mar24)	Does the fee/charge or service overall achieve full cost recovery?	Officer/Manager	Do you apply a concession for this fee/charge? Y/N	2024 Notes
Streetscene	Other Fees	Additional inscription	Discretionary	Outside scope	£ 42.66	Yes	£ 44.28	None	£ 44.28		No	Richard Blake	No	Working towards Full Cost Recovery Fee of £53.09
Streetscene	Other Fees	Saturday burials (in addition to normal charge) Resident	Discretionary	Outside scope	£ 420.51	Yes	£ 436.49	None	£ 436.49		Yes	Richard Blake	No	Unable to determine actual income as budget code covers all grave types. New Cemetery Management System will rectify this from 2023 onwards
Streetscene	Other Fees	Saturday burials (in addition to normal charge) Non Resident	Discretionary	Outside scope	£ 841.02	Yes	£ 872.98	None	£ 872.98		Yes	Richard Blake	No	
Streetscene	Other Fees	Saturday ashes interment (in addition to normal charge) Resident	Discretionary	Outside scope	£ 109.70	Yes	£ 113.87	None	£ 113.87		Yes	Richard Blake	No	
Streetscene	Other Fees	Saturday ashes interment (in addition to normal charge) Non Resident	Discretionary	Outside scope	£ 219.40	Yes	£ 227.74	None	£ 227.74		Yes	Richard Blake	No	
Streetscene	Other Fees	Use of chapel (1 hr)	Discretionary	Outside scope	£ 158.45	Yes	£ 164.47	None	£ 164.47		Yes	Richard Blake	No	
Streetscene	Other Fees	Exclusive Right of Burial Transfer of Ownership	Discretionary	Outside scope	£ 38.68	Yes	£ 40.15	None	£ 40.15		Yes	Richard Blake	No	Unable to determine actual income as budget code covers all grave types. New Cemetery Management System will rectify this from 2023 onwards
Streetscene	Other Fees	Exclusive Right of Burial Transfer of Ownership (Statutory Declaration)	Discretionary	Outside scope	£ 54.44	Yes	£ 56.51	None	£ 56.51		Yes	Richard Blake	No	
Streetscene	Other Fees	Supply & Fix Memorial Bench (Monmouth)	Discretionary	Outside scope	£ 980.18	Yes	£ 1,017.43	None	£ 1,017.43		Yes	Richard Blake	No	
Streetscene	Other Fees	Supply & Fix Memorial Bench (Colwyn)	Discretionary	Outside scope	£ 980.18	Yes	£ 1,017.43	None	£ 1,017.43		Yes	Richard Blake	No	
Streetscene	Other Fees	Supply & Fix Memorial Bench (Cavendish)	Discretionary	Outside scope	£ 1,031.98	Yes	£ 1,071.20	None	£ 1,071.20		Yes	Richard Blake	No	
Streetscene	Other Fees	Supply & Fix Memorial Bench (Westminster)	Discretionary	Outside scope	£ 1,119.33	Yes	£ 1,161.86	None	£ 1,161.86		Yes	Richard Blake	No	
Streetscene	Other Fees	Memorial Plaque (Kelsterton Garden of Remembrance)	Discretionary	Outside scope	£ 200.10	Yes	£ 207.70	None	£ 207.70		Yes	Richard Blake	No	
Streetscene	Other Fees	Memorial Plaque (space reservation)	Discretionary	Outside scope	£ 145.25	Yes	£ 150.77	None	£ 150.77		Yes	Richard Blake	No	
Streetscene	Other Fees	Child's Memorial Plaque (Row 1)	Discretionary	Outside scope	£ -	Yes	£ -	None	£ -			Richard Blake		Now free of charge under WG Grant Scheme
Streetscene	Other Fees	Child's Memorial Plaque (Row 2)	Discretionary	Outside scope	£ -	Yes	£ -	None	£ -			Richard Blake		Now free of charge under WG Grant Scheme
Streetscene	Other Fees	Child's Memorial Plaque (Row 3)	Discretionary	Outside scope	£ -	Yes	£ -	None	£ -			Richard Blake		Now free of charge under WG Grant Scheme
Streetscene	Other Fees	Child's Memorial Plaque (Row 4)	Discretionary	Outside scope	£ -	Yes	£ -	None	£ -			Richard Blake		Now free of charge under WG Grant Scheme
Streetscene	Other Fees	Child's Memorial Plaque (Row 5)	Discretionary	Outside scope	£ -	Yes	£ -	None	£ -			Richard Blake		Now free of charge under WG Grant Scheme
Streetscene	Civil Parking Enforcement	Higher rate Penalty Charge Notice	Statutory	Outside scope	£ 70.00	No	£ 70.00	None	£ 70.00	£ 77,160.00	No	Ruth Tulley	N/A	The PCN charge is set by legislation so cannot be changed.
Streetscene	Civil Parking Enforcement	Higher rate Penalty Charge Notice - payment within 14 days	Statutory	Outside scope	£ 35.00	No	£ 35.00	None	£ 35.00		No	Ruth Tulley	N/A	
Streetscene	Civil Parking Enforcement	Higher rate Penalty Charge Notice - Charge Certificate	Statutory	Outside scope	£ 105.00	No	£ 105.00	None	£ 105.00		No	Ruth Tulley	N/A	
Streetscene	Civil Parking Enforcement	Lower rate Penalty Charge Notice	Statutory	Outside scope	£ 50.00	No	£ 50.00	None	£ 50.00		No	Ruth Tulley	N/A	
Streetscene	Civil Parking Enforcement	Lower rate Penalty Charge Notice - payment within 14 days	Statutory	Outside scope	£ 25.00	No	£ 25.00	None	£ 25.00		No	Ruth Tulley	N/A	
Streetscene	Civil Parking Enforcement	Lower rate Penalty Charge Notice - Charge Certificate	Statutory	Outside scope	£ 75.00	No	£ 75.00	None	£ 75.00		No	Ruth Tulley	N/A	
Streetscene	Highway Network	Section 50 licence	Statutory	Outside scope	£ 608.00	Yes	£ 631.10	None	£ 631.10	£ 10,678.00	Yes	Sam Tulley	No	Highways Network fees and charges are subject to review and change in April of each year. Prices shown are correct for April 2022 to March 2023 inclusive.
Streetscene	Highway Network	Emergency road closure	Statutory	Outside scope	£ 893.00	Yes	£ 926.93	None	£ 926.93	£ 293,939.00	Yes	Sam Tulley	No	
Streetscene	Highway Network	Temporary traffic order	Statutory	Outside scope	£ 2,172.00	Yes	£ 2,254.54	None	£ 2,254.54	£ 42,088.00	Yes	Sam Tulley	No	

Portfolio	Sub Header	Service and associated fees and charges	Discretionary or Statutory	VAT Status - Outside Scope/Standard Rate	Fee/Charge 1st Oct 2023 (exc VAT)	Inflation Uplift Applicable (CPIH, Market rate or Local) - Y/N	New Fee/Charge 1st Oct 2024	VAT 1st Oct 2024 VAT @ 20%	Fee/Charge 1st Oct 2024 incl. VAT (where applicable)	Total Income Achieved (Apr23 to Mar24)	Does the fee/charge or service overall achieve full cost recovery?	Officer/Manager	Do you apply a concession for this fee/charge? Y/N	2024 Notes
Streetscene	Highway Network	Switching off of traffic lights (during working day)	Statutory	Outside scope	£ 144.00	Yes	£ 149.47	None	£ 149.47	£ 3,962.00	Yes	Sam Tulley	No	
Streetscene	Highway Network	Switching off of traffic lights (out of hours)	Statutory	Outside scope	£ 216.00	Yes	£ 224.21	None	£ 224.21	£ 3,600.00	Yes	Sam Tulley	No	
Streetscene	Highway Network	Bus stop closure (during working day)	Statutory	Outside scope	£ 144.00	Yes	£ 149.47	None	£ 149.47	£ 12,159.00	Yes	Sam Tulley	No	
Streetscene	Highway Network	Bus stop closure (out of hours)	Statutory	Outside scope	£ 216.00	Yes	£ 224.21	None	£ 224.21	£ 1,200.00	Yes	Sam Tulley	No	
Streetscene	Highway Network	Skip and Scaffold Licence	Statutory	Outside scope	£ 63.60	Yes	£ 66.02	None	£ 66.02	£ 13,650.00	Yes	Sam Tulley	No	
Streetscene	Highway Network	Skip and Scaffold for extended period	Statutory	Outside scope	£ 25.00	Yes	£ 25.95	None	£ 25.95					
Streetscene	Highway Network	Unauthorised Scaffolding/Skip	Statutory	Outside scope	£ 163.24	Yes	£ 169.44	None	£ 169.44	£ -	Yes	Sam Tulley	No	
Streetscene	Highway Network	Consent to temporarily deposit building materials etc.	Statutory	Outside scope	£ 46.64	Yes	£ 48.41	None	£ 48.41	£ -	Yes	Sam Tulley	No	
Streetscene	Highway Network	Unauthorised consent to temporarily deposit building materials etc.	Statutory	Outside scope	£ 163.24	Yes	£ 169.44	None	£ 169.44	£ -	Yes	Sam Tulley	No	
Streetscene	Pay and Display Car Parking	Pay and Display Charges	Discretionary	Outside scope	£ -	Yes	£ -	None	£ -	£ 349,621.50	No	Ruth Tulley	N/A	No inflation uplift in line with annual review of fees and charges. Parking charges are reviewed in line with the Car Parking Strategy.
Streetscene	Permits	Trader Parking Permit (per annum)	Discretionary	Standard Rate	£ 48.00	No	£ 40.00	£ 8.00	£ 48.00		No	Ruth Tulley	N/A	No inflation uplift in line with annual review of fees and charges. Parking charges are reviewed in line with the Car Parking Strategy.
Streetscene	Permits	Designated and Other Parking Permit (per annum)	Discretionary	Standard Rate	£ 300.00	No	£ 250.00	£ 50.00	£ 300.00		No	Ruth Tulley	N/A	
Streetscene	Permits	Resident Parking Permit (per annum)	Discretionary	Standard Rate	£ 25.00	No	£ 20.83	£ 4.17	£ 25.00	£ 13,008.50	No	Ruth Tulley	N/A	
Streetscene	Permits	Staff Parking Permit (per annum)	Discretionary	Standard Rate	£ 48.00	No	£ 40.00	£ 8.00	£ 48.00		No	Ruth Tulley	N/A	
Streetscene	Parking Dispensations	Daily Permit - per day	Discretionary	Standard Rate	£ 12.00	Yes	£ 10.38	£ 2.08	£ 12.46	£ 52.00	No	Ruth Tulley	N/A	Charges are reviewed in line with the Car Parking Strategy.
Streetscene	Parking Dispensations	Weekly Permit - per week	Discretionary	Standard Rate	£ 35.00	Yes	£ 30.28	£ 6.06	£ 36.33	£ -	No	Ruth Tulley	N/A	
Streetscene	Traffic Regulation Orders	Traffic Regulation Orders - Internal Minimum Charge	Discretionary	Outside scope	£ 2,520.58	Yes	£ 2,616.36	None	£ 2,616.36	£ -	Yes	Anthony Stanford	Staff time not charged	There were 0 Traffic regulation Orders completed (Apr 23 to March 24) for other Council Departments or to any external clients.
Streetscene	Traffic Regulation Orders	Traffic Regulation Orders - Internal Maximum Charge	Discretionary	Outside scope	£ 3,727.62	Yes	£ 3,869.27	None	£ 3,869.27	£ -	Yes	Anthony Stanford	Staff time not charged on internal TRO's	
Streetscene	Traffic Regulation Orders	Traffic Regulation Orders - External Minimum Charge	Discretionary	Standard Rate	£ 5,119.26	Yes	£ 4,428.16	£ 885.63	£ 5,313.79	£ -	Yes	Anthony Stanford	No	
Streetscene	Traffic Regulation Orders	Traffic Regulation Orders - External Maximum Charge	Discretionary	Standard Rate	£ 6,539.32	Yes	£ 5,656.51	£ 1,131.30	£ 6,787.81	£ -	Yes	Anthony Stanford	No	
Streetscene	Transport	Concessionary Seat - per annum Payments split across three terms	Discretionary	Outside scope	£ 477.00	Yes	£ 495.13	None	£ 495.13	£ 11,700.00	No	Anthony Stanford	No	The cost of concessionary seats was agreed by Cabinet therefore any changes / increase would also need to be agreed
Streetscene	Transport	Replacement concessionary Bus Pass	Discretionary	Outside scope	£ 10.60	Yes	£ 11.00	None	£ 11.00	£ -	N/A	Anthony Stanford	No	Applications for replacement Concessionary passes are now directed to TW
Streetscene	Transport	Arriva Scholar Passes	Discretionary	Outside scope	£ 26.50	Yes	£ 27.51	None	£ 27.51	£ 75.00	Yes	Anthony Stanford	No	
Streetscene	Transport	Adult Social Services - concessionary Seat (per day)	Discretionary	Outside scope	£ 8.08	Yes	£ 8.39	None	£ 8.39	£ -	N/A	Anthony Stanford	No	
Streetscene	Waste	Bulky Waste Collection - Collection of 1 - 5 items	Statutory	Outside scope	£ 40.00	No	£ 40.00	None	£ 40.00	£ 74,389.00	No	Ruth Tulley	N/A	A full review of the bulky waste collection charge has been requested via the Environment and Economy Overview and Scrutiny Committee. Following a retender exercise of the service.
Streetscene	Waste	Bulky Waste Collection - Each additional item	Statutory	Outside scope	£ 5.00	No	£ 5.00	None	£ 5.00		No	Ruth Tulley	N/A	
Streetscene	Waste	Bulky Waste Collection - Concessions for persons in receipt of benefits/OAPs *	Statutory	Outside scope	£ 20.00	No	£ 20.00	None	£ 20.00		No	Ruth Tulley	N/A	
Streetscene	Waste	Garden Waste Collection - online payments	Discretionary	Outside scope	£ 35.00	No	£ 35.00	None	£ 35.00	£ 1,097,000.00	No	Ruth Tulley	N/A	Annual uplifts to be applied every three years, this will be further reviewed for 2024/25.

Portfolio	Sub Header	Service and associated fees and charges	Discretionary or Statutory	VAT Status - Outside Scope/Standard Rate	Fee/Charge 1st Oct 2023 (exc VAT)	Inflation Uplift Applicable (CPI, Market rate or Local) - Y/N	New Fee/Charge 1st Oct 2024	VAT 1st Oct 2024 VAT @ 20%	Fee/Charge 1st Oct 2024 incl. VAT (where applicable)	Total Income Achieved (Apr23 to Mar24)	Does the fee/charge or service overall achieve full cost recovery?	Officer/Manager	Do you apply a concession for this fee/charge? Y/N	2024 Notes
Streetscene	Waste	Garden Waste Collection - payments made on or before 29th February	Discretionary	Outside scope	£ 35.00	No	£ 35.00	None	£ 35.00		No	Ruth Tulley	N/A	
Streetscene	Waste	Garden Waste Collection - payments made on or after 1st March	Discretionary	Outside scope	£ 38.00	No	£ 38.00	None	£ 38.00		No	Ruth Tulley	N/A	
Streetscene	Waste	Greenfield Household Recycling Centre - small trader green waste tipping gate fee	Discretionary	Outside scope	£ 39.00	Yes	£ 40.48	None	£ 40.48		No	Ruth Tulley	N/A	Uplift to be reviewed in 2024/25
Assets	Allotments	Allotments 1/2 Plot	Discretionary	Outside Scope	£ 30.75	Yes	£ 31.92	None	£ 31.92		Yes	Lisa McLellan	No	
Assets	Allotments	Allotments - Full Plot	Discretionary	Outside scope	£ 61.51	Yes	£ 63.85	None	£ 63.85		Yes	Lisa McLellan	No	
Assets	Property Rental	Licence to allow farmers to use land	Discretionary	Outside scope	£ -	Yes	£ -	None	£ -		Yes	Lisa McLellan	No	
Assets	Property Rental	Rental of adhoc plots of land	Discretionary	Outside scope	£ -	Yes	£ -	None	£ -		No	Lisa McLellan	No	
Assets	Property Rental	Adhoc buildings that are rented out to external clients	Discretionary	Outside scope	£ -	Yes	£ -	None	£ -		Yes	Lisa McLellan	No	
Assets	Property Rental	Recharge of services from Enterprise Centre	Discretionary	Outside scope	£ -	Yes	£ -	None	£ -		Yes	Lisa McLellan	No	
Assets	Property Rental	Rental from industrial units	Discretionary	Outside scope	£ -	Yes	£ -	None	£ -		Yes	Lisa McLellan	No	
Assets	Property Rental	Service charges for industrial units	Discretionary	Outside scope	£ -	Yes	£ -	None	£ -		Yes	Lisa McLellan	No	
Assets	Property Rental	Building Insurance for industrial units	Discretionary	Outside scope	£ -	Yes	£ -	None	£ -		Yes	Lisa McLellan	No	
Assets	Property Rental	Rental from farms	Discretionary	Outside scope	£ -	Yes	£ -	None	£ -		Yes	Lisa McLellan	No	
Assets	Property Rental	Charge for setting up Tenancies	Discretionary	Standard Rate	£ 99.99	Yes	£ 86.49	£ 17.30	£ 103.79		No	Lisa McLellan	No	
Assets	Valuation & Estates	Licences for Filming	Discretionary	Outside scope	£ -	£ -	£ 250.00	None	£ 250.00		Yes	Lisa McLellan	No	2024 New Charge - Fees vary depending on where filming is and for how long. A commercial view is undertaken but generally ranges between £250 and £500.
Assets	Greenfield Enterprise Centre	Mill Suite	Discretionary	Standard Rate	£ 36.54	Yes	£ 31.61	£ 6.32	£ 37.93			Lisa McLellan	No	
Assets	Greenfield Enterprise Centre	Abbey Room	Discretionary	Standard Rate	£ 48.72	Yes	£ 42.14	£ 8.43	£ 50.57			Lisa McLellan	No	
Assets	Greenfield Enterprise Centre	Room 80 & 81	Discretionary	Standard Rate	£ 48.72	Yes	£ 42.14	£ 8.43	£ 50.57		Yes	Lisa McLellan	No	
Assets	Greenfield Enterprise Centre	Chater Room	Discretionary	Standard Rate	£ 97.44	Yes	£ 84.29	£ 16.86	£ 101.14			Lisa McLellan	No	
Assets	Deeside Enterprise Centre	Gloucester Room	Discretionary	Standard Rate	£ 97.44	Yes	£ 84.29	£ 16.86	£ 101.14			Lisa McLellan	No	
Assets	Deeside Enterprise Centre	Meeting Room 1	Discretionary	Standard Rate	£ 36.54	Yes	£ 31.61	£ 6.32	£ 37.93		Yes	Lisa McLellan	No	
Assets	Deeside Enterprise Centre	Meeting Room 2	Discretionary	Standard Rate	£ 36.54	Yes	£ 31.61	£ 6.32	£ 37.93			Lisa McLellan	No	
Assets	Deeside Enterprise Centre	Meeting Room 33	Discretionary	Standard Rate	£ 54.81	Yes	£ 47.41	£ 9.48	£ 56.89			Lisa McLellan	No	
Housing & Communities	Carelink	Alarm installation Unless relief applies	Discretionary	Outside scope	£ 25.38	Yes	£ 26.34	None	£ 26.34		No	Claire Flint	No	
Housing & Communities	Carelink	Alarm Monitoring - weekly charge Unless relief applies	Discretionary	Outside scope	£ 3.18	Yes	£ 3.30	None	£ 3.30		No	Claire Flint	No	
Education & Youth	Youth and Community Services - Room Hire	Room Hiring - 11-25 age group organisations - per session	Discretionary	Outside scope	£ 3.99	Yes	£ 23.00	None	£ 23.00		No	Mathew Hayes	No	
Education & Youth	Youth and Community Services - Room Hire	Room Hiring - Organisations outside 11-25 per session	Discretionary	Outside scope	£ 5.26	Yes	£ 23.00	None	£ 23.00		No	Mathew Hayes	No	Agreement has been made to change the fees for the centres from an hourly cost to a session cost this is to cover the costs that are required for cleaning the premises after their use. The new costs are £23 per session (no limit on hours within the sessions). All user groups have been informed of this rate
Education & Youth	Youth and Community Services - Room Hire	Room Hiring - Profit making organisations per session	Discretionary	Outside scope	£ 8.71	Yes	£ 23.00	None	£ 23.00		No	Mathew Hayes	No	

Portfolio	Sub Header	Service and associated fees and charges	Discretionary or Statutory	VAT Status - Outside Scope/Standard Rate	Fee/Charge 1st Oct 2023 (exc VAT)	Inflation Uplift Applicable (CPIH, Market rate or Local) - Y/N	New Fee/Charge 1st Oct 2024	VAT 1st Oct 2024 VAT @ 20%	Fee/Charge 1st Oct 2024 incl. VAT (where applicable)	Total Income Achieved (Apr23 to Mar24)	Does the fee/charge or service overall achieve full cost recovery?	Officer/Manager	Do you apply a concession for this fee/charge? Y/N	2024 Notes
Education & Youth	Youth and Community Services - Room Hire	Room Hiring - Hire on Saturdays - per session	Discretionary	Outside scope	£ 11.25	Yes	£ 23.00	None	£ 23.00		No	Mathew Hayes	No	change. Further inflationary increases to be applied from October 2025.
Education & Youth	Youth and Community Services - Room Hire	Room Hiring - Hire on Sundays - per session	Discretionary	Outside scope	£ 14.52	Yes	£ 23.00	None	£ 23.00		No	Mathew Hayes	No	
Education & Youth	Records Office	Photocopying, scans, permits, reproductions and other services	Discretionary	Outside scope	£ -	No	£ -	None	£ -		No	Claire Harrington	No	North East Wales Archives (NEWA) launched in April 2020. A list of services provided by North East Wales Archives, along with their associated charges, can be found the Council's website. All fees and charges are set jointly, but are currently awaiting confirmation of what the situation is with NEWA reviewing its fees and charges.



Flintshire County Council

Income Generation Policy

Version 3: June 2022

Contents

1	Approach and Objectives	2
1.1	Approach	2
1.2	Objectives	3
2	Principles	4
3	Process for reviewing and setting fees and charges	5
3.1	Overview	5
3.2	Monitoring and governance	5
3.3	Approval of fees and charges	5
3.4	Process for annual review of fees and charges	6
3.5	Annual inflation uplift	7
3.6	Timescales and responsibilities	8
3.7	In year changes	8
3.8	New opportunities for income generation and the process for introducing new fees or charges	8
3.9	Communications	10
4	Payments	11
5	Concessions	12

1. Approach and Objectives

1.1 Approach

The Council provides a range of services to residents, the community and visitors for which it can apply a fee or charge and generate income accordingly.

Good practice suggests that local authorities should have a clear rationale for charging, which should include what services are charged for, how much is charged and how charging supports the delivery of corporate priorities¹.

This policy outlines the Council's rationale for fees and charges. It establishes the process by which fees and charges will be set and reviewed, sets out the key principles that should be used in setting them and outlines how charging for services supports the Council to deliver its corporate priorities.

The Council's high level aim is to maximise income generation wherever possible to contribute towards the delivery of key frontline services. Achieving full cost recovery for discretionary services, where the Council has a power but not a duty to provide the service, is a necessity for service sustainability. As, where the charge applied for these services does not cover the cost of service delivery, or it is not permitted to, this raises strategic questions for the Council to consider, such as if and how the services should be funded.

The setting of fees and charges must be linked to the Council's annual budget planning and Medium Term Financial Strategy (MTFS) planning process to create a strategic and coherent approach.

Any approach to income generation will by necessity need to be flexible, as this is a complex area and maximising income generation is not just about increasing fees and charges. For example, increasing fees/charges for services that operate in a commercial market to above the market rate may reduce demand for services, negatively impacting on income. Raising fees/charges to a level where customers can no longer afford them is likely to have a similar effect. Therefore, in some instances, it may be more appropriate to reduce fees and charges to gain a greater share of the market.

The Council may choose to offer subsidies to promote access to services for those who otherwise could not afford them. Such subsidies (often referred to as concessions) must

¹ Wales Audit Office (2016) Charging for services and generating income by local authorities. Available from: <https://www.audit.wales/system/files/publications/income-generation-2016-eng.pdf>

be transparent, properly understood and have a clear rationale, as each time a service user is not paying the full cost of a service, the council tax payer is providing a subsidy.

By strategically using charging and concessions, the Council can influence the behaviour of residents in line with wider Council policy goals. The Council can also demonstrate the value of its services and discourage the abuse of such services.

This policy document aims to support Council Members and Officers to strike the appropriate balance between these conflicting pressures and priorities.

1.2 Objectives

The objectives of this policy are to ensure that the Council:

- Maximises revenue generation through full cost recovery wherever possible;
- Ensures that a clear and consistent set of principles and criteria underpin all decision making;
- Ensures that fees and charges are set in a way that complements the Council's wider policy goals;
- Sets prices as part of the approach to marketing the service, setting fees and charges that are comparable with our own and/or broader commercial market and which reflect the ability of customers to pay for them;
- Adopts differential pricing for some specific services where warranted;
- Puts in place a consistent process and governance structures;
- Takes into account any competition to deliver the service from the public, private or voluntary/third sectors; and
- Collects payment of fees and charges as efficiently as possible, utilising digital mechanisms and in advance of the point of delivery where possible whilst providing alternative options for customers to make payment where needed.

2. Principles

This section sets out the overarching principles that should be applied when setting fees and charges across the Council.

Flintshire County Council's fees and charges should:

- Maximise the level of income generated from the service within the appropriate legal framework that governs those fees/charges;
- Ensure charges are transparent and communicated to customers with reasonable notice;
- Take into account the nature of demand for the service and any market intelligence available;
- Complement the Council's wider policy goals and objectives;
- Be reviewed annually, overseen by Programme Boards, and reported to Cabinet in July of each year prior to implementation of any changes on 1st October;
- Achieve full cost recovery or market rate comparison wherever possible, with a phased approach to achieving by October 2022 for those not already operating at full cost recovery;
- As a minimum increase in line with inflation each year, where permitted, using one of the agreed inflation indices, unless there is a clear rationale for not doing so, or for reducing the level of the fee in real terms; and
- Take into account equality and diversity issues.

It is acknowledged that a number of these principles are contradictory in nature and that there should be a clear mechanism for deciding the prevailing priorities for each instance where conflicts arise.

3. Process for reviewing and setting fees and charges

3.1 Overview

This section of the policy sets out the process for the setting of fees and charges across the Council. It aims to put in place a transparent process that will take place annually, ensuring that all areas of the Council are taking into account the same principles and criteria in making decisions on the level of fees and charges.

3.2 Monitoring and governance

A governance and oversight structure is required to standardise the process of setting fees and charges and ensure that service areas are consistently basing their decisions on the appropriate criteria. For this purpose income generation will be monitored through current portfolio Programme Boards and the annual review of fees and charges reported to Cabinet in July each year prior to any changes being implemented on 1st October.

Changes to fees and charges at other times during the year can be made in some circumstances, such as statutory fee changes, which are set by government/in legislation and in other extenuating circumstances.

In relation to income management Programme Boards will:

- Receive proposals for adjusting fees and charges on an annual basis, which must be considered in light of the Council's overarching MTFS;
- Review income related business case investment proposals and proposals to introduce new fees or charges;
- Review these proposals to ensure that the appropriate criteria underpin the proposals;
- Recommend the appropriate process for approval for new fees/charges and changes to existing fees/charges where changes are not aligned to the agreed process and principles outlined in this policy and accompanying guidance; and
- Monitor the income generation performance of services against set targets.

3.3 Approval of fees and charges

Programme Boards do not have the authority to approve the setting of fees and charges. The responsibility for this remains with individual Chief Officers in consultation with their respective Cabinet Member under delegated powers/authority and/or Cabinet or Full Council, where necessary.

3.4 Process for annual review of fees and charges

Step 1

Fees and charges should be reviewed annually and this review will commence in April each year, instigated and overseen by the Council's Corporate Finance Team. Service areas will be required to review current levels of fees and charges for all chargeable services.

When reviewing and setting fees and charges the service should ensure it understands the full cost of providing the service, including overheads (indirect costs), and the demand for the service. Services should be prepared to provide supporting information to demonstrate full cost recovery or market rate comparison is being achieved, where permitted.

Services should also take into consideration the following when reviewing and setting fees and charges:

- Intelligence on the nature and elasticity of demand;
- Benchmarking with other local authorities or alternative suppliers in more commercial markets;
- An understanding of the market in which the service operates, including alternative service providers in the private, public and voluntary sectors;
- Any applicable income targets for the service;
- The implications of the level of fees and charges on the total income generated by the service, and the impact of this on the service and Council budget;
- The impact of any increases on customers;
- Whether concessions should be offered/continued, including :
 - The rationale for providing a concession to customers
 - Evidence that the concession is promoting take up of the service and benefiting customers most in need and at risk
 - The financial implications of offering concessions
- The Council's wider policy goals, aims and objectives;
- The impact on communities; and
- Equality and diversity issues.

Step 2

Having reviewed and updated their fees and charges accordingly, service areas will need to report these to their Programme Board.

The Programme Board will assess whether the right balance between competing interests has been struck given the wider financial context and will advise the service area on any changes that may be required. The Programme Board will also determine whether the proposals should be sent for approval. In particular the Programme Board will expect that:

- As a minimum the value of fees and charges should be maintained in real terms over time and increased annually in line with one of the agreed inflation indices;
- Any discretionary services that are not achieving full cost recovery will explain why they are operating at a deficit and more importantly how they will achieve full cost recovery with an accompanying plan for doing so; and
- All concessions will be justified, with evidence that the concession is benefitting the target community and the financial implications of the concession for the wider service budget made clear.

Step 3

When proposals have been supported in principle by the Programme Board they can be returned to Corporate Finance who will collate returns from service areas/Portfolios.

The output of this review will be a collated schedule of all fees and charges applied by the Council which will be reported to Cabinet in July for approval prior to any changes being implemented on 1st October.

Changes to fees and charges at other times of the year are permitted for statutory fee changes and under other extenuating circumstances. However, the processes, principles and approvals outlined in this policy should still be followed and adhered.

Estimates of additional income from increases to fees and charges should be passed to Corporate Finance, agreed and factored into the final budget setting process/MTFS.

Further information and supporting guidance for the annual review of fees and charges will be circulated to service areas at commencement of the annual review.

3.5 Annual inflation uplift

The normative annual inflation index to be used as part of the annual review of fees and charges is the Consumer Prices Index, including owner occupiers' housing costs (CPIH) 12 month inflation rate, as of March in the calendar year of the review. However, the local or Council's inflation rate, which requires a calculation of the annual increases in

direct and indirect costs for each service where a fee/charge is applied, or a market rate comparison inflation rate can be used.

Where the Council has the power to alter fees and charges it is assumed that one of these inflation indices will be used to apply an annual inflation uplift.

3.6 Timescales and responsibilities

The annual review of fees and charges will commence in April each year, instigated by Corporate Finance.

Service areas/Portfolios will be responsible for reviewing their fees and charges in consultation with their Principal Accountant and for submitting these to Programme Boards for consideration, in line with the process detailed in this policy.

Portfolios should return their fees and charges to Corporate Finance by late May/early June. Corporate Finance will then collate the schedule of fees and charges ready to circulate to Cabinet, with an accompanying report, for approval at their July meeting.

Any changes to fees and charges resulting from the annual review will be implemented on 1st October, allowing adequate time for service areas to communicate changes to customers and other stakeholders in advance of their implementation.

Service areas are responsible for setting any new fees and charges, ensuring these fully recover costs wherever permitted, apply VAT where applicable and go through the appropriate approval processes, as detailed in this policy.

Where there are identified areas of non-compliance with the above responsibilities, Principal Accountants within Corporate Finance can escalate any identified non-compliance to the appropriate Chief Officer.

Roles and responsibilities in relation to fees and charges are summarised in the following table.

Role	Responsibility
Annual review of fees and charges, ensuring compliance with relevant regulation/legislation as applicable to those fees and charges and the Council's Income Generation Policy	Service areas/Portfolios
Developing proposals/business cases for new fees and charges, ensuring compliance with relevant regulation/legislation as applicable to those fees and charges and the Council's Income Generation Policy	Service areas/Portfolios

To provide checks of calculations, highlight inaccuracies and to raise to service areas any identified non-compliance with Policy	Management Accounting Team (Principal Accountants)
Resolution of any identified non-compliance	Service areas/Portfolios
Authority to approve fees and charges	Chief Officers in consultation with the appropriate Cabinet Member; or Cabinet; or Full Council
Monitoring income generation, including proposals for adjusting fees and charges	Portfolio Programme Boards (as outlined in sections 3.2 and 3.4 of this Policy)
Instigation of the annual review of fees and charges, to include producing draft schedule of fees and charges for review and supporting guidance/documents	Corporate Finance
Collation of annual schedule of fees and charges and reporting to Cabinet	Corporate Finance
Notifying customers (or potential customers) of fees and charges and/or changes to these	Service areas/Portfolios

3.7 In year changes

As noted earlier in this policy, the Council’s Constitution provides Chief Officers, in conjunction with their respective Portfolio Cabinet Members, a mechanism to set fees and charges in accordance with any policy or strategy approved by the Cabinet or Council, i.e. this policy.

With prior approval charges can be varied on an in year basis, i.e. to manage demand as part of demand management, or ensure costs are fully recovered if these increase significantly in year.

3.8 New opportunities for income generation and the process for introducing new fees or charges

Each year the Members, Chief Officers and Service Managers from across the Council should actively consider new opportunities for income generation. However, this process should not simply be viewed as an annual activity and opportunities to generate additional income should be explored proactively throughout the year.

The purpose of these reviews should be to go beyond the usual paradigms of service delivery and create a more commercial culture within the organisation testing the boundaries of what is possible and exploring new ideas. They should discuss individual services in turn, assess latest development and best practice in income generation nationally, consider new ideas, and establish whether any can be taken forward.

If ideas are identified Chief Officers and Service Managers will be tasked with their exploration, development and implementation.

The process and considerations for introducing any associated new fees or charges is broadly the same as that for the review of fees and charges outlined in section 3.4 above. That is fees and charges should be set to achieve full cost recovery and the Council has developed a cost recovery template to assist service areas with this. In addition, intelligence should be gathered about anticipated demand and the market more broadly to understand the market in which the service will operate, benchmarking against other local authorities and/or the wider market should be undertaken, and the ability of customers to pay, including the use of concession should be considered, alongside the fit with the Council's wider policy goals, aims and objectives. An Integrated Impact Assessment (IIA) should also be completed for any new fees/charges, which will incorporate considerations around equality and diversity issues.

Service areas should seek support from their Principal Accountant when looking to calculate new fees and charges and should seek advice regarding the VAT status of any new proposed fees or charges, i.e. if they are standard rated, exempt, etc.

As outlined in section 3.2 above, Programme Boards should consider any proposals for new fees and charges. When agreement in principle is sought from Programme Boards, the Board will recommend whether the proposals should be sent for approval under the process of delegated powers/authority.

The following principles and guidelines will apply here:

- The presumption should be that the proposal will be sent for approval under delegated powers as outlined in the Council's Constitution.
- If the proposal raises concerns that it will be politically controversial, it should, in the first instance, be referred to the Cabinet Member with responsibility for the service in conjunction with the Chief Officer for further consideration and approval, who may choose subsequently to refer to Cabinet for approval.

All proposals will be sent for approval using the methods supported by the Programme Board and, if approved, will be enacted by services.

Estimates of additional income from the introduction of new fees and charges should be passed to Corporate Finance, agreed and factored into the final budget setting process/MTFS.

3.9 Communications

The schedule of fees and charges resulting from the annual review will be published. However, service areas should put in place arrangements to communicate clearly any changes in fees and charges, or the introduction of new fees/charges, to customers.

A segmented approach should be used to ensure that the right messages are communicated to the right stakeholders, which should include, where applicable:

- Council staff;
- Customers/service users’;
- Taxpayers;
- The media;
- Local businesses; and
- Community groups.

A corporate approach will be taken to managing and approving these communications, where considered necessary, in order to ensure consistency of message across the Council. This approach will include the following principles:

- All communications issued should make clear the reason for the change in the fee or charges (e.g. in line with inflation, increases costs, etc.);
- Where there is an increased fee or charge, communications should provide clear advice to customers on the concessions available (if any) to make sure those who are entitled to discounts receive them; and
- The timing of communications should be co-ordinated in line with when the change is implemented.

Any communications proposed to be issued out in respect to this should be cleared by the respective Portfolio Cabinet Member before being sent.

4. Payments

It is vital that the Council receives payment for its chargeable services. Wherever possible customers should be required to pay charges in advance of delivery of services, or at the point of delivery, to minimise the risk of non-payment and to assist customers to manage their own liabilities to the Council.

To facilitate payment, and provide a customer centred service, multiple payment methods should be available to the customer. However, online and direct debits should be promoted as preferred methods.

Each year a review should also be undertaken of the means by which payments are made to all services. As part of the annual review of fees and charges, and when setting new fees and charges, services should consider how payment is collected and how this can be made (more) efficient, using less expensive channels of payment collection and how this will be promoted and signposted to. This work should be consistent with the objectives set out in within the Council's Digital Strategy.

5. Concessions

A concession is applied when a local authority chooses to set a charge below the actual cost of service provision.

Concession setting is a careful balancing act. The Council may wish to target certain services at a specific group of residents and in doing so it may decide to apply a concession. For example, it may wish to offer assistance to the elderly, or those on benefits. However, every time a customer is not paying the full cost of a service, the council tax payer is in effect providing a subsidy. It is therefore important that efforts are made to ensure that subsidies are targeted at those customers whom the Council has made a conscious policy decision to help.

Certain principles are therefore important when determining the need for a concession:

- The Council should be wary of extending concessions to those who may be able or willing to pay the full fee/charge for a service;
- Concessions should not be applied to services which are lower priority for the Council;
- Concessions should be focused on those groups most in need and at risk;
- Concessions must be transparent, properly understood and have a clear rationale for their application;
- The implications of each concession for the Council's overall financial position must be understood;
- There should be evidence that the concession is promoting take up of the service and benefitting customers; and
- Concessions should be non-discriminatory in nature and effect.

Concessions are likely to exist on a service specific level. It is therefore important that when reviewing concessions a consistent approach has been taken. Programme Boards will undertake this role as a part of the process outlined in section 3 of this policy, along with an assessment of whether services proposals for concessions should be supported.

In order to this the Board will:

- Collect information available on subsidies provided for chargeable services;

- Ask finance staff to map the overall financial consequences of current subsidies for the Council's budget;
- Assess the information provided by service areas and consider the financial consequences for the Council's budget submitted by finance. The Board's presumption will be that all concessions need to be justified, and the financial implications of the concession for the wider service budget must be clear;
- As part of this process the Board should compare the need for and cost of subsidies that exist in different services. To do this the Board should rate the chargeable services prioritising who should pay for the service by asking the following questions:
 - Should the council tax payer pay for the services? (in which case the service is free to customers/service users)
 - Or should the service user pay for the service? (in which case there will be no subsidy and the customer will pay the full cost of the service)
 - How much will each of these options cost the taxpayer?

Based on the above, the Board can decide which service proposals and subsidies should be approved. This process will enable the prioritisation of subsidies within a clear financial context, to feed into the Board's decision as to whether to send service proposals for approval.

The Council will undertake this process on an annual cycle.

This page is intentionally left blank