

Mrs J Wallace
Head of Paid Service
Torrige District Council
Riverbank House
Bideford
Devon
EX39 2QG



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Date: 4 January 2019

MEETING OF COMMUNITY & RESOURCES

On: Monday 14 January 2019 **At:** 6.30 pm

Venue: Town Hall - Bridge Street, Bideford, EX39
2HS

NOTICE OF MEETING

To: Councillor D Hurley (Chair)
Councillor A Dart (Vice-Chair)
Councillors: D Brenton, K Davis, P Hackett, R Hicks, J Himan, S Inch, R Lock,
D McGeough, J Whittaker and R Wiseman

Members are requested to turn off their mobile phones for the duration of the meeting

AGENDA

PART I - (OPEN SESSION)

1.	Apologies for Absence To receive apologies for absence from the meeting.
2.	Minutes of the Community & Resources Committee meeting held on 26 November 2018 (Pages 3 - 8)
3.	Action List (Pages 9 - 10)
4.	Public Contributions Public contributions in accordance with the current scheme
5.	Forward Plan (Pages 11 - 12)
6.	Declarations of Interest Members with interests to declare should refer to the Agenda item and describe the nature of their interest when the item is being considered.

7.	Agreement of Agenda between Parts I and II
8.	Urgent Matters of information to be brought forward with the permission of the Chair and the Committee
9.	Play Strategy (Pages 13 - 15) To receive the report of the Planning and Economy Manager
10.	Business Rates Retail Discount Policy (Pages 16 - 22) To receive the report of the Customer Support Manager
11.	Miscellaneous Fees and Charges (Pages 23 - 53) To receive the report of the Strategic Manager (Resources)
12.	PART II (CLOSED SESSION) There are no Part II items.
	Meeting Organiser: Democratic Services

TORRIDGE DISTRICT COUNCIL

COMMUNITY & RESOURCES MEETING

Town Hall - Bridge Street, Bideford, EX39 2HS

Monday, 26 November 2018 - 10.00 am

PRESENT Councillor D Hurley (Chair)
Councillors A Dart, P Christie (substituting for D Brenton),
P Hackett, R Hicks, J Himan, S Inch, R Lock, J Morrish
(substituting for J Whittaker), D McGeough and R Wiseman

ALSO PRESENT J Wallace - Head of Paid Service
S Hearse - Strategic Manager (Resources)
S Dorey - Senior Solicitor
S Kearney - Planning & Economy Manager
S Toon - Customer Support Manager
S Cawsey - Democratic Services Officer

Councillors A Inch, K James and J Langton-Lockton

The Chair welcomed everyone to the meeting.

60. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors J Whittaker, D Brenton and K Davis.

61. MINUTES OF THE COMMUNITY & RESOURCES COMMITTEE MEETING HELD ON 15 OCTOBER 2018

It was proposed by Councillor S Inch, seconded by Councillor P Hackett and -

Resolved: That the Minutes of the meeting held on 15 October 2018 be signed as a correct record.

(Vote: For 8, Abstentions 3)

62. ACTION LIST

Minute 47 – Gypsy & Travellers

The Head of Paid Service updated the meeting on the availability of the laybys on the A39 for potential Gypsy and Traveller sites. The Leader of Devon County Council, Councillor Hart, had advised that the laybys will not be available as potential sites, and will be used once the improvement works to the Link Road starts. It is also an unsuitable site due to their location being on a fast road.

The Head of Paid Service addressed all concerns raised and reminded Members of the legal duty the Council had to provide appropriate transit and permanent site(s), and that in the absence of such sites the Authority had limited legal powers and the gypsies and travellers could not be moved on immediately on arrival.

The Strategic Manager (Resources) gave reasons as to why a potential site in the Bideford area would be more appropriate. This followed suggestions by Members for sites outside the Bideford area.

Minute 57 – S215 Notices

The Planning and Economy Manager confirmed there is no direct link between S215 Notices and Neighbourhood Plans.

63. PUBLIC CONTRIBUTIONS

There were no public contributions.

64. FORWARD PLAN

Councillor Morrish referred to the meeting scheduled for 14 January 2019 and the Westward Ho! park items. He asked that his comments at this meeting be minuted - that in a meeting of this Committee Councillor Laws had promised Members that if the Park matters failed at the last meeting, he would not bring it back again.

The Head of Paid Service reported that Northam Town Council are approving a draft Business Plan, and a document had been submitted for consideration by Torrington District Council.

The Forward Plan was noted.

65. DECLARATIONS OF INTEREST

Declarations of interest were made when the specific agenda items to which they related were under discussion.

66. AGREEMENT OF AGENDA BETWEEN PARTS I AND II

It was proposed, seconded and –

Resolved:

That the Agenda as circulated by agreed.

(Vote: For 10, Abstentions 1)

67. URGENT MATTERS OF INFORMATION TO BE BROUGHT FORWARD WITH THE PERMISSION OF THE CHAIR AND THE COMMITTEE

There were no urgent matters brought forward.

68. LITTER AND FLY TIPPING ENFORCEMENT

In the absence of the Environmental Health & Community Safety Manager, the Head of Paid Service presented the report, the purpose of which was for Members to consider increasing the fixed penalty levels for littering and fly tipping offences.

Councillor K James, Lead Member for the Environment, addressed the meeting, and advised on the option put forward by the Government regarding increasing fixed penalty levels for littering and fly tipping offences. Clarification was also given on the Littering from Vehicles Regulations 2018 which had now been introduced.

Legal advice was given by the Solicitor following an enquiry with regard to CCTV cameras being installed, particularly in fly tipping hot spots, and webcams in vehicles.

Following a brief discussion, it was proposed by Councillor Lock, seconded by Councillor Hackett and –

Resolved:

That the fixed penalty for littering and fly tipping, together with the discounts for early payment, as detailed in the report, be approved.

(Vote: For – Unanimous)

69. ADOPTION OF A CORPORATE ENFORCEMENT POLICY

In the absence of the Environmental Health & Community Safety Manager, the Head of Paid Service presented the report, the purpose of which was to seek approval from Members to commence a consultation on a Corporate Enforcement Policy which is intended to provide a framework for the way that the Council undertakes its regulatory functions.

It was proposed by Councillor Hicks, seconded by Councillor Dart and -

Resolved:

That the commencement of a public consultation on a Corporate Enforcement Policy for TDC be approved.

(Vote: For – Unanimous)

70. ANNUAL PARKING REVIEW

The Planning and Economy Manager gave an overview of the report, referring in particular to the income and expenditure for parking operations for the period 2017/18, the charging proposals agreed by the Car Parking Working Group for presentation at this meeting and the detailed recommendations.

During the discussions that followed Councillor Christie requested that when preparing a press release details are given of where the income received is to be spent. The Planning and Economy Manager agreed with this action.

The Committee also discussed and put forward the following amendments to the recommendations:

That recommendation 1 - Permits - be reworded to omit £5 admin fee

Recommendation 3 – Payment Methods – That an additional two car parks are included, namely Manor car park Holsworthy and Sydney House car park Gt Torrington.

A vote was taken on each of the recommendations separately, subject to the amendments above.

It was proposed by Councillor Hicks, seconded by Councillor Lock and -

Resolved:

Recommendation 1: Permits

- That the reserved bay charges be increased from £447 to £500
- That the double reserved bay charges (Willet St only) from £693 to £775

(Vote: For – Unanimously)

Recommendation 2:

That additional Free Parking from 12 noon Saturday until 6pm Sunday on Barley Grove car park, Well Park car park and Riverbank Short Stay car park be refused.

(Vote: For – Unanimously)

Recommendation 3:

That the installation of new doors to the existing pay and display machines on the 5 short stay car parks identified in the report and an additional two being Manor car park, Holsworthy and Sydney House car park in Gt Torrington, to allow for card and contactless payment be approved. The minimum transaction to be £3.00 to encourage longer stays in the town and to help to cover additional transaction costs.

(Vote: For – Unanimously)

71. NORTHERN DEVON TOURISM STRATEGY

The Planning and Economy Manager presented the report, the purpose of which was for Members to adopt the Northern Devon Tourism Strategy 2018 – 2022.

It was proposed by Councillor Wiseman, seconded by Councillor Dart and -

Resolved:

That the Northern Devon Tourism Strategy 2018 -2022 for use by the Council as a guiding document for developing the tourism industry of the District and wider Northern Devon be adopted.

(Vote: For – Unanimous)

72. TRANSFORMING TORRIDGE PROGRAMME

The Head of Paid Service gave the following update:

The new Customer Hub had been opened by the Chair, Councillor Simon Inch, on Tuesday 20 November. The feedback received had been positive.

All staff are now located on a single site at Riverbank. Officers are looking at the Programme going forward :

- Locality - the Environmental Health and Community Safety Manager to review (further discussions to be held with Members on how they see it working)
- Digital - the Finance Team are working on this matter.

73. EXCLUSION OF THE PUBLIC

It was proposed by Councillor Dart, seconded by Councillor Hicks and –

Resolved:

That under Section 100(a)(4) of the Local Government Act (as amended) the public be excluded from the meeting for the following items of business because of the likely disclosure of exempt information by virtue of Paragraph 3 of Part 1 and Paragraph 10 of Part 2 of Schedule 12A of the Local Government Act 1972.

(Vote: For – Unanimous)

74. PART II (CLOSED SESSION)

75. NON-RECOVERABLE DEBTS

The report, the purpose of which was for Member approval to Write-Off debts that to date had been non-recoverable, was presented by the Customer Support Manager.

Members were reminded of the decision made at the previous meeting to defer this item. An update was given on the actions taken since that meeting.

A lengthy debate followed when it became apparent that some Members were reluctant to write-off the debts. Legal and financial advice was given by the Solicitor, the Head of Paid Service and the Strategic Manager (Resources).

Following concerns raised by Members, the Customer Support Manager detailed the legal processes and recovery actions that had been undertaken by Officers.

It was proposed by Councillor Morrish, seconded by Councillor McGeough that the debts not be written off.

An amendment to the recommendation was put forward that if the debts are written-off for technical accountancy purposes, the matter is included on the Forward Plan and reported back to this Committee on a regular basis.

A vote was taken on the proposal by Councillor Morris, seconded by Councillor McGeough not to write-off the debts.

(Vote: For 2, Against 9)

This motion was lost.

It was proposed by Councillor Hurley, seconded by Councillor Lock and -

Resolved:

That the debts detailed in the report be written off for technical accountancy purposes, but remains subject to recovery action, with reporting back to this Committee on a regular basis.

(Vote: For 9, Against 2)

It was proposed by Councillor S Inch, seconded by Councillor Hicks that the press and public be re-admitted.

(Vote: For – Unanimous)

The meeting commenced at 10am and closed at 12.10pm

Chair:

Date:

ACTION LIST

COMMUNITY & RESOURCES COMMITTEE – 26 November 2018

Minute No.	Action	By Who	Date Contacted	Completed
39.	<u>Gypsy & Travellers</u> Final report – information relevant to TDC sites to be emailed to Members	S Toon	4.9.18	Responses / comments from the team need to be agreed and sent back to the consultants before the report is finalised. This has been delayed due to the need for work to be done on the Local Plan.
47.	15.10.18 – At a meeting attended by Cllr Brenton it had been indicated that the laybys on the A39 could become available for G&T site. This to be pursued.	S Toon/S Kearney	17.10.18	HOPS gave an update – Cllr Hart had said the laybys will be used once the improvement works to the Link Road start. They are therefore not available. COMPLETED
70.	<u>Annual Parking Review</u> Cllr Christie - To include in the press release details of where the surplus income will be spent.	S Kearney	29.11.18	COMPLETED
75.	<u>Non Recoverable Debts</u> To report back to this Committee on a regular basis. To be added to the Forward Plan.	Dem. Services		COMPLETED

Leadership	15 May 2018 2pm	26 June 2018 2pm	14 August 2018 2pm	25 Sept 2018 2pm	13 Nov. 2018 2pm	8 January 2019 2pm	12 February 2019 2pm	9 April 2019 3pm
Community & Resources (Mondays)	4 June 2018 10am	16 July 2018 6.30pm	TUESDAY 28 August 2018 10am	15 October 2018 6.30pm	26 November 2018 10am	14 January 2019 6.30pm	4 March 2019 10am	TUESDAY 23 April 2019 10am
Finance		Draft Outturn Report (DH)						
Performance				QBR Q1 (Any recommendations from Internal Scrutiny)	QBR Q2 (Any recommendations from Internal Scrutiny)			QBR Q3 (Any recommendations from Internal Scrutiny)
Other	Bradworthy Community Transfer (AW) Bone Hill Northam Community Transfer (AW) Use of Blo Karts on Westward Ho! beach for 2018 (SK) Devon Wide Housing Assistance Policy (under the RRO) (Janet Williams) Gypsy & Traveller Site (ST) Hotel site at Westward Ho! (JH)	Private Sector Housing Enforcement Policy (Janet W) Housing of Asylum Seekers (ST) Demolition of Cattle Market Buildings (SH)	Debt recovery presentation by Council Tax Team Leader G&T Update (ST) Part II Non recoverable debts (ST)	Torridge Business Investment Scheme (SK) BMX Track – fencing issues (Plans meeting Aug 18) (AR) Capital Programme & PiDs (SH) S215 Notices (C Fuller) Notice of Motion (Cllr Cottle-Hunkin) (Torrington Play Area) (SK) Notice of Motion Westward Ho! Park (Cllr PC & DB) (SK)	Annual Parking Review to include displaying machines (SK) Littering and fly tipping (Janet W) Corporate Enforcement Policy (Janet W) Northern Devon Tourism Strategy (SK) PART II Non recoverable debts (ST)	TDC Play Strategy – Funding for commissioning of Consultants (JJ) Fees and Charges (SH) Business Rates – Retail Relief Policy (ST)	<u>4 March 2019</u> Westward Ho! Park Petition (referred from FC on 1.10.18) Westward Ho! Park – Notice of Motion – Cllr Laws (SK) Leisure contract - options appraisal (JJ) Proposed alteration to Covenant - Hotel Site Westward Ho (AW) 1610 price review and implementation (JJ) Sole Traders Business Investment Scheme (SK) <u>4 February 2019 Budget Special</u> New Homes bonus year 4 - funds and procedures (JJ) Rec. from O&S – consideration of car parking pilot (SK)	

Agenda Item 9

REPORT OF: Planning and Economy Manager

Reference:

To: Community and Resources

Subject: Play Strategy

Date: January 2019

PURPOSE OF REPORT:

To request that Members authorise a budget for the commission of external consultants to deliver a play strategy for the Authority.

1. INTRODUCTION

The definition of play is to “engage in activity for enjoyment and recreation rather than a serious or practical purpose”.

Torrige District Council currently operates and maintains 34 play park facilities throughout the District. The Council recognises the benefits of having accessible, engaging play and recreation opportunities for children of all ages and abilities and also understands that play extends further and wider than just the provision of static pieces of play equipment.

2. REPORT

The Authority would like to ascertain the maximum potential regarding opportunities for the play areas, given the financial constraints that the Council faces. It is likely that The Council recognises that it is likely that difficult decisions will have to be made in terms of its investment into its fixed asset play facilities at a time when the Council is facing financial constraints given that investment is often limited in the main to the use of 106 development contributions. Decisions also then need to be made as to how these facilities are maintained and operated given the current financial challenges.

Whilst thoughts usually turn immediately to the provision and maintenance of fixed equipment such as swing parks and playgrounds it must also be recognised that play extends further in to all aspects of recreation opportunities and the Council needs to understand how with its financial constraints it can work with external organisations, groups and the community to broaden its remit and offer of play beyond just the provision of these fixed play facilities and to provide the best possible opportunities for play.

In order to achieve this it is advised that a non bias based approach to developing the opportunities for play be undertaken and officers therefore recommend that an external agency prepares and delivers a strategy for play, for the Council. The Authority’s previous play strategy ran between 2007 and 2012 and so the Council has not had a formalised, adopted approach to how it delivers and acts upon its play responsibilities for the past 6 years.



Such a document will intrinsically dovetail the Authorities already adopted built facilities strategy and the Northern Devon playing pitch strategy as a holistic means of recognising play in the wider context of service delivery such as recreation, health and outdoor physical activity. The works would incorporate an analysis of these other pieces of work and how the play strategy would support and even enhance these other aspects of service delivery. Such a strategy would also involve an audit of current provision and allow the Council to see where investment of both time and finances needs to be made.

The benefits of such a strategic piece of work extend beyond just play itself and by working alongside other internal departments and other external agencies within the community there are opportunities for wider economic and societal benefits to be created.

It is necessary therefore for the Authority to adopt a strategy that clearly defines its intentions for delivering and providing play opportunities and how it can remove barriers that inhibit the opportunities for play. The best means of doing this is to have the Authorities current assets, opportunities, provision and intentions for delivery moving forward scrutinised externally to allow progress to be made in a practical and efficient manner.

3. IMPLICATIONS

Legal Implications

N/A

Financial Implications

The cost to commission the works of the winning tender – It is recommended based on previous works that a budget of between £15,000-£20,000 is made available to tender for external consultants to undertake a play strategy for the Authority.

Human Resources Implications

N/A – Other than officer time.

Sustainability/Biodiversity Implications

The document will act as the Authorities official guidance document in regards to play, allowing officers and Members to determine its actions and intentions regarding play formally without bias.

Equality/Diversity

A non-bias assessment and analysis of the Authorities current play provision and intentions moving forward.

Risk Management

External involvement will allow for an independent perspective to be taken on the current situation regarding play in Torridge and provide a steer as to what agencies can be most effective to engage with to develop play.

Compliance with Policies and Strategies

The document will become the Authorities strategic document

Lead Members Views

Councillor J. Whittaker



4. CONCLUSIONS

The Council does not currently have a strategy in place for play and therefore does not have any tangible steer in terms of developing and providing play opportunities and hasn't had for the past 6 years. It is envisaged that a new strategy document would be able to serve the Council for the remaining period of the Authorities local plan and leisure strategies up until 2031.

The Authorities fixed play assets are aging and there will need to be decisions made by Members on an individual basis from facility to facility as to what is to be undertaken in terms of investment and maintenance. An external assessment with guidance will allow for the Authority to make an informed decision upon its play portfolio and the means of taking it forward.

5. RECOMMENDATIONS

That Member's allow for a budget of between £15,000 - £20,000 to be made available from the Policy element of the Project reserve so that Officers can tender for and commission an external agency to undertake a play strategy for the Council.

SUPPORTING INFORMATION

Play strategy 2007 - 2012

Consultations: Date of Consultation – 21/12/2018

Officers Consulted
Steve Hearse
Sean Kearney
Staci Dorey

Members consulted – Cllr J.Whittaker

Contact Officer: James Jarroudi



REPORT OF Customer Support Manager
To: Community & Resources
Subject: Business Rates Retail Discount Policy
Date: 14th January 2019

Reference:

- | |
|---|
| <p>1. PURPOSE OF REPORT: To request Members approval of a Policy for Business Rate Retail Discount</p> |
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1. INTRODUCTION

In the Budget on 29 October 2018 the government announced a business rates Retail Discount scheme for occupied retail properties with a rateable value of less than £51,000 for the financial years 2019-20 and 2020-21.

The value of discount will be one third of the bill, and must be applied after mandatory reliefs and other discretionary reliefs funded by section 31 grants have been applied. Where an authority applies a locally funded relief, for instance a hardship fund, under section 47 this must be applied after the Retail Discount.

As this relief is for 2019-20 and 2020-21 only, the Government is not changing the legislation around the reliefs available to properties. Instead the Government will, in line with the eligibility criteria set out in this guidance, reimburse local authorities that use their discretionary relief powers, introduced by the Localism Act (under section 47 of the Local Government Finance Act 1988, as amended) to grant relief. It will be for individual local billing authorities to adopt a local scheme and determine in each individual case when, having regard to this guidance, to grant relief under section 47. This report sets out Torridge District Council's proposed policy for approval. It should be noted this policy is in line with government guidance.

The government will fully reimburse local authorities for the local share of the discretionary relief (using a grant under section 31 of the Local Government Act 2003). The Government expects the Council to apply and grant relief to qualifying ratepayers from the 1 April 2019.

2. REPORT

Properties that will benefit from the relief will be occupied hereditaments with a rateable value of less than £51,000, that are wholly or mainly being used as retail establishments.

The list set out in the attached policy is not intended to be exhaustive as it would be impossible to list the many and varied retail uses that exist. There will also be mixed uses. However, it is intended to be a guide as to the types of uses that Government considers for this purpose to be retail. Business Rates Officers would use this list to determine for themselves whether particular properties not listed are broadly similar in nature to those above and, if so, to consider them eligible for the relief. Conversely, properties that are not broadly similar in nature to those listed would not be eligible for the relief.

The Business Rate Team has undertaken a preliminary analysis of hereditaments they believe fulfil the criteria set out by Government. Of those retail hereditaments that pay Business Rates, we have identified 194 businesses that may benefit from this relief which based on the 2018/19 data is equivalent to circa £500,000. These businesses will receive the relief on their 2019/20 and 20/21 Annual Bills and will be asked to complete a declaration to confirm they are eligible under State Aid Regulations.



3. IMPLICATIONS

Legal Implications

The Council is required to have an approved local policy to administer retail relief.

Financial Implications

The council will be reimbursed for this relief.

Human Resources Implications

None

Sustainability/Biodiversity Implications

None

Equality/Diversity

The government has issued guidance and specified the type of businesses that may benefit from this relief.

Risk Management

None.

Compliance with Policies and Strategies

The proposals within this report comply with the guidance issued by central government.

Data Protection (GDPR) implications

Only data that is required to provide the service is collected, processed and retained in accordance with our data processing and retention schedules.

Ward Member and Leader Member Views

Cllr David Hurley (Lead Member Customer Support & Resources) 18 December 2018

I believe that any assistance that can be given to beleaguered businesses in today's harsh financial climate should be welcomed. The financial support in this instance not only helps local business but is cost neutral as the Government will reimburse this Council for any awards that are made. I therefore fully support this report and the recommendations contained within it.

4. CONCLUSIONS

The retail relief referred to in this report is designed to support those businesses that have been impacted by changing consumer behaviours. The attached policy will ensure that relief is issued in accordance with government guidance.

5. RECOMMENDATIONS

It is recommended that Members approve the attached policy in order that we comply with government advice and are able to award the relief to those businesses identified for the financial years 2019/20 & 2020/21.



SUPPORTING INFORMATION

Consultations:

Contact Officer: Karina Baird – NNDR & Income Team Leader

Background Papers: None





Torrige District Council

Business Rates Retail Discount Policy

For the financial years 2019/20 and 2020/21

For retail properties that are:

1. Occupied with a Rateable Value less than £51,000
2. Wholly or mainly being used as retail establishments

Introduction

The Government announced in the Budget on 29 October 2018 that it will provide a Business Rates Retail Discount for occupied retail properties with a rateable value of less than £51,000 in each of the financial years 2019-20 and 2020-21.

The value of the discount will be one third of the remaining bill, after all other mandatory reliefs and other discretionary reliefs funded by section 31 grants have been applied.

As this relief is for the financial years 2019-20 and 2020-21 only, the Government is not changing the legislation around the reliefs available to properties. Instead the Government will reimburse local authorities that use their discretionary relief powers, introduced by the Localism Act (under section 47 of the Local Government Finance Act 1988, as amended) to grant relief.

It is necessary that individual local billing authorities adopt a local scheme, in line with the guidance provided by Government. The Government expects us to apply and grant relief to qualifying ratepayers from the start of the 2019/20 billing cycle.

Properties that will benefit from relief

Properties that will benefit from the relief will be identified by the Council and will be occupied hereditaments with a rateable value of less than £51,000, that are wholly or mainly being used as retail establishments.

The list set out below is not intended to be exhaustive; however, it is intended to be a guide as to the types of uses that the Government considers for this purpose to be retail. The Council will determine whether particular properties not listed are broadly similar in nature to those listed and, if so, to consider them eligible for the relief.

i. Hereditaments that are being used for the sale of goods to visiting members of the public:

- Shops (such as: florists, bakers, butchers, grocers, greengrocers, jewellers, stationers, off licences, chemists, newsagents, hardware stores, supermarkets, etc)
- Charity shops
- Opticians
- Post offices
- Furnishing shops/ display rooms (such as: carpet shops, double glazing, garage doors)
- Car/ caravan show rooms
- Second hand car lots
- Markets
- Petrol stations
- Garden centres
- Art galleries (where art is for sale/hire)

ii. Hereditaments that are being used for the provision of the following services to visiting members of the public:

- Hair and beauty services (such as: hair dressers, nail bars, beauty salons, tanning shops, etc)
- Shoe repairs/ key cutting
- Travel agents
- Ticket offices e.g. for theatre
- Dry cleaners
- Launderettes
- PC/ TV/ domestic appliance repair
- Funeral directors
- Photo processing
- Tool hire
- Car hire

iii. Hereditaments that are being used for the sale of food and/ or drink to visiting members of the public:

- Restaurants
- Takeaways
- Sandwich shops
- Coffee shops
- Pubs
- Bars

The list below sets out the types of uses that the Government does not consider to be retail use for the purpose of this relief.

i. Hereditaments that are being used for the provision of the following services to visiting members of the public:

- Financial services (e.g. banks, building societies, cash points, bureaux de change, payday lenders, betting shops, pawn brokers)
- Other services (e.g. estate agents, letting agents, employment agencies)
- Medical services (e.g. vets, dentists, doctors, osteopaths, chiropractors)
- Professional services (e.g. solicitors, accountants, insurance agents/ financial advisers, tutors)
- Post office sorting offices

ii. Hereditaments that are not reasonably accessible to visiting members of the public

The government also does not consider other assembly or leisure uses beyond those listed to be retail uses for the purpose of the discount. For example, cinemas, theatres, museums, nightclubs, and hereditaments used for sport or physical recreation (eg gyms) are outside the scope of the scheme. Where there is doubt, the local authority should exercise their discretion with reference to the above and knowledge of their local tax base.

Conclusion

The total amount of government-funded relief available for each property for 2019-20 and 2020/21 under this scheme is one third of the bill, after mandatory reliefs and other discretionary reliefs funded by section 31 grants have been applied, excluding those where local authorities have used their discretionary relief powers introduced by the Localism Act which are not funded by section 31 grants.

There is no relief available under this scheme for properties with a rateable value of £51,000 or more.

Ratepayers that occupy more than one property will be entitled to relief for each of their eligible properties, subject to State Aid De Minimis limits.

Agenda Item 11

REPORT OF Strategic Manager (Resources)

To: Community and Resources Committee

Subject: Miscellaneous Fees & Charges

Date: 14 January 2019

Reference:

PURPOSE OF REPORT:

To review the level of miscellaneous fees and charges.

1. INTRODUCTION

Fees and charges contribute towards the cost of providing services. The Medium Term Financial Strategy (MTFS) assumes that charges will rise across income budgets where appropriate. The amount of income raised will affect the level of expenditure savings required to deliver a balanced budget. Managers have reviewed the current charges and suggested charges from 1 April 2019.

2. REPORT

This Council receives circa £4.5m per annum from fees and charges for services. Some fees are prescribed by statute but others can be set at the discretion of the Council, (although there may be limitations imposed on the level of some fees charged). The income received reduces the cost of services to be met from council tax. The level of fee set should be based on criteria such as;

- To recover costs
- To influence behaviour
- The ability to pay
- What the market will bear
- To compete with the private sector

Fees may be set based on more than one criterion.

Car Parking fees are the subject of a separate report, which was reviewed by the Community and Resources Committee on 26th November 2018.

Attached at Appendix 1 is a list of the current and proposed fees. All charges which are in our control have been reviewed and charge increases applied where appropriate, apart from North Devon Joint Crematorium (these are set separately by the Joint Committee scheduled for the 15th February 2019).

As requested, there is an additional column which states whether the charges are set by Statute (S), or are at our discretion (D). Some of the charges which are set by ourselves can only represent a reclaim of costs (For example Street Naming and Numbering), or the service as a whole cannot be making a profit (For example Land Charges), additionally some charges are discretionary up to a statutory maximum, where this maximum has been reached this is indicated by (M) where this maximum has not been reached it is indicated by (N).



A summary of significant changes are below

Cemeteries

Torrige residents receive a 50% discount on a range of Interment and Burial Fee's. Previously fee's were displayed at the Torrige Residents rate with and explanatory note that non-residents would pay a 100% surcharge, however this resulted in the situation where non-residents received higher than realised bills at a difficult time. Fee's have therefore been re-stated to show the full fee, with an explanatory note that Torrige Residents will receive a 50% discount on this fee

Exclusive Rights of Burial for under 16s are now free, in line with interment fee's

Licensing

Under current legislation, the Council is unable to issue casino licenses – Therefore these have been removed.

In order to comply with The Animal Welfare Regulations 2018, introduced on the 1st of October, the structure and level of fees have changed. Fee's are now separated into a separate Application and Grant Fee's (for the sake of consistency, this approach has been adopted in other areas).

Application fees are payable at the time of making an application, and are not refundable if the application is subsequently refused. Grant fees do not have to be paid until a license is ready to be issued. The transfer of licenses is no longer allowed.

Environmental Health & Public Protection Charges

New fees for Fly Tipping, Littering and Littering from a Vehicle where approved at C&R in November 2018

Sampling and Analysis of Private Water Supplies fees have been revised following reassessment of officer time and customer up-take.

Housing

There has been a simplification of the Notices Fee structure.

Waste Management Services

The annual collection fee for Green Waste will remain the same to encourage take up.



3. IMPLICATIONS

Legal Implications

Some fees are set by statute or have limitations on how they can be determined and this has been reflected in the proposed fees and charges.

Financial Implications

The additional income raised from any increase in fees and charges counts towards the savings required to balance the 2019/20 budget.

Human Resources Implications

There are no specific human resources implications.

Sustainability Implications

There are no specific sustainability implications.

Equality/Diversity

Some fees and charges have concessionary rates. The committee should consider the impact that the charges may have.

Risk Management

In proposing fees and charges regard has been had to the impact of the fee level.

Compliance with Policies and Strategies

Fees and charges are set within current policies.

Data Protection (GDPR) Implications

There are no GDPR implications regarding the publication of the Fee's and Charges. The relevant providers will be responsible for ensuring that supplies of goods and services are made in compliance with GDPR.

Ward Member and Leader Member Views

Date of Consultation – 17/12/2018

Councillor Hurley –

The annual setting of fees and charges is a key component of the Councils budget setting process. Care is taken to ensure charges are only increased in line with either statutory control and/or with regard to the criteria listed in Section 2. I am happy that where changes have taken place they appear fair and justified and I support this report.

4. CONCLUSIONS

The MTFs assumes that there will be an increase in income from fees and charges. Managers have considered the impact on their services in proposing fees and charges for the next financial year.



5. RECOMMENDATION

That the committee consider and agree charges for services to be effective from 1 April 2019.

SUPPORTING INFORMATION

Consultations:	Date of Consultation – 17/12/2018 Officers Consulted: - Head of Paid Service Strategic Manager (Resources) Senior Solicitor Senior and Operational Managers for the relevant service
Contact Officer:	Gwydion Batten – Accountancy Assistant
Background Papers:	Fees and charges information held in the Accountancy Section at Riverbank House.



Torridge District Council

Fees and Charges 2019/20

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<u>VAT Status</u>	<u>Rate</u>
(S) - Standard	20%
(E) - Exempt	N/A
(N) - Non-Business	N/A
(Z) - Zero Rated	0%

Torrige District Council - Fees & Charges 2018/19

Note: Amounts listed include VAT (if applicable)	2018/19	2019/20	VAT Status	Statutory / Discretionary
Culture and Leisure				
Sport Facilities (per game)				
Football Pitches	£45.00	£46.00	S	D
Rugby Outside Pitch	£45.00	£46.00	S	D
Cricket Grass Wicket	£50.00	£52.00	S	D
Cricket Artificial Wicket	£17.00	£17.50	S	D
Cricket Pavilion	£10.00	£10.50	E	D
Standard Youth Hire	£15.00	£15.50	S	D
Note: For block bookings of a minimum of 10 with no more than a two-week gap between each date and paid in advance, then charges may be exempt from VAT. Please contact Leisure Services for more information.				
The Council also owns 3 Leisure Centres across the District, in Northam, Holsworthy and Torrington. These are managed by 1610 Ltd. Please visit www.1610.org.uk for opening hours, price lists and programmes.				
Land Licences				
Admin Fee for all Licences	£30.00	£31.00	S	D
Commercial Event (per day)	£200.00	£210.00	E	D
Charities & not for profit organisations with commercial elements involved (per day)	£55.00	£57.00	E	D
Damage Deposit Fee	£500.00	£500.00	N	D
Water and Electricity charge at events (per day)	£6.00	£6.50	S	D
Voluntary Wind, Waves & Water beach safety acknowledgement certificate	£95.00	£100.00	S	D
Beach Huts				
Beach Hut -The sale of the beach hut structure itself is a private agreement between the buyer and seller. Per annum, there may be a slight variation depending on the site.				
Site rental	£504.00	£516.00	S	D
Tenancy Termination Fee - (April to February, 100% of rent)	£504.00	£516.00	S	D
Tenancy Termination Fee - (March, 50% of Rent)	£252.00	£258.00	S	D
Payment Admin Fee: 5% of annual rent - (Excludes DD & Payment in Advance)	£25.20	£25.80	S	D
National Non-Domestic Rate charge (Per annum, there maybe a slight variation, depending on the site, 50%SBRR)	Varies	varies	S	D
Garages				
Garage Rentals (High View and Tuckers Park)	£738.00	£750.00	S	D

Note: Amounts listed include VAT (if applicable)	2018/19	2019/20	VAT Status	Statutory / Discretionary
Cemeteries				
TDC Resident Reduction on below fee's marked with asterisk*	50%	50%		
Interment				
Adult				
Single*	£1,230.00	£1,260.00	E	D
Double*	£1,500.00	£1,540.00	E	D
Triple*	£1,760.00	£1,800.00	E	D
Child				
Under 16	Free	Free	E	D
Under 6	Free	Free	E	D
Ashes				
Adult*	£280.00	£290.00	E	D
Child (under 16)	Free	Free	E	D
Child (under 6)	Free	Free	E	D
Scattering*	£146.00	£150.00	E	D
Interment at Weekend additional fee*	£280.00	£290.00	E	D
Exclusive Rights of Burial - For 25 years				
Adult*	£990.00	£1,020.00	E	D
Child (under 16)	£490.00	Free	E	D
Child (under 6)	Free	Free	E	D
Renewal (Plot Un-used)*	£990.00	£1,020.00	E	D
Renewal (Plot in use)	£130.00	£135.00	E	D
Ashes*	£146.00	£150.00	E	D
NOTE: Pre-booking of grave plots at Northam and Torrington is no longer available due to a limited amount of remaining spaces.				
Chapel Use / Services / Overnight Laying of Coffin additional fee*	£218.00	£224.00	E	D
Erection of Headstone*	£332.00	£340.00	E	D
Erection of Tablet / Vase*	£188.00	£192.00	E	D
Additional Headstone Inscription	£68.00	£70.00	E	D
Search of Register	£42.00	£43.00	E	D
Copy of Register Entry	£42.00	£43.00	E	D
Memorial Benches				
Concrete & timber seat	£925.00	£950.00	S	D
Solid timber bench	£665.00	£685.00	S	D
Additional plaque	£73.00	£75.00	S	D
Refurbishment of existing bench	£465.00	£480.00	S	D
Trees				
Prices on Application.				
Approximately:	£100.00 - £150.00	£100.00 - £150.01	N	D
Free standing plaque	£88.00	£90.00	S	D

Note:

Where applicable - Fee's marked with an asterisk are shown at full rate with a note that TDC residents receive a 50% discount on this rate.

Previously, Fee's were shown at the TDC residents rate with a note that non residents would pay an additional 100%

Torrige District Council - Fees & Charges 2018/19

Note: Amounts listed include VAT (if applicable)	2018/19	2019/20	VAT Status	Statutory / Discretionary
North Devon Crematorium				
Cremation fees				
A person 16 years of age and over	£660.00		E	D
Babies and Children up to 16 years of age	No Fee		E	D
Cremation delivery fee or Walk through / No Service (before 9.00am)	£560.00		E	D
Use of chapel for a memorial service including resident organist for 30 minutes	£160.00		E	D
Penalty for service overrun (including fee for 30 minute time extension)	£210.00		E	D
Bearing of coffin ('emergency' service only)	£30.00		E	D
Service cancellation within 72hrs of service	£160.00		E	D
Note: The Cremation fee includes:- Use of the chapel, waiting room etc., services of Chapel Attendant, Organist or music system as available, Medical Referee's fee, Disposal of cremated remains in Gardens (unwitnessed).				
Webcast Services (Rowan Chapel Only)				
Live	£30.00		S	D
Live & 28 Days Watch Again	£45.00		S	D
Physical Copy (DVD/Blu-Ray/USB Stick)	£50.00		S	D
Visual Tribute Services				
Single Photo - As single photo (shown throughout)	£12.00		S	D
Simple Slideshow - Slide show max 25 pics (once or on loop)	£38.00		S	D
Professional Photo Tribute - Slide show max 25 pics with music (played once)	£70.00		S	D
Family Supplied Video Checking - Checking supplied video (played once)	£18.00		S	D
Cremated remains containers				
Cardboard casket	£10.00		E	D
Polytainer	£10.00		E	D
Scatter Tube	£20.00		E	D
Keepsake Tube	£10.00		E	D
Burial of cremated remains				
Attendance fee	£35.00		E	D
Placement fee for cremated remains when returned 12 months or more following cremation	£50.00		E	D
Placement fee for cremated remains where cremation took place elsewhere	£99.00		E	D
Temporary deposit of cremated remains per month after the first month	£15.00		E	D
Book of Remembrance				
You can arrange for an entry to be placed in our book of remembrance on any date you choose. All entries are inscribed by hand including the emblems. The book of remembrance is available to view every day on the respective date. There is also an electronic version of the book to view alternative dates and an on-line version so you can view any entry via the internet (link on crematorium website).				
2 lines	£55.00		S	D
5 lines	£92.00		S	D
8 lines	£121.00		S	D
5 lines & emblem	£184.00		S	D
8 lines & emblem	£210.00		S	D

Note:

Crematorium Fee's go to separate committee in February
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Torrige District Council - Fees & Charges 2018/19

Note: Amounts listed include VAT (if applicable)	2018/19	2019/20	VAT Status	Statutory / Discretionary
Memorials - 10 Year Lease Period /Renewal				
Please note: Plaque purchase may be required, see below.				
Sanctum - an above ground vault (for up to two sets of ashes)	£980.00		S	D
Cordon Pear Tree (for up to two sets of ashes)	£385.00		S	D
Rose Bush / Shrub	£272.00		S	D
Standard Rose / Climbing Plant	£290.00		S	D
Vase Block	£227.00		S	D
Memorial Tower	£204.00		S	D
Granite Mushroom (one of three or five dedications per mushroom)	£182.00		S	D
Children's Teddy Memorial	£159.00		S	D
Memorial Bench (one of three dedications per bench)	£170.00		S	D
Phillips Memorial	£140.00		S	D
Memorial Branch	£114.00		S	D
5 Year Renewal				
Cordon Pear Tree (for up to two sets of ashes)	£203.00		S	D
Rose Bush / Shrub	£143.00		S	D
Standard Rose / Climber / Tree	£152.00		S	D
Granite Vase Block	£120.00		S	D
Memorial Tower	£108.00		S	D
Granite Mushroom (one of three or five dedications per mushroom)	£95.00		S	D
Children's Teddy Memorial	£84.00		S	D
Memorial Bench (one of three dedications per bench)	£89.00		S	D
Phillips Memorial	£73.00		S	D
Memorial Branch	£60.00		S	D
Bird Box	£66.00		S	D
Bird Bath/Sundial	£150.00		S	D
Plaques				
Granite plaque for Sanctum (includes first 80 letters)	£155.00		S	D
Bronze plaque (for garden use)	£130.00		S	D
Acrylic plaque (for garden use / benches)	£62.00		S	D
Granite plaque for Vase Block	£125.00		S	D
Granite plaque for Memorial Tower	£93.00		S	D
Granite plaque for Children's Teddy Memorial (varying sizes) prices from:	£83.00		S	D
Granite disc for Granite Mushroom	£98.00		S	D
Leather plaque for Philips Memorial	£73.00		S	D
Bronze finish leaf for Memorial Branch	£47.00		S	D

N.B. All items of memorialisation are subject to availability.
All ashes are buried loosely in the ground.

Please ask at reception of the Crematorium for further Memorials and urns, including bespoke possibilities.

Note:
Crematorium Fee's go to separate committee in February

Note: Amounts listed include VAT (if applicable)	2018/19	2019/20	VAT Status	Statutory / Discretionary
Planning				
Planning Application Fees			N	S
Pre-Application Charges			S	D
A planning fees calculator, information on how to apply and a link to the Simplified Pre-Application guide is available online at www.torrridge.gov.uk/planningforms or please contact the office on 01237 428711 who can give assistance and full fee information.				
Enforcement Fees (which can include Enforcement Appeals) for a ground (a) appeal	£770.00	£770.00	N	S
Enforcement Letters	£25.00	£25.00	N	D
Planning History Research (Third Party)				
Professional / Admin staff	Charge in accordance with EIR (see page 27)	Charge in accordance with EIR (see page 27)	S	D
Building Control				
Building Control Fees				
Building Control Application Fees				
Building Control Inspection Fees				
Building Regulation Regularisation				
* Please contact the office on 01237 428724 who can give assistance and full fee information.				
Enforcement Fees	£335.00	£335.00	N	D
Demolition Notice Fee	£165.00	£165.00	N	D
Building Control Documents				
Copy of Building Regulation Approval/Completion Certificate	£18.50	£18.50	S	D
Third party Land Sales (letter)	£43.00	£43.00	S	D
NB: Any information requested for an Appeal by an applicant or agent is free of charge				
Street Naming and Numbering				
Change of Property Name / Addition of Alias Name	£45.00	£47.00	N	D
Confirmation of Address Letter	£29.00	£30.00	N	D
New developments:				
- charge set for street naming with an additional fee for number of properties	£67.50	£70.00	N	D
per unit (1-10 properties)	£11.00	£11.50	N	D
per unit (11-100 properties)	£5.60	£5.80	N	D
per unit (101+ properties)	£1.40	£1.45	N	D

Note: Amounts listed include VAT (if applicable)	2018/19	2019/20	VAT Status	Statutory / Discretionary
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Licensing

Application fees are payable at the time of making an application, and are not refundable if the application is subsequently refused
 Grant fees do not have to be paid until the licence is ready to be issued - if paid earlier, this part of the fee will be refunded if the application is refused
 Where both types of fee are payable in connection with a licence application type, it is up to the applicant as to whether they wish to make one payment for the total fees at the time of application, or to pay both fees separately as their application progresses.

Licensing Act 2003

Licensed Premises - Rateable Value (rate)

£0 - £4,300 (A) Grant/Variation	£100.00	£100.00	N	S
£0 - £4,300 (A) Annual Fee	£70.00	£70.00	N	S
£4,301 - £33,000 (B) Grant/Variation	£190.00	£190.00	N	S
£4,301 - £33,000 (B) Annual Fee	£180.00	£180.00	N	S
£33,001 - £87,000 (C) Grant/Variation	£315.00	£315.00	N	S
£33,001 - £87,000 (C) Annual Fee	£295.00	£295.00	N	S
£87,001 - £125,000 (D) Grant/Variation	£450.00	£450.00	N	S
£87,001 - £125,000 (D) Annual Fee	£320.00	£320.00	N	S
Over £125,000 (E) Grant/Variation	£635.00	£635.00	N	S
Over £125,000 (E) Annual Fee	£350.00	£350.00	N	S

- Notes:**
- (a) Large events with attendance over 5,000 people attract a surcharge.
 - (b) Fee exemptions may apply to community & Educational Premises where alcohol is not sold

Personal Licences (Sale of Alcohol)

Grant or renewal of personal licence	£37.00	£37.00	N	S
Temporary event Notice	£21.00	£21.00	N	S
Theft, loss etc. of premises licence or summary	£10.50	£10.50	N	S
Provisional statement where premises being built	£315.00	£315.00	N	S
Change of name and address	£10.50	£10.50	N	S
Variation of licence to specify premises supervisor	£23.00	£23.00	N	S
Transfer of premises licence	£23.00	£23.00	N	S
Interim authority notice	£23.00	£23.00	N	S
Theft, loss etc. of certificate or summary	£10.50	£10.50	N	S
Notify of change of name/alteration of rules of club rules	£10.50	£10.50	N	S
Change of registered address of club	£10.50	£10.50	N	S
Theft, loss etc. of temporary event Notice	£10.50	£10.50	N	S
Theft, loss etc. or personal licence	£10.50	£10.50	N	S
Duty to notify change of name or address	£10.50	£10.50	N	S
Right of freeholder etc. to be notified of licensing matters	£21.00	£21.00	N	S
Minor Variation	£89.00	£89.00	N	S

Note: Amounts listed include VAT (if applicable)	2018/19	2019/20	VAT Status	Statutory / Discretionary
Gambling Act 2005				
Betting and Gaming:				
Premises licences				
New small casino				M=MAX
New Application	£8,000.00	REMOVED	N	M
Variation	£4,000.00	REMOVED	N	M
Annual Fee	£5,000.00	REMOVED	N	M
Transfer	£1,800.00	REMOVED	N	M
Re-instatement	£1,800.00	REMOVED	N	M
Provisional Statement	£8,000.00	REMOVED	N	M
Application - Provisional Statement Holders	£3,000.00	REMOVED	N	M
New large casino				
New Application	£10,000.00	REMOVED	N	M
Variation	£5,000.00	REMOVED	N	M
Annual Fee	£10,000.00	REMOVED	N	M
Transfer	£2,150.00	REMOVED	N	M
Re-instatement	£2,150.00	REMOVED	N	M
Provisional Statement	£10,000.00	REMOVED	N	M
Application - Provisional Statement Holders	£5,000.00	REMOVED	N	M
Bingo Club				
New Application	£1,178.00	£1,200.00	N	D
Variation	£1,178.00	£1,200.00	N	D
Annual Fee	£722.00	£736.00	N	D
Transfer	£478.00	£488.00	N	D
Re-instatement	£478.00	£488.00	N	D
Provisional Statement	£1,129.00	£1,152.00	N	D
Application - Provisional Statement Holders	£478.00	£488.00	N	D
Betting Premises (non-track)				
New Application	£1,178.00	£1,200.00	N	D
Variation	£1,178.00	£1,200.00	N	D
Annual Fee	£600.00	£600.00	N	M
Transfer	£478.00	£488.00	N	D
Re-instatement	£478.00	£488.00	N	D
Provisional Statement	£1,129.00	£1,152.00	N	D
Application - Provisional Statement Holders	£478.00	£488.00	N	D
Tracks				
New Application	£1,178.00	£1,200.00	N	D
Variation	£1,178.00	£1,200.00	N	D
Annual Fee	£722.00	£736.00	N	D
Transfer	£478.00	£488.00	N	D
Re-instatement	£478.00	£488.00	N	D
Provisional Statement	£1,129.00	£1,152.00	N	D
Application - Provisional Statement Holders	£478.00	£488.00	N	D
Family Entertainment Centre				
New Application	£1,178.00	£1,200.00	N	D
Variation	£1,000.00	£1,000.00	N	M
Annual Fee	£722.00	£736.00	N	D
Transfer	£478.00	£488.00	N	D
Re-instatement	£478.00	£488.00	N	D
Provisional Statement	£1,129.00	£1,152.00	N	D
Application - Provisional Statement Holders	£478.00	£488.00	N	D
Adult Gaming Centre				
New Application	£1,178.00	£1,200.00	N	D
Variation	£1,000.00	£1,000.00	N	M
Annual Fee	£722.00	£736.00	N	D
Transfer	£478.00	£488.00	N	D
Re-instatement	£478.00	£488.00	N	D
Provisional Statement	£1,129.00	£1,152.00	N	D
Application - Provisional Statement Holders	£478.00	£488.00	N	D
All Premises Licence Types				
Duplicate Licence	£25.00	£25.00	N	M
Change of Details	£50.00	£50.00	N	M

Note:

Under current legislation TDC is unable to issue Casino Licenses.

We will recalculate these if legislation changes in the future

Note: Amounts listed include VAT (if applicable)	2018/19	2019/20	VAT Status	<u>Statutory /</u> <u>Discretionary</u>
Gambling Act 2005				
Betting and Gaming:				
Permits and Society Lotteries				
Gaming Machines (Alcohol Licensed Premises)				
Notification of Two or Less Gaming Machines	£50.00	£50.00	N	S
New Application - Gaming Machine Permit	£150.00	£150.00	N	S
Variation	£100.00	£100.00	N	S
Transfer	£25.00	£25.00	N	S
Annual Fees	£50.00	£50.00	N	S
Change of Details	£25.00	£25.00	N	S
Duplicate Permit	£15.00	£15.00	N	S
Gaming Machines (clubs)				
Club Machine Permit or Club Gaming Permit				
Grant - No Club Premises Certificates held	£200.00	£200.00	N	S
Grant - Where Club Premises Certificates held	£100.00	£100.00	N	S
Renewal - No Club Premises Certificates held	£200.00	£200.00	N	S
Renewal - Where Club Premises Certificates held	£100.00	£100.00	N	S
Variation	£100.00	£100.00	N	S
Change of Details	£25.00	£25.00	N	S
Duplicate Permit	£15.00	£15.00	N	S
Annual Fee	£50.00	£50.00	N	S
Prize Gaming Permit				
Grant	£300.00	£300.00	N	S
Renewal	£300.00	£300.00	N	S
Transfer	£25.00	£25.00	N	S
Duplicate Permit	£15.00	£15.00	N	S
Family Entertainment Centre Gaming Machine Permit				
Grant	£300.00	£300.00	N	S
Renewal	£300.00	£300.00	N	S
Transfer	£25.00	£25.00	N	S
Duplicate Permit	£15.00	£15.00	N	S
Society Lotteries				
Grant	£40.00	£40.00	N	S
Renewal	£20.00	£20.00	N	S

Torrige District Council - Fees & Charges 2018/19

Note: Amounts listed include VAT (if applicable)	2018/19	2019/20	VAT Status	Statutory / Discretionary
Taxis and Private Hire				
Hackney Carriage Vehicle Licence (1 Year)				
Application (includes £72 fee for demand survey)		£150.00	N	D
Grant (Plus Plate Deposit Below)	£219.00	£75.00	N	D
Private Hire Vehicle Licence (1 Year)				
Application		£80.00	N	D
Grant (Plus Plate Deposit Below)	£147.00	£75.00	N	D
HC/PH Hire Drivers Licence (1 year) - Grant				
Application		£100.00	N	D
Grant	£171.00	£75.00	N	D
HC/PH Hire Drivers Licence (1 year) - Renewal				
Application		£60.00	N	D
Grant	£123.00	£75.00	N	D
HC/PH Hire Drivers Licence (3 year) - Grant				
Application		£100.00	N	D
Grant	£318.00	£225.00	N	D
HC/PH Hire Drivers Licence (3 year) - Renewal				
Application		£60.00	N	D
Grant	£282.00	£225.00	N	D
Private Hire Operators Licence - per vehicle (1 year)				
Application		£30.00	N	D
Grant	£87.00	£75.00	N	D
Private Hire Operators Licence - per vehicle (5 year)				
Application		£30.00	N	D
Grant	£342.00	£375.00	N	D
Replacement/duplicate HC/PH License or ID badge	£10.00	£10.00	N	D
Replacement/duplicate licence plates	£23.00	£20.00	N	D
Transfer of Vehicle Licence (vehicle) + Charge for Licence	£25.00	£25.00	N	D
Admin Fee - Licence Amendment / Cancellation	£25.00	£25.00	N	D
Admin Fee - Change of name/address	£10.00	REMOVED	N	D
Transfer of Vehicle Licence (proprietor)	£25.00	£25.00	N	D
Deposit for Licence Plate	£56.00	£56.00	N	D
Deposit for HC/PH Driver ID Badge	£30.00	£30.00	N	D
Criminal Records Disclosure (DBS)	£57.00	£57.00	N	D
Replacement Private Hire Vehicle 'advance bookings' signs				
Full Set	£22.00	REMOVED	N	D
Individual - Large	£7.00	REMOVED	N	D
Individual - Small	£4.00	REMOVED	N	D
Temporary Vehicle Licence per month Plus Charge for Replacement Licence Plate	£25.00	£30.00	N	D

Note:

Change of name/address Fee is now included within Replacement license/ID Fee.

Replacement sign Fee now included in Grant Fee.

Application and Grant Fee's now separated

Note: Amounts listed include VAT (if applicable)	2018/19	2019/20	VAT Status	Statutory / Discretionary
Animal Activity Licenses				
Animal Boarding				
Application	£130.00	£130.00	N	D
Grant	£140.00	£140.00	N	D
Renewal	£99.00	REMOVED	N	D
Transfer	£29.00	REMOVED	N	D
Dog Day Care				
Application	£130.00	£130.00	N	D
Grant	£140.00	£140.00	N	D
Selling Animals as Pets				
Application	£130.00	£130.00	N	D
Grant	£140.00	£140.00	N	D
Renewal	£99.00	REMOVED	N	D
Transfer	£29.00	REMOVED	N	D
Home Boarding				
Application	£110.00	£110.00	N	D
Grant	£140.00	£140.00	N	D
Renewal	£46.00	REMOVED	N	D
Transfer	£29.00	REMOVED	N	D
Keeping Animals for Exhibition				
Application	£110.00	£110.00	N	D
Grant	£140.00	£140.00	N	D
Breeding of Dogs (Plus Vet Fees)				
Application	£100.00	£100.00	N	D
Grant	£140.00	£140.00	N	D
Renewal	£99.00	REMOVED	N	D
Transfer	£29.00	REMOVED	N	D
Hiring of Horses (Plus Vet Fees)				
Application	£100.00	£100.00	N	D
Grant	£140.00	£140.00	N	D
Transfer	£29.00	REMOVED	N	D
Fee for each additional activity				
Maximum fee per activity	£60.00	£60.00	N	D
Dangerous Wild Animals (Plus Vet Fees)				
Application	£200.00	£200.00	N	D
Grant - plus Vet fees	£150.00	£150.00	N	D
Transfer	£29.00	REMOVED	N	D
Above two combined				
Grant	£190.00	REMOVED	N	D
Renewal	£141.00	REMOVED	N	D
Zoos (Plus Inspection Fee)				
Application	£160.00	£160.00	N	D
Grant - plus Vet fees	£470.00	£470.00	N	D
Renewal - plus vet fees	£193.00	REMOVED	N	D
Transfer	£29.00	REMOVED	N	D
Variation to license/Re-evaluation of rating (Plus Inspection Fees)	£40.00	£40.00	N	D
Replacement/Duplicate Licence	£10.00	£10.00	N	D
All Animal Welfare Licence Applications will be charged the Vets Fee if Required.				

Note:

Fee's level and structure has changed to conform with The Animal Welfare Regulations 2018. Licenses can no longer be transferred, a new application is required.

Note: Amounts listed include VAT (if applicable)	2018/19	2019/20	VAT Status	Statutory / Discretionary
Sundry Licences and Registration				
Boat And Boatman's Licensing				
Boat - Grant				
Application		£50.00	N	D
Grant	£108.00	£60.00	N	D
Boat - Renewal				
Application		£40.00	N	D
Grant	£99.00	£60.00	N	D
Boatmen - Grant				
Application		£70.00	N	D
Grant	£108.00	£50.00	N	D
Boatmen - Renewal				
Application		£30.00	N	D
Grant	£99.00	£50.00	N	D
Reduced fee where no competence test required	£66.00	REMOVED	N	D
Operator - Grant				
Application		£90.00	N	D
Grant		£60.00	N	D
Operator - Renewal				
Application		£40.00	N	D
Grant		£60.00	N	D
Replacement/Duplicate License/ID Badge		£10.00	N	D
Licensing of Sex Establishments				
Grant	£4,912.00	Under Review	N	D
Renewal	£3,380.00	Under Review	N	D
Transfer	£3,380.00	Under Review	N	D
Scrap Metal Dealers Licence				
Site Licence				
Application		£60.00	N	D
Grant	£167.00	£110.00	N	D
Renewal	£167.00	REMOVED	N	D
Vary	£59.00	REMOVED	N	D
Mobile Collector				
Application		£45.00	N	D
Grant	£113.00	£75.00	N	D
Renewal	£113.00	REMOVED	N	D
Vary	£59.00	REMOVED	N	D
Replacement/Duplicate License/ID Badge		£10.00	N	D

Note:

License Fee structure change for consistency as per Animal Licenses

Torrige District Council - Fees & Charges 2018/19

Note: Amounts listed include VAT (if applicable)	2018/19	2019/20	VAT Status	Statutory / Discretionary
Environmental Health & Public Protection Charges				
Food Safety				
The Food Safety (Fishery products and Live Shellfish) (Hygiene) Amendment (No.2) Regulations 1999				
Fishery Product Establishments (Euro per tonne to be converted to GBP)	£0.50	£0.50	N	D
Export Certificates				
Food	£51.00	£51.00	N	D
Premises	£51.00	£51.00	N	D
Note: If inspection required per hour - min. 1 hour (Max £112)	£34.00	£34.00	N	D
Re-inspection requests for FHRS	£150.00	£150.00	N	D
Primary Authority Scheme		POA	N	D
Food Condemnation Certificate				
Per hour plus food collection costs* (*direct recharge of 3rd party costs)	£40.00	£40.00	N	D
Safer Food Better Business Catering Pack	£6.75	£6.75	Z	D
Pack plus Postage	£8.00	£8.00	Z	D
12 Month Diary Sheet Pack	£3.00	£3.00	Z	D
Primary Authority Partnership		POA	N	D
Ear Piercing, Tattooing, Acupuncture or Electrolysis				
Premises registration	£126.50	£129.00	N	D
Person Registration Competency Check & Certificate	£50.50	£51.50	N	D
Personal Registration Certificate (Amendment)	£23.00	£23.50	N	D
Control of Stray Dogs				
Stray dogs				
1 day at kennels	£78.50	£80.00	N	D
2 days at kennels	£94.50	£96.40	N	D
3 days at kennels	£111.00	£113.20	N	D
4 days at kennels	£127.50	£130.00	N	D
5 days at kennels	£143.00	£145.80	N	D
6 days at kennels	£160.00	£163.20	N	D
7 days at kennels	£176.50	£180.00	N	D
8 days at kennels	£192.00	£195.80	N	D
Note: Above fees includes statutory fee, handling fee and Kennelling / reception per day of:	£16.50	£16.80	N	D
Park Homes				
New Park Home Site Licence (+ per pitch)	£260 (+3.81)	£265.20 (+3.89)	N	D
Annual Fee (+ per pitch)	£142.80 (+3.81)	£145.66 (+3.89)	N	D
Standard Licence Transfer or Amendment (no visit required)	£115.25	£117.56	N	D
Significant Licence Amendment (additional fee) (+ per pitch)	£74 (+3.81)	£75.48 (+3.89)	N	D
Deposit of Site Rules	£53.50	£54.57	N	D
Enforcement Charges (Determined on a case by case basis) (See Park Homes Fees Policy for more details)				
Fly tipping Fixed Penalty Notice				
Paid within 10 days	£250.00	£250.00	N	S
Paid within 14 days	£400.00	£400.00	N	S
Community Protection Fixed Penalty Notice				
Paid within 10 days	£60.00	£60.00	N	S
Paid within 14 days	£100.00	£100.00	N	S
Failure to Furnish Documentation (Waste Carriers Licence)				
Paid within 10 days	£180.00	£180.00	N	S
Paid within 14 days	£300.00	£300.00	N	S
Failure to Produce Authority (Waste Carriers Licence)				
Paid within 10 days	£180.00	£180.00	N	S
Paid within 14 days	£300.00	£300.00	N	S
Littering Fixed Penalty Notice				
Paid within 10 days	£100.00	£100.00	N	S
Paid within 14 days	£150.00	£150.00	N	S
Littering From Vehicle - Fine				
Paid within 14 days	£100.00	£100.00	N	S

Torridge District Council - Fees & Charges 2018/19

Note: Amounts listed include VAT (if applicable)	2018/19	2019/20	VAT Status	Statutory / Discretionary
Paid within 28 days	£150.00	£150.00	N	S
Public Space Protection Order Fixed Penalty Notice				
Paid within 10 days	£60.00	£60.00	N	S
Paid within 14 days	£100.00	£100.00	N	S
Noise Pollution Control				
Application for consent for the operation of loud speakers in the street	£196.00	£199.92	N	D
Contaminated Land search fee - per hour				
Maximum 3 hours / See EIR Charges	£25.00	£25.00	N	D
Sampling and Analysis of Private Water Supplies				
Risk Assessment (incl. 'check sample' visit charge)*	£217.00	£245.00	N	D
Sampling Visit*	£73.00	£85.00	N	D
Investigation	£104.00	£100.00	N	D
Granting an Authorisation	£104.00	£100.00	N	D
Missed Appointments	£10.70	£10.90	N	D
(* plus analysis at cost up to limit in regulations as below)				
Analysing a sample -				
Taken under regulation 10	£25.00	£25.00	N	S
Check sample	£100.00	£100.00	N	S
Audit sample	£500.00	£500.00	N	S
Prescribed Processes under the Environmental Protection Act 1990				
Environmental Permitting - Local Authority fees for Integrated Pollution Prevention Control (IPPC) are set nationally and are available on the Following Department of Environment Food and Rural Affairs (DEFRA) website https://www.gov.uk/government/collections/environmental-permitting-resources-for-local-authorities#fees-and-charges For further guidance contact the Environmental Protection Team on environmental.protection@torridge.gov.uk or 01237 428700				
Public Health - National Assistance Burial administration	£250.00	£250.00	E	D
Additional fee's (including undertakers) charged at cost				
Exhumations - attendance and monitoring	£500.00	£500.00	E	D
Works in Default (various legislation): administrative charge	Cost plus 10%	Cost plus 10%	S	D

Note:

Sampling costs etc. revised due to reassessment of time taken, take-up levels and regulatory limits

Note: Amounts listed include VAT (if applicable)	2018/19	2019/20	VAT Status	Statutory / Discretionary
Car Parks / Tolls				
Bideford Car Parks				
Bridge Street (52 spaces)				
Per hour	£1.00	£1.00	S	D
The Manor (15 spaces)				
Up to 30 minutes only	£0.30	£0.30	S	D
Per hour	£1.00	£1.00	S	D
The Quay (38 spaces)				
Up to 30 minutes only	£0.30	£0.30	S	D
Per hour	£1.00	£1.00	S	D
The Pill (118 Spaces)				
Per hour	£1.00	£1.00	S	D
Clarence Wharf (116 spaces)				
Up to 1 hour	£0.60	£0.60	S	D
Up to 2 hours	£1.20	£1.20	S	D
Up to 4 hours	£2.00	£2.00	S	D
All day	£3.00	£3.00	S	D
All week	£16.00	£16.00	S	D
The Pannier (formerly Honestone Street) Car Park				
Up to 1 hour	£0.60	£0.60	S	D
Up to 2 hours	£1.20	£1.20	S	D
Up to 4 hours	£2.00	£2.00	S	D
All day	£3.00	£3.00	S	D
All week	£16.00	£16.00	S	D
Riverbank (Short Stay, 87 spaces)				
Per hour	£1.00	£1.00	S	D
All day charge for Blue Badge Holders (Dedicated disabled spaces only)	£3.00	£3.00	S	D
Riverbank (Long Stay, 300 spaces)				
Up to 1 hour	£0.60	£0.60	S	D
Up to 2 hours	£1.20	£1.20	S	D
Up to 4 hours	£2.00	£2.00	S	D
All day	£3.00	£3.00	S	D
All week	£16.00	£16.00	S	D
Coaches (per day)	Free	Free	S	D
Commercial Vehicles (6pm to 8am)	£2.00	£2.00	S	D
Motor homes ONLY per night, maximum two nights	£5.00	£5.00	S	D
Cattle Market (100 spaces)				
Per Day	£1.00	£1.00	S	D
Springfield (50 spaces)				
Per Day	£1.00	£1.00	S	D

Torrige District Council - Fees & Charges 2018/19

Note: Amounts listed include VAT (if applicable)	2018/19	2019/20	VAT Status	Statutory / Discretionary
Appledore/Northam/Westward Ho!				
Churchfields (163 spaces)				
Up to 30 minutes only	£0.30	£0.30	S	D
Up to 1 hour	£0.60	£0.60	S	D
Up to 2 hours	£1.20	£1.20	S	D
Up to 4 hours	£2.00	£2.00	S	D
All day	£3.00	£3.00	S	D
All week	£16.00	£16.00	S	D
Coaches	Free	Free	S	D
Motor homes ONLY per night, maximum two nights	£5.00	£5.00	S	D
Vehicle / trailer combinations (each and every space occupied) (per space) to include Slipway Charge	£5.00	£5.00	S	D
Winter Boat Storage - charge per feet, mono hulls / multi hulls (from 1st October)	£5.80 / £8.70	£5.80 / £8.70	S	D
Odun Road (37 spaces)				
Up to 1 hour	£0.60	£0.60	S	D
Up to 2 hours	£1.20	£1.20	S	D
Up to 4 hours	£2.00	£2.00	S	D
All day	£3.00	£3.00	S	D
All week	£16.00	£16.00	S	D
Westward Ho! Slipway Car Park 15th March - 31st October (37 spaces)				
Per hour	£1.00	£1.00	S	D
Westward Ho! Slipway Car Park 1st November - 14th March (37 spaces)				
Up to 1 hour	£0.60	£0.60	S	D
Up to 2 hours	£1.20	£1.20	S	D
Up to 4 hours	£2.00	£2.00	S	D
All day	£3.00	£3.00	S	D
All week	£16.00	£16.00	S	D
Notes: For slipway charges (with combined trailer parking) please see Harbours and Pilotage.				
Main Car Park - Westward Ho! 15th March – 31st October (131 spaces)				
Up to 30 minutes only	£0.30	£0.30	S	D
Up to 1 hour	£1.00	£1.00	S	D
Up to 2 hours	£2.00	£2.00	S	D
Up to 4 hours	£4.00	£4.00	S	D
All day	£7.00	£7.00	S	D
All week	£17.00	£17.00	S	D
Motor homes ONLY per night, maximum two nights	£5.00	£5.00	S	D
Main Car Park - Westward Ho! 1st November – 14th March (131 spaces)				
Up to 30 minutes only	£0.30	£0.30	S	D
Up to 1 hour	£0.60	£0.60	S	D
Up to 2 hours	£1.20	£1.20	S	D
Up to 4 hours	£2.00	£2.00	S	D
All day	£3.00	£3.00	S	D
All week	£16.00	£16.00	S	D
Motor homes ONLY per night, maximum two nights	£5.00	£5.00	S	D
Seafield Car Park - Westward Ho!				
Up to 30 minutes only	£0.30	£0.30	S	D
Up to 1 hour	£0.60	£0.60	S	D
Up to 2 hours	£1.20	£1.20	S	D
Up to 4 hours	£2.00	£2.00	S	D
All day	£3.00	£3.00	S	D
All week	£16.00	£16.00	S	D
West Appledore (29 spaces)				
Up to 30 minutes only	£0.30	£0.30	S	D
Up to 1 hour	£0.60	£0.60	S	D
Up to 2 hours	£1.20	£1.20	S	D
Up to 4 hours	£2.00	£2.00	S	D
All day	£3.00	£3.00	S	D
All week	£16.00	£16.00	S	D
Windmill Lane (25 spaces numbered spaces)				
Reserve Bays (Charge per annum)	£80.00	£80.00	S	D
Windmill Lane (7 spaces)				
All day	£1.00	£1.00	S	D
(No cash machine - so need to purchase through Park Mobile)				

Torrridge District Council - Fees & Charges 2018/19

Note: Amounts listed include VAT (if applicable)	2018/19	2019/20	VAT Status	<u>Statutory /</u> <u>Discretionary</u>
Holsworthy Car Parks				
Manor (166 spaces)				
Up to 30 minutes only	£0.30	£0.30	S	D
Up to 1 hour	£0.60	£0.60	S	D
Up to 2 hours	£1.20	£1.20	S	D
Up to 4 hours	£2.00	£2.00	S	D
All day	£3.00	£3.00	S	D
All week	£16.00	£16.00	S	D
Coaches (per day)	Free	Free	S	D
Commercial Vehicles (6pm to 8am)	£2.00	£2.00	S	D
After 12 noon Saturday until 8am Monday each week	Free	Free	S	D
Motor homes ONLY per night, maximum two nights	£5.00	£5.00	S	D
Well Park (92 spaces)				
Per day	£1.00	£1.00	S	D
Barley Grove (70 spaces)				
Up to 30 minutes only	£0.30	£0.30	S	D
Up to 1 hour	£0.60	£0.60	S	D
Up to 2 hours	£1.20	£1.20	S	D
Up to 4 hours	£2.00	£2.00	S	D
All day	£3.00	£3.00	S	D
All week	£16.00	£16.00	S	D
Sydney House (South Street, 280 spaces)				
Up to 30 minutes only	£0.30	£0.30	S	D
Up to 1 hour	£0.60	£0.60	S	D
Up to 2 hours	£1.20	£1.20	S	D
Up to 4 hours	£2.00	£2.00	S	D
All day	£3.00	£3.00	S	D
All week	£16.00	£16.00	S	D
Coaches	Free	Free	S	D
After 12 noon Saturday until 8am Monday each week	Free	Free	S	D
Motor homes ONLY per night, maximum two nights	£5.00	£5.00	S	D

Torrige District Council - Fees & Charges 2018/19

Note: Amounts listed include VAT (if applicable)	2018/19	2019/20	VAT Status	Statutory / Discretionary
Rural Car Parks				
Bucks Mills (25 spaces)	Free	Free	S	D
Halwill Junction	Free	Free	S	D
Annual Residents Permit				
Per Annum (Valid from 4pm to 10am and all day Sundays)	£60.00	£60.00	S	D
Tourist Permits - any 7 consecutive days	£20.00	£20.00	S	D
Season Ticket (Monday to Sunday inclusive in all long stay car parks only - except Westward Ho! main car park)				
Per month	£32.00	£32.00	S	D
Per half year	£189.00	£189.00	S	D
Per annum	£315.00	£315.00	S	D
Business Permits (Monday to Saturday in all long stay car parks only - except Westward Ho! main car park)				
Per month	£27.00	£27.00	S	D
Per half year	£158.00	£158.00	S	D
Per annum	£263.00	£263.00	S	D
Westward Ho! Main Car Park Permits - (Monday to Saturday) Winter season only (1st November - 14th March)				
Resident per year	£60.00	£60.00	S	D
Season per half year	£189.00	£189.00	S	D
'T' Business Permits - The Pill Car Park, Bideford - available only to businesses adjacent to this car park				
Per quarter	£189.00	£189.00	S	D
Reserved Bays				
Single	£447.00	£500.00	S	D
Double	£693.00	£775.00	S	D
Garages (West Appledore) (per quarter)	£158.00	£158.00	S	D
Penalty Charge Notices (Dependant on nature of contravention)				
Base charge	£50.00	£50.00	N	D
or	£70.00	£70.00	N	D
Discount on original charge if paid within 14 days	50 %	50 %	N	D

Note:

Reserve Bay increases agreed at C&R 26th November subject to due process

Torridge District Council - Fees & Charges 2018/19

Note: Amounts listed include VAT (if applicable)	2018/19	2019/20	VAT Status	Statutory / Discretionary
Northam Burrows				
Daily Toll				
Motorcycles (Day and Evening) - returning entry	£2.00	£2.00	S	D
Car - Day - returning entry	£4.00	£4.00	S	D
Van/Camper Van (10 - 17 seats) - Day - returning entry	£6.00	£6.00	S	D
Car - Evening	£2.00	£2.00	S	D
Coach/Mini bus & Trailer - Day - returning entry	£9.00	£9.00	S	D
Season Ticket				
Weekly Car ticket	£15.00	£15.00	S	D
Season Motorcycle ticket	£25.00	£25.00	S	D
Season Car ticket	£40.00	£40.00	S	D
Commercial Vehicles (per annum)				
Coach/Bus	£550.00	£550.00	S	D
Minibus/Trailer	£440.00	£440.00	S	D
School Booking Fee	£25.00	£25.00	S	D
Discounts for pre-arranged visits:				
50% for organisations using the Burrows for educational use				
50% for charities and youth clubs				
50% for nursing homes				
Commercial Rent of Land (per day)	£25.00	£30.00	E	D
Commercial Rent of Land (per season)	£200.00	£220.00	E	D

Torrige District Council - Fees & Charges 2018/19

Note: Amounts listed include VAT (if applicable)	2018/19	2019/20	VAT Status	Statutory / Discretionary
Harbour/Pilotage/Mooring Charges				
Harbour charges				
Conservancy Charge - per gross tonne	£0.52	£0.55	Z	D
Wharfage (loaded on or off) (Clay) - per tonne of cargo	£0.70	£0.72	Z	D
Wharfage (loaded on or off) (Logs) - per tonne of cargo	£0.88	£0.90	Z	D
Craneage (loaded on or off) - per tonne of cargo	£1.25	£1.30	Z	D
Water				
Connection - per vessel	£25.91	£26.00	Z	D
Supply - per tonne	£1.34	£1.40	Z	D
Craneage (during working hours)				
Single boat lift - per tonne (minimum charge of 2 tonnes)	£36.01	£40.00	S	D
Crane moving cost - per mile (minimum 1 mile)	£72.09	£75.00	S	D
Other crane lifts	By quotation	By quotation	S	D
Pilotage Charges				
Charge incl. boarding, landing and boatman - per gross tonne	£0.35	£0.35	Z	D
Charge with Pilot Exemption Certificate				
	25% of full charge	25% of full charge	Z	D
Pilot ordered to attend a vessel at tide time and such vessel does not then leave	£96.49	£96.49	Z	D
Pilot puts to sea to meet a vessel at her expected time of arrival but does not pilot her because she fails to keep her time of arrival, the pilot shall be entitled to make an attendance charge of:				
	£120.20	£120.20	Z	D
And additional pilot boat fee of (River Torrige):	£315.69	£315.69	Z	D
Pilot Boat Services - varies depending on size of vessel:	0-£315.79	0-£315.69	Z	D
Pilot Boat Services - surcharge within River Taw:	£240.38	£240.38	Z	D
Pilot Exemption Certificates				
Examination	£132.20	£132.20	N	D
Certificate	£34.87	£34.87	N	D
Renewal	£34.87	£34.87	N	D
Mooring Charges				
Pleasure mooring charges Bank End - per metre per annum	£33.34	£35.00	S	D
Commercial & Fishing Boat Mooring >15tonnes - per metre per annum	£37.31	£39.00	Z	D
Commercial & Fishing Boat Mooring <15 tonnes - per metre per annum	£37.31	£39.00	S	D
Churchfield & Riverbank Slipway charges (Payment via parking meter)				
1 x launch only	£6.00	£6.00	S	D
1 x launch and parking for one vehicle	£10.00	£10.00	S	D
5 x launches and parking for one vehicle	£50.00	£50.00	S	D
One month permit for launching and parking for one vehicle	£70.00	£70.00	S	D
3 month permit for launching and parking for one vehicle	£200.00	£200.00	S	D
Permit covering period 1st April to 30th September for launching and parking for one vehicle (Trailer must stay attached to vehicle at all times)	£320.00	£320.00	S	D

Torrige District Council - Fees & Charges 2018/19

Note: Amounts listed include VAT (if applicable)	2018/19	2019/20	VAT Status	Statutory / Discretionary
Housing				
Houses in Multiple Occupation (HMO) Licence				
Part A - Application Fee (Plus DBS Fee)		£315.00	N	D
Part B - Grant Fee (Management & Enforcement)	£452.50	£160.00	N	D
Houses in Multiple Occupation (HMO) Licence Variation				
Inspection required	£225.50	£220.00	N	D
No Inspection required	£225.50	£120.00	N	D
Hostel Rents:				
Per night for a single/1.5 person room	£41.00	£42.50	E	S
Per night for a family room	£45.50	£47.00	E	S
Hostel Service Charges:				
Per night	£2.00	£2.10	E	S
Private Sector Leased Properties (Temporary Accommodation for Homeless Households):				
Per night for a two bedroom property	£16.44	£17.00	E	S
Per night for a three bedroom property	£19.72	£20.50	E	S
Per night for a four bedroom property	£24.06	£24.90	E	S
Notices				
Prohibition, Improvement or Emergency Prohibition		£250.00	N	D
Review of Notice/Suspended Notice (Inspection Required)		£180.00	N	D
Review of Notice/Suspended Notice (No Inspection Required)		£115.00	N	D
Improvement Notice or Emergency Remedial Action Notice				
2 Storey property or maisonette	£206.00	REMOVED	N	D
3 Storey property	£213.00	REMOVED	N	D
4 or More Storey property	£221.00	REMOVED	N	D
Common parts of a building	£198.00	REMOVED	N	D
Individual bedsit/ room in a shared house	£198.00	REMOVED	N	D
Single storey flat	£198.00	REMOVED	N	D
Prohibition Notice or Emergency Prohibition Notice or Demolition Order				
2 Storey property or maisonette	£213.00	REMOVED	N	D
3 Storey property	£221.00	REMOVED	N	D
4 or more Storey property	£230.50	REMOVED	N	D
Common parts of a building	£213.00	REMOVED	N	D
Individual bedsit/ room in a shared house	£213.00	REMOVED	N	D
Single storey flat	£213.00	REMOVED	N	D
Review of Suspended Improvement Notice				
All premises	£109.00	REMOVED	N	D
Review of Suspended Prohibition Notice				
All premises	£109.00	REMOVED	N	D
Review of Prohibition Notice				
All premises	£109.00	REMOVED	N	D
Immigration Housing Requests - visit and report	£180.00	£180.00	N	D

Note:
Removed Fee's have been incorporated into a simplified structure and an analysis of officer time has been undertaken to review levels.

Note: Amounts listed include VAT (if applicable)	2018/19	2019/20	VAT Status	<u>Statutory /</u> <u>Discretionary</u>
Electoral Registration				
Edited electoral register				
Data format				
Admin fee	£20.00	£20.00	N	S
For each 1000 entries	£1.50	£1.50	N	S
Printed format				
Admin fee	£10.00	£10.00	N	S
For each 1000 entries	£5.00	£5.00	N	S
Full electoral register				
Data format				
Admin fee	£20.00	£20.00	N	S
For each 1000 entries	£1.50	£1.50	N	S
Printed format				
Admin fee	£10.00	£10.00	N	S
For each 1000 entries	£5.00	£5.00	N	S
Marked registers				
Data format				
Admin fee	£10.00	£10.00	N	S
For each 1000 entries	£1.00	£1.00	N	S
Printed format				
Admin fee	£10.00	£10.00	N	S
For each 1000 entries	£2.00	£2.00	N	S
Marked postal vote lists				
Data format				
Admin fee	£10.00	£10.00	N	S
For each 1000 entries	£1.00	£1.00	N	S
Printed format				
Admin fee	£10.00	£10.00	N	S
For each 1000 entries	£2.00	£2.00	N	S
	£6.00 or *No Charge	£6.00 or *No Charge	N	D
Confirmation of Residency Letters - per letter				
*This will only be charged if additional work by reviewing previous years is undertaken				
Researching the Electoral Register				
Per each year manually researched	£5.00	£5.00	N	D

Torrige District Council - Fees & Charges 2018/19

Note: Amounts listed include VAT (if applicable)	2018/19	2019/20	VAT Status	Statutory / Discretionary
Local Land Charges				
The following fees marked with an asterisk include fees charged by Devon County Council for their replies to CON 29 and CON 29O Enquiries				
LLC1 + CON 29 (i.e. Standard Search)*	£83.22	£83.22	Split S & N	D
Additional Parcel of Land	£0.92	£0.92	Split S & N	D
LLC1 Certificate of Search	£7.13	£7.13	N	D
Additional Parcel of Land	£0.42	£0.42	N	D
CON 29 Enquiries of the Local Authority (2016)*	£76.09	£76.09	S	D
Additional Parcel of Land	£0.50	£0.50	S	D
CON 29O Enquiries of the Local Authority (2016) when raised with CON 29				
Q4. Road proposals by private bodies	£5.09	£5.09	S	D
Q.5 Advertisements	£1.69	£1.69	S	D
Q.6 Completion Notices*	£2.50	£2.50	S	D
Q.7 Parks and Countryside*	£2.16	£2.16	S	D
Q.8 Pipelines	£0.34	£0.34	S	D
Q.9 Houses in Multiple Occupation	£1.40	£1.40	S	D
Q.10 Noise Abatement	£1.68	£1.68	S	D
Q.11 Urban Development Areas	N/a	N/a	S	D
Q.12 Enterprise Zones	N/a	N/a	S	D
Q.13 Inner Urban Improvement Areas	N/a	N/a	S	D
Q.14 Simplified Planning Zones	N/a	N/a	S	D
Q.15 Land Maintenance Notices	N/a	N/a	S	D
Q.16 Mineral Consultation Areas*	£3.58	£3.58	S	D
Q.17 Hazardous Substance Consents	£0.34	£0.34	S	D
Q.18 Environmental and Pollution Notices	£2.68	£2.68	S	D
Q.19 Food Safety Notices	£1.68	£1.68	S	D
Q.20 Hedgerow Notices	£0.85	£0.85	S	D
Q.21 Flood Defence and Land Drainage Consents*	£3.24	£3.24	S	D
Q.22 Common Land and Town or Village Greens*	£5.40	£5.40	S	D
(Note: CON 29O Enquiries of the Local Authority (2016) submitted on their own or raised separately, incur an additional admin fee (see below))				

Note:

Land Charges should break even over a 3 year period - there has been no change to the Fee's we are charged by Devon County Council in respect of these, therefore there are no increases to pass on.

Torrige District Council - Fees & Charges 2018/19

Note: Amounts listed include VAT (if applicable)	2018/19	2019/20	VAT Status	Statutory / Discretionary
Each additional enquiry raised by applicant with a Standard Search application	£6.00	£6.00	S	D
(Note: See admin fee below)				
The following charges apply when requesting component CON 29 Enquiries about a property and will also incur the admin fee detailed below.				
CON 29 Enquiries of the Local Authority (2016)				
Q.1.1 Planning and Building Decisions and Pending Applications				
(a)-(l)	£9.17	£9.17	S	D
(j)-(l)	£2.26	£2.26	S	D
Q.1.2 Planning Designations and Proposals*	£4.80	£4.80	S	D
Q.2 Roads and public rights of way*	£3.91	£3.91	S	D
Q.3.1 Land required for public purposes	£0.79	£0.79	S	D
Q.3.2 Land to be acquired for Road Works*	£1.31	£1.31	S	D
Q.3.3 Drainage matters*	£6.48	£6.48	S	D
Q.3.4 Nearby Road Schemes*	£5.17	£5.17	S	D
Q.3.5 Nearby Railway Schemes*	£3.83	£3.83	S	D
Q.3.6 Traffic Schemes*	£9.34	£9.34	S	D
Q.3.7 Outstanding Notices*	£2.83	£2.83	S	D
Q.3.8 Contravention of Building Regulations	£0.61	£0.61	S	D
Q.3.9 Notices, Orders, Directions and Proceedings under Planning Acts*	£3.86	£3.86	S	D
Q.3.10 Community Infrastructure Levy (CIL)	£0.79	£0.79	S	D
Q.3.11 Conservation Area	£0.64	£0.64	S	D
Q.3.12 Compulsory Purchase*	£4.16	£4.16	S	D
Q.3.13 Contaminated Land	£0.91	£0.91	S	D
Q.3.14 Radon Gas	£0.91	£0.91	S	D
Q.3.15 Assets of Community Value	£0.91	£0.91	S	D
Admin Fee (Payable in addition to the cost of any Component CON 29 and CON 29O Enquiries of the Local Authority (2016) or additional enquiries submitted on their own or raised separately)	£18.07	£18.07	S	D
Inspection of the Local Land Charges Register (i.e. a Personal Search)	Free	Free	S	D
Access to inspect and manually search unrefined Council records/information in situ in order to compile answers to CON 29 Enquiries	Free	Free	S	D

Torrige District Council - Fees & Charges 2018/19

Note: Amounts listed include VAT (if applicable)	2018/19	2019/20	VAT Status	Statutory / Discretionary
Room Hire				
Caddsdawn				
Taw conference suite				
Full Day	£142.00	£146.00	S	D
Half Day	£85.00	£88.00	S	D
Wedding Ceremonies - booked via Devon County Council Registrar	£66.00	£68.00	S	D
Torrige conference suite				
Full Day	£142.00	£146.00	S	D
Half Day	£85.00	£88.00	S	D
Wedding Ceremonies - booked via Devon County Council Registrar	£66.00	£68.00	S	D
Studio J Meeting Room				
Full Day	£50.00	£55.00	D	S
Half Day	£25.00	£28.00	D	S
Other Facilities				
Refreshments - per serving	£2.35	£2.35	S	D
Lunchtime buffet - details available on request			S	D
Regular use discount - more than 10 booking made at same time	10% discount	10% discount	S	D
Site Tenants discount	25% discount	25% discount	S	D
Windmill Lane Main Chamber				
Per Day (9am-4pm)	£44.00	£46.00	E	D
Per session (9am-12pm, 1pm-4pm)	£27.00	£28.00	E	D
Per hour after 4pm	£22.00	£23.00	E	D
Note: Bookings subject to checks with Northam Town Council				
Additional charges and discounts Windmill Lane				
Trade (Commercial) Use - per day			S	D
	Rates are doubled	Rates are doubled		
	25% discount	25% discount	E	D
Registered charities and cultural bodies & societies			E	D
Regular use discount - more than 6 booking made at same time	25% discount	25% discount	S	D
Setting up and clearing away (extra outside booked times), per hour	£20.00	£20.00	S	D
Fishdock				
Ice - charge per tonne	£54.50	£56.50	Z	D
Waste Management Services				
Collection of fridge or freezer - per item	£19.50	£20.00	N	D
Concessionary rate	£16.50	£17.00	N	D
1 to 2 Bulky Items (3 piece suites counts as 2 items)	£19.50	£20.00	N	D
Concessionary rate	£16.50	£17.00	N	D
3 Bulky Items	£26.50	£27.00	N	D
Concessionary rate	£22.50	£23.00	N	D
4 Bulky Items	£32.50	£34.00	N	D
Concessionary rate	£28.50	£29.00	N	D
Schedule 2 waste – collection not disposal (Domestic waste from business premises). Per bag, bag supplied by owner	£2.00	£2.10	S	D
Commercial waste bags includes disposal	£2.75	£2.85	N	D
Composting Bin	£13.50	£14.00	S	D
Green Waste - Annual collection charge (per green bin)	£35.00	£35.00	N	D

Torrridge District Council - Fees & Charges 2018/19

Note: Amounts listed include VAT (if applicable)	2018/19	2019/20	VAT Status	Statutory / Discretionary
Customer Services				
Agenda's				
Per year				
Plans Committee Agenda's	£156.00	£161.50	S	D
All other Agenda's	£145.00	£150.00	S	D
Council Tax/Business Rates				
Summons	£55.00	£55.00	E	S
Liability Order	£10.00	£10.00	E	S
Miscellaneous				
Flood defence sacks (Aqua-sacs)	£3.70	£3.70	S	D
Radiolink				
Bideford scheme	£140.00	£140.00	S	D
Drone Services (Including Pilot)				
Half Day	£300.00	£300.00	S	D
Full Day	£500.00	£500.00	S	D
Payroll				
Processing payroll for the Parish Clerk:				
Initial setup fee per employee	£25.00	£25.00	S	D
Charge per payslip	£10.00	£10.00	S	D
Legal Department				
Certifying Pensions (to enable people to claim overseas pensions)	£25.00	£25.00	S	D
Planning Agreements (Section 106) - Legal Charge (per hour)	£80.00	£80.00	N	D

Freedom of Information Charges / EIR Charges

Where possible simple requests under the Freedom of Information Act or Environmental Information Regulations will be processed free of charge. However we are permitted a charge to cover photocopying, (currently A4 - 10p per side, larger then A4 price on request documents produced externally will be charged at cost), and postage at cost. We will advise you of any costs involved during the processing of your request. More complex FOI/EIR enquiries may attract an additional charge to cover officers time in obtaining the data requested but will conform to Government/ICO guidelines (currently £25 per hour or part thereof). We will again advise you of any likely charges your request might incur. Standard charges will also be made for Information subject to a charging regime approved by Parliament or the Council.

Fees & Charges Booklet Last Updated: 10/12/18

Note:
Payroll Fee's will be reviewed if we change payroll systems