

## **Communities, Environment and Regulatory Services Fees and Charges 2016/17**

### **SUMMARY**

- 1.1 The Communities, Environment and Regulatory Services Directorate annually reviews its fees and charges. This is to ensure that they reflect the cost of delivering services, take into account comparator rates for these services within the sector, ensure that inflationary cost increases are taken into account, and that budget income targets are achieved.
- 1.2 The proposed fees and charges for Communities, Environment and Regulatory Services for 2016/17 are set out at Appendix 2. In those cases where the Council has discretion to set the fees, these have been reviewed. The final column of the table in Appendix 2 sets out a narrative for any changes being proposed.
- 1.3 All prices are shown inclusive of VAT where it is applicable, unless explicitly stated otherwise.

### **RECOMMENDATION**

- 2.1 To approve the fees and charges for 2016/17 as set out at Appendix 2.

### **REASONS FOR RECOMMENDATION**

- 3.1 To enable the Communities, Environment and Regulatory Services Directorate to achieve its budgeted income targets for 2016/17.

## **SUPPORTING INFORMATION**

- 4.1 As part of the 2016/17 budget preparation, Departments within the Communities and Place Directorate have reviewed their fees and charges. This annual review is necessary to ensure that:
- Inflationary cost increases are incorporated into the charging structure where applicable;
  - Any additional costs (or efficiencies) of providing the service are incorporated;
  - Fees and charges reflect the cost of delivering the service and/or charging levels for that sector.
- 4.2 The proposed fees and charges for 2016/17 for the Communities, Environment and Regulatory Services Department are set out at Appendix 2. Some of the fees are set nationally and cannot be changed by the Council. In those cases where the Council has discretion to set the fees, these have been reviewed. Where relevant, inflation has also been added. The final column of the table in Appendix 2 sets out a narrative for any changes being proposed.
- 4.3 The fees and charges relating to licensing functions are not included in Appendix 2, as these are considered separately by the Council's Licensing Committee.

#### **4.4 Bereavement Services**

Although the fees and charges for both funerals (burial and cremation) and memorialisation were not increased for 2015/16, increases are proposed for the 2016/17 period.

In addition, it is proposed to make some structural changes to the way cremations are charged. The strategy of using a differential approach to charging related to the time that the funeral takes place is becoming a commonly used approach by both public and private sector crematorium operators. It allows for reduced charges for the less popular early morning bookings up to 10.00 a.m. and late afternoon bookings from 14.00 p.m. onwards with premium charges for funerals between 11.20 and 14.00 hours. This approach has the advantages of balancing out funeral services throughout the day, which is far a far more environmentally sustainable and economic way of working and goes some way to addressing to emerging issues of funeral poverty that is gaining traction across the sector. Funeral Directors have been consulted on this proposal and have generally been in agreement.

In addition, it is proposed to increase the charge for scattering cremated remains that have been cremated elsewhere. This is proposed to take account of the numbers of families to the north of Derby who are having the main funeral service at neighbouring crematoria, in particular Amber Valley Crematorium at Swanwick, and then returning the cremated remains to Derby to be scattered with other family members in the Gardens of Remembrance at Markeaton. This situation will be further compounded when the planned Trent Valley Crematorium opens to the south of the city in 2017. It is hoped that this proposal will encourage those families with a choice about which crematorium to use, will be encouraged to opt for Markeaton Crematorium, rather to travel to competitor private sector facilities to the north and south of the city.

#### **4.5 Markets**

This service is currently under review which will include any fees and charges associated with it. Until the review is complete, the fees and charges will continue to be as approved at 24 February 2015 Cabinet Member meeting.

## 4.6 Pest Control

Although a non-statutory service, Members have been keen to see the continuation of the Council's pest control service for Derby residents and businesses as an alternative option to private companies. The service receives 2,200+ requests for service each year and there are currently 45+ commercial contracts in place. The service regularly receives complimentary feedback from residents.

There is a need for the service to remain competitive in the local market and yet still offer value for money and a trusted, flexible, high quality service delivered by fully trained, experienced competent staff.

The introduction of Universal Credit and the need to move away from accepting cash at the door has created some operational issues that have needed to be addressed. Consequently, a number of changes to the service have been proposed:

- No longer accept cash at time of treatment. All jobs booked either through Derby Direct or via a new on-line booking tool (to be introduced Summer 2016)
- Removal of benefit-related reduced rate
- Introduction of a new reduced rate for all jobs booked (and subsequently paid for) on-line
- Review of services offered to align better with those offered by other LA Pest Control Services
- Review of service terms and conditions around cancellations and 'no-access' jobs

### OTHER OPTIONS CONSIDERED

5.1 None.

This report has been approved by the following officers:

<b>Legal officer</b> <b>Financial officer</b> <b>Human Resources officer</b> <b>Estates/Property officer</b> <b>Service Director(s)</b> <b>Other(s)</b>	Olu Idowu Amanda Fletcher n/a n/a John Tomlinson – Service Director of Environment & Regulatory Services
<b>For more information contact:</b> <b>Background papers:</b> <b>List of appendices:</b>	Michael Kay    01332 641940    michael.kay@derby.gov.uk None Appendix 1 – Implications Appendix 2 – Communities, Environment & Regulatory Services Fees & Charges Review 2016/17

<b>IMPLICATIONS</b>
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**Financial and Value for Money**

- 1.1 The proposed fees and charges have been set to reflect the 2016/17 income targets for the Directorate.

**Legal**

- 2.1 Increases to fees and charges have only been applied to those items where the Council has the discretion to set fees and charges for the services it provides.

**Personnel**

- 3.1 None arising from this report.

**IT**

- 4.1 None arising from this report.

**Equalities Impact**

- 5.1 The proposed changes will apply equally to all groups within the community and no particular group(s) will be disadvantaged.

**Health and Safety**

- 6.1 None arising from this report.

**Environmental Sustainability**

- 7.1 None arising from this report.

**Property and Asset Management**

- 8.1 None arising from this report.

**Risk Management**

- 9.1 None arising from this report.

## **Corporate objectives and priorities for change**

- 10.1 The setting of appropriate fees and charges contributes to improving value for money for our customers.

COMMUNITIES, ENVIRONMENT AND REGULATORY SERVICES FEES AND CHARGES REVIEW – 2016/17

TEAM	DESCRIPTION OF CHARGES	APPROVED CHARGE (£)	PROPOSED CHARGE 2016-17 (£)	COMMENTS
<b>CORPORATE HEALTH AND SAFETY</b>	Full day training course Half day training course Standard courses arranged in schools Bespoke ADHOC courses	73 47 261 POA	75 48 269 POA	Increase of 3% inflation rounded to the nearest £.
<b>BEREAVEMENT SERVICES</b> <b>Cremation fees</b>	Adult Early slot Premium slot  Child – less than 16 years  Child – less than 5 years (including still born)  Body parts  Additional time slot including memorial service	617   169  Nil 397 166	632 506 695  173  Nil 407 170	+2.5% 20% deduction from adult 10% increase from adult  +2.5%  No Change  +2.5% +2.5%
<b>Memorial fees – Garden of Remembrance</b>	Garden vault Pergola plaque – 10 year lease Kerb plaque around existing paths, inclusive of vase – 10 year lease Kerb plaque around baby garden – 10 year lease	810 280 473 182	834 288 487 187	Increase of 3% inflation rounded to the nearest £.

TEAM	DESCRIPTION OF CHARGES	APPROVED CHARGE (£)	PROPOSED CHARGE 2016-17 (£)	COMMENTS
	Tower plaque in baby garden – 11 year lease Leather plaque (single): 5 year lease Leather plaque (double): 5 year lease Replacement plaque 10 year renewal fee 10 year lease renewal fee: children's memorials	182 176 220 106 176 87	187 181 227 109 181 90	
<b>Memorial fees – Book of Remembrance</b>	2 Lines 5 lines 8 lines Flowers Badges/crests/other illustrations Memorial card copy of entry 2 lines 5 lines 8 lines Flowers: only available with a 5 or more line entry Badges/crests/other illustrations: only available with a 5 or more line entry	64 86 102 49 62 33 42 51 49  64	66 88 105 50 63  34 43 53 50  66	Increase of 3% inflation rounded to the nearest £.
<b>Miscellaneous fees</b>	Strewing of cremated remains from elsewhere Recording of service	47 43	94 44	100% increase  Increase of 3% inflation rounded to the nearest £.



TEAM	DESCRIPTION OF CHARGES	APPROVED CHARGE (£)	PROPOSED CHARGE 2016-17 (£)	COMMENTS
<b>Cemetery fees</b> <b>Exclusive rights of burial: 50 years</b>	Earthen grave	1005	1030	+2.5%
	Casket grave	1200	1230	+2.5%
	Vaulted grave	838	838	No change
	Cremation grave: all cemeteries	190	195	+2.5%
	Childs grave (less than 16 years)	69	71	+2.5%
	10 year extension to exclusive rights	201	206	+2.5%
	Exclusive Right Premium cremation grave (1.5 grave space)		292	New product
	Exclusive Right and memorial for Mini Grave plot (including inscription and 1 <sup>st</sup> interment)		937	New product
<b>Interment fees</b>	Adult: to a depth of 4'6"	603	618	+2.5%
	Adult: to a depth of 6'0"	711	729	+2.5%
	Adult: to a depth of 7'6"	830	851	+2.5%
	Vaulted grave	1385	1420	+2.5%
	Child: under 16 years	153	157	+2.5%

TEAM	DESCRIPTION OF CHARGES	APPROVED CHARGE (£)	PROPOSED CHARGE 2016-17 (£)	COMMENTS
	Child: still-born and under 5 years Cremated remains Cremated remains: Saturday interment additional charge Body parts Use of cemetery chapel Wooden shoring Adult: woodland Child: woodland (less than 16 years) Cremated remains: woodland Strewing of cremated remains: woodland Saturday funeral surcharge Saturday funeral hourly rate Sunday funeral surcharge Sunday funeral hourly rate	Nil 112 POA 112 77 127 604 152 112 43 POA 56 POA 77	Nil 115 115 79 130 See above See above See above See below POA 57 POA 79	+2.5% +2.5% +2.5% +2.5% All woodland burials to be charged at normal fees. No change +2.5% No change +2.5%
<b>Exhumations</b>	Adult coffined remains Child confined remains Cremated remains: casket depth Cremated remains: coffin depth	POA POA POA POA	POA POA POA POA	No change No change No change No change
<b>Memorials and inscriptions</b>	Not exceeding 3'6 height/3" width/4" thick Not exceeding 4'6 height/3" width/4" thick Not exceeding 2'0 height/6"	228 268 57	235 276 59	Increase of 3% inflation rounded to the nearest £.

TEAM	DESCRIPTION OF CHARGES	APPROVED CHARGE (£)	PROPOSED CHARGE 2016-17 (£)	COMMENTS
	width/4"thick (baby section only)	91	94	
	To purchase and erect a temporary memorial	42	43	
	Memorial vase: not exceeding 12"	46	47	
	Kerb set: full set 7' x 3'	193	199	
	Kerb set: full set 8' x 4'	284	292	
	Kerb set: baby section	43	44	
	Plaque: tablet	43	44	
	Additional inscription	30	31	
	Replacement of existing memorial	42	43	
	Additional work to existing memorial	43	44	
<b>Miscellaneous charges</b>	Change of grave ownership	43	44	+2.5%
	Replacement/updating of deeds	43	44	+2.5%
	Strewing of cremated remains from Markeaton	47	48	+2.5%
	Strewing of cremated remains from elsewhere	47	94	+100%
<b>TRADING STANDARDS</b>				
<b>Licence to store explosives</b>	1 year	178	178	These are statutory fees and will remain at this level until we are notified of any changes.
	2 year	234	234	
	3 year	292	292	
	4 year	360	360	
	5 year	407	407	

TEAM	DESCRIPTION OF CHARGES	APPROVED CHARGE (£)	PROPOSED CHARGE 2016-17 (£)	COMMENTS
<b>Renewal of explosives licence</b>	1 Year 2 year 3 year 4 year 5 year	83 141 198 256 313	83 141 198 256 313	These are statutory fees and will remain at this level until we are notified of any changes.
<b>Registration to store explosives</b>	1 year 2 year 3 year 4 year 5 year	105 136 166 198 229	105 136 166 198 229	These are statutory fees and will remain at this level until we are notified of any changes.
<b>Renewal of registration to store explosives</b>	1 year 2 year 3 year 4 year 5 year Varying name of licensee or registered person, or address of site Transfer of licence/registration Replacement licence/registration, if lost	52 83 115 146 178 35 35 35 35	52 83 115 146 178 35 35 35 35	These are statutory fees and will remain at this level until we are notified of any changes.
<b>Annual license to sell fireworks</b>	Licence to sell fireworks all year round.	500	500	These are statutory fees and will remain at this level until we are notified of any changes.
<b>Licence to keep petroleum spirit</b>	2500 litres pa	42	42	These are statutory fees

TEAM	DESCRIPTION OF CHARGES	APPROVED CHARGE (£)	PROPOSED CHARGE 2016-17 (£)	COMMENTS
of a quantity not exceeding:	2500-50000 litres pa 50000 + litres pa Transfer of petroleum spirit licence	58 120 8	58 120 8	and will remain at this level until we are notified of any changes.
Testing and & verification fees (weights and measures)	All equipment  Certificate of accuracy Weighbridge operators: certificate for public weighing	56.25/hr. (Weights and Measures inspector) and 33.69/hr. (Support Officer)  29 29	59.60/hr. (Weights and Measures Inspector) 35.87/hr. (Support Officer)  30 30	Nationally Recognised Fees, recommended by <b>Association of Chief Trading Standards Officers (ACTSO)</b>  Increase of 3% inflation rounded to the nearest £.
Hire of weights	For up to one week	97/tonne	100/tonne	Increase of 3% inflation rounded to the nearest £.
Buy with Confidence scheme: Registration and membership fees	One-off, non-refundable registration fees: 1-5 employees 6-20 employees 20-49 employees 50+ employees  Annual membership fees: 1-5 employees 6-20 employees 20-49 employees 50+ employees  Legacy rate annual membership fee for scheme	100 100 100 100  - - - -  -	150 200 250 POA  300 450 600 POA	The scheme provides support for SME's and encourages economic growth. New national fee structure applies from April 2016. Replaces previous fee structure.  New national fee structure applies from April 2016.

TEAM	DESCRIPTION OF CHARGES	APPROVED CHARGE (£)	PROPOSED CHARGE 2016-17 (£)	COMMENTS
	members joining prior to April 2016: 1 – 5 employees 6-15 employees 16+ employees	100 200 300	150 275 450	Lower legacy rate for existing members currently on pre April 2016 pricing structure.
<b>Primary Authority</b>	Fees charged for advice and support to business undertaken as part of a Primary Authority Partnership	New for 2016-2017	50 per hour	New for 2016-2017 Operated at cost recovery.
<b>Trading Standards - environmental searches</b>	Environmental searches carried out on request will be charged on hourly rate basis.	73 per hour	75 per hour	Fees are in line with those charged by Environmental Health (Pollution Control).
<b>PEST CONTROL (DOMESTIC CHARGEABLE)</b>	Rats (max 4 visits) Rats (per visit thereafter)  Mice (max of 4 visits) Mice (per visit there after) Wasps Wasps (with ladder) Wasps (with extra nest)  Fleas – up to 3 bed	£25 Full – £15 Reduced £12 - £8 reduced  £65 full - £35 reduced £12 full - £8 reduced £50 full -£35 reduced £65 Full - £45 reduced £15 full - £10 reduced  £90 full £50 reduced	£30 Full -£25 reduced £14 -Reduced £11  £67 full - £54reduced £18 full - £12 reduced £52 full -£46 reduced £65 full - £52 reduced £15 full - £12 reduced  £95 full £77 reduced, private landlord £140	Reduced price now based on a 20% reduction on full price treatment charge.  Increase in materials charges.  New landlord charge for some commercial work.

TEAM	DESCRIPTION OF CHARGES	APPROVED CHARGE (£)	PROPOSED CHARGE 2016-17 (£)	COMMENTS
	Fleas – 4 bed house	£100 full £60 reduced	4 bedrooms and over £100 full - £88 reduced, private landlord £160	
	Fleas – 5 bed house	£120 full £70 reduced		
	Fleas – 5 + bed house	£150 full £100 reduced		
	Carpet beetles – up to 3 bed house	£90 full £50 reduced	Same charge as for fleas	
	Carpet beetles – 4 bed house	£100 full £60 reduced		
	Carpet beetles – 5 bed	£120 full £70 reduced		
	Carpet beetles – 5+ bed	£150 full £100 reduced		
	Cockroaches (Max of 4 visits)	£85 full - £50 reduced	£87 full - £70 reduced	
	Cockroaches (per visit there after)	£20 full - £11 reduced	£20 full - £16 reduced	
	Bedbugs – up to 3 bed house	£100 full £60 reduced	£110 full - £88 reduced, private landlord £150	
	Bedbugs – 4 bed house	£125 full £80 reduced		
	Bedbugs – 5 bed house			
	Bedbugs – 5+ bed house (plus £20 extra room)	£150 full - £90 reduced £30 per room full - £20 reduced	4 bedrooms and over £135 full - £110 reduced, private landlord £180	
	Other insects/mites	£80 full £50 reduced	£90 full - £72 reduced	
	Squirrels (max of 3 visits)	£130 full -£80 reduced	£132 full £106 reduced	
	Squirrels (per visit there	£45 full -£25 reduced	£45 full - £36 reduced	

TEAM	DESCRIPTION OF CHARGES	APPROVED CHARGE (£)	PROPOSED CHARGE 2016-17 (£)	COMMENTS
	after)  Survey only – Rodents Administration fees for cancelling or rearranging booking: Appointment cancelled less than one working day's notice No treatment possible no active infestation - wasps	£10  No charge  No charge	£15  £15 rats - £20 other pest  £15	
<b>PEST CONTROL COMMERCIAL TREATMENT RATES</b>	Standard treatment – per hour Standard treatment – per half hour Standard treatment – (out of hours) per hour Standard treatment – (out of hours) per half hour  Contract treatments – per hour Contract treatments – per half hour  Contract treatments – (out of hours) per hour Contract treatment (out of hours) per half hour  Wasps	£64  £32  £76  £38  £51  £26  £58  £29  £60	£66  £33  £78.30  £39.50  £53  £27  £60  £30  £62	



TEAM	DESCRIPTION OF CHARGES	APPROVED CHARGE (£)	PROPOSED CHARGE 2016-17 (£)	COMMENTS
	Wasps with ladder Extra nests  Collection of keys from housing officer or other establishment  Technician attendance	£70 £25  £20  £63	£72 £26  £21  £65	
<b>POLLUTION CONTROL FEES &amp; CHARGES</b>	Air quality data & information – per hour Contaminated land enquiries – per hour  IPPC environmental permits (list of permitted processes)	72.60/hour 72.60/hour	£75/hour £75/hour	These are statutory fees and will remain at this level until we are notified of any changes.
<b>FOOD &amp; SAFETY CHARGES</b>	Health/Export Certificate	58	60	Increase of 3% inflation rounded to the nearest £.
<b>HOUSING STANDARDS CHARGES</b>	Enforcement notice  HMO 5 yearly licence – first time  HMO 5 yearly licence – renewal	304  768  695	398  980  903	Calculated on a cost recovery basis  Cost recovery – cost base and salaries have increased since last calculated for 2015/16
<b>BUILDING CONSULTANCY</b>	Amendment to Safety	Cost recovery		Figures quoted are

TEAM	DESCRIPTION OF CHARGES	APPROVED CHARGE (£)	PROPOSED CHARGE 2016-17 (£)	COMMENTS
	<p>Certificates under the Safety at Sports Grounds Act</p> <p>BUILDING REGULATION CHARGES</p> <p>New Dwelling up to 300 m<sup>2</sup>  New dwelling over 300 m<sup>2</sup>  2 New Dwellings  3 New Dwellings  4 New Dwellings  5 New Dwellings  More than 5</p> <p>Domestic Extensions:  Under 10m2  10-40 m2  40-100 m2  More than 100 m2</p> <p>Non-exempt detached garage or carport up to 40m2  Non exempt attached garage up to 40m2  More than 40 m2</p> <p>Domestic Alterations:  Conversion of roof space to</p>	<p>598  Individually assessed  Individually assessed  Individually assessed  Individually assessed  Individually assessed  Individually assessed</p> <p>351  464  604  Individually assessed</p> <p>241  351  Individually assessed</p> <p>378</p>	<p>641  Individually assessed  Individually assessed  Individually assessed  Individually assessed  Individually assessed  Individually assessed</p> <p>376  497  647  Individually assessed</p> <p>258  376  Individually assessed</p> <p>405</p>	<p>excluding VAT.</p> <p>All figures reflect increase in hourly rates charged.</p>

TEAM	DESCRIPTION OF CHARGES	APPROVED CHARGE (£)	PROPOSED CHARGE 2016-17 (£)	COMMENTS
	form habitable room without dormers			
	Conversion of roof space to form habitable room with dormers	456	489	
	Conversion of garage to a habitable room	266	285	
	Miscellaneous domestic alterations according to value:			
	Less than £2k	156	167	
	£2k-£5k	212	227	
	£5k-£10k	311	333	
	£10k-£20k	458	458	
	£20k-£30k	Individually assessed	Individually assessed	
	£30k-£50k	Individually assessed	Individually assessed	
	Introduction of insulation as part of re-roof work, re-rendering/plastering and replacement ground floors that does not include changes to structural elements	70	75	
	Replacement windows and doors containing more than 50% glazing; no more than 3 in total	80	) ) ) 115 )	(These fees have been combined and an average between the two calculated. The wording will now read:

TEAM	DESCRIPTION OF CHARGES	APPROVED CHARGE (£)	PROPOSED CHARGE 2016-17 (£)	COMMENTS
	Replacement windows and doors containing more than 50% glazing; more than 3 in total.	134	) ) )	"Replacement windows and doors containing more than 50% glazing"
	Electrical work (outside scope of competent persons scheme):	Individually assessed	Individually assessed	
	Provision of new circuit	134	144	
	Rewire	376	403	
	Miscellaneous non domestic alterations according to value:			
	Less than £5k	250	268	
	£5k-£10k	362	388	
	£10k-£20k	Individually assessed	Individually assessed	
	£20k-£30k	Individually assessed	Individually assessed	
	£30k-£50k	Individually assessed	Individually assessed	
	<u>Supplementary charges for discretionary services</u>			
	Copy of decision notice or completion certificate less than 5 years old.	15	16	
	Copy of decision notice or completion certificate more	50	54	

TEAM	DESCRIPTION OF CHARGES	APPROVED CHARGE (£)	PROPOSED CHARGE 2016-17 (£)	COMMENTS
	than 5 years old.			
	Written response to an enquiry about historic building regulation matter (site history, exempt work, etc.)	65	70	
	Re-open archived building regulation file for purposes of issuing a completion certificate.	65	70	
	Subsequent Site visits in conjunction with resolving archived building regulation case.	Individually assessed	Individually assessed	
	Request to withdraw Full Plans or Building Notice application and refund any monies	35	38	
	Request to re-direct building regulation invoice	20	21	
	Retrieval of building regulation file from off-site storage	20	21	