



Rutland County Council

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Ladies and Gentlemen,

A meeting of the **GROWTH, INFRASTRUCTURE AND RESOURCES SCRUTINY PANEL** will be held in the Council Chamber, Catmose, Oakham on **Thursday, 7th December, 2017** commencing at 7.00 pm when it is hoped you will be able to attend.

Yours faithfully

Helen Briggs
Chief Executive

Recording of Council Meetings: Any member of the public may film, audio-record, take photographs and use social media to report the proceedings of any meeting that is open to the public. A protocol on this facility is available at www.rutland.gov.uk/my-council/have-your-say/

7) FEES AND CHARGES 2018/19

To receive Report No. 213/2017 from the Director for Resources.
(Report circulated under separate cover)

- The above report is due to be presented at Cabinet on 19 December 2017.
- Scrutiny has requested this report so that it can review and comment on proposals before the Cabinet meeting so as to inform the decision-making process.
- Scrutiny is asked to consider the report and provide feedback to the Portfolio Holder and Director.

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TO: ALL MEMBERS OF THE COUNCIL

15th November 2017

Dear Member

RE: Report No. 213/2017 - Fees and Charges 2018/19

Please find attached the above report from the Director for Resources and which will be considered at the following meetings:-

Children and Young People Scrutiny Panel	Thursday 23 November 2017
Adults and Health Scrutiny Panel	Thursday 30 November 2017
Growth Infrastructure and Resources Scrutiny Panel	Thursday 07 December 2017
Cabinet	Tuesday 19 December 2017

Members are requested to ensure they bring this copy to the relevant meetings.

Yours sincerely

Natasha Taylor
Corporate Support Team

Encs

Copy to: Chief Executive
Chief Officers
Corporate Support Team
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CABINET

19 December 2017

FEES & CHARGES 2018/19

Report of the Director for Resources

Strategic Aim:	Sound Financial and Workforce Planning	
Key Decision: Yes	Forward Plan Reference: FP/310717	
Exempt Information	No	
Cabinet Member(s) Responsible:	Mr T Mathias, Leader of the Council and Portfolio Holder for Finance	
Contact Officer(s):	Debbie Mogg, Director for Resources	01572 758358 dmogg@rutland.gov.uk
	Saverio Della Rocca, Assistant Director (Finance)	01572 758159 sdrocca@rutland.gov.uk
Ward Councillors	N/A	

DECISION RECOMMENDATIONS

That Cabinet RECOMMENDS TO COUNCIL:

1. To approve the level of fees and charges for 2018/19 as set out in Appendices 1-4, and
2. That the fees for local elections and referendum continue to be set in line with other Local Authorities from Leicestershire.

1 PURPOSE OF THE REPORT

- 1.1 This report sets out the proposals for fees and charges for services provided by the Council, for the financial year 2018/19.

2 INTRODUCTION

- 2.1 Fees and charges represent a significant source of finance for the Council. The Council receives approximately £4.6 million from fees and charges each year. It is important that fees and charges are set at an appropriate level so as to maximise income to the Council.
- 2.2 The Council provides a wide range of services for which fees and charges can be made. Some of these fees and charges are set at a statutory level such as planning application fees and environmental protection fees. Others are discretionary and the Council has the ability to decide upon an appropriate charge

for the services. Examples include bulky waste collection and room hire charges.

- 2.3 In addition, the Council provides services to other public sector bodies and other external bodies for which charges are made. For example, the Council provides services to schools to support improvement.
- 2.4 Fees and charges are reviewed annually as part of the budget and council tax setting process. Fees and charges need to be approved in order to be effective from April 2018. In reviewing the level of fees for 2018/19, a 2% increase has been applied to all discretionary fees in line with inflation, unless there is business case to do something different. Sections 3 to 5 of this report highlight the key issues for each Directorate and the rationale for the proposals.

3 PEOPLE DIRECTORATE PROPOSALS

- 3.1 A detailed schedule of all fees and charges is provided at **Appendix 1**. The rationale for the proposals for each service area are set out below. There are currently no fees and charges within Children's Social Care.

Adult Social Care Charges

- 3.2 There were increases to adult social care fees and charges in 2016/17 as a result of a charging review to ensure the sustainability of social care services for the most vulnerable (Cabinet Report 117/2016). The majority of the fees and charges are linked to the costs of care. As we are currently not planning to raise the amount we pay providers the associated charges to service user should not rise. It should be noted that under their contract, providers may evidence increased costs to trigger a review of charges. This would affect charges to service users should this occur. The current position is outlined below:

- 3.3 Following the charging policy review in 2016, three changes to **domiciliary care charging** came into force in October 2016, which it is proposed should be maintained in 2018/19:

- 3.3.1 Service users should pay the full hourly cost of care (£16.46), up to any applicable affordability ceilings.
- 3.3.2 Service users will be charged for care services from their start date, not from the date of financial assessment.
- 3.3.3 Charging of an administration fee of £114.50 for helping individuals with over £23,250 who are setting up a care package (beyond free of charge advice).

The maximum home care rate payable by an individual per week rose to £441 in 2016, mirroring a rise in the lowest residential care rate, to which it is linked. It is proposed that this remains the same in 2018/19.

- 3.4 The other charges for service users in adult social care are for **Deferred Payment Agreements (DPAs)**. DPAs are a form of loan for home owners who move into residential care, enabling them to defer some of the costs of care which are then recovered from their estate or the sale of their property. Two DPA charging amendments were approved by Council in July 2016 relating to increased arrangement fees for DPAs and the charging of interest at the government rate on

deferred payments. It is proposed that these charges, introduced in October 2016, will change in 2018/19 as follows:

- 3.4.1 DPA arrangement fee at the cost recovery level was £470 plus third party charges. Based on the updated calculations the DPA fee should increase to £490 to remain at full cost recovery.
- 3.4.2 Interest charged on Deferred Payments was set at the interest rate set by Government and was to be adjusted when interest rate changes are notified. This is now reviewed every 6 months on 1st Jan and July. The current interest rate is 1.85%, a reduction on the previous rate of 2.25% when the changes were first introduced.

Learning and Skills – School Improvement Service

- 3.5 Services available to schools and charges for school improvement depend upon two factors
 - a) the category of the school identified through risk assessment shared with the school
 - b) the status of each individual school i.e. is the school maintained or Academy/ Free School. Independent schools have a further, higher charging scale.
- 3.6 The charging structures for schools were reviewed during early 2017/18 and no changes are proposed to charges for school activity for the next academic year.

4 PLACES DIRECTORATE PROPOSALS

- 4.1 Fees which are set nationally are set out in **Appendix 2**. Locally set fees are set out in **Appendix 3**. Locally set fees have been reviewed and revised where appropriate or increased by inflation (2%) and rounded appropriately. There are a small number of fees where no increase is proposed. Typically this is either because there has been a recent increase (e.g. parking) or there is competition (e.g. land charges).
- 4.2 A number of changes are recommended for 2018/19, the most significant of which are set out in paragraphs 4.3 to 4.11. This includes the addition of some new charges that we are able to make but have not previously.
- 4.3 A detailed review of fees and charges within the Places Directorate is currently underway, led by an external consultant. This is likely to develop further proposals within the next 6 months that could lead to the introduction of some new charges for services, charges for premium services and further modification of existing charges.

Waste Management

- 4.4 Appendix 3 includes the Green Waste charge that was approved by Full Council in September 2017.
- 4.5 Also proposed is a charge for delivering grey and black bins to new properties. Introducing this charge is likely to generate around £15k per year on average.

Gambling Act and Other Licences

- 4.6 New charges are proposed to cover situations which may occur where no fee is currently set. There is unlikely to be any significant financial impact.

Highways

- 4.7 Charges for A board and street furniture licences are not currently included. There are also several new or revised fees proposed for Road Closures and Traffic Management. These will bring Rutland's fees in line with charges in neighbouring authorities and likely to generate around £25k to £30k per annum if approved.

Museum and Library

- 4.8 After reviewing the fees and income in respect of these areas, it is recommended that a number of reprographics and photography services are withdrawn and the fee therefore abolished. This is either due to the lack of demand for these services or the cost effectiveness of us providing them.
- 4.9 Furthermore, a review of the pricing structure for room hire changed has taken place and a simplified, unified hourly rate is now being recommended. The objective of this is that a clearer pricing structure will make the facilities easier to promote and lead to an increase in usage. This will be kept under review and income budgets closely monitored.

Development Control

- 4.10 Development control fees are set nationally. The Council has already agreed to accept the Governments offer of a 20% increase on condition that the additional revenue is invested exclusively in planning services. The necessary legislation is expected to be in place before the end of the calendar year.

Home to School Transport

- 4.11 Increases to school related transport charges are set out in the home to school and home to college transport policies.

5 RESOURCES DIRECTORATE PROPOSALS

- 5.1 A detailed schedule of all fees and charges is provided at **Appendix 4**.

Reprographics Services

- 5.2 The Council is permitted to make a charge for ad-hoc copying of information subject to the Local Government (Access to Information) Act 1985 and for information requested under the Freedom of Information Act 2000. This legislation allows the Council to recover reasonable costs in respect of providing the documentation. This includes direct material costs plus overheads.
- 5.3 No increase is proposed to this charge.

Legal Services

- 5.4 Charges for the provision of certain legal services under a fee structure are common practice across all areas of Local Government. Developers are required

to pay the legal costs associated with s106 agreements, s38 agreements and s278 agreements this fee income is administered by Peterborough Legal under the Council's shared service agreement. Peterborough Legal have recently reviewed the cost of providing these services and found that increases are required to ensure their costs are adequately covered. Legal fees for planning and highways agreements will be increased to £180 per hour, with a minimum fee of £720 which equates to 4 hours work. Time recording accurately records the time spent on each individual matter to ensure the developer is charged appropriately.

Elections & Referendums – Charges to Parishes

- 5.5 The representation of the People Act 1983, Section 36 (4) requires the Council to cover all expenditure incurred by the Returning Officer in the holding of an election (or the Counting Office in the holding of a referendum). The fees for conducting Parliamentary, and European Parliamentary and Police and Crime Commissioner elections are regulated by the Returning Officers' Fees and Charges Orders made by the Government.
- 5.6 The Act allows the Council to recharge the costs of elections and referendums to parish councils. The Council works collaboratively with other authorities across Leicestershire to agree consistent fees. The fees for 18/19 have not yet been reviewed therefore approval is sought to continue to set the fees using this approach.

Disclosure and Barring Service (DBS) Checks

- 5.7 The HR Service acts as the 'administrator' for processing DBS Applications for:
- Employees and volunteers engaged by the Council
 - Organisations who have some 'affiliation' to the Council or its services and provide voluntary services
 - Fostering/Adoption service
- 5.8 An administration fee for undertaking these checks is charged, as permitted under section 93 of the Local Government Act 2003. This is not a statutory service – RCC and other organisations are able to secure the service from another Registered Body. We process approximately 60 applications per year for voluntary organisations.
- 5.9 The process involves development and maintenance of relevant policies, practice and procedures in line with Government requirements and the DBS Code of Practice – including:
- Appropriate identification/assessment of levels of check (i.e. standard, enhanced, barred)
 - Secure management of private and sensitive data/information e.g. criminal records
 - Ensuring appropriate level of checking of identification
 - Full check of the accuracy of applications prior to submission by a Counter signatory or Lead signatory
 - Resolution of any queries between applicants and the DBS

- Advisory support and guidance to recruiting managers for positive disclosures
- Managing a 3-yearly re-check process for employees
- Management of our registration with the DBS
- Lead on any referrals for barring

5.10 Currently we are also developing an on-line application process which will be passed on to other organisations accessing our services. As such, the cost of providing the service to external organisations has been reviewed. Taking into account the time involved in processing the application, along with the wider role of being an administrator as set out in 5.10, it is recommended that the fee is maintained at £10.

Other Resources Fees & Charges

5.11 Charges levied for Subject Access Requests (SARs) made under the Data Protection Act 1998 will remain at £10 per request in line with statutory limitations.

5.12 Charges levied for Blue Badges (disabled parking permits) will remain at £10 per badge in line with the national Blue Badge Scheme, which allows for Local Authorities to charge successful applicants a maximum of £10.

6 CONSULTATION

6.1 Most existing fees and charges are only being increased in line with inflation. The new charges proposed in respect of Waste Management, Licences and Highways bring us in line with other Authorities therefore no formal consultation is proposed. Consideration will be given to the need to consult if any fundamental changes are proposed in year.

6.2 The proposals were considered by each of the Scrutiny Panels in late November/early December. <DETAIL TO BE ADDED IN AFTER THE MEETINGS>.

7 ALTERNATIVE OPTIONS

7.1 The alternative option is to retain the current level of fees and charges. To do so would have a negative impact on the Council's financial position as we would not be recovering the actual costs of services provided. Costs increase year on year and as such need to be reflected in this Policy.

8 FINANCIAL IMPLICATIONS

8.1 Income budgets are in many instances driven by demand and can be volatile. It is not always the case that an increase in charges will lead to increases in income received. There are two reasons for this: a) demand for the service may reduce, and b) additional income received may help address the underachievement of income targets rather than generate new income above existing budgets. For this reason, even where fees and charges are increased, income budgets are not always amended.

8.2 The introduction of a charge for green waste is expected to generate income of £280k per annum. This has been incorporated into the budget with effect from

2018/19.

- 8.3 The introduction of charges for A boards and Street Furniture is likely to increase income in 2018/19 by c£25k. Other changes may increase income and help avoid budget pressures.

9 LEGAL AND GOVERNANCE CONSIDERATIONS

- 9.1 The annual review of fees and charges is an integral part of the budget and Council Tax Setting process. The approved fees and charges will form part of the overall budget presented to full Council for approval in February.

10 EQUALITY IMPACT ASSESSMENT

- 10.1 TO BE COMPLETED

11 COMMUNITY SAFETY IMPLICATIONS

- 11.1 There are no community safety implications arising from this report.

12 HEALTH AND WELLBEING IMPLICATIONS

- 12.1 There are no health and wellbeing implications arising from this report.

13 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

- 13.1 The annual review of fees and charges is an integral part of the budget and council tax setting process and is also to ensure the Council is compliant with legislative guidance. It is therefore recommended that Cabinet approve the proposals set out in the document.

14 BACKGROUND PAPERS

- 14.1 There are no additional background papers to the report

15 APPENDICES

Appendix 1 – People Directorate proposed fees and charges 2018/19

Appendix 2 – Places Directorate nationally set fees and charges 2018/19

Appendix 3 – Places Directorate locally set fees and charges 2018/19

Appendix 4 – Resources Directorate proposed fees and charges 2018/19

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

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People Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
ADULT SOCIAL CARE			
Weekly residential care rates			
Residential care	£441	£441	Under their contract, providers may evidence increased costs to trigger a review of charges.
Residential care, dementia	£472	£472	Under their contract, providers may evidence increased costs to trigger a review of charges.
Residential care, nursing	£513	£513	Under their contract, providers may evidence increased costs to trigger a review of charges.
Home care rates			
Hourly cost of care, up to individual applicable affordability ceilings	£16.46	£16.46	Charges apply from the start of provision of service. Hourly rate anticipated to change when domiciliary care is recommissioned in 2017-18.
Maximum weekly home care costs	£441	£441	Aligned to the weekly cost of residential care.
Administrative fee to help individuals with over £23,250 setting up a care package	£114.50	£114.50	This one-off charge was introduced in October 2016. Charge is on a cost recovery basis.
Deferred Payment Agreements (DPAs)			
DPA setup and management fee	£470.00	£490.00	Charge of £470 plus third party charges in place from October 2016. Charges on a cost recovery basis only.
Interest on deferred payments	2.25%	1.85%	Tracks the rate set by government, which is reviewed every 6 months and subject to change.
Learning Disability Day Centre Places - charges to third parties			
Level 1	£50.50	£50.50	The charges are balanced to recover costs and remain competitive.
Level 2 (standard)	£70.70	£70.70	The charges are balanced to recover costs and remain competitive.
Level 3 (1:1 / complex support), daily rate	£90.60	£90.60	The charges are balanced to recover costs and remain competitive.
SCHOOL IMPROVEMENT, INCLUSION AND SUPPORT CHARGES			
Elected school review half day	£300	£300	
Moderation of year 2 and year 6 statutory assessments	£425	£425	
Bespoke data analysis training	£150	£150	
School improvement annual conference, per delegate	£50	£50	

People Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Governor annual conference, per delegate	£50	£50	
Bespoke training for governors	£150	£150	
Additional Early Years Foundation School support beyond core package	£300	£300	
Admissions (ranking and measurements)			
Service level 1, per hour	£35	£35	
Service level 2, primary, per hour	£50	£50	
Service level 2, secondary, per hour	£75	£75	
Inclusion officer (Early years, ASD or EBD)			
Per hour	£70	£70	
Per half day	£200	£200	
Per day	£350	£350	
Educational psychologist (non statutory element)			
Per hour	£120	£120	
Per half day	£350	£350	
Per day	£575	£575	
Bespoke training for SEN			
Per hour	£120	£120	
Per half day	£350	£350	
Per day	£575	£575	
Specialist school improvement services, beyond free of charge entitlement, academies/free schools			
Per hour	£120	£120	
Per half day	£350	£350	
Per day	£575	£575	
Specialist school improvement services, beyond free of charge entitlement, independent schools			
Per hour	Full cost recovery	Full cost recovery	Cost is confirmed depending on requirements.
Per half day	Full cost recovery	Full cost recovery	Cost is confirmed depending on requirements.
Per day	Full cost recovery	Full cost recovery	Cost is confirmed depending on requirements.

Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Development Control			
Planning Application Fees			Fees are set nationally. Awaiting regulations for proposed increases by Government.
Environmental Services			
EPA - annual subsistence charge (low risk)	£ 749	£ 749	Add £35 if paid quarterly.
EPA - annual subsistence charge (medium risk)	£ 1,125	£ 1,125	Add £35 if paid quarterly.
EPA - reduce fee activities (dry cleaners, petrol vapour recovery, waste oil burners)	£ 77	£ 77	
EPA - odorising of natural gas	£ 378	£ 378	
Explosives - (licence to store) new application (separation greater than 0 metres) 1 year	£ 178	£ 178	
Explosives - (licence to store) new application (separation greater than 0 metres) 2 year	£ 234	£ 234	
Explosives - (licence to store) new application (separation greater than 0 metres) 3 year	£ 292	£ 292	
Explosives - (licence to store) new application (separation greater than 0 metres) 4 year	£ 360	£ 360	
Explosives - (licence to store) new application (separation greater than 0 metres) 5 year	£ 407	£ 407	
Explosives - (licence to store) new application (no minimum separation)	£ 105	£ 105	
Explosives - (licence to store) new application (no minimum separation distance) 2 year	£ 136	£ 136	
Explosives - (licence to store) new application (no minimum separation distance) 3 year	£ 166	£ 166	
Explosives - (licence to store) new application (no minimum separation distance) 4 year	£ 198	£ 198	
Explosives - (licence to store) new application (no minimum separation distance) 5 year	£ 229	£ 229	
Explosives - (licence to store) renewal of application (no minimum separation distance) 1 year	£ 52	£ 52	
Explosives - (licence to store) renewal of application (no minimum separation distance) 2 year	£ 83	£ 83	
Explosives - (licence to store) renewal of application (no minimum separation distance) 3 year	£ 115	£ 115	
Explosives - (licence to store) renewal of application (no minimum separation distance) 4 year	£ 146	£ 146	
Explosives - (licence to store) renewal of application (no minimum separation distance) 5 year	£ 178	£ 178	
Explosives - (licence to store) transfer/variation/replacement	£ 35	£ 35	
Gambling - Gambling Act Permits Family Entertainment Centres (Application fee)	£ 300	£ 300	

Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Gambling - Gambling Act Permits Family Entertainment Centres (Renewal fee)	£ 300	£ 300	
Gambling - Gambling Act Permits Family Entertainment Centres (Renewal fee)	£ 25	£ 25	
Gambling - Gambling Act Permits Family Entertainment Centres (Application fee)	£ 15	£ 15	
Gambling - Gambling Act Permits Prize Gaming (Application fee)	£ 300	£ 300	
Gambling - Gambling Act Permits Prize Gaming (Renewal fee)	£ 300	£ 300	
Gambling - Gambling Act Permits Prize Gaming (Change of name)	£ 25	£ 25	
Gambling - Gambling Act Permits Prize Gaming (Copy of Permit)	£ 15	£ 15	
Gambling - Gambling Act Permits Notification of two machines (Application fee)	£ 50	£ 50	
Gambling - Gambling Act Permits ALGMP (Application fee)	£ 150	£ 150	
Gambling - Gambling Act Permits ALGMP (Annual fee)	£ 50	£ 50	
Gambling - Gambling Act Permits ALGMP (Change of name)	£ 25	£ 25	
Gambling - Gambling Act Permits ALGMP (Copy of permit)	£ 15	£ 15	
Gambling - Gambling Act Permits ALGMP (Variation fee)	£ 100	£ 100	
Gambling - Gambling Act Permits ALGMP (Transfer)	£ 25	£ 25	
Gambling - Gambling Act Permits Club Gaming and Machine (Application fee)	£ 200	£ 200	
Gambling - Gambling Act Permits Club Gaming and Machine (Annual fee)	£ 50	£ 50	
Gambling - Gambling Act Permits Club Gaming and Machine (Renewal fee)	£ 200	£ 200	
Gambling - Gambling Act Permits Club Gaming and Machine (Variation fee)	£ 100	£ 100	
Gambling - Gambling Act Permits Club Gaming and Machine (Copy of permit)	£ 15	£ 15	
Gambling - lottery (new application)	£ 40	£ 40	
Gambling - lottery (renewals)	£ 20	£ 20	
Licensing - Licensing Act Annual Premises Licence Fee (based on rateable value of premises) - A	£ 70	£ 70	
Licensing - Licensing Act Annual Premises Licence Fee (based on rateable value of premises) - B	£ 180	£ 180	
Licensing - Licensing Act Annual Premises Licence Fee (based on rateable value of premises) - C	£ 295	£ 295	
Licensing - Licensing Act Annual Premises Licence Fee (based on rateable value of premises) - D	£ 320	£ 320	
Licensing - Licensing Act Annual Premises Licence Fee (based on rateable value of premises) - E	£ 350	£ 350	
Licensing - Licensing Act Annual Club Premises Certificate (based on rateable value of premises) - A	£ 70	£ 70	
Licensing - Licensing Act Annual Club Premises Certificate (based on rateable value of premises) - B	£ 180	£ 180	

Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Licensing - Licensing Act Annual Club Premises Certificate (based on rateable value of premises) - C	£ 295	£ 295	
Licensing - Licensing Act Annual Club Premises Certificate (based on rateable value of premises) - D	£ 320	£ 320	
Licensing - Licensing Act Annual Club Premises Certificate (based on rateable value of premises) - E	£ 350	£ 350	
Licensing - Licensing Act Temporary Event Notice	£ 21	£ 21	
Licensing - Licensing Act Personal Licence	£ 37	£ 37	
Licensing - Licensing Act Premises licence Transfer	£ 23	£ 23	
Licensing - Licensing Act Premises Licence Variation of DPS	£ 23	£ 23	
Licensing - Licensing Act Premises Licence Minor Variation	£ 89	£ 89	
Licensing - Licensing Act Premises Licence Noification of Interest	£ 21	£ 21	
Licensing - Licensing Act Premises Licence Interim Authority Notice	£ 23	£ 23	
Licensing - Licensing Act Premises/Club Copy of Licence	£ 10.50	£ 10.50	
Licensing - Licensing Act Premises/Club Notification of change	£ 10.50	£ 10.50	
Taxis - vehicle plate deposit	£ 20	£ 20	
Petroleum - Licence to keep petroleum spirit (of a quantity not exceeding 2,500 litres)	£ 43	£ 43	
Petroleum - Licence to keep petroleum spirit (of a quantity exceeding 2,500 litres but not exceeding 50,000 litres)	£ 59	£ 59	
Petroleum - Licence to keep petroleum spirit (of a quantity exceeding 50,000 litres)	£ 123	£ 123	
Petroleum - transfer of petroleum fee	£ 8	£ 8	
Petroleum - Driver controlled licence (initial fee)	£ 205	£ 205	
Petroleum - Driver controlled licence (transfer of petroleum fee)	£ 31	£ 31	
Petroleum - Driver controlled licence (notices fee)	£ 5	£ 5	
Dogs - dog recovery fee	£ 25	£ 25	
Abandoned Vehicles - removal of vehicles equal to or less than 3.5 tonnes (vehicle on road, upright and not substantially damaged, or removal of any two-wheeled vehicle)	£ 150	£ 150	
Abandoned Vehicles - removal of vehicles equal to or less than 3.5 tonnes, other than two-wheeled vehicles (vehicle on road but either not upright, substantially damaged or both)	£ 250	£ 250	
Abandoned Vehicles - removal of vehicles equal to or less than 3.5 tonnes, other than two-wheeled vehicles (vehicle off road, upright and not substantially damaged)	£ 200	£ 200	

Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Abandoned Vehicles - removal of vehicles equal to or less than 3.5 tonnes, other than two-wheeled vehicles (vehicle off road but either not upright, substantially damaged or both)	£ 300	£ 300	
Abandoned Vehicles - storage of two-wheeled vehicles (per day)	£ 10	£ 10	
Abandoned vehicles - storage of vehicles equal to or less than 3.5 tonnes, other than two-wheeled vehicles (per day)	£ 20	£ 20	
Abandoned Vehicles - disposal of two-wheeled vehicles	£ 50	£ 50	
Abandoned Vehicles - disposal of vehicles equal to or less than 3.5 tonnes, other than two-wheeled vehicles	£ 75	£ 75	
Highways			
Inspection of works and reinstatement following:			
Section 50 works	£ 50	remove	
Defect inspection	£ 50	remove	
Charges in relation to works occupying the carriageway during period of overrun (Prescribed by legislation - New Roads and Street Works Act 1991)			
Traffic-sensitive street or protected street not in road category 2, 3 or 4. -	£ 5,000	£ 5,000	
Amount (£) each subsequent day	£ 1,000	£ 1,000	
Other street not in road category 2, 3 or 4.	£ 2,500	£ 2,500	
Amount (£) each subsequent day	£ 2,500	£ 2,500	
Traffic-sensitive street or protected street in road category 2.	£ 3,000	£ 3,000	
Amount (£) each subsequent day	£ 8,000	£ 8,000	
Other street in road category 2.	£ 2,000	£ 2,000	
Amount (£) each subsequent day	£ 2,000	£ 2,000	
Traffic-sensitive street or protected street in road category 3 or 4	£ 750	£ 750	
Amount (£) each subsequent day	£ 750	£ 750	
Other street in road category 3 or 4.	£ 250	£ 250	
Amount (£) each subsequent day	£ 750	£ 750	
NRSWA sample inspections	£ 50	£ 50	
Defect Inspection	£ 50	£ 50	
Third Party Defect	£ 50	£ 50	
Traffic Management Act 2004 (Section 41)			
Fixed Penalty Notice as prescribed in Traffic Management Act - Incorrect ETON Notices	£ 120	£ 120	
	£ 80	£ 80	If paid within 28 days
Section 74 Traffic Management Act 2004			
Fixed Penalty Notices	£ 120	£ 120	Fixed Fee. As per code of practice (set by central government/as revised by The Traffic
Discounted rate	£ 80	£ 80	Fixed Fee. As per code of practice (Set by central government/as revised by The Traffic

Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Land Charges			
Inspection of documents filed in respect of each parcel of land	£ 2.75	£ 2.75	It is proposed that these fees do not increase this year as our fees are already high when compared to other councils. Further increases will increase the likelihood that more solicitors will move to using personal search companies, i.e. we will still have to do the work but the information will be requested under the Environmental Information Regulations (EIR) free of charge.
Official search (including issue of official certificate of search)			
(a) in any one part of the register	£ 11.00	£ 11.00	Time recording has been undertaken to accurately account for these charges. This was necessary as a comparison showed our charges were high in comparison with other authorities.
(b) in the whole of the register			
(i) where the requisition is made by electronic means	£ 22.00	£ 22.00	
(ii) in any other case	£ 22.00	£ 22.00	
(c) in addition, in respect of each parcel of land above one, where more than one parcel is included in the same requisition (whether the requisition is for a search in the whole or any part of the register)	£ 10.00	£ 10.00	
Office copy of any entry in the register (not including a copy or extract of any plan or document filed)	As reprographics charges	As reprographics charges	The charge should be on a cost recovery basis only and is in line with corporate charges.
Standard enquiries (CON29R).	90.00 inc VAT	90.00 inc VAT	A new CON29R with VAT is introduced on 1.1.17.
Additional parcel of land	20.00 inc VAT	19.50 inc VAT	Time recording has been undertaken to accurately account for these charges
Optional enquiry (CON 290)	13.50 inc VAT	13.50 inc VAT	
Additional typed enquiry	35.00 inc VAT	36.00 inc VAT	CON29 Questions inc VAT.
Charges for landowner statements made under s15A of the Commons Act 2006			
Deposit of a Statement and Map . Fee includes provision for a single site notice erected on an existing structure.	£ 200	£ 200	A4 (Fee varies by size of application map)
	£ 225	£ 225	A3
	£ 250	£ 250	A2
	£ 275	£ 275	A1
	£ 300	£ 300	A0
Additional deposit notice (price per notice). Each application (fee) includes provision of a single notice. Deposits with multiple parcels of land will require additional notices	£ 25	£ 25	A4 (Fee varies by size of notice map)
	£ 30	£ 30	A3
	£ 40	£ 40	A2
	£ 50	£ 50	A1
	£ 65	£ 65	A0
Additional fee for joint applications made under s31 Highways Act 1980 AND s15A of the Commons Act 2006			
Charge added to fees described above	£ 25	£ 25	
Village Greens corrective applications			
To remove buildings/land wrongly registered	£ 1,000	£ 1,000	Similar fees charged at other authorities
Correction of a mistake made by the Commons Registration authority	No fee	No fee	Cannot charge for this
Development Control			
Copies of planning documents	As reprographics charges	As reprographics charges	The charge should be on a cost recovery basis only and is in line with corporate charges.
Copy Decision Notices (No charge for Parish Councils)	As reprographics charges	As reprographics charges	The charge should be on a cost recovery basis only and is in line with corporate charges.
Preliminary Planning Advice			
Major Commercial	£ 265	£ 270	£195 where no meeting required. 2% increase applied
Minor commercial, minerals and waste, and wind or solar installations	£ 191	£ 195	£129 where no meeting required. 2% increase applied
Householder and other applications	£ 63	£ 64	2% increase applied
Strategic Residential	£ 509	£ 519	£389 where no meeting required. 2% increase applied
Major Residential or Strategic Commercial	£ 381	£ 389	£255 where no meeting required. 2% increase applied
Minor Residential	£ 191	£ 195	£129 where no meeting required. 2% increase applied
Additional time (in excess of 3hrs) & communications requested by applicant (per hour)	£ 69	£ 70	2% increase applied
High Hedge Complaint	£ 402	£ 410	2% increase applied
Environmental Services			
Housing - House of Multiple Occupation (HMO) licence fee	£ 179	£ 183	2% increase applied
Housing - immigration inspection fee	£ 68	£ 70	2% increase applied
Housing - improvement notice charge	£ 105	£ 108	2% increase applied

Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Housing - prohibition notice charge	£ 417	£ 426	2% increase applied
Housing - works in default per hour (maximum rate, depending on officer grade)	£ 30	£ 31	Based on current hourly rate from PCC.
H&S - (registrations) Food Premises	Free	Free	Free of charge
H&S - (registrations) Person Registrations (acupuncture, ear piercing, electrolysis, hairdressing, skin piercing, tattooist)	£ 87	£ 89	2% increase applied
H&S - (registrations) Premises Registrations (acupuncture, ear piercing, electrolysis, hairdressing, skin piercing, tattooist)	£ 105	£ 108	2% increase applied
Animals - cat or dog boarding establishments licence	£ 105	£ 108	Increase by 2% plus vets fees if applicable.
Animals - dangerous wild animals licence	£ 144	£ 147	Increase by 2% plus vets fees if applicable.
Animals - dog breeding licence	£ 105	£ 108	Increase by 2% plus vets fees if applicable.
Animals - home boarding licence	£ 64	£ 66	Increase by 2% plus vets fees if applicable.
Animals - pet shop licence	£ 105	£ 108	Increase by 2% plus vets fees if applicable.
Animals - riding establishments licence	£ 144	£ 147	Increase by 2% plus vets fees if applicable.
Animals - zoo licence	£ 163	£ 167	Increase by 2% plus vets fees if applicable.
Gambling - Gambling Act premises (new application)	£ 857	£ 875	2% increase applied
Gambling - Gambling Act premises (annual fee)	£ 387	£ 395	2% increase applied
Gambling - Gambling Act premises (notification of change)	£ -	£ 25	New fee
Gambling - Gambling Act premises (variation fee)	£ -	£ 526	New fee
Gambling - Gambling Act premises (transfer)	£ 322	£ 329	2% increase applied
Gambling - Gambling Act premises (copy licence)	As reprographics charges	As reprographics charges	The charge should be on a cost recovery basis only and is in line with corporate charges.
Gambling - Gambling Act premises (application for provisional statement)	£ -	£ 875	New fee
Gambling - Gambling Act premises (application for reinstatement)	£ 322	£ 329	2% increase applied
Scrap Metal - Site Licence fee	£ 319	£ 326	2% increase applied
Scrap Metal - Metal Collectors Licence fee	£ 224	£ 229	2% increase applied
Street Trading - A1 laybys	£ 657	£ 671	2% increase applied
Street Trading - non-A1 laybys	£ 224	£ 229	2% increase applied
Street Trading - service charge	£ 1,916	£ 1,955	2% increase applied
Taxis - Driver suitability test	£ 26	£ 27	2% increase applied
Taxis - Hackney Carriage Driver's licence (3 year)	£ 133	£ 136	2% increase applied
Taxis - Hackney Carriage vehicle licence (3 year)	£ 148	£ 151	2% increase applied
Taxis - Private Hire Driver's licence (3 year)	£ 133	£ 136	2% increase applied
Taxis - Private Hire vehicle licence (3 year)	£ 148	£ 151	2% increase applied
Taxis - Private Hire Operators licence (5 year)	£ 306	£ 313	2% increase applied
Water Sampling - basic parameters	£ 72	£ 74	2% increase applied
Water Sampling - bacteriological analysis only	£ 37	£ 38	2% increase applied
Bulky Waste - collection of up to four items of bulky waste (exemptions apply)	£ 29	£ 30	2% increase applied
Bulky Waste - collection of up to four heavy duty bags full of soils and rubble (bags provided by the Council)	£ 43	£ 44	2% increase applied
Waste Disposal - chargeable household waste (per tonne)	£ 107	£ 110	2% increase applied
Waste Disposal - Trade Waste (per tonne)	£ 107	£ 110	2% increase applied
Waste Collection - 1100 litre size Recycling or Green Waste (per collection, excluding disposal costs)	£ 7.40	£ 7.60	2% increase applied
Waste Collection - 660 litre size Recycling or Green Waste (per collection, excluding disposal costs)	£ 7.40	£ 7.60	2% increase applied
Waste Collection - 240 litre size Recycling or Green Waste (per collection, excluding disposal costs)	£ 7.40	£ 7.60	2% increase applied
Waste Collection - 1100 litre size Residual Waste (per collection, excluding disposal costs)	£ 8.80	£ 9.00	2% increase applied
Waste Collection - 660 litre size Residual Waste (per collection, excluding disposal costs)	£ 8.80	£ 9.00	2% increase applied

Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Waste Collection - 240 litre size Residual Waste (per collection, excluding disposal costs)	£ 8.80	£ 9.00	2% increase applied
Waste Collection/Disposal - 1100 Litre size Recycling (per collection)	£ 7.40	£ 7.60	2% increase applied
Waste Collection/Disposal - 660 Litre size Recycling (per collection)	£ 7.40	£ 7.60	2% increase applied
Waste Collection/Disposal - 240 Litre size Recycling (per collection)	£ 7.40	£ 7.60	2% increase applied
Waste Collection/Disposal - 1100 Litre size Green Waste (per collection)	£ 9.50	£ 9.70	2% increase applied
Waste Collection/Disposal - 660 Litre size Green Waste (per collection)	£ 9.50	£ 9.70	2% increase applied
Waste Collection/Disposal - 240 Litre size Green Waste (per collection)	£ 9.50	£ 9.70	2% increase applied
Waste Collection/Disposal - 1100 Litre size Refuse (per collection)	£ 18.80	£ 19.20	2% increase applied
Waste Collection/Disposal - 660 Litre size Refuse (per collection)	£ 14.30	£ 14.60	2% increase applied
Waste Collection/Disposal - 240 Litre size Refuse (per collection)	£ 9.90	£ 10.10	2% increase applied
Green Waste collection charge (annual, per bin)	£ -	£ 35	New annual charge to be introduced for 2018/19
Waste Developer Contributions - provision and delivery of bins (plus associated administration costs), per bin	£ -	£ 40	New one-off charge that could be introduced for 2018/19
Burials - reservation for the next available plot	£ 75	£ 77	2% increase applied
Burials - reservation for a chosen plot	£ 93	£ 95	2% increase applied
Burials - reservation for non-Rutland residents	£ 110	£ 113	2% increase applied
Burials - interment of the body of a stillborn child or child whose age at death did not exceed one year *	£ 108	£ 111	2% increase applied
Burials - interment of the body of a stillborn child or child whose age at death did not exceed one year (administration fee) *	£ 31	£ 32	2% increase applied
Burials - interment of the body of a person whose age at death exceeded one year *	£ 529	£ 540	2% increase applied
Burials - interment of the body of a person whose age at death exceeded one year (administration fee) *	£ 64	£ 66	2% increase applied
Burials - interment of cremated remains *	£ 229	£ 234	2% increase applied
Burials - interment of cremated remains (administration fee) *	£ 64	£ 66	2% increase applied
Burials - additional charge for interment at a depth exceeding five feet *	£ 120	£ 123	2% increase applied
Burials - exclusive right of burial in earthen graves (child's grave) *	£ 93	£ 95	2% increase applied
Burials - exclusive right of burial in earthen graves (single grave up to five feet in depth) *	£ 240	£ 245	2% increase applied
Burials - exclusive right of burial in earthen graves (double depth grave over five feet in depth) *	£ 318	£ 325	2% increase applied
Burials - a flat stone on a single grave space *	£ 64	£ 66	2% increase applied
Burials - a flat stone on a double grave space *	£ 110	£ 113	2% increase applied
Burials - a headstone on a single grave space *	£ 75	£ 77	2% increase applied
Burials - a headstone on a double grave space *	£ 93	£ 95	2% increase applied
Burials - a footstone on a single grave space *	£ 75	£ 77	2% increase applied
Burials - a footstone on a double grave space *	£ 93	£ 95	2% increase applied
Burials - kerbstones or border stones on a single grave space *	£ 130	£ 133	2% increase applied
Burials - kerbstones or border stones on a double grave space *	£ 234	£ 239	2% increase applied
Burials - vase (not exceeding twelve inches in height) *	£ 59	£ 61	2% increase applied
Burials - vase (exceeding twelve inches in height) *	£ 75	£ 77	2% increase applied

Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Burials - tablet on any grave, gardens of remembrance or in the Chapel (to include Vase in the gardens of remembrance) *	£ 59	£ 61	2% increase applied
Burials - any other monument not exceeding two feet in height on a single grave space *	£ 93	£ 95	2% increase applied
Burials - any other monument exceeding two feet in height on a grave space *	£ 168	£ 172	2% increase applied
Burials - charge for additional inscriptions *	£ 59	£ 61	2% increase applied
Burials - charge for placing a vase not exceeding twelve inches on a grave without exclusive right of burial *	£ 59	£ 61	2% increase applied

* Burial fees doubled for non-Rutland residents

Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Highways			
Section 50 licence			
Opening of street/road for new service	£ 384	£ 500	Revised fee in line with neighbouring authorities
Opening of street/road for existing service repairs	£ 164	£ 350	Revised fee in line with neighbouring authorities
Section 171 trial hole		£ 300	New fee
Inspection of works and reinstatement following:			
Brown Signs			
Initial assessment fee (non refundable)	£ 214	£ 219	2% increase applied
Design fee per sign	£ 107	£ 109	2% increase applied
Sign washing fee per sign	£ 42	£ 42	2% increase applied
Manufacture and installation	Sign(s) and post(s) at Term Maintenance Contract actual costs, plus 10% staff time		
Removal fee (at end of agreement period, if agreement not re-applied for and approved)	Sign(s) and post(s) at Term Maintenance Contract actual costs, plus 10% staff time		
Temporary Direction signs (e.g. to new housing developments)			
Application fee	As per Brown Signs (all additional costs calculable in the same way)		
Manufacture and installation fee	Sign(s) and post(s) at Term Maintenance Contract actual costs, plus 10% staff time		
Sign cleaning fee	£ 42	£ 43	Per sign face for one clean per year (over the period of the agreement). 2% increase applied but rounded
Removal fee (at end of agreement period, if agreement not re-applied for and approved)	Sign(s) and post(s) at Term Maintenance Contract actual costs, plus 10% staff time		
Other licences			
Skips - 1 week period – or part thereof		£ 15	New fee - was £31 for 4 weeks
Skips - Extension for 1 weeks or part thereof		£ 15	New fee
Scaffolds/Hoardings - 4 week period – or part thereof	£ 67	£ 68	2% increase applied
Scaffold/Hoarding - Extension for 4 weeks or part thereof	£ 67	£ 68	2% increase applied
Mobile scaffold tower - per day		£ 75	New fee
Mobile tower extension - per day		£ 50	New fee
Cherry picker - per day		£ 75	New fee
Cherry picker extension - per day		£ 50	New fee
Building Material on the Highway - per week	£ 31	£ 31	2% increase applied
Building Material on the Highway - per additional week		£ 15	New fee
Permit for new access	£ 57	£ 58	2% increase applied
H-Bar Marking		£ 150	New fee
Annual			
License to Cultivate	£ 62	£ 64	2% increase applied
License to Cultivate (historical)	£ 26	£ 27	2% increase applied
Other Charges			
Request for accident data – enquiry with no accidents (N.B. to commercial organisations – cost to litigants)	£ 41	£ 41	2% increase applied
Request for accident date (raw data – any enquiry up to 50 accidents) (N.B. to commercial organisations – cost to litigants)	£ 81	£ 83	Plus F.O.I. duplicating & postage charges
Request for accident date (major enquiry – over 50 accidents) (N.B. to commercial organisations – cost to litigants)	Cost plus F.O.I. duplicating & postage charges		
Speed Surveys	£ 334	£ 341	2% increase applied

Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Post for speed survey	Post at Term Maintenance Contract actual costs, plus staff time		
Land charges enquiry	35.00 inc VAT	36.00 inc VAT	CON29 Questions inc VAT not included in other local search charges.
Section 38, 278 and 106 Agreements			
11% to £100,000 then 5% plus legal fees (as quoted in Appendix 4 - Resources)			
Road Closures and Traffic Management [TM]			
Temporary Road Closure Application	£ 496	£ 750	New Fee
Temporary Traffic Regulation Order Application	£ 490	£ 750	New Fee
Deferring start date of an order already processed		£ 375	New Fee
Emergency Road Closure (by Notice)	£ 490	£ 500	2% increase applied
Advertising Fees for Temporary Traffic Regulation Order	-		At cost plus 10%
Posting of Notice on site	£ 51		Incorporate in closure fee
Removal of Notice on site	£ 51		Incorporate in closure fee
Turning off of traffic signals for required works	£ 229	£ 300	
Temporary Traffic Signals		£ 50	New Fee
Licences to Cultivate Highway Verges (except requests from Charitable Organisations and Parish Authorities)	£ 69	£70	2% increase applied Note if complicated and legal services are instructed, will be charged at £80 per hour
Licences to place items in the Highway for enhancement purposes (except requests from Charitable Organisations and Parish Authorities)	£ 69	£70	2% increase applied Note if complicated and legal services are instructed, will be charged at £80 per hour
Diversions, extinguishments and creations of public rights of way	£ 1,705	£1,740	Actual costs charged at £80 per hour plus advertising. 2% increase applied.
Review of TM proposal:			
Major		£ 200	
Minor		£ 50	
re-submit		£ 50	
design of TM		£ 250	
installation of TM	Sign(s) and post(s) at Term Maintenance Contract actual costs, plus 10% staff time		
Traffic Regulation Orders on / for new development	Highway's staff time, advertising, works at cost, legal fees plus duplication and postage as required		
Rights of Way Orders	Highway's staff time, advertising, works at cost, legal fees plus duplication and postage as required		
Materials & works ordered on behalf of third parties (e.g. Parish Councils)	Term Maintenance Contract actual costs, plus 10% staff time		
Filling of Parish Grit Bins	£ 55	£ 56	2% increase applied
The Removal, Storage and Disposal of Structure with Highway i.e. Caravan, Highways Act 1980			
Removal of vehicles equal to or less than 3.5 tonnes:			
Vehicle on road, upright and not substantially damaged or any two wheeled vehicle	£ 153	£ 200	
Land Drainage			
Land drainage consent application		£ 50	New fee
Forestry			
Forestry Advice & Inspections/hour		£ 34	Charge per hour for external tree services
Road Traffic Accidents			
If fatal and no-one convicted of an offence	No charge	No charge	
Otherwise:	Term Maintenance Contract actual costs, plus 10% staff time		

Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Minimum charge	£ 101	£ 150	Term Maintenance Contract actual costs, plus 10% staff time
Other Charges			
Parking			
Penalty Charge Notices			
Higher Level Penalty	£ 70	£ 70	Dependent on the car parking contravention (e.g. parking in a restricted street during prescribed hours)

Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Lower Level Penalty	£ 50	£ 50	Dependent on the car parking contravention (e.g. parked after the expiry of paid for time)
Oakham car park tariffs			
0.5 hour (Short Stay = SS)	£ 0.40	£ 0.40	Fees increased last year. No changes proposed.
0.5 (Long Stay = LS)	£ 0.40	£ 0.40	
1 (SS)	£ 0.80	£ 0.80	
1 (LS)	£ 0.80	£ 0.80	
2 hours (SS)	£ 1.60	£ 1.60	
2 (LS)	£ 1.60	£ 1.60	
3 (SS)	£ 2.40	£ 2.40	
3 (LS)	£ 2.40	£ 2.40	
4 (SS)	£ 3.20	£ 3.20	
+3(LS)	£ 4.00	£ 4.00	
Weekly (Monday - Friday = MF)	£ 15.00	£ 15.00	
Weekly (Monday - Saturday = MS)	£ 18.00	£ 18.00	
Season (MF)	£ 432.00	£ 432.00	
Season (MS)	£ 520.00	£ 520.00	
Dispensation (week)	£ 25.00	£ 25.00	
Resident Permit	£ 40.00	£ 40.00	
Transport			
Home to School Transport			
Concessionary fare -Students living in Rutland and attending their qualifying school but lives under the 2 mile primary or 3 mile secondary distance criteria	£99 per year or £33 per double term	£101 per year or £34 per double term	2% rounded increase applied, restricted by policy to increase in line with council tax.
Concessionary fare -Students living in Rutland but not attending their qualifying school	£263 per year or £88 per double term	£268 per year or £90 per double term	2% rounded increase applied, restricted by policy to increase in line with council tax.
Concessionary fare -Students living outside Rutland	£493 per year or £164 per double term	£503 per year or £167 per double term	2% rounded increase applied, restricted by policy to increase in line with council tax.
Denominational transport – students attending a denominational school outside Rutland	£653 per year	£ 666	2% rounded increase applied, restricted by policy to increase in line with council tax.
Replacement bus pass	£ 5	£ 10	Increase in charge to cover replacement pass cost and administration fee.
Post 16 Transport			
Student charge – for receiving assisted transport.	£500/346	£510 / £353	2% rounded increase applied, £500 for new starter and students entering 2nd year, £353 for continuing students who started 2016/17 or earlier.
Concessionary Travel			
English National Concessionary Travel pass – Access & Freedom travel schemes. Initial and replacing life expired passes	Free	Free	Statutory duty to provide a free pass to qualifying residents.
English National Concessionary Travel pass – Access & Freedom travel schemes. Issue of replacement passes for lost or stolen passes	£ 5	£ 10	Increase in charge to cover replacement pass cost and administration fee. Brings RCC in line with other LAs.
Delivery charges			
Delivery of post/meals to schools/colleges and voluntary organisations within Rutland	£10 standard hourly charge plus 0.25p per mile of full journey	£10 standard hourly charge plus 0.25p per mile of full journey	No Change. Charges to cover costs of staff time, vehicle maintenance and fuel.
Cycle training for individuals not resident in Rutland or attending Rutland schools	Officer time plus any additional costs to deliver training		
Road Closures and Traffic Management			
Public Path Orders	Officer time, advertising, works at cost, legal fees plus duplication and postage as required		
Charges for Definitive Map Extracts (rights of way searches)			
A4, first copy	£ 45	£ 46	Each additional copy £8.60. 2% rounded increase applied but rounded
A3, first copy	£ 63	£ 65	Each additional copy £10.60. 2% rounded increase applied but rounded
A2, first copy	£ 77	£ 79	Each additional copy £13.00. 2% rounded increase applied but rounded
A1, first copy	£ 83	£ 85	Each additional copy £15.00. 2% rounded increase applied but rounded

Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Charges for landowner statements made under section 31(6) of the Highways Act. These may be waived at the discretion of the Director in consultation with the Portfolio Holder if there is a significant public benefit.			
Deposit of a Statement and Map under section 31(6) of the Highways Act.	£ 175	£ 179	2% rounded increase applied.A4 (Fee varies by size of application map)
	£ 195	£ 199	A3 2% rounded increase applied
	£ 210	£ 214	A2 2% rounded increase applied
	£ 225	£ 230	A1 2% rounded increase applied
	£ 235	£ 240	A0 2% rounded increase applied
Additional fee for joint applications made under s31 Highways Act 1980 AND s15A of the Commons Act 2006			
Charge added to fees described above	£ 25		
Rights of Way enforcement action		Total of various costs including (not limited to) officer time, tools and machinery, contractor time, legal fees and charges	
Planning Policy			
Local Plan			
Rutland Core Strategy - Adopted July 2011	£ 29	£ 30	2% increase applied
Minerals Core Strategy & Development Control Policies DPD - Adopted October 2010	£ 29	£ 30	2% increase applied
Site Allocations & Policies Document - Adopted October 2014	£ 37	£ 38	2% increase applied
Neighbourhood Plans	£ 11	£ 12	2% increase applied
Supplementary Planning Documents	£ 12	£ 12	2% increase applied
Local Development Scheme (July 2017)	£ 12	£ 12	Name amended. 2% increase applied.
Statement of Community Involvement (January 2014)	£ 12	£ 12	2% increase applied.
Authority Monitoring Report	£ 12	£ 12	Name amended. 2% increase applied.
Conservation Area Appraisals	£ 12	£ 12	2% increase applied
Housing Strategy			
Homelessness Review	£ 12	£ 12	2% increase applied
Housing & Homelessness Strategy 2017-22	£ 12	£ 12	Name changed to reflect combined document. 2% increase applied.
Homelessness Strategy	£ 12	-	No longer exists as a separate document
Tenancy Strategy - Adopted January 2013	£ 2	£ 2	2% increase applied
Self-build and Custom Housebuilding Register			
New entry to the register	£ 75	£ 77	2% increase applied. Overall charge comparable to other nearby councils, if they have decided to charge.
Museum			
Standard charge			
Photocopying & Printouts			
A4 B&W per side	£ 0.10	-	Aligned with Library Fees, see below
A3 B&W per side	£ 0.20	-	Aligned with Library Fees, see below
Printouts requiring staff scanning			
A4	£ 4.60	-	Abolish and withdraw service
A3	£ 5.10	-	Abolish and withdraw service
Photographic Paper (in addition to any copying charges)			
A4 per sheet	£ 0.55	-	Abolish and withdraw service
Laminating (in addition to any copying charges)			
A5 pouches	£ 1.00	-	Abolish and withdraw service
A4 pouches	£ 1.10	-	Abolish and withdraw service
A3 pouches	£ 1.50	-	Abolish and withdraw service
Research Fees			
First 30 minutes free			
Subsequent time, per hour	£ 29	£ 30	2% increase applied and rounded
Postage, Packing and Handling			
All sales	£ 2.65	£ 3.00	Increased to account for changes in postal rates
Photography Facility Fee			
Client's own still photography on museum premises for commercial purposes, per hour	£ 32		Abolish and withdraw service - virtually nil use
Client's own video filming on museum premises for commercial purposes, per hour	£ 58		Abolish and withdraw service - virtually nil use
Loan of items for photography elsewhere, per day	£ 51		Abolish and withdraw service - virtually nil use

Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Commercial Use Fees			
Still image, per use	£ 33		Abolish and withdraw service - virtually nil use
Video footage, per use	£ 65		Abolish and withdraw service - virtually nil use
Educational or academic publications			
Still image, per use	£ 15		Abolish and withdraw service - virtually nil use
Video footage, per use	£ 33		Abolish and withdraw service - virtually nil use
Storage of archaeological items (per standard box)	£ 50	£ 55	2% increase applied and rounded
Storage of paper archive (per standard box)	£ 30	£ 35	2% increase applied and rounded
Room Hire Charges (External Users)			Meeting rooms only - Museum and Library
Use during opening hours, per hour	N/A	£ 15	New unified rate
Use outside of opening hours, per hour (plus 1 hour for set up and tidy up)	N/A	£ 30	New unified rate
Exhibition Space Charges (External Users)			
Use during opening hours, per day	N/A	£ 50	Exhibition Areas - Museum, Castle and Library
Museum & Library Hire Charges (External Users)			
Use outside of opening hours, per hour (plus 1 hour for set up and tidy up)			
Weekdays	N/A	£ 40	Whole venue - Museum or Library
Saturdays	N/A	£ 50	Whole venue - Museum or Library
Sundays	N/A	£ 70	Whole venue - Museum or Library
Castle Hire Charges (External Users)			
Use outside of opening hours, per hour (plus 1 hour for set up and tidy up)			
Weekdays	£ 60	£ 65	2% increase applied and rounded
Saturdays	£ 70	£ 75	2% increase applied and rounded
Sundays	£ 95	£ 100	2% increase applied and rounded
Use of castle grounds			Price on application
Standard charges			
Museum: Colonel Noel Suite	£ 60		Replace with unified hourly rate above
Oakham Castle: Court No.1	Not available		Replace with unified hourly rate above
Oakham Castle: Great Hall (maintaining public access)	Not available		Replace with unified hourly rate above
Affiliates rates			
Museum: Colonel Noel Suite	£ 30		Replace with unified hourly rate above
Oakham Castle: Court No.1	Not available		Replace with unified hourly rate above
Oakham Castle: Great Hall (maintaining public access)	Not available		Replace with unified hourly rate above
Use outside of opening hours, per hour (plus 1 hour for set up and tidy up)			
Standard charges			
Museum: Colonel Noel Suite			
Weekdays	£ 35		Replace with unified hourly rate above
Saturdays	£ 43		Replace with unified hourly rate above
Sundays	£ 57		Replace with unified hourly rate above
Museum: Riding School & Gallery			
Weekdays	£ 50		Replace with unified hourly rate above
Saturdays	£ 60		Replace with unified hourly rate above
Sundays	£ 70		Replace with unified hourly rate above
Oakham Castle: Great Hall & Court No.1			
Weekdays	£ 60		Replace with unified hourly rate above
Saturdays	£ 70		Replace with unified hourly rate above
Sundays	£ 95		Replace with unified hourly rate above
Use outside of opening hours, per hour (plus 1 hour for set up and tidy up)			
Affiliates rates			
Museum: Colonel Noel Suite			
Weekdays	£ 28		Replace with unified hourly rate above
Saturdays	£ 34		Replace with unified hourly rate above
Sundays	£ 44		Replace with unified hourly rate above
Museum: Riding School & Gallery			
Weekdays	£ 39		Replace with unified hourly rate above
Saturdays	£ 45		Replace with unified hourly rate above
Sundays	£ 51		Replace with unified hourly rate above
Oakham Castle: Great Hall & Court No.1			
Weekdays	£ 46		Replace with unified hourly rate above
Saturdays	£ 51		Replace with unified hourly rate above
Sundays	£ 73		Replace with unified hourly rate above

Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Hire of display screens and/or cases, per event (client to insure and provide transport)	£ 38	-	Abolish - virtually nil use
Civil Ceremonies at Oakham Castle: including Marriages, Civil Partnerships, Naming and Memorial Ceremonies			
Use of Great Hall, including photography permit			
Monday-Thursday	£ 600	£ 620	Small increase following significant increases last year
Friday & Saturday	£ 750	£ 770	Small increase following significant increases last year
Sunday	£ 600	£ 620	Small increase following significant increases last year
Use of grounds only, for photography	£ 75	£ 80	
Drinks Reception Package	£ 250	-	Abolish - replace with hire charge above
Cancellation charges:			
More than two months in advance	£ 100	£ 100	
Less than two months in advance	50% of charge	50% of charge	
Less than 72 hours notice	Full charge	Full charge	
Registrars			The majority of Registrars Fees are set nationally, however there are discretionary charges in the following areas. Registrars Fees have been subject to a review; increases in charges will be made over 2 years to bring income in to line with the cost of service provision. Fees will be charged at the rate in place at the time of booking, rather than at the date of the event, as many ceremonies are booked well in advance.
The majority of Registrars Fees are set nationally, however there are discretionary charges in the following areas.			
Wedding and Civil Partnership Ceremonies at Approved Premises (fee includes 1 certificate)			
Monday - Thursday	£ 320	£ 325	2% increase applied and rounded
Friday	£ 340	£ 345	2% increase applied and rounded
Saturday	£ 420	£ 425	2% increase applied and rounded
Sundays & Bank Holidays	£ 510	£ 520	2% increase applied and rounded
Non-Refundable Deposit	£ 50	£ 50	
Licence Fee for Approval of Premises	£ 1,550	£ 1,600	2% increase applied and rounded
Licence Amendment Fee	£ 200	£ 210	2% increase applied and rounded
Use of the decommissioned Register Office room as an Approved Premises			
Monday - Thursday	£ 150	£ 175	Price increased following facilities improvements (inclusive of VAT)
Friday	£ 200	£ 230	Price increased following facilities improvements (inclusive of VAT)
Saturday	£ 250	£ 280	Price increased following facilities improvements (inclusive of VAT)
Sundays & Bank Holidays	£ 300	£ 330	Price increased following facilities improvements (inclusive of VAT)
Non-Refundable Deposit	£ 50	£ 50	
Fee for diary amendment to an Approved Premise or Decommissioned Room ceremony	£ 20	£ 25	

Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Library			
Service Charges			
Requests for Rutland residents	£ 1.50	£ 1.60	
Requests for non-Rutland residents	£ 5.50	£ 6.00	
Requests for items that are in stock or on order are free			
Compact Discs (7 day loan)	£ 0.50		Abolish and withdraw service
DVDs & Bluray (7 day loan)	£ 2.00	£ 2.50	2% increase applied and rounded
Childs "U" Cert. DVDs & Bluray (7 day loan)	£ 1.00	£ 1.00	2% increase applied and rounded
Self-service Printer/Photocopier			
B&W A4 per side	£ 0.10	£ 0.10	Coin operated
Colour A4 per side	£ 1.00	£ 1.00	Coin operated
B&W A3 per side	£ 0.20	£ 0.20	Coin operated
Colour A3 per side	£ 1.50	£ 1.50	Coin operated
Fax (Standard rated VAT inclusive)			
United Kingdom			
First page	£ 1.80	£ 2.00	2% increase applied and rounded
Each subsequent page	£ 1.20	£ 1.50	2% increase applied and rounded
Non-United Kingdom & Premium Rate			
First page	£ 4.60	-	Abolish and withdraw service - virtually nil use
Each subsequent page	£ 2.40	-	Abolish and withdraw service - virtually nil use
To receive, per sheet	£ 1.00	£ 1.10	2% increase applied and rounded
Postage, Packing and Handling			
All sales	£ 2.65	£ 3.00	Increased to account for changes in postal rates

Resources Fees and Charges 2018/19			
Item	2017/18	2018/19 Proposal	Additional information
Reprographics Service			
Fees and charges for ad-hoc copying of information subject to the Local Government (Access to Information) Act 1985 and for information requested under the Freedom of Information Act:			
		1.02	
Price per copy	£0.10	£0.10	No increase applied
Disclosure and Barring Service Checks (DBS)			
Administration fee for voluntary organisations, per check	£10.00	£10.00	No increase applied
Data Protection			
Subject Access Request Fee	£10.00	£10.00	No increase as statutory charge
Blue Badge Scheme			
Fee per application	£10.00	£10.00	No increase as statutory charge
Legal services			
Highways			
Section 38 Agreement	£570	£720	Minimum charge (4 hours). Thereafter charged at £180 per hour.
Section 278 Agreement	£570	£720	Minimum charge (4 hours). Thereafter charged at £180 per hour.
Planning Unilateral Undertaking	£333	£720	Minimum charge (4 hours). Thereafter charged at £180 per hour.
Planning Section 106 Agreement	£610	£720	Minimum charge (4 hours). Thereafter charged at £180 per hour.
Planning Section 106 Agreement - Affordable Housing	£595	£720	Minimum charge (4 hours). Thereafter charged at £180 per hour.

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