

FEES AND CHARGES

APPENDIX H

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VAT Indicators

The VAT indicators in the schedules are as follows:

ST = Standard Rated

EX = Exempt

NB = Non Business

ZR = Zero Rated

(i) Civic Events

Introduction

It is proposed that the current levels of fees and charges be retained for the Opening of the Oyster Fishery and the Oyster Feast, and a minimal increase applied to the Mayor Making Lunch.

In terms of the fee for the Mayor Making lunch, this was last increased in 2019 to £35 per person, from £33. The number of attendees has remained steady therefore it is recommended that the fee for 2020-21 is increased to £35.

In respect of the Opening of the Oyster Fishery and the Oyster Feast, there continues to be a noticeable impact on the numbers of guests willing to attend these events in the current economic climate, and any increase in the fee may have a negative impact on attendance.

There have been occasions in the past where the Opening of the Oyster Fishery was held at Cudmore Grove Country Park rather than using a boat. Should future plans involve the hosting of the Opening of the Oyster Fishery without the use of a boat, an alternative charge of £60 per person for the event is applied.

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
Mayor Making Lunch	Per Person		ST	29.17	35.00	29.17	35.00
Opening of the Oyster Fisheries	Per Person		ST	70.83	85.00	70.83	85.00
Oyster Feast	Per Person		ST	79.17	95.00	79.17	95.00

Equality, Diversity and Human Rights implications

Equality Impact Assessments are available to view on the Colchester Borough Council website by following this pathway from the homepage: Your Council > How the Council Works > Equality and Diversity > Equality Impact Assessments >Policy & Corporate.

(ii) Land Charges, Electoral Services and Freedom of Information

Local Land Charges

Introduction

All fees are calculated on a cost recovery basis. VAT is applicable on all charges except for the LLC1 element. Fees are proposed to be increased from 1 January 2020

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
Residential (CON 29R + LLC1)			ST	92.46	106.95	131.16	154.08
Commercial (CON 29R + LLC1)			ST	130.46	152.55	131.16	154.08
LLC1			NB	20.00	20.00	20.00	20.00
CON 29 O Questions – all except Question 8 (each)			ST	10.00	12.00	10.00	12.00
Con 29 O Question 22			ST	14.00	16.80	14.00	16.80
Con 29 R Residential			ST	72.46	86.95	111.16	134.08
Con 29 R Commercial			ST	110.46	132.55	111.16	134.08
Additional written enquiries per question			ST	20.00	24.00	20.00	24.00
Additional Land Parcels per extra assessment			ST	15.00	18.00	15.00	18.00
Copy documents (per document)			NB	15.00	15.00	20.00	20.00

Electoral Services

Introduction

Registers fees are governed by statute as stated below.
Income from such fees circa £3k per annum

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
Electoral Services							
Register (Paper copies) Flat rate administration fee £10.00	Additional charge of £5.00 per 1000 names		ST	8.33	10.00	8.33	10.00
Register data Flat rate administration fee £10.00	Additional charge of £1.50 per 1000 names		ST	16.67	20.00	16.67	20.00
Certificate of registration			ST	20.83	25.00	20.83	25.00

Freedom of Information Requests

Introduction

Freedom of Information requests are provided free of charge under the legislation, up to an appropriate limit set by the Ministry of Justice. The appropriate limit currently remains unchanged and for local government is £450. Requests that exceed the appropriate limit may be either declined or charged at the rate of £25 per hour, also set by legislation.

(iii) Sports Grounds, Beach Huts, Countryside Sites and Open Spaces Events

Introduction

We have a good rate of use on sports pitches and are competitive with other nearby areas. If significant increases were proposed, it is highly likely we could lose customers to other nearby areas, therefore it is proposed to increase by CPI.

Beach Hut Rents have had an increase by CPI.

Permit for commercial use of POS for small activities excluding Castle Park, HWCP and Sports Grounds has been increased by CPI.

Access Licenses are increased by CPI.

Allotment charges have previously been identified for 5 year periods and have been effective from October to September annually. This will change as from October 2019 where annual billing will take place annually on the start date of the tenancy agreement.

A service review of the allotment provision is currently being undertaken and allotment fees are included. It is proposed that the fees for 20/21 remain as is until the longer-term decision is made on fees.

It is proposed to increase fishing permit charges, hire charges in respect of commercially run forest school sessions, and health and fitness businesses, as well charges for park-run education sessions in respect of High Woods Country Park, Castle Park and Countryside Sites by 2.3% rounded up.

The proposed increases in respect of commercial photography and filming exceed CPI as charges have been held at their current level for several years and have been brought into line with rates charged by the Colchester Events Company. It is also proposed to introduce a small hourly charge - based on the Neighbourhood labour charge below - to help cover the costs of Parks staff supporting small commercial outdoor events and out-of-hours.

It is proposed that car parking charges at High Woods Country Park & Port Lane be retained at their current levels.

Charges for ground rent and hire of equipment at Castle Park have been included, for those events facilitated directly by the Council. These charges are based on the charges currently being made by the Colchester Events Company.

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
FOOTBALL, RUGBY and HOCKEY							
Full size - casual - all days	Adult per match		ST	58.60	70.32	59.77	71.73
Full size - casual - all days	Junior per hour		ST	17.54	21.05	17.89	21.47
9-a-side football	Per hour		ST	16.40	19.68	16.73	20.07
7-a-side or mini rugby/hockey - all days	Per hour		ST	15.35	18.41	15.66	18.79
Training grid - all days	Adult per hour		ST	12.90	15.48	13.16	15.79
Training grid - all days	Junior per hour		ST	8.50	10.20	8.67	10.40
Training pitch (7 a side or half full pitch) - all days	Per hour		ST	10.53	12.63	10.74	12.89
American Football Pitch	Per match		ST	26.76	32.11	27.30	32.75
BOWLS							
Casual play	Per player		ST	3.95	4.74	4.03	4.83
Casual play	Per rink		ST	14.04	16.84	14.32	17.18
Season ticket	Per member		ST	94.13	112.95	96.01	115.22
Season ticket	Per member	Discounted	ST	70.62	84.75	72.03	86.44
Adult weekend season ticket (1/2 full price)	Per member		ST	47.11	56.53	48.05	57.66
Adult weekend season ticket (1/2 full price)	Per member	Discounted	ST	35.34	42.41	36.05	43.26
Weekend family ticket	Both partners and under 16 offspring		ST	94.22	113.06	96.10	115.33

Weekend family ticket	Both partners and under 16 offspring	Discounted	ST	70.71	84.85	72.12	86.55
Junior bowls	Under 16's		ST	70.62	84.75	72.03	86.44
Junior bowls membership	Under 16's	Discounted	ST	52.98	63.58	54.04	64.85
Hire of woods			ST	2.90	3.48	2.96	3.55
CRICKET							
Colchester & EECC - exclusive weekend use	Per season		EX	3,762.44	3,762.44	3,837.69	3,837.69
Pitch - casual - weekday	All day	from 11am	ST	67.72	81.27	69.07	82.89
Pitch - casual - weekday	Half day	from 1pm	ST	58.42	70.11	59.59	71.51
Pitch - casual - weekend & B/H	All day	from 11am	ST	75.88	91.05	77.40	92.88
Pitch - casual - weekend & B/H	Half day	from 1pm	ST	64.39	77.27	65.68	78.81
Pitch - casual - weekday	Junior per hour		ST	17.01	20.41	17.35	20.82
Practice nets	Per 4 hours		ST	8.95	10.74	9.13	10.95
CYCLING							
Grass track - club use - all days			ST	45.18	54.21	46.08	55.30
TENNIS							
Lawn Tennis Club Season Charge			EX	909.08	909.08	927.26	927.26
ROUNDERS							
Pitch - all days	Adult	Per hour	ST	20.44	24.53	20.85	25.02
Pitch - all days	Junior	Per hour	ST	12.90	15.48	13.16	15.79
ATHLETICS Shrub End Sports Ground							
Long jump	Jnr/Educ.	Per hour	ST	12.90	15.48	13.16	15.79
Running track 300m oval	Shrub End	Per hour	ST	22.81	27.38	23.27	27.92
Running track 4 land 100m straight	Shrub End/ Old Heath	Per hour	ST	15.18	18.22	15.48	18.58

* Education Use - restricted to school day	9am–3:30pm	Term time					
Sports Day Base Charge	Shrub End Only		ST	44.58	53.50	45.47	54.57
Other Misc Open Space Costs							
Permit for regular commercial use of POS for bootcamps/fitness classes excluding Castle Park, HWCP and Sports Grounds			ST	6.14	7.37	6.26	7.52
Permit for commercial use of POS for small activities excluding Castle Park, HWCP and Sports Grounds			ST	23.22	27.87	23.68	28.42
Access Licenses							
Pedestrian Access			EX	44.22	44.22	45.10	45.10
Vehicle & Pedestrian Access			EX	88.44	88.44	90.21	90.21
Vehicle Parking & Pedestrian Access			ST	129.53	155.44	132.12	158.54
High Woods Country Park, Castle Park and Countryside Sites							
Fishing (closed 15 March to 15 June incl)							
High Woods Country Park	Adult	Season	ST	36.50	44.00	37.42	44.90
High Woods Country Park	Junior	Season	ST	22.50	27.00	22.92	27.50
High Woods Country Park	Adult	Day	ST	7.50	9.00	7.67	9.20
High Woods Country Park	Junior	Day	ST	5.00	6.00	5.08	6.10
Children's Craft / Environmental Activity	2 hours		EX	4.40	4.40	4.50	4.50
Family Self-Guided Event			EX	1.00	1.00	1.00	1.00
Natural History Event	2 hours		EX	4.40	4.40	4.50	4.50
Young Ranger Club (12 to 15 year olds)	Per week		EX	45.0	45.00	46.00	46.00
Forest Schools - Site hire by other groups			EX	215.00	215.00	219.00	219.00

Forest Schools - Site hire by other groups			EX	76.00	76.00	78.00	78.00
Forest Schools - Site hire by other groups			EX	55.50	55.50	57.00	57.00
Environmental Education session (Led by Education Officer/Ranger)			EX	4.10	4.10	4.20	4.20
Other groups e.g. brownies (Led by Education Officer/Ranger)			EX	4.10	4.10	4.20	4.20
Hire of educational equipment			ST	20.83	25.00	21.25	25.50
Hire of High Woods Country Park and Castle Park Meeting Rooms and Visitor Centre	Per hour		EX	16.50	16.50	16.80	16.80
Hire of Lower Bowls Pavilion and Green	Per hour	Negotiable	ST	40.00	50.00	42.50	51.00
High Woods Country Park - Ground Rent	Per hour	Negotiable	ST	40.00	50.00	42.50	51.00
Hire of Bandstand - Castle Park	Per hour	Negotiable	ST	40.00	50.00	42.50	51.00
Hollytrees Lawn - Ground Rent	Per hour	negotiable	ST	40.00	50.00	42.50	51.00
Hollytrees Meadow - Ground Rent	Per Hour	negotiable	ST	60.00	72.00	60.83	73.00
Castle Bailey - Ground Rent	Pe Hour	negotiable	ST	60.00	72.00	60.83	73.00
Upper Park Slopes – Ground Rent	Per Hour	negotiable	ST	80.00	96.00	81.67	98.00
Lower Park – Ground Rent	Per Hour	negotiable	ST	120.00	150.00	127.50	153.00
Staff/labour cost to support Outdoor Events	Per hour		EX	27.97	27.97	28.53	28.53
Permit for regular commercial use by fitness and recreation businesses			EX	6.00	6.00	6.10	6.10
Helicopter Landings – Castle Park	Per occasion		ST	100.00	120.00	101.67	122.00
Commercial Photography	Per occasion	Negotiable	EX	300.00	300.00	307.00	307.00

Commercial Filming	Per occasion	Negotiable		600.00	600.00	614.00	614.00
High Woods Country Park & Port Lane Car Parking							
Weekdays	Up to 2 hours		ST	0.42	0.50	0.42	0.50
Weekdays	2 – 4 hours		ST	1.67	2.00	1.67	2.00
Weekdays	Over 4 hours		ST	3.33	4.00	3.33	4.00
Weekends and Bank Holidays	Up to 2 hours		ST	0.42	0.50	0.42	0.50
Weekends and Bank Holidays	Over 2 hours		ST	1.67	2.00	1.67	2.00
Castle Park – Equipment Hire & Service Charges							
Electric Supply	Per day	3 phase 63 amp per socket	ST	142.42	170.00	144.50	173.40
Electric Supply	Per day	63 amp per socket	ST	42.29	50.75	43.17	51.80
Electric Supply	Per day	32 amp per socket	ST	23.77	28.50	24.25	29.10
Electric Supply	Per day	16 amp per socket	ST	11.88	14.25	12.08	14.50
water	Per day	standpipe	ST	25.50	30.60	26.01	31.21
Wheelie Bins	each	1100 litres	ST	20.79	25.00	21.25	25.50
White Line Marker	Per occasion	Groundsman Type	ST	5.95	7.00	6.06	7.14
Road Pins	Per 10		ST	2.97	3.50	3.00	3.60
PA System	Per day		ST	60.00	72.00	61.17	73.40
Radios	each	2-way annalogue	ST	12.08	14.50	12.33	14.80
Tables	each	trestle	ST	7.10	8.50	7.25	8.70

Chairs	each		ST	2.39	2.90	2.50	3.00
Temporary Fencing	Per panel delivered	1m x 2.5m	ST	2.10	2.50	2.17	2.60
Temporary Fencing	Per Panel Installed	1m x 2.5m	ST	6.33	7.60	6.50	7.80
Overnight Security	1 x security guard	Per night	ST	295.83	355.00	301.75	362.50
High Hedges Legislation fees							
Complaint processing fee	Full rate		NB	316.82	316.82	316.82	316.82
	Concession rate - those in receipt of approved benefits		NB	105.57	105.57	105.57	105.57
Allotment Plot Fees							
Full rate charges							
Plot rent per m2			EX	0.34	0.34	0.34	0.34
Water charges per m2			EX	0.16	0.16	0.16	0.16
Total plot rent			EX	0.50	0.50	0.50	0.50
Concessionary rate charges							
Plot rent per m2			EX	0.30	0.30	0.30	0.30
Water charges per m2			EX	0.16	0.16	0.16	0.16
Total plot rent			EX	0.46	0.46	0.46	0.46
Beach Hut Fees							
Plot rental							
Resident - Large Front Row			ST	222.81	267.38	227.27	272.72
Resident - Small Front Row			ST	150.61	180.94	153.62	184.35
Resident - Large Other Row			ST	196.05	235.26	199.97	239.97
Resident - Small Other Row			ST	131.92	158.31	134.56	161.47
Non-Resident - Large Front Row			ST	374.30	449.16	381.79	458.14
Non-Resident - Small Front Row			ST	254.04	304.84	259.12	310.94

Non-Resident - Large Other Row			ST	335.09	402.11	341.49	410.15
Non-Resident - Small Other Row			ST	227.45	272.75	232.00	278.40
Plot rental - Concession							
Resident - Large Front Row			ST	163.95	196.74	167.23	200.67
Resident - Small Front Row			ST	113.16	135.79	115.42	138.51
Resident - Large Other Row			ST	145.26	174.31	148.17	177.80
Resident - Small Other Row			ST	96.23	115.48	98.15	117.79
Non-Resident - Large Front Row			ST	281.67	338.00	287.30	344.76
Non-Resident - Small Front Row			ST	182.71	219.26	186.36	223.64
Non-Resident - Large Other Row			ST	254.04	304.84	259.12	310.94
Non-Resident - Small Other Row			ST	158.60	190.32	161.77	194.13
Transfer Fee			ST	236.14	283.37	240.86	289.04
Plot rental for the commercial hire of beach huts							
Resident - Large Front Row			ST	547.04	668.44	568.17	681.81
Resident - Small Front Row			ST	376.58	451.91	384.12	460.95
Resident - Large Other Row			ST	490.19	588.23	500.00	599.99
Resident - Small Other Row			ST	330.24	399.17	339.29	407.15
Transfer Fee			NB	283.38	340.05	289.05	346.86
Other Relevant Fees							
Deck Chair Hire	X09	Year	ST	158.33	190.01	161.50	193.80
Sailing Board Club	X11	Year	ST	333.34	400.01	340.01	408.01
Large Front Row Charity	X13	Year	ST	95.79	114.95	97.71	117.25

Equality, Diversity and Human Rights implications

- The proposed fees and charges affect all customers equally. Junior charges are available for many of the activities and a reduced concession price is available on some charges.
- Charges have been set in accordance with the leisure services pricing policy, which will be subject to an Equality Impact Assessment as and when it is reviewed.
- There are no new charging arrangements being introduced which will have a negative impact on any equality target groups.

(iv) Market and Street Trading

Introduction

Street Trading to be increased by CPI (2.3%) * and rounded up to nearest 10p

For Markets, the average cost per pitch nationally is between £10 and £35 (based on 2018 National Market Survey).

*Colchester Market fees are pending a reduction for 2019-20 to £25 per pitch. This is to make it more competitive with its neighbours, whose fees are around £20 per pitch and arrest a decline in occupancy. Recommendation is for fees to remain the same in 20-21. We are also looking to introduce a Wednesday Market.

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
Market Pitches for High Street							
Friday pitch			EX	29.10*	29.10*	25.00	25.00
Saturday pitch			EX	29.10*	29.10*	25.00	25.00
Electric Hook Up Charge			EX	1.10	1.10	1.10	1.10
Street Trading							
Small	2m x 2m		EX	12.64	12.64	13.00	13.00
Medium	2.5m x 2.5m		EX	17.70	17.70	18.10	18.10
Large	3m x 3m		EX	20.23	20.23	20.70	20.70
Extra Large	2m x 5m		EX	22.76	22.76	23.30	23.30

Equality, Diversity and Human Rights implications

There are no particular equality, diversity or human rights implications. This is covered in the original EQIA for the Service. The EQIA can be found here: <http://www.colchester.gov.uk/article/4959/Community-Services>

(v) Neighbourhood Staff

Introduction

These are the charges used for such activities as Road Closures and Bin Emptying. Figures below include a proposed CPI rate of 2.3%. This additional increase will start to provide for the replacement of ageing equipment and any increase in staffing costs.

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
Neighbourhood Charges							
Unskilled Labour per hour			EX	26.60	26.60	27.13	27.13
Skilled Labour per hour			EX	27.97	27.97	28.53	28.53

Equality, Diversity and Human Rights implications

There are no particular equality, diversity or human rights implications. This is covered in the original EQIA for the Service. The EQIA can be found here:

<http://www.colchester.gov.uk/article/4959/Community-Services>

(vi) Street Naming and Numbering

Introduction

It is proposed that the fees and charges for rework remain unchanged.

Street Naming and Numbering is a statutory function for the local authority which means the authority should not charge for the service and therefore no charges are applied to applicants for the delivery of the service. It is also in the best interest of the current or future residents affected that charges are not applied as they may deter individuals or developers from following the correct processes for creating or changing property addresses.

Charging for reworking Street Naming and Numbering schedules that had previously been completed and issued acts as an incentive for developers to agree appropriate and complete schedules at the outset and as a deterrent from changing addresses once they have been issued to residents and third parties.

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
Street Name Change	Each		ST	100.00	120.00	100.00	120.00
Plot Change	Each	£50 minimum charge	ST	10.00	12.00	10.00	12.00

Equality, Diversity and Human Rights implications

Not applicable as no change to fees and charges.

(vii) Museums

Introduction

Colchester Borough Council has three Museums, Hollytrees and Natural History Museum are free to the public and there is no proposal to change that. The Castle is a charged for attraction and the income is important, allowing for sustainability and investment in to this iconic Historic Asset. There is no change proposed to adult admission prices which remains very competitive and included the new Colchester Resident Pass last year. To support the budget strategy and look for income opportunities we have considered all the other fees and charges and noted that Colchester Castle offers amongst the most generous discounts for children and concession tickets compared to comparator sites regionally along with the free museums offer. A child / concession admission price is currently 47% cheaper than an adult ticket whilst other attractions such as Framlingham Castle, Leeds Castle and the National Horseracing Museum discount by between 33% and 40% for children (Norwich Castle offers only a 14% discount) and even less for concessions - between 0% and 10%. Accessibility and affordability is important so the proposal is to bring the prices in line with other attractions but only to the top 40% margin;

Student ticket price change from £6.75 to £6.95

Child ticket price change from £5.25 to £5.95 - Note 0-3 years is free and child is 4-16yrs (not 12yrs as many attractions)

Concession ticket change from £5.25 to £6.95

It is also proposed that the saver family tickets increase proportionally with these changes.

These proposals remain good value for visitors to Colchester when compared to regional competitors, especially when coupled with our two free Museums. For residents (whatever age) a single entry provides free access to the Castle for a whole year. For those for whom the prices remain a real barrier, the Castle will continue to open to the public for free twice a year; for Heritage Open Day and the special 'Christmas at the Castle' event.

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
Castle Admission Charges, Tours and Tablet Hires at the Castle							
Individual	'Tourist' / non-residents one-day entry but offers annual Membership for any CBC residents on opting-in / signing up						
Adult			ST	8.33	10.00	8.33	10.00
Student			ST	5.62	6.75	5.79	6.95
Child	4 – 16 years	0 – 3 free	ST	4.37	5.25	4.96	5.95
Concession			ST	4.37	5.25	5.79	6.95
Saver tickets	'Tourist' / non-residents one-day entry but offers annual Pass for any CBC residents on opting-in / signing up						
	2 x adults plus 2 x children/ concessions		ST	22.50	27.00	23.34	28.00
	2 x adult plus 1 child/ concession		ST	19.17	23.00	19.17	23.00
	1 x adult plus 3 x children/ concessions		ST	19.17	23.00	20.84	25.00

Group	12+ people: Negotiable			Guideline	prices		
Adult			ST	6.45	7.75	Negotiable depending on the type of group, day, time, season etc	
Child	4 – 16 years	0 – 3 free	ST	3.50	4.20		
Concession			ST	3.50	4.20		
Tours	2017-18 prices held						
Adult			ST	2.50	3.00	2.50	3.00
Child/Concession	4 – 16 years	0 – 3 free	ST	1.25	1.50	1.25	1.50
Tablet Hire	2017-18 prices held						
All hires			ST	0.83	1.00	0.83	1.00
Memberships (non-borough)	2017-18 prices held						
Child / Concession	4 – 16 years	0 – 3 free	ST	10.42	12.50	10.42	12.50
Adult			ST	15.42	18.50	15.42	18.50
Joint Adult			ST	27.50	33.00	27.50	33.00
Family			ST	40.83	49.00	40.83	49.00
School Admissions	VAT Exempt						
Colchester Castle							
Borough – general visit			EX	3.30	n/a	3.30	n/a
Borough – schools package			EX	4.30	n/a	4.30	n/a
Non-Borough – general visit			EX	3.80	n/a	3.80	n/a
Non-Borough – schools package			EX	4.80	n/a	4.80	n/a
Teacher / adult helper	Up to 6 x adults per 32 pupils are not charged			Free	Free	Free	Free
Hollytrees Museum							
General visit				Free	Free	Free	Free
Borough – half day			EX	3.80	n/a	3.80	n/a
Borough – full day			EX	4.30	n/a	4.30	n/a
Non-Borough – half day			EX	4.30	n/a	4.30	n/a
Non-Borough – full day			EX	4.80	n/a	4.80	n/a
Teacher / adult helper	Up to 6 x adults per 32 pupils are not charged			Free	Free	Free	Free

Equality, Diversity and Human Rights implications

No human rights issues are apparent in relation to the delivery of Colchester Castle and Colchester museums. It is acceptable to charge an entry fee to the Castle due to the inherent cost in protecting and providing access to both the building and the collection displayed and interpreted inside. The Castle is a legally protected Scheduled Ancient Monument which the Council has a duty of ownership to maintain and protect, and the historical and educational value of the designated archaeological collections are of international significance. Castle visitors perceive value in paying for admission to the Castle as a 'day out' venue for family or individual enjoyment and lifelong learning. A number of good value and discount options are available, now including excellent annual Resident Pass for Borough residents for the same price as a day ticket, and even day admissions tickets once purchased can be used to re-enter the Castle as many times as desired that day. Annual 'Castle Pass' membership provides an excellent value option for non-resident but still quite local people with an interest in the Castle to return multiple times each year for less than the cost of two visits (or roughly the cost of two and a half visits for children and concessions), and other special offers are occasionally attached to this.

For those unable to afford to pay for full admission to Colchester Castle, a number of cheaper options are available which are relevant to equality and diversity in terms of providing access for as wide a range of visitors as possible. Concessionary rates, as well as providing reduced priced admission for children of school age and full-time students, also enable those on a low income, retired or unable to work to benefit from reduced admission if they are in receipt of state benefits (subject to some form of proof being provided on request). Concession rates also apply to annual membership. Since 2017 anyone holding a Defence Discount Service card, eligible for members of the armed forces, as well as their dependents, veterans, cadets and related categories, qualifies for concessionary rate admission to Colchester Castle.

The Castle continues to provide free access to visitors twice a year, during Heritage Open Days weekend in September and the annual Christmas open evening when the Castle is open later than usual. These are both ideal opportunities for local visitors on lower incomes, for instance, to experience a Castle visit free of charge should they wish.

Disabled visitors also benefit from reduced admission rates and carers accompanying disabled visitors to facilitate their visit gain free entry. The Castle contains many layers of interpretation aimed at providing inclusive access for and improving the visitor experience for visitors with disabilities – examples include two lifts, a tactile map, audio equipment. School groups that include children with particular needs are always catered for on a special case by case basis, with alternative tours being made available for children, and their friends, who cannot manage the steps in the standard tour. Schools are asked on booking whether any children required any further special arrangements, such as the Castle Scriptorium being made available as a quiet room for children who may need a space to rest or receive medication. A project is currently under way to widen the range of alternative learning provision offered to schools.

(viii) Visitor Information Centre

Introduction

It is proposed that an increase of 10p is applied to VAT inclusive adult and child guided tour charges. An increase is required to keep pace with the application of the Living Wage to the fees paid to tour guides, and there is also an imperative to maximize revenue opportunities through tourism where this does not damage uptake. Overall guided tour charges will remain competitive with other similar destinations.

As last year fees for advertising with Visit Colchester through print and online channels remain negotiable as is common in the sector as flexibility is required to create bespoke packages for potential advertisers; across channels; for varying time periods and in some cases for multiple venues owned by one business.

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
Guided Tours							
Public Tour - public	Adult		ST	3.83	4.60	3.92	4.70
Public Tour - public	Child		ST	2.67	3.20	2.75	3.30
Private pre-booked	Adult		ST	3.83	4.60	3.92	4.70
Private pre-booked	Child		ST	2.67	3.20	2.75	3.30
Private pre-booked	Min. charge for groups of < 10		ST	38.33	46.00	39.17	47.00
Private pre-booked Borough School	Adult		EX	Accompanying teachers/adults free	Accompanying teachers/adults free	Accompanying teachers/adults free	Accompanying teachers/adults free

Private pre-booked Borough School	Child		EX	2.70	2.70	2.80	2.80
Agency Commission Fees							
Charity	5%		ST	No change		No change	
Non Charity	10%		ST				
Minimum handling fee applied if commission falls below 25 plus VAT			ST	25.00	30.00	25.00	30.00

Equality, Diversity and Human Rights implications

We have fully considered the equality and diversity impacts of our fees and charges and conclude that there are no adverse impacts that cannot be appropriately mitigated.

(ix) Private Sector Housing Services

Introduction

It is proposed that private sector housing fees and charges are amended as set out below.

House in Multiple Occupation Licence Fee - A local authority may recover costs associated with the administration of a licensing scheme by charging a fee to applicants. LGA Guidance makes it clear that local authorities cannot over or under charge and that fees need to reflect the true cost of delivering the service. Fee income must be used for the purposes of delivering a licensing scheme and not be drawn into the general fund.

The overall fee for a new HMO Licence and the fee for an HMO licence renewal under the provisions of the Housing Act 2004 are being marginally increased. A new licence will cost £750 and a renewal licence will cost £375.

These fees are to be paid in two payments as a result of the Gaskin vs LB Richmond case, with the 'total fee' split with a payment on submission of the application for initial processing and a later payment once it is clear that the licence is going to be granted.

The cost of a new HMO licence will consist of an initial payment on submission of £375 and a second payment of £375 prior to issue of the licence.

A licence renewal will consist of an initial payment of £190 and a second payment of £185

When requested by the applicant for an HMO licence, we can prepare the floor plans which are required as part of the application process for £100ex VAT

Charges for Enforcement Notices/Orders

The fee charged for the service of an Enforcement Notice or Order under the provisions of the Housing Act 2004 is to be increased by 2% from £520 to £530

Immigration Inspections

The fee for an immigration inspection is to be increased marginally from £135ex VAT to £150ex VAT ie £180inc. This is a discretionary service provided by the Council, not a statutory duty, and the fee remains significantly less than private sector surveyors or agents charge.

Penalty Charge for failure to join a Property Management Redress Scheme

It is a legal requirement for all individuals/companies managing property in England to join one of two Government-approved redress schemes. Local authorities can impose a financial penalty of up to £5,000 where an individual or company should have joined a scheme has not done so. The charge has been set at the maximum £5000.

Civil Penalties

The Housing and Planning Act enables Local Authorities to issue a civil penalty as an alternative to taking prosecution action for certain offences under the Housing Act 2004.

The Local Authority must publish a policy detailing when it will issue a civil penalty and how it will determine the level of that penalty. This detail is contained within the Private Sector Housing Enforcement Policy.

The level of penalty to be issued is calculated with reference to a number of factors which gives a score per offence. The penalty for each of the ranges of scores is detailed below.

Civil Penalty income must be used for the Authorities housing enforcement function.

The following fees and charges are being retained at the 2019 rate.

Technical Advisory Service

It is proposed that we continue to offer housing standards advice and guidance to landlords and agents for free for the first hour after which a charge of £50ex VAT per hour will apply.

The hourly rate is applied to discretionary site visits, consultations, meetings etc. with landlords made at their request for advice and guidance relating to but not limited to the setting up of new HMOs, pre licensing application visits, advice on suitability of premises for purchase and advice on improving energy efficiency to meet minimum standards required for letting.

Works in Default

The fee for undertaking works in default, being the full cost of the contractors invoice, plus administrative costs based on an hourly rate (£50 p/hour ex VAT) is to be retained.

Penalty charge for failing to comply with Smoke & Carbon Monoxide remedial notice

The penalty for failing to comply with Smoke & Carbon Monoxide Regulations remedial notice is being retained at £2,000 for first offence and £5,000 for future offences.

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
HMO Licensing (licence issued for a maximum period of 5 years)							
House in Multiple Occupation Licence (new applications)			NB	350.00 initial processing payment 360.00 payment on issue of licence	350.00 initial processing payment 360.00 payment on issue of licence	375.00 initial processing payment 375.00 payment	375.00 initial processing payment 375.00 payment

						on issue of licence	on issue of licence
House in Multiple Occupation Licence – price per additional room after 10 units of accommodation			NB	72.00	72.00	75.00	75.00
House in Multiple Occupation – Renewal of Licence			NB	170.00 initial processing payment 190.00 payment on issue of licence	170.00 initial processing payment 190.00 payment on issue of licence	190.00 initial processing payment 185.00 payment on issue of licence	190.00 initial processing payment 185.00 payment on issue of licence
Preparation of floor plans for HMO licence application process			ST	100.00	120.00	100.00	120.00
Charge for Enforcement Notices/Orders							
Fee per Enforcement Notice issued under Housing Act 2004 and for Demolition Orders served under s.265 Housing Act 1985 (NB. Only one single fee is payable where the same notice is served on more than one recipient)			NB	520.00	520.00	530.00	530.00
Immigration Inspection and Issue of Report			ST	135.00	162.00	150.00	180.00

Administration of works in default of a recipient of a legal notice without agreement			ST	Calculate d per case based on hourly rate of officer (50.00 per hr)	Calculate d per case based on hourly rate of officer (60.00 per hr)	Calculated per case based on hourly rate of officer (50.00 per hr)	Calculated per case based on hourly rate of officer (60.00 per hr)
Administration of works in default of a recipient of a legal notice with agreement			ST	Calculate d per case based on hourly rate of officer (50.00 per hr)	Calculate d per case based on hourly rate of officer (60.00 per hr)	Calculated per case based on hourly rate of officer (50.00 per hr)	Calculated per case based on hourly rate of officer (60.00 per hr)
Fee per remedial notice issued under Regulation 5 of the Smoke & Carbon Monoxide Alarm (England) Regulations 2015			NB	2,000.00 for first offence 5,000.00 for future offences	2,000.00 for first offence 5,000.00 for future offences	2,000.00 for first offence 5,000.00 for future offences	2,000.00 for first offence 5,000.00 for future offences
Penalty Charge for failure to join Property Management Redress Scheme			NB	5000.00	5000.00	5000.00	5000.00
Technical Advice & Guidance							
			ST	50.00 per hour, first hour not charged.	60.00 per hour, first hour not charged.	50.00 per hour, first hour not charged.	60.00 per hour, first hour not charged.
Score for each offence	Penalty to be incurred						

15-20	£250						
21-25	£500						
26-30	£750						
31-35	£1,000						
36-40	£2,000						
41-45	£4,000						
46-50	£6,000						
51-55	£8,000						
56-60	£10,000						
61-65	£12,000						
66-70	£14,000						
71-75	£16,000						
76-80	£18,000						
81-85	£20,000						
86-90	£22,000						
91-95	£24,000						
96-100	£26,000						
101-105	£28,000						
106-110	£30,000						

Equality, Diversity and Human Rights implications

We have fully considered the equality and diversity impacts of our fees and charges by undertaking Equality Impact Assessments (EIAs) and conclude that there are no adverse impacts that cannot be appropriately mitigated.

(x) Planning Services

Introduction

The planning application fees are set by central government. These rose by 20% in February 2018. Exceptions to this statutory control include S106 unilateral undertakings, Planning Performance Agreements (PPA's), Preliminary Enquiry or Pre-Application Enquiry (PE's) charges, discretionary advice and inspection charges which were increased in some areas last year (2017) to reflect costs and the acceptable market rate. This year they have remained predominantly the same. The only rise was a nominal £5 increase to the planning officer and tree officer rates to align them with the landscape inspection fees (from £125 to £130). VAT is charged where the service offered is not statutorily required. For 2019/20 it is proposed to increase Practical Completion Certificates, PPA's, PE's, Confirmation of Compliance, Archaeology and UAD charges by a variable but above inflation increase given that no increase was levied in 18/19 as this will maintain a link with inflation and the wider sector. In September 2019 the Government changed relevant legislation to again permit Monitoring fees to be charged for clauses in s.106 agreements. It is now proposed to reintroduce these charges reinstating the fee used historically but indexed to present value.

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
Research cost	Min one hour		ST	75.00	90.00	75.00	90.00
Retention fee for lapsed invalid applications							
Householder			ST	50.00	60.00	55.00	66.00
Minor and Other			ST	100.00	120.00	105.00	126.00
Majors			ST	250.00	300.00	270.00	324.00
S106 Unilateral Undertakings Legal and Monitoring Costs			ST	550.00	660.00	550.00	660.00
S.106 Clause Monitoring fees			ST	400.00	480.00	400.00	480.00

Financial Clause							
Other s.106 clauses monitoring fee			ST	570.00	684.00	570.00	684.00
Public Open Space Practical Completion Certificate Inspection (OSPCI)							
Size of landscaping scheme (each insp) m2							
<100 m2			ST	577.00	692.40	585.00	702.00
101 – 500 m2			ST	1,130.00	1,356.00	1,150.00	1,380.00
501 – 2500 m2			ST	1,680.00	2,016.00	1,700.00	2,040.00
2501 – 5000 m2			ST	2,230.00	2,676.00	2,250.00	2,700.00
5001 – 10000 m2			ST	2,780.00	3,336.00	2,800.00	3,360.00
1001> m2			ST	3,335.00	4,002.00	3,350.00	4,020.00
Landscape Consultancy (Previously known as Landscape Practical Completion Inspection)							
First hour			ST	130.00	156.00	140.00	168.00
Thereafter per hour			ST	80.00	96.00	90.00	108.00
Planning Performance Agreements (PPA) Sliding scale of charges depending on size of proposal							
Super majors (Inception meeting):							
Subsequently - as agreed at inception meeting for remainder of project depending on frequency of liaison, complexity of project management and number of officers involved			ST	3,360.00	4032.00	3,500.00	4,200.00
Large scale majors (Inception meeting):							

Subsequently - as agreed at inception meeting for remainder of project depending on frequency of liaison, complexity of project management and number of officers involved			ST	2,835.00	3,402.00	2,900.00	3,480.00
Standard majors (Inception meeting):							
Subsequently - as agreed at inception meeting for remainder of project depending on frequency of liaison, complexity of project management and number of officers involved.			ST	2,835.00	3,402.00	2,835.00	3,402.00
Preliminary Enquiries (majors)							
Super majors	Initial meeting and written confirmation		ST	1,733.00	2,080.00	1,800.00	2,160.00
Subsequent meetings	3 hours with 1x officer	fee variable with greater attendance	ST	1,155.00	1,386.00	1,160.00	1,392.00
Large scale majors	Initial meeting and written confirmation		ST	1,470.00	1,764.00	1,500.00	1,800.00
Subsequent meetings	3 hours with 1x officer	fee variable with greater attendance	ST	893.00	1,070.00	900.00	1,080.00

Standard majors	Initial meeting and written confirmation		ST	1,115.00	1,338.00	1,130.00	1,356.00
Subsequent meetings	3 hours with 1x officer	fee variable with greater attendance	ST	578.00	693.00	585.00	702.00
Written response only	Per letter		ST	578.00	693.00	585.00	702.00
Preliminary Enquiries ‘Minors’ & ‘Others*’ (including listed buildings) (excluding Householder category proposals and Buildings at Risk)							
Residential (1-4 units)	Written response		ST	168.00	202.00	200.00	240.00
Residential (5-9 units)	Written response		ST	263.00	315.60	280.00	336.00
Commercial (retail, food & drink, and offices)	Written response		ST	210.00	252.00	230.00	276.00
Industrial and other (less than 1000 m ² or 1 hectare)	Written response		ST	236.00	283.50	250.00	300.00
Anything else in addition to the above including meetings, site visits and follow up questions are charged at an hourly rate and will be arranged by agreement post receipt of initial application	Hourly rate		ST	79.00	94.80	85.00	102.00
Listed Buildings: Due to the nature of listed building works a site visit may be made at			ST	231.00	277.20	250.00	300.00

the officer's discretion and is included in the price							
Preliminary Enquiries Householder (excluding Listed Building consent enquiries)							
Written response only	No meeting		ST	68.25	81.90	75.00	90.00
Written response, one hour meeting			ST	157.50	189.00	165.00	198.00
Additional meeting by agreement	Per hour		ST	78.75	94.50	85.00	102.00
Additional follow up questions (max of 30 minutes work)	Per response		ST	36.75	44.10	45.00	54.00
Advertising by Public Notice in a local newspaper of applications under the Planning Act 1990 to divert, stop up or extinguish a public footpath	Such charge as shall be levied by the newspaper publisher for placing the public notice + £35 admin charge		ST	30.00	36.00	35.00	42.00
Other ad-hoc professional planning or specialist advice							
High Hedges Legislation Complaint processing fee	In total		ST	400.00	480.00	450.00	540.00
Confirmation of compliance with planning permission (built as agreed certificate)	Householder		ST	68.25	81.90	75.00	90.00

Confirmation of compliance with planning permission (built as agreed certificate)	1 new dwelling		ST	105.00	126.00	115.00	138.00
Confirmation of compliance with planning permission (built as agreed certificate)	Each additional dwelling up to 9		ST	52.50	63.00	60.00	72.00
Planning Officer	First hour		ST	136.50	163.80	145.00	174.00
	Per hour thereafter		ST	78.75	94.50	85.00	102.00
Principal Planning Officer	First hour		ST	147.00	176.40	155.00	186.00
	Per hour thereafter		ST	78.75	94.50	90.00	108.00
Planning Manager	First hour		ST	183.75	220.50	190.00	228.00
	Per hour thereafter		ST	99.75	119.70	105.00	126.00
Tree Officer	First hour		ST	136.50	163.80	140.00	168.00
	Per hour thereafter		ST	78.75	94.50	90.00	108.00
Archaeology Charges	Charging Category						
Development is a single dwelling, garage/ cartlodge, extension or other small development	A						
Monitoring/ Watching			ST	210.00	252.00	220.00	264.00
Evaluation			ST	262.50	315.00	280.00	336.00
Excavation			ST	262.50	315.00	280.00	336.00

Development of a historic building (demolition and/or conversion)	B						
Monitoring/ Watching			ST	210.00	252.00	220.00	264.00
Development is two dwellings or more and covers less than 1.0ha in area	C						
Monitoring/ Watching			ST	210.00	252.50	220.00	264.00
Evaluation			ST	262.50	315.00	280.00	336.00
Excavation			ST	367.50	441.00	380.00	456.00
Development is between 1.0ha and 3.0ha in area	D						
Evaluation			ST	367.50	441.00	380.00	456.00
Excavation			ST	525.00	630.00	535.00	642.00
Development is between 3.0ha and 10.0ha in area	E						
Evaluation			ST	525.00	630.00	535.00	642.00
Excavation			ST	787.50	945.00	800.00	960.00
Development is over 10.0ha	F	Request a quote					
UAD Charging Schedule							
Standard Search (up to 75 records)			ST	52.50	63.00	55.00	66.00
Extended Search (up to 150 records)			ST	105.00	126.00	115.00	138.00
Large scale/complex search (>150 records)		Request a quote					
Equality, Diversity and Human Rights implications							
We have fully considered the equality and diversity impacts of our fees and charges by undertaking Equality Impact Assessments (EIAs) and conclude that there are no adverse impacts that cannot be appropriately mitigated.							
The decision to implement the proposed fees and charges for planning will not result in any breach of human rights.							

(xi) Building Control

Introduction (include any proposals)

The Building Control charging system is subject to prescribed rules within the Building (Local Authority Charges) Regulations and CIPFA guidance. The current national charging regime requires the charges to be set on a “cost recovery” basis for the chargeable element of the Building Control function for the financial year.

It is proposed that the Building Control charges are as set out below. These will be reviewed at the end of the financial year (31 March 2021) and if changes are proposed as a result of the analysis of the year end position a further report will be presented where appropriate.

Explanatory Notes to Standard Building Regulation Charges

The following tables contain the standard charges for new dwellings, small non-domestic buildings and extensions or alterations to single buildings. The charges have been established at a level to cover the cost of the Building Regulation related service in respect of commonly occurring categories of work.

Where proposed work falls outside of the categories of standard charges shown the charge will be individually determined.

Where a Full Plans application is submitted the total charge combines both the Plan Charge and Inspection Charge.

Building Notice applications can only be submitted for domestic work subject to certain conditions.

Works which are solely for people with disabilities or the provision of accommodation for a carer where 24 hour care is required will be exempt from the charges where evidence is provided from a Doctor or Social Services to justify such a claim.

Table A – New Dwellings

Dwelling houses and Flats not exceeding 300m2

Please note that the Charges marked with an* have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self-certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equivalent to the discount **(see D14 below)**.

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
Houses or Bungalows less than 4 storeys							
H01- 1 Plot							
Plan Charge			ST	154.00	184.80	154.00	184.80
Inspection Charge*			ST	385.00	462.00	385.00	462.00
Building Notice Charge*			ST	573.38	688.05	573.38	688.05
Regularisation Charge*			NB	673.75	673.75	673.75	673.75
H02 - 2 Plots							
Plan Charge			ST	225.50	270.60	225.50	270.60
Inspection Charge*			ST	577.50	693.00	577.50	693.00
Building Notice Charge*			ST	882.75	1059.30	882.75	1059.30
Regularisation Charge*			NB	1003.75	1003.75	1003.75	1003.75
H03 - 3 Plots							
Plan Charge			ST	297.00	356.40	297.00	356.40
Inspection Charge*			ST	770.00	924.00	770.00	924.00
Building Notice Charge*			ST	1192.13	1430.55	1192.13	1430.55

Regularisation Charge*			NB	1333.75	1333.75	1333.75	1333.75
H04 - 4 Plots							
Plan Charge			ST	368.50	442.20	368.50	442.20
Inspection Charge*			ST	962.50	1155.00	962.50	1155.00
Building Notice Charge*			ST	1501.50	1801.80	1501.50	1801.80
Regularisation Charge*			NB	1663.75	1663.75	1663.75	1663.75
H05 - 5 Plots							
Plan Charge			ST	440.00	528.00	440.00	528.00
Inspection Charge*			ST	1155.00	1386.00	1155.00	1386.00
Building Notice Charge*			ST	1810.88	2173.05	1810.88	2173.05
Regularisation Charge*			NB	1993.75	1993.75	1993.75	1993.75
Flats							
F01 - 1 Flat							
Plan Charge			ST	154.00	184.80	154.00	184.80
Inspection Charge*			ST	357.50	429.00	357.50	429.00
Building Notice Charge*			ST	532.13	638.55	532.13	638.55
Regularisation Charge*			NB	639.38	639.38	639.38	639.38
F02 - 2 Flats							
Plan Charge			ST	225.50	270.60	225.50	270.60
Inspection Charge*			ST	536.25	643.50	536.25	643.50
Building Notice Charge*			ST	807.13	968.55	807.13	968.55
Regularisation Charge*			NB	952.19	952.19	952.19	952.19
F03 - 3 Flats							
Plan Charge			ST	297.00	356.40	297.00	356.40
Inspection Charge*			ST	715.00	858.00	715.00	858.00
Building Notice Charge*			ST	1082.13	1298.55	1082.13	1298.55
Regularisation Charge*			NB	1265.00	1265.00	1265.00	1265.00

F04 – 4 Flats							
Plan Charge			ST	368.50	442.20	368.50	442.20
Inspection Charge*			ST	893.75	1072.50	893.75	1072.50
Building Notice Charge*			ST	1357.13	1628.55	1357.13	1628.55
Regularisation Charge*			NB	1577.81	1577.81	1577.81	1577.81
F05 - 5 Flats							
Plan Charge			ST	440.00	528.00	440.00	528.00
Inspection Charge*			ST	1072.50	1287.00	1072.50	1287.00
Building Notice Charge*			ST	1632.13	1958.55	1632.13	1958.55
Regularisation Charge*			NB	1890.63	1890.63	1890.63	1890.63
Conversion To							
V01 – Single Dwelling-House							
Plan Charge			ST	143.00	171.60	143.00	171.60
Inspection Charge*			ST	385.00	462.00	385.00	462.00
Building Notice Charge*			ST	559.63	671.55	559.63	671.55
Regularisation Charge*			NB	660.00	660.00	660.00	660.00
V02 – Single Flat							
Plan Charge			ST	126.50	151.80	126.50	151.80
Inspection Charge*			ST	357.50	429.00	357.50	429.00
Building Notice Charge*			ST	518.38	622.05	518.38	622.05
Regularisation Charge*			NB	605.00	605.00	605.00	605.00
Notifiable Electrical Work (in addition to the above where applicable)							
D14 – Where a satisfactory certificate will not be issued by a Part P registered electrician			ST	182.50	219.00	182.50	219.00

Table B – Work To A Single Dwelling

Limited to work not more than 3 storeys above ground level

Please note that the Charges marked with an* have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If these reductions are claimed and a self-certifying electrician is not subsequently employed, the applicant will be invoiced for supplementary charges equivalent to the discount **(see D14 below)**.

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
Extension & New Build							
D01 – Separate single storey extension with floor area not exceeding 40m2							
Plan Charge			ST	143.00	171.60	143.00	171.60
Inspection Charge*			ST	295.63	354.75	295.63	354.75
Building Notice Charge*			ST	456.50	547.80	456.50	547.80
Regularisation Charge*			NB	548.29	548.29	548.29	548.29
D02 – Separate single storey extension with floor area between 40m2 and 100m2							
Plan Charge			ST	154.00	184.80	154.00	184.80
Inspection Charge*			ST	385.00	462.00	385.00	462.00
Building Notice Charge*			ST	566.50	679.80	566.50	679.80
Regularisation Charge*			NB	673.75	673.75	673.75	673.75
D03 – Separate extension with some part 2 of 3 storey in height							

[illegible]

D07 – First floor & second floor loft conversions							
Plan Charge			ST	165.00	198.00	165.00	198.00
Inspection Charge*			ST	330.00	396.00	330.00	396.00
Building Notice Charge*			ST	525.25	630.30	525.25	630.30
Regularisation Charge*			NB	594.00	594.00	594.00	594.00
D08 – Other work (e.g. garage conversions)							
Plan Charge			ST	115.50	138.60	115.50	138.60
Inspection Charge*			ST	192.50	231.00	192.50	231.00
Building Notice Charge*			ST	319.00	382.80	319.00	382.80
Regularisation Charge*			NB	385.00	385.00	385.00	385.00
Alterations (including Underpinning)							
D09 – Renovation of a thermal element							
Plan Charge			ST	88.00	105.60	88.00	105.60
Inspection Charge*			ST	68.75	82.50	68.75	82.50
Building Notice Charge*			ST	167.75	201.30	167.75	201.30
Regularisation Charge*			NB	195.94	195.94	195.94	195.94
D10 – Replacement of windows, roof lights, roof windows or external glazed doors							
Plan Charge			ST	88.00	105.60	88.00	105.60
Inspection Charge*			ST	68.75	82.50	68.75	82.50
Building Notice Charge*			ST	167.75	201.30	167.75	201.30
Regularisation Charge*			NB	195.94	195.94	195.94	195.94
D11 – Cost of work not exceeding £5,000 (Incl. Renewable Energy Systems)							

Plan Charge			ST	88.00	105.60	88.00	105.60
Inspection Charge*			ST	137.50	165.00	137.50	165.00
Building Notice Charge*			ST	243.38	292.05	243.38	292.05
Regularisation Charge*			NB	281.88	281.88	281.88	281.88
D12 – Cost of work not exceeding £5,000 and not exceeding £25,000							
Plan Charge			ST	115.50	138.60	115.50	138.60
Inspection Charge*			ST	192.50	231.00	192.50	231.00
Building Notice Charge*			ST	332.75	399.30	332.75	399.30
Regularisation Charge*			NB	385.00	385.00	385.00	385.00
D13 – Cost of work not exceeding £25,000 and not exceeding £100,000							
Plan Charge			ST	170.50	204.60	170.50	204.60
Inspection Charge*			ST	330.00	396.00	330.00	396.00
Building Notice Charge*			ST	552.75	663.30	552.75	663.30
Regularisation Charge*			NB	625.63	625.63	625.63	625.63
Notifiable Electrical Work (in addition to the above where applicable)							
D14 – Where a satisfactory certificate will not be issued by a Part P registered electrician			ST	182.50	219.00	182.50	219.00

Multiple work reductions. Where the proposed works consist of more than one of the above elements on Table B, then the appropriate charge is calculated by paying the full amount for the most expensive element and only 50% for the other applicable elements **with the exception of D14 Electrical work.**

Table C – All Other Non-Domestic Work

Limited to work no more than 3 storeys above ground level.

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
Extensions & New Build							
N01 –Single storey with floor area not exceeding 40m2							
Plan Charge			ST	165.00	198.00	165.00	198.00
Inspection Charge			ST	330.00	396.00	330.00	396.00
Building Notice Charge							
Regularisation Charge			NB	618.75	618.75	618.75	618.75
N02 –Single storey with floor area between 40m2 & 100m2							
Plan Charge			ST	181.50	217.80	181.50	217.80
Inspection Charge			ST	453.75	544.50	453.75	544.50
Building Notice Charge							
Regularisation Charge			NB	794.06	794.06	794.06	794.06
N03 – With some part 2 or 3 storey in height and a total floor area not exceeding 40m2							
Plan Charge			ST	170.50	204.60	170.50	204.60
Inspection Charge			ST	385.00	462.00	385.00	462.00
Building Notice Charge							
Regularisation Charge			NB	694.38	694.38	694.38	694.38

N04 – With some part 2 or 3 storey in height and a total floor area between 40m2 & 100m2							
Plan Charge			ST	198.00	237.60	198.00	237.60
Inspection Charge			ST	495.00	594.00	495.00	594.00
Building Notice Charge							
Regularisation Charge			NB	866.25	866.25	866.25	866.25
Alterations							
N05 – Cost of works not exceeding £5,000							
Plan Charge			ST	115.50	138.60	115.50	138.60
Inspection Charge			ST	110.00	132.00	110.00	132.00
Building Notice Charge							
Regularisation Charge			NB	281.88	281.88	281.88	281.88
N05 - Replacement of windows, roof lights, roof windows or external glazed doors (not exceeding 20 units)							
Plan Charge			ST	115.50	138.60	115.50	138.60
Inspection Charge			ST	110.00	132.00	110.00	132.00
Building Notice Charge							
Regularisation Charge			NB	281.88	281.88	281.88	281.88
N05 - Renewable energy systems (not covered by an appropriate competent persons scheme)							
Plan Charge			ST	115.50	138.60	115.50	138.60
Inspection Charge			ST	110.00	132.00	110.00	132.00
Building Notice Charge							
Regularisation Charge			NB	281.88	281.88	281.88	281.88

N05 - Installation of new shop front							
Plan Charge			ST	115.50	138.60	115.50	138.60
Inspection Charge			ST	110.00	132.00	110.00	132.00
Building Notice Charge							
Regularisation Charge			NB	281.88	281.88	281.88	281.88
N06 – Cost of works exceeding £5,000 & not exceeding £25,000							
Plan Charge			ST	143.00	171.60	143.00	171.60
Inspection Charge			ST	192.50	231.00	192.50	231.00
Building Notice Charge							
Regularisation Charge			NB	419.38	419.38	419.38	419.38
N06 - Replacement of windows, roof lights, roof windows or external glazed doors (exceeding 20 units)							
Plan Charge			ST	143.00	171.60	143.00	171.60
Inspection Charge			ST	192.50	231.00	192.50	231.00
Building Notice Charge							
Regularisation Charge			NB	419.38	419.38	419.38	419.38
N06 - Renovation of thermal elements							
Plan Charge			ST	143.00	171.60	143.00	171.60
Inspection Charge			ST	192.50	231.00	192.50	231.00
Building Notice Charge							
Regularisation Charge			NB	419.38	419.38	419.38	419.38
N06 - Installation of a Raised Storage Platform within an existing building							

Plan Charge			ST	143.00	171.60	143.00	171.60
Inspection Charge			ST	192.50	231.00	192.50	231.00
Building Notice Charge							
Regularisation Charge			NB	419.38	419.38	419.38	419.38
N07 – Cost of works exceeding £25,000 & not exceeding £100,000							
Plan Charge			ST	170.50	204.60	170.50	204.60
Inspection Charge			ST	371.25	445.50	371.25	445.50
Building Notice Charge							
Regularisation Charge			NB	677.19	677.19	677.19	677.19
N07 - Fit out of building up to 100m2							
Plan Charge			ST	170.50	204.60	170.50	204.60
Inspection Charge			ST	371.25	445.50	371.25	445.50
Building Notice Charge							
Regularisation Charge			NB	677.19	677.19	677.19	677.19

Multiple work reductions. Where the proposed works consist of more than one of the above elements on Table C, then the appropriate charge is calculated by paying the full amount for the most expensive element and only 50% for the other applicable elements.

Equality, Diversity and Human Rights implications

The Charges should ensure that full cost recovery is achieved for the chargeable element of the Building Control function whilst meeting the overriding objective of breaking even.

The Charges will apply to all groups equally except for people with disabilities who are exempt from the charges where the works are directly related to the provision of facilities to aid them.

(xii) Parking Services

Introduction

It is proposed that the following changes are made to the fees and charges for parking services:

- Amend the 'Up to 2 hours' and 'Over 2 hours' tariff bands to 'Up to 3 hours' and 'Over 3 hours' and adjusting the fees to £3.00 and £5.00 accordingly, in the Coast Road, High Street, and Seaview Avenue Car Parks, West Mersea.
- Increase the season ticket fee for members of the Mersea Windsurfers and Kitesurfers Club for the Victoria Esplanade and Willoughby Car Parks to £50.00 per annum.
- Increase the 'Traders season ticket' fee to £65.00 per annum in Coast Road, High Street and Seaview Avenue Car Parks, West Mersea.
- Remove the season tickets in Willoughby and Victoria Esplanade car parks, West Mersea.
- Priory Street car park resident season tickets will increase in line with other resident permits across the Borough.

All other tariffs remain as set out below.

Reasons for Decision:

The Town Council requested the review with an aim to apply a consistent approach to pricing for all car parks across the Island and in keeping with other tourist destinations across East Anglia.

Parking fees and charges form an important measure to influence driver behaviour through setting appropriate parking charge levels. The primary function of parking is not simply to raise revenue, but to support transport policy.

The charging structure supports the demand management policies for Colchester contained within Essex County Council's Local Transport Plan, a plan which in turn provides funding for transportation. The tariffs recommended here are set at a level which ensures that for the majority of the time there is capacity within the 'Shoppers' car parks for arrivals to park at their first choice of parking place, encouraging users to travel off-peak.

There are a total of over 4,000 public parking spaces in the town, of which the Council controls just under 3,000. It is important to note that the Council has no control over the pricing structure at some car parks such as North Station, Nunn's Road and Osborne Street, which are controlled by private operators such as National Car Parks (NCP).

The current charging structure in the peak-time “core tariff” serves to meet the government’s policy of reducing unnecessary journeys particularly reducing congestion, pollution and improving road safety in the town centre.

Designing effective parking charges is unquestionably a compromise. However in setting fees and charges, an authority must:

- support town centre vitality;
- pursue policy objectives to curb travel during peak hours;
- influence supply, demand and congestion;
- be aware of price elasticity and resistance; and
- support the increasing costs of running and refurbishing car parks.

Detailed Proposals

The existing fees and charges to be continued are shown in the attached tables and the changes shown above are incorporated.

Special Offers

Additional Christmas special parking offers will be discussed with Traders Groups and will be implemented as part of the Colchester Christmas Package.

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
St John's Car Park							

Up to ½ hour	Monday-Friday & Sunday		ST	0.75	0.90	0.75	0.90
	Saturday		ST	0.83	1.00	0.83	1.00
Up to 1 hour	Monday-Friday & Sunday		ST	1.50	1.80	1.50	1.80
	Saturday		ST	1.75	2.10	1.75	2.10
Up to 2 hours	Monday-Friday & Sunday		ST	2.25	2.70	2.25	2.70
	Saturday		ST	2.58	3.10	2.58	3.10
Up to 3 hours	Monday-Friday & Sunday		ST	2.75	3.30	2.75	3.30
	Saturday		ST	3.17	3.80	3.17	3.80
Up to 4 hours	Monday-Friday & Sunday		ST	2.92	3.50	2.92	3.50
	Saturday		ST	3.33	4.00	3.33	4.00
Up to 5 hours	Monday-Friday & Sunday		ST	3.67	4.40	3.67	4.40
	Saturday		ST	4.25	5.10	4.25	5.10
Up to 6 hours	Monday-Friday & Sunday		ST	4.08	4.90	4.08	4.90
	Saturday		ST	4.67	5.60	4.67	5.60
Up to 7 hours	Monday-Friday & Sunday		ST	4.75	5.70	4.75	5.70
	Saturday		ST	5.50	6.60	5.50	6.60

Up to 8 hours	Monday-Friday & Sunday		ST	5.42	6.50	5.42	6.50
	Saturday		ST	6.25	7.50	6.25	7.50
Day Rate (special offer)	Monday-Friday		ST	2.92	3.50	2.92	3.50
Up to 12 hours	Monday-Friday & Sunday		ST	5.83	7.00	5.83	7.00
	Saturday		ST	6.75	8.10	6.75	8.10
Over 12 hours (long stay penalty rate)	Any Day		ST	13.75	16.50	13.75	16.50
Daily evening charge (entry after 6.00pm)	Any Day		ST	1.67	2.00	1.67	2.00
Season tickets (conditions apply)	3 months		ST	416.67	500.00	416.67	500.00
Season tickets (conditions apply)	12 months		ST	1,500.00	1,800.00	1,500.00	1,800.00
St Mary's Car Park							
Up to ½ hour	Monday-Friday & Sunday		ST	0.75	0.90	0.75	0.90
	Saturday		ST	0.83	1.00	0.83	1.00
Up to 1 hour	Monday-Friday & Sunday		ST	1.50	1.80	1.50	1.80
	Saturday		ST	1.75	2.10	1.75	2.10
Up to 2 hours	Monday-Friday & Sunday		ST	2.25	2.70	2.25	2.70
	Saturday		ST	2.58	3.10	2.58	3.10
Up to 3 hours	Monday-Friday & Sunday		ST	2.75	3.30	2.75	3.30
	Saturday		ST	3.17	3.80	3.17	3.80

Up to 4 hours	Monday-Friday & Sunday		ST	2.92	3.50	2.92	3.50
	Saturday		ST	3.33	4.00	3.33	4.00
Up to 5 hours	Monday-Friday & Sunday		ST	3.67	4.40	3.67	4.40
	Saturday		ST	4.25	5.10	4.25	5.10
Up to 6 hours	Monday-Friday & Sunday		ST	4.08	4.90	4.08	4.90
	Saturday		ST	4.67	5.60	4.67	5.60
Up to 7 hours	Monday-Friday & Sunday		ST	4.75	5.70	4.75	5.70
	Saturday		ST	5.50	6.60	5.50	6.60
Up to 8 hours	Monday-Friday & Sunday		ST	5.42	6.50	5.42	6.50
	Saturday		ST	6.25	7.50	6.25	7.50
Up to 12 hours	Monday-Friday & Sunday		ST	5.83	7.00	5.83	7.00
	Saturday		ST	6.75	8.10	6.75	8.10
Over 12 hours (long stay penalty rate)	Any Day		ST	13.75	16.50	13.75	16.50
Daily evening charge (entry after 6.00pm)	Any Day		ST	1.67	2.00	1.67	2.00
Season tickets (conditions apply)	3 months		ST	416.67	500.00	416.67	500.00
Season tickets (conditions apply)	12 months		ST	1,500.00	1,800.00	1,500.00	1,800.00
Middleborough Car Park							
Up to 4 hours	Monday-Saturday		ST	3.42	4.10	3.42	4.10

Over 4 hours	Monday-Saturday		ST	5.00	6.00	5.00	6.00
Up to 2 hours (special offer) (entry after 10.00am)	Monday-Saturday		ST	2.42	2.90	2.42	2.90
Day rate (special offer)	Monday-Saturday		ST	2.92	3.50	2.92	3.50
Day rate	Sunday		ST	1.83	2.20	1.83	2.20
Daily evening charge (6.00pm to 6.00am)	Any day		ST	0.42	0.50	0.42	0.50
Season tickets (conditions apply)	3 months		ST	208.33	250.00	208.33	250.00
Season tickets (conditions apply)	12 months		ST	766.67	920.00	766.67	920.00
Sheepen Road Car Park							
Up to 4 hours	Monday-Saturday		ST	3.42	4.10	3.42	4.10
Over 4 hours	Monday-Saturday		ST	5.00	6.00	5.00	6.00
Up to 2 hours	Saturday		ST	2.42	2.90	2.42	2.90
Day rate	Sunday		ST	1.83	2.20	1.83	2.20
Daily evening charge (6.00pm to 6.00am)	Any day		ST	0.42	0.50	0.42	0.50
Sheepen Road Lorry Park							
Up to 6 Hours	Any day		ST	4.58	5.50	4.58	5.50
Up to 12 Hours	Any day		ST	8.33	10.00	8.33	10.00
Britannia Car Park							
Up to 40 minutes	Monday-Saturday		ST	0.58	0.70	0.58	0.70
Up to 1 hour, 10 minutes	Monday-Saturday		ST	1.42	1.70	1.42	1.70
Up to 2 hours	Monday-Saturday		ST	2.42	2.90	2.42	2.90
Up to 4 hours	Monday-Saturday		ST	3.25	3.90	3.25	3.90

Up to 4 hours (special offer) (entry after 9.30am)	Monday-Saturday		ST	2.08	2.50	2.08	2.50
Over 4 hours (long stay penalty rate)	Monday-Saturday		ST	8.33	10.00	8.33	10.00
Day rate	Sunday		ST	0.83	1.00	0.83	1.00
Daily evening charge (6.00pm till 6.00am)	Any day		ST	0.42	0.50	0.42	0.50
Season tickets (conditions apply)	3 months		ST	416.67	500.00	416.67	500.00
Season tickets (conditions apply)	12 months		ST	1,500.00	1,800.00	1,500.00	1,800.00
Priory Street Car Park							
Up to 30 minutes	Monday-Friday & Sunday		ST	0.75	0.90	0.75	0.90
	Saturday		ST	0.83	1.00	0.83	1.00
Up to 1 hour	Monday-Friday & Sunday		ST	1.50	1.80	1.50	1.80
	Saturday		ST	1.75	2.10	1.75	2.10
Up to 2 hours	Monday-Friday & Sunday		ST	2.25	2.70	2.25	2.70
	Saturday		ST	2.58	3.10	2.58	3.10
Up to 3 hours	Monday-Friday & Sunday		ST	2.75	3.30	2.75	3.30
	Saturday		ST	3.17	3.80	3.17	3.80
Up to 4 hours	Monday-Friday & Sunday		ST	2.92	3.50	2.92	3.50
	Saturday		ST	3.33	4.00	3.33	4.00
Up to 5 hours	Monday-Friday & Sunday		ST	3.67	4.40	3.67	4.40

	Saturday		ST	4.25	5.10	4.25	5.10
Up to 6 hours	Monday-Friday & Sunday		ST	4.08	4.90	4.08	4.90
	Saturday		ST	4.67	5.60	4.67	5.60
Up to 7 hours	Monday-Friday & Sunday		ST	4.75	5.70	4.75	5.70
	Saturday		ST	5.50	6.60	5.50	6.60
Up to 8 hours	Monday-Friday & Sunday		ST	5.42	6.50	5.42	6.50
	Saturday		ST	6.25	7.50	6.25	7.50
Up to 12 hours	Monday-Friday & Sunday		ST	5.83	7.00	5.83	7.00
	Saturday		ST	6.75	8.10	6.75	8.10
Over 12 hours (long stay penalty rate)	Any day		ST	13.75	16.50	13.75	16.50
Daily evening charge (entry after 6.00pm)	Any day		ST	1.67	2.00	1.67	2.00
Annual Parent Permits AM (8.30am to 9.30am only) (conditions apply)	Academic year		ST	17.92	21.50	17.92	21.50
Annual Parent Permits PM (3.00pm to 4.00pm only) (conditions apply)	Academic year		ST	17.92	21.50	17.92	21.50
Annual Parent Permits (AM and PM) (conditions apply)	Academic year		ST	31.25	37.50	31.25	37.50
Resident's season tickets (conditions apply)	6 months		ST	N/A	N/A	N/A	N/A
Resident's season tickets (conditions apply)	12 months	1 st season ticket	ST	55.83	67.00	56.67	68.00
Resident's season tickets (conditions apply)	12 months	2 nd season ticket	ST	69.17	83.00	70.83	85.00

Vineyard Street Car Park							
Up to 40 minutes	Current: Mon-Sat	Proposed: All Days	ST	1.00	1.20	1.00	1.20
Up to 70 minutes	Current: Mon-Sat	Proposed: All Days	ST	1.92	2.30	1.92	2.30
Up to 2 hours	Current: Mon-Sat	Proposed: All Days	ST	3.25	3.90	3.25	3.90
Up to 2 hours (special offer) (entry after 9.30am)	Current: Mon-Sat	Proposed: All Days	ST	2.08	2.50	2.08	2.50
Day rate	Sunday		ST	N/A	N/A	N/A	N/A
Daily evening charge (6.00pm till 6.00am)	Any day		ST	0.42	0.50	0.42	0.50
Butt Road Car Park							
Day Rate	Any day		ST	2.08	2.50	2.08	2.50
Daily evening charge (6.00pm till 6.00am)	Any day		ST	0.42	0.50	0.42	0.50
Season tickets (conditions apply)	3 months		ST	208.33	250.00	208.33	250.00
Season tickets (conditions apply)	12 months		ST	766.67	920.00	766.67	920.00
Napier Road Car Parks							
Up to 2 hours	Any day		ST	0.83	1.00	0.83	1.00
Up to 4 hours	Any day		ST	1.25	1.50	1.25	1.50
Over 4 hours	Any day		ST	2.08	2.50	2.08	2.50
Daily evening charge (6.00pm till 6.00am)	Any day		ST	0.42	0.50	0.42	0.50
Season tickets (conditions apply)	12 months		ST	416.67	500.00	416.67	500.00
Highwoods and Recreation Ground Car Parks							
Up to 2 hours	Any day		ST	0.42	0.50	0.42	0.50
Up to 4 hours	Any day		ST	1.67	2.00	1.67	2.00
Over 4 hours	Monday-Friday		ST	3.33	4.00	3.33	4.00
Season tickets (conditions apply)	12 months		ST	41.67	50.00	41.67	50.00
Up to 6 hours (coaches in Highwoods Car Park only)	Any day		ST	4.58	5.50	4.58	5.50

Up to 12 hours (coaches in Highwoods Car Park only)	Any day		ST	10.00	12.00	10.00	12.00
Mill Road and Mill Pond Car Parks - Dedham							
Up to 1 hour	Any day		ST	N/A	Free	N/A	Free
Up to 2 hours	Any day		ST	0.83	1.00	0.83	1.00
Up to 4 hours	Any day		ST	1.67	2.00	1.67	2.00
All day rate	Any day		ST	3.33	4.00	3.33	4.00
Daily evening charge (6.00pm till 6.00am)	Any day		ST	0.42	0.50	0.42	0.50
Coast Road, Seaview, and High Street Car Parks – West Mersea							
Up to 1 hour	Any day		ST	N/A	Free	N/A	Free
Up to 2 hours	Any day		ST	0.42	0.50	N/A	N/A
Up to 3 hours	Any day		ST	N/A	N/A	2.50	3.00
Over 2 hours	Any day		ST	2.92	3.50	N/A	N/A
Over 3 hours	Any day		ST	N/A	N/A	4.17	5.00
Daily evening charge (6.00pm till 6.00am)	Any day		ST	N/A	N/A	N/A	N/A
Season tickets (conditions apply)	Annual		ST	41.67	50.00	54.17	65.00
Victoria Esplanade and Willoughby Avenue Car Parks – West Mersea							
Up to 3 hours	Any day		ST	1.67	2.00	2.50	3.00
Over 3 hours	Any day		ST	2.50	3.00	4.17	5.00
Season tickets (conditions apply)	1 week		ST	8.33	10.00	N/A	N/A
Season tickets (conditions apply)	1 month		ST	29.17	35.00	N/A	N/A
Season tickets (conditions apply)	12 months		ST	250.00	300.00	N/A	N/A
Season ticket (Beach Hut Watch Members only)	12 Months		ST	33.33	40.00	41.67	50.00
Season ticket (Mersea Windsurfers and Kitesurfers Club members only)	12 Months		ST	33.33	40.00	41.67	50.00
Cooks Yard Car Parks – Wivenhoe							
Up to 30 minutes	Any day		ST	N/A	Free	N/A	Free
Up to 1 hour	Any day		ST	0.42	0.50	0.42	0.50
Up to 2 hours	Any day		ST	0.83	1.00	0.83	1.00

Up to 4 hours	Any day		ST	1.67	2.00	1.67	2.00
Up to 6 hours	Any day		ST	2.50	3.00	2.50	3.00
Over 6 hours	Any day		ST	3.33	4.00	3.33	4.00
Daily evening charge (6.00pm till 6.00am)	Any day		ST	1.67	2.00	1.67	2.00
Colchester Leisure World Car Park							
Up to 1 hour	Any day		ST	1.25	1.50	1.25	1.50
Up to 2 hours	Mon to Fri		ST	2.08	2.50	2.08	2.50
	Sat & Sun		ST	2.33	2.80	2.33	2.80
Up to 4 hours	Mon to Fri		ST	2.92	3.50	2.92	3.50
	Sat & Sun		ST	3.17	3.80	3.17	3.80
Up to 6 hours	Mon to Fri		ST	4.58	5.50	4.58	5.50
	Sat & Sun		ST	5.00	6.00	5.00	6.00
Up to 9 hours	Mon to Fri		ST	7.33	8.80	7.33	8.80
	Sat & Sun		ST	7.50	9.00	7.50	9.00
Up to 24 hours	Mon to Fri		ST	8.75	10.50	8.75	10.50
	Sat & Sun		ST	9.17	11.00	9.17	11.00
Alexandra Terrace Car Park							
Season tickets (conditions apply)	6 months		ST	76.83	92.20	76.83	92.20
Season tickets (conditions apply)	12 months		ST	146.50	175.80	146.50	175.80
Bergholt Road Car Park							
Season tickets (conditions apply)	6 months		ST	76.83	92.20	76.83	92.20
Season tickets (conditions apply)	12 months		ST	146.50	175.80	146.50	175.80
St Julian Grove Car Park							
Season tickets (conditions apply)	6 months		ST	76.83	92.20	76.83	92.20
Season tickets (conditions apply)	12 months		ST	146.50	175.80	146.50	175.80
Three Crowns Road Car Park							
Peak Rate	4am to 9.30am	Monday to Friday	ST	5.00	6.00	5.00	6.00
Off-Peak Rate	9.30am to Midnight	Monday to Friday	ST	3.42	4.10	3.42	4.10
Day Rate	9.30am to Midnight	Saturday	ST	1.67	2.00	1.67	2.00

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(xiii) Environmental Health and Licensing Services

Introduction

Pest Control

There are very minor changes to both domestic and commercial charges as set out in the table below. These changes reflect increased operating costs whilst also reflecting the need to be competitive and provide value for money in the market.

There is a requirement to reduce the subsidy for the service and where possible try to cover all costs with income. Therefore, it is proposed to introduce a charge in relation to domestic customers in receipt of both means tested benefits and universal credit payments which include free prescriptions. The proposed rates for rats, mice and cockroaches is £22.00 which is 32% of the full fee and £30.00 for wasps/hornets & £25.00 for other insect pests.

Dog Control

To continue to reward responsible dog ownership, microchipping of dogs will be free of charge. Micro-chips for dogs are supplied free of charge to the Council by the Dogs Trust for dogs on this basis.

It is proposed to increase the charge to £25 to micro-chip cats. The Council has no statutory duties in relation to cats.

The cost associated with the collecting, transporting and kenneling of stray dogs is retained at £75. This incorporates a £25 statutory fee.

It is proposed that the stray dog kenneling overnight charge is increased from £20.00 to £21.00 per night. This is to fully recover the cost of increased kenneling fees incurred by the Council.

In addition, any veterinary fees incurred by the Council for treating a stray dog will be recovered from the owner in full prior to returning the dog to their care.

Environmental Protection

There are no proposed changes to Environmental Protection fees and charges.

Technical Advice

Officers within the Environmental Protection Team have high levels of technical expertise in areas such as noise; air quality; private water supplies and contaminated land. It is proposed that upon request from a Business, Developer, Land Owner, or other Local Authority that a discretionary technical service can be provided including but not limited to noise monitoring/acoustic reports, the production of noise management plans and the review of technical documents. This service will be provided at an hourly rate of £60 p/hour.

Works in Default

The fee for undertaking works in default based on an hourly rate (£60 p/hour) is to be retained.

Private Water Supplies

The maximum charge for various water sampling activities is stipulated in Schedule 5 of the Private Water Supplies Regulations 2009.

All fees currently charged are in line with these Regulations, the exception being the charges made to the most vulnerable households where the fee is waived for customers in receipt of a means tested benefit.

It is proposed to introduce a fee for those customers who have had an initial risk assessment and because of the time lapsed require a second risk assessment. The second risk assessment can be completed over a shorter time period than the first and therefore the full fee of £500.00 cannot be justified.

In addition, it is proposed that the Customer pays separately for the cost of the analysis of water samples. Due to the increasing complexity of the samples to be analysed and the increasing costs.

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
Animal Services							
Non-Domestic Pest Control							
Rodents (rats & mice,) all treatments include a maximum of three visits. All work on completion guaranteed for one month. Contracts priced upon request.			ST	170.00	204.00	170.00	204.00
Other insect pests excluding bedbugs Price per hour, minimum 1 hour charge, contracts priced on request.			ST	83.33	100.00	83.33	100.00
Bedbugs 1-3 rooms			ST	150.00	180.00	150.00	180.00
Bedbugs 4+ rooms			ST		Price on application		Price on application
Call out - no treatment required			ST	38.33	46.00	38.33	46.00
Domestic Pest Control							
Rodents (rats & mice)			ST	56.67	68.00	58.33	70.00
Cockroaches/Tropical Ants			ST	73.33	88.00	73.33	88.00
Bedbugs			ST	151.67	182.50	154.17	185.00
Wasps/Hornets			ST	52.50	63.00	54.17	65.00
Fleas			ST	66.67	80.00	68.33	82.00
Call out fee – no treatment required			ST	21.25	25.50	21.67	26.00
Reduced Charges - for those in receipt of a means tested benefit							
Rodents (rats & mice)			ST	0	free	18.33	22.00
Cockroaches			ST	0	free	18.33	22.00

Wasps/hornets			ST	20.83	25.00	25.00	30.00
Other public health significant pests - (tropical ants, fleas)			ST	16.67	20.00	25.00	30.00
Bedbugs			ST	16.67	20.00	25.00	30.00
Call out fee – no treatment required						10.83	13.00
Animal Control							
Microchip – per dog			ST	Free	Free	Free	Free
Microchip – per cat			ST	20.83	25.00	20.83	25.00
Stray Dog Charge			NB	75.00	75.00	75.00	75.00
Stray Dog Kenneling Charge (per day or part thereof)			NB	20.00	20.00	21.00	21.00
Stray Dog Veterinary fees					Vet fees recovered at cost		Vet fees recovered at cost
Environmental Protection							
Private Water Supplies							
First Risk Assessment			ST	416.67	500.00	416.67	500.00
Second and subsequent Risk assessments	NEW for 2020		ST		166.67		£200 for 4 hours and then £50.00 for every additional hour
Sampling (initial visit & revisit)			ST	83.33	100.00	83.33	100.00
Investigation			ST	83.33	100.00	83.33	100.00
Grant Authorisation			ST	83.33	100.00	83.33	100.00
Sample Analysis (minor)			ST	20.83	25.00	20.83	25.00
Sample Analysis (check monitoring)			ST	83.33	100.00	83.33	100.00
Sample Analysis (audit monitoring)			ST	416.67	500.00	416.67	500.00
Analysis of water samples			ST			Any charges	

						incurred for the analysis of samples will be recovered at cost.	
Concession - sampling fee for residents living in a single dwelling who are in receipt of a means tested benefit			ST	Free	Free	Free	Free
Environmental Information Requests							
			ST	83.33	100.00	83.33	100.00
Cases exceeding 2 hours will incur an additional 30 p/h			ST	25.00	30.00	25.00	30.00
Works in Default							
Administration of works in default			ST	Calculated per case based on hourly rate (50.00)	Calculated per case based on hourly rate (60.00)	Calculated per case based on hourly rate (50.00)	Calculated per case based on hourly rate (60.00)
Technical Advice							
Provision of a Technical Advice Service			ST	Calculated per case based on hourly rate (50.00)	Calculated per case based on hourly rate (60.00)	Calculated per case based on hourly rate (50.00)	Calculated per case based on hourly rate (60.00)

Licensing, Food & Safety

Introduction

The fees are based on our hourly rates, time and the number of action points in each process. This year overheads have changed and as such some fees have increased whilst others have remained relatively neutral. There are also some new rates been added in relation to the implementation to a new computer system, involvement of SMT and the employing and training of an apprentice as discussed.

Within general Licensing the fees have stayed relatively neutral with Taxis and Private Hire charges staying the same as last year. Within food and safety the cost have reason in relation to overheads and as such costs in Animal Welfare have increased.

In the Taxis and Private Hire fees after a change in policy and the discussions had with Cllr Lilley regarding the climate changes that the Council wish to make; introduction of a discount has been made in encouraging the trade to move to hybrid and full electric vehicles. This discount can run for a short time as the cost of the discounts will eventually need to be covered as this method of assistance will affect running costs. There is also a change on operators and the cost of a licence in relation to number of vehicles. At the moment for reference we have no more than 15 hybrid vehicles within the trade of approximately 900 vehicles

There have also been a number of fees introduced in to the Licensing Act Fees and Gambling which were previously missing but do need to be charged for.

Finally, the fee for offering advice has been reduced in the hope that people may use this service that we offer.

Other points to note: we have introduced a fee for a boatman licence, but this may take time on the uptake as we need to have the process and procedure in place in order to offer it. CCTV have not been included in relation to cost as this is yet to be determined how and who will pay and supply the cost of purchasing and installation. Whilst it is very unlikely that the council will pay it will have to be advertised as a cost to the Trade. This may require a future report.

Description of charge			Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed Charges 2020/21 excl VAT (£)	Proposed Charges 2020/21 incl VAT (£)
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Licensing, Food & Safety			Type	Statutory Fee set Yes/no					
Sex Shop Licence			New Applications	no	NB	1120.00	1120.00	1120.00	1120.00
Sex Shop Licence			Renewals	no	NB	635.00	635.00	635.00	635.00
Sex Shop Licence			Transfer	no	NB	635.00	635.00	635.00	635.00
Sex Shop Variation			Variation	no	NB	-	-	635.00	635.00
Sex Entertainment Venue			New Applications	no	NB	1360.00	1360.00	1360.00	1360.00
Sex Entertainment Venue			Renewals	no	NB	715.00	715.00	715.00	715.00
Sex Entertainment Venue Variation			Variation	no	NB			715.00	715.00
Sex Entertainment Venue			Transfer	No	NB	715.00	715.00	715.00	715.00
Scrap metal Dealers Act			Site New Application	no	NB	715.00	715.00	715.00	715.00
Scrap metal Dealers Act			Site Renewal	no	NB	450.00	450.00	450.00	450.00
Scrap metal Dealers Act			Site/Collect or Variation	no	NB	200.00	200.00	200.00	200.00
Scrap metal Dealers Act			Additional Site Licence	no	NB	200.00	200.00	200.00	200.00
Scrap metal Dealers Act			Collector New Application	no	NB	330.00	330.00	330.00	330.00
Scrap metal Dealers Act			Collector Renewal	no	NB	300.00	300.00	300.00	300.00
Scrap metal Dealers Act			New Site Manager and/or Partner	no	NB			180.00	180.00

Scrap metal Dealers Act			Minor Amendment (ie where no DBS disclosure certificate is required or assessment of an individual's suitability)	no	NB			70.00	70.00
Animal Welfare Regulations (note: 1-3 year Licence)	Application Fee	Grant Fee	* Note: Vets fees to be added	Statutory Fee set Yes/no					
Hiring out of Horses (Riding Establishment) Licences (vet fee to be added and Invoiced separately)	395.00	75.00	*	No	NB	375.00	375.00	470.00	470.00
Selling Animals as Pets (Pet Shops and other (does not apply to breeding of dogs))	280.00	85.00		No	NB	280.00	280.00	365.00	365.00
Animal Boarding Licence (including Daycare)	360.00	75.00		No	NB	345.00	345.00	435.00	435.00
Home Boarding for dogs	220.00	50.00		No	NB	210.00	210.00	270.00	270.00
Dog Breeding	220.00	75.00	*	No	NB	225.00	225.00	275.00	275.00
Keeping or Training animals for exhibition (3 year Licence)	305.00	50.00		No	NB	280.00	280.00	355.00	355.00
Additional Licensable Activity	85.00	50.00		No	NB	120.00	120.00	135.00	135.00
Variation to licence/re-evaluation star rating Application fee for Animal	150.00	N/A		No	NB	130.00	130.00	150.00	150.00

boarding, Selling Animals and Keeping Animals for exhibition									
Variation to licence/re-evaluation Star Rating Application fee for Dog Breeding and Hiring out of horses (Not including vet fees)	150.00	N/A		No	NB	130.00	130.00	150.00	150.00
Transfer of Licence due to death of licensee	70.00	N/A		No	NB	130.00	130.00	70.00	70.00
Zoo Operators Licence (+ vet fee) (payable every 6 years - next due 2025)			New / Renewal	no	NB	1630.00	1630.00	1970.00	1970.00
Dangerous Wild Animals (+ vet fee) (payable every two years)			New / Renewal	no	NB	205.00	205.00	275.00	275.00
Food Export Certificates			New / Renewal	no	NB	60.00	60.00	80.00	80.00
Food Surrender Certificates			New / Renewal	no	NB	50.00	50.00	70.00	70.00
Tattooing, Electrolysis and Skin Piercing (Permanent or Semi-permanent), Acupuncture, Electrolysis and Ear-piercing - Premises - including 2 operators			New	no	NB	195.00	195.00	240.00	240.00
- Operators - up to 2 operators			New	no	NB	100.00	100.00	120.00	120.00
Hypnotists			New		NB	85.00	85.00	110.00	110.00
Pavement café Licence (PCA)									
Pavement Permit (Café Furniture Licence) Under 5 Square metres			New	No	NB	205.00	205.00	210.00	210.00

Pavement Permit (Café Furniture Licence) 5-10 Square metres			New	No	NB	295.00	295.00	295.00	295.00
Pavement Permit (Café Furniture Licence) 10-15 Square metres			New	No	NB	380.00	380.00	380.00	380.00
Pavement Permit (Café Furniture Licence) Over 15 Square metres			New	No	NB	470.00	470.00	470.00	470.00
Transfer/Alteration of Pavement Permit.			Transfer	No	NB	75.00	75.00	85.00	85.00
Pavement Permit (Café Furniture Licence) Under 5 Square metres Renewal			Renewal	No	NB	102.00	102.00	105.00	105.00
Pavement Permit (Café Furniture Licence) 5-10 Square metres Renewal			Renewal	No	NB	145.00	145.00	145.00	145.00
Pavement Permit (Café Furniture Licence) 10-15 Square metres Renewal			Renewal	No	NB	190.00	190.00	190.00	190.00
Pavement Permit (Café Furniture Licence) Over 15 Square metres Renewal			Renewal	No	NB	235.00	235.00	235.00	235.00
Pleasure Boats			New/Annual	no	NB	55.00	55.00	75.00	75.00
Boatsman Licence			New/Annual	no	NB			75.00	75.00
Basic Food Hygiene/Health and Safety Courses									
Basic charge (outside of Colchester)			Per person	no	EX	65.00	65.00	65.00	65.00
If resident or employed within Colchester Borough			Per person		EX	50.00	50.00	50.00	50.00
Delivered at businesses own premises			(10 pers) + £20 p/h	no	EX	400.00	400.00	400.00	400.00

Initial Licence valid for up to 3 years unless probationary 1 year licence			New (3 years) also Probationary 1 year)	no	NB	190.00	190.00	190.00	190.00
Renewal Licence valid for up to 3 years unless probationary 1 year licence			New (3 years) also Probationary 1 year)	no	NB	170.00	170.00	170.00	170.00
ENGLISH TEST Colchester English Study Centre	Direct application to CESC		New	no	NB	60.00	60.00	60.00	60.00
Knowledge Test			New	no	NB	60.00	60.00	60.00	60.00
Knowledge Test – re-sit fee				no	NB	60.00	60.00	60.00	60.00
Failure to attend Appointment at Rowan House without prior notification				no	NB	60.00	60.00	60.00	60.00
Licence Transfer Fees									
Vehicle to vehicle (must always remain a licenced vehicle)				no	NB	95.00	95.00	95.00	95.00
Person to person				no	NB	95.00	95.00	95.00	95.00
Registration number change				no	NB	95.00	95.00	95.00	95.00
Vehicle Inspection Fees									
HC Vehicle Inspection Fee (other than brand new) as MOT				no	NB	50.00	50.00	50.00	50.00
HC Vehicle Inspection Fee (Brand new)				no	NB	30.00	30.00	30.00	30.00

Premises Licences - Initial Applications									
Band A - Rateable Value £0 - £4,300				Yes	NB	100.00	100.00	100.00	100.00
Band B - £4,301 - £33,000				Yes	NB	190.00	190.00	190.00	190.00
Band C - £33,001 - £87,000				Yes	NB	315.00	315.00	315.00	315.00
Band D - £87,001 - £125,000				Yes	NB	450.00	450.00	450.00	450.00
Band E - £125,000 and over				Yes	NB	635.00	635.00	635.00	635.00
Premises Licences - Renewals									
Band A - Rate able Value £0 - £4,300				Yes	NB	70.00	70.00	70.00	70.00
Band B - £4,301 - £33,000				Yes	NB	180.00	180.00	180.00	180.00
Band C - £33,001 - £87,000				Yes	NB	295.00	295.00	295.00	295.00
Band D - £87,001 - £125,000				Yes	NB	320.00	320.00	320.00	320.00
Band E - £125,000 and over				Yes	NB	350.00	350.00	350.00	350.00
Premises Licences - Variations									
Band A - Rateable Value £0 - £4,300				Yes	NB	100.00	100.00	100.00	100.00
Band B - £4,301 - £33,000				Yes	NB	190.00	190.00	190.00	190.00
Band C - £33,001 - £87,000				Yes	NB	315.00	315.00	315.00	315.00
Band D - £87,001 - £125,000				Yes	NB	450.00	450.00	450.00	450.00
Band E - £125,000 and over				Yes	NB	635.00	635.00	635.00	635.00
Minor Variations - all Bands				Yes	NB	89.00	89.00	89.00	89.00
Personal Licences									
Initial Application				Yes	NB	37.00	37.00	37.00	37.00
Miscellaneous Fees									
Copies of Documents etc				Yes	NB	10.50	10.50	10.50	10.50
Transfers				Yes	NB	23.00	23.00	23.00	23.00
Change of Designated Premises Supervisor				Yes	NB	23.00	23.00	23.00	23.00

Temporary Event Notices				Yes	NB	21.00	21.00	21.00	21.00
Notice of Interest in Premises				Yes	NB	21.00	21.00	21.00	21.00
Theft or loss of certificate or summary				Yes	NB			10.50	10.50
Application for a provisional statement where premises being built				Yes	NB			315.00	315.00
Notification of change of name or address for holder of premise licence				Yes	NB			10.50	10.50
Application to vary to specify individual as premise supervisor				Yes	NB			10.50	10.50
Application to transfer premise licence				Yes	NB			23.00	23.00
Change of name or alteration of CLUB rules				Yes	NB			10.50	10.50
Change or registered address of club				Yes	NB			10.50	10.50
Theft or loss of temporary event notice				Yes	NB			10.50	10.50
Theft or loss of personal licence				Yes	NB			10.50	10.50
Duty to notify change of name or address for personal license				Yes	NB			10.50	10.50
Right of freeholder etc to be notified of licensing matters				Yes	NB			21.00	21.00
Additional Fees for exceptionally large capacity venues									
500-9999				Yes	NB			1,000.00	1,000.00
10000-14999				Yes	NB			2,000.00	2,000.00

15000-19999				Yes	NB			4,000.00	4,000.00
20000-29999				Yes	NB			16,000.00	16,000.00
30000-39999				Yes	NB			20,000.00	20,000.00
40000-49999				Yes	NB			24,000.00	24,000.00
50000-59999				Yes	NB			32,000.00	32,000.00
60000-69999				Yes	NB			40,000.00	40,000.00
70000-79999				Yes	NB			48,000.00	48,000.00
80000-89999				Yes	NB			56,000.00	56,000.00
Gambling Licences – Variable									
Premises Licences - New Applications / Provisional Statements									
New Small Casino				no	NB	6,200.00	6,200.00	6,200.00	6,200.00
New Large Casino				no	NB	7,700.00	7,700.00	7,700.00	7,700.00
Regional Casino				no	NB	12500.00	12500.00	12500.00	12500.00
Bingo Club				no	NB	3,100.00	3,100.00	3,100.00	3,100.00
Betting Premises (excluding Tracks)				no	NB	2,600.00	2,600.00	2,600.00	2,600.00
Tracks				no	NB	2,100.00	2,100.00	2,100.00	2,100.00
Family Entertainment Centres				no	NB	1,600.00	1,600.00	1,600.00	1,600.00
Adult Gaming Centres				no	NB	1,600.00	1,600.00	1,600.00	1,600.00
Premises Licences - Annual Fees									
Existing Casinos				no	NB	2,600.00	2,600.00	2,600.00	2,600.00
New Small Casino				no	NB	4,200.00	4,200.00	4,200.00	4,200.00
New Large Casino				no	NB	7,700.00	7,700.00	7,700.00	7,700.00
Regional Casino				no	NB	12500.00	12500.00	12500.00	12500.00
Bingo Club				no	NB	850.00	850.00	850.00	850.00
Betting Premises (excluding Tracks)				no	NB	550.00	550.00	550.00	550.00
Tracks				no	NB	850.00	850.00	850.00	850.00

Family Entertainment Centres				no	NB	650.00	650.00	650.00	650.00
Adult Gaming Centres				no	NB	850.00	850.00	850.00	850.00
Premises Licences - Application to Vary									
New Small Casino				no	NB	3,000.00	3,000.00	3,000.00	3,000.00
New Large Casino				no	NB	4,000.00	4,000.00	4,000.00	4,000.00
Regional Casino				no	NB	6,000.00	6,000.00	6,000.00	6,000.00
Bingo Club				no	NB	1,000.00	1,000.00	1,000.00	1,000.00
Betting Premises (excluding Tracks)				no	NB	1,000.00	1,000.00	1,000.00	1,000.00
Tracks				no	NB	750.00	750.00	750.00	750.00
Family Entertainment Centres				no	NB	600.00	600.00	600.00	600.00
Adult Gaming Centres				no	NB	750.00	750.00	750.00	750.00
Premises Licences - Application for Transfer / Reinstatement									
New Small Casino				no	NB	1,200.00	1,200.00	1,200.00	1,200.00
New Large Casino				no	NB	1,500.00	1,500.00	1,500.00	1,500.00
Regional Casino				no	NB	5,000.00	5,000.00	5,000.00	5,000.00
Bingo Club				no	NB	1,000.00	1,000.00	1,000.00	1,000.00
Betting Premises (excluding Tracks)				no	NB	1,000.00	1,000.00	1,000.00	1,000.00
Tracks				no	NB	750.00	750.00	750.00	750.00
Family Entertainment Centres				no	NB	750.00	750.00	750.00	750.00
Adult Gaming Centres				no	NB	1,000.00	1,000.00	1,000.00	1,000.00
Premises Licences - Licence Application (Provisional Statement Holders)									
New Small Casino				no	NB	3,000.00	3,000.00	3,000.00	3,000.00
New Large Casino				no	NB	4,000.00	4,000.00	4,000.00	4,000.00
Regional Casino				no	NB	6,000.00	6,000.00	6,000.00	6,000.00
Bingo Club				no	NB	900.00	900.00	900.00	900.00

Betting Premises (excluding Tracks)				no	NB	900.00	900.00	900.00	900.00
Tracks				no	NB	750.00	750.00	750.00	750.00
Family Entertainment Centres				no	NB	600.00	600.00	600.00	600.00
Adult Gaming Centres				no	NB	800.00	800.00	800.00	800.00
Change of Circumstance				no	NB			30.00	30.00
Copy of Licence				no	NB			11.00	11.00
Gaming Licences – Statutory Fees									
Permits For Gaming Machines - New Application									
FEC Gaming Machine				no	NB	300.00	300.00	300.00	300.00
Prize Gaming				no	NB	300.00	300.00	300.00	300.00
Alcohol Licensed Premises - 2 or less machines				no	NB	50.00	50.00	50.00	50.00
Alcohol Licensed Premises - more than 2 machines				no	NB	150.00	150.00	150.00	150.00
Club Gaming Permit				no	NB	200.00	200.00	200.00	200.00
Club Gaming Machine Permit				no	NB	200.00	200.00	200.00	200.00
Club Fast track				no	NB			100.00	100.00
Small Society Lottery Registration - New Application				no	NB	40.00	40.00	40.00	40.00
Permits For Gaming Machines - Annual Fees/Renewals									
FEC Gaming Machine				no	NB	300.00	300.00	300.00	300.00
Prize Gaming				no	NB	300.00	300.00	300.00	300.00
Alcohol Licensed Premises - 2 or less machines				no	NB	N/A	N/A	N/A	N/A
Alcohol Licensed Premises - more than 2 machines				no	NB	50.00	50.00	50.00	50.00
Club Gaming Permit				no	NB	50.00	50.00	50.00	50.00
Club Gaming Machine Permit				no	NB	50.00	50.00	50.00	50.00

Club Fast track				no	NB			100.00	100.00
Small Society Lottery Registration - Annual Fee				no	NB	20.00	20.00	20.00	20.00
Permit - Miscellaneous Fees									
Change of Name									
Temporary Use Notice				Yes	NB			200.00	200.00
Occational Use Notice				Yes	NB			150.00	150.00
FEC Permits				no	NB	25.00	25.00	25.00	25.00
Prize Gaming Permits				no	NB	25.00	25.00	25.00	25.00
Alcohol Licensed Premises - 2 or less machines				no	NB	N/A	N/A	N/A	N/A
Alcohol Licensed Premises - more than 2 machines				no	NB	25.00	25.00	25.00	25.00
Club Gaming Permit				no	NB	N/A	N/A	N/A	N/A
Club Gaming Machine Permit				no	NB	N/A	N/A	N/A	N/A
Small Society Lottery Registration				no	NB	N/A	N/A	N/A	N/A
Copy of Permit									
FEC Permits				no	NB	15.00	15.00	15.00	15.00
Prize Gaming Permits				no	NB	15.00	15.00	15.00	15.00
Alcohol Licensed Premises - 2 or less machines				no	NB	N/A	N/A	N/A	N/A
Alcohol Licensed Premises - more than 2 machines				no	NB	15.00	15.00	15.00	15.00
Club Gaming Permit				no	NB	15.00	15.00	15.00	15.00
Club Gaming Machine Permit				no	NB	15.00	15.00	15.00	15.00
Small Society Lottery Registration				no	NB	N/A	N/A	N/A	N/A
Variation									
FEC Permits				no	NB	N/A	N/A	N/A	N/A
Prize Gaming Permits				no	NB	N/A	N/A	N/A	N/A
Alcohol Licensed Premises - 2 or less machines				no	NB	N/A	N/A	N/A	N/A

Alcohol Licensed Premises - more than 2 machines				no	NB	100.00	100.00	100.00	100.00
Club Gaming Permit				no	NB	100.00	100.00	100.00	100.00
Club Gaming Machine Permit				no	NB	100.00	100.00	100.00	100.00
Small Society Lottery Registration				no	NB	N/A	N/A	N/A	N/A
Miscellaneous Fees - Variable									
Food and Safety									
H&S Disclosures									
Statement of Relevant Facts (per hour)				no	ST	55.00	66.00	65.00	78.00
Food Hygiene Re-Inspection Request				no	ST	130.00	156.00	150.00	180.00
Food Hygiene Advice and Consultation (getting to five) 1st 2 hours then every hour			New	no	ST	155.00	186.00	175.00	210.00
Licensing Application Checking Service									
Full Application 1st 2hours then every hour				no	ST	225.00	270.00	215.00	258.00
Temporary Event Notice Per Hour 1st 2 hours then every hour				no	ST	130.00	156.00	130.00	156.00
General Admin Charge for Licensing, Food or Safety (cost recovery)				No	NB	11.00	11.00	11.00	11.00
House to House NO CHARGE						N/A	N/A	N/A	N/A
Street Collections NO CHARGE						N/A	N/A	N/A	N/A
Caravan Licensing NO CHARGE						N/A	N/A	N/A	N/A

(xiv) Recycling and Trade Services

Introduction

It is proposed that service fees and charges are increased by inflation for 2020/21. In order to continue to provide a competitive service that can be marketed against private sector providers it is proposed that fees and charges are negotiable where it makes commercial sense. A full review of trade waste will be undertaken and fee/charges will be reviewed as part of that process, therefore a change may take place at a future date.

Description of charge	Optional	Discount	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
Pricing Schedule Trade tonnage subject to landfill tax							
Green sacks trade		Negotiable	NB	39.09	39.09	39.87	39.87
Green sacks schools		Negotiable	NB	33.22	33.22	33.88	33.88
360l hire		Negotiable	NB	1.45	1.45	1.48	1.48
360l emptying trade		Negotiable	NB	7.20	7.20	7.34	7.34
360l emptying schools		Negotiable	NB	6.40	6.40	6.53	6.53
660l hire		Negotiable	NB	3.12	3.12	3.18	3.18
660l emptying trade		Negotiable	NB	11.25	11.25	11.48	11.48
660l emptying schools		Negotiable	NB	9.20	9.20	9.38	9.38
950l hire		Negotiable	NB	3.25	3.25	3.32	3.32
950l emptying trade		Negotiable	NB	13.10	13.10	13.36	13.36
1100l hire		Negotiable	NB	3.79	3.79	3.87	3.87
1100l emptying trade		Negotiable	NB	13.30	13.30	13.57	13.57
1100l emptying schools		Negotiable	NB	11.25	11.25	11.48	11.48
Other Trade Income							
Duty of Care Certificate		Negotiable	NB	29.50	29.50	30.09	30.09

[illegible]

(xv) Cemetery and Crematorium

Introduction

It is proposed that all fees should be raised broadly in line with RPI and CPI, at either 2% or 3% of the gross figure, rounded to the nearest £, with the following exceptions:

Exclusive rights of burial (adults) 50 years and 100 years to increase by 5%: these increases are to bring us closer to the prices in cemeteries in neighbouring Local Authorities. The Exclusive Rights of Burials for baby graves are not to increase, in the spirit of helping young families at a very difficult time.

Direct cremations to be increased by 1%, to keep them at a competitive price. (The main reason for families choosing Direct Cremation is the price.)

Headstone memorial application charges – no increase.

Most Garden of Remembrance memorials and some Book of Remembrance entries - no increase, in order to stimulate sales.

The music and visual tribute fees were introduced in 2019 when the Obitus music system was installed – it is proposed to leave them unchanged for the forthcoming year in order to stimulate sales of these new services.

Description of charge	Optional	Optiona l	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
Cremations							

Adult	18 years of age and over		EX	681.00	681.00	701.00	701.00
Direct cremation of an adult; no service	18 years of age and over		EX	425.00	425.00	429.00	429.00
Environmental surcharge	18 years of age and over		EX	84.00	84.00	87.00	87.00
Babies and children	Up to the eve of their 18 th birthday			0.00	0.00	0.00	0.00
Body Part	Of a deceased person whose body was previously cremated.		EX	101.00	101.00	101.00	101.00
Interments							
For interment in a grave, with or without the purchase of an exclusive right of burial							
Babies and children	Up to the eve of their 18 th birthday		NB	0.00	0.00	0.00	0.00
Adult	18 years and over						
- Burial at single depth	137cm		NB	635.00	635.00	654.00	654.00
- Burial at double depth	183cm		NB	760.00	760.00	783.00	783.00
- Burial at treble depth	244cm		NB	884.00	884.00	911.00	911.00
For the interment of cremated remains in a grave	With a valid Exclusive Right of Burial		NB	199.00	199.00	205.00	205.00

Right to build a bricked grave & interment in the grave	A valid Exclusive Right of Burial must be in place.		NB	972.00	972.00	991.00	991.00
Disinterment (exhumation)	Of cremated remains		NB	335.00	335.00	342.00	342.00
Disinterment (exhumation)	Of a full body burial from a grave - price on request						
Book of Remembrance							
Inscription in the Book of Remembrance							
2 line entry	Text only		ST	60.83	73.00	60.83	73.00
5 line entry	Text only		ST	117.50	141.00	120.00	144.00
5 line entry	+ Simple flower illustration		ST	169.17	203.00	172.50	207.00
5 line entry	+ Crest or complex illustration		ST	190.83	229.00	195.00	234.00
8 line entry	Text only		ST	190.83	229.00	195.00	234.00
8 line entry	+ Simple flower illustration		ST	241.67	290.00	241.67	290.00
8 line entry	+ Crest or complex illustration		ST	258.33	310.00	258.33	310.00
Garden of Remembrance Memorials							
Standard Rose Tree with cast aluminium plaque							

Initial Period	For 5 years		ST	236.67	284.00	236.67	284.00
Initial Period	For 10 years		ST	309.17	371.00	309.17	371.00
Renewal of memorial	For 1 year		ST	65.83	79.00	65.83	79.00
Renewal of memorial	For 5 years		ST	120.83	145.00	120.83	145.00
Renewal of memorial	For 10 years		ST	169.17	203.00	169.17	203.00
Fuchsia or shrub, with cast aluminium plaque							
Initial Period	For 5 years		ST	190.83	229.00	190.83	229.00
Initial Period	For 10 years		ST	260.83	313.00	260.83	313.00
Renewal of memorial	For 1 year		ST	49.17	59.00	49.17	59.00
Renewal of memorial	For 5 years		ST	95.83	115.00	95.83	115.00
Renewal of memorial	For 10 years		ST	145.83	175.00	145.83	175.00
Additional cast aluminium plaque			ST	110.83	133.00	110.83	133.00
Other Garden Memorials							
Name tower in The Garden	For 10 years		ST	218.33	262.00	218.33	262.00
Renewal of name tower in the Garden	For 10 years		ST	145.83	175.00	145.83	175.00
Name tower in Jemima's Corner	For 10 years		ST	210.83	253.00	210.83	253.00
Renewal of Jemima's Corner name tower	For 10 years		ST	138.33	166.00	138.33	166.00
Tree in the Cemetery (an existing mature tree) initial period with plaque	For 10 years		ST	339.17	407.00	345.83	415.00
Renewal of tree memorial	For 10 years		ST	184.17	221.00	187.50	225.00
Inscribed stone brick: In either Wall of Remembrance	The brick to remain throughout the duration of the wall standing or will be relocated elsewhere			260.00	312.00	265.00	318.00

	should the wall be removed within ten years of purchase.		ST				
Granite niche	In perpetuity		EX	663.00	663.00	676.00	676.00
Additional inscription/replacement tile	On granite niche		ST	150.00	180.00	153.33	184.00
Additional inscription	On columbarium		ST	150.00	180.00	153.33	184.00
Granite plaque on granite bench	For 10 years		ST	218.33	262.00	218.33	262.00
Renewal of plaque on granite bench	For 10 years			145.83	175.00	145.83	175.00
Butterfly plaque on the butterfly wall, including inscription	For 10 years		ST	218.33	262.00	218.33	262.00
Butterfly plaque on the butterfly wall renewal lease	For 10 years		ST	145.83	175.00	145.83	175.00
Memorial seat, including maintenance & plaque 183cm wide (6ft)	For a period of 10 years		ST	433.33	520.00	433.33	520.00
Memorial seat 183cm, renewal of lease, including maintenance	For a further 10 years		ST	306.67	368.00	306.67	368.00
Memorial seat, including maintenance & plaque 122cm wide (4ft)	For a period of 10 years		ST	304.17	365.00	304.17	365.00
Memorial seat 122cm, renewal of lease, including maintenance	For a further 10 years		ST	179.17	215.00	179.17	215.00
Additional seat plaque			ST	115.00	138.00	115.00	138.00
Arboria plaque	Text only		ST	114.17	137.00	114.17	137.00
Arboria plaque	With a monochrome motif		ST	135.00	162.00	135.00	162.00

Arboria plaque	With a coloured motif		ST	166.67	200.00	166.67	200.00
Arboria plaque	With a photo plaque		ST	208.33	250.00	208.33	250.00
Exclusive Rights of Burial							
On the expiry of the initial period of grant, the period may be renewed for a further 50 or 100 years							
For the exclusive right of burial in a lawn or traditional grave	For 50 years		NB	567.00	567.00	595.00	595.00
For the exclusive right of burial in a lawn or traditional grave	For 100 years		NB	894.00	894.00	939.00	939.00
For the exclusive right of burial in the Baby Burial Garden	For 50 years		NB	197.00	197.00	197.00	197.00
For the exclusive right of burial in the Baby Burial Garden	For 100 years		NB	315.00	315.00	315.00	315.00
For the exclusive right of burial in a cremated remains grave	For 50 years		NB	285.00	285.00	294.50	294.00
For the exclusive right of burial in a cremated remains grave	For 100 years		NB	427.00	427.00	440.00	440.00
Scattering of cremated remains	On a grave space		EX	83.00	83.00	85.00	85.00
Scattering of cremated remains in Garden of Remembrance	When the cremation took place at another crematorium.		EX	79.00	79.00	79.00	79.00

Scattering of cremated remains in the Garden	On a Saturday (cremation at Colchester)		EX	54.00	54.00	54.00	54.00
Scattering of cremated remains in the Garden	On a Saturday (when the cremation took place at another crematorium)		EX	132.00	132.00	132.00	132.00
Applications for the Erection of Memorials							
A flat stone or slab	Covering single grave space		NB	196.00	196.00	196.00	196.00
A memorial stone:	Not exceeding 0.56m in height		NB	101.00	101.00	101.00	101.00
A memorial stone:	Exceeding 0.56m in height		NB	144.00	144.00	144.00	144.00
A memorial stone:	A footstone, tablet or stone vase		NB	101.00	101.00	101.00	101.00
Kerb Stones	Adult grave space		NB	218.00	218.00	218.00	218.00
Kerb Stones	Child grave space		NB	109.00	109.00	109.00	109.00

For an additional inscription	On an existing memorial with a valid EROB		NB	90.00	90.00	90.00	90.00
Miscellaneous - Crematorium							
Use of Crematorium Chapel	For an extra 30 minutes of service		EX	257.00	257.00	262.00	262.00
Use of Crematorium Chapel	For a service which badly overruns its allotted time		EX	257.00	257.00	262.00	262.00
Use of Crematorium chapel	For a burial or memorial service		EX	257.00	257.00	262.00	262.00
Register Search	Of over 8 names		ST	23.33	28.00	23.33	28.00
Obitus: Recording of the chapel service	On CD	Redundant fee	ST	40.83	49.00	-	-
Obitus: Additional CDs		Redundant fee	ST	37.50	45.00	-	-
Obitus: Recording of the chapel service	On DVD	Redundant fee	ST	48.33	58.00	-	-
Obitus: Additional DVDs		Redundant fee	ST	42.50	51.00	-	-
Obitus: Webcast of a chapel service	Live, viewed through Obitus website	Revised fee	ST	53.33	64.00	37.50	45.00
Obitus: Webcast of a chapel service + access to a downloadable recording for 28 days	Live, viewed through Obitus website	New fee	ST			41.67	50.00

Obitus: Copy of webcast	DVD/BluRay/ USB	New fee	ST			45.83	55.00
Obitus: Visual Tribute: single photo	Static and shown throughout service	New fee	ST			12.50	15.00
Obitus: Visual Tribute: Simple slideshow	Up to 25 photos	New fee	ST			37.50	45.00
Obitus: Professional photo tribute	Up to 25 photos set to music	New fee	ST			66.67	80.00
Obitus: Family supplied video	Checking and preparation of video	New fee	ST			16.67	20.00
Obitus: Copy of the professional photo tribute	DVD/BluRay/ USB	New fee	ST			20.83	25.00
Obitus: Copy of the professional photo tribute	Downloadable from Obitus website	New fee	ST			12.50	15.00
Obitus: Additional copies	Each additional DVD, BluRay or USB	New fee	ST			20.83	25.00
Obitus: Additional photos – up to 25 extra photos	On Simple slideshow or Pro photo tribute	New fee	ST			20.83	25.00
Obitus: Bespoke extra work	Adding a video to the Pro photo tribute, revisions, or any other departures						

	from standard services	New fee	ST			20.83	25.00
Decorative urns	Prices on application	New fee	ST				
Ash jewellery	Prices on application	New fee	ST				
Miscellaneous - Cemetery							
For registering a transfer or surrender of a Grant of Exclusive Right of Burial			ST	47.50	57.00	47.50	57.00
Cremation or Burial Cancellation Fee	(If less than 48 hours' notice)		ST	315.83	379.00	322.50	387.00

Equality, Diversity and Human Rights implications

An Equality and Diversity Impact Assessment identified no negative impacts for those with protected characteristics.

(xvi) Sport and Leisure

Introduction

The Council has a pricing framework in place for its Sport and Leisure activities. This has proved effective and has assisted the service in meeting the challenging income targets. As the Council takes a more commercial approach to service delivery, it will require managers to behave in a more commercial manner and to be able to respond more quickly to market forces. This could mean responding to periods of lower demand by reducing prices or offering promotions, or increasing prices where demand exceeds supply and there is clear competition for services.

All charges have been reviewed and new prices proposed below taking into account a combination of the current and likely demand of each activity, competitors' pricing and entrance fees to other leisure activities and the cost of providing the activity.

Proposed changes to the Lifestyles Membership package prices are not shown below as this information is commercially sensitive.

All charges below are for Leisure Card holders where applicable. Non-Leisure Card holders pay up to £1.00 more.

Description of charge	Optional	Optional	VAT Ind	Current 2019/20 Charges excl. VAT (£)	Current 2019/20 Charges incl. VAT (£)	Proposed 2020/21 Charges excl. VAT (£)	Proposed 2020/21 Charges incl. VAT (£)
Leisure Pool							
Leisure Pool Peak (hire)		Session	ST	333.33	400.00	333.33	400.00
Leisure Pool Off Peak (hire)		Session	ST	208.33	250.00	208.33	250.00
Off Peak Swim	Adult	Session	ST	5.17	6.20	5.17	6.20
Off Peak Swim	Junior	Session	ST	4.92	5.90	4.92	5.90

Parent & toddler	Adult	Session	ST	5.83	7.00	5.83	7.00
Parent & toddler	Junior over 3	Session	ST	0.83	1.00	0.83	1.00
Peak Swim	Adult	Session	ST	6.00	7.20	6.00	7.20
Peak Swim	Family	Session	ST	22.50	27.00	22.50	27.00
Peak Swim	Junior	Session	ST	5.75	6.90	5.75	6.90
Fitness Pool							
Aqua Fun Swim	Adult	Session	ST	4.17	5.10	4.38	5.25
Aqua Fun Swim	Junior	Session	ST	3.17	3.80	3.25	3.90
Fitness Pool Swim	Adult	Session	ST	3.92	4.70	4.00	4.80
Fitness Pool Swim	Concession	Session	ST	2.75	3.30	2.83	3.40
Fitness Pool Swim	Junior	Session	ST	2.75	3.30	2.83	3.40
Ladies Only Swim	Adult	Session	ST	3.92	4.70	4.00	4.80
Lane Swim		Session	ST	4.42	5.30	4.50	5.40
Fitness Pool (hire)							
Fitness Pool (hire) (aqua splat)		55 minutes	ST	125.00	150.00	129.17	155.00
Fitness Pool (hire) (gala)		55 minutes	ST	137.50	165.00	141.63	169.95
Fitness Pool (hire) (general)		55 minutes	ST	104.17	125.00	107.29	128.75
Fitness Pool (hire) (school)		55 minutes	ST	2.00	2.40	2.06	2.50
Teaching Pool/Dive Pit (hire)		55 minutes	ST	52.50	63.00	54.17	65.00
Wetside Course							
ASA teachers level 1 Course		Course	EX	372.00	372.00	400.00	400.00
ASA teachers level 2 Course		Course	EX	616.00	616.00	650.00	650.00
One to One Lesson (30 minutes)		Session	EX	26.00	26.00	26.50	26.50
One to One Lesson (45 minutes)		Session	EX	31.00	31.00	31.50	31.50
One to One Lesson (60 minutes)		Session	EX	36.00	36.00	36.50	36.50
One to Two Lesson (30 minutes)		Session	EX	31.00	31.00	31.50	31.50
One to Two Lesson (60 minutes)		Session	EX	41.00	41.00	41.50	41.50
RLSS Pool Lifeguard Course		Course	EX	295.00	295.00	300.00	300.00
Swim School Lesson	Adult	Lesson	EX	7.80	7.80	8.00	8.00
Swim School Lesson	Advanced	Lesson	EX	8.20	8.20	8.30	8.30

Swim School Lesson	Standard	Lesson	EX	6.70	6.70	6.80	6.80
Aqua Springs							
Group Entrance		Session	ST	10.00	12.00	10.42	12.50
Naturist Entrance		Session	ST	11.67	14.00	12.08	14.50
Towel Hire		Item	ST	2.92	3.50	3.00	3.60
Weekday Entrance	Adult	Session	ST	11.67	14.00	12.08	14.50
Weekday Entrance (weekday before 4pm)	Concession	Session	ST	10.00	12.00	10.42	12.50
Weekend Entrance	Adult	Session	ST	13.33	16.00	13.75	16.50
Beauty Therapy - Services							
Body Treatment (exfoliation treatment)		Session	ST	25.00	30.00	25.83	31.00
Body Treatment (power wrap)		Session	ST	44.17	53.00	45.00	54.00
Body Treatment (sea mud)		Session	ST	44.17	53.00	45.00	54.00
Eyes (eyebrow shape)		Session	ST	9.17	11.00	9.58	11.50
Eyes (eyebrow tint)		Session	ST	7.50	9.00	7.92	9.50
Eyes (eyebrow shape and tint)		Session	ST	15.42	18.50	15.83	19.00
Eyes (eyelash and eyebrow tint)		Session	ST	16.67	20.00	17.08	20.50
Eyes (eyelash tint)		Session	ST	12.08	14.50	12.50	15.00
Facial (30 min)		Session	ST	25.00	30.00	25.42	30.50
Facial (60 min)		Session	ST	40.00	48.00	40.42	48.50
Facial (bump facial)		Session	ST	40.00	48.00	40.42	48.50
Maintain (back and shoulders)		Session	ST	19.58	23.50	20.00	24.00
Maintain (bikini line)		Session	ST	10.00	12.00	10.42	12.50
Maintain (brazilian)		Session	ST	18.33	22.00	18.75	22.50
Maintain (chest and stomach)		Session	ST	19.58	23.50	20.00	24.00
Maintain (lip or chin)		Session	ST	7.50	9.00	7.92	9.50
Maintain (under arm)		Session	ST	9.17	11.00	9.58	11.50
Maintain (waxing) (full leg)		Session	ST	22.08	26.50	22.50	27.00
Maintain (waxing) (half leg)		Session	ST	16.25	19.50	16.67	20.00
Maintain (whole arm)		Session	ST	13.33	16.00	13.75	16.50
Manicure		Session	ST	25.00	30.00	25.42	30.50

Manicure (luxury)		Session	ST	30.00	36.00	30.42	36.50
Manicure (shape and polish)		Session	ST	12.50	15.00	12.92	15.50
Gel Color (polish)		Session	ST	22.92	27.50	23.33	28.00
Gel Color (upgrade)		Session	ST	12.50	15.00	12.92	15.50
Gel Color (removal)		Session	ST	6.67	8.00	7.08	8.50
Massage (aromatherapy)		Session	ST	45.00	54.00	45.83	55.00
Massage (back, neck, shoulder)		Session	ST	29.17	35.00	29.58	35.50
Massage (full body)		Session	ST	42.50	51.00	42.92	51.50
Massage (reflexology)		Session	ST	45.00	54.00	45.42	54.50
Massage (seated back)		Session	ST	29.17	35.00	29.58	35.50
Massage (shoulder, face, scalp)		Session	ST	29.17	35.00	29.58	35.50
Pedicure		Session	ST	25.00	30.00	25.42	30.50
Pedicure (luxury)		Session	ST	30.00	36.00	30.42	36.50
Pedicure (shape and polish)		Session	ST	12.50	15.00	12.92	15.50
Revive and Renew (weekday)		Session	ST	62.50	75.00	63.33	76.00
Revive and Renew (weekend)		Session	ST	66.67	80.00	67.50	81.00
Spa Day Package (mums to be package)		Session	ST	58.33	70.00	59.17	71.00
Spa Day Packages (spa escape) (weekday)		Session	ST	58.33	70.00	59.17	71.00
Spa Day Packages (spa escape) (weekend)		Session	ST	62.50	75.00	63.33	76.00
Spa Day Packages (spa pamper) (weekday)		Session	ST	70.83	85.00	71.67	86.00
Spa Day Packages (spa pamper) (weekend)		Session	ST	75.00	90.00	76.67	92.00
Spa Day Packages (winter warmer) (weekday)		Session	ST	45.83	55.00	47.50	57.00
Spa Day Packages (winter warmer) (weekend)		Session	ST	50.00	60.00	50.83	61.00
Activa Health and Fitness							
Induction		Session	EX	10.00	10.00	15.00	15.00
Personal Training (30 minutes)		30 minutes	EX	22.50	22.50	22.50	22.50

Personal Training (60 minutes)		60 minutes	EX	32.50	32.50	35.00	35.00
Voucher Sales (12 sessions) (personal training) (30 min)		Session	EX	220.00	220.00	230.00	230.00
Voucher Sales (12 sessions) (personal training) (60 min)		Session	EX	340.00	340.00	360.00	360.00
Activa Workout	Adult	60 minutes	ST	6.67	8.00	6.92	8.30
Activa Workout	Disabled	60 minutes	ST	5.42	6.50	5.58	6.70
Activa Workout	Teen Fitness	60 minutes	ST	4.58	5.50	4.75	5.70
Group Fitness Classes							
Line Dancing		Session	EX	4.20	4.20	5.00	5.00
Line Dancing (2hr)		Session	EX	5.20	5.20	6.00	6.00
Pilates		Session	EX	6.50	6.50	6.70	6.70
Group Fitness (45 mins)		Session	EX	5.00	5.00	6.00	6.00
Group Fitness (60 mins)		Session	EX	6.50	6.50	7.00	7.00
Group Fitness (90 mins)		Session	EX	7.50	7.50	8.00	8.00
Group Fitness (Activa) (30 mins)		Session	EX	5.00	5.00	5.00	5.00
Water Workout (1 hour)		Session	EX	6.50	6.50	7.00	7.00
Water Workout (45 mins)		Session	EX	5.50	5.50	6.00	6.00
Yoga		Session	EX	7.50	7.50	8.00	8.00
LEAP							
Activa Workout	Adult	60 minutes	EX	6.00	6.00	6.50	6.50
Aerobic class		Session	EX	6.50	6.50	6.50	6.50
Aqua Springs Entrance		Session	EX	10.00	10.00	12.50	12.50
Fitness Pool Swim		Session	EX	2.90	2.90	3.40	3.40
LEAP Appointment		Session	EX	5.00	5.00	5.00	5.00
Water Mobility	Casual	Session	EX	6.00	6.00	6.50	6.50
Miscellaneous							
Spectator Entrance Fee			ST	0.83	1.00	0.83	1.00
Dryside Admissions							
Active Plus		Session	EX	7.10	7.10	7.30	7.30
Active Plus Aqua Springs add-on		Session	ST	11.00	13.20	11.25	13.50

Badminton	Adult	55 minutes	ST	9.83	11.80	10.08	12.10
Badminton	Junior	55 minutes	ST	6.83	8.20	7.00	8.40
Basketball		55 minutes	ST	50.00	60.00	50.00	60.00
Basketball Half Hall		55 minutes	ST	27.92	33.50	27.92	33.50
Endeavour Club		Session	EX	5.60	5.60	5.60	5.60
Football (5-a-side) (sports hall)		55 minutes	ST	52.08	62.50	52.08	62.50
Squash	Adult	45 minutes	ST	7.58	9.10	7.83	9.40
Squash	Junior	45 minutes	ST	5.75	6.90	5.92	7.10
Table Tennis	Adult	55 minutes	ST	7.50	9.00	7.50	9.00
Table Tennis	Junior	55 minutes	ST	5.75	6.90	5.75	6.90
Dryside Facility Hire							
Meeting Room (hire) (single) (1st hour)		55 minutes	EX	30.00	30.00	30.00	30.00
Meeting Room (hire) (single) (2nd hour)		55 minutes	EX	20.00	20.00	20.00	20.00
Meeting Room (hire) (double) (1st hour)		55 minutes	EX	40.00	40.00	40.00	40.00
Meeting Room (hire) (double) (2nd hour)		55 minutes	EX	30.00	30.00	30.00	30.00
Outdoor Pitch (5-a-side) (Off Peak)	Adult	55 minutes	ST	16.67	20.00	16.67	20.00
Outdoor Pitch (5-a-side) (Off Peak)	Junior	55 minutes	ST	12.50	15.00	12.50	15.00
Outdoor Pitch (5-a-side) (Peak)	Adult	55 minutes	ST	20.83	25.00	20.83	25.00
Outdoor Pitch (5-a-side) (Peak)	Junior	55 minutes	ST	16.67	20.00	16.67	20.00
Sports Hall (hire)		55 minutes	ST	56.67	68.00	58.33	70.00
Dryside Activities							
Birthday Party (Splash)		Session	ST	133.33	160.00	162.50	195.00
Birthday Party (Sports/Inflatable)		Session	ST	129.17	155.00	129.17	155.00
Birthday Party (Street/Dance)		Session	ST	129.17	155.00	150.00	180.00
Kids Camp	Extended Day	Session	EX	32.00	32.00	32.00	32.00
Kids Camp	Standard Day	Session	EX	27.00	27.00	27.00	27.00
Base Camp	Price A	Session	EX	32.00	32.00	32.00	32.00

Base Camp	Price B	Session	EX	37.00	37.00	37.00	37.00
Highwoods Sports Centre Sports Hall							
Hire of Hall (sports and events)	Adult	per hour	ST	41.67	50.00	42.92	51.50
Hire of Hall (sports and events)	Junior	per hour	ST	25.83	31.00	26.67	32.00
Badminton	Adult	per hour	ST	9.83	11.80	10.08	12.10
Badminton	Junior	per hour	ST	6.83	8.20	7.00	8.40
Table Tennis	Adult	per hour	ST	6.92	8.30	7.50	9.00
Table Tennis	Junior	per hour	ST	5.17	6.20	5.75	6.90
Cricket (2 nets)	Adult	per hour	ST	44.58	53.50	45.83	55.00
Cricket (2 nets)	Junior	per hour	ST	22.50	27.00	23.13	27.75
Cricket (4 nets)	Adult	per hour	ST	52.50	63.00	53.75	64.50
Cricket (4 nets)	Junior	per hour	ST	32.50	39.00	33.33	40.00
Gymnasium							
Hire of Gymnasium (sports and events)	Adult	per hour	ST	32.92	39.50	33.83	40.60
Hire of Gymnasium (sports and events)	Junior	per hour	ST	20.83	25.00	21.42	25.70
Field Area							
5-a-side Football pitch	Adult	per pitch	ST	18.17	21.80	18.58	22.30
5-a-side Football pitch	Junior	per pitch	ST	12.83	15.40	13.17	15.80
7-a-side Football pitch	Junior	per match	ST	21.67	26.00	22.25	26.70
7-a-side Football pitch (col villa)	Junior	per match	ST	19.33	23.20	19.83	23.80
9-a-side Football pitch	Junior	per match	ST	26.92	32.30	27.67	33.20
9-a-side Football pitch (col villa)	Junior	per match	ST	24.17	29.00	24.83	29.80
Football Training grid	Junior	per hour	ST	8.42	10.10	8.67	10.40
Full size pitch	Adult	per match	ST	56.67	68.00	58.33	70.00
Full size pitch	Junior	per match	ST	33.33	40.00	34.33	41.20
Floodlit Area							
Football (weekday)	Adult	per hour	ST	16.50	19.80	16.50	19.80
Football (weekday)	Junior	per hour	ST	14.17	17.00	14.17	17.00
Football (weekend)	Adult	per hour	ST	14.83	17.80	14.83	17.80

Football (weekend)	Junior	per hour	ST	12.00	14.40	12.00	14.40
Netball (weekday)	Adult	per hour	ST	14.17	17.00	15.00	18.00
Netball (weekday)	Junior	per hour	ST	9.83	11.80	10.42	12.50
Netball (weekend)	Adult	per hour	ST	12.25	14.70	12.50	15.00
Netball (weekend)	Junior	per hour	ST	8.00	9.60	8.33	10.00
Tennis court	Adult	per hour	ST	4.67	5.60	7.08	8.50
Tennis court	Junior	per hour	ST	3.00	3.60	5.41	6.50
Combined price	Adult & Junior	per hour	ST	3.83	4.60	6.25	7.50
Miscellaneous							
Hire of Equipment			ST	1.67	2.00	1.67	2.00
Deposit for Equipment			ST	2.50	3.00	2.50	3.00
Activity Hall							
Hire of Hall (whole)	Adult	per hour	ST	25.50	31.80	27.50	33.00
Seminar Room							
Hire of Room		per hour	ST	14.58	17.50	14.58	17.50
Fitness Centre							
Fitness Centre Workout	Adult	per hour	ST	4.50	5.40	4.63	5.55
Fitness Centre Workout	Junior	per hour	ST	2.92	3.50	3.00	3.60
Induction	Adult/Junior	per person	EX	10.00	10.00	10.00	10.00
Sessions							
Classes	Adult	per person	EX	5.20	5.20	5.40	5.40
Birthday Parties							
Supertots/Superfun		per party	ST	133.33	160.00	137.50	165.00
Sports		per party	ST	108.33	130.00	112.50	135.00
Tiptree Sports Centre Sports Hall							
Hire of Hall (sports and events)	Adult	Hour	ST	41.67	50.00	42.92	51.50
Hire of Hall (sports and events)	Junior	Hour	ST	25.83	31.00	26.67	32.00
Badminton	Adult	Hour	ST	9.83	11.80	10.08	12.10
Badminton	Junior	Hour	ST	6.83	8.20	7.00	8.40
Gymnasium							

Hire of Gymnasium (sports and events)	Adult	Hour	ST	26.67	32.00	27.50	33.00
Hire of Gymnasium (sports and events)	Junior	Hour	ST	20.83	25.00	21.42	25.70
Table Tennis	Adult	Hour	ST	6.92	8.30	7.50	9.00
Table Tennis	Junior	Hour	ST	5.17	6.20	5.75	6.90
Squash Courts							
Squash	Club	45 mins	ST	7.50	9.00	7.83	9.40
Squash	Junior	45 mins	ST	5.58	6.70	5.92	7.10
Dance Studio / Community Hall							
Hire/Dancing/Martial Arts/Aerobics	Adult	Hour	ST	15.42	18.50	15.42	18.50
Hire/Dancing/Martial Arts	Junior	Hour	ST	12.92	15.50	12.92	15.50
Fitness Centre							
Fitness Centre Workout	Adult	Hour	ST	4.50	5.40	4.58	5.50
Fitness Centre Workout	Junior	Hour	ST	2.92	3.50	3.00	3.60
Multi-Use Games Area							
Netball - per court - weekday	Adult	Hour	ST	14.17	17.00	14.17	17.00
Netball - per court - weekday	Junior	Hour	ST	9.83	11.80	9.83	11.80
Netball - per court - weekend	Adult	Hour	ST	12.25	14.70	12.25	14.70
Netball - per court - weekend	Junior	Hour	ST	8.00	9.60	8.00	9.60
Tennis - per court	Adult	Court	ST	4.67	5.60	7.08	8.50
Tennis - per court	Junior	Court	ST	3.00	3.60	5.41	6.50
Tennis Combined Price	Adult & Junior	Court	ST	3.83	4.60	6.25	7.50
Artificial Turf Pitch Management bookings							
Whole Area (11-a-side matches only) weekday	Adult	Match	ST	70.00	84.00	72.08	86.50
Whole Area (11-a-side matches only) weekday	Junior	Match	ST	53.33	64.00	54.83	65.80
Whole Area (11-a-side matches only) weekend	Adult	Match	ST	60.00	72.00	61.67	74.00

Whole Area (11-a-side matches only) weekend	Junior	Match	ST	45.00	54.00	46.25	55.50
Whole Area (4 x 5-a-side pitches) wd	Adult	Hour	ST	100.00	120.00	103.00	123.60
Whole Area (4 x 5-a-side pitches) wd	Junior	Hour	ST	66.67	80.00	68.67	82.40
Whole Area (4 x 5-a-side pitches) we	Adult	Hour	ST	91.67	110.00	94.42	113.30
Whole Area (4 x 5-a-side pitches) we	Junior	Hour	ST	61.00	73.20	62.83	75.40
5-a-side - per pitch - weekday	Adult	Hour	ST	31.67	38.00	32.50	39.00
5-a-side - per pitch - weekday	Junior	Hour	ST	21.67	26.00	22.25	26.70
5-a-side - per pitch - weekend	Adult	Hour	ST	28.33	34.00	29.17	35.00
5-a-side - per pitch - weekend	Junior	Hour	ST	19.58	23.50	20.17	24.20
half area (2 x 5-a-side pitches) - wd	Adult	Hour	ST	54.17	65.00	55.67	66.80
half area (2 x 5-a-side pitches) - wd	Junior	Hour	ST	36.67	44.00	37.50	45.00
half area (2 x 5-a-side pitches) - we	Adult	Hour	ST	49.58	59.50	51.00	61.20
half area (2 x 5-a-side pitches) - we	Junior	Hour	ST	32.50	39.00	33.33	40.00
Grass Pitches							
Football pitch - full size	Adult	Match	ST	55.83	68.00	58.33	70.00
Football pitch - full size	Junior	Match	ST	32.50	40.00	34.33	41.20
training area (not marked)	Adult	Hour	ST	12.50	15.00	12.92	15.50
training area (not marked)	Junior	Hour	ST	8.25	9.90	8.50	10.20
7 a side Match	Adult		ST	21.50	25.80	22.25	26.70
Sessions							
Adult Climbing	Adult	Session	EX	7.40	7.40	7.60	7.60
Active & Multi Sports	Adult	Session	ST	3.92	4.70	4.00	4.80
Pay and Play Squash	Adult	Session	ST	3.50	4.20	3.58	4.30
Tots Session	Junior	Session	ST	2.67	3.20	2.75	3.30
Unsupervised Climbing 60 Min		Session	ST	5.16	6.20	5.25	6.30
Unsupervised Climbing 30 Min		Session	ST	4.08	4.90	4.17	5.00
Spinning classes (45 min)	Adult	Session	EX	4.80	4.80	5.00	5.00
Birthday Parties							
Tots		2 Hours	ST	120.83	145.00	120.83	145.00
Fun Zone		2 Hours	ST	120.83	145.00	120.83	145.00
Sports Party		2 Hours	ST	108.33	130.00	108.33	130.00

Climbing		2 Hours	ST	104.17	125.00	104.17	125.00
Sports Courses							
Trampolining	per session		EX	4.80	4.80	4.90	4.90
Climbing	per session		EX	7.10	7.10	7.20	7.20
Seminar Room							
Hire of Seminar Room		per hour	EX	18.50	18.50	18.50	18.50
Miscellaneous							
Hire of Equipment	Standard		ST	1.67	2.00	2.50	3.00
Deposit for Equipment	Standard		ST	2.50	3.00	2.50	3.00
Showers			ST	3.83	4.60	4.17	5.00
Tennis							
Tennis Booking (casual)	Adult	Hour	ST	4.67	5.60	7.08	8.50
Tennis Booking (casual)	Junior	Hour	ST	3.00	3.60	5.41	6.50
Tennis Booking (casual)	Combined	Hour	ST	3.83	4.60	6.25	7.50
Memberships							
Annual Membership	Adult	Item	ST	37.50	45.00	37.50	45.00
Annual Membership	Junior	Item	ST	29.17	35.00	29.17	35.00
Annual Membership	Family	Item	ST	100.00	120.00	100.00	120.00
Hire							
Individual Coaching	Hire	Hour	ST	3.00	3.60	3.33	4.00
Group Coaching	Hire	Hour	ST	6.00	7.20	6.25	7.50

Equality, Diversity and Human Rights implications

Sport & Leisure Pricing Framework Equality Impact Assessment is available to view on the Colchester Borough Council website.