

WYRE FOREST DISTRICT COUNCIL

REVENUE BUDGET TOTAL REQUIREMENTS - DISTRICT COUNCIL PURPOSES

SERVICE	2019/20		2020/21			2021/22			2022/23		
	Original Estimate £	Revised Estimate £	At Nov.19 Prices £	Inflation £	TOTAL £	At Nov.19 Prices £	Inflation £	TOTAL £	At Nov.19 Prices £	Inflation £	TOTAL £
CHIEF EXECUTIVE AND SOLICITOR TO THE COUNCIL	1,490,640	1,780,810	1,473,540	25,630	1,499,170	1,043,720	65,720	1,109,440	1,341,040	109,380	1,450,420
COMMUNITY WELL-BEING AND ENVIRONMENT	4,700,920	4,556,910	4,516,770	89,820	4,606,590	4,256,220	226,850	4,483,070	4,265,220	381,840	4,647,060
ECONOMIC PROSPERITY AND PLACE	1,035,390	1,986,000	1,605,710	61,730	1,667,440	1,294,840	155,610	1,450,450	1,187,280	248,520	1,435,800
RESOURCES	3,648,500	3,574,290	3,611,080	63,200	3,674,280	3,498,310	178,150	3,676,460	3,492,640	306,830	3,799,470
LESS: CAPITAL ACCOUNT	10,875,450	11,898,010	11,207,100	240,380	11,447,480	10,093,090	626,330	10,719,420	10,286,180	1,046,570	11,332,750
INTEREST RECEIVED	362,870	(207,360)	222,980	1,020	224,000	444,990	2,880	447,870	608,400	4,960	613,360
CAPITAL PORTFOLIO FUND AND DEVELOPMENT	(121,440)	(171,370)	(180,130)	0	(180,130)	(212,500)	0	(212,500)	(240,000)	0	(240,000)
LOANS FUND	728,670	58,050	328,790	0	328,790	576,030	0	576,030	554,550	0	554,550
INCREASES IN FEES AND CHARGES-CAR PARKS	0	0	(157,130)	0	(157,130)	(164,260)	0	(164,260)	(221,390)	0	(221,390)
INCREASES IN FEES AND CHARGES-OTHER	0	0	(56,210)	0	(56,210)	(107,200)	0	(107,200)	(158,190)	0	(158,190)
EFFICIENCY DRIVE SAVINGS	0	0	0	0	0	0	0	0	0	0	0
TOTAL NET EXPENDITURE ON SERVICES	11,845,550	11,577,330	11,365,400	241,400	11,606,800	10,630,150	629,210	11,259,360	10,829,550	1,051,530	11,881,080
LESS: REVENUE SUPPORT GRANT	0	0			0			356,790			356,790
BUSINESS RATES	(2,795,610)	(2,795,610)			(2,854,320)			(2,911,410)			(2,969,640)
BUSINESS RATES GROWTH	(600,000)	(600,000)			(500,000)			(225,000)			(225,000)
BUSINESS RATES - NATIONAL LEVY REDISTRIBUTED	0	0			0			0			0
COMMUNITY RIGHT TO BID/CHALLENGE	0	0			0			0			0
COLLECTION FUND SURPLUS	0	0			0			0			0
NEW HOMES BONUS	(906,100)	(906,100)			(232,690)			(201,960)			(63,390)
TRANSITION GRANT	0	0			0			0			0
GENERAL EXPENSES -											
COUNCIL TAX INCOME	(7,234,190)	(7,234,190)			(7,445,500)			(7,682,520)			(7,922,550)
(SURPLUS) / DEFICIT FOR YEAR	309,650	41,430			574,290			595,260			1,057,290
COUNCIL TAX LEVY		214.34			219.34			224.34			229.34
COUNCIL TAX BASE		33,751			33,945			34,245			34,545

OVERALL SERVICE BUDGET VARIATIONS
CURRENT APPROVED BUDGET COMPARED TO REVISED BUDGET 2019-20
BEFORE FUNDING

TOTAL REVISED BUDGET 2019-20	£ 11,577,330
LESS: TOTAL ORIGINAL BUDGET 2019-20	11,845,550
Supplementary Estimate for Homelessness agreed by Cabinet 18th September 2019	75,000
CURRENT APPROVED BUDGET 2019-20	<u>11,920,550</u>
DECREASED NET EXPENDITURE ON YEAR	<u><u>(343,220)</u></u>

Description of Estimated Major Variances	Extra Costs/ Reduced Income £	Savings/ Additional Income £
Chief Executive and Solicitor to the Council		
1. Elections - local elections reduced cost share with Parishes due to uncontested seats	34,100	
2. Legal Services Court and Legal Costs		(9,000)
Resources		
1. Pension deficit funding and unfunded benefits	41,000	
2. Benefits admin subsidy reduction	9,000	
3. Benefit overpayment recovery		(65,000)
4. ICT - Tenant charges		(39,000)
5. Accountancy and Financial Services - Additional SLA income (KTC)		(14,000)
Community Well Being and Environment		
1. Parking facilities - Business rates and maintenance to fund known liabilities	54,000	
2. Green Street Depot - Security, cleaning & hygiene increased cost and income target not met 2019 but planned for 2020-21	34,000	
3. Driver Training - net position against budget, commercial income is in-line with business case although some costs have exceeded assumptions	11,000	
4. Garage - external income target reduced due to disruption to public access caused by Depot 2020 project	13,100	
5. Highways cleansing, Pick-up Artists (£7k) (supported by grant) and income shortfall	12,000	
6. Bewdley Museum Commercial Activities - wedding income shortfall	10,000	
7. Parking facilities - additional income from season tickets		(30,000)
8. Grounds Maintenance, Landscaping and Arboriculture (net income growth from commercial activity, including sponsorship)		(17,000)
9. Procurement saving on skip contract for waste transfer station		(10,000)
10. Trade waste collection - Net cost centre surplus due to growth in customer base		(8,500)
11. Public conveniences - business rates reduction		(8,000)
12. Parks & Green Spaces - external agencies		(8,000)
Economic Prosperity and Place		
1. Wyre Forest House rental income (churn of tenants as original leases expire)	39,210	
2. Capital Portfolio and Development Loans Fund - slippage	38,310	
3. Land Charges income shortfall (£35k net of payts to other LAs)	28,000	
4. Industrial Estates Commercial Development - Slippage on Silverwoods scheme	25,250	
5. Homelessness Housing Advice and Access to Housing - Increase in grant reserved for future spending commitments less temporary accommodation savings	25,000	
6. Private Sector Housing - HMO Fine income shortfall	10,000	
7. Development Control - Planning advice enquiry fees (£21k) and Planning app fees (£31k)		(51,000)
8. NW Econ Dev & Regeneration Shared Service - Restructure		(35,000)
9. WRS inflationary uplift not required and one-off court fees		(15,450)
10. Development Management/Enforcement - provision of tree services to Worcester City		(13,270)
11. Facilities Management SLA KTC		(10,000)
Capital Account		
1. Capital Account - treasury interest received		(50,000)
2. MRP and Borrowing - reduction in external borrowing costs due to slippage in Capital Programme in 2018-19 and low rates due to economic uncertainty (BREXIT)		(447,530)
Corporate Variations		
1. Generic Income growth target (achieved)	75,000	
2. Corporate savings (Pay)		(99,300)
3. Wyre Forest Forward Savings achieved	181,650	
	640,620	(930,050)
Other minor variations		(53,790)
Decreased Net Expenditure on Year		<u><u>(343,220)</u></u>

OVERALL SERVICE BUDGET VARIATIONS
REVISED BUDGET 2019/20 COMPARED TO BASE BUDGET 2020/21
BEFORE FUNDING

	£
TOTAL BUDGET 2020/21	11,606,800
ADD: Fees and Charges	213,340
	11,820,140
LESS: TOTAL REVISED BUDGET 2019/20	11,577,330
INCREASED NET EXPENDITURE ON YEAR (including inflation)	242,810

Description of Estimated Major Variances	Extra Costs/ Reduced Income £	Savings/ Additional Income £
Chief Executive and Solicitor to the Council		
1. Elections and Electoral Register one-off costs 2019-20		(34,100)
Resources		
1. Non-recurring release of EMR to support new burdens (Benefits)	30,000	
2. Benefits admin subsidy reduction	21,500	
3. Bank charges and Audit fee	6,500	
4. The Hub - KTH lease		(12,500)
Community Well Being and Environment		
1. CWE restructure - post employment benefits (EMR)	100,000	
2. Community Safety - PCC Grant not assumed	30,310	
3. Wyre Forest Leisure Centre utility benchmarking cost	10,000	
4. Trade waste collection tipping fees	9,000	
5. Green Street Depot cleaning contract (Full year)	6,000	
6. Kidderminster Town Hall transfer agreement		(48,000)
7. Cabinet proposal (MTFS 2019-22) Community Leadership Fund - 1 year only		(33,000)
8. Depot 2020 efficiency and income target		(30,000)
9. Parking facilities - maintenance (one-off increase costs at RE (-£30k)), +£5k reinstating equipment budget, +£6k business rates.		(19,000)
10. Driver training - income target growth in-line with Business case		(15,580)
11. CWE unidentified efficiency savings		(13,000)
12. Highway cleansing - one-off expenditure 2019-20 (Pick-up Artists equipment)		(7,000)
Economic Prosperity and Place		
1. Development control income	25,000	
2. Other Property (includes Crown House lost income from lease surrender)	21,610	
3. Homelessness Housing Advice and Access to Housing movement on EMR	16,460	
4. WRS increase in cost of share service and one-off income received 2019-20	20,000	
5. Increased rental income target for WFH (Depot 2020 and tenant churn 2019)		(61,000)
6. Capital Portfolio and Development Loans Fund		(41,950)
7. Industrial Estates Commercial Development (New Siverwoods Development)		(25,250)
8. Other Industrial Estates reactive repairs and maintenance (Insurance claim) 2019-20		(10,330)
Capital Account		
1. Capital Account - treasury interest received		(10,000)
2. MRP and Borrowing - stepped increase in external borrowing costs due to slippage in Capital Programme in 2018-19 and rates	405,140	
Corporate Variations		
1. Corporate (net Pay including efficiencies, management of vacancies, pay inflation and superannuation service benefit accrual rate increase)	83,920	
2. Wyre Forest Forward savings		(188,370)
3. Generic Income growth target		(25,000)
	785,440	(574,080)
Other minor variations		31,450
Increased Net Expenditure on Year		242,810 *

* Includes inflationary uplift of £241,400

WYRE FOREST DISTRICT COUNCIL

FEES AND CHARGES 2020-2021

SUMMARY

DIRECTORATE	KEY	CHANGES IN INCOME		
		2020-21 £	2021-22 £	2022-23 £
Fees and Charges - Noting Appendix 3 (Part 1)	C R S	- - -	- - -	- - -
Fees and Charges - Cabinet Appendix 3 (Part 2)	C R S	- 205,950 CR -	- 55,950 CR -	- 105,950 CR -
Fees and Charges - Council Appendix 3 (Part 3)	C R S	- 7,390 CR -	- 7,390 CR -	- 7,390 CR -
GRAND TOTAL	C R S	- 213,340 CR -	- 63,340 CR -	- 113,340 CR -

Key - Changes in Resources

C - Capital
R - Revenue
S - Staffing - Stated in FTE's

Compounded Effect of Fees and Charges
For Summary

2020-21	2021-22	2022-23
£	£	£

213,340 CR 63,340 CR 113,340 CR
 208,120 CR 58,120 CR
 208,120 CR

213,340 CR 271,460 CR 379,580 CR

APPENDIX 3 (Part 1)

WYRE FOREST DISTRICT COUNCIL**FEES AND CHARGES 2020-2021****NOTING**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY			
			2020-21 £	2021-22 £	2022-23 £
R500	<u>CHIEF EXECUTIVE</u>				
	<u>Elections - Sale of Registers</u>	C	-	-	-
	Charges in line with The Representation of the people (England and Wales) Regulations 2001.	R	-	-	-
		S	-	-	-
R185 R193	<u>COMMUNITY WELL-BEING AND ENVIRONMENT</u>				
	<u>Civil and Environmental Enforcement</u>	C	-	-	-
	To maintain Fixed Penalty Notices and Penalty Charge Notices at statutory levels.	R	-	-	-
		S	-	-	-
R605	<u>ECONOMIC PROSPERITY AND PLACE</u>				
	<u>Development Control</u>	C	-	-	-
	Planning application fees are set by statute. They were increased by 20% in 2018-19.	R	-	-	-
		S	-	-	-
R637	<u>Environmental Health - Pollution Control</u>	C	-	-	-
	To maintain LAPPC charges at statutory level (revised annually).	R	-	-	-
		S	-	-	-
R638	<u>Licensing Activities - Gambling Act 2005</u>	C	-	-	-
	To charge permit fees and certain premises fees as determined by Government.	R	-	-	-
		S	-	-	-
R638	<u>Licensing Activities - Licensing Act 2003</u>	C	-	-	-
	To maintain Liquor Licensing fees at statutory levels.	R	-	-	-
		S	-	-	-
	TOTALS	C	-	-	-
		R	-	-	-
		S	-	-	-



Service	Elections and Electoral Registration	Service Manager	Electoral Services Manager
Directorate	Chief Executive	Cabinet Member	Housing, Health, Well-being and Democratic Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Elections and Electoral Registration			
SALE OF EDITED AND FULL ELECTORAL REGISTERS Charges for Marked Registers only (per legislation)			
Edited and Full Register			
Data	20.00 plus 1.50 per 1,000 entries	20.00 plus 1.50 per 1,000 entries	No VAT currently charged
Printed	10.00 plus 5.00 per 1,000 entries	10.00 plus 5.00 per 1,000 entries	No VAT currently charged
Overseas Electors			
Data	20.00 plus 1.50 per 1,000 entries	20.00 plus 1.50 per 1,000 entries	No VAT currently charged
Printed	10.00 plus 5.00 per 1,000 entries	10.00 plus 5.00 per 1,000 entries	No VAT currently charged
Marked Registers			
Data	10.00 plus 1.00 per 1,000 or part	10.00 plus 1.00 per 1,000 or part	No VAT currently charged
Printed	10.00 plus 2.00 per 1,000 or part	10.00 plus 2.00 per 1,000 or part	No VAT currently charged

NOTES:

Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Service	Operational Services	Service Manager	Operational Services Manager
Directorate	Community Well-Being and Environment	Cabinet Member	Operational Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Civil and Environmental Enforcement			
Fixed Penalty Notices			
Depositing Litter (Section 87/88 - Environmental Protection Act 1990)	150.00* (Maximum penalty 2,500.00)	150.00* (Maximum penalty 2,500.00)	No VAT currently charged
Fly-Posting or Graffiti (Section 43 - Anti-Social Behaviour Act 2003)	150.00* (Maximum penalty 2,500.00)	150.00* (Maximum penalty 2,500.00)	No VAT currently charged
Unauthorised distribution of free printed matter (Schedule 3A, paras. 1(1) and 7 - Environmental Protection Act 1990)	150.00* (Maximum penalty 2,500.00)	150.00* (Maximum penalty 2,500.00)	No VAT currently charged
Nuisance Parking (Section 6(1) - Clean Neighbourhood Act 2005)	100.00 (Maximum penalty 1,000.00)	100.00 (Maximum penalty 1,000.00)	No VAT currently charged
Abandoning a vehicle (Section 2A(1) - Refuse Disposal (Amenity) Act 1978)	200.00 (Maximum penalty 2,500.00)	200.00 (Maximum penalty 2,500.00)	No VAT currently charged
Failure to produce authority - Waste Carrier's Licence (Section 5/5B - Control of Pollution (Amendment) Act 1989)	300.00* (Maximum penalty unlimited)	300.00* (Maximum penalty unlimited)	No VAT currently charged
Failure to produce documentation - Waste Transfer Notes (Section 34(5) and regulations made under it/34/(6)/34A - Environmental Protection Act 1990)	300.00* (Maximum penalty unlimited)	300.00* (Maximum penalty unlimited)	No VAT currently charged
Industrial & Commercial Waste Receptacle Offences (Section 47 - Environmental Protection Act 1990)	100.00* (Maximum penalty 1,000.00)	100.00* (Maximum penalty 1,000.00)	No VAT currently charged
Failure to comply with a community protection notice (Section 48/52 Anti-Social Behaviour, Crime and Policing Act 2014)	100.00 (Maximum penalty unlimited)	100.00 (Maximum penalty unlimited)	No VAT currently charged
Depositing Controlled Waste (Fly Tipping) (Section 33(1)(a) and Section 33(Z)(a) - Environmental Protection Act 1990)	400.00* (Maximum penalty unlimited)	400.00* (Maximum penalty unlimited)	No VAT currently charged
Breach of Public Space Protection Order (Section 59 Anti-Social Behaviour, Crime and Policing Act 2014)	100.00 (Maximum penalty 1,000.00)	100.00 (Maximum penalty 1,000.00)	No VAT currently charged
Penalty Charge Notices			
Parking Offences (Fines will be reduced by 50% if paid within 14 days from date of issue)	Minimum 50.00 Maximum 70.00	Minimum 50.00 Maximum 70.00	No VAT currently charged No VAT currently charged

NOTES:

* Environment Enforcement Officers can reduce these fines using their discretion based on individual circumstances



Wyre Forest District Council



Service	Planning Applications	Service Manager	Development Control Manager
Directorate	Economic Prosperity & Place	Cabinet Member	Economic Regeneration, Planning and Capital Investments

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Planning Applications - Statutory Fees Set By Central Government			
OPERATIONS			
New Dwellings			
<u>Outline planning permission</u>			
Site does not exceed 2.5 hectare - rate per 0.1 hectare	462.00	462.00	No VAT currently charged
Site exceeds 2.5 hectares	11,432.00	11,432.00	No VAT currently charged
Rate per additional 0.1 hectare in excess of 2.5 hectares	138.00	138.00	No VAT currently charged
Maximum	150,000.00	150,000.00	No VAT currently charged
<u>In other cases</u>			
New Dwellings - dwellings less than 50 houses - rate per dwelling	462.00	462.00	No VAT currently charged
New Dwellings - dwellings exceeds 50 houses	22,859.00	22,859.00	No VAT currently charged
rate per additional dwelling over 50 houses	138.00	138.00	No VAT currently charged
Maximum	300,000.00	300,000.00	No VAT currently charged
Buildings other than dwellings, agricultural building, plant or glasshouses etc.)			
<u>Outline planning permission</u>			
Site does not exceed 2.5 hectares - rate per 0.1 hectare	462.00	462.00	No VAT currently charged
Site exceeds 2.5 hectares	11,432.00	11,432.00	No VAT currently charged
Rate per additional 0.1 hectare in excess of 2.5 hectares	138.00	138.00	No VAT currently charged
Maximum	150,000.00	150,000.00	No VAT currently charged
<u>In other cases</u>			
No additional floor space	234.00	234.00	No VAT currently charged
Gross area less than 40 sq metres	234.00	234.00	No VAT currently charged
Gross floor area between 40 and 75 sq metres	462.00	462.00	No VAT currently charged
Rate in excess of 75 sq metres, but less than 3,750 (per 75 sq metres)	462.00	462.00	No VAT currently charged
Gross floor area in excess of 3,750 sq metres	22,859.00	22,859.00	No VAT currently charged
Rate per additional 75 sq meter in excess of 3,750 sq meters	138.00	138.00	No VAT currently charged
Maximum	300,000.00	300,000.00	No VAT currently charged
Agricultural buildings on agricultural land (other than glasshouses)			
<u>Outline planning permission</u>			
Site does not exceed 2.5 hectares - rate per 0.1 hectare	462.00	462.00	No VAT currently charged
Site exceeds 2.5 hectares	11,432.00	11,432.00	No VAT currently charged
Rate per additional 0.1 hectare in excess of 2.5 hectares	138.00	138.00	No VAT currently charged
Maximum	150,000.00	150,000.00	No VAT currently charged
<u>In other cases</u>			
Gross area less than 465 sq metres	96.00	96.00	No VAT currently charged
Gross floor area between 465 and 540 sq metres	462.00	462.00	No VAT currently charged
Gross floor area between 540 and 4,215 sq meters	462.00	462.00	No VAT currently charged
Rate per additional 75 sq metres in excess of 540 sq meters	462.00	462.00	No VAT currently charged
Gross floor area in excess of 4,215 sq metres	22,859.00	22,859.00	No VAT currently charged
Rate per additional 75 sq metres in excess of 4,215 sq meters	138.00	138.00	No VAT currently charged
Maximum	300,000.00	300,000.00	No VAT currently charged
Glasshouses on agricultural land			
Gross area less than 465 sq meters	96.00	96.00	No VAT currently charged
Gross floor area in excess of 465 sq meters	2,580.00	2,580.00	No VAT currently charged
Erection, alteration or replacement of plant or machinery			
Gross area less than 5 hectares	462.00	462.00	No VAT currently charged
Gross area in excess of 5 hectares	22,859.00	22,859.00	No VAT currently charged
Rate per additional 0.1 hectare in excess of 5 hectares	138.00	138.00	No VAT currently charged
Maximum	300,000.00	300,000.00	No VAT currently charged



Wyre Forest District Council



Service	Planning Applications	Service Manager	Development Control Manager
Directorate	Economic Prosperity & Place	Cabinet Member	Economic Regeneration, Planning and Capital Investments

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Planning Applications - Statutory Fees Set By Central Government			
Enlargement, improvement or alteration of dwellings for domestic purposes			
One dwelling	206.00	206.00	No VAT currently charged
2 or more dwellings	407.00	407.00	No VAT currently charged
Operations within residential curtilage for domestic purposes (including buildings, gates and fences etc.)	206.00	206.00	No VAT currently charged
Car parks, roads and access to serve a single undertaking where associated with existing use	234.00	234.00	No VAT currently charged
Operations not within above categories - rate per 0.1 hectare	234.00	234.00	No VAT currently charged
Maximum	2,028.00	2,028.00	No VAT currently charged
USES			
Change of use of a building to one or more dwellings			
From single dwelling to 50 or fewer dwellings	462.00	462.00	No VAT currently charged
From single dwelling to more than 50 dwellings	22,859.00	22,859.00	No VAT currently charged
Rate per additional dwelling in excess of 50 dwellings	138.00	138.00	No VAT currently charged
Maximum	300,000.00	300,000.00	No VAT currently charged
From other building to 50 or fewer dwellings	462.00	462.00	No VAT currently charged
From other building to more than 50 dwellings	22,859.00	22,859.00	No VAT currently charged
Rate per additional dwelling in excess of 50 dwellings	138.00	138.00	No VAT currently charged
Maximum	300,000.00	300,000.00	No VAT currently charged
Material changes of use on land or building(s) other than above	462.00	462.00	No VAT currently charged
ADVERTISEMENTS			
Advertisements on business premises or other land within the business curtilage relating to nature of business, goods sold, services provided, or name of persons undertaking business	132.00	132.00	No VAT currently charged
Sign relating to business in the locality but not visible from that site	132.00	132.00	No VAT currently charged
All other advertisements	462.00	462.00	No VAT currently charged
OTHER APPLICATIONS			
Certificate of existing use or development	As for a planning application	As for a planning application	
Certificate of proposed use or development	50% of planning application	50% of planning application	
Prior approval application under the General Permitted Development Order			
Application made under parts 6, 7 or 31	96.00	96.00	No VAT currently charged
Application made under part 24	462.00	462.00	No VAT currently charged
Renewal of permission			
Under the Town and Country Planning and Compulsory Purchase Act 2004 you can renew an application that was approved before 1st October 2009 and has not expired.			
Householder	68.00	68.00	No VAT currently charged
Major Development	690.00	690.00	No VAT currently charged
All other cases	234.00	234.00	No VAT currently charged



Service	Planning Applications	Service Manager	Development Control Manager
Directorate	Economic Prosperity & Place	Cabinet Member	Economic Regeneration, Planning and Capital Investments

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
Planning Applications - Statutory Fees Set By Central Government	TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	FROM 01-04-2020 £ Charges before VAT	FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Variation or removal of a condition	234.00	234.00	No VAT currently charged
Requests for confirmation that a condition or conditions attached to a grant of planning permission has been complied with			
Householder developments (per request)	34.00	34.00	No VAT currently charged
All other cases (per request)	116.00	116.00	No VAT currently charged
Application for Non-Material Amendments following a grant of planning permission			
Householder developments (per request)	34.00	34.00	No VAT currently charged
All other cases	234.00	234.00	No VAT currently charged
Applications for Certificates of Alternative Development	234.00	234.00	No VAT currently charged
Please note that the following applications are County Matters which should be submitted to Worcestershire County Council:			
a) Operations connected with exploratory drilling for oil or gas			
b) Mineral operations			
c) Use for disposal of refuse or waste material			

NOTES:

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Wyre Forest District Council


Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Pollution Control			
LAPPC CHARGES			
Application Fee			
Standard process (includes solvent emission activities)	1,650.00	1,650.00	No VAT currently charged
Additional fee for operating without a permit	1,188.00	1,188.00	No VAT currently charged
PVRI, SWOBs and Dry Cleaners	155.00	155.00	No VAT currently charged
PVR I and II combined	257.00	257.00	No VAT currently charged
VRs and other Reduced Fee Activities	362.00	362.00	No VAT currently charged
Reduced fee activities: Additional fee for operating without a permit	99.00	99.00	No VAT currently charged
Mobile plant	1,650.00	1,650.00	No VAT currently charged
for the third to seventh applications	985.00	985.00	No VAT currently charged
for the eighth and subsequent applications	498.00	498.00	No VAT currently charged
Where an application for any of the above is for a combined Part B and waste application, add an extra £310 to the above amounts			
Annual Subsistence Charge			
Standard process - Low	739.00 (+99.00)*	739.00 (+99.00)*	No VAT currently charged
Standard process - Medium	1,111.00 (+149.00)*	1,111.00 (+149.00)*	No VAT currently charged
Standard process - High	1,672.00 (+198.00)*	1,672.00 (+198.00)*	No VAT currently charged
PVRI, SWOBs and Dry Cleaners - Low	79.00	79.00	No VAT currently charged
PVRI, SWOBs and Dry Cleaners - Medium	158.00	158.00	No VAT currently charged
PVRI, SWOBs and Dry Cleaners - High	237.00	237.00	No VAT currently charged
PVR I and II combined - Low	113.00	113.00	No VAT currently charged
PVR I and II combined - Medium	226.00	226.00	No VAT currently charged
PVR I and II combined - High	341.00	341.00	No VAT currently charged
VRs and other Reduced Fees - Low	228.00	228.00	No VAT currently charged
VRs and other Reduced Fees - Medium	365.00	365.00	No VAT currently charged
VRs and other Reduced Fees - High	548.00	548.00	No VAT currently charged
Mobile plant, for first and second permits - Low**	646.00	646.00	No VAT currently charged
Mobile plant, for first and second permits - Medium**	1,034.00	1,034.00	No VAT currently charged
Mobile plant, for first and second permits - High**	1,506.00	1,506.00	No VAT currently charged
for the third to seventh permits - Low	385.00	385.00	No VAT currently charged
for the third to seventh permits - Medium	617.00	617.00	No VAT currently charged
for the third to seventh permits - High	924.00	924.00	No VAT currently charged
eighth and subsequent permits - Low	198.00	198.00	No VAT currently charged
eighth and subsequent permits - Medium	316.00	316.00	No VAT currently charged
eighth and subsequent permits - High	473.00	473.00	No VAT currently charged
Late payment Fee	52.00	52.00	No VAT currently charged
Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £103 to the above amounts			
Transfer and Surrender			
Standard process transfer	169.00	169.00	No VAT currently charged
Standard process partial transfer	497.00	497.00	No VAT currently charged
New operator at low risk reduced fee activity (extra one-off subsistence charge - see Art 15(2) of charging scheme)	78.00	78.00	No VAT currently charged
Surrender: all Part B activities	0.00	0.00	No VAT currently charged
Reduced fee activities: transfer	0.00	0.00	No VAT currently charged
Reduced fee activities: partial transfer	47.00	47.00	No VAT currently charged
Temporary transfer for mobiles			
First transfer	53.00	53.00	No VAT currently charged
Repeat following enforcement or warning	53.00	53.00	No VAT currently charged
Substantial Change			
Standard process	1,050.00	1,050.00	No VAT currently charged
Standard process where the substantial change results in a new PPC activity	1,650.00	1,650.00	No VAT currently charged
Reduced fee activities	102.00	102.00	No VAT currently charged
LAPPC Mobile Plant Charges (not using simplified permits)			
First and second permits - Application Fee	1,650.00	1,650.00	No VAT currently charged
First and second permits - Subsistence Fee - Low	646.00	646.00	No VAT currently charged
First and second permits - Subsistence Fee - Medium	1,034.00	1,034.00	No VAT currently charged
First and second permits - Subsistence Fee - High	1,506.00	1,506.00	No VAT currently charged
For the third to seventh permits - Application Fee	985.00	985.00	No VAT currently charged


Wyre Forest District Council


Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31-03-2020	FROM 01-04-2020	FROM 01-04-2020
	£	£	£
Pollution Control	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
For the third to seventh permits - Subsistence Fee - Low	385.00	385.00	No VAT currently charged
For the third to seventh permits - Subsistence Fee - Medium	617.00	617.00	No VAT currently charged
For the third to seventh permits - Subsistence Fee - High	924.00	924.00	No VAT currently charged
Eighth and subsequent permits - Application Fee	498.00	498.00	No VAT currently charged
Eighth and subsequent permits - Subsistence Fee - Low	198.00	198.00	No VAT currently charged
Eighth and subsequent permits - Subsistence Fee - Medium	316.00	316.00	No VAT currently charged
Eighth and subsequent permits - Subsistence Fee - High	473.00	473.00	No VAT currently charged
LA-IPPC CHARGES			
Note: every subsistence charge below includes the additional £103 charge to cover LA extra costs in dealing with reporting under the E-PRTR Regulation.			
Application	3,363.00	3,363.00	No VAT currently charged
Additional Fee for operating without a permit	1,188.00	1,188.00	No VAT currently charged
Annual Subsistence - Low	1,446.00	1,446.00	No VAT currently charged
Annual Subsistence - Medium	1,610.00	1,610.00	No VAT currently charged
Annual Subsistence - High	2,333.00	2,333.00	No VAT currently charged
Late Payment Fee	52.00	52.00	No VAT currently charged
Substantial Variation	202.00	202.00	No VAT currently charged
Transfer	235.00	235.00	No VAT currently charged
Partial Transfer	698.00	698.00	No VAT currently charged
Surrender	698.00	698.00	No VAT currently charged

NOTES:

* The additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation

** Not using simplified permits

LA-IPPC Charges

KEY

Subsistence charges can be paid in 4 equal quarterly instalments paid on 1st April, 1st July, 1st October and 1st January. Where paid quarterly the total amount payable to the local authority will be increased by £38.

Reduced fee activities are listed in the Schedule to the Part B scheme.

Newspaper Advertisements

Newspaper adverts may be required under EPR at the discretion of the LA as part of the consultation process when considering an application (see Chapter 9 of the General Guidance Manual). This will be undertaken and paid for by the LA and the charging scheme contains a provision for the LA to recoup its costs.

Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Wyre Forest District Council



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Gambling Permits - Statutory Fee Set By Central Government			
Club Gaming			
New Application	200.00	200.00	No VAT currently charged
Renewal Application	200.00	200.00	No VAT currently charged
Grant (Club Premises Cert Holder)	100.00	100.00	No VAT currently charged
Renewal (Club Premises Cert Holder)	100.00	100.00	No VAT currently charged
Annual Fee	50.00	50.00	No VAT currently charged
Change of Name	100.00	100.00	No VAT currently charged
Copy of Permit	15.00	15.00	No VAT currently charged
Existing Operator	100.00	100.00	No VAT currently charged
Club Gaming Machine			
New Application	200.00	200.00	No VAT currently charged
Renewal Application	200.00	200.00	No VAT currently charged
Grant (Club Premises Cert Holder)	100.00	100.00	No VAT currently charged
Renewal (Club Premises Cert Holder)	100.00	100.00	No VAT currently charged
Annual Fee	50.00	50.00	No VAT currently charged
Variation of Permit	100.00	100.00	No VAT currently charged
Change of Name	25.00	25.00	No VAT currently charged
Copy of Permit	15.00	15.00	No VAT currently charged
Existing Operator	100.00	100.00	No VAT currently charged
Transfer of Permit	25.00	25.00	No VAT currently charged
Prize Gaming			
New Application	300.00	300.00	No VAT currently charged
Renewal Application	300.00	300.00	No VAT currently charged
Transitional Application Fee	100.00	100.00	No VAT currently charged
Change of Name	25.00	25.00	No VAT currently charged
Copy of Permit	15.00	15.00	No VAT currently charged
Existing Operator	100.00	100.00	No VAT currently charged
Family Entertainment Gaming Machines			
New Application	300.00	300.00	No VAT currently charged
Renewal Application	300.00	300.00	No VAT currently charged
Change of Name	25.00	25.00	No VAT currently charged
Copy of Licence	15.00	15.00	No VAT currently charged
Existing Operator	100.00	100.00	No VAT currently charged
Licensed Premises less than 2 Gaming Machines			
New Application	50.00	50.00	No VAT currently charged
Licensed Premises more than 2 Gaming Machines			
New Application	150.00	150.00	No VAT currently charged
Annual Fee	50.00	50.00	No VAT currently charged
Change of Name	25.00	25.00	No VAT currently charged
Copy of Permit	15.00	15.00	No VAT currently charged
Existing Operator	100.00	100.00	No VAT currently charged
Transfer of Permit	25.00	25.00	No VAT currently charged
Variation of Permit	100.00	100.00	No VAT currently charged
Small Society Lottery			
Lottery Application (New)	40.00	40.00	No VAT currently charged
Lottery Application (Renewal)	20.00	20.00	No VAT currently charged

NOTES:

Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
Gambling Premises License Fees - Statutory Fee Set By Central Government	TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	FROM 01-04-2020 £ Charges before VAT	FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Notification of Change			
Adult Gaming Centre	50.00	50.00	No VAT currently charged
Betting Premises (excluding Tracks)	50.00	50.00	No VAT currently charged
Betting Premises (Tracks)	50.00	50.00	No VAT currently charged
Bingo Club	50.00	50.00	No VAT currently charged
Family Entertainment Centre	50.00	50.00	No VAT currently charged
Copy of Licence			
Adult Gaming Centre	25.00	25.00	No VAT currently charged
Betting Premises (excluding tracks)	25.00	25.00	No VAT currently charged
Betting Premises (tracks)	25.00	25.00	No VAT currently charged
Bingo Premise	25.00	25.00	No VAT currently charged
Family Entertainment Centre	25.00	25.00	No VAT currently charged
Copy of Notice			
Temporary Use Notices	25.00	25.00	No VAT currently charged

NOTES:

Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>


Wyre Forest District Council


Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
Licensing Act 2003 - Statutory Fee Set By Central Government	TO 31-03-2020 £	FROM 01-04-2020 £	FROM 01-04-2020 £
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Club Premise Certificate (New & Variation)			
Band A - (rateable value £0 to £4,300)	100.00	100.00	No VAT currently charged
Band B - (rateable value £4,301 to £33,000)	190.00	190.00	No VAT currently charged
Band C - (rateable value £33,001 to £87,000)	315.00	315.00	No VAT currently charged
Band D - (rateable value £87,001 to £125,000)	450.00	450.00	No VAT currently charged
Band E - (rateable value over £125,000)	635.00	635.00	No VAT currently charged
Club Premises Certificate Annual Fee			
Band A - (rateable value £0 to £4,300)	70.00	70.00	No VAT currently charged
Band B - (rateable value £4,301 to £33,000)	180.00	180.00	No VAT currently charged
Band C - (rateable value £33,001 to £87,000)	295.00	295.00	No VAT currently charged
Band D - (rateable value £87,001 to £125,000)	320.00	320.00	No VAT currently charged
Band E - (rateable value over £125,000)	350.00	350.00	No VAT currently charged
Copy of Certificate	10.50	10.50	No VAT currently charged
Notification of change of name or alteration of club rules	10.50	10.50	No VAT currently charged
Change of relevant registered address of club	10.50	10.50	No VAT currently charged
Personal Licence			
Application	37.00	37.00	No VAT currently charged
Copy	10.50	10.50	No VAT currently charged
Premises Licence Application and Variation			
Band A - (rateable value £0 to £4,300)	100.00	100.00	No VAT currently charged
Band B - (rateable value £4,301 to £33,000)	190.00	190.00	No VAT currently charged
Band C - (rateable value £33,001 to £87,000)	315.00	315.00	No VAT currently charged
Band D - (rateable value £87,001 to £125,000)	450.00	450.00	No VAT currently charged
Band E - (rateable value over £125,000)	635.00	635.00	No VAT currently charged
Dx2	900.00	900.00	No VAT currently charged
Ex3	1,905.00	1,905.00	No VAT currently charged
Application for making of a provisional statement	315.00	315.00	No VAT currently charged
Copy of Licence	11.00	11.00	No VAT currently charged
Vary a Designated Premises Supervisor	23.00	23.00	No VAT currently charged
Transfer a Premises Licence	23.00	23.00	No VAT currently charged
Notification of Interest in a Premises	21.00	21.00	No VAT currently charged
Notification of Change of name or address (holder of premises licence)	11.00	11.00	No VAT currently charged
Interim authority notice following death etc of Licence Holder	23.00	23.00	No VAT currently charged
Right of freeholder etc to be notified of licensing matters	21.00	21.00	No VAT currently charged
Premises Licence Annual Fee			
Band A - (rateable value £0 to £4,300)	70.00	70.00	No VAT currently charged
Band B - (rateable value £4,301 to £33,000)	180.00	180.00	No VAT currently charged
Band C - (rateable value £33,001 to £87,000)	295.00	295.00	No VAT currently charged
Band D - (rateable value £87,001 to £125,000)	320.00	320.00	No VAT currently charged
Band E - (rateable value over £125,000)	350.00	350.00	No VAT currently charged
Dx2	640.00	640.00	No VAT currently charged
Ex3	1,050.00	1,050.00	No VAT currently charged
Temporary Events Notice			
Temporary Events Notice	21.00	21.00	No VAT currently charged
Copy of Temporary Events Notice	11.00	11.00	No VAT currently charged
Premises Licence Annual Fee - Large Venues			
Number of Persons Present :-			
5,000 to 9,999	500.00	500.00	No VAT currently charged
10,000 to 14,999	1,000.00	1,000.00	No VAT currently charged
15,000 to 19,999	2,000.00	2,000.00	No VAT currently charged
20,000 to 29,999	4,000.00	4,000.00	No VAT currently charged
30,000 to 39,999	8,000.00	8,000.00	No VAT currently charged
40,000 to 49,999	12,000.00	12,000.00	No VAT currently charged
50,000 to 59,999	16,000.00	16,000.00	No VAT currently charged
60,000 to 69,999	20,000.00	20,000.00	No VAT currently charged
70,000 to 79,999	24,000.00	24,000.00	No VAT currently charged
80,000 to 89,999	28,000.00	28,000.00	No VAT currently charged
90,000 and over	32,000.00	32,000.00	No VAT currently charged



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
Licensing Act 2003 - Statutory Fee Set By Central Government	TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	FROM 01-04-2020 £ Charges before VAT	FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Premises Licence Additional Fee - Large Venues			
Number of Persons Present :-			
5,000 to 9,999	1,000.00	1,000.00	No VAT currently charged
10,000 to 14,999	2,000.00	2,000.00	No VAT currently charged
15,000 to 19,999	4,000.00	4,000.00	No VAT currently charged
20,000 to 29,999	8,000.00	8,000.00	No VAT currently charged
30,000 to 39,999	16,000.00	16,000.00	No VAT currently charged
40,000 to 49,999	24,000.00	24,000.00	No VAT currently charged
50,000 to 59,999	32,000.00	32,000.00	No VAT currently charged
60,000 to 69,999	40,000.00	40,000.00	No VAT currently charged
70,000 to 79,999	48,000.00	48,000.00	No VAT currently charged
80,000 to 89,999	56,000.00	56,000.00	No VAT currently charged
90,000 and over	64,000.00	64,000.00	No VAT currently charged
Minor Variation	89.00	89.00	No VAT currently charged

NOTES:

* A multiplier of twice the fee and annual charge applies where use of the premises is exclusively or primarily for the carrying on, on the premises of the supply of alcohol for consumption on the premises.

** A multiplier of three times the fee and annual charge applies where use of the premises is exclusively or primarily for the carrying on, on the premises of the supply of alcohol for consumption on the premises.

Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>

APPENDIX 3 (Part 2)

WYRE FOREST DISTRICT COUNCIL**FEES AND CHARGES 2020-2021****CABINET**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES		
			2020-21 £	2021-22 £	2022-23 £
R500	<u>CHIEF EXECUTIVE</u>				
	<u>Elections - Sale of Stationery</u>	C	-	-	-
	Fees and charges reviewed and commercial judgement used.	R S	- -	- -	- -
R505	<u>Committee Administration - Sale of Agendas</u>	C	-	-	-
	Increase charges by 5% in line with Council Policy.	R	10 CR	10 CR	10 CR
		S	-	-	-
R515	<u>Legal Services - Road Closure Orders</u>	C	-	-	-
	Increase charges by 5% in line with Council Policy.	R	100 CR	100 CR	100 CR
		S	-	-	-
R002	<u>COMMUNITY WELL-BEING AND ENVIRONMENT</u>				
	<u>Domestic Waste - Extra Capacity Bins</u>	C	-	-	-
	Fees and charges reviewed and commercial judgement used.	R S	- -	- -	- -
R003	<u>Trade Waste</u>	C	-	-	-
	Increase charges by an average of 3.5% in order to remain competitive.	R	23,300 CR	23,300 CR	23,300 CR
		S	-	-	-
R005	<u>Garden Waste</u>	C	-	-	-
	Increase charges by an average of 5% in order to remain competitive.	R	16,500 CR	16,500 CR	16,500 CR
		S	-	-	-
R040	<u>Cemeteries</u>	C	-	-	-
	Increase charges by 5% in line with Council Policy.	R	2,500 CR	2,500 CR	2,500 CR
		S	-	-	-
R055	<u>Summer Playschemes</u>	C	-	-	-
	Fees and charges reviewed and commercial judgement used.	R	-	-	-
		S	-	-	-
R065	<u>Bewdley Museum</u>	C	-	-	-
	Fees and charges reviewed and commercial judgement used.	R	-	-	-
		S	-	-	-
R160	<u>Parks and Green Spaces</u>	C	-	-	-
	Fees and charges reviewed and commercial judgement used.	R	-	-	-
		S	-	-	-
R163	<u>Rangers Services</u>	C	-	-	-
	Fees and charges reviewed and commercial judgement used.	R	-	-	-
		S	-	-	-
R185	<u>Car Parks - Meter income, Season Tickets, Parking</u>				
	<u>Dispensations</u>	C	-	-	-
	Fees and charges reviewed.	R S	150,000 CR -	- -	50,000 CR -

APPENDIX 3 (Part 2)

WYRE FOREST DISTRICT COUNCIL**FEES AND CHARGES 2020-2021****CABINET**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES		
			2020-21 £	2021-22 £	2022-23 £
R189	<u>Car Parks</u> Management Fee only - increase charges by 4.5%.	C R S	- 7,130 CR -	- 7,130 CR -	- 7,130 CR -
R200	<u>Bulky waste - Domestic and Trade</u> Charge for fewer items increased to encourage customers to dispose of more items (5-10 items at higher price).	C R S	- 2,500 CR -	- 2,500 CR -	- 2,500 CR -
R200	<u>Cleansing - Contract Work</u> Fees and charges reviewed and commercial judgement used.	C R S	- - -	- - -	- - -
R229	<u>Garage</u> Increase charges by 5% in line with Council Policy (Class 4 MOT only).	C R S	- 1,000 CR -	- 1,000 CR -	- 1,000 CR -
R236	<u>Grounds Maintenance - Traffic Island Sponsorship</u> Fees and charges reviewed and commercial judgement used.	C R S	- - -	- - -	- - -
R236	<u>Grounds Maintenance</u> Fees and charges reviewed and commercial judgement used.	C R S	- - -	- - -	- - -
R252	<u>Grounds Maintenance - Arboricultural Services</u> Fees and charges reviewed and commercial judgement used.	C R S	- - -	- - -	- - -
R253	<u>Driver Training</u> Fees and charges reviewed and commercial judgement used.	C R S	- - -	- - -	- - -
R253	<u>Landscaping</u> Fees and charges reviewed and commercial judgement used.	C R S	- - -	- - -	- - -
R251	<u>ECONOMIC PROSPERITY AND PLACE</u> <u>Wyre Forest House - Room Hire</u> Increase charges by 2.5% to remain competitive in highly competitive market/reduce the impact of new catering provider price increase. Commercial judgement used.	C R S	- 250 CR -	- 250 CR -	- 250 CR -
R510	<u>Land Charges</u> Increase charges by 2% in line with current inflation	C R S	- 2,200 CR -	- 2,200 CR -	- 2,200 CR -
R625	<u>Building Control</u> To Implement charges as set by North Worcestershire Building Control	C R S	- - -	- - -	- - -
R631	<u>Street Naming and Numbering</u> Increase charges by 2% in line with current inflation	C R S	- 190 CR -	- 190 CR -	- 190 CR -

APPENDIX 3 (Part 2)

WYRE FOREST DISTRICT COUNCIL**FEES AND CHARGES 2020-2021****CABINET**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES		
			2020-21 £	2021-22 £	2022-23 £
R675	<u>Private Sector Housing</u> Licence fees and penalty charges for houses in multiple occupation. Increase some charges by 5% in line with Council Policy.	C R S	- 120 CR -	- 120 CR -	- 120 CR -
R679	<u>Housing Strategy & Enabling</u> Custom and self build register charges. Increase charges by 5% in line with Council Policy.	C R S	- 10 CR -	- 10 CR -	- 10 CR -
R704	<u>Regeneration and Economic Development</u> Fees and charges reviewed and commercial judgement used.	C R S	- 140 CR -	- 140 CR -	- 140 CR -
	TOTALS	C R S	- 205,950 CR -	- 55,950 CR -	- 105,950 CR -



Service	Elections and Electoral Registration	Service Manager	Electoral Services Manager
Directorate	Chief Executive	Cabinet Member	Housing, Health Well-being and Democratic Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Elections			
ELECTIONS STATIONERY			
Address Labels (per property)	0.10	0.10	No VAT currently charged
Political Party Address Labels (per 1000 or part thereof)	20.00	20.00	No VAT currently charged
Street Index (each)	20.00	20.00	No VAT currently charged
Printed copies of maps Election results (per sheet)	0.10	0.10	No VAT currently charged

NOTES:

Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Service	Legal Services	Service Manager	Solicitor
Directorate	Chief Executive	Cabinet Member	Strategy and Finance

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Legal Services Administration			
Fees relating to surveys prior to lettings	Commercial Judgement	Price on Application	Price on Application
NOTE			
Pricing decisions delegated to the Service Manager			

NOTES:

Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Service	Committee Administration	Service Manager	Principal Committee and Member Services Officer
Directorate	Chief Executive	Cabinet Member	Housing, Health Well-being and Democratic Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Committee Administration			
SUPPLY OF MINUTES / AGENDAS TO OUTSIDE BODIES / COMPANIES			
Cabinet and Full Council Agendas (per annum)	106.00	111.00	No VAT currently charged
Scrutiny Committees Agendas (per annum)	100.00	105.00	No VAT currently charged
Development Control Agendas (per annum)	122.00	128.00	No VAT currently charged
Other Committee Agendas - individual (per annum)	21.00	22.00	No VAT currently charged

NOTES:

Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Service	Road Closures	Service Manager	Solicitor to the Council
Directorate	Chief Executive	Cabinet Member	Strategy and Finance

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Road Closure Orders			
Charitable / community events (if the application received less than 6 weeks in advance of the event)	140.00	147.00	No VAT currently charged
Charitable / community events (if the application received more than 6 weeks in advance of the event)	106.00	111.00	No VAT currently charged
Remembrance Day Parades	Free	Free	No VAT currently charged
National Royal Celebrations	Free	Free	No VAT currently charged
All other events / reasons for road closure, including commercial events (if application received less than 6 weeks in advance of the event)	176.00	185.00	No VAT currently charged
All other events / reasons for road closure, including commercial events (if application received more than 6 weeks in advance of the event)	140.00	147.00	No VAT currently charged

NOTES:

Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Service	Operational Services	Service Manager	Operational Services
Directorate	Community Well-Being and Environment	Cabinet Member	Operational Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
LGV Courses			
Practical driving test on a 1 to 1 basis (2 to 1 price on application) <i>Course includes: 1 hour assessment, 5 day course, drive time and classroom based. Use of vehicle for test included.</i>	1,200.00	1,200.00	No VAT currently charged
As above on a 2:1 basis (each)	850.00	850.00	No VAT currently charged
Theory / hazard perception course <i>1 day course includes loan of materials (books, DVD): 4 hour practice classroom based and the booking of an official test in Worcester.</i>	85.00	99.00	No VAT currently charged
2 day course CPC theory / CPC practical course <i>Course includes: loan of materials (books and DVD) and the use of a vehicle for the practical test if taken in conjunction with HGV test.</i>	250.00	250.00	No VAT currently charged
2 Day course (as above) not in conjunction with HGV test	300.00	350.00	No VAT currently charged
CPC Course per 7 hour module	84.00	70.00	No VAT currently charged

NOTES:

Pricing decisions delegated to the Director of Service



Service	Operational Services	Service Manager	Operational Services Manager
Directorate	Community Well-Being and Environment	Cabinet Member	Operational Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Domestic Waste Collections Trade and Domestic Bulky Collections			
BULKY CHARGES – DOMESTIC			
1-2 items	23.50	25.00	No VAT currently charged
3-4 items	45.00	45.00	No VAT currently charged
5-6 items	Price on application	Price on application	No VAT currently charged
7-8 items			No VAT currently charged
9-10 items			No VAT currently charged
11+ items			No VAT currently charged
Large Capacity Domestic Bin Hire (Jumbo Bin)	79.00	59.00	No VAT currently charged
Charges for the Supply of a Replacement Wheelie Bin	36.00	38.00	No VAT currently charged
Extra capacity bin (covers a 3 year period)	60.00	80.00	No VAT currently charged
Developers / RSL's bin charge for delivery			
240 litre	43.20	25.00	30.00
1100 litre	438.00	385.00	462.00
Unscheduled waste collection fee	28.00	30.00	No VAT currently charged
Garden Waste Contracts*			
Annual collection contract - 240ltr bin	49.50	52.00	No VAT currently charged
Annual collection contract - 140ltr bin	34.00	36.00	No VAT currently charged
Annual collection contract - 1100ltr bin	N/A	Commercial Judgement	No VAT currently charged
Administration / set-up fee	20.00	20.00	No VAT currently charged

NOTES:

Additional capacity bins will only be provided in circumstances where:-
A family consists of 6 or more members or a family member produces medical waste.
There is an overriding proviso that all households actively participate in the Recycling Scheme

*No admin / set-up fee is payable on additional bins.

Replacement bins are only provided where proven damage has occurred, and only after the first instance. Subsequent bins are replaced at the rates stipulated above.



Service	Operational Services	Service Manager	Operational Services Manager
Directorate	Community Well-Being and Environment	Cabinet Member	Operational Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Trade Waste and Commercial Waste Collections - Refuse			
WEEKLY COLLECTION			
COUNCIL OWNED WHEELIE BINS - Cat 1 - liable to landfill tax			
140 litre (one lift per week) - existing customers only	270.00	280.00	No VAT currently charged
240 litre (one lift per week)	325.00	335.00	No VAT currently charged
360 litre (one lift per week) - existing customers only	410.00	425.00	No VAT currently charged
660 litre (one lift per week)	630.00	650.00	No VAT currently charged
1100 litre (one lift per week)	870.00	899.00	No VAT currently charged
COUNCIL OWNED WHEELIE BINS - Cat 2 - not liable to landfill tax			
140 litre (one lift per week) - existing customers only	235.00	245.00	No VAT currently charged
240 litre (one lift per week)	245.00	255.00	No VAT currently charged
360 litre (one lift per week) - existing customers only	280.00	290.00	No VAT currently charged
660 litre (one lift per week)	405.00	420.00	No VAT currently charged
1100 litre (one lift per week)	505.00	520.00	No VAT currently charged
1100 litre Schools (40 weeks)	425.00	440.00	No VAT currently charged
ALTERNATE WEEKLY COLLECTION			
COUNCIL OWNED WHEELIE BINS - Cat 1 - liable to landfill tax			
140 litre (one lift every other week) - existing customers only	146.00	150.00	No VAT currently charged
240 litre (one lift every other week)	180.00	185.00	No VAT currently charged
360 litre (one lift every other week) - existing customers only	225.00	235.00	No VAT currently charged
660 litre (one lift every other week)	380.00	395.00	No VAT currently charged
1100 litre (one lift every other week)	520.00	540.00	No VAT currently charged
COUNCIL OWNED WHEELIE BINS - Cat 2 - not liable to landfill tax			
140 litre (one lift every other week) - existing customers only	130.00	135.00	No VAT currently charged
240 litre (one lift every other week)	140.00	145.00	No VAT currently charged
360 litre (one lift every other week) - existing customers only	165.00	170.00	No VAT currently charged
660 litre (one lift every other week)	270.00	280.00	No VAT currently charged
1100 litre (one lift every other week)	335.00	345.00	No VAT currently charged
1100 litre Schools (40 weeks every other week)	300.00	310.00	No VAT currently charged
PLASTIC SACKS			
Pack of 25	125.00	130.00	No VAT currently charged
Pack of 50	225.00	235.00	No VAT currently charged
Additional One-Off Collections - Single Lift Fee			
140 litre - 360 litre	28.00	35.00	No VAT currently charged
600 litre - 1100 litre	40.00	45.00	No VAT currently charged
Multiple Collections as above	Price on Application	Price on Application	No VAT currently charged
Trade Waste Bulky Collections	Price on Application	Price on Application	No VAT currently charged

NOTES:

Free 240 litre bin collections are provided to institutions eligible for maximum National Non Domestic Rate relief (e.g. Places of Worship), a second bin will attract an annual charge based upon the Commercial Trade Price list.



Service	Operational Services	Service Manager	Operational Services Manager
Directorate	Community Well-Being and Environment	Cabinet Member	Operational Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Trade Waste and Commercial Waste Collections -Recycling			
WEEKLY COLLECTIONS			
COUNCIL OWNED WHEELIE BINS - Cat 1 -			
liable to Recycling gate Fee			
240 litre (one lift per week)	275.00	285.00	No VAT currently charged
660 litre (one lift per week)	490.00	505.00	No VAT currently charged
1280 litre (one lift per week)	645.00	665.00	No VAT currently charged
ALTERNATE WEEKLY COLLECTION			
COUNCIL OWNED WHEELIE BINS - Cat 1 -			
liable to Recycling gate Fee			
240 litre (one lift every other week)	155.00	160.00	No VAT currently charged
660 litre (one lift every other week)	310.00	320.00	No VAT currently charged
1280 litre (one lift every other week)	415.00	430.00	No VAT currently charged
Additional One-Off Collections - Single Lift Fee			
240 litre - 360 litre	28.00	35.00	No VAT currently charged
660 litre - 1280 litre	40.00	45.00	No VAT currently charged
Multiple Collections as above	Price on Application	Price on Application	No VAT currently charged
Trade Waste Bulky Collections	Price on Application	Price on Application	No VAT currently charged

NOTES:

Free 240 litre bin collections are provided to institutions eligible for maximum National Non Domestic Rate relief (e.g. Village Halls), a second bin will attract an annual charge based upon the Commercial Trade Price list.



Service	Parks and Open Spaces	Service Manager	Parks and Open Spaces Manager
Directorate	Community Well-Being and Environment	Cabinet Member	Operational Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Cemetery Fees			
CHARGES ONLY APPLY TO KIDDERMINSTER CEMETERY			
INTERMENTS - RESIDENTS ONLY **			
Child up to 1 month	N/A	Free	N/A
Child aged 1 month to 5 years*	Free	Free	N/A
Child aged 5 to 16 years*	175.00	180.00	No VAT currently charged
Persons over 16 years*	550.00	575.00	No VAT currently charged
Burial of cremated remains*	225.00	235.00	No VAT currently charged
INTERMENTS - NON-RESIDENTS OF WYRE FOREST			
Child up to 16 years*	350.00	365.00	No VAT currently charged
Persons over 16 years*	1,100.00	1,150.00	No VAT currently charged
Burial of cremated remains*	400.00	420.00	No VAT currently charged
PURCHASED GRAVES - RESIDENTS ONLY **			
Purchase of burial rights - Child up to 5 years	Free	Free	No VAT currently charged
Purchase of burial rights - 5 years upwards	625.00	655.00	No VAT currently charged
Purchase of burial rights for cremated remains - Child up to 5 years	Free	Free	No VAT currently charged
Purchase of burial rights for cremated remains - 5 years upwards	325.00	340.00	No VAT currently charged
PURCHASED GRAVES - NON-RESIDENTS OF WYRE FOREST			
Purchase of burial rights	1,240.00	1,300.00	No VAT currently charged
Purchase of burial rights for cremated remains	650.00	680.00	No VAT currently charged
MISCELLANEOUS CHARGES			
Maintenance of grave. Planting with Spring and Summer bedding per annum (specified areas of the Cemetery only)	145.00	125.00	150.00
CHARGES OF USE OF STAFF/FACILITIES			
For attendance of Registrar other than between 9:00am and 10:00am (weekdays other than Bank/Public Holidays)	70.00	62.50	75.00
Premium to be applied to cost of burials taking place wholly or partially outside normal working hours	10%	10%	
Assessing suitability of grave for additional burials	50.00	45.83	55.00
MONUMENTS / GRAVE STONES ETC			
The right to place or erect a memorial including first inscription	275.00	241.67	290.00
The right to place or erect a commemorative plaque or kerb stone	140.00	120.83	145.00
Each additional inscription	50.00	45.83	55.00
Vase	50.00	45.83	55.00
Certified copy of entry in Register of Burials / Burial Grant	30.00	29.17	35.00
Transfer of exclusive Right of Burial	85.00	75.00	90.00
Surrender of exclusive Right of Burial	55.00	50.00	60.00

NOTES:

* Subject to attendance charge for Registrar

** These fees are also charged if the deceased lived in the District for the majority of their life and took up a place in full time care outside the District within 2 years of their death. The family is to provide the relevant information for demonstrating this to the burial authority.



Service	Cultural Services	Service Manager	Community Safety and Partnerships Officer
Directorate	Community Well-Being and Environment	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31-03-2020	FROM 01-04-2020	FROM 01-04-2020
	£	£	£
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Community Development and Museums			
COMMUNITY DEVELOPMENT			
SPORTS, ARTS AND PLAY DEVELOPMENT ACTIVITIES			
Per session Minimum Charge	Free	Free	N/A
Per session Maximum Charge	55.00	55.00	No VAT currently charged
SUMMER PLAYSCHMES	Commercial Judgement	Price on Application	No VAT currently charged
(dependent on schedule of events which can vary each year)			

NOTES:

Pricing decisions delegated to the Director of Service.
Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Service	Cultural Services	Service Manager	Museum Manager
Directorate	Community Well-Being and Environment	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Museum			
MUSEUM			
Bewdley Museum			
Adults	Free	Free	N/A
Senior Citizen	Free	Free	N/A
Accompanied Children	Free	Free	N/A
Unaccompanied Children	Free	Free	N/A
Residents' Season Ticket	Free	Free	N/A
School Parties Admission Charge	Free to commercial judgement	Price on Application	No VAT currently charged
General Enquiries (per hour)	20.00	16.67	20.00
Weddings and Special Occasions	Commercial Judgement	Price on Application	No VAT currently charged
Hire of Education Room			
Minimum Charge	Free	Free	N/A
Maximum Charge (per half day)	Commercial Judgement	Price on Application	No VAT currently charged
Commercial Bookings	Commercial Judgement	Price on Application	No VAT currently charged
Hire of Wyre Forest Gallery			
Charge for local organisations & emerging community artists (per week)	Free	Free	N/A
Commercial Bookings	Commercial Judgement	Price on Application	No VAT currently charged
Hire of Sawyard Gallery			
Charge for local organisations & emerging community artists (per week)	Free	Free	N/A
Commercial Bookings	Commercial Judgement	Price on Application	No VAT currently charged
Hire of Guild Hall			
Minimum Charge	Free	Free	N/A
Maximum Charge	Commercial Judgement	Price on Application	No VAT currently charged

NOTES:

Pricing decisions delegated to the Director of Service.
Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Wyre Forest District Council



Service	Parks and Open Spaces	Service Manager	Parks and Open Spaces Manager
Directorate	Community Well-Being and Environment	Cabinet Member	Operational Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31-03-2020	FROM 01-04-2020	FROM 01-04-2020
	£	£	£
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Parks Events			
GREEN SPACES - Parks and Green Spaces (not Nature Reserves)			
Fund Raising and Charity Events - Ground Hire - Per Day - Minimum Charge	Free	Free	No VAT currently charged
Fund Raising and Charity Events - Ground Hire - Per Day - Maximum Charge	Price on application	Price on application	No VAT currently charged
Refundable Deposit (Based on Acceptable Ground Recovery) / excluding community groups / Friends of Parks	100.00 to 500.00	100.00 to 500.00	No VAT currently charged
Commercial Events (refundable deposit applies)	Price on application	Price on application	No VAT currently charged
Health and Safety Outdoor Event check	54.00	50.00	60.00
Grounds maintenance - external contracts			
Based upon an hourly rate			
Arborists	Price on application	Price on application	VAT charged at current rate
Grounds Maintenance	Price on application	Price on application	VAT charged at current rate
Landscaping	N/A	Price on application	VAT charged at current rate
Advertising and Sponsorships			
Refuse vehicle banner production - (designed by customer)	Price on application	Price on application	VAT charged at current rate
Refuse vehicle banner production - (design work by WFDC)	Price on application	Price on application	VAT charged at current rate
Refuse vehicle banners displayed - cost per month to advertise	Price on application	Price on application	VAT charged at current rate
Refuse vehicle banners	Price on application	Price on application	VAT charged at current rate
KAF Sponsorship			
Gold Sponsorship	Price on application	Price on application	VAT charged at current rate
Silver Sponsorship	Price on application	Price on application	VAT charged at current rate
Bronze Sponsorship	Price on application	Price on application	VAT charged at current rate
Roundabout Sponsorship			
Traffic Island Sponsorship	Price on application	Price on application	VAT charged at current rate

NOTES:

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Service	Operational Services	Service Manager	Operational Services Manager
Directorate	Community Well-Being and Environment	Cabinet Member	Operational Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Rangers Services and Nature Reserves			
RANGER SERVICES			
Minimum Charge	Free	Free	No VAT currently charged
Maximum Charge	55.00	55.00	No VAT currently charged
Young Rangers (per term)	28.00	28.00	No VAT currently charged
NATURE RESERVES			
Small charitable or community events (less than 20 people) up to 3 hrs	Free to commercial judgement	Price on Application	No VAT currently charged
over 3 hrs	Free to commercial judgement	Price on Application	No VAT currently charged
Medium charitable or community events (more than 20 people less than 100) up to 3 hrs	Free to commercial judgement	Price on Application	No VAT currently charged
over 3 hrs	Free to commercial judgement	Price on Application	No VAT currently charged
Large charitable or community events (more than 100 people) up to 3 hrs	Free to commercial judgement	Price on Application	No VAT currently charged
over 3 hrs	Free to commercial judgement	Price on Application	No VAT currently charged
Commercial and fund raising events	Commercial Judgement	Price on Application	No VAT currently charged

NOTES:

Pricing decisions delegated to the Director of Service.
Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Service	Operational Services	Service Manager	Operational Services Manager
Directorate	Community Well-Being and Environment	Cabinet Member	Operational Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Parking Restrictions and Event Support			
Parking Dispensations			
Charge per application - daily rate	12.00	15.00	No VAT currently charged
Charge per application - up to 7 days	50.00	100.00	No VAT currently charged
Charge per application - more than 7 days	Price on application	Price on application	No VAT currently charged
EVENTS SUPPORT			
Trailer cabin unit - charge per unit	Price on Application	Price on Application	VAT charged at current rate
The provision of above, but on a more permanent basis	Price on Application	Price on Application	VAT charged at current rate
Facilitating access or removing bollards - charge per hour	Price on Application	Price on Application	VAT charged at current rate
Car Boot events	Price on Application	Price on Application	No VAT currently charged
Private Cleansing work	Price on application	Price on application	VAT charged at current rate

NOTES:

Pricing decisions delegated to the Director of Service



Service	Operational Services	Service Manager	Operational Services Manager
Directorate	Community Well-Being and Environment	Cabinet Member	Operational Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION		Current Charge TO 30-09-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-10-2020 £ Charges before VAT	Proposed Charge FROM 01-10-2020 £ Charges inclusive of VAT (if applicable)
Car Parks Fees and Charges				
Short Term - up to 2 hours				
Kidderminster	Up to 1 hour	140 p	See next table	See next table
Market Street Surface Vehicle Park	Up to 2 hours	200 p	See next table	See next table
Bewdley				
Load Street Surface Vehicle Park (Upper)				
Stourport-on-Severn				
Raven Street Surface Vehicle Park				
Bridge Street Surface Vehicle Park				
(All days between 08:00 and 18:30)				
Long Term - up to 48 hours				
Kidderminster	Up to 1 hour	140 p	See next table	See next table
Aldi Store Surface Vehicle Park	Up to 2 hours	200 p	See next table	See next table
Batemans Yard	Up to 3 hours	280 p	See next table	See next table
Pike Mills Surface Vehicle Park	3 to 6 hours	460 p	See next table	See next table
Bewdley	6 to 24 hours	690 p	See next table	See next table
Dog Lane Surface Vehicle Park	24 to 48 hours	920 p	See next table	See next table
Load Street Surface Vehicle Park (Lower)				
Stourport-on-Severn				
Riverside Meadows Surface Vehicle Park				
Severn Meadows No. 1 Surface Vehicle Park				
Severn Meadows No. 2 Surface Vehicle Park				
Severn Meadows No. 3 Surface Vehicle Park				
(All days between 08:00 and 18:30)				
Long Term - up to 48 hours with free options				
Kidderminster	Up to 1 hour	Free	See next table	See next table
Castle Road Surface Vehicle Park	Up to 2 hours	200 p	See next table	See next table
Comberton Place Surface Vehicle Park	Up to 3 hours	280 p	See next table	See next table
Bromsgrove Street Surface Vehicle Park	3 to 6 hours	460 p	See next table	See next table
St. Mary's Church Surface Vehicle Park	6 to 24 hours	690 p	See next table	See next table
Bewdley	24 to 48 hours	920 p	See next table	See next table
Gardners Meadow Surface Vehicle Park				
Stourport-on-Severn				
Vale Road Surface Car Park				
Blakedown				
The Avenue Surface Car Park				
(All days between 08:00 and 18:30)				

NOTES:

Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Service	Operational Services	Service Manager	Operational Services Manager
Directorate	Community Well-Being and Environment	Cabinet Member	Operational Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Maximum Stay	Current Charge TO 30-09-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-10-2020 £ Charges before VAT	Proposed Charge FROM 01-10-2020 £ Charges inclusive of VAT (if applicable)
Car Parks Fees and Charges				
Short Term				
Bewdley	1 hour	See previous table	83 p	100 p
Load Street Surface Vehicle Park (Upper)	2 hours		167 p	200 p
Kidderminster				
Market Street Surface Vehicle Park				
Stourport-on-Severn				
Bridge Street Surface Vehicle Park				
Long Term				
Kidderminster	1 hour		83 p	100 p
Aldi Store Surface Vehicle Park	2 hours		167 p	200 p
Batemans Yard	3 hours		250 p	300 p
Pike Mills Surface Vehicle Park	24 hours		833 p	1000 p
Blakedown				
The Avenue Surface Car Park				
Long Term				
Bewdley	1 hour		83 p	100 p
Dog Lane Surface Vehicle Park	2 hours		167 p	200 p
Gardners Meadow Surface Vehicle Park	3 hours		333 p	400 p
Load Street Surface Vehicle Park (Lower)	24 hours		833 p	1000 p
Stourport-on-Severn				
Raven Street Surface Vehicle Park				
Riverside Meadows Surface Vehicle Park				
Severn Meadows No. 1 Surface Vehicle Park				
Severn Meadows No. 2 Surface Vehicle Park				
Severn Meadows No. 3 Surface Vehicle Park				
Vale Road Surface Car Park				
(Applied 1st April - 30th September)				
Long Term				
Bewdley	1 hour		83 p	100 p
Dog Lane Surface Vehicle Park	2 hours		167 p	200 p
Gardners Meadow Surface Vehicle Park	3 hours		250 p	300 p
Load Street Surface Vehicle Park (Lower)	24 hours		833 p	1000 p
Stourport-on-Severn				
Raven Street Surface Vehicle Park				
Riverside Meadows Surface Vehicle Park				
Severn Meadows No. 1 Surface Vehicle Park				
Severn Meadows No. 2 Surface Vehicle Park				
Severn Meadows No. 3 Surface Vehicle Park				
Vale Road Surface Car Park				
(Applied 1st October - 31st March)				

NOTES:

Charges apply Monday-Sunday between 08:00 and 18:30.



Service	Operational Services	Service Manager	Operational Services Manager
Directorate	Community Well-Being and Environment	Cabinet Member	Operational Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Ticket Length	Current Charge TO 30-09-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-10-2020 £ Charges before VAT	Proposed Charge FROM 01-10-2020 £ Charges inclusive of VAT (if applicable)
Car Parking Season Tickets				
Wyre Forest Ticket	1 month	82.00	37.50	45.00
All car parks	6 months	389.00	208.33	250.00
	12 months:	706.00	333.33	400.00
	payable in 11 instalments*			
Senior Citizen Ticket	6 months	98.00	N/A	N/A
All car parks	12 months:	176.00	145.83	175.00
	payable in 11 instalments*			
Bromsgrove St Ticket	1 month	36.00	30.00	36.00
Bromsgrove Street Surface Vehicle Park	6 months	170.00	141.67	170.00
Note - All season tickets are valid on this car park	12 months:	300.00	250.00	300.00
	payable in 11 instalments*			

NOTES:

*First month paid in advance. Remainder payable as 10 monthly Direct Debit payments.



Service	Operational Services	Service Manager	Fleet and Waste Manager
Directorate	Community Well-Being and Environment	Cabinet Member	Operational Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Fleet Management			
External contracts based upon	Price on Application	Price on Application	VAT charged at current rate
Staff and Members Servicing			
Fixed service charges Std A	120.00	100.00	120.00
Fixed service charges Full B	192.00	160.00	192.00
All servicing excludes parts - which will be an additional charge			
Car Inspection	54.00	45.00	54.00
Staff / Members Cars			
Labour charges per hour based upon	61.20	51.00	61.20
PLUS additional material at cost*			
MOT			
Class 4	45.00	49.00	No VAT currently charged
Class 4 - Staff Only	N/A	35.00	No VAT currently charged
Class 7	58.00	58.00	No VAT currently charged
Taxi Fees & Charges			
Taxi Inspection - Single Recovery Charges to WRS	47.00	48.00	No VAT currently charged
Taxi Reinspection - Direct Charge - Floor	33.00	34.00	No VAT currently charged
Taxi Reinspection - Direct Charge - Ramp	40.00	41.00	No VAT currently charged
Taxi Missed Inspection (Less than 24hrs) - Direct Charge	40.00	41.00	No VAT currently charged
Taxi MOT (as part of above scheduled inspection) - Direct Charge	30.00	35.00	No VAT currently charged
Taxi MOT Independently Booked - Direct Charge	45.00	49.00	No VAT currently charged

NOTES:

Pricing decisions delegated to the Director of Service
* Work undertaken is dependant upon workload capacity and the need to maintain the operational fleet



Service	Facility Hire	Service Manager	Facilities and Asset Manager
Directorate	Economic Prosperity & Place	Cabinet Member	Economic Regeneration, Planning and Capital Investments

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31-03-2020	FROM 01-04-2020	FROM 01-04-2020
	£	£	£
Hire of Facilities	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
WYRE FOREST HOUSE			
Partnership and Commercial rate (hourly)			
Council Chamber	Price on Application	Price on Application	Price on Application
SoS & Bewdley rooms combined	Price on Application	Price on Application	Price on Application
SoS & Bewdley rooms separately	Price on Application	Price on Application	Price on Application
Kidderminster & Rock rooms combined	Price on Application	Price on Application	Price on Application
Kidderminster & Rock rooms separately	Price on Application	Price on Application	Price on Application
Wolverley room	Price on Application	Price on Application	Price on Application
Chaddesley Corbett room	Price on Application	Price on Application	Price on Application

NOTES:

Pricing decisions delegated to the Facilities and Asset Manager
Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Wyre Forest District Council



Service	Land Charges	Service Manager	Head of Strategic Growth
Directorate	Economic Prosperity and Place	Cabinet Member	Economic Regeneration, Planning and Capital Investments

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
Land Charges	TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	FROM 01-04-2020 £ Charges before VAT	FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
LAND CHARGES - RESIDENTIAL & COMMERCIAL			
Basic Land Charges Search Fee LLC1	25.00	25.50	No VAT currently charged
Con 29 Part 1	94.20	80.00	96.00
Highway Information Payable to Worcs County Council Con 29 Highway	40.80	35.70	42.84
Total	160.00	141.20	164.34
Each additional residential/commercial property/parcel of land LLC1	25.00	25.50	No VAT currently charged
Con 29 Part 1	21.60	18.50	22.20
Total	46.60	44.00	47.70
Each Optional Enquiry - Residential and Commercial			
Questions answered by WFDC	22.80	20.53	24.64
Question 4 WFDC	11.40	9.50	11.40
Question 4 payable to Worcs County Council Highways	12.60	11.03	13.24
Total	24.00	20.53	24.64

NOTES:

Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Wyre Forest District Council



Service	Building Control	Service Manager	Building Control Manager - North Worcestershire
Directorate	Economic Prosperity & Place	Cabinet Member	Economic Regeneration, Planning and Capital Investments

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Building Control - Fees Set By North Worcestershire Building Control Shared Service			
STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING			
Application Charge	Price on application	Price on application	VAT Charged at Current Rate
Regularisation Charge	Price on application	Price on application	No VAT Currently Charged
Additional Charge *	Price on application	Price on application	VAT Charged at Current Rate
DOMESTIC EXTENSIONS TO A SINGLE BUILDING			
Conversion of attached garage into habitable room:			
Application Charge	360.00	312.50	375.00
Regularisation Charge	432.00	450.00	No VAT Currently Charged
Additional Charge *	Price on application	Price on application	VAT Charged at Current Rate
Extension where floor area is less than 10m ² :			
Application Charge	Price on application	Price on application	VAT Charged at Current Rate
Regularisation Charge	Price on application	Price on application	No VAT Currently Charged
Additional Charge *	Price on application	Price on application	VAT Charged at Current Rate
All Other Extensions:			
Application Charge	Price on application	Price on application	VAT Charged at Current Rate
Regularisation Charge	Price on application	Price on application	No VAT Currently Charged
Additional Charge *	Price on application	Price on application	VAT Charged at Current Rate
Loft Conversions:			
Application Charge	Price on application	Price on application	VAT Charged at Current Rate
Regularisation Charge	Price on application	Price on application	No VAT Currently Charged
Additional Charge *	Price on application	Price on application	VAT Charged at Current Rate
Detached Garage over 30m ²			
Application Charge	Price on application	Price on application	VAT Charged at Current Rate
Regularisation Charge	Price on application	Price on application	No VAT Currently Charged
Additional Charge *	Price on application	Price on application	VAT Charged at Current Rate
Electrical Works by Non-Qualified Electrician:			
Application Charge	Price on application	Price on application	VAT Charged at Current Rate
Regularisation Charge	Price on application	Price on application	No VAT Currently Charged
Renovation of Thermal Element:			
Application Charge	220.00	192.50	231.00
Regularisation Charge	264.00	275.00	No VAT Currently Charged
Installing Steel Beams(s) within an Existing House:			
Application Charge	215.00	187.50	225.00
Regularisation Charge	258.00	270.00	No VAT Currently Charged
Window Replacement:			
Application Charge	215.00	187.50	225.00
Regularisation Charge	258.00	270.00	No VAT Currently Charged
Installing New Boiler or Wood Burner, etc:			
Application Charge	420.00	366.67	440.00
Regularisation Charge	504.00	530.00	No VAT Currently Charged
ALL OTHER WORK - ALTERATIONS			
Application Charge	Price on application	Price on application	VAT Charged at Current Rate
Regularisation Charge	Price on application	Price on application	No VAT Currently Charged
Supplementary Charges			
Archived plans			
Re-open archived file and issue completion certificate	52.80	46.20	55.44
Site Visit relating to archived case - per site visit	68.90	60.28	72.34



Service	Building Control	Service Manager	Building Control Manager - North Worcestershire
Directorate	Economic Prosperity & Place	Cabinet Member	Economic Regeneration, Planning and Capital Investments

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Building Control - Fees Set By North Worcestershire Building Control Shared Service			
Withdrawn Applications			
Process request - Admin Charge	52.80	46.20	55.44
Building Notice - No inspection having taken place	refund fee less admin charge	refund fee less admin charge	refund fee less admin charge
Building Notice - Inspections having taken place	refund fee less admin charge less £66.90 per visit	refund fee less admin charge less £55.75 per visit	refund fee less admin charge less £66.90 per visit
Full Plans - not checked, no inspections	refund fee less admin charge	refund fee less admin charge	refund fee less admin charge
Full Plans - checked, no inspections	refund inspection fee less admin charge	refund inspection fee less admin charge	refund inspection fee less admin charge
Full Plans - checked, with site inspections	refund fee less admin charge less £66.90 per visit	refund fee less admin charge less £55.75 per visit	refund fee less admin charge less £66.90 per visit
Redirected Inspection fees/issue copy documents			
Re invoice to new address	52.80	46.20	55.44
Optional Consultancy Services	Price on application	Price on application	VAT Charged at Current Rate

NOTES:

For Quotations by Telephone Please Ring North Worcestershire Building Control on 01527 881402

* The additional charge is payable on deposit if the electrician is not specified on the application form, or the person / company specified is not a Part P registered electrician

These charges have been set on the following basis:

1. That the building work does not consist of, or include innovative or high risk construction techniques and / or the duration of the building work from commencement to completion does not exceed 12 months.

2. That the design and building work is undertaken by a person or company that is competent to carry out the relevant design and building work. If they are not, the building control service may impose supplementary charges.

Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Service	Planning	Service Manager	Head of Strategic Growth
Directorate	Economic Prosperity & Place	Cabinet Member	Economic Regeneration, Planning and Capital Investments

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Street Naming and Numbering			
Existing Properties			
Renaming an existing street	296.00	302.00	No VAT currently charged
Additional charge per premise	74.00	75.50	No VAT currently charged
Renaming (where the premise is NOT also numbered) or renumbering a premise	147.00	150.00	No VAT currently charged
Additional charge per premise	28.00	28.50	No VAT currently charged
Adding a name to or renaming a premise (where the premise is also numbered)	28.00	28.50	No VAT currently charged
Additional charge where this includes naming of a building (e.g. a block of flats)	74.00	75.50	No VAT currently charged
New Developments			
Naming a New Street	296.00	302.00	No VAT currently charged
Naming and Numbering a new Premises	147.00	150.00	No VAT currently charged
Additional charge for each adjoining premise	28.00	28.50	No VAT currently charged
Additional Charge where this includes naming of a building (e.g. a block of flats)	74.00	75.50	No VAT currently charged
Confirmation of address to solicitors/conveyancers/occupiers or owners	28.00	28.50	No VAT currently charged

NOTES:

Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Service	Housing	Service Manager	Head of Strategic Growth
Directorate	Economic Prosperity & Place	Cabinet Member	Housing, Health, Well-Being and Democratic Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Private Sector Housing			
HMO Licence - 5 year licence	785.00	825.00	No VAT currently charged
HMO Licence if application submitted and complete within 21 days	575.00	600.00	No VAT currently charged
Residential Caravan Site New Application	785.00	820.00	No VAT currently charged
Residential Caravan Site New Application if submitted and complete within 21 days	575.00	600.00	No VAT currently charged
Residential Caravan Site Annual Inspection Fee	210.00	220.00	No VAT currently charged
Smoke & CO Regulations Penalty Charges as per Published Statement of Principles*			
Penalty fee where no previous action has been taken	575.00	600.00	No VAT currently charged
Penalty fee for landlords who have had previous single action taken against them under Housing Act 2004 or other housing legislation	1,730.00	1,815.00	No VAT currently charged
Penalty fee for landlords who have had previous multiple actions taken against them under Housing Act 2004 or other housing legislation	3,475.00	3,650.00	No VAT currently charged
Officer time spent to enforce the regulations	Charged at Cost	Charged at Cost	No VAT currently charged
Purchase and Equip Property with Alarms	Charged at Cost	Charged at Cost	No VAT currently charged
Recovery Costs**	575.00	600.00	No VAT currently charged
Administration Costs	290.00	305.00	No VAT currently charged

NOTES:

* The amount of Penalty Charge shall be a maximum of £5,000.

** The penalty charge shall be reduced by the £500 cost recovery element if paid within 14 days of the issue of the penalty charge notice.
Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Service	Housing	Service Manager	Head of Strategic Growth
Directorate	Economic Prosperity & Place	Cabinet Member	Housing, Health, Well-Being and Democratic Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Housing Strategy and Enabling			
Custom and self build register charges	26.50	28.00	No VAT currently charged

NOTES:

This is a charge made to individuals or groups for registering on the Council's self-build register.
Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Service	Regeneration	Service Manager	Head of Economic Development and Regeneration for North Worcestershire
Directorate	Economic Prosperity & Place	Cabinet Member	Economic Regeneration, Planning and Capital Investments

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Regeneration and Economic Development			
Town Centre Promotions			
National brand - Bus, van or marquee per day	110.00	120.00	No VAT currently charged
National brand - Bus, van or marquee per week	550.00	600.00	No VAT currently charged
Established local business - Bus, van or marquee per day	110.00	120.00	No VAT currently charged
Established local business - Bus, van or marquee per week	550.00	600.00	No VAT currently charged
New local business or start-up - first occasion	Free	Free	
New local business or start-up - second occasion	25.00	N/A	No VAT currently charged
New local business or start-up - thereafter - per day	50.00	30.00	No VAT currently charged
New local business or start-up - thereafter - per week	350.00	150.00	No VAT currently charged
Leafleting only (without stall or table) per day	40.00	30.00	No VAT currently charged
Registered charities (local) - first occasion	Free	Free	
Registered charities (local) - second occasion	30.00	N/A	No VAT currently charged
Registered charities (local) - thereafter - per day	60.00	60.00	No VAT currently charged
Registered charities (local) - thereafter - per week	N/A	300.00	No VAT currently charged
Registered charities (national) per day	100.00	100.00	No VAT currently charged
Registered charities (national) per week	400.00	400.00	No VAT currently charged
NOTES:	Customers may be able to order and pay for some services online – please refer to http://www.wyreforestdc.gov.uk		

APPENDIX 3 (Part 3)

WYRE FOREST DISTRICT COUNCIL**FEES AND CHARGES 2020-2021****COUNCIL**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES		
			2020-21 £	2021-22 £	2022-23 £
	<u>ECONOMIC PROSPERITY AND PLACE</u>				
R605	<u>Development Control - Planning Advice</u> Increase charges by 5% in line with Council Policy.	C R S	- 70 CR -	- 70 CR -	- 70 CR -
R605	<u>Development Control - High Hedges</u> Fees and charges reviewed and commercial judgement used.	C R S	- 100 CR -	- 100 CR -	- 100 CR -
R605	<u>Development Control - Pre-application Advice</u> Fees and charges reviewed and commercial judgement used.	C R S	- 2,000 CR -	- 2,000 CR -	- 2,000 CR -
R625	<u>Building Control - Decision Notices</u> To increase charges by 5% for copies of decision notices held by the Council prior to the formation of the North Worcestershire Building Control Shared Service.	C R S	- - -	- - -	- - -
R605	<u>Development Control - Sale of Documents</u> Increase charges by 5% in line with Council Policy.	C R S	- 170 CR -	- 170 CR -	- 170 CR -
R637	<u>Environmental Health - Water Sampling</u> Water sampling and analysis charges are set by Worcs Regulatory Services. No increase is being proposed in 2020/21	C R S	- - -	- - -	- - -
R637	<u>Environmental Health - Control of Dogs</u> The charges levied for the control of stray dogs are set by Worcs Regulatory Services on a cost recovery basis. Charges are consistent across all authorities within the Shared Service. A small increase is being proposed on out of hours and repeat offender charges.	C R S	- 100 CR -	- 100 CR -	- 100 CR -
R638	<u>Licensing Activities - Hackney Carriages</u> To increase all taxi licensing charges by 3% - the last increase was in 2013/14.	C R S	- 3,220 CR -	- 3,220 CR -	- 3,220 CR -
R638	<u>Licensing Activities - Animal Activity Licensing</u> The Animal Activity licensing charges were introduced in October 2018, covering animal boarding, dog breeding, pet shops, riding establishments and performing animals. WRS are proposing a 2% increase across all Districts	C R S	- 380 CR -	- 380 CR -	- 380 CR -
R638	<u>Licensing Activities - Other General Licensing</u> To increase charges by 5% in line with Council Policy	C R S	- 800 CR -	- 800 CR -	- 800 CR -
R638	<u>Licensing Activities - Gambling Act 2005 (Premises)</u> Increase charges by either 5% in line with Council Policy or up to prescribed maximum level (if this is lower).	C R S	- 530 CR -	- 530 CR -	- 530 CR -

APPENDIX 3 (Part 3)

WYRE FOREST DISTRICT COUNCIL**FEES AND CHARGES 2020-2021****COUNCIL**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES		
			2020-21 £	2021-22 £	2022-23 £
R638	<u>Licensing Activities - Scrap Metal Dealers Licence</u> Scrap metal dealers licence is a 3 year licence which was introduced in 2014. Level of charges are recommended by Worc's Regulatory Services. A 2% increase is being proposed in 2020/21 across all Districts	C R S	- 20 CR -	- 20 CR -	- 20 CR -
R310	<u>RESOURCES</u> <u>Council Tax and NNDR</u> Summons Costs £50 Liability Order Costs <u>£30</u> <u>£80</u> Bi-annual review of summons costs and liability orders to reflect inflation and additional Magistrates Court costs.	C R S	- - -	- - -	- - -
	TOTALS	C R S	- 7,390 CR -	- 7,390 CR -	- 7,390 CR -



Service	Planning	Service Manager	Development Manager
Directorate	Economic Prosperity & Place	Cabinet Member	Economic Regeneration, Planning and Capital Investments

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
High Hedge Applications			
High Hedge Applications			
Householder	350.00	400.00	No VAT currently charged
Other	350.00	400.00	No VAT currently charged
Concession (for those in receipt of housing or council tax benefits)	120.00	175.00	No VAT currently charged

NOTES:

Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Service	Planning & Building Control	Service Manager	Development Manager
Directorate	Economic Prosperity & Place	Cabinet Member	Economic Regeneration, Planning and Capital Investments

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Planning Advice			
Building Control Decision Notices (Pre 01-01-2012)			
Sale of Copy Documents			
Reply to general individual queries, Planning or Building Control for up to 6 questions (after that the full Local Land Charge Search fee will be charged)	27.00 per Question	28.00 per Question	No VAT currently charged
If any query requires a site visit to be made (e.g. compliance with conditions)	75.00	79.00	No VAT currently charged
Charges for Copy Documents			
See Note 2 below			
Monthly Decision List - Emailed	Free	Free	Free
Weekly Planning Application List - Emailed	Free	Free	Free
Decision Notices	22.00	19.17	23.00
Decision Notices Additional Copies	1.40	1.25	1.50
A4 - For each copy	1.40	1.25	1.50
A3 - For each copy	1.40	1.25	1.50
A2 - For each copy	3.80	3.33	4.00
A1 - For each copy	5.10	4.50	5.40
A0 - For each copy	6.20	5.50	6.60

NOTES:

Note 1 - Copies, where appropriate, are available free up to a cumulative single transaction value of £10 for individuals (the discretion of Director of Service to be applied in cases of multiple separate transactions) and charged at full cost to representatives of professional and/or commercial companies.
Note 2 - Copies of all planning application plans and decision notices made from 2006 onwards are available online at zero cost at <http://www.wyreforestdc.gov.uk/planning-and-buildings.aspx>
Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Service	Planning	Service Manager	Development Manager
Directorate	Economic Prosperity & Place	Cabinet Member	Economic Regeneration, Planning and Capital Investments

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Permitted Developments and Pre-application Advice			
Permitted Development enquiries			
Proposed development type			
Householder	Free	Free	Free
Other	Free	Free	Free
Pre-Application advice			
Householder	Free	Free	Free
Cost of each additional meeting	Free	Free	Free
Residential Development including Conversions (see note 1)			
1 dwelling	84.00	83.33	100.00
Cost of each additional meeting	42.00	37.50	45.00
2-3 dwellings	210.00	233.33	280.00
Cost of each additional meeting	105.00	100.00	120.00
4-5 dwellings	326.00	312.50	375.00
Cost of each additional meeting	168.00	145.83	175.00
6-7 dwellings	473.00	458.33	550.00
Cost of each additional meeting	236.00	208.33	250.00
8-9 dwellings	651.00	625.00	750.00
Cost of each additional meeting	326.00	291.67	350.00
10-24 dwellings	1,508.00	833.33	1,000.00
Cost of each additional meeting	755.00	458.33	550.00
25-49 dwellings	1,508.00	1,333.33	1,600.00
Cost of each additional meeting	755.00	583.33	700.00
50 - 74 dwellings	3,018.00	1,666.67	2,000.00
Cost of each additional meeting	1,117.00	750.00	900.00
75 - 99 dwellings	3,018.00	2,166.67	2,600.00
Cost of each additional meeting	1,117.00	1,000.00	1,200.00
100 - 149 dwellings	3,018.00	2,666.67	3,200.00
Cost of each additional meeting	1,117.00	1,083.33	1,300.00
150 - 199 dwellings	3,018.00	2,916.67	3,500.00
Cost of each additional meeting	1,117.00	1,250.00	1,500.00
200 - 299 dwellings	4,527.00	3,500.00	4,200.00
Cost of each additional meeting	1,508.00	1,500.00	1,800.00
300 - 499 dwellings	4,527.00	4,000.00	4,800.00
Cost of each additional meeting	1,508.00	1,666.67	2,000.00
500+ dwellings	4,527.00	4,333.33	5,200.00
Cost of each additional meeting	1,508.00	2,083.33	2,500.00
Non Residential/Commercial Development (see note 1)			
Gross floor area up to 75m2	Free	Free	Free
Cost of each additional meeting	Free	Free	Free
Gross floor area 76m2 - 249m2	Free	125.00	150.00
Cost of each additional meeting	Free	62.50	75.00
Gross floor area up to 250m2 - 499m2	Free	250.00	300.00
Cost of each additional meeting	Free	125.00	150.00
Gross floor area 500m2 - 999m2	Free	541.67	650.00
Cost of each additional meeting	Free	270.83	325.00
Gross floor area 1,000 - 2,499m2	1,508.00	1,333.33	1,600.00
Cost of each additional meeting	719.00	600.00	720.00
Gross floor area 2,500 - 4,999m2	3,018.00	2,083.33	2,500.00
Cost of each additional meeting	1,064.00	708.33	850.00
Gross floor area 2,500 - 9,999m2	3,018.00	2,833.33	3,400.00
Cost of each additional meeting	1,064.00	916.67	1,100.00
Gross floor area +10,000m2	4,527.00	4,000.00	4,800.00
Cost of each additional meeting	1,436.00	1,250.00	1,500.00



Service	Planning	Service Manager	Development Manager
Directorate	Economic Prosperity & Place	Cabinet Member	Economic Regeneration, Planning and Capital Investments

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Permitted Developments and Pre-application Advice			
Other Categories			
Advertisements	Free	62.50	75.00
Cost of each additional meeting	Free	20.83	25.00
Change of Use	Free	125.00	150.00
Cost of each additional meeting	Free	62.50	75.00
Telecommunications	210.00	187.50	225.00
Cost of each additional meeting	105.00	95.83	115.00
Glasshouses/Poly Tunnels	Free	66.67	80.00
Cost of each additional meeting	Free	16.67	20.00
Others (see note 2)	Free	62.50	75.00
Cost of each additional meeting	Free	20.83	25.00
Historic Environmental and Tree related enquiries			
Separate Listed Building and Conservation Area Advice (Up to 3 Separate Matters - see note 3)	47.00	50.00	60.00
Cost per additional matter to be considered		12.50	15.00
Cost of each additional meeting	23.00	20.83	25.00
Separate Tree related Advice - number of trees not exceeding 10	47.00	50.00	60.00
Cost of each additional meeting	23.00	20.83	25.00
Separate Tree related Advice - number of trees over 10 but not exceeding 30	92.00	100.00	120.00
Cost of each additional meeting (see Note 4)	23.00	20.83	25.00
Exemptions			
As set out in Guidance Note (e.g. Parish Councils, etc)			

NOTES:

Note 1 - If only principle to be discussed developer to provide indicative capacity

Note 2 - Includes other development proposals such as variation or removal of conditions-proposed changes of use, car parks and certificates of lawfulness.
Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Water Sampling and Analysis Charges - Fees Recommended By Worcestershire Regulatory Services			
POLLUTION CONTROL			
Water Sampling Charges			
The Regulations allow local authorities to charge a fee, to enable reasonable costs of services (lab fees etc) to be recovered			
Proposed Fees and Charges			
Risk Assessment	55.00 per hour	55.00 per hour	No VAT currently charged
Sampling (each visit)	55.00 per hour	55.00 per hour	No VAT currently charged
Investigation	55.00 per hour	55.00 per hour	No VAT currently charged
Analysing a sample taken under regulation 10 (small supplies) (Plus extra lab costs for additional parameters where required)	lab analysis cost	lab analysis cost	No VAT currently charged
taken during monitoring for Group A parameters	lab analysis cost	lab analysis cost	No VAT currently charged
taken during audit monitoring	lab analysis cost	lab analysis cost	No VAT currently charged

NOTES:

Where the request is made by the Owner/Occupier and the Authority is not the only service provider - VAT will be added.
Where the authority instigates the testing under regulations i.e. Periodic tests, assessments - VAT is not applicable in this instance.
Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Hackney Carriage/Private Hire Fees			
Hackney Carriage Vehicle (includes renewal plates and twice yearly vehicle inspections)	416.00	430.00	No VAT currently charged
Private Hire Vehicle (includes renewal plates and twice yearly vehicle inspections)	416.00	430.00	No VAT currently charged
Change of Business (Sell Car and Transfer Plate)	105.00	108.00	No VAT currently charged
Temporary Replacement HC & PH vehicle (excluding plates & decals)	104.00	107.00	No VAT currently charged
Initial or Replacement Licences/Plates (if lost or damaged)			
External Car Plate	49.00	50.00	No VAT currently charged
Internal (Executive Vehicles) Car Plate	21.00	22.00	No VAT currently charged
Vehicle Decals - Replacements	19.00	20.00	No VAT currently charged
Exemption Notice (Executive Vehicles)	29.00	30.00	No VAT currently charged
Vehicle Testing			
Vehicle Retest Fee (if re-tested within 48 hours of failure)	31.00	26.67	32.00
Vehicle Retest Fee (if re-tested after 48 hours of failure)	59.00	50.83	61.00
Hackney Carriage/Private Hire Drivers Licence (valid for 3 years)	415.00	426.00	No VAT currently charged
Disclosure and Barring Service check	62.00	64.00	No VAT currently charged
Drivers Badge	25.00	26.00	No VAT currently charged
Drivers' Knowledge Test	54.00	56.00	No VAT currently charged
Private Hire Operators (valid for 1 year)	463.00	477.00	No VAT currently charged
Private Hire Operators (valid for 5 years)	1,760.00	1,810.00	No VAT currently charged

NOTES:

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Wyre Forest District Council


Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31-03-2020 £	FROM 01-04-2020 £	FROM 01-04-2020 £
Licensing and Registration - Animal Activity Licence	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Animal Activity Licence			
Animal Boarding, Dog Breeding, Pet Shops, Riding Establishments			
Application Fee	322.00	329.00	No VAT currently charged
1 Year Licence Fee	180.00	184.00	No VAT currently charged
2 Year Licence Fee	357.00	364.00	No VAT currently charged
3 Year Licence Fee	535.00	546.00	No VAT currently charged
Variation Fee	235.00	240.00	No VAT currently charged
Inspection Fee	160.00	163.00	No VAT currently charged
Vet Fees	Charged at Cost	Charged at cost recovery	
Animal Activity Licence			
Performing Animals (No Risk Assessment)			
Application Fee	215.00	219.00	No VAT currently charged
1 Year Licence Fee	N/A	N/A	No VAT currently charged
2 Year Licence Fee	N/A	N/A	No VAT currently charged
3 Year Licence Fee	290.00	300.00	No VAT currently charged
Variation Fee	155.00	158.00	No VAT currently charged
Inspection Fee	160.00	163.00	No VAT currently charged
Vet Fees	Charged at Cost	Charged at cost recovery	

NOTES:

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Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION		Current Charge	Proposed Charge	Proposed Charge
		TO 31-03-2020	FROM 01-04-2020	FROM 01-04-2020
		£	£	£
Licensing and Registration		Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Dangerous Wild Animals	Initial	411.00	432.00	No VAT currently charged
	Renewal	271.00	285.00	No VAT currently charged
	Vet fees/Animal welfare visit (if applicable)			
Zoo Licences	Initial	1,976.00	2,075.00	No VAT currently charged
		(plus Inspector's expenses)	(plus Inspector's expenses)	
	Renewal	1,777.00	1,866.00	No VAT currently charged
		(plus Inspector's expenses)	(plus Inspector's expenses)	
	Vet fees/Animal welfare visit (if applicable)	Charged at Cost	Charged at Cost	
Acupuncture, Tattooing, Electrolysis, Ear Piercing, Skin Piercing & Semi-Permanent Skin				
Colouring -				
Certificate of Registration: (a) Person		200.00	210.00	No VAT currently charged
	(b) Premise	288.00	302.00	No VAT currently charged
	(c) Persons & Premises	No Longer Available	No Longer Available	
Sex Establishments	Initial	5,226.00	5,487.00	No VAT currently charged
	Renewal	2,007.00	2,107.00	No VAT currently charged
	Transfer	400.00	421.00	No VAT currently charged

NOTES:

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Wyre Forest District Council


Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31-03-2020	FROM 01-04-2020	FROM 01-04-2020
	£	£	£
Gambling Premises Licence Fees	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Gambling Premises Licence - New Application			
Adult Gaming Centre	1,681.00	1,765.00	No VAT currently charged
Betting Premises (excluding Tracks)	2,522.00	2,648.00	No VAT currently charged
Betting Premises (Tracks)	2,100.00	2,205.00	No VAT currently charged
Bingo Club	2,938.00	3,085.00	No VAT currently charged
Family Entertainment Centre	1,681.00	1,765.00	No VAT currently charged
Temporary Use Notices	428.00	449.00	No VAT currently charged
Gambling Premises Licence - Annual Fee			
Adult Gaming Centre	841.00	883.00	No VAT currently charged
Betting Premises (excluding Tracks)	505.00	530.00	No VAT currently charged
Betting Premises (Tracks)	841.00	883.00	No VAT currently charged
Bingo Club	841.00	883.00	No VAT currently charged
Family Entertainment Centre	629.00	660.00	No VAT currently charged
Provisional Statement Application			
Adult Gaming Centre	1,681.00	1,765.00	No VAT currently charged
Betting Premises (excluding Tracks)	2,522.00	2,648.00	No VAT currently charged
Betting Premises (Tracks)	2,100.00	2,205.00	No VAT currently charged
Bingo Club	2,938.00	3,085.00	No VAT currently charged
Family Entertainment Centre	1,681.00	1,765.00	No VAT currently charged
Licence Application (Provisional Statement Holders)			
Adult Gaming Centre	797.00	837.00	No VAT currently charged
Betting Premises (excluding Tracks)	1,010.00	1,061.00	No VAT currently charged
Betting Premises (Tracks)	797.00	837.00	No VAT currently charged
Bingo Club	1,010.00	1,061.00	No VAT currently charged
Family Entertainment Centre	797.00	837.00	No VAT currently charged
Application to Transfer			
Adult Gaming Centre	797.00	837.00	No VAT currently charged
Betting Premises (excluding Tracks)	1,010.00	1,061.00	No VAT currently charged
Betting Premises (Tracks)	797.00	837.00	No VAT currently charged
Bingo Club	1,010.00	1,061.00	No VAT currently charged
Family Entertainment Centre	797.00	837.00	No VAT currently charged
Application to Vary			
Adult Gaming Centre	841.00	883.00	No VAT currently charged
Betting Premises (excluding Tracks)	1,259.00	1,322.00	No VAT currently charged
Betting Premises (Tracks)	1,049.00	1,101.00	No VAT currently charged
Bingo Club	1,472.00	1,546.00	No VAT currently charged
Family Entertainment Centre	841.00	883.00	No VAT currently charged
	0.00	0.00	
Reinstatement of Licence			
Adult Gaming Centre	797.00	837.00	No VAT currently charged
Betting Premises (excluding Tracks)	1,010.00	1,061.00	No VAT currently charged
Betting Premises (Tracks)	797.00	837.00	No VAT currently charged
Bingo Club	1,010.00	1,061.00	No VAT currently charged
Family Entertainment Centre	797.00	837.00	No VAT currently charged

NOTES:

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Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Street Trading			
Single Unit up to 12 x 12 (max 5m length) Food - Initial	2,450.00	2,575.00	No VAT currently charged
- Renewal	2,330.00	2,450.00	No VAT currently charged
Single Unit up to 12 x 12 (max 5m length) Non-Food - Initial	2,045.00	2,145.00	No VAT currently charged
- Renewal	1,842.00	1,935.00	No VAT currently charged
For every additional 12 x 12 or part thereof or length more than 5m	1,010.00	1,060.00	No VAT currently charged
Mobile Traders - Initial	962.00	1,010.00	No VAT currently charged
Mobile Traders - Renewal	962.00	1,010.00	No VAT currently charged
Street Amenities (Control of Street Furniture)	387.00	405.00	No VAT currently charged

NOTES:

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Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
Scrap Metal Dealers Act 2013 - Fees Recommended By Worcestershire Regulatory Services	TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	FROM 01-04-2020 £ Charges before VAT	FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Site Licence - Initial (3 year licence)	290.00	296.00	No VAT currently charged
Site Licence - Renewal (3 year licence)	240.00	245.00	No VAT currently charged
Collectors Licence - Initial (3 year licence)	145.00	148.00	No VAT currently charged
Collectors Licence - Renewal (3 year licence)	95.00	97.00	No VAT currently charged
Variation of Licence	65.00	67.00	No VAT currently charged
Copy of licence (if lost or stolen)	25.00	26.00	No VAT currently charged

NOTES:

Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>


Wyre Forest District Council


Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Culture, Leisure and Community Protection

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
Control of Dogs - Fees Recommended By Worcestershire Regulatory Services	TO 31-03-2020 £	FROM 01-04-2020 £	FROM 01-04-2020 £
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Statutory Fine per dog seized	25.00	25.00	No VAT currently charged
Kennelling charge per dog per day	13.50	15.00	No VAT currently charged
Kennelling of Dangerous Dogs charge per dog per day	20.00	25.00	No VAT currently charged
Administration Fee per stray dog seized	15.00	15.00	No VAT currently charged
Out of Hours Charge	35.00	40.00	No VAT currently charged
Repeat stray charge	25.00	30.00	No VAT currently charged
Treatment Costs (wormer, flea treatment)	10.00	10.00	No VAT currently charged
Vet fees/treatment charges (if applicable)	Charged at Cost	Charged at Cost	

NOTES:

Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Service	Revenues	Service Manager	Revenues, Benefits and Customer Services Manager
Directorate	Resources	Cabinet Member	Strategy and Finance

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31-03-2020 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 01-04-2020 £ Charges before VAT	Proposed Charge FROM 01-04-2020 £ Charges inclusive of VAT (if applicable)
Council Tax and NNDR			
Council Tax and NNDR			
Summons costs	50.00	50.00	No VAT currently charged
Liability Orders	30.00	30.00	No VAT currently charged

NOTES:

Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>

BUDGET RISK MATRIX 2020-23

IMPACT

HIGH

QUADRANT 3 - REVIEW RISK - CONTINGENCY PLANS - LOW RISK, HIGH IMPACT

1. Finance Strategy/Accountability
2. Homelessness Reduction Act
3. Council Tax - increases in base to increase funding
4. Wyre Forest House - final sign off of all retentions
5. Industrial Estates & Other Property
6. Lion Fields - Future Development
7. Land Charges Ringfencing/Charging/HIPs
8. ICT Investment -review of functionality and rolling programme of replacement/channel shift
9. Shared Services/Joint Working
10. Budgetary Control/Austerity Measures post Brexit
11. Prudential Code for Capital Accounting and increase in PWLB interest rate October 2019
12. Diminishing Reserves/Cashflow
13. Pension Costs - 2019 triennial revaluation
14. Recovery of Icelandic investments
15. MMI Clawback Scheme - further claims
16. Depot site - Capital investment - Depot 2020
17. Information governance - ensure the Council is safeguarded in view of additional requirement of GDPR from 2018
18. Income generation - maintaining/growing current levels
19. Changes to pay and grading scheme
20. Management Restructures approved and future

QUADRANT 4 - IMMEDIATE ACTION HIGH RISK, HIGH IMPACT

1. Government Grant - Funding reductions, New Homes Bonus and 2019 Spending Review/fair funding reform deferred until 2021-22
 2. Business Rates Retention Scheme - Appeals, Pooling and reform including Baseline reset 2021
 3. Devolution debate and Combined Authorities
 4. Transformational Programme/pace of change required to close funding gap including Localism aspirations
 5. Council Tax/Business Rates collection levels
 6. Business Rates growth - achievement to secure funding position
 7. Capital Receipts - Realisation of, to fund expenditure
 8. Environment and Economic Regeneration
 9. Changes to Benefit Scheme - Universal Credit full roll-out Nov 2018 continued uncertainty and impact on poorer residents
 10. Wyre Forest Forward Efficiency/Cabinet Proposal Savings
 11. Potential local government reorganisation
 12. LEP review "Realignment of area" /Alignment of political area: Worcestershire v. Greater Birmingham
 13. Commercial investment - failure to deliver returns/mitigate risks
 14. Car Parking Income
 15. Worcestershire County Council overlapping budget proposals
- Note: High Impact is risk assessed to be in excess of £100,000 in line with the Risk Management Implementation Strategy*

MEDIUM

QUADRANT 1 - KEEP UNDER PERIODIC REVIEW LOW RISK, LOW IMPACT

1. External Funding, Partnerships
2. Impact of investment returns
3. Underlying Borrowing Requirement (CFR)

QUADRANT 2 - CONSIDER ACTION HIGH RISK, LOW IMPACT

1. Exit from the European Union - impact on local government

LOW

LOW

MEDIUM

HIGH

RISK

Budget Risk Matrix

ISSUE	BUDGETARY RESPONSE
<p>Quadrant 1 - Low Risk, Low Impact</p> <p>1. External Funding, Partnerships</p> <p>2. Impact of Investment Returns</p> <p>3. Underlying Borrowing Requirement (CFR)</p>	<p>Keep under periodic review</p> <p>Continue to evaluate sustainability of each scheme as part of project appraisal.</p> <p>Continue to monitor and report as appropriate. The Governor of the bank of England has indicated that the rate may increase further from the current 0.75% over the terms of the MTFP. Balances available for investment are reducing over the MTFP and this together with the low returns has been taken into account in the base budget. We continue to work with Link Asset Services in this area.</p> <p>The rising CFR over the term of the Budget Strategy will be carefully monitored in close liaison with Link Asset Services to gauge both the timing and type of external borrowing.</p>
<p>Quadrant 2 - High Risk, Low Impact</p> <p>1. Exit from the European Union</p>	<p>Consider Action</p> <p>To-date the impact has not been significant but this will be closely monitored.</p>
<p>Quadrant 3 - Low Risk, High Impact</p> <p>1. Finance Strategy/Accountability</p> <p>2. Homelessness Reduction Act</p> <p>3. Council Tax – increase in base</p> <p>4. Wyre Forest House final sign off of all retentions</p> <p>5. Industrial Estates and Other Property</p> <p>6. Lion Fields Gateway - Future Development</p> <p>7. Land Charges Ring fencing /Charging/HIPs</p> <p>8. ICT Investment/channel shift</p> <p>9. Shared Services Joint working</p> <p>10. Budgetary Control/Austerity Measures</p> <p>11. Prudential Code for Capital Accounting – Borrowing rates</p> <p>12. Diminishing Reserves/Cash flow</p> <p>13. Pension Costs</p> <p>14. Recovery of Icelandic Investments</p>	<p>Review Risk - Contingency Plans</p> <p>Council are required to adopt a three year Balanced Budget Strategy.</p> <p>Supplementary estimate agreed at September Cabinet, use of New Street facility, close monitoring and management of housing advice service brought back in-hour from June 2018.</p> <p>Assumption of increase of 300 pa should hopefully be realised.</p> <p>Managed closely by Chief Executive and CLT/Cabinet</p> <p>Managed through Property Disposal Strategy</p> <p>Development opportunities continue to be explored.</p> <p>Reduced income allowed for within Base Budget reduces the scale of any challenge.</p> <p>ICT Strategy Group oversee/enhance the governance, planning and delivery arrangements of the strategy between ICT and council service areas.</p> <p>Shared Services partnerships continue to contribute to collaborative efficiencies but will be monitored to ensure risk is managed and mitigated.</p> <p>Continue to discourage non-essential expenditure, monthly budget monitoring reports provide more management information. Focus on income generation and innovative alternative service delivery models.</p> <p>External borrowing is £35m, PWLB rates increased with no notice by whole percent in early October 2019; Link Asset Services continue to provide technical advice and are looking for alternative sources of cheaper borrowing.</p> <p>Cash flow management will be tighter given reduction in capital and revenue reserves and use of the Link Cash flow model is being used to improve management information to help mitigate any risk in this area</p> <p>2016 revaluation contained within existing budgets but risk remains going forward for this significant expenditure area. 2019 Revaluation confirmed rather than a move to every 4 years</p> <p>Under £1m in outstanding and work will continue to achieve maximum recovery.</p>

<p>Quadrant 3 Continued</p> <p>15. MMI Claw Scheme</p> <p>16. Depot Site – capital investment</p> <p>17. Information Governance</p> <p>18. Income Generation</p> <p>19. Change to Pay and Grading Scheme</p> <p>20. Management Restructures</p>	<p>Further claim received and settled, ear marked reserve held.</p> <p>Currently on schedule and on budget; this will be carefully managed Investment is required to provide a sustainable depot site now the decision has been taken to retain and invest in this key asset.</p> <p>Internal working group chaired by the DOR is reviewing this area to ensure the Council continues to be safeguarded.</p> <p>Income Generation Group continues to work to protect/expand market share. External report commissioned from CommericalGov has informed marketing strategy and new Commercial Manager now recruited.</p> <p>The impact of these proposals will be managed by Cabinet/CLT with particular regard to the impact on the overall funding envelope</p> <p>To be managed by the Chief Executive and Cabinet</p>
<p>Quadrant 4 - High Risk, High Impact</p> <p>1. Government Grant –Funding Changes, further Spending Reviews and New Homes Bonus</p> <p>2. Business Rates Retention Scheme, appeals, Pooling and revision of funding arrangements. Baseline reset 2020, impact on growth</p> <p>3. Devolution debate and Combined Authorities</p> <p>4. Impact of Transformational Programme, Localism agenda</p> <p>5. Council Tax Collection levels including impact of CTRS Scheme</p> <p>6. Government's Waste Strategy</p> <p>7. Capital Receipts - Realisation of to fund expenditure</p> <p>8. Environment and Economic Regeneration</p> <p>9. Changes to Housing Benefit Scheme – universal credit/localisation of support for Council Tax</p> <p>10. Wyre Forest Forward Efficiency savings</p>	<p>Immediate Action</p> <p>Significant issue given the scale of the Spending deficit. The Strategic Review Panel process will assist Wyre Forest Forward coordinating Councils future Plans.</p> <p>Application for pan-Worcestershire Pilot (including Fire Authority) submitted for 2020-21. Proposed changes to funding arrangements and delays continue to cause uncertainty and risk. The Baseline reset could also result in a decrease in this key funding stream. Our regeneration programme is a mitigation factor.</p> <p>Monitored closely by CLT/Cabinet</p> <p>Managed by CLT/Cabinet with reports to Group Leaders. Collaborative working with town and parish councils.</p> <p>The impact of the revised Local Scheme will be kept under review by the Corporate Director: Resources Revised CTRS scheme from April 2019 to align with Universal credit Assumptions in relation to decreased collection rates have been made in the Council Tax Base calculations as a result of the Local Council Tax Discount Scheme and these will be carefully managed and reported on.</p> <p>Impact will be monitored as more information emerges and reported as appropriate.</p> <p>Capital Programme funding reflects realistic timescale for the realisation of asset disposal receipts. Temporary borrowing will be used when necessary.</p> <p>The Council continues to be proactive in this area and this is closely monitored by Cabinet/CLT</p> <p>Introduction of Universal Credit from November 2018 is being carefully managed and impact monitored</p> <p>Progress continues to be monitored and reported regularly to members.</p>

Agenda Item No. 7.1 - Appendix 4.2

11. Potential Local Government Reorganisation	Macroeconomic area strategically assessed and managed by the Leadership team.
12. Realignment of area/political area	Kept under strategic review by the Leadership team in liaison with two LEPS. The three LEP footprint proposals are also within our radar.
13. Commercial Income	Commercial Activity Programme Board monitors income achievement and key performance metrics included in quarterly Cabinet Budget Monitoring reports
14. Car parking income	Income levels usages closely monitored, new simplified policy is proposed. Earlier timetable for scrutiny.
15. WCC overlapping budget proposals – adverse impact	Liaison with WCC to work to minimise/mitigate the impact of any overlapping proposals to protect the financial position of both parties as far as possible.

ICT Strategy

1. PURPOSE OF REPORT

- 1.1 To provide information on refreshing the ICT Strategy Capital Programme to ensure it meets the future needs of the Council to the end of 2022/23.
- 1.2 To set out the rationale for a Cabinet proposal to seek Council approval for a top-up of the ICT Capital Strategy funded from additional borrowing of up to a maximum of £0.65m for capital investment in the Councils ICT infrastructure, systems and software to meet the Council's ICT business needs to ensure there is sufficient funding for the remainder of the current ICT Strategy.

2. SUMMARY

Cabinet will be considering the following draft recommendations at its meeting in December as part of the MTFS to be recommended to Council in February 2020;

- 2.1 The sum of £0.653m is added to the Council's approved Capital Programme for the delivery of the ICT Strategy over the period 2019/20 – 2022/23 and that the loan financing costs of this capital are added to the revenue budget.**
- 2.2 The Corporate Director: Resources in consultation with the ICT Strategy Board and Cabinet Member for Strategy and Finance approves the allocation of the additional £0.653m for the ICT Strategy to ensure the future needs of the Council as set out in the ICT Strategy 2018 – 2022. Revised ICT Strategy Work Plan and Costs are included under section 11.**
- 2.3 Major expenditure will be subject to specific approval by the ICT Strategy Board and due diligence of business cases for each proposal.**
- 2.4 That the financing of such loans be delegated to the Corporate Director: Resources and that requisite amendments are made to the revenue budget to reflect potential financing costs and income streams to support the extra capital allocation in 2.1 above as part of the MTFS process.**

3. BACKGROUND

- 3.1 The current ICT Strategy was agreed in 2018 and added to the Capital Programme for the new Strategy covering the period 2018 – 2022.
- 3.2 The new Strategy was produced and endorsed by the ICT Strategy Board and Corporate Leadership team and provides a clear direction for the work of the ICT function and ensures that technology supports the business processes and provides the framework for evaluating new business proposals for new projects.

- 3.3 The ICT Strategy needs to be an evolving Strategy as new projects, systems and technologies are identified. As such a contingency of £40k pa was included in the strategy for this purpose a reduced amount from the original £50k pa.
- 3.4 Since its approval a number of significant projects and unforeseen expenditure has been identified that can't be covered by the contingency including additional costs for Depot 2020 project and Payroll replacement. Details set out in Revised ICT Strategy Work Plan and Costs.
- 3.5 Without the additional commitment to further capital investment, current ICT Revenue budgets will not be able to cope with the future projects listed in the Revised ICT Strategy Work Plan and those yet to be identified.
- 3.6 Strong governance and prudent spending enabled the ICT Service with approval from the ICT Strategy Board to fund not only the 2008/09 – 2012/13 ICT Strategy but also the 2014/15 – 2017/18 ICT Strategy from the original £2.54 million allocated to the ICT Strategy to cover the period 2008/09 – 2012/13. However the pace of change and number of new unidentified projects has meant the predicted rate of spend compared to estimates is much higher and faster as detailed in in the table in Section 5 and the revised ICT Strategy Work Plan.

4. KEY ISSUES

- 4.1 Redevelopment of the Green Street Depot has required significant ICT investment to meet the needs of not only Council Depot staff but that of other staff relocated from other offices and Tenants renting offices. The ICT Strategy has funded ICT infrastructure that has traditionally been included in the main design and build part of the project as was the case at Wyre Forest House. Due to this and the relocation of the Business Continuity Data Centre from the Town Hall the projected cost for Green Street ICT infrastructure funded from the Strategy is considerably higher than predicted.
- 4.2 With the move away from delivering the payroll service via Redditch Borough Council (RBC) and cabinet agreeing to a procurement exercise, the procurement of a system would require funding from the ICT Strategy for Licences and implementation purposes. This was not included in the working assumptions for the approved ICT Strategy.
- 4.3 There are likely to be additional ICT infrastructure costs associated with the refurbishment of Block E at Green Street and extension of the Tenant network required at WFH.
- 4.4 Replacement of the Wireless network and associated cabling in particular at the Town Hall and Bewdley museum has increased costs for this project.
- 4.5 Security and tools / systems are continually evolving to help detect and protect the Council and its data from Cyber-attacks. This is an area where it's difficult to budget for and a contingency is required.
- 4.6 The Final year of the Strategy contains amounts for projects slipped from year 1 to 4 that have been deferred i.e. Webcasting. No allowance has been made for

any other major system upgrades other than Payroll, this could have significant cost implications if the Strategy is required to fund these projects.

5. FINANCIAL IMPLICATIONS

- 5.1 Capital and revenue requirements of the proposed £1.75m investment over the 5 years of the ICT Strategy are summarised in the table below. Additions to the table in the original proposal is an actual spend profile to date and estimated additional spend along with revised financing costs. Additional details provided in background paper Revised ICT Strategy Work Plan and Costs.

Detail	Year 1 2018/19	Year 2 2019/20	Year 3 2020/21	Year 4 2021/22	After 2022/23	Total
	£'000	£'000	£'000	£'000	£'000	£'000
Current approved ICT Strategy	776	608	113	220	40	1757
Revised Capital Budget re profiled	752	887	0	12	40	1691
Actual Spend	752	167				
Commitments		107				
Estimated Additional Spend		613	250	290	165	1318
Additional Capital Budget Requirement	0	0	(250)	(278)	(125)	(653)
Financing costs of current approved ICT Strategy	7	132	227	289	289	944
Financing Costs of additional Capital Expenditure	0	0	4	63	126	193
Total Financing Costs	7	132	231	352	415	1137

- 5.2 In March 2018 the Council approved £1.75 million for the implementation of the ICT strategy 2008 – 2012. This has been used effectively with priorities managed well however with a number of additional major projects over spending new ones being identified means the predicted over spend of approx. £650K. This is mainly accounted for in the following 4 projects Depot 2020, Payroll, Wireless and SAN replacement.

- 5.3 Capital funding may continue to be more affordable due to the ability to fund from borrowing and spread the costs of servicing the debt over a number of years. Some proposals may be revenue expenditure depending on the chosen solution however the affordability may be more difficult due to pressure on the revenue budget and will need to be carefully assessed. However, this capital expenditure proposal in no way precludes consideration of revenue based proposals in the future.
- 5.4 The Capital and Revenue costs of the Future Work Programme as set out in the Revised ICT Strategy Work Plan are also summarised in the above table. The costs of servicing the prudential extra £0.65M borrowing are also provided. This proposal is for future funding to form part of the Medium Term Financial Strategy for 20120/23.
- 5.5 Financing costs provided may be lower than costed depending on actual interest rates achieved but prudent levels are provided for the purposes of this proposal. As with all capital schemes if approved, total budgeted expenditure will be realigned to reflect actual progress as the strategy is implemented. Major expenditure will be subject to specific approval by the ICT Strategy Board and due diligence of business cases for each proposal.
- 5.6 Any future property/service proposals that have major new/changed ICT requirements will need separate funding provision since such unknown proposals will not be included in the generic ICT Strategy.

6. EQUALITY IMPACT NEEDS ASSESSMENT (EIA)

- 6.1 This is a financial report and an EIA is not required.

7. RISK MANAGEMENT

- 7.1 The core risk to delivering the ICT strategy remains both financial and resources, although there is still capital funding remaining from the £1.75m approved in 2018 however this is predicted to run out in year 4 of the current ICT Strategy.
- 7.2 Much of the ICT infrastructure has been delivered by capital funding under the previous strategies. The majority of the systems and hardware that will need refreshing over the life time of this strategy have been identified as part of this Strategy. The council needs to agree the additional investment if it is to meet the needs of systems and infrastructure identified in the ICT Strategy.
- 7.3 Keys risk and mitigations include:
- Risk assessments and management will be built into all projects that arise during the course of the strategy.
 - Properly resourced programme and change management will involve a comprehensive risk assessment. With such major investment and commitment, risks will be continually assessed and mitigated as much as possible.
 - The investment in the strategy will be based on estimates and firm costs will only become apparent as projects evolve. Continued best practice procurement and the annual work programme combined with the ongoing

assessment of savings and efficiencies will assist with the mitigation of the financial risk.

- Risk of being unable to maintain pace with rapid evolving sector due to the relatively small size of the Council and cost of ongoing investment relative to funding gap/budget pressures.

8. LEGAL AND POLICY IMPLICATIONS

- 8.1 Continued ICT investment is required to deliver approved policies and decisions of the Council.
- 8.2 Procurement implications will need to comply with legislative and Council Corporate Governance requirements.
- 8.3 The ICT arrangements will continue to be closely aligned with existing Council policies and corporate working groups (Digital First / Information Governance).

9.0 Conclusion

- 9.1 ICT is an integral and essential element of the organisation and makes a major contribution to the Council's strategies and corporate drivers by supporting progressive service delivery and cost reductions.
- 9.2 The ICT Strategy provides a clear direction for the work of ICT, ensuring that technology supports the business processes and provides the framework for evaluating the ICT element of new business proposals for new projects.
- 9.3 The Council's current ICT infrastructure is extremely good but needs regular refreshes to keep pace with the changing technology advances and the ever increasing expectations and needs of the public and users while protecting councils systems and data.
- 9.4 Irrespective of the need to deliver savings and efficiencies and investment in property development, significant and regular investment is required in the ICT infrastructure to maintain the current high standards and protect the Council's data and systems.
- 9.5 New technologies and systems are constantly becoming available that are essential for effective and efficient working practices for delivery of services in the future to support the Council priorities
- 9.6 An annual work plan will be produced which will identify the investment and targets on a year by year basis.

10. CONSULTEES

- 10.1 Corporate Leadership Team
- 10.2 Cabinet
- 10.3 ICT Strategy Board
- 10.4 Strategic Review Panel

11. BACKGROUND PAPERS

- 11.1 ICT Strategy 2018 – 2022 – copy available on request
- 11.2 Revised ICT Strategy Work Plan and Costs
- 11.3 Strategic Review Panel 28th October 2019

Brinton Park, National Lottery Heritage Fund (HF) project

1. PURPOSE OF REPORT

- 1.1 To provide information on the capital funding element of the proposed Brinton Park HF project subject to receiving a successful award in July 2020.
- 1.2 To set out the rationale and business case for the project which is highlighted in the Mid Term Financial Strategy to seek Council approval for a capital investment to Brinton Park funded from a National Lottery Heritage Fund grant, additional borrowing of up to a maximum of £100k, (underwriting other partnership funding), to ensure there is sufficient funding to deliver the project. The Council has already approved a contribution of £100k in the current Capital Programme.

2. SUMMARY

Cabinet will be considering the following draft recommendation at its meeting in December 2019 as part of the MTFS to be recommended to Council in February 2020:

- 2.1 **The sum of £2.4m is added to the Council's approved Capital Programme for the delivery of the Brinton Park project over the period 2020/21 – 2024/25, including a further £100k funded by prudential borrowing should the proposed external partnership funding not be secured.**
- 2.2 **A report will be brought to the Cabinet on 11 February to approve the evaluation criteria for the procurement of professional and building services contracts and to put in place an appropriate delegation to award the contracts.**

3. BACKGROUND

- 3.1 WFDC agreed a capital contribution of £100,000 in November 2016 towards the HF project, funded by prudential borrowing.
- 3.2 The Round 1 application was successful in December 2018 and following this the project team has been engaged in the 18 month development phase to refine all elements of the project including design, community engagement, cost planning, conservation and heritage etc. The Round 2 application will be submitted by 28th February 2020. There will be a monitoring visit in May 2020 and the HF board will announce the outcome in June 2020 (which will be embargoed until July 2020). Subject to a successful award the delivery phase will then commence and the project will run until summer 2025. New capital build elements of the project are scheduled to be completed in 2022.
- 3.3 During this current Development phase in 2019 a number of consultation and community engagement events have been organised. Surveys have been carried out by volunteers to demonstrate the make up of the footfall and establish the baseline of 344,324 users per year.

- 3.4 In October 2019 the Mid Term Project Review was held with HF whereby the project team demonstrated the progress that has been made to date and that the project is on track to submit the Round 2 application. A 'pass' was subsequently received in early November 2019 and permission from the regional panel to continue together with suggested action points for consideration.
- 3.5 If a successful grant award is received in June 2020 procurement of services must start with the appointment of the design team. This will be followed by procurement of contracts for building services etc. The appointment of a Community Engagement Officer and Horticultural Apprentice will also be a priority.

4. KEY ISSUES

- 4.1 The project must meet the Heritage Fund criteria which are divided into three categories: Heritage, People and Community. They are further subdivided to make up the ten outcomes. The project must meet outcomes in each of the categories. The outcomes will be achieved by capital and revenue investment along with community components.

The new capital works include:

- Cafe
- Car park and depot
- Ornamental pool
- Extension to the Sons of Rest Pavilion
- Footpaths & entrances
- Signage
- Improvements to Emily Jordan Foundation/Twigs nursery
- Restoration of bandstand

The revenue and community projects include:

- Activity plan – many projects to engage the community
- Volunteering
- Community Engagement Officer posts
- Horticultural apprentice post
- Events

- 4.2 The project team must submit the Round 2 application by 28th February 2020 as this is the final date for the funding stream application. No new applications will be accepted beyond this date.
- 4.3 All partnership funding must be confirmed or underwritten at the time of application.
- 4.4 Planning applications will be submitted in January 2020.
- 4.5 Subject to a successful award in June/July 2020 the Council can proceed with the project without delay to procure services and contracts to meet the project timescales. In order to progress this, Council approval for the gross capital sum of £2.4m is required. The Council has already included a contribution of £100k in the approved Capital Programme. The funding analysis and expenditure profile

of this gross sum, most of which should be met from the HF external funding if awarded, is shown in the table in the Financial Implications section below. Specific approval is also required of a Council commitment to meet a maximum shortfall of £100k in capital partnership contributions, to be funded from prudential borrowing. This would take the Council's maximum capital contribution to £200k.

5. **FINANCIAL IMPLICATIONS**

5.1 The table below sets out the high level delivery cost plan:

		2020-21	2021-22	2022-23	2023-24	2024-25	TOTAL
		£	£	£	£	£	£
Capital Expenditure							
Scheme construction/conversion		500,000	1,250,000	252,940			2,002,940
Other Capital			150,000	203,480			353,480
		500,000	1,400,000	456,420	0	0	2,356,420
Capital Funding							
S106		(32,140)	(42,860)				(75,000)
Heritage Fund (Cap)	85.59%	(427,930)	(1,198,190)	(390,620)			(2,016,740)
Timing adjustment (Grant receipt)^		(7,680)	(8,080)	(41,670)	0	0	(57,430)
Other Grants (to be applied for)		(32,250)	(75,000)				(107,250)
WFDC (Prudential Borrowing)			(75,870)	(24,130)			(100,000)
		(500,000)	(1,400,000)	(456,420)	0	0	(2,356,420)
Revenue Expenditure							
Activity		62,200	62,200	62,200	62,200	62,200	311,000
Other Revenue		3,000				20,000	23,000
Maintenance*		10,000	10,000	10,000	10,000	10,000	50,000
Volunteer*		10,000	10,000	18,500	18,500	18,500	75,500
		85,200	82,200	90,700	90,700	110,700	459,500
Revenue Funding							
Heritage Fund (Rev)	85.59%	(72,920)	(70,350)	(77,630)	(77,620)	(94,740)	(393,260)
Timing adjustment (Grant receipt)^		7,720	8,150	15,430	15,420	10,710	57,430
Maintenance*		(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(50,000)
Volunteer*		(10,000)	(10,000)	(18,500)	(18,500)	(18,500)	(75,500)
		(85,200)	(82,200)	(90,700)	(90,700)	(112,530)	(461,330)
TOTAL SCHEME		0	0	0	0	(1,830)	(1,830)

Notes to Table:

Capital Expenditure: Other Capital includes contingency and provision for inflation increases.

Capital Funding: Other Grants (to be applied for) are underwritten by the second £100k Council funding requested as part of this report's recommendation.

5.2 HF funding is awarded on a generic basis with no distinction between capital and revenue expenditure providing maximum flexibility for project financing.

5.3 Funding will be drawn down from HF on evidence of invoices and quarterly payments managed by the Project Manager (CFP Ltd).

5.3 An agreed funding split will be applied currently showing an 86% - HF, 14% partnership share. The partnership's share will be met from a combination of S106 moneys held by WFDC, partnership contributions and approved Council funding of up to £200k. Section 106 funding and WFDC capital is released alongside the grant award in line with the agreed split. Any contingency requests must be agreed by HF in advance and approved by the project mentor and the Corporate Director: Resources.

- 5.4 The business case will be updated and must be submitted to HF for approval as part of the application process. The net revenue effect of the scheme is estimated to produce a modest return, but at the very least will be cost neutral. The detailed business case will include predicted revenue income from new income streams such as the cafe lease, more events and outside hirers in the park.

6. EQUALITY IMPACT NEEDS ASSESSMENT (EIA)

- 6.1 This is a financial report and an EIA is not required at this stage. Most activities and events delivered through this project will be free with funding allocated within the activity plan.

7. RISK MANAGEMENT

- 7.1 The project has a risk management plan which is required by HF. This is maintained by the Project Manager and regularly reviewed at project team and Steering Group meetings.
- 7.2 86% of the project funding is currently projected to be granted by HF, although a minimum of 10% is required to be funded from the Council and other partners.
- 7.3 Key risks and mitigations include:
- Risk assessments and management will be built into all aspects of the projects.
 - Feasibility works and surveys have been carried out in all areas relating to the capital works.
 - Partnership funding has been identified. Funding applications will be submitted when required. The Council has agreed £100k contribution and, in addition, it is proposed to underwrite up to £100k of partnership funding as part of the gross capital sum recommended to Council for approval in this report.
 - Inflation and contingencies have been built into the forward plan.
 - The procurement process will ensure that highly qualified and suitable contractors will be appointed.
 - In the revised Cost Plan the % of the HF Delivery Grant will increase from the Round 1 application from 82% to 86% and must be approved by the project mentor and HF. This is still below the maximum 90% value.

8. LEGAL AND POLICY IMPLICATIONS

- 8.1 Procurement implications will need to comply with legislative and Council Corporate Governance requirements.

9.0 CONCLUSION

- 9.1 Brinton Park is a key open space in Kidderminster which supports leisure, health and wellbeing, and tourism across the district, drawing visitors from wider afield. The HF project will bring an unparalleled level of investment into the park whilst also reconnecting local people to its heritage. This project is a significant

regeneration project for Kidderminster and works alongside other 'regeneration schemes for the town.

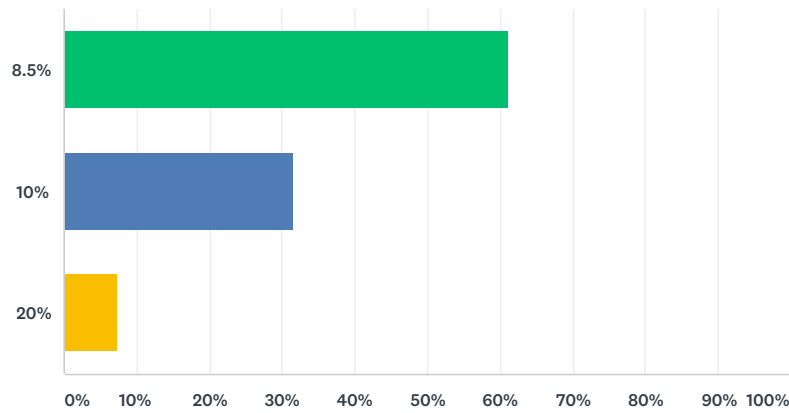
- 9.2 The business case will be progressed and must be submitted to HF for approval as part of the application process. The net revenue effect of the scheme is estimated to produce a modest return, but at the very least will be cost neutral. The revenue budget includes parks maintenance related to Brinton Park.
- 9.3 Cabinet is asked to note the high level costs of the project and work to date.
- 9.4 Cabinet is asked to recommend to Council that the gross capital cost of £2.4m is included in the Capital Programme subject to confirmation of HF funding. As part of this approval, a further £100k partnership funding be approved to be funded from prudential borrowing. With this financial support identified at this stage the project team can progress with confidence that (subject to a successful application outcome in June/July 2020) the project can move into the delivery phase without delay.

Consultees:

- CLT
- Cab/CLT

Q1 District councils across England have, on average, increased their part of council tax bills by 11.4% over the last 9 years. What do you think the increase has been in Wyre Forest over that period?

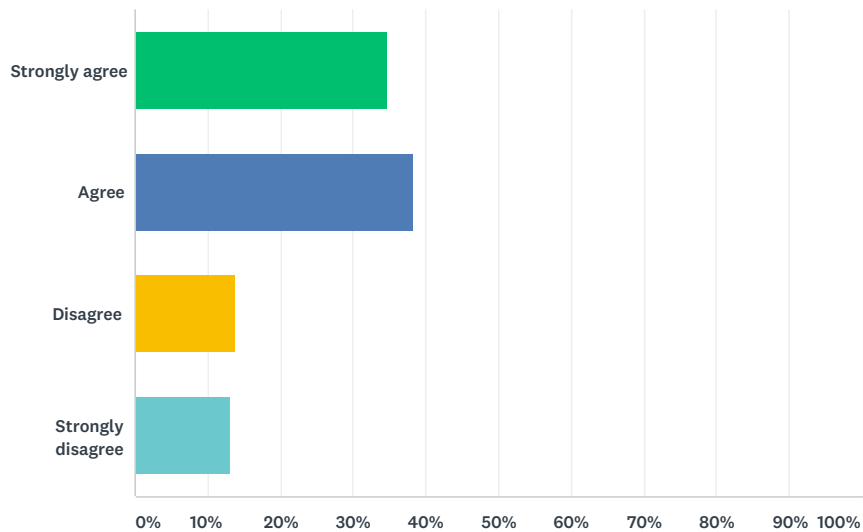
Answered: 613 Skipped: 0



ANSWER CHOICES	RESPONSES	
8.5%	61.01%	374
10%	31.65%	194
20%	7.34%	45
TOTAL		613

Q2 How strongly do you agree that in 2020 we should increase our part of the council tax by up to 13p per week to help maintain essential services? These include setting planning policy, deciding planning applications, running elections, clearing away domestic waste, administering and paying benefits and tackling homelessness. (The figure of 13p a week is based on Band D properties – the majority of homes in Wyre Forest are Band B and so would pay less). We are not planning to make any changes to our Council Tax Reduction Scheme which offers help for people on low incomes to pay their bill.

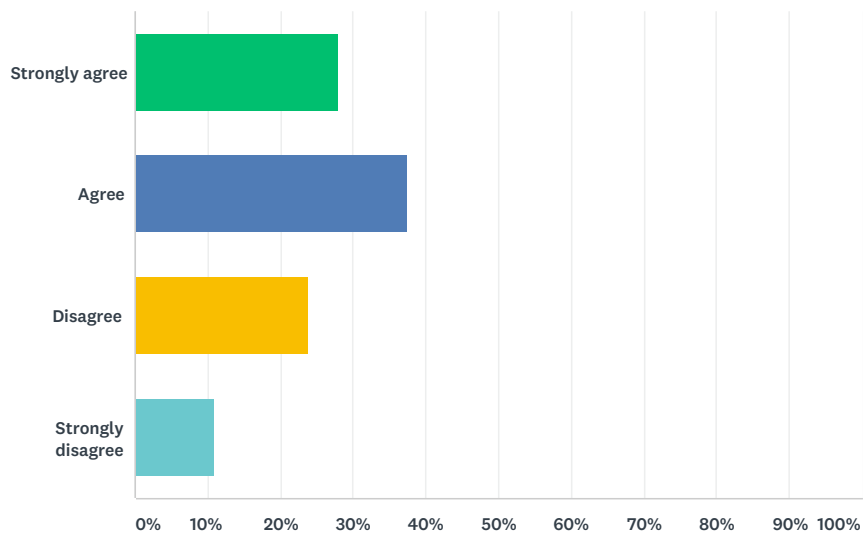
Answered: 568 Skipped: 45



ANSWER CHOICES	RESPONSES	
Strongly agree	34.68%	197
Agree	38.38%	218
Disagree	13.73%	78
Strongly disagree	13.20%	75
TOTAL		568

Q3 Some of our services generate income, such as bulky waste and garden waste collections. Car parking also generates income that is reinvested in this service. The fees you pay help fund essential services. If we reduced or scrapped fees and charges we would have even less money to provide you with services. How strongly do you agree that we should help maintain essential services by a modest increase in our fees and charges.

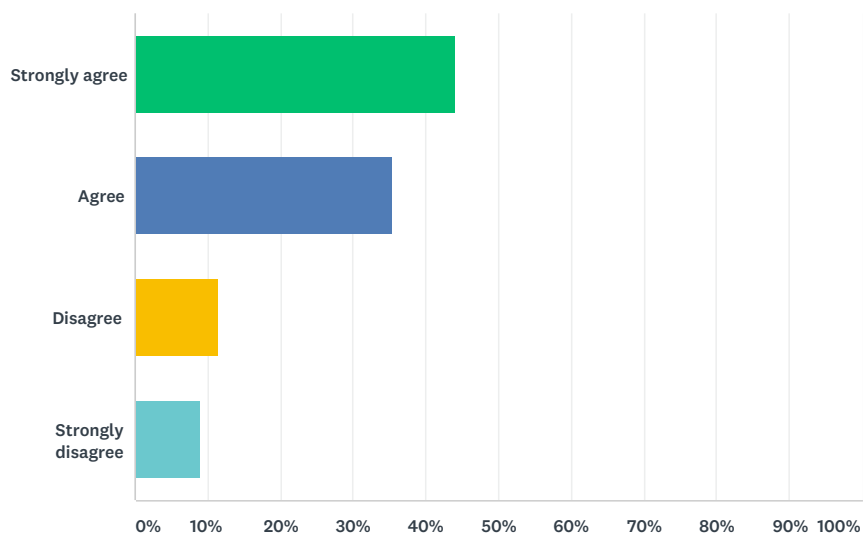
Answered: 547 Skipped: 66



ANSWER CHOICES	RESPONSES	
Strongly agree	27.97%	153
Agree	37.48%	205
Disagree	23.77%	130
Strongly disagree	10.79%	59
TOTAL		547

Q4 Worcestershire County Council is responsible for the grass verges along the district's roads (including most of those on housing estates and residential areas). They pay us to cut the verges on their behalf. In recent years the amount they have paid us has reduced. In order to allow the verges to be cut an average of seven times each year the district council has made up the difference by finding money from within its own budget. If we stop subsidising this service we would save £91,720 in 2020. This would mean that, where safety allows, verges would not be cut as often, although we would look to extend our wildflower planting scheme across the district. How strongly do you agree that the number of cuts of highways verges should be reduced to match the level of funding from the county council?

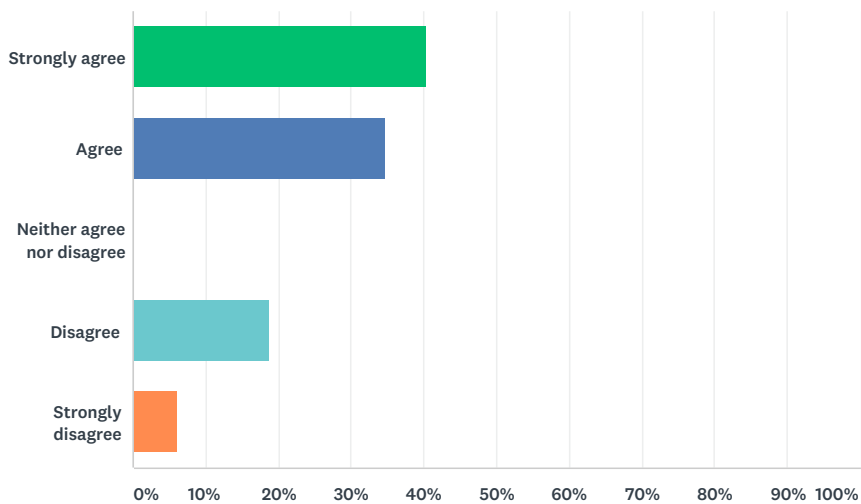
Answered: 537 Skipped: 76



ANSWER CHOICES	RESPONSES	
Strongly agree	44.13%	237
Agree	35.38%	190
Disagree	11.55%	62
Strongly disagree	8.94%	48
TOTAL		537

Q5 Plantlife, a British conservation charity working nationally and internationally to save threatened wild flowers, plants and fungi, has recently published a report that calls for grass verges to be cut no more than twice a year because of the benefits to plants and wildlife, including bees. You can read Plantlife's report [here](#). Do you agree that the district council should cut verges (including those on housing estates and residential areas) no more than twice a year?

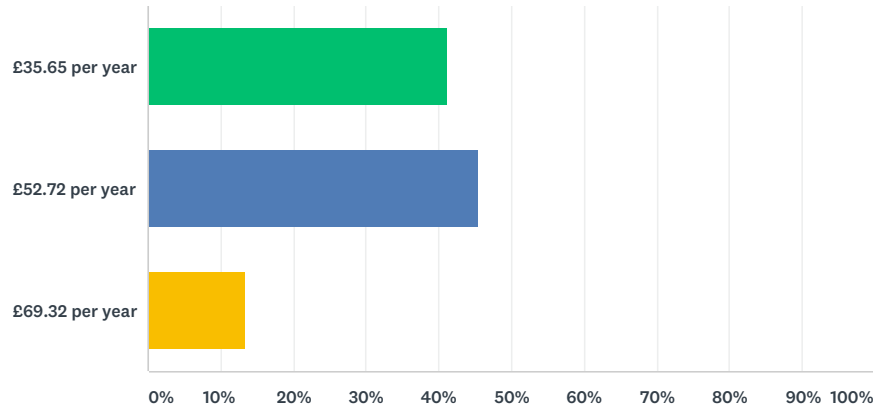
Answered: 535 Skipped: 78



ANSWER CHOICES	RESPONSES	
Strongly agree	40.37%	216
Agree	34.77%	186
Neither agree nor disagree	0.00%	0
Disagree	18.88%	101
Strongly disagree	5.98%	32
TOTAL		535

Q6 Depending where you live in the district, an element of your council tax bill will cover services provided by your parish or town council. In England the average parish/town council charges a council tax of £67.18 for a Band D property. How much do you think the average town or parish council charges in Wyre Forest?

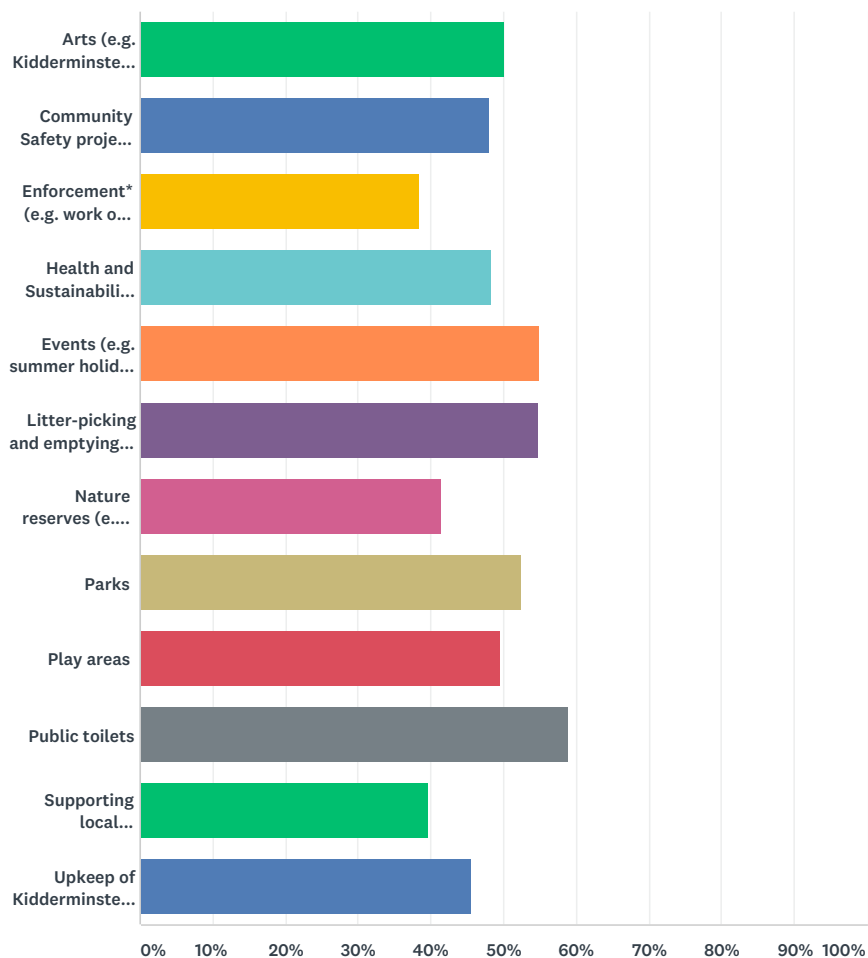
Answered: 529 Skipped: 84



ANSWER CHOICES	RESPONSES	
£35.65 per year	41.21%	218
£52.72 per year	45.37%	240
£69.32 per year	13.42%	71
TOTAL		529

Q7 For the last 5 years we have been working more closely with our parish and town councils to take on responsibility for services like grass cutting and litter picking, as well as facilities such as public toilets and paddling pools as part of our work on Localism. Localism is about bringing services closer to communities and protecting services we can no longer afford. The following services are those we don't legally have to provide. Which of these would you support being run by parish and town councils? (Tick all the services you think should be considered) * indicates services that we have to provide by law. More detailed information about Localism and examples of services and assets that have been transferred to other bodies can be found here.

Answered: 446 Skipped: 167



ANSWER CHOICES	RESPONSES	
Arts (e.g. Kidderminster Arts and Food Festival, Senior Arts Makers, Chance to Dance)	50.22%	224
Community Safety project work (e.g. White Ribbon event, crime reduction projects, Community Ambassadors)	48.21%	215
Enforcement* (e.g. work on issue of fixed penalty notices for illegal parking, flytipping, dropping litter)	38.57%	172
Health and Sustainability (e.g. organising events to promote improve people's health and wellbeing, providing advice on living in a more eco-friendly way)	48.43%	216
Events (e.g. summer holiday programme for children and young people, Bands in the Park, Playday, Country and Western, outdoor cinema)	54.93%	245
Litter-picking and emptying litter bins*	54.71%	244
Nature reserves (e.g. Rifle Range, Burlish Top, Habberley Valley)	41.48%	185
Parks	52.47%	234

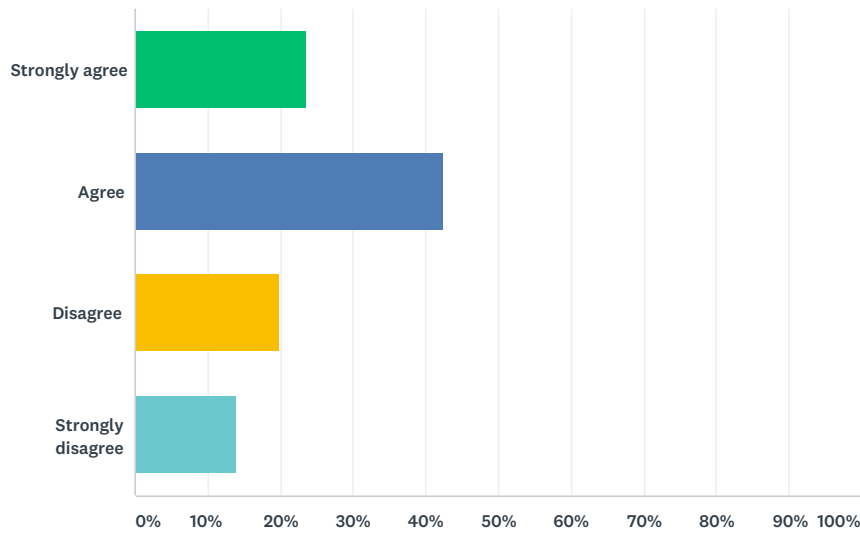
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WFDC Budget consultation October 2019

Play areas	49.55%	221
Public toilets	58.97%	263
Supporting local businesses/work with town centres (e.g. providing advice to start-up businesses, organising events for local firms)	39.69%	177
Upkeep of Kidderminster Cemetery (the cemetery near Brinton Park, Kidderminster)	45.52%	203
Total Respondents: 446		

Q8 How strongly would you support your parish or town council increasing the amount they raise in council tax to protect services if they choose to do so?

Answered: 499 Skipped: 114



ANSWER CHOICES	RESPONSES	
Strongly agree	23.65%	118
Agree	42.48%	212
Disagree	19.84%	99
Strongly disagree	14.03%	70
TOTAL		499