

EAST RENFREWSHIRE COUNCILCABINET29 November 2018Report by Director of EnvironmentENVIRONMENT DEPARTMENT - CHARGING FOR SERVICES 2019-20**PURPOSE OF REPORT**

1. The purpose of this report is to advise the Cabinet of the outcomes of the charging for services exercise carried out within the Environment Department and to submit for approval the proposed fees and charges for 2019/20.

**RECOMMENDATIONS**

2. The Cabinet is asked to approve:

(a) An increase of 2.7% is applied to the following services:

- Service 1 – Approval to Erect Temporary Direction Signs
- Service 2 – Removal of Unauthorised Signs
- Service 6 – High Hedges Application Fee
- Service 7 – Recharge of legal fees to 3<sup>rd</sup> parties
- Service 8 – Miscellaneous Recharges (Roads Staff Time)
- Service 9 – Supply of Ordnance Survey Extracts
- Service 10 – Providing Variety of Planning and Building Standards Information
- Service 11 – Planning and Building Standards Section 50 Certificates
- Service 12 – Provision of bar markings on carriageway
- Service 13 – Section 109 approvals
- Service 14 – Temporary traffic signal permits
- Service 15 – Road occupation permits
- Service 16 – Road opening permit
- Service 17 – Road closure notice
- Service 18 – Provision of dropped kerbs
- Service 19 – Skip permits
- Service 20 – Inspection charges for roads in new developments
- Service 23 – Trading Standards
- Service 25 – Letters of comfort and building warrant extensions
- Service 26 – Building Standards – Section 89 Certificates
- Service 27 – Copies of building warrants etc documentation
- Service 28 – Copies of Planning etc consents
- Service 29 – Property enquiry report (Roads only and additional Roads fee)
- Service 30 – HMO licensing
- Service 31 – Private Sector Grants registration
- Service 33 – ‘No Parking’ cones
- Service 36 – Hire of Rouken Glen Pavilion

- (b) an increase above 2.7% is applied to the following services to maximise income to the Council:
- Service 3 – Removal of Dead Animals from Private Properties
  - Service 5 – Supply of Bins for New Housing Developments
  - Service 21 – Special uplifts
  - Service 22 – Outdoor Sports Pitches
  - Service 24 – Protective Services
  - Service 32 – Burial Grounds
- (c) New Charge / Change to existing charge
- Service 4 – Hire of Events Litter Squad
  - Service 38 – Rouken Glen Event
  - Service 39 – Filming in Parks etc
  - Service 40 – Caravan Site Licensing
- (d) No change to charges
- Service 34 – Trade waste collections
  - Service 35 – Dangerous building admin fee
  - Service 37 – Housing Management Fee
- (e) the nationally prescribed charges set by the Scottish Government and Vehicle & Operator Services Agency for the following services:
- Service 41 – Planning Applications
  - Service 42 – Certificates of lawful use or development
  - Service 43 – Building warrant applications
  - Service 44 – Application for private landlord registration
  - Service 45 – MOT testing

## **BACKGROUND AND REPORT**

### **Departmental Objectives for Charging**

3. In previous years the majority of the charges were set at a level to ensure that the full costs to the department were being recovered. More recently where it was thought there would be no detrimental effect on the up-take of a service, charges have been increased to generate additional income. This year, charges have been generally increased at 2.7% to reflect inflationary pressures across 27 charging areas.

### **Services Reviewed and Proposed Charges for 2019/20**

4. The department currently has 45 services where charges are applied. Five of these services are nationally prescribed leaving 40 services to be reviewed. As part of the annual review exercise, there was no service where it has been decided to remove charges. No changes are proposed to 3 areas where reviews were previously carried out.

5. Protective Services wish to introduce the new charges for pest control from the 1<sup>st</sup> of the month following Cabinet approval as the new contract is now in place. This will help minimize any financial loss to the Council.

6. Three services are moving to a Price On Application process. This is for the hire of events litter squad, Rouken Glen events and filming in parks and cemeteries. Rather than setting a specific charge, each service request will be provided with a cost based on the labour, materials, plant costs and any other reasonable costs (e.g. disposal of waste) in order to deliver the service requested. The current way of charging does not fully cover the costs to the service, moving to a price on application basis will allow the Council to recover the full costs it incurs.

7. The charges for the hire of Rouken Glen pavilion will be amended following an in-depth review. It is proposed to remove the higher charge for weekend use. Instead, users will be charged a standard use rate on any day of the week or weekend. Where the user is a commercial operation a higher charge will be imposed.

8. It is proposed to introduce a new charge for caravan site licensing. This charge will be effective from 1 May 2019 as per legislation.

9. In the table below, the following codes are used to denote the Charging Classification and Policy for 2019/20 in respect of each service area:

Classification:

- i) To accord with policy/strategy
- ii) Market-based charge
- iii) Statutory charge

Charging Policy:

- a) charge to recover full cost
- b) charge to recover specific part cost (e.g. all direct costs)
- c) charge to make contribution to service revenue
- d) charges which are nationally prescribed

**FINANCE AND EFFICIENCY**

10. The impact of the proposed fees and charges on levels of use, and levels of income, will be taken into account in the preparation of revenue budgets for 2019/20.

**CONSULTATION**

11. This report has been prepared in consultation with the Finance Department and where appropriate benchmarking was carried out to compare costs of services provided by other Councils and the private sector.

**PARTNERSHIP WORKING**

12. There was no partnership working associated with this report.

## IMPLICATIONS OF THE PROPOSALS

### Equalities

13. An equality impact assessment has been carried out and there are no equality implications in relation to the proposed charges for service provided by the department.

## CONCLUSIONS

14. One new charge is proposed and three existing charges modified. We propose to increase 27 charging areas at 2.7%, 6 charges above inflation following in-depth reviews and three charges with no change to charge.

## RECOMMENDATIONS

15. The Cabinet is asked to approve:

(a) An increase of 2.7% is applied to the following services:

- Service 1 – Approval to Erect Temporary Direction Signs
- Service 2 – Removal of Unauthorised Signs
- Service 6 – High Hedges Application Fee
- Service 7 – Recharge of legal fees to 3rd parties
- Service 8 – Miscellaneous Recharges (Roads Staff Time)
- Service 9 – Supply of Ordnance Survey Extracts
- Service 10 – Providing Variety of Planning and Building Standards Information
- Service 11 – Planning and Building Standards Section 50 Certificates
- Service 12 – Provision of bar markings on carriageway
- Service 13 – Section 109 approvals
- Service 14 – Temporary traffic signal permits
- Service 15 – Road occupation permits
- Service 16 – Road opening permit
- Service 17 – Road closure notice
- Service 18 – Provision of dropped kerbs
- Service 19 – Skip permits
- Service 20 – Inspection charges for roads in new developments
- Service 23 – Trading Standards
- Service 25 – Letters of comfort and building warrant extensions
- Service 26 – Building Standards – Section 89 Certificates
- Service 27 – Copies of building warrants etc documentation
- Service 28 – Copies of Planning etc consents
- Service 29 – Property enquiry report (Roads only and additional Roads fee)
- Service 30 – HMO licensing
- Service 31 – Private Sector Grants registration
- Service 33 – ‘No Parking’ cones
- Service 36 – Hire of Rouken Glen Pavilion

(b) an increase above 2.7% is applied to the following services to maximise income to the Council:

- Service 3 – Removal of Dead Animals from Private Properties

- Service 5 – Supply of Bins for New Housing Developments
- Service 21 – Special uplifts
- Service 22 – Outdoor Sports Pitches
- Service 24 – Protective Services
- Service 32 – Burial Grounds

(c) New Charge / Change to existing charge

- Service 4 – Hire of Events Litter Squad
- Service 36 – Hire of Rouken Glen Pavilion
- Service 38 – Rouken Glen Event
- Service 39 – Filming in Parks etc
- Service 40 – Caravan Site Licensing

(d) No change to charges

- Service 34 – Trade waste collections
- Service 35 – Dangerous building admin fee
- Service 37 – Housing Management Fee

(e) the nationally prescribed charges set by the Scottish Government and Vehicle & Operator Services Agency for the following services:

- Service 41 – Planning Applications
- Service 42 – Certificates of lawful use or development
- Service 43 – Building warrant applications
- Service 44 – Application for private landlord registration
- Service 45 – MOT testing

Director of Environment

Convener contact details:

Councillor Alan Lafferty  
(Convener for Environment)

Home: 0141 621 1113  
Office: 0141 577 3107/8

Councillor Danny Devlin  
(Convener for Housing and Maintenance Services)

Home: 0141 580 0288  
Office: 0141 577 3107/8

November 2018

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Environment Department:- Summary of Proposed Charges

No	Service	Current Charge 2018/19	Proposed Charge 2019/20	Charge Classification/ Policy 2019/20	Recommendation
<b>INCREASED CHARGES</b>					
1	Approval to Erect Temporary Direction Signs e.g. New Housing Developments etc.	£317.00 per year	£325.50 per year	I / a	In line with Council Policy it is recommended that there should be a <b>2.7% increase</b> in 2019/20 charges to reflect inflationary rate increase and to maximise Income to the Council.
2	Removal of Unauthorised Signs	£53.00 per sign	£54.50 per sign	I / a	In line with Council Policy it is recommended that there should be a <b>2.7% increase</b> in 2019/20 charges to reflect inflationary rate increase and to maximise Income to the Council.
3	Removal of Dead Animals from Private Properties	£30.65	£33.55	I / a	Following an in-depth review it is recommended that all charges should be <b>increased by 10%</b> to maximise Income
5	Supply of Bins for New Housing Developments  Large Commercial bins	£79.50 per household  Cost Plus £50 per bin for Delivery / Admin Fee	£121.00 per household  Cost Plus £55 per bin for Delivery / Admin Fee	I / a	Following an in-depth review it is recommended that all charges should be <b>increased by 10%</b> to maximise Income (NB, the charge per household also now includes a £33.55 delivery charge for each transaction).
6	High Hedges Application Fee	£465.00	£477.50	I / a	In line with Council Policy it is recommended that there should be a <b>2.7% increase</b> in 2019/20 charges to reflect inflationary rate increase and to maximise Income to the Council.

No	Service	Current Charge 2018/19	Proposed Charge 2019/20	Charge Classification/ Policy 2019/20	Recommendation
7	Recharge of Legal Fees to 3 <sup>rd</sup> Parties	£100.00 per hour of officer's time	£102.75 per hour of officer's time	I / a	In line with Council Policy it is recommended that there should be a <b>2.7% increase</b> in 2019/20 charges to reflect inflationary rate increase and to maximise Income to the Council.
8	Miscellaneous Recharges (Roads Staff Time) i.e. Technical Advice, Sign Preparation, Removal of Illegal Signs, Traffic Management etc.	£63.50 per hour of officer's time	£65.25 per hour of officer's time	II / a	In line with Council Policy it is recommended that there should be a <b>2.7% increase</b> in 2019/20 charges to reflect inflationary rate increase and to maximise Income to the Council.
9	Supply of Ordnance Survey Extracts: -  1 <sup>st</sup> Copy Additional Copies	£26.25 £0.55 (each)	£27.00 £0.60 (each)	II / a	In line with Council Policy it is recommended that there should be a <b>2.7% increase</b> in 2019/20 charges to reflect inflationary rate increase and to maximise Income to the Council.
10	Providing Variety of Planning and Building Standard Information	£63.50 per hour of officer's time	£65.25 per hour of officer's time	II / a	In line with Council Policy it is recommended that there should be a <b>2.7% increase</b> in 2019/20 charges to reflect inflationary rate increase and to maximise Income to the Council.
11	Planning and Building Standards Section 50 Certificates	£105.50	£108.50	III / a	In line with Council Policy it is recommended that there should be a <b>2.7% increase</b> in 2019/20 charges to reflect inflationary rate increase and to maximise Income to the Council.
12	Provision of Bar Markings on the Carriageway	£177.50	£182.50	I / a	In line with Council Policy it is recommended that there should be a <b>2.7% increase</b> in 2019/20 charges to reflect inflationary rate increase and to maximise Income to the Council.



No	Service	Current Charge 2018/19	Proposed Charge 2019/20	Charge Classification/ Policy 2019/20	Recommendation
13	Section 109 (Roads Scotland Act) - Approval to put Private Apparatus in the Public Road	£220.00	£226.00	I / a	In line with Council Policy it is recommended that there should be a <b>2.7% increase</b> in 2019/20 charges to reflect inflationary rate increase and to maximise Income to the Council.
14	Temporary Traffic Signal Permit  2 – Way  3 – Way	National Policy  £111.00	National Policy  £114.00	I / a	In line with Council Policy it is recommended that there should be a <b>2.7% increase</b> in 2019/20 charges to reflect inflationary rate increase and to maximise Income to the Council.
15	Road Occupation Permits:-  Section 58 (4 week period)  Section 59 (Annual) Street Café Application	£45.50  £91.00	£46.75  £93.50	I / a	In line with Council Policy it is recommended that there should be a <b>2.7% increase</b> in 2019/20 charges to reflect inflationary rate increase and to maximise Income to the Council.
16	Road Opening Permit  Technical Review and Approval (when required)	£45.50  £63.50 per hour of officer's time	£46.75  £65.25 per hour of officer's time	I / a	In line with Council Policy it is recommended that there should be a <b>2.7% increase</b> in 2019/20 charges to reflect inflationary rate increase and to maximise Income to the Council.

No	Service	Current Charge 2018/19	Proposed Charge 2019/20	Charge Classification/ Policy 2019/20	Recommendation
17	Road Closure Notices / Orders:-  Road Closure Notices Section 14 - 5 days (4 weeks advance notice required)  Fast track requests - Section 14 (Less than 4 weeks notice)  Road Closure Temporary Orders (8 weeks advance notice required)  Fast track requests (Less than 8 weeks notice provided)	£488.00  £655.00  £980.00 (plus advert fee)  £1,165.00 (plus advert and Traffic Management fee)	£501.25  £675.00  £1006.50 (plus advert fee)  £1,196.00 (plus advert and Traffic Management fee)	I / a	In line with Council Policy it is recommended that there should be a <b>2.7% increase</b> in 2019/20 charges to reflect inflationary rate increase and to maximise Income to the Council.
18	Provision of Dropped Kerbs: -  All Applications (Including Area Committees)	£1,331.25	£1,367.00	I / a	In line with Council Policy it is recommended that there should be a <b>2.7% increase</b> in 2019/20 charges to reflect inflationary rate increase and to maximise Income to the Council.
19	Skip Permits (4 weeks)	£45.50	£46.75	I / a	In line with Council Policy it is recommended that there should be a <b>2.7% increase</b> in 2019/20 charges to reflect inflationary rate increase and to maximise Income to the Council.

No	Service	Current Charge 2018/19	Proposed Charge 2019/20	Charge Classification/ Policy 2019/20	Recommendation
20	Inspection Charges Relating to Roads in New Developments  <u>Est. Road Construction Cost</u>  Up to £1,000 £1,001 to £5,000 £5,001 to £20,000 £20,001 to £100,000 Over £100,000	<u>Fee per £1,000 of Road Bond</u>  £59.50 £52.50 £49.50 (Min. £265) £46.50 (Min. £942) £32.00 (Min. £4,250)	<u>Fee per £1,000 of Road Bond</u>  £61.00 £54.00 £51.00 (Min. £265) £47.75 (Min. £942) £33.00 (Min. £4,250)	I / a	In line with Council Policy it is recommended that there should be a <b>2.7% increase</b> in 2019/20 charges to reflect inflationary rate increase and to maximise Income to the Council.
21	Special Uplifts  Ground Clearance Charge – for each additional 15 minutes required in addition to the special uplift charge	£30.50  £30.50	£33.55  £33.55	I / b	Following an in-depth review it is recommended that all charges should be <b>increased by 10%</b> to maximise Income
22	Outdoor Sports Pitches	See Appendix 1	See Appendix 1	I / b	Following an in-depth review it is recommended that all charges should be <b>increased by 10%</b> to maximise Income

No	Service	Current Charge 2018/19	Proposed Charge 2019/20	Charge Classification/ Policy 2019/20	Recommendation
23	Trading Standards	See Appendix 2	See Appendix 2	I and III / d	In line with Council Policy it is recommended that there should be a <b>2.7% increase</b> in 2019/20 charges to reflect inflationary rate increase and to maximise Income to the Council.
24	Protective Services	See Appendix 3	See Appendix 3	I and III / a	In-depth review, some charges for pest control have been modified and the service propose to implement from 1 <sup>st</sup> December. For all other charges, in line with Council Policy it is recommended that there should be a <b>2.7% increase</b> in 2019/20 charges to reflect inflationary rate increase and to maximise Income to the Council.
25	<u>Letters of Comfort Building Standards:</u> -  Without Site Visit. No Completion Certificate.  Unauthorised Work. Additional Inspection  <u>Building Warrant Exemption Letter:-</u>  Without Property Inspection With Property Inspection  Expired Building Warrant (approved after 1 <sup>st</sup> May 2005) Completion Certificate	£132 £258  See Appendix 4 £132  £132 See Appendix 5  £132	£136 £265  See Appendix 4 £136  £136 See Appendix 5  £136	II / a	In line with Council Policy it is recommended that there should be a <b>2.7% increase</b> in 2019/20 charges to reflect inflationary rate increase and to maximise Income to the Council.

No	Service	Current Charge 2018/19	Proposed Charge 2019/20	Charge Classification/ Policy 2019/20	Recommendation
26	Building Standards - Section 89 (Raised Structures) Certificate  Out of hours inspections / applications received less than 14 days from date of event	£257.50  £68.00	£265.00  £70.00	I / a	In line with Council Policy it is recommended that there should be a <b>2.7% increase</b> in 2019/20 charges to reflect inflationary rate increase and to maximise Income to the Council.
27	Supply Copies of:-  Building Warrants Completion Certificates Additional Copy of Consent  Copies of Building Warrant Plans and Documentation  Archived File Search & Retrieval	£70.00 £70.00 £14.00  £2.70 for A0 £2.15 for A1 £1.45 for A2 £1.15 for A3 £0.85 for A4  £51.50	£72.00 £72.00 £14.50  £2.80 for A0 £2.20 for A1 £1.50 for A2 £1.20 for A3 £0.90 for A4  £53.00	II / a	In line with Council Policy it is recommended that there should be a <b>2.7% increase</b> in 2019/20 charges to reflect inflationary rate increase and to maximise Income to the Council.
28	Supply Copies of Planning Consents:-  Initial Copy Additional Consents  Archived File Search & Retrieval	£70.00 £14.00  £51.50	£72.00 £14.50  £53.00	II / a	In line with Council Policy it is recommended that there should be a <b>2.7% increase</b> in 2019/20 charges to reflect inflationary rate increase and to maximise Income to the Council.

No	Service	Current Charge 2018/19	Proposed Charge 2019/20	Charge Classification/ Policy 2019/20	Recommendation
29	Property Enquiry Report: -  5 Day Response 2 Day Response  Roads Only  Additional Fee for detailed roads information (including plans)	£97.50 £103.00  £48.50  £49.50	£100.00 £106.00  £50.00  £50.50	II / a	In line with Council Policy it is recommended that there should be a <b>2.7% increase</b> in 2019/20 charges to reflect inflationary rate increase and to maximise Income to the Council.
30	Houses in Multiple Occupation (HMO) Licensing	<u>New Application</u>  Up to 6 £788 7 or Over £999  <u>Renewals</u>  Up to 6 £497 7 or Over £644	<u>New Application</u>  Up to 6 £809 7 or Over £1025  <u>Renewals</u>  Up to 6 £510 7 or Over £661	I / a	In line with Council Policy it is recommended that there should be a <b>2.7% increase</b> in 2019/20 charges to reflect inflationary rate increase and to maximise Income to the Council.
31	Private Sector Grants Registration	£73.00	£75.00	III / a	In line with Council Policy it is recommended that there should be a <b>2.7% increase</b> in 2019/20 charges to reflect inflationary rate increase and to maximise Income to the Council.

No	Service	Current Charge 2018/19	Proposed Charge 2019/20	Charge Classification/ Policy 2019/20	Recommendation
32	Burial Grounds  Burial Grounds – Advanced Purchase of Lair (Residents Only)	See Appendix 6  £1,412.00	See Appendix 6  Withdrawn for 2019/20	I / b	Following an in-depth review it is recommended that all charges should be <b>increased by 10%</b> to maximise Income. (NB: lairs beyond a certain size i.e. 36 inches wide and 84 inches in length these will incur an additional lair charge)
33	'No Parking' Cones  Traffic Cones	£100 Deposit £50 Delivery  Charge per hour £5 Non-Returned Cones	£103 Deposit £51.50 Delivery  Charge per hour £5 Non-Returned Cones	1 / c	In line with Council Policy it is recommended that there should be a <b>2.7% increase</b> in 2019/20 charges to reflect inflationary rate increase and to maximise Income to the Council.
36	Hire of Rouken Glen Pavilion  Standard Use  Commercial Use  Public Holiday	£13.30 per hour  £26.60 per hour  £44.90 per hour	£14.63 per hour  £29.26 per hour  £49.39per hour	I / a	Following an in-depth review it is recommended that all charges should be <b>increased by 10%</b> to maximise Income. In addition, weekend rates have removed and replaced with a commercial rate use charge.
<b>NO CHANGE</b>					
34	Trade Waste Collections	See Appendix 7	See Appendix 7	II / a	It is recommended that there should be <b>no increase</b> to the current charges as full costs continue to be recovered and this service is available from the private sector.

No	Service	Current Charge 2018/19	Proposed Charge 2019/20	Charge Classification/ Policy 2019/20	Recommendation
35	Dangerous Buildings Recharge:-Admin Fee	10%	10%	l / a	It is recommended that there should be <b>no increase</b> to the current charge rate as it is percentage based.
37	Housing Management Fee – Recharge of Damage Repairs Caused by Tenants	Repairs Costs plus 5% Admin Fee	Repairs Costs plus 5% Admin Fee	1 / a	It is recommended that there should be <b>no increase</b> to the current charge rate as it is percentage based.
<b>NEW CHARGE / CHANGE TO EXISTING CHARGE</b>					
4	Hire of Events Litter Squad	£53.00 per hour (Minimum 2 hours)	POA	l / a	Following an in-depth review the service intends to move to a Price on Application process. For private companies or commercial organisations will be subject to higher charges or negotiated rates at the discretion of management.
38	Rouken Glen Event Management Fees:- One Day Hire of Park Half day Hire of Park Traffic Control (Set-up and remove one way system) Hire of Equipment Deliver / Up-lift Equipment	£180.00 £90.00 £330.00 £28.50 £28.50 per hour	POA	l / a	Following an in-depth review the service intends to move to a Price on Application process. For private companies or commercial organisations will be subject to higher charges or negotiated rates at the discretion of management.



No	Service	Current Charge 2018/19	Proposed Charge 2019/20	Charge Classification/ Policy 2019/20	Recommendation
39	Filming in Parks, Cemeteries and Roads	£400 per day £200 per ½ day £50 per hour	POA	I / a	Following an in-depth review the service intends to move to a Price on Application process. For private companies or commercial organisations will be subject to higher charges or negotiated rates at the discretion of management.
40	Caravan Site Licensing New Licence Renewal of Licence	£0 £0	£750 £750	II / a	Legislation changes from 1 May 2019 which enable us to charge for Caravan Site Licensing. Licences have to be renewed every 5 years and the Scottish Government has given us some guidance on charges.
<b>NATIONALLY PRESCRIBED</b>					
41	Planning Applications	Set by Scottish Government	Set by Scottish Government	III / d	Statutory charge set by the Scottish Government. <b>For information only.</b> (See Council Website for current fees).
42	Certificates of Lawful Use or Development	Set by Scottish Government	Set by Scottish Government	III / d	Statutory charge set by the Scottish Government. <b>For information only.</b> (See Council Website for current fees).
43	Building Warrant Applications	Set by Scottish Government	Set by Scottish Government	III / d	Statutory charge set by the Scottish Government. <b>For information only.</b> (See Council Website for current fees).
44	Applications for Private Landlord Registration	Set by Scottish Government	Set by Scottish Government	III / d	Statutory charge set by the Scottish Government. <b>For information only.</b> (See Council Website for current fees).
45	MOT Testing	Set by VOSA	Set by VOSA	III / d	Fees set externally by Vehicle & Operator Services Agency. <b>For information only.</b> (See VOSA Website for current fees).

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<b>ACTIVITY</b> (All prices are per match unless indicated)		<b>Current 2018/19</b>	<b>Proposed 2019/20</b>
<b>FOOTBALL - GRASS</b>			
11-A-Side	Adult	£51.50	£56.65
	Under 19	£25.75	£28.33
7-A-Side	Under 12	£21.60	£23.76
<b>FLOODLIT SYNTHETIC (PER HOUR)</b>			
Full Pitch	Adult	£62.30	£68.53
	Under 19	£31.15	£34.27
Half Pitch	Adult	£51.00	£56.10
	Under 19	£25.50	£28.05
Muirend, Crossmill, Woodfarm, Carlibar 5-A-Side (Per Pitch)	Adult	£42.70	£46.97
	Under 19	£21.35	£23.49
<b>FLOODLIT SYNTHETIC - FULL PITCH (OFF SEASON JUNE and JULY)</b>			
Woodfarm (Mon – Fri) 90 mins	Adult	£45.80	£50.38
	Under 19	£31.70	£34.87
Woodfarm (Sat – Sun) 2 hours MacTaggart & Meikle (Any Day) 2 hours	Adult	£61.30	£67.43
	Under 19	£42.70	£46.97
<b>OTHER</b>			
Running Track	Group (per session)	£65.30	£71.83

**NOTES**

1. Rates apply to all sports pitches (including those facilities based in East Renfrewshire Council schools).
2. Pitches are only available to groups registered under the Council's registration scheme
3. Additional Time required on grass pitches charged at 50% of base cost up to 1 hour inclusive thereafter full let charge to be levied.

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SERVICE	Current 2018/19	Proposed 2019/20
<b>PETROLEUM LICENSE</b>	<b>Maximum fee set by Health &amp; Safety (Fees) Regulations</b>	
Less than 2,500 Litres	£44.00	Not
2,501 - 50,000 Litres	£60.00	Yet
Over 50,000 Litres	£125.00	Known
Licence Transferred	£8.00	
<b>SECOND HAND CAR DEALER'S LICENCE</b>		
3 Year Licence	£400.00	£410
<b>STORAGE &amp; REGISTRATION OF EXPLOSIVES</b>	<b>Maximum fee set by Health &amp; Safety (Fees) Regulations</b>	
Please refer to Health & Safety Website for list of current fees <a href="http://www.hse.gov.uk/explosives/licensing/fees.htm">www.hse.gov.uk/explosives/licensing/fees.htm</a>	Refer to website	Not Yet Known
<b>WEIGHTS, MEASURES AND ENVIRONMENTAL INFORMATION</b>		
<b>Basic Charge Per Service:-</b>		
Hourly rate for Weight and Measures Staff	£66.60	£68.40
Hourly Rate for Support Staff	£36.60	£37.60
<b>Weights:-</b>		
Weights Exceeding 5kg but not Exceeding 500mg	£10.10*	£10.40*
Other Weights	£7.75*	£7.95*
<b>Measures:-</b>		
Linear Measures not Exceeding 3m	£11.20*	£11.50*
Capacity Measures not Exceeding 1 litre	£9.80*	£10.00*
Cubic Ballast Measures	£200.00*	£205.00*
Liquid Capacity Measures	£31.50*	£32.50*

**TRADING STANDARDS** (Service No. 23) Continued

Appendix 2

SERVICE	Current 2018/19	Proposed 2019/20
<b>WEIGHTS, MEASURES AND ENVIRONMENTAL INFORMATION (CONTINUED)</b>		
Template per Scale – First Item	£54.75*	£56.25*
Template per Scale – Subsequent Items	£21.30*	£21.90*
<b>Weighing Instruments Non EC:-</b>		
Not Exceeding 1 tonne	£71.40*	£73.30*
Exceeding 1 tonne to 10 tonne	£115.60*	£118.75*
Exceeding 10 tonne	£241.35*	£248.90*
<b>EC (Non-Automatic Weighing Instruments):-</b>		
Not Exceeding 1 tonne	£118.80*	£122.00*
Exceeding 1 tonne to 10 tonne	£184.00*	£189.00*
Exceeding 10 tonne	£402.00*	£413.00*
<b>Measuring Instruments for Intoxicating Liquor:-</b>		
Not Exceeding 150ml	£19.60*	£20.10*
Other	£22.65*	£23.25*
<b>Measuring Instruments for Liquid Fuel and Lubricants:-</b>		
Container Type, not Subdivided	£82.00*	£84.00*
Single/Mullet-outlets (nozzles)		
(a) First Nozzle Tested per site	£134.00*	£137.50*
(b) Each Additional Nozzle Tested	£82.30*	£84.50*
Testing of Peripheral Electronic Equipment on a Separate Visit (per site)	£90.35ph*	£92.80ph*
Testing of Credit Card Acceptor (per unit, regardless of slots/nozzles/pumps)	£90.35ph*	£92.80ph*
*Subject to VAT unless under the measuring Instruments (EEC Requirements) Regs 1998		

**PROTECTIVE SERVICES** (Service No. 24)

SERVICE	Current 2018/19	Proposed 2019/20
<b>Animal Health Licensing</b>		
Venison Dealers (Deer) Scotland Act 1996	£47.00	£48.50
Dangerous Wild Animals Act 1976	£192.25 + Vet fees	£197.50 + Vet fees
Zoo Licensing Act 1981	£385.00 + Vet Fees	£395.00 + Vet Fees
Pet Animals Act 1951	£71.00 + Vet Fees if required	£73.00 + Vet Fees if required
Animal Boarding Establishments Act 1963	£80.50 + Vet Fees if required	£82.50 + Vet Fees if required
Riding Establishments Act 1964/76	£205.00 + Vet Fees	£210.00 + Vet Fees
Breeding of Dogs Act 1973	£90.00 + Vet Fees if required	£92.50 + Vet Fees if required
Animal Home Boarding License	£60.25	£62.00
Performing Animals	£128.00 + Vet Fees if required	£131.50 + Vet Fees if required
<b>Abandoned Vehicles</b>		
Removal, Storing & Disposal of Vehicles (Prescribed Sums & Charges etc) Amendment (Scotland) Regulations 2005  (Statutory Charge)	Cars & vans – uplift & disposal £150.00 + Vat (£176.25) where owner can be traced Statutory Charge	Cars & vans – uplift & disposal £150.00 + Vat (£176.25) where owner can be traced Statutory Charge
	Caravans – uplift & disposal £165.00 where owner can be traced	Caravans – uplift & disposal £165.00 where owner can be traced
<b>Letter of Comfort</b>		
Immigration Control	£84.50	£87.00
	£40.00 where copy certificated required within 1 year of inspection being carried out	£41.00 where copy certificated required within 1 year of inspection being carried out
Food Condemnation Certificates	£46.50	£47.75

SERVICE	Current 2018/19	Proposed 2019/20
<b>Pest Control Treatments</b>		
Rats, Mice , Wasps and Intruder Insects (Part of Pest Control Contract)	£49.50  Charge of £27.50 where subsequent treatments for wasps/intruder insects carried out at same time.  Maximum charge for 1 visit £.78.	New Contract – for price breakdown see below
Optional additional visit(s) for rodent treatment (if required)	£22.75 per visit	
Insects not part of pest control contract	Contractor's charge + 10% management/admin fee	
<b>Mice (includes 3 visits)</b>		£78
Recall within 28 days after 3 <sup>rd</sup> visit		Free
Additional visit if recommended by Pest Control Company		£24
<b>Rats (includes 3 visits)</b>		£78
Recall within 28 days after 3 <sup>rd</sup> visit		Free
Additional visit if recommended by Pest Control Company		£24
<b>Squirrels (1 Visit)</b>		£60
Additional visit		£60
<b>Wasps</b>		
1 Wasp nest		£48
2 Wasp nests - same call out		£74.75
3 or more Wasp nests - same		£76 maximum



call out	
Recall visit: 2 to 28 days from initial treatment	Free
<b>Ants</b>	£30
Recall visit: 14 to 28 days from initial treatment	Free
<b>Flying Ants</b>	£40
Additional visit	£25
<b>Birds</b>	£40
Additional visit	£25
<b>Foxes</b>	£60
Additional visit	£60
<b>Fleas (includes 2 visits)</b>	£80
Additional visit	£25
<b>Fruit / sewerage flies</b>	£30
Additional visit	£25
<b>Cockroaches (includes 3 visits) **</b>	£180
Recall visit – Prior approval from Environmental Health required	£60
<p>** Initial survey required at a charge of £25. If treatment required the total cost will be £180 for 3 visits plus £60 per visit should Environmental Health Services determine that additional visits are required</p>	


<b>Bed Bugs (includes 3 visits)</b> **		£180
Recall visit – Prior approval from Environmental Health required		£60
** Initial survey required at a charge of £25. If treatment required the total cost will be £180 for 3 visits plus £60 per visit should Environmental Health Services determine that additional visits are required		
<b>Silver Fish</b>		£30
Additional visit		£25
<b>Beetles</b>		£30
Recall visit: 14 to 28 days from initial treatment		Free
<b>Cancellation Fee</b> (of pest control treatments)		£40
Samples Collected and Analysed for Bacteriological Monitoring (Excluding Type A & B Private Water Supplies for Monitoring & Requests for bacteriological testing).	£83.50 per sample	£85.75 per sample
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Private Water Supply (PWS) Samples Collected and Analysed (Including Type A & B Supplies for bacteriological & Routine Chemical Quality Monitoring)	Type A - £180.00 Type B - £122.00 Additional chemical parameters analytical costs + 10%.	Type A - £180.00 Type B - £122.00 Additional chemical parameters analytical costs + 10%.
<b>(Statutory Charge)</b>		
Carrying out a PWS Risk assessment	£50	£50

Contaminated Land Enquiry	£61.25/hour + Analytical Costs +10%	£63.00/hour + Analytical Costs +10%
Arranging Housing & Public Health Enforcement Works & Associated Admin	Costs incurred + 10% administration charge. Admin charge per invoice:-  Minimum £39.00 Maximum £1830.00	Costs incurred + 10% administration charge. Admin charge per invoice:-  Minimum £40.00 Maximum £1880.00
Section 50 Licensing Fee	£105.50	£108.50
Certificate of compliance to operate as a street trader	£61.25 1 Year Renewal £12.00 2 Year Renewal £24.25 3 Year Renewal £36.50	£62.90 1 Year Renewal £12.50 2 Year Renewal £25.00 3 Year Renewal £37.50

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**Letters of Comfort Building Standards** (Service No. 25)

Appendix 4

	<p><b>BUILDING STANDARDS SERVICE – PROPOSED CHARGES FOR 2018/19</b></p> <p><b>LETTER OF COMFORT FEES FOR UNAUTHORISED WORKS CARRIED OUT PRIOR TO 1<sup>st</sup> MAY 2005</b></p>
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Unauthorised works carried out prior to 1<sup>st</sup> May 2005 will be charged as follows.

For minor works with a construction value up to £10,000 a flat fee of £465 will be payable. This is based on The Scottish Governments national Table of Fees. This covers the initial inspection and 1 return visit if necessary. Any additional inspections will be charged at £135.50 per visit.

For value of works between £10,000 and £50,000, the fee payable is based on the Scottish Government Late Completion fees. Currently this is 300% of the fee in the national Table of Fees (i.e. the Building Warrant fee x 3)

The value of work will be estimated in accordance with the BCIS Quarterly publication of construction costs. The inspecting surveyor will measure the works at the time he/she visits the property, and the applicant will be advised if there is any adjustment required to the fee due to incorrect measurements. The fee paid covers the initial survey and one subsequent inspection if required. Usually, the initial inspection and follow up inspection are sufficient to allow the letter of comfort to be issued. Any further inspections will be charged at £135.50 per inspection.

For works where the floor area of the property has not been increased, the minimum fee will apply.

As a result of the inspection, we may require the applicant to provide third party certification for the works, such as a structural design certificate from a qualified structural engineer. In the case where electrical works have been carried out, these may be required to be tested and certified by an approved electrician and a copy of the electrical certificate passed to the building standards surveyor prior to the letter of comfort being issued.

Remedial works may be required in cases where minimum building standards have not been met. The inspecting surveyor will advise if any works are required to obtain the letter of comfort.

### **Expired Building Warrants**

Works carried out with the benefit of a building warrant, applied for prior to 1<sup>st</sup> May 2005, which has subsequently expired without a certificate of completion being issued can be covered using the letter of comfort system, providing that the works have been carried out entirely in accordance with the stamped approved plans issued with the original building warrant. The fee for this service is £258. This will cover administration, the initial survey and one subsequent inspection if required. Any further inspections will be charged at £135.50 per inspection. If the works are not in accordance with the approved plans then the fee charged will revert to the fees for unauthorised works above.

### **Building works prior to 1982**

Works carried out prior to 1982 can be covered by a letter of comfort. The fee for this service is £132 and does not require a survey or inspection.

### **Important Information**

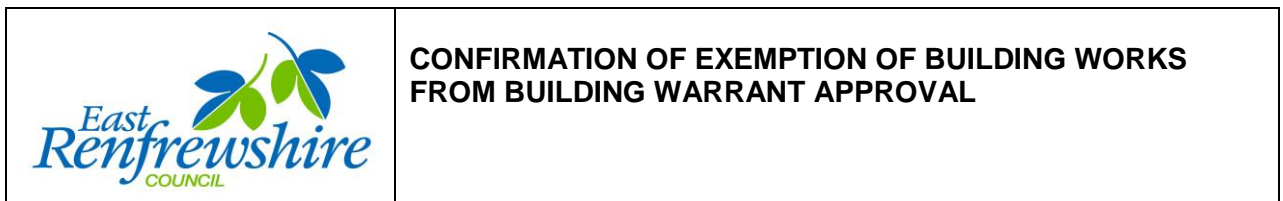
The letter of comfort scheme will cover works up to a value of £50,000. Any unauthorized works valued above £50,000 will require a formal Late Completion application together with plans and certification as may be required to assess the works.

Cheques should be made payable to East Renfrewshire Council and should accompany the application. Applications payed for by cheque will not be processed until the cheque has cleared, This may take up to 10 working days. Debit card payment can be made by phoning 0141 577 3008.

Applications received without the appropriate fee will not be processed.

**Building Warrant Exemption Letter** (Service No. 25)

Appendix 5



Exemption Letter without site inspection	£135.50 administration fee
Exemption Letter with site visit	£271 (Exemption letter administration fee plus 1 non statutory inspection fee)

**NOTES**

Although works may be exempt from requiring a building warrant, they still require to be built in accordance with building regulations. If the works as inspected do not meet the regulations you will be required to carry out remedial works to bring them up to standard

Where it is found that the works would have required a building warrant, you will be asked to apply for a Late Completion Certificate (where the works were carried out after 1<sup>st</sup> May 2005) or, a Letter of Comfort (where the works were carried out prior to 1<sup>st</sup> May 2005). You may also be asked to carry out remedial works to bring the building up to current building regulations. There are also additional fees to be paid. The extent of the works may require drawings to be submitted and processed at the applicant's expense. Building Standards Surveyors will advise you further if you require to apply for either a Late Completion or a Letter of Comfort.

**An inspection of works may result in statutory action being taken if the works are found to be unsafe or a significant breach of building regulations**

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**Burial Ground Charges** (Service No. 32)

Appendix 6

<b>SERVICE</b>	<b>Current 2018 / 19</b>	<b>Proposed 2019 / 20</b>
<b>INTERMENTS</b>		
<b>Mondays - Fridays</b>		
Resident	£816.00	£897.60
Non-Resident	£1,848.00	£2032.80
<b>Saturdays / Sundays / Public Holidays</b>		
Resident	£1,416.00	£1557.60
Non-Resident	£2,238.00	£2461.80
<b>INTERMENTS IN HEBREW CEMETERY</b>		
<b>Mondays - Fridays</b>		
Resident	£756.00	£831.60
Non-Resident	£1,668.00	£1834.80
<b>Saturdays / Sundays / Public Holidays</b>		
Resident	£1,416.00	£1557.60
Non-Resident	£2,238.00	£2461.80
<b>CREMATED REMAINS</b>		
<b>Monday - Fridays</b>		
Resident	£246.00	£270.60
Non-Resident	£546.00	£600.60
<b>Saturdays / Sundays / Public Holidays</b>		
Residents	£516.00	£567.60
Non Residents	£876.00	£963.60
<b>NEW LAIR COFFIN</b>		
Resident	£912.00	£1003.20
Non-Resident	£2,094.00	£2303.40
Advanced Purchase of Lair (Note 5) – Residents Only	£1,412.00	£1553.20
<b>NEW LAIR CREMATED REMAINS (Neilston only)</b>		
Resident	£528.00	£580.80
Non-Resident	£1128.00	£1240.80

<b>MISCELLANEOUS</b>		
Feasibility Certificate	£210.00	£231.00
Exhumation Coffin	£1,908.00	£2098.80
Exhumation Cremated Remains	£420.00	£462.00
Lair Certificate	£24.50	£26.95
Duplicate Certificate	£49.00	£53.90
Transfer of Title	£51.50	£56.65
Search Fee	£98.00	£107.80
Memorial Foundation	£112.00 + VAT	£123.20 + VAT

### NOTES

1. There will be no charge for burial of children under 16 for residents of East Renfrewshire.
2. The standard non-resident burial charge will be reduced by 50% for children 16 and under, with the exception of burials at weekends and on public holidays.
3. Double Interment, second and subsequent coffins or cremated remains 50% of appropriate fee.
4. When a deceased person residing out-with East Renfrewshire has previously resided within the Council area for a minimum of 50 years the surcharge for burial of a non-resident will not be applied.
5. The advance purchase of lairs will only be available to residents with a maximum of 2 lairs per person. The Council will limit the number of lairs sold to 50 per year on a first come first served basis.
6. Where lairs beyond a certain size i.e. 36 inches wide and 84 inches in length these will incur an additional lair charge.

**TRADE WASTE COLLECTIONS**

Appendix 7

**Commercial Waste Collection Charges** (Service No. 34)

<b>Uplift Charges per uplift (excluding VAT)</b>	<b>Current (2018/19)</b>	<b>Proposed 2019/20</b>
Red Trade Sack (each)	£2.88	£2.88
120 Litre plastic container	£2.88	£2.88
240 Litre plastic container	£5.70	£5.70
360 Litre plastic container	£8.12	£8.12
500 Litre steel container	£10.60	£10.60
660 Litre steel/plastic container	£13.68	£13.68
1100/1280 Litre steel/plastic container	£19.95	£19.95
<b>Leasing Charges per week (excluding VAT)</b>	<b>Current (2018/19)</b>	<b>Proposed 2019/20</b>
120 Litre plastic container	£0.77	£0.77
240 Litre plastic container	£0.85	£0.85
660 Litre steel/plastic container	£2.58	£2.58
1100/1280 Litre steel/plastic container	£2.66	£2.66

**Special Commercial Uplifts**

A charge of £25 will be payable for any additional uplift of waste to a trade customer. This will be added to the standard uplift charge for that container unless the waste is not held within the container, in which case a no obligation quote will be provided.

**Trade Recycling Collection Charges**

<b>Uplift Charges per uplift (excluding VAT)</b>	<b>Current (2018/19)</b>	<b>Proposed 2019/20</b>
Paper recycling sack	£2.30	£2.30
Glass & Cans recycling Box	£2.30	£2.30

Plastics recycling bag	£2.30	£2.30
240 Litre container – Any Material (paper, glass, cans, plastics)	£4.20	£4.20

### **Contaminated recycling containers & special uplifts of recycling containers**

A charge of £27.50 will be payable for any additional uplift of recycling to a trade customer. This will be added to the standard uplift charge for that container unless the waste is not held within a waste container, in which case a no obligation quote will be provided.

In addition any recycling container that cannot be collected due to contamination, will be liable for a £27.50 charge to remove the waste, which will be added to the standard uplift charge.

Appendix 7
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### **Internal Collection Charges** (Service No. 34) Continued

<b>Uplift Charges per uplift (excluding VAT)</b>	<b>Current (2018/19)</b>	<b>Proposed 2019/20</b>
Red Trade Sack (each)	£2.62	£2.62
120 Litre plastic container	£2.62	£2.62
240 Litre plastic container	£5.17	£5.17
360 Litre plastic container	£7.37	£7.37
500 Litre steel container	£9.63	£9.63
660 Litre steel/plastic container	£12.42	£12.42
1100/1280 Litre steel/plastic container	£18.25	£18.25
<b>Leasing Charges per week (excluding VAT)</b>	<b>Current (2018/19)</b>	<b>Proposed 2019/20</b>
120 Litre plastic container	£0.77	£0.77
240 Litre plastic container	£0.85	£0.85
360 Litre plastic container	£0.96	£0.96
500 Litre steel container	£2.58	£2.58
660 Litre steel/plastic container	£2.58	£2.58
1100/1280 Litre steel/plastic container	£2.66	£2.66

### **Special Commercial Uplifts**

A charge of £25 will be payable for any additional uplift of waste to a trade customer. This will be added to the standard uplift charge for that container unless the waste is not held within a waste container, in which case a quote will be provided.

### **Trade Recycling Collection Charges**

<b>Uplift Charges per uplift (excluding VAT)</b>	<b>Current (2018/19)</b>	<b>Proposed 2019/20</b>
Paper recycling sack	£2.30	£2.30
Glass & Cans recycling Box	£2.30	£2.30

Plastics recycling bag	£2.30	£2.30
240 Litre container – Any Material (paper, glass, cans, plastics)	£4.20	£4.20

Contaminated recycling containers & Special uplifts of recycling containers

A charge of £27.50 will be payable for any additional uplift of waste to a trade customer. This will be added to the standard uplift charge for that container unless the waste is not held within a waste container, in which case a quote will be provided.

In addition, any recycling container that cannot be collected due to contamination, will be liable for a £27.50 charge to remove the waste, which will be added to the standard uplift charge.

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