

EAST RENFREWSHIRE COUNCILCABINET1 December 2016Report by Director of EnvironmentCHARGING FOR SERVICES 2017/18**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 2017/18.

RECOMMENDATIONS

2. The Cabinet is asked to approve:

(a) An increase of 2.6% is applied to the following services:

- Service 1 – Approval to Erect Temporary Direction Signs
- Service 2 – Removal of Unauthorised Signs
- Service 3 – Removal of Dead Animals from Private Properties
- Service 4 – Hire of Events Litter Squad
- Service 5 – Supply of Bins for New Housing Developments
- Service 6 – High Hedges Application Fee
- Service 7 – Recharge of Legal Fees to 3rd Parties
- Service 8 – Miscellaneous Recharges (Roads Staff Time)
- 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 21 – Special uplifts
- Service 22 – Commercial Street Cleaning Service
- Service 23 – Trading Standards
- Service 24 – Protective Services
- Service 25 – Letters of comfort and building warrant extensions
- 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 – Supply of 1st copy of OS Extracts
- Service 31 – HMO licensing

- Service 32 – Private Sector Grants registration
 - Service 33 – Outdoor Sports Pitches
- (b) an increase above 2.6% is applied to the following services to maximise income to the Council:
- Service 9 – Burial Grounds
 - Service 26 – Building Standards raised Structures
- (c) No change to charges
- Service 34 – Hire of parking cones
 - Service 35 – Trade waste collections
 - Service 36 – Dangerous building admin fee
 - Service 37 – Hire of Rouken Glen Pavilion
 - Service 38 – Housing Management Fee
 - Service 39 – Rouken Glen Event
 - Service 40 – Filming in Parks etc
- (d) the nationally prescribed charges set by the Scottish Government and Vehicle & Operator Services Agency for the following services:
- Service 43 – Planning Applications
 - Service 44 – Certificates of lawful use or development
 - Service 45 – Building warrant applications
 - Service 46 – Application for private landlord registration
 - Service 47 – MOT testing
- (e) Removal of charges
- Service 41 – Supply of land audit and postage
 - Service 42 – Supply of local plan

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 2.6% to reflect inflationary pressures across 32 charging areas.

Services Reviewed and Proposed Charges for 2017/18

4. The department currently has 47 services where charges are applied. Five of these services are nationally prescribed leaving 42 services to be reviewed. As part of the annual review exercise, there were 2 services where it has been decided to remove charges as it is uneconomical to recover.

5. No changes are proposed to 6 areas where reviews were previously carried out.
6. The Burial Ground Charges report presented to Cabinet on the 29 January 2015 highlighted the fact that the burial charges within this Council are well below the national average. At the time of the report it was indicated that a further review was underway. This review has now been completed. As part of the review, a full benchmarking exercise of all other Councils charges for this service was undertaken. Taking account of this review, it is now proposed to increase burial charges to a level which matches the national average. The review also found that a number of Councils do not charge for child burials and it is therefore proposed to remove this charge to residents.
7. The building standards service has experienced an upsurge in demand for S89 raised structures certificates, this has impacted on service delivery as the demand for certificates is often at short notice and requires out of normal office work. A review of the cost to the Council and a benchmarking exercise has been undertaken of other Councils charges. It is now proposed to increase the charge to match that of other Councils with an additional charge where applications are received at short notice or there is a requirement to carry out an out of hours inspection.
8. Where there is an option to pay for a service by credit card, there will continue to be an additional 2% charge added to the fee.
9. Where possible, fees of less than £10.00 should be paid by cash or cheque.
10. In the table below, the following codes are used to denote the Charging Classification and Policy for 2017/18 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

11. 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 2017/18.

CONSULTATION

12. 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

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

IMPLICATIONS OF THE PROPOSALS

Equalities

14. 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

15. No new charges are proposed. We propose to increase 32 charging areas at 2.6% and 2 charges are being removed.

RECOMMENDATIONS

16. The Cabinet is asked to approve:

(a) An increase of 2.6% is applied to the following services:

- Service 1 – Approval to Erect Temporary Direction Signs
- Service 2 – Removal of Unauthorised Signs
- Service 3 – Removal of Dead Animals from Private Properties
- Service 4 – Hire of Events Litter Squad
- Service 5 – Supply of Bins for New Housing Developments
- Service 6 – High Hedges Application Fee
- Service 7 – Recharge of Legal Fees to 3rd Parties
- Service 8 – Miscellaneous Recharges (Roads Staff Time)
- 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 21 – Special uplifts
- Service 22 – Commercial Street Cleaning Service
- Service 23 – Trading Standards
- Service 24 – Protective Services
- Service 25 – Letters of comfort and building warrant extensions
- 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 – Supply of 1st copy of OS Extracts
- Service 31 – HMO licensing
- Service 32 – Private Sector Grants registration
- Service 33 – Outdoor Sports Pitches

(b) an increase above 2.6% is applied to the following services to maximise income to the Council:

- Service 9 – Burial Grounds
- Service 26 – Building Standards raised Structures

(c) No change to charges

- Service 34 – Hire of parking cones
- Service 35 – Trade waste collections
- Service 36 – Dangerous building admin fee
- Service 37 – Hire of Rouken Glen Pavilion
- Service 38 – Housing Management Fee
- Service 39 – Rouken Glen Event
- Service 40 – Filming in Parks etc

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

- Service 43 – Planning Applications
- Service 44 – Certificates of lawful use or development
- Service 45 – Building warrant applications
- Service 46 – Application for private landlord registration
- Service 47 – MOT testing

(e) Removal of charges

- Service 41 – Supply of land audit and postage
- Service 42 – Supply of local plan

Director of Environment

Convener contact details:

Councillor Tony Buchanan
(Convener for Infrastructure and Sustainable Growth)

Home: 0141 577 5717
Office: 0141 577 3107/8

Councillor Vincent Waters
(Convener for Environment)

Mobile: 07703 887170
Office: 0141 577 3107/8

Councillor Danny Devlin
(Convener for Housing and Maintenance Services)

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

November 2016

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Environment Department:-

Summary of Proposed Charges

No	Service	Current Charge 2016/17	Proposed Charge 2017/18	Charge Classification/ Policy 2017/18	Recommendation
INCREASED AND NEW CHARGES					
1	Approval to Erect Temporary Direction Signs e.g. New Housing Developments etc.	£300.00 per year	£308.00 per year	I / a	In line with Council Policy it is recommended that there should be a 2.6% increase in 2017/18 charges to reflect inflationary rate increase and to maximise Income to the Council.
2	Removal of Unauthorised Signs	£50.00 per sign	£51.30 per sign	I / a	In line with Council Policy it is recommended that there should be a 2.6% increase in 2017/18 charges to reflect inflationary rate increase and to maximise Income to the Council.
3	Removal of Dead Animals from Private Properties	£29.00	£29.75	I / a	In line with Council Policy it is recommended that there should be a 2.6% increase in 2017/18 charges to reflect inflationary rate increase and to maximise Income to the Council.
4	Hire of Events Litter Squad	£50.00 per hour (Minimum 2 hours)	£51.30 per hour (Minimum 2 hours)	I / a	In line with Council Policy it is recommended that there should be a 2.6% increase in 2017/18 charges to reflect inflationary rate increase and to maximise Income to the Council.
5	Supply of Bins for New Housing Developments	£75.00 per household	£77.00 per household	I / a	In line with Council Policy it is recommended that there should be a 2.6% increase in 2017/18 charges to reflect inflationary rate increase and to maximise Income to the Council.

No	Service	Current Charge 2016/17	Proposed Charge 2017/18	Charge Classification/ Policy 2017/18	Recommendation
6	High Hedges Application Fee	£440.00	£450.00	I / a	In line with Council Policy it is recommended that there should be a 2.6% increase in 2017/18 charges to reflect inflationary rate increase and to maximise Income to the Council.
7	Recharge of Legal Fees to 3 rd Parties	£60.00 per hour of officer's time	£61.50 per hour of officer's time	I / a	In line with Council Policy it is recommended that there should be a 2.6% increase in 2017/18 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.	£60.00 per hour of officer's time	£61.50 per hour of officer's time	II / a	Further to last year's an in-depth review and In line with Council Policy it is recommended that there should be a 2.6% increase in 2017/18 charges to reflect inflationary rate increase and to maximise Income to the Council.
9	Burial Grounds	See Appendix 1	See Appendix 1	I / b	Following an in-depth review it is recommended that all charges should be increased by 2.6% to maximise Income. In addition, some charges have been increased to match the national average. The increased charges will take account of the requirement to now undertake headstone topple testing. The charge for child burials for ERC residents has been removed.
10	Providing Variety of Planning and Building Standard Information	£60.00 per hour of officer's time	£61.50 per hour of officer's time	II / a	Further to last year's an in-depth review and In line with Council Policy it is recommended that there should be a 2.6% increase in 2017/18 charges to reflect inflationary rate increase and to maximise Income to the Council.
11	Planning and Building Standards Section 50 Certificates	£100.00	£102.50	III / a	Further to last year's an in-depth review and In line with Council Policy it is recommended that there should be a 2.6% increase in 2017/18 charges to reflect inflationary rate increase and to maximise Income to the Council.

No	Service	Current Charge 2016/17	Proposed Charge 2017/18	Charge Classification/ Policy 2017/18	Recommendation
12	Provision of Bar Markings on the Carriageway	£168.00	£172.50	I / a	In line with Council Policy it is recommended that there should be a 2.6% increase in 2017/18 charges to reflect inflationary rate increase and to maximise Income to the Council.
13	Section 109 (Roads Scotland Act) - Approval to put Private Apparatus in the Public Road	£210.00	£215.50	I / a	In line with Council Policy it is recommended that there should be a 2.6% increase in 2017/18 charges to reflect inflationary rate increase and to maximise Income to the Council.
14	Temporary Traffic Signal Permit 2 – Way 3 – Way	No Charge £105.00	No Charge £107.75	I / a	In line with Council Policy it is recommended that there should be a 2.6% increase in 2017/18 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	£43.00 £86.00	£44.00 £88.00	I / a	In line with Council Policy it is recommended that there should be a 2.6% increase in 2017/18 charges to reflect inflationary rate increase and to maximise Income to the Council.
16	Road Opening Permit Technical Review and Approval (when required)	£43.00 £58.00 per hour of officer's time	£44.00 £59.50 per hour of officer's time	I / a	In line with Council Policy it is recommended that there should be a 2.6% increase in 2017/18 charges to reflect inflationary rate increase and to maximise Income to the Council.

No	Service	Current Charge 2016/17	Proposed Charge 2017/18	Charge Classification/ Policy 2017/18	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)	£462.00 £620.00 £925.00 (plus advert fee) £1,100.00 (plus advert and Traffic Management fee)	£474.00 £636.00 £950.00 (plus advert fee) £1,130.00 (plus advert and Traffic Management fee)	I / a	In line with Council Policy it is recommended that there should be a 2.6% increase in 2017/18 charges to reflect inflationary rate increase and to maximise Income to the Council..
18	Provision of Dropped Kerbs: - All Applications (Including Area Committees)	£1,260.00	£1,292.50	I / a	Further to last year's an in-depth review and In line with Council Policy it is recommended that there should be a 2.6% increase in 2017/18 charges to reflect inflationary rate increase and to maximise Income to the Council.
19	Skip Permits (4 weeks)	£43.00	£44.00	I / a	In line with Council Policy it is recommended that there should be a 2.6% increase in 2017/18 charges to reflect inflationary rate increase and to maximise Income to the Council.

No	Service	Current Charge 2016/17	Proposed Charge 2017/18	Charge Classification/ Policy 2017/18	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> £56 £50 £47 (Min. £250) £44 (Min. £890) £30 (Min. £4,020)	<u>Fee per £1,000 of Road Bond</u> £57.50 £51 £48 (Min. £256) £45 (Min. £915) £31 (Min. £4,125)	I / a	In line with Council Policy it is recommended that there should be a 2.6% increase in 2017/18 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	£29.00 £29.00	£29.75 £29.75	I / b	Following an in-depth review it is recommended that the charges should be increased by 2.6% to maximise Income.
22	Commercial Street Sweeping Service	See Appendix 2	See Appendix 2	II / a	In line with Council Policy it is recommended that there should be a 2.6% increase in 2017/18 charges to reflect inflationary rate increase and to maximise Income to the Council.

No	Service	Current Charge 2016/17	Proposed Charge 2017/18	Charge Classification/ Policy 2017/18	Recommendation
23	Trading Standards	See Appendix 3	See Appendix 3	I and III / d	In line with Council Policy it is recommended that there should be a 2.6% increase in 2017/18 charges to reflect inflationary rate increase and to maximise Income to the Council.
24	Protective Services	See Appendix 4	See Appendix 4	I and III / a	In line with Council Policy it is recommended that there should be a 2.6% increase in 2017/18 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 st May 2005) Completion Certificate	£125.00 £240.00 See Appendix 5 £125 £125.00 See Appendix 6 £125.00	£128.00 £250.00 See Appendix 5 £128 £128.00 See Appendix 6 £128.00	II / a	In line with Council Policy it is recommended that there should be a 2.6% increase in 2017/18 charges to reflect inflationary rate increase and to maximise Income to the Council.

No	Service	Current Charge 2016/17	Proposed Charge 2017/18	Charge Classification/ Policy 2017/18	Recommendation
26	Building Standards - Section 89 (Raised Structures) Certificate Out of hours inspections / applications received less than 14 days from date of event	£32.00 per hour (Minimum charge of 3 hours)	£250 £66.00	I / a	Charge reviewed. Charge revised to reflect the costs to the service in terms of assessing the plans and application, inspection of works and associated administration time.
27	Supply Copies of:- Building Warrants Completion Certificates Additional Copy of Consent Copies of Building Warrant Plans and Documentation Archived File Search & Retrieval	£66.00 £66.00 £13.00 £2.50 for A0 £2.00 for A1 £1.30 for A2 £1.00 for A3 £0.75 for A4 £49.00	£68.00 £68.00 £13.50 £2.60 for A0 £2.10 for A1 £1.40 for A2 £1.10 for A3 £0.80 for A4 £50.00	II / a	Further to last year's an in-depth review and In line with Council Policy it is recommended that there should be a 2.6% increase in 2017/18 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	£66.00 £13.00 £49.00	£68.00 £13.50 £50.00	II / a	In line with Council Policy it is recommended that there should be a 2.6% increase in 2017/18 charges to reflect inflationary rate increase and to maximise Income to the Council.

No	Service	Current Charge 2016/17	Proposed Charge 2017/18	Charge Classification/ Policy 2017/18	Recommendation
29	Property Enquiry Report: - 5 Day Response 2 Day Response Roads Only Additional Fee for detailed roads information (including plans)	£85.00 £100.00 £46.00 £47.00	£85.00 £100.00 £47.00 £48.00	II / a	In line with Council Policy, It is recommended that the Roads Services charges be increased by 2.6% with no increase for 2 and 5 Day Responses.
30	Supply of Ordnance Survey Extracts: - 1 st Copy Additional Copies	£25.00 £0.50 (each)	£25.50 £0.50 (each)	II / a	Further to last year's in-depth review, In line with Council Policy it is recommended that there should be a 2.6% increase in 2017/18 charges for 1 st copy to reflect inflationary rate increase and to maximise Income to the Council, .with no increase for additional copies.
31	Houses in Multiple Occupation (HMO) Licensing	<u>New Application</u> Up to 6 £745 7 or Over £945 <u>Renewals</u> Up to 6 £470 7 or Over £610	<u>New Application</u> Up to 6 £765 7 or Over £970 <u>Renewals</u> Up to 6 £482.50 7 or Over £625	I / a	In line with Council Policy it is recommended that there should be a 2.6% increase in 2017/18 charges to reflect inflationary rate increase and to maximise Income to the Council.

No	Service	Current Charge 2016/17	Proposed Charge 2017/18	Charge Classification/ Policy 2017/18	Recommendation
32	Private Sector Grants Registration	£69.00	£71.00	III / a	Further to last year's an in-depth review and In line with Council Policy it is recommended that there should be a 2.6% increase in 2017/18 charges to reflect inflationary rate increase and to maximise Income to the Council.
33	Outdoor Sports Pitches	See Appendix 8	See Appendix 8	I / b	In line with Council Policy it is recommended that there should be a 2.6% increase in 2017/18 charges to reflect inflationary rate increase and to maximise Income to the Council. A wider in depth review is being carried out at present.
NO CHANGE					
34	Hire of 'No Parking' Cones	£1 per day / per cone plus cost of replacement cones	£1 per day / per cone plus cost of replacement cones	1 / c	It is recommended that there should be no increase to the current charges.
35	Trade Waste Collections	See Appendix 7	See Appendix 7	II / a	Following last year's in-depth review it is recommended that there should be no increase to the current charges.
36	Dangerous Buildings Recharge:-Admin Fee	10%	10%	I / a	Following last year's in-depth review it is recommended that there should be no increase to the current charge.

No	Service	Current Charge 2016/17	Proposed Charge 2017/18	Charge Classification/ Policy 2017/18	Recommendation
37	Hire of Rouken Glen Pavilion Standard Use (Mon to Fri) Non Standard Use (Weekend / Evenings) Public Holiday	£13.30 per hour £26.60 per hour N/A	£13.30 per hour £26.60 per hour N/A	I / a	Following last year's in-depth review it is recommended that there should be no increase to the current charges.
38	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 no increase to the current charges.
39	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	£180.00 £90.00 £330.00 £28.50 £28.50 per hour	I / a	Due to there being very few requests for this service it is recommended that there should be no increase in the charges to try and generate income for the department.

No	Service	Current Charge 2016/17	Proposed Charge 2017/18	Charge Classification/ Policy 2017/18	Recommendation
40	Filming in Parks, Cemeteries and Roads	£400 per day £200 per ½ day £50 per hour	£400 per day £200 per ½ day £50 per hour	I / a	Following last year's in-depth review, due to there being very few requests for this service it is recommended that there should be no increase in charges to try and generate income for the department.
REDUCE / REMOVE					
41	Supply of Annual Housing Land Audit Postage and Packing	£2.20 £5.00	To be removed	I / b	It is recommended that this charge should be removed as charges which are based on printing costs only (as per the guidance from the Scottish Information Commissioner) and are uneconomical to collect.
42	Supply of Local Plan: -	See Appendix 9	To be removed	II / b	It is recommended that this charge should be removed as charges which are based on printing costs only (as per the guidance from the Scottish Information Commissioner) and are uneconomical to collect.
NATIONALLY PRESCRIBED					
43	Planning Applications	Set by Scottish Government	Set by Scottish Government	III / d	Statutory charge set by the Scottish Government. For information only. (See Council Website for current fees).
44	Certificates of Lawful Use or Development	Set by Scottish Government	Set by Scottish Government	III / d	Statutory charge set by the Scottish Government. For information only. (See Council Website for current fees).

No	Service	Current Charge 2016/17	Proposed Charge 2017/18	Charge Classification/ Policy 2017/18	Recommendation
45	Building Warrant Applications	Set by Scottish Government	Set by Scottish Government	III / d	Statutory charge set by the Scottish Government. For information only. (See Council Website for current fees).
46	Applications for Private Landlord Registration	Set by Scottish Government	Set by Scottish Government	III / d	Statutory charge set by the Scottish Government. For information only. (See Council Website for current fees).
47	MOT Testing	Set by VOSA	Set by VOSA	III / d	Fees set externally by Vehicle & Operator Services Agency. For information only. (See VOSA Website for current fees).

Burial Ground Charges (Service No. 9)

SERVICE	Current 2016 / 17	Proposed 2017 / 18
INTERMENTS		
Mondays - Fridays		
Resident	£500.00	£680.00
Non-Resident	£1,500.00	£1,540.00
Saturdays / Sundays / Public Holidays		
Resident	£1,150.00	£1,180.00
Non-Resident	£1,820.00	£1,865.00
INTERMENTS IN HEBREW CEMETERY		
Mondays - Fridays		
Resident	£450.00	£630.00
Non-Resident	£1,350.00	£1,390.00
Saturdays / Sundays / Public Holidays		
Resident	£1,150.00	£1,180.00
Non-Resident	£1,820.00	£1,865.00
CREMATED REMAINS		
Monday - Fridays		
Resident	£150.00	£205.00
Non-Resident	£445.00	£455.00
Saturdays / Sundays / Public Holidays		
Residents	£420.00	£430.00
Non Residents	£710.00	£730.00
NEW LAIR COFFIN		
Resident	£465.00	£760.00
Non-Resident	£1,700.00	£1,745.00
NEW LAIR CREMATED REMAINS (Neilston only)		
Resident	£325.00	£440.00
Non-Resident	£915.00	£940.00
MISCELLANEOUS		
Feasibility Certificate	£170.00	£175.00
Exhumation Coffin	£1,550.00	£1,590.00
Exhumation Cremated Remains	£340.00	£350.00
Lair Certificate	£20.00	£20.50
Duplicate Certificate	£40.00	£41.00
Transfer of Title	£42.00	£43.00
Search Fee	£80.00	£82.00
Memorial Foundation	£91.00 + VAT	£93.50 + 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.

Commercial Street Sweeping Service (Service No. 22)

SERVICE	Current 2016/17	Proposed 2017/18
LARGE MECHANICAL STREET SWEEPER (PER HOUR):		
Monday-Friday (8am-4pm)	£44.50	£45.50
Monday-Friday (4pm-8am) and Saturdays (anytime)	£51.50	£53.00
Sundays, Public holidays (anytime)	£58.00	£59.50
SMALL MECHANICAL STREET SWEEPER (PER HOUR):		
Monday-Friday (8am-4pm)	£33.00	£34.00
Monday-Friday (4pm-8am) and Saturdays (anytime)	£37.00	£38.00
Sundays, Public holidays (anytime)	£43.50	£44.50
LITTER PICKING SQUAD (PER HOUR)		
Monday-Friday (8am-4pm)	£32.00	£33.00
Monday-Friday (4pm-8am) and Saturdays (anytime)	£40.00	£41.00
Sundays, Public holidays (anytime)	£51.50	£53.00

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SERVICE	Current 2016/17	Proposed 2017/18
PETROLEUM LICENSE	Maximum fee set by Health & Safety (Fees) Regulations	
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	
SECOND HAND CAR DEALER'S LICENCE		
3 Year Licence	£380.00	£390.00
STORAGE & REGISTRATION OF EXPLOSIVES	Maximum fee set by Health & Safety (Fees) Regulations	
Please refer to Health & Safety Website for list of current fees www.hse.gov.uk/explosives/licensing/fees.htm	Refer to website	Not Yet Known
WEIGHTS, MEASURES AND ENVIRONMENTAL INFORMATION		
Weights:-		
Weights Exceeding 5kg but not Exceeding 500mg	£9.53*	£9.78*
Other Weights	£7.35*	£7.55*
Measures:-		
Linear Measures not Exceeding 3m	£10.58*	£10.85*
Capacity Measures not Exceeding 1 litre	£9.27*	£9.51*
Cubic Ballast Measures	£188.13*	£193.00*
Liquid Capacity Measures	£29.75*	£30.50*
Template per Scale – First Item	£51.80*	£53.15*
Template per Scale – Subsequent Items	£20.13*	£20.65*

SERVICE	Current 2016/17	Proposed 2017/18
WEIGHTS, MEASURES AND ENVIRONMENTAL INFORMATION (CONTINUED)		
Weighing Instruments Non EC:-		
Not Exceeding 1 tonne	£67.55*	£69.30*
Exceeding 1 tonne to 10 tonne	£109.38*	£112.22*
Exceeding 10 tonne	£228.38*	£234.32*
EC (Non-Automatic Weighing Instruments):-		
Not Exceeding 1 tonne	£112.43*	£115.35*
Exceeding 1 tonne to 10 tonne	£174.12*	£178.65*
Exceeding 10 tonne	£380.63*	£390.53*
Measuring Instruments for Intoxicating Liquor:-		
Not Exceeding 150ml	£18.55*	£19.03*
Other	£21.44*	£22.00*
Measuring Instruments for Liquid Fuel and Lubricants:-		
Container Type, not Subdivided	£77.70*	£79.72*
Single/Mullet-outlets (nozzles)		
(a) First Nozzle Tested per site	£126.87*	£130.17*
(b) Each Additional Nozzle Tested	£77.88*	£79.90*
Testing of Peripheral Electronic Equipment on a Separate Visit (per site)	£85.49ph*	£87.71ph*
Testing of Credit Card Acceptor (per unit, regardless of slots/nozzles/pumps)	£85.49ph*	£87.71ph*
Additional Services:-		
Hourly rate for Weight and Measures Staff	£63.00	£64.65
Hourly Rate for Support Staff	£34.65	£35.55
*Subject to VAT unless under the measuring Instruments (EEC Requirements) Regs 1998		


ENVIRONMENTAL HEALTH (Service No. 24)

SERVICE	Current 2016/17	Proposed 2017/18
Animal Health Licensing		
Venison Dealers (Deer) Scotland Act 1996	£44.50	£45.65
Dangerous Wild Animals Act 1976	£182.00 + Vet fees	£186.75 + Vet fees
Zoo Licensing Act 1981	£364.00 + Vet Fees	£373.50 + Vet Fees
Pet Animals Act 1951	£67.00 + Vet Fees if required	£68.75 + Vet Fees if required
Animal Boarding Establishments Act 1963	£76.00 + Vet Fees if required	£78.00 + Vet Fees if required
Riding Establishments Act 1964/76	£194.00 + Vet Fees	£199.00 + Vet Fees
Breeding of Dogs Act 1973	£85.00 + Vet Fees if required	£87.00 + Vet Fees if required
Animal Home Boarding License	£57.00	£58.50
Performing Animals	£121.00 + Vet Fees if required	£124.00 + Vet Fees if required
Abandoned Vehicles		
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
Letter of Comfort		
Immigration Control	£80.00	£82.00
	£38.00 where copy certificated required within 1 year of inspection being carried out	£39.00 where copy certificated required within 1 year of inspection being carried out
Food Condemnation Certificates	£44.00	£45.00

SERVICE	Current 2016/17	Proposed 2017/18
Pest Control Treatments		
Rats, Mice , Wasps and Intruder Insects (Part of Pest Control Contract)	£47.00 Charge of £26.00 where subsequent treatments for wasps/intruder insects carried out at same time. Maximum charge for 1 visit £74.	£48.00 Charge of £26.75 where subsequent treatments for wasps/intruder insects carried out at same time. Maximum charge for 1 visit £76.
Optional additional visit(s) for rodent treatment (if required)	Included within previous contract	£22.00 per visit
Insects not part of pest control contract	Contractor's charge + 10% management/admin fee	Contractor's charge + 10% management/admin fee
Samples Collected and Analysed for Bacteriological Monitoring (Excluding Type A & B Private Water Supplies for Monitoring & Requests for bacteriological testing).	£79.00 per sample	£81.00 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 - £175.00 Type B - £118.00 Additional chemical parameters analytical costs + 10%.	Type A - £175.00 Type B - £118.00 Additional chemical parameters analytical costs + 10%.
(Statutory Charge)	£50	£50
Carrying out a PWS Risk assessment		
Contaminated Land Enquiry	£58.00/hour + Analytical Costs +10%	£59.50/hour + Analytical Costs +10%
Arranging Housing & Public Health Enforcement Works & Associated Admin	Costs incurred + 10% administration charge. Admin charge per invoice:- Minimum £37.00 Maximum £1,730.00	Costs incurred + 10% administration charge. Admin charge per invoice:- Minimum £38.00 Maximum £1,775.00

Section 50 Licensing Fee	£100.00	£102.50
Certificate of compliance to operate as a street trader	£58.00	£59.50
	1 Year Renewal £11.50	1 Year Renewal £11.75
	2 Year Renewal £23.00	2 Year Renewal £23.50
	3 Year Renewal £34.50	3 Year Renewal £35.50

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	<p>BUILDING STANDARDS SERVICE – APPROVED CHARGES FOR 2016/17</p> <p>LETTER OF COMFORT FEES FOR UNAUTHORISED WORKS CARRIED OUT PRIOR TO 1st MAY 2005</p>
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Unauthorised works carried out prior to 1st May 2005 will be charged as follows.

Value of works up to £50,000 a flat fee of £395 will be payable. This covers the initial inspection and 1 return visit if necessary. Any additional inspections will be charged at £128 per visit.

For value of works over £50,000 the fee payable is based on the Building Warrant table of fees plus 25%, as per the procedures issued by The Scottish Government for Late Completion applications.

The value of works should be estimated in accordance with the BCIS Quarterly publication of construction costs. Buildings and extensions will be costed at £926 per square meter, attic conversions will be costed at £500 per square meter. 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 £128 per inspection.

To work out the appropriate fee for an extension or an attic conversion, take a floor area measurement of the works to be covered by the letter (in square meters), and multiply the floor area measurement by the appropriate cost for the type of work carried out.

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 1st 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 £250. This will cover the initial survey and one subsequent inspection if required. Any further inspections will be charged at £128 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 £128 and does not require a survey or inspection.

The letter of comfort scheme will cover works up to a value of £100 000. Any unauthorized works valued above £100 000 will require a retrospective building warrant application.

Cheques should be made payable to East Renfrewshire Council and should accompany the application. Applications received without the appropriate fee will not be processed.

Building Warrant Exemption Letter (Service No. 25)

Appendix 6



Exemption Letter without site inspection	£128
Exemption Letter with site visit	£256.50

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 1st May 2005) or, a Letter of Comfort (where the works were carried out prior to 1st 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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TRADE WASTE COLLECTIONS

Appendix 7

Commercial Waste Collection Charges (Service No. 34)

Uplift Charges per uplift (excluding VAT)	Current (2016/17)	Proposed 2017/18
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
Leasing Charges per week (excluding VAT)	Current (2016/17)	Proposed 2017/18
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

Uplift Charges per uplift (excluding VAT)	Current (2016/17)	Proposed 2017/18
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.

Internal Collection Charges (Service No. 34) Continued

Uplift Charges per uplift (excluding VAT)	Current (2016/17)	Proposed 2017/18
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
Leasing Charges per week (excluding VAT)	Current (2016/17)	Proposed 2017/18
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

Uplift Charges per uplift (excluding VAT)	Current (2016/17)	Proposed 2017/18
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.

ACTIVITY (All prices are per match unless indicated)		Current 2016/17	Proposed 2017/18
FOOTBALL - GRASS			
11-A-Side	Adult	£49.00	£50.00
	Under 19	£24.50	£25.00
7-A-Side	Under 12	£20.50	£21.00
FLOODLIT SYNTHETIC (PER HOUR)			
Full Pitch	Adult	£59.00	£60.50
	Under 19	£29.50	£30.25
Half Pitch	Adult	£48.00	£49.50
	Under 19	£24.00	£24.75
Muirend, Crossmill, Woodfarm, Carlibar 5-A-Side (Per Pitch)	Adult	£40.50	£41.50
	Under 19	£20.50	£21.00
FLOODLIT SYNTHETIC - FULL PITCH (OFF SEASON JUNE and JULY)			
Woodfarm (Mon – Fri) 90 mins	Adult	£43.50	£44.50
	Under 19	£30.00	£30.75
Woodfarm (Sat – Sun) 2 hours MacTaggart & Meikle (Any Day) 2 hours	Adult	£58.00	£59.50
	Under 19	£40.50	£41.50
OTHER			
Running Track	Group (per session)	£59.00	£60.50

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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Supply of Local Plan (Service No. 38)

Service	Current 2016/17	Proposed 2017/18
East Renfrewshire Adopted Local Plan.	£4.15	£0
Strategic Environmental Assessment.	£0.43	£0
Statement of Publicity and Consultation.	£2.10	£0
Postage and Packing for all of the above.		

NEW PLANS 2016/17

LDP and Plans	£10.62	£0
LDP - Publicity Strategy	£1.05	£0
LDP Summary Document	£3.68	£0
LDP Equalities and Human Rights	£1.16	£0
LDP Schedule of Land Ownership	£0.53	£0
LDP Site Evaluation	£1.79	£0
SPG - Green Network	£2.00	£0
SPG Rural Development	£1.58	£0
SPG - Householder Design Guide	£0.74	£0
SPG Energy Efficient Design A3 Cover	£1.16	£0
SPG Renewable Energy	£1.58	£0
SPG Development Contributions 1-up x 100	£1.10	£0
SPG Development Contributions Cover x 100	£0.15	£0
SPG - Built Heritage	£1.26	£0
SPG - Affordable Housing	£1.47	£0
SPG - Daylight & Sunlight Design Guide	£0.63	£0
CAA - Eaglesham -	£3.26	£0
CAA - Giffnock	£2.42	£0
CAA - Lower Whitecraigs	£2.10	£0
CAA - Upper Whitecraigs -	£2.36	£0
LDP Statement	£6.65	£0
Proposals Maps	£3.97	£0
LDP Action Programme	£7.05	£0
LDP SEA	£14.94	£0
LDP Monitoring	£11.95	£0

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