

**ANGUS COUNCIL**

**ANGUS COUNCIL – 15 FEBRUARY 2018**

**REVIEW OF CHARGES WITHIN PLACE DIRECTORATE**

**REPORT BY ALAN McKEOWN, STRATEGIC DIRECTOR – PLACE**

**ABSTRACT**

This report sets out proposals for the charges to be levied by service areas in Place for the financial year 2018-19

**1. RECOMMENDATIONS**

It is recommended that the Council:

- (i) Notes that that this report has been prepared on the basis that the percentage increases for charges have, in the main, been applied at a rate of an average 2.5% rounded where appropriate;
- (ii) Approves the pricing structures as contained within appendices 1 to 8;
- (iii) Agrees that the charges are effective from 1 April 2018, or the start of any seasonal operations;

**2. ALIGNMENT TO THE ANGUS LOCAL OUTCOMES IMPROVEMENT PLAN/CORPORATE PLAN**

The proposal contributes to the following local outcomes contained within the Angus Local Outcomes Improvement Plan and Locality Plans:

**ECONOMY**

- An inclusive and sustainable economy
- Attractive employment opportunities

**PLACE**

- Safe, secure, vibrant and sustainable communities
- An enhanced, protected and enjoyed natural and built environment

**3. BACKGROUND**

- 3.1 The charges covered by this report are reviewed continuously by each business unit throughout the financial year. All amendments to charges are reported to Committee on an annual basis as part of the budget setting process. The last annual review of charges was reported to Angus Council Committee on 16 February 2017. (Report 49/17 refers)
- 3.2 The review of Council House rents was carried out by the Housing Division at the rent setting meeting on 6 February 2018. (Report 39/18 refers)
- 3.3 The Communities Committee of 17 January 2017 agreed to the proposed Schedule of Charges for Arbroath Harbour for financial years 2017/18 and 2018/19 (Report 24/17).

- 3.4 The review of charges for 2018/19 has been carried out as part of the budget setting process and the percentage increase, has in the main, been standardised across the divisions in Place to 2.5%, before accounting for VAT and Landfill Tax, where applicable. The charging structure attached at **Appendices 1, 2, 3, 4 and 5** has been prepared on the basis of this average percentage increase, rounded up to the nearest 10p after the application of VAT and Landfill Tax, where applicable.

#### 4. PROPOSED CHARGES

##### Material changes

The proposals summarised in the table below would come into force on 1 April 2018 or at commencement of any seasonal operation. Service	Specific Division	Summary of Change
Appendix 1 – RPPS	Environmental and Consumer Protection	<ul style="list-style-type: none"> <li>• standard increase</li> </ul>
Appendix 2 - RPPS	Waste Management	<ul style="list-style-type: none"> <li>• Increase in garden waste charge</li> </ul>
Appendix 3 - RPPS	Parks Division	<ul style="list-style-type: none"> <li>• Increase in burial charges for non Angus residents</li> <li>• New fee for double interments</li> <li>• Amendment to event daily hire fee</li> <li>• New fee for helicopter landings</li> </ul>
Appendix 4 - TAPS	Roads Division	<ul style="list-style-type: none"> <li>• 5/10% Increase in permits and permission charges</li> </ul>
Appendix 5 – Directorate	Business Support	<ul style="list-style-type: none"> <li>• Review in charging structure for South Links Holiday Park to bring in line with other local sites</li> </ul>
Appendix 6 - 8 – Legal and Democratic	Legal Services	<ul style="list-style-type: none"> <li>• 5% Increase in Property Transactions</li> <li>• 5% Increase in Registration Services</li> <li>• 5% Increase in Democratic Services</li> </ul>

#### 5. FINANCIAL IMPLICATIONS

- 5.1 It is estimated that the increased charges for Environmental and Consumer Protection, as detailed in **Appendix 1**, will generate additional income of £1k.
- 5.2 It is estimated that the increased charges for Waste Management, as detailed in **Appendix 2**, will generate additional income of £75k.
- 5.3 It is estimated that the increased charges for Parks Division, as detailed in **Appendix 3**, will generate additional income of £30k.
- 5.4 It is estimated that the increased charges for Roads Division, as detailed in **Appendix 4**, will generate additional income of £5k.

- 5.5 The charges for Blue Badge Applications, as detailed in **Appendix 5**, are being retained at the same level for 2017/18. It is anticipated the level of applications will remain constant giving no change to income levels.
- 5.6 It is estimated that the increased charges for South Links Holiday Park, as detailed in **Appendix 5**, will generate additional income of £5k.
- 5.7 It is estimated that the increase in fees for Legal and Democratic Services, will result in an increase in income of approximately £10,000 which has been reflected in the Place Directorate revenue budget for 2018/19, as detailed in **Appendix 6, 7 and 8**.
- 5.8 The additional income as summarised above, totalling £126k has been accounted for within the Place Directorate 2018/19 revenue budget proposals.

**NOTE:** No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to a material extent in preparing the above report.

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List of Appendices:

Appendix 1 - Environmental and Consumer Protection  
Appendix 2 - Waste Management  
Appendix 3 - Parks Division  
Appendix 4 - Roads Division  
Appendix 5 - Directorate and Business Support  
Appendix 6 - Property Transactions  
Appendix 7 - Registration Services  
Appendix 8 - Democratic Services

<b>Regulatory, Protective and Prevention Services - ECP</b>			
<b>No.</b>	<b>Service for which charges are currently levied</b>	<b>2017-2018 Charge</b>	<b>2018-2019 Charge</b>
	(Charges are VAT inclusive unless marked)	£	£
1	Pest control - Rats and mice treatment	39.90	51.60
2	Pest control – Insect treatment	34.10	45.60
3	Pest control – Wasp treatment	34.10	45.60
4	Administration charge for pest control (per treatment) new charge	10.30	10.60
5	Special weighing and measuring equipment – hourly rate	99.50	107.00
6	Weights exceeding 5kg or not exceeding 500mg, 2cm - each	11.40	11.80
7	Other weights - each	8.60	8.90
8	Linear measures not exceeding 3m - each	12.5	12.90
9	Capacity measures, without divisions, not exceeding 1 litre - each	9.60	9.90
10	Cubic ballast measures (other than brim measures) - each	217.50	224.10
11	Liquid capacity measures for making up and checking average quantity packages - each	35.00	35.90
12	Per scale – first item	60.30	61.80
13	Second and subsequent items	23.40	24.00
14	Non NAW1 not exceeding 1 tonne	78.40	80.40
15	Non NAW1 exceeding 1 tonne, up to 10 tonne	127.20	130.50
16	Non NAW1 exceeding 10 tonne	265.60	272.30
17	NAW1 not exceeding 1 tonne	130.60	133.90
18	NAW1 exceeding 1 tonne, up to 10 tonne	202.30	207.40
19	NAW1 exceeding 10 tonne	442.20	453.40
20	Intoxicating liquor - not exceeding 150ml	21.70	22.40
21	Intoxicating liquor - other	25.10	25.80
22	Liquid fuel and lubricants - container type (not subdivided)	90.40	92.80
23	Liquid fuel and lubricants - first nozzle tested, per site	147.30	151.10
24	Liquid fuel and lubricants - each additional nozzle tested	90.60	92.90
25	Liquid fuel and lubricants testing of peripheral electronic equipment on a separate visit (per site)	99.50	102.00
26	Liquid fuel and lubricants testing of credit card accepted (per unit, regardless of no. of slots/ nozzles/pumps)	98.50	102.00
27	Road tanker fuel measuring – wet hose with two testing liquids	340.30	348.90
28	Road tanker fuel measuring – wet hose with three testing liquids	368.50	377.80
29	Road tanker fuel measuring – dry hose with two testing liquids	350.90	359.80
30	Road tanker fuel measuring – dry hose with three testing liquids	403.70	413.90

31	Wet/dry hose with two testing liquids	491.10	503.40
32	Wet/dry hose with three testing liquids	526.00	539.20
33	Up to 7,600 litres (for calibration of each compartment) and production of chart	215.20	220.70
34	Over 7,600 litres, basic fee, plus additional charge	97.00	99.50
35	Initial dipstick	25.10	25.80
36	Spare dipstick	25.10	25.80
37	Health certificate (1st)	35.20	36.20
38	Health certificate (additional)	7.20	7.50

<b>Regulatory, Protective and Prevention Services - Commercial Waste</b>			
<b>No.</b>	<b>Service for which charges are currently levied</b>	<b>2017-2018 Charge</b>	<b>2018-2019 Charge</b>
	(All charges are VAT exempt)	£	£
	<b>Co-mingled Recycling Non-General Waste Customers</b>		
	<b>Size of bin (litre) per uplift</b>		
1	1280	3.50	3.60
2	1100	3.20	3.30
3	660	2.60	2.70
4	360	2.20	2.30
5	240	2.10	2.20
6	140	2.10	2.20
	<b>Recycling bin per uplift (collection only)</b>		
7	Any sized	1.90	2.00
	<b>Co-mingled Recycling General Waste Customers</b>		
	<b>Size of bin (litre) per uplift</b>		
8	1280	1.90	2.00
9	1100	1.70	1.80
10	660	1.10	1.20
11	360	0.70	0.80
12	240	0.60	0.70
13	140	0.60	0.70
	<b>Food waste bin (charge for collection and disposal)</b>		
	<b>Size of bin (litres) per uplift</b>		
14	140	6.00	6.20
15	23	2.40	2.50
	<b>Food waste bin (charge for collection only)</b>		
16	140	3.40	3.50
17	23	1.90	2.00
	<b>Glass bins charged per bin per annum</b>		
	<b>Size of bin (litres)</b>		
18	240	32.30	33.20
	<b>Cardboard</b>		
19	Per premise per annum	10.00	10.30
	<b>General Waste per uplift (collection and disposal)</b>		
	<b>Size of bin (litres)</b>		
20	1280	21.30	21.90
21	1100	18.30	18.80
22	660	11.60	11.90
23	360	6.50	6.70
24	240	4.30	4.50
25	140	4.30	4.50

26	Sack	2.50	2.60
	<b>General Waste per uplift (collection only)</b>		
	<b>Size of bin (litres)</b>		
27	1280	13.60	14.00
28	1100	11.70	12.00
29	660	7.00	7.20
30	360	3.90	4.00
31	240	2.80	2.90
32	Sack	1.90	2.00

<b>Regulatory, Protective and Prevention Services - Waste</b>			
<b>No.</b>	<b>Service for which charges are currently levied</b>	<b>2017-2018 Charge</b>	<b>2018-2019 Charge</b>
	(Charges are VAT inclusive unless marked)	<b>£</b>	<b>£</b>
1	Green waste bin - per annum (VAT Exempt)	25.00	27.50
2	Entry to public convenience (VAT Exempt)	0.30	0.30
3	Dog foul pick up bags x 25 (VAT Exempt)	0.20	0.20
	<b>Special Uplift (VAT Exempt)</b>		
4	Special uplift of bulky household items x 3	24.90	25.60
5	Special uplift of bulky household items x 6	49.80	51.10
6	Special uplift of commercial waste	60.90	62.50
	<b>Civic Amenity</b>		
7	Civic amenity - car based van	16.70	17.20
8	Civic amenity - medium van - up to 7.5T	40.80	41.90
9	Civic amenity - large van - over 7.5T	80.80	83.00
10	Civic amenity - trailer - up to 2T	40.80	41.90
	<b>Waste Disposal (charged per tonne - a weighbridge is in operation)</b>		
11	Active waste	36.10	37.00
12	Inactive waste	7.50	7.70
13	Green waste	36.50	37.40

<b>Regulatory, Protective and Prevention Services Parks</b>			
<b>No.</b>	<b>Service for which charges are currently levied</b>	<b>2017-2018 Charge</b>	<b>2018-2019 Charge</b>
	(Charges are VAT inclusive unless marked)	£	£
	<b>Interments – coffins (VAT Exempt)</b>		
1	14 years and under	0	0
2	Over 14 years	631.80	648.00
3	Over 14 years (outwith Angus)	947.10	1296.00
4	NVF/Stillborn children	0	0
	<b>Interments – cremation caskets (VAT Exempt)</b>		
5	14 years and under	0	0
6	Interment at four feet	201.90	207.10
7	Double interment at four feet	n/a	414.20
8	Interment in coffin lair over four feet	409.50	420.00
9	Double interment in coffin lair over four feet	n/a	840.00
10	Interment at four feet (outwith Angus)	302.90	414.20
11	Double interment at four feet (outwith Angus)	n/a	828.40
12	Interment in coffin lair over four feet (outwith Angus)	614.30	840.00
13	Double interment in coffin lair over four feet (outwith Angus)	n/a	1680.00
14	Scattering of Ashes	51.30	52.70
	<b>Exhumation fees (VAT Exempt)</b>		
15	Exhumation fee for coffin	Various	POA
16	Exhumation fee for cremation casket	308.60	316.60
	<b>Lair charges (VAT Exempt)</b>		
17	Coffin lair	588.40	603.50
18	Coffin lair (outwith Angus)	882.50	1207.00
19	Cremated remains lair for interment of NVF or SBC only	0	0
20	Cremated remains lair	334.70	343.30
21	Cremated remains lair (outwith Angus)	502.00	686.60
22	Lair registration certificate - per lair	50.00	51.30
23	Replacement lair registration certificate - per lair	21.90	51.30
24	Transfer of right of burial - per lair	50.00	51.30
	<b>Perpetuities (VAT Exempt)</b>		
25	New sales of coffin lairs	250.00	300.00
26	Re-open of coffin lairs	250.00	300.00
27	New sales of casket lairs	125.00	150.00
28	Re-open of casket lairs	125.00	150.00
	<b>Erection of memorials (excluding VAT)</b>		
29	Monumental Registration Fee (VAT Exempt)	150.00	153.90
30	Erection of memorial, marker, plaque, vase, etc	59.30	60.90
31	Replacement memorials (no additional foundation	34.90	60.90

	required)		
32	Foundation & inspection Fee	150.00	200.00
	<b>Research (excluding VAT)</b>		
33	Research fee (per hour or part thereof)	25.00	25.70
	<b>Fairground/Circus/Commercial Events (VAT Exempt)</b>		
34	Administration fee (excluding VAT)	50.00	51.30
35	Operational days – per day	84.10	86.30
36	Non-operational days – per day	42.00	43.10
	<b>Park Lets (VAT Exempt)</b>		
37	Administration fee (excluding VAT)	50.00	51.30
38	Daily hire fee - for events where anticipated numbers attending are higher than 100	n/a	100.00
	<b>Helicopter Landings (VAT Exempt)</b>		
39	Administration fee (excluding VAT)	50.00	51.30
40	Helicopter landing - per day/per site	n/a	100.00
	<b>Fisheries</b>		
41	Fishing permit (Brechin Town Water)		35.00
	<b>Bowling</b>		
42	Bowling season ticket		28.20

<b>Technical and Property Services - Roads</b>			
<b>No.</b>	<b>Service for which charges are currently levied</b>	<b>2017-2018 Charge</b>	<b>2018-2019 Charge</b>
	<b>(Charges are VAT inclusive unless marked)</b>	£	£
1	Road construction consent fees – based on hourly rate	56.40	74.50
2	Street naming and house numbering	107.60	113.00
3	Tables and chair permits	138.40	145.40
4	Road opening permits (vehicular access)	117.90	130.00
5	Road opening permits (excavations)	230.60	253.70
6	Road closures for roadworks < 5 days	230.60	253.70
7	Roads closures > 5 days, and for all non roadworks needs (parades, events, charities)	338.30 plus advert costs	372.20 plus advert costs
8	Design services for street lighting	87.10	89.30
9	Charging for street lighting inspections for adoptions	57.40	58.90
10	Occupation of a road for skip/building materials etc. permission –		
	Traffic sensitive location - per month	89.20	98.20
	Non-traffic sensitive location - per month	46.10	50.80
11	Scaffolding permits –		
	Traffic sensitive location - per month	220.40	242.50
	Non-traffic sensitive location - per month	110.20	121.30
12	Inspection fees for new roads and Street Works Act (set by statute)	TBC	TBC
13	Tourist signage (brown signs), staff costs and manufacturing/installation costs	Recharged at costs, including staff time	Recharged at costs, including staff time

<b>Directorate and Business Support</b>			
<b>No.</b>	<b>Service for which charges are currently levied</b>	<b>2017-2018 Charge</b>	<b>2018-2019 Charge</b>
	<b>(Charges are VAT inclusive unless marked)</b>	<b>£</b>	<b>£</b>
1	Application fee for Blue Badge Scheme (VAT inclusive)	20.00	20.00
<b>South Links Holiday Park</b>			
2	Static Van/Mobile Home – pitch rental on 11 month basis	2,340.00	2,460.00
3	Static Van/Mobile Home - set up fees	n/a	Recharge at Cost
4	Static Van/Mobile Home - capping fees	340.00	500.00
5	Touring Caravan/Motorhome (including electricity) up to 2 Adults – pitch rental – per night	25.00	25.00
6	Touring Caravan/Motorhome - Additional Adults – per night	n/a	3.00
7	Touring Caravan/Motorhome - Additional Children – per night	n/a	1.00
8	Awnings - per night	n/a	3.00
9	Backpacker tent (for 1) – no car – pitch rental - per night	9.50	10.00
10	Tent (excluding electricity) up to 2 Adults – pitch rental - per night	16.00	16.00
11	Tent (including electricity) up to 2 Adults – pitch rental - per night	18.00	18.00
12	Tent – Additional Adults - per night	n/a	3.00
13	Tent – Additional Children - per night	n/a	1.00
14	Trailer Tent (excluding electricity) - pitch rental - per night	n/a	18.00
15	Trailer Tent (including electricity) - pitch rental - per night	n/a	20.00
16	Camping Pod – per night	25.00	25.00
17	Late arrivals - pre-booked arrivals outwith office opening hours	n/a	10.00
18	Storage - (on Pitch allocated by Warden) - October-March - per month	n/a	50.00
19	For items 5, 10, & 11, one car is permitted, any additional car will be charged at £3 per night	3.00	3.00
20	Off - peak (September - April) 20% discount on nightly rate	n/a	To be applied where applicable

Conveyancing				
	5% increase 18/19			
No		Nature of Transaction	Fees from 1/4/17*	Fees from 1/4/18*
1		Discharge of Standard Security/Inhibition/Release of Charging Order/Discharge of Section 75 Agreement	£185.00	£194.00
2		Revising deed of Postponement of Standard Security	£185.00	£194.00
3		<b>Leases:</b>		
	<b>a</b>	<b>Landlord's fees (Economic Development Leases)</b>		
		<b>Leases on standard terms and conditions:-</b>		
	<b>(i)</b>	Properties up to and including 1,000 square feet	£198.50	£208.00
	(ii)	1,000 square feet - 2,000 square feet	£264.00	£277.00
	(iii)	2,001 square feet - 5,000 square feet	£331.00	£346.00
	(iv)	5,001 square feet - 10,000 square feet	£461.00	£484.00
	(v)	10,000 square feet and over		
	<b>b</b>	<b>Template lease on standard terms and conditions</b>	£396.00	£416.00
	<b>c</b>	<b>Non-standard missives/lease</b>		
	<b>d</b>	<b>Rent Review/Variation of Lease</b>		
	(i)	Standard Template - no extensions	£199.00	£209.00
	(ii)	Rent review plus variation of terms (including extension)	£264.00	£277.00
	<b>e</b>	<b>Termination of Lease/Renunciation</b>	£264.00	£277.00
	<b>f</b>	<b>Consent to sub-lease</b>		
	(i)	Minimal revisal required	£264.00	£277.00
	(ii)	Complex Transaction		
	<b>g</b>	<b>Assignment of Lease (revising)</b>	£198.50	£208.00
4		<b>Deed of Servitude/Wayleave</b>		
5		<b>Conveyance of Ground &amp; Property</b>		
	(i)	Small area of ground (Council houses - additional areas or less than 250 square metres)	£461.00	£484.00
	(ii)	All other areas		
6		<b>Section 75 agreements</b>		
	(i)	Standard Template (agricultural worker, commuted sum etc)	£461.00	£484.00
	(ii)	All others (including affordable housing)		
7		<b>Modification of Planning Obligation Agreement</b>	£275.00	£289.00
8		<b>Ranking Agreement</b>		
	(i)	Council House Sales (revising)	£185.00	£194.00
	(ii)	All others		
9		<b>Restoration Bond Agreement</b>	£375.00	£394.00
10		<b>Community Asset Transfers - NEW</b>		£500.00
11		<b>Lending Prior Titles</b>		

	(i)	Without Inventory	<b>£23.00</b>	£24.00
	(ii)	With Inventory	<b>£30.50</b>	£32.00
		<b>Notes:</b>		
		(1) Outlays are payable in addition		
		(2) Where Angus Council is preparing the deed plan, the outlay to Property is £80 (nil VAT)		
		<b>Time &amp; Line Basis:</b>		
<p>If the Head of Legal &amp; Democratic Services decides that the above table of fees basis is not applicable due to the complexity of a transaction, the fee contribution payable will be based upon the hours spent upon the transaction multiplied by an hourly rate representing a reasonable contribution towards costs recovery for the service.</p>				
		<b>The current hourly rate applied by Legal &amp; Democratic Services for this purpose is £100.00.</b>		
		* rounded up/down		

Registration				
5% increase 18/19	Nature of Transaction	Fees from 1/4/17*	5% increase	Fees from 1/4/18*
	Registrar to conduct a civil marriage ceremony, civil partnership or citizenship ceremony on a:-			
a	Saturday	£194.00	£9.70	£204.00
b	Sunday	£265.00	£13.25	£278.00
c	Public Holiday	£335.00	£16.75	£352.00
	Registrar to conduct a civil marriage ceremony, civil partnership registration or private citizenship ceremony at an Approved Place within normal hours	£194.00	£9.70	£204.00
	Accommodation Fee for the use of the ceremony rooms within Registration Offices on occasions where numbers exceed 10	£56.00	£2.80	£59.00
	Annual clothing allowance payable to staff	£251.00	£12.55	£264.00
	Naming Ceremonies/Renewal of Marriage Vows			
a	Monday to Friday during office hours (under 10 people) - Forfar Registration Office	£58.00	£2.90	£61.00
b	Monday to Friday during office hours (over 10 people) - Forfar Registration Office	£112.00	£5.60	£118.00
c	Outwith normal office hours including Saturday - Forfar Registration Office or Agreed Venue	£248.00	£12.40	£260.00
d	Sunday - Forfar Registration Office or Agreed Venue	£316.00	£15.80	£332.00
e	Public Holiday - Forfar Registration Office or Agreed Venue	£384.00	£19.20	£403.00
**	Fees payable to Registrars and Assistant Registrars conducting civil marriage ceremony, civil partnership registration, naming ceremony, renewal of marriage vows or private citizenship ceremony on a:-			
a	Saturday			
b	Sunday			
c	Public Holiday			
**	Fees payable to accompanying Registrars and Assistant Registrars attending ceremonies on a:-			
a	Saturday			
b	Sunday			
c	Public Holiday			
	* rounded up/down			
	** Fees will be increased in line with Council pay awards			

<b>Democratic Services</b>			
<b>5% increase 18/19</b>			
	<b>Nature of Transaction</b>	<b>Fees from 1/4/17</b>	<b>Fees from 1/4/18</b>
	<b>Angus Environmental Trust</b>	<b>£1,879.50</b>	<b>£1,973.00</b>
	<b>Angus Community Care Trust</b>	<b>£1,253.00</b>	<b>£1,316.00</b>