

## **AGENDA ITEM NO 5**

**REPORT NO 52/19**

### **SPECIAL ANGUS COUNCIL**

**21 FEBRUARY 2019**

#### **REVIEW OF CHARGES WITHIN PLACE DIRECTORATE**

#### **REPORT BY HEAD OF FINANCE & LEGAL, HEAD OF COMMUNITIES & HEAD OF INFRASTRUCTURE**

### **ABSTRACT**

This report sets out proposals for the charges to be levied by service areas in Place for the financial year 2019/20

### **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 3.3% rounded up where appropriate;
- (ii) Approves the pricing structures as contained within appendices 1 to 6 and schedules 1 and 2; and
- (iii) Agrees that the charges are effective from 1 April 2019, 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 14 February 2018 (Report No. 51/18 refers).
- 3.2 The review of Council House rents will be carried out by the Housing Division at the rent setting meeting on 12 February 2019 (Report No 47/19 refers).
- 3.3 The Communities Committee of 15 January 2019 (reference Item 3(2)) approved the agreed Biennial Schedule of Charges for Arbroath Harbour for financial years 2019/20 and 2020/21.

- 3.4 The review of charges for 2019/20 has been carried out as part of the budget setting process and the percentage increase, has been standardised across the council to the RPI indicator - 3.3% at this time, before accounting for VAT, where applicable. The charging structure attached at **Appendices 1, 2, 3, 4, 5 and 6** has been prepared on the basis of this percentage increase, rounded up to the nearest 10p.

#### 4. PROPOSED CHARGES

- 4.1 The proposals summarised in the table below would come into force on 1 April 2019 or at commencement of any seasonal operation.
- 4.2 The proposed implementation of a new charging regime for pre-application planning advice is reported in the Change Programme Update (Report No. xx/19).
- 4.3 The proposed implementation of a new charging regime for street naming and house numbering on- and off-street parking dispensations are detailed in **Schedule 1 and Schedule 2** of this report.

##### Material changes

Service	Specific Division	Summary of Change
Appendix 1 – Communities	Environmental and Consumer Protection	<ul style="list-style-type: none"> <li>Standard increase</li> </ul>
Appendix 2 - Communities	Waste Management	<ul style="list-style-type: none"> <li>Standard increase</li> </ul>
Appendix 3 - Communities	Parks	<ul style="list-style-type: none"> <li>Standard increase</li> <li>Removal of fee for helicopter landings</li> <li>Removal of fee for bowling season ticket</li> </ul>
Appendix 4 – Infrastructure	Roads & Transportation	<ul style="list-style-type: none"> <li>Standard increase</li> </ul>
Appendix 5 – Finance & Legal	Legal & Democratic	
Appendix 6 – Directorate	Business Support	<ul style="list-style-type: none"> <li>Standard increase or no increase proposed</li> </ul>
Schedule 1 – Infrastructure	Roads & Transportation	<ul style="list-style-type: none"> <li>New charging regime for Street Naming and House Numbering charges</li> </ul>
Schedule 2 – Infrastructure	Roads & Transportation	<ul style="list-style-type: none"> <li>New charging regime for On- and Off-Street Car Parking Dispensation charges</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 £52k.
- 5.3 It is estimated that the increased charges for Parks Division, as detailed in **Appendix 3**, will generate additional income of £36k.
- 5.4 It is estimated that the increased charges for Roads & Transportation, as detailed in **Appendix 4**, will generate additional income of £3k.
- 5.5 It is estimated that the increased charges for Legal & Democratic Division, as detailed in **Appendix 5**, will generate additional income of £12k.
- 5.6 The charges for Blue Badge Applications, as detailed in **Appendix 6**, are being retained at the same level for 2019/20. It is anticipated the level of applications will remain constant giving no change to income levels.
- 5.7 It is estimated that the increased charges for South Links Holiday Park, as detailed in **Appendix 6**, will generate additional income of £4k.
- 5.8 As per the report detailed in **Schedule 1**, it is not estimated that the new charging regime for Street Naming and House Numbering charges will generate additional income.
- 5.9 As per the report detailed in **Schedule 2**, it is estimated that the new charging regime for On- and Off-Street Car Parking Dispensation charges will generate additional income of £33k.
- 5.10 The additional income as summarised above, totalling £138k has been accounted for within the Place Directorate 19/20 revenue budget proposals.

**NOTE:** The background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) which were relied on to any material extent in preparing the above report are:

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Environmental & Consumer Protection				
No.	Service for which charges are currently levied	2018-2019 Charge	2019-2020 Charge	Benchmarking or Rationale
		£	£ (+3.3%)	
1	Pest control - Rats and mice treatment	32.40	33.50	Specified in contract following tender procedure
2	Pest control – Insect treatment	27.40	28.30	Specified in contract following tender procedure
3	Pest control – Wasp treatment	27.40	28.30	Specified in contract following tender procedure
4	Administration charge for pest control (per treatment) new charge	10.60	11.00	Hourly cost to carry out administrative work in relation to treatment request
5	Special weighing and measuring equipment – hourly rate	89.10	92.10	LACORS benchmarked charge plus inflation
6	Weights exceeding 5kg or not exceeding 500mg, 2cm - each	9.80	10.20	LACORS benchmarked charge plus inflation
7	Other weights - each	7.40	7.70	LACORS benchmarked charge plus inflation
8	Linear measures not exceeding 3m - each	10.70	11.10	LACORS benchmarked charge plus inflation
9	Capacity measures, without divisions, not exceeding 1 litre - each	8.20	8.50	LACORS benchmarked charge plus inflation
10	Cubic ballast measures (other than brim measures) - each	186.70	192.90	LACORS benchmarked charge plus inflation
11	Liquid capacity measures for making up and checking average quantity packages - each	29.90	30.90	LACORS benchmarked charge plus inflation
12	Per scale – first item	51.50	53.20	LACORS benchmarked charge plus inflation
13	Second and subsequent items	20.00	20.70	LACORS benchmarked charge plus inflation
14	Non NAW1 not exceeding 1 tonne	67.00	69.30	LACORS benchmarked charge plus inflation
15	Non NAW1 exceeding 1 tonne, up to 10 tonne	108.70	112.30	LACORS benchmarked charge plus inflation
16	Non NAW1 exceeding 10 tonne	226.90	234.40	LACORS benchmarked charge plus inflation
17	NAW1 not exceeding 1 tonne	111.60	115.30	LACORS benchmarked charge plus inflation
18	NAW1 exceeding 1 tonne, up to 10 tonne	172.80	178.50	LACORS benchmarked charge plus inflation
19	NAW1 exceeding 10 tonne	377.80	390.30	LACORS benchmarked charge plus inflation
20	Intoxicating liquor - not exceeding 150ml	18.60	19.30	LACORS benchmarked charge plus inflation
21	Intoxicating liquor - other	21.50	22.20	LACORS benchmarked charge plus inflation

Environmental & Consumer Protection				
No.	Service for which charges are currently levied	2018-2019 Charge	2019-2020 Charge	Benchmarking or Rationale
		£	£ (+3.3%)	
22	Liquid fuel and lubricants - container type (not subdivided)	77.30	79.90	LACORS benchmarked charge plus inflation
23	Liquid fuel and lubricants - first nozzle tested, per site	125.90	130.10	LACORS benchmarked charge plus inflation
24	Liquid fuel and lubricants - each additional nozzle tested	77.40	80.00	LACORS benchmarked charge plus inflation
25	Liquid fuel and lubricants testing of peripheral electronic equipment on a separate visit (per site)	85.00	87.90	LACORS benchmarked charge plus inflation
26	Liquid fuel and lubricants testing of credit card accepted (per unit, regardless of no. of slots/ nozzles/pumps)	85.00	87.90	LACORS benchmarked charge plus inflation
27	Road tanker fuel measuring – wet hose with two testing liquids	290.70	300.30	LACORS benchmarked charge plus inflation
28	Road tanker fuel measuring – wet hose with three testing liquids	314.80	325.20	LACORS benchmarked charge plus inflation
29	Road tanker fuel measuring – dry hose with two testing liquids	299.80	309.70	LACORS benchmarked charge plus inflation
30	Road tanker fuel measuring – dry hose with three testing liquids	344.90	356.30	LACORS benchmarked charge plus inflation
31	Wet/dry hose with two testing liquids	419.50	433.40	LACORS benchmarked charge plus inflation
32	Wet/dry hose with three testing liquids	449.30	464.20	LACORS benchmarked charge plus inflation
33	Up to 7,600 litres (for calibration of each compartment) and production of chart	183.90	190.00	LACORS benchmarked charge plus inflation
34	Over 7,600 litres, basic fee, plus additional charge	82.90	85.70	LACORS benchmarked charge plus inflation
35	Initial dipstick	21.50	22.30	LACORS benchmarked charge plus inflation
36	Spare dipstick	21.50	22.30	LACORS benchmarked charge plus inflation

**Environmental & Consumer Protection**

<b>No.</b>	<b>Service for which charges are currently levied</b>	<b>2018-2019 Charge</b>	<b>2019-2020 Charge</b>	<b>Benchmarking or Rationale</b>
		£	£ (+3.3%)	
37	Replacement dipstick (including examination of compartment)	46.80	48.40	
38	Hire of test weights (per tonne per day)	77.10	79.70	
39	Hourly rate for Trading Standard Officers	89.10	92.10	
40	Hourly rate for Authorised Officers	85.00	87.90	
41	Certificate of Errors	47.90	49.50	
42	Health certificate (1st)	30.10	31.10	Hourly rate for EHO plus travel and admin cost.
43	Health certificate (additional)	6.20	6.40	

Commercial Waste				
No.	Service for which charges are currently levied	2018-2019 Charge	2019-2020 Charge	BENCHMARKING/RATIONALE
	(All charges are VAT exempt)	£	Charge	
	<b>Co-mingled Recycling Non-General Waste Customers</b>			We have calculated our estimated cost per uplift for each type of bin and range of material (we have accounted for all costs associated with collection and disposal). The charges reflect full recovery of the costs we incur (our statutory requirement). We have also compared our charges per uplift with neighbouring councils and while there is some variance, it is not significant and we consider our charges have been set correctly. We do operate in a very competitive market with several competitors for our commercial customers, we therefore must avoid over-pricing and the resultant inevitable loss of business/income.
	<b>Size of bin (litre) per uplift</b>			
1	1280	3.60	3.80	
2	1100	3.30	3.40	
3	660	2.70	2.80	
4	360	2.30	2.40	
5	240	2.20	2.30	
6	140	2.20	2.30	
	<b>Recycling bin per uplift (collection only)</b>			
7	Any sized	2.00	2.10	
	<b>Co-mingled Recycling General Waste Customers</b>			
	<b>Size of bin (litre) per uplift</b>			
8	1280	2.00	2.10	
9	1100	1.80	1.90	
10	660	1.20	1.30	
11	360	0.80	0.90	
12	240	0.70	0.80	
13	140	0.70	0.80	
	<b>Food waste bin (charge for collection and disposal)</b>			
	<b>Size of bin (litres) per uplift</b>			
14	140	6.20	6.40	
15	23	2.50	2.60	
	<b>Food waste bin (charge for collection only)</b>			
16	140	3.50	3.70	
17	23	2.00	2.10	

Commercial Waste				
No.	Service for which charges are currently levied	2018-2019 Charge	2019-2020 Charge	BENCHMARKING/RATIONALE
	(All charges are VAT exempt)	£	£ (+3.3%)	
	<b>Glass bins charged per bin per annum</b>			
	<b>Size of bin (litres)</b>			
18	240	33.20	34.30	
	<b>Cardboard</b>			
19	Per premise per annum	10.30	10.70	
	<b>General Waste per uplift (collection and disposal)</b>			
	<b>Size of bin (litres)</b>			
20	1280	21.90	22.70	
21	1100	18.80	19.50	
22	660	11.90	12.30	
23	360	6.70	7.00	
24	240	4.50	4.70	
25	140	4.50	4.70	
26	Sack	2.60	2.70	
	<b>General Waste per uplift (collection only)</b>			
	<b>Size of bin (litres)</b>			
27	1280	14.00	14.50	
28	1100	12.00	12.40	
29	660	7.20	7.50	
30	360	4.00	4.20	
31	240	2.90	3.00	
32	Sack	2.00	2.10	



Waste				
No.	Service for which charges are currently levied	2018-2019 Charge	2019-2020 Charge	BENCHMARKING/RATIONALE
	(Charges are VAT inclusive unless marked)	£	£ (+3.3%)	
1	Green waste bin - per annum (VAT Exempt)	27.50	28.40	
2	Entry to public convenience (VAT Exempt)	0.30	0.30	No increase
3	Dog foul pick up bags x 25 (VAT Exempt)	0.20	0.20	No increase
	<b>Special Uplift (VAT Exempt)</b>			A council did a survey of all Scottish local authorities charges for special uplifts and shared the results. It was shown that Angus has one of the highest charges per item uplifted. Given our geography this is not too surprising, but does suggest we are not undercharging. We do need to consider the risk of potential fly tipping if we make unaffordable for some.
4	Special uplift of bulky household items x 3	25.60	26.50	
5	Special uplift of bulky household items x 6	51.10	52.80	
6	Special uplift of commercial waste	62.50	64.60	
	<b>Civic Amenity</b>			We are satisfied this adequately covers the costs we incur for disposal. It is difficult to compare and benchmark with other councils as pricing structures/methods vary, but overall satisfied there is no significant variance.
7	Civic amenity - car derived van	14.30	14.80	
8	Civic amenity - medium van - up to 7.5T	34.90	36.10	
9	Civic amenity - large van - over 7.5T	69.10	71.40	
10	Civic amenity - trailer - up to 2T	34.90	36.10	

Waste				
No.	Service for which charges are currently levied	2018-2019 Charge	2019-2020 Charge	BENCHMARKING/RATIONALE
	(Charges are VAT inclusive unless marked)	£	£ (+3.3%)	
	<b>Waste Disposal (charged per tonne - a weighbridge is in operation)</b>			We are satisfied this covers our costs. As this is for material taken to our composting site and we already have a requirement to process green waste collected via household collections the additional costs we incur for this additional commercial material is not significant. We have also benchmarked against neighbouring authority.
11	Green waste	37.40	38.70	
12	<b>Dog Kennelling Daily Charge</b>	7.90	8.20	
	<b>Clean Ups</b>			
13	Pick-up with driver	39.00	40.30	Hourly Rates - a minimum half hour charge applies. All prices are inclusive of waste disposal, fuel and staff costs
14	Pick-up with Driver & Waste operative	48.40	50.00	
15	Pick-up with Driver & 2 Operatives	58.00	60.00	
16	Refuge collection vehicle with driver	52.50	54.30	
17	Refuge collection vehicle with driver & 1 operative	61.90	64.00	
18	Refuge collection vehicle with driver & 2 operatives	71.30	73.70	
19	Large mechanical sweeper with driver	50.20	51.90	
20	Compact sweeper with driver	44.50	46.00	
21	Waste Operative	9.40	9.80	
	<b>Clean Ups – Weekend Rates</b>			
22	Pick-up with Driver	58.50	60.50	Hourly Rates - a minimum half hour charge applies. All prices are inclusive of waste disposal, fuel and staff costs
23	Pick-up with Driver & 1 Operative	72.60	75.00	
24	Pick-up with Driver & 2 Operatives	86.70	89.60	
25	Refuge collection vehicle with driver	78.70	81.30	
26	Refuge collection vehicle with driver & 1 operative	92.80	95.90	
27	Refuge collection vehicle with driver & 2 operatives	106.90	110.50	
28	Large mechanical sweeper with driver	75.20	77.70	
29	Compact sweeper with driver	66.70	68.90	
30	Waste operative	14.20	14.70	

Parks				
No.	Service for which charges are currently levied	2018-2019 Charge	2019-2020 Charge	BENCHMARKING/RATIONALE
	(Charges are VAT inclusive unless marked)	£	£ (+3.3%)	Our charges are benchmarked with the 32 Scottish Local Authorities who participate in the Scottish Bereavement Group. The following are examples of comparative costs.
	<b>Interments – coffins (VAT Exempt)</b>			
1	17 years and under (was 14 years and under in 18/19)	0	0	
2	Over 17 years	648.00	670.20	Scottish average is £698.07
3	Over 17 years (outwith Angus)	1296.00	1338.80	40% of SBG authorities have non-resident fees
4	NVF/Stillborn children	0	0	
	<b>Interments – cremation caskets (VAT Exempt)</b>			
5	17 years and under	0	0	
6	Interment at four feet	207.10	214.00	Scottish Average is £195.52
7	Double interment at four feet	414.20	427.90	Angus is 22 <sup>nd</sup> out of 32 Authorities in cost terms
8	Interment in coffin lair over four feet	420.00	433.90	
9	Double interment in coffin lair over four feet	840.00	867.80	
10	Interment at four feet (outwith Angus)	414.20	427.90	40% of SBG authorities have non-resident fees
11	Double interment at four feet (outwith Angus)	828.40	855.80	
12	Interment in coffin lair over four feet (outwith Angus)	840.00	867.80	
13	Double interment in coffin lair over four feet (outwith Angus)	1680.00	1735.50	
14	Scattering of Ashes	52.70	54.50	Angus is 22 <sup>nd</sup> out of 32 Authorities in cost terms
	<b>Exhumation fees (VAT Exempt)</b>			
15	Exhumation fee for coffin	POA		
16	Exhumation fee for cremation casket	316.60	327.40	Angus is 22 <sup>nd</sup> out of 32 Authorities in cost terms
	<b>Lair charges (VAT Exempt)</b>			
17	Coffin lair	603.50	623.50	Scottish Average is £755.30

Parks				
No.	Service for which charges are currently levied	2018-2019 Charge	2019-2020 Charge	BENCHMARKING/RATIONALE
	<b>(Charges are VAT inclusive unless marked)</b>	£	£ (+3.3%)	
18	Coffin lair (outwith Angus)	1207.00	1246.90	40% of SBG authorities have non-resident fees
19	Cremated remains lair for interment of NVF or SBC only	0	0	
20	Cremated remains lair	343.30	354.70	Scottish Average is £442.86
21	Cremated remains lair (outwith Angus)	686.60	709.30	40% of SBG authorities have non-resident fees
22	Lair registration certificate - per lair	51.30	53.00	Angus is 22 <sup>nd</sup> out of 32 Authorities in cost terms
23	Replacement lair registration certificate - per lair	51.30	53.00	
24	Transfer of right of burial - per lair	51.30	53.00	
	<b>Perpetuities (VAT Exempt)</b>			
25	New sales of coffin lairs	300.00	309.90	
26	Re-open of coffin lairs	300.00	309.90	
27	New sales of casket lairs	150.00	155.00	
28	Re-open of casket lairs	150.00	155.00	
	<b>Erection of memorials (excluding VAT)</b>			
29	Monumental Registration Fee (VAT Exempt)	153.90	159.00	
30	Erection of memorial, marker, plaque, vase, etc	60.90	62.90	
31	Replacement memorials (no additional foundation required)	60.90	62.90	
32	Foundation & inspection Fee	200.00	206.60	
	<b>Research (excluding VAT)</b>			
33	Research fee (per hour or part thereof)	25.70	26.60	To cover administrative costs
	<b>Fairground/Circus/Commercial Events (VAT Exempt)</b>			
34	Administration fee (excluding VAT)	51.30	53.00	To cover administrative costs
35	Operational days – per day*	86.30	89.20	Compares well with neighbouring authorities

Parks				
No.	Service for which charges are currently levied	2018-2019 Charge	2019-2020 Charge	BENCHMARKING/RATIONALE
	<b>(Charges are VAT inclusive unless marked)</b>	£	£ (+3.3%)	
	*Fairgrounds of less than 12 units non-operational day charge applies			Fee is being reduced for small fairgrounds to make these cost effective to operate
36	Non-operational days – per day	43.10	44.60	Compares well with neighbouring authorities
	<b>Park Lets (VAT Exempt)</b>			
37	Administration fee (excluding VAT)	51.30	53.00	To cover administrative costs
38	Daily hire fee - for events where anticipated numbers attending are higher than 100	100.00	103.30	To cover staff costs
	<b>Helicopter Landings (VAT Exempt)</b>			
39	Administration fee (excluding VAT)	51.30	53.00	To cover administrative costs
40	<del>Helicopter landing – per day/per site</del>	<del>100.00</del>	<del>102.60</del>	No demand for this service
	<b>Fisheries</b>			
41	Fishing permit (Brechtin Town Water)	35.00	36.20	Compares well with neighbouring authorities
	<b>Bowling</b>			
42	<del>Bowling season ticket</del>	<del>28.20</del>	<del>29.00</del>	Last BG transferring to club on long term lease

Roads & Transportation				
No.	Service for which charges are currently levied	2018-2019 Charge	2019-2020 Charge	BENCHMARKING/RATIONALE
	<b>(Charges are VAT inclusive unless marked)</b>	£	£ (+3.3%)	
1	Road construction consent fees – based on hourly rate	74.50	77.10	Under Roads (Scotland) Act 1984 can only charge for inspections. We charge based on Clerk of Works salary costs.
2	Street naming and house numbering	113.00	TBC	New charging regime. See Appendix 5 of this report.
3	Tables and chair permits	145.40	150.40	
4	Road opening permits (vehicular access)	130.00	134.50	In between Perth and Kinross and Dundee City Councils' charges.
5	Road opening permits (excavations)	253.70	262.40	Unable to compare with neighbouring authority which makes daily charge.
6	Road closures for roadworks < 5 days	253.70	262.40	Comparable with Dundee City.
7	Roads closures > 5 days, and for all non roadworks needs (parades, events, charities)	372.20 plus advert costs	384.90 plus advert costs	Comparable with neighbouring authorities.
8	Design services for street lighting	89.30	92.40	Dundee City varies depending on scheme size/complexity. Minimum £300.
9	Charging for street lighting inspections for adoptions	58.90	61.00	Minimum charge per visit.
10	Occupation of a road for skip/building materials etc. permission:			Unable to compare with neighbouring authority which makes weekly/daily charge.
	Traffic sensitive location - per month	98.20	101.60	
	Non-traffic sensitive location - per month	50.80	52.60	
11	Scaffolding permits:			Unable to compare with neighbouring authority which makes weekly/daily charge.
	Traffic sensitive location – per month	242.50	250.80	
	Non-traffic sensitive location – per month	121.30	125.50	

Roads & Transportation				
No.	Service for which charges are currently levied	2018-2019 Charge	2019-2020 Charge	BENCHMARKING/RATIONALE
	<b>(Charges are VAT inclusive unless marked)</b>	£	£ (+3.3%)	
12	Inspection fees for new roads and Street Works Act (set by statute)		TBC	Set by statute.
13	Tourist signage (brown signs)m staff costs and manufacturing/installation costs	Recharged at costs, including staff time	Recharged at costs, including staff time	
14	Switch off traffic lights for utilities etc.	94.60 or £141.90 on overtime	97.90 or 146.80 on overtime	Perth and Kinross Council comparable costs
15	On-street parking dispensation	0	TBC	New charge. See Schedule 1 of this report.
16	Off-street parking dispensation	0	TBC	New charge. See Schedule 2 of this report.

Conveyancing						
No		Nature of Transaction		Fees from 1/4/18*	Fees from 1/4/19*	BENCHMARKING/ RATIONALE
1		Discharge of Standard Security /Inhibition/Release of Charging Order/Discharge of Section 75 Agreement		£194.00	£200.00	No benchmarking information available/ Cost Recovery
2		Revising deed of Postponement of Standard Security		£194.00	£200.00	As above
3		<b>Leases:</b>				
	a	Landlord's fees (Economic Development Leases)				
		**Leases on standard terms and conditions:-				
			1. Properties up to and including 1,000 square feet	£208.00	£215.00	As above
			2. 1,000 square feet - 2,000 square feet	£277.00	£286.00	As above
			3. 2,001 square feet - 5,000 square feet	£346.00	£357.00	As above
			4. 5,001 square feet - 10,000 square feet	£484.00	£500.00	As above
			5. 10,000 square feet and over	Time & Line	Time & Line	As above`
	b	Template lease on standard terms and conditions		£416.00	£430.00	As above
	c	Non-standard missives/lease		Time & Line	Time & Line	As above
	d	Rent Review/Variation of Lease				
			1. Standard Template - no extensions	£209.00	£216.00	As above
			2. Rent review plus variation of terms (including extension)	£277.00	£286.00	As above
	e	Termination of Lease/Renunciation		£277.00	£286.00	As above



Conveyancing						
No		Nature of Transaction		Fees from 1/4/18*	Fees from 1/4/19*	BENCHMARKING/ RATIONALE
	f	Consent to sub-lease				
			1. Minimal revisal required	£277.00	£286.00	As above
			2. Complex Transaction	Time & Line	Time & Line	As above
	g	Assignation of Lease (revising)		£208.00	£215.00	As above
4		Deed of Servitude/Wayleave		Time & Line	Time & Line	As above
	a	Utility Wayleaves		-	£250.00	As above
5		Conveyance of Ground & Property				
			1. Small area of ground (Council houses - additional areas or less than 250 square metres)	£484.00	£500.00	As above
			2. All other areas	Time & Line	Time & Line	As above
6		Section 75 agreements				
			1. Standard Template (agricultural worker, commuted sum etc)	£484.00	£500.00	As above
			2. All others (including affordable housing)	Time & Line	Time & Line	As above
7		Modification of Planning Obligation Agreement		£289.00	£299.00	As above
8		Ranking Agreement				
			1. Council House Sales (revising)	£194.00	£200.00	As above
			2. All others	Time & Line	Time & Line	As above
9		Restoration Bond Agreement		£394.00	£407.00	As above
10		Community Assety Transfers		£500.00	£500.00	As above

Conveyancing						
No		Nature of Transaction		Fees from 1/4/18*	Fees from 1/4/19*	BENCHMARKING/ RATIONALE
11		Lending Prior Titles				
			1. Without Inventory	£24.00	£25.00	As above
			2. With Inventory	£32.00	£33.00	As above
		Notes:				
		(1) Outlays are payable in addition				
		(2) Where Angus Council is preparing the deed plan, the outlay to Property is £80 (nil VAT)				
		(3) Time & Line Basis: The current hourly rate applied by Legal & Democratic Services for this purpose is £100.00.				
		(4) * rounded up/down				
		(5)** table indicates minimum recoverable amount for each fee option. Variation to fees (both increases and decreases) may be negotiated by Economic Development with prospective tenant and agreed after consultation with Legal & Democratic Services. The balance of any reduction in minimum fees will be recovered from Economic Development.				

Registration				
	Nature of Transaction	Fees from 1/4/18*	Fees from 1/4/19*	BENCHMARKING/ RATIONALE
1.	Registrar to conduct a civil marriage ceremony, civil partnership or citizenship ceremony on a:-			
	a. Saturday	£204.00	£211.00	As above
	b. Sunday	£278.00	£287.00	As above
	c. Public Holiday	£352.00	£364.00	As above
2.	Registrar to conduct a civil marriage ceremony, civil partnership registration or private citizenship ceremony at an Approved Place within normal hours	£204.00	£211.00	As above
	Accommodation Fee for the use of the ceremony rooms within Registration Offices on occasions where numbers exceed 10	£59.00	£61.00	As above
3.	Annual clothing allowance payable to staff	£264.00	£273.00	As above
4.	Naming Ceremonies/Renewal of Marriage Vows			
	a. Monday to Friday during office hours (under 10 people) - Forfar Registration Office	£61.00	£63.00	As above
	b. Monday to Friday during office hours (over 10 people) - Forfar Registration Office	£118.00	£122.00	As above
	c. Outwith normal office hours including Saturday - Forfar Registration Office or Agreed Venue	£260.00	£269.00	As above
	d. Sunday - Forfar Registration Office or Agreed Venue	£332.00	£343.00	As above
	e. Public Holiday - Forfar Registration Office or Agreed Venue	£403.00	£416.00	As above
5.	**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			

Registration				
	Nature of Transaction	Fees from 1/4/18*	Fees from 1/4/19*	BENCHMARKING/ RATIONALE
	b. Sunday			
	c. Public Holiday			
6.	**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			

### Miscellaneous Liquor Licences

	Nature of Transaction	Fees from 1/4/18*	Fees from 1/4/19*	BENCHMARKING/ RATIONALE
1.	Application to transfer a Premises Licence by the licence holder including an application for variation (which is not a minor variation)	£257.00	£265.00	No benchmarking information available/ cost recovery and investment in service
2.	Application to transfer a Premises Licence by the licence holder including an application for a minor variation	£72.00	£74.00	As above
3.	Application to transfer a Premises Licence by the licence holder which does not include an application for variation	£45.00	£46.00	As above
4.	Application to transfer a Premises Licence by a person other than the licence holder including an application for variation (which is not a minor variation)	£257.00	£265.00	As above
5.	Application to transfer a Premises Licence by a person other than the licence holder including an application for a minor variation	£72.00	£74.00	As above
6.	Application to Transfer a Premises Licence by a person other than the licence holder which does not include an application for variation	£45.00	£46.00	As above
7.	Application to vary a Premises Licence other than a Minor Variation	£210.00	£217.00	As above
8.	Application for a Temporary Premises Licence	£264.00	£273.00	As above
9.	Application for Replacement Personal Licence	£28.00	£29.00	As above
10.	Certified Copy of Premise Licence	£27.00	£28.00	As above
	* rounded up/down **category fee is dependent on the rateable value of licensed premises			

**LICENSING - FEES WITH EFFECT FROM 1 APRIL 2019**

Increase to be applied

**BENCHMARKING/  
RATIONALE**

<b>3.3%</b>
<b>0.0%</b>

No benchmarking information available/ cost recovery and investment in service

Angus Council

Tayside Fire & Rescue

LICENCE TYPE	DURATION	NEW GRANT-CURRENT FEE £	INCREASE £	NEW GRANT NEW FEE £	NEW GRANT NEW FEE (ROUNDED) £	RENEWAL-CURRENT FEE £	INCREASE £	RENEWAL NEW FEE £	RENEWAL NEW FEE (ROUNDED) £
<u>CIVIC GOVERNMENT LICENSING</u>		BLANK				BLANK			
Window Cleaner	1 Year	98	3.23	101.23	101	81	2.67	83.67	84
Metal Dealer/Itinerant	1 Year	98	3.23	101.23	101	81	2.67	83.67	84
Street Trader	1 Year	170	5.61	175.61	176	141	4.65	145.65	146
Street Trader - Fixed	1 Year	222	7.33	229.33	229	141	4.65	145.65	146
Street Trader - Variation	Remainder of licence period	54	1.78	55.78	56	n/a	n/a	n/a	n/a
Indoor Sports	1 Year	170	5.61	175.61	176	141	4.65	145.65	146
Boat Hire	1 Year	170	5.61	175.61	176	141	4.65	145.65	146
Second Hand Dealer	1 Year	252	8.32	260.32	260	208	6.86	214.86	215
Late Hours Catering	1 Year	252	8.32	260.32	260	208	8.86	214.86	215
Market Operator	1 Year	252	8.32	260.32	260	208	6.86	214.86	215
Houses in Multiple Occupation (up to 5 beds)	3 Years	338	11.15	349.15	349	n/a	n/a	n/a	n/a
Houses in Multiple Occupation (6 - 20 beds)	3 years	445	14.69	459.69	460	n/a	n/a	n/a	n/a
Houses in Multiple Occupation (over 20 beds)	3 years	569	18.78	587.78	588	n/a	n/a	n/a	n/a
Tattooing and Skin Piercing	3 Years	332	10.96	342.96	343	332	10.96	342.96	343
Knife Dealers	1 Year	252	8.32	260.32	260	208	6.86	214.86	215
Booking Offices	1 Year	252	8.32	260.32	260	208	6.86	214.86	215

LICENCE TYPE	DURATION	NEW GRANT-CURRENT FEE £	INCREASE £	NEW GRANT NEW FEE £	NEW GRANT NEW FEE (ROUNDED) £	RENEWAL-CURRENT FEE £	INCREASE £	RENEWAL NEW FEE £	RENEWAL NEW FEE (ROUNDED) £
<u>MISCELLANEOUS LICENSING</u>									
Pet Shops	1 Year	91	3.00	94.00	94	74	2.44	76.44	76
Venison Dealer	3 Years	91	3.00	94.00	94	74	2.44	76.44	76
Film Exhibition	1 Year	182	6.01	188.01	188	156	5.15	161.15	161
Dangerous Wild Animals	1 Year	111	3.66	114.66	115	98	3.23	101.23	101
Dog Breeding (up to 10)	1 Year	332	10.96	342.96	343	187	6.17	193.17	193
Dog Breeding (more than 10)	1 Year	420	13.86	433.86	434	215	7.1	222.10	222
Animal Boarding	1 Year	111	3.66	114.66	115	98	3.23	101.23	101
Riding Establishments	1 Year	111	3.66	114.66	115	98	3.23	101.23	101
<u>TAXI / PRIVATE HIRE CAR DRIVERS</u>		BLANK				BLANK			
Taxi / Private Hire Car Driver (new licences and drivers over the age of 65)	1 Year	132	4.36	136.36	136	111	3.66	114.66	115
Taxi / Private Hire Car Driver (renewals of licences where drivers are under the age of 65)	3 Years	n/a	n/a	n/a	n/a	280	9.24	289.24	289
<u>TAXI / PRIVATE HIRE CAR OPERATORS</u>		BLANK				BLANK			
Taxi / Private Hire Car Operators lodging fee		126	4.16	130.16	130	104	3.43	107.43	107
Substitute / replacement vehicle test		104	3.43	107.43	107	104	3.43	107.43	107
Vehicle re-test		67	2.21	69.21	69	67	2.21	69.21	69
Plate fee		33	1.09	34.09	34	33	1.09	34.09	34
<u>Cars with meters:</u>		BLANK				BLANK			
Granting fee (new licences are only granted for one year)	1 Year	361	11.91	372.91	373	306	10.10	316.10	316
Granting fee	3 Years	n/a	n/a	n/a	n/a	902	29.77	931.77	932
Subsequent meter test		59	1.95	60.95	61	59	1.95	60.95	61
Full vehicle and meter re-test		104	3.43	107.43	107	104	3.43	107.43	107
<u>Cars without meters:</u>		BLANK				BLANK			

Granting fee (new licences are only granted for one year)	1 Year	<b>303</b>	10.00	313.00	<b>313</b>	<b>255</b>	8.42	263.42	<b>263</b>
Granting fee	3 Years	<b>n/a</b>	n/a	n/a	<b>n/a</b>	<b>758</b>	25.01	783.01	<b>783</b>

LICENCE TYPE	DURATION	CAPACITY OF VENUE	NEW GRANT-CURRENT FEE £	INCREASE £	NEW GRANT NEW FEE £	NEW GRANT NEW FEE (ROUNDED) £
Public Entertainment	1 Year/Temp	<200	151.00	4.98	155.98	<b>156</b>
	3 Years	<200	302.00	9.97	311.97	<b>312</b>
	1 Year/Temp	200 -1499	215.00	7.10	222.10	<b>222</b>
	3 Years	200 - 1499	430.00	14.19	444.19	<b>444</b>
	1 Year/Temp	1500 – 4999	377.00	12.44	389.44	<b>389</b>
	3 Years	1500 – 4999	754.00	24.88	778.88	<b>779</b>
	1 Year/Temp	5000 – 9999	539.00	17.79	556.79	<b>557</b>
	3 Years	5000 – 9999	1,078.00	35.57	1,113.57	<b>1,114</b>
	1 Year/Temp	10,000+	807.00	26.63	833.63	<b>834</b>
	3 Years	10,000+	1,614.00	53.26	1,667.26	<b>1,667</b>
Public Entertainment – Charity	1 Year/Temp		38.00	1.25	39.25	<b>39</b>
	3 Years		76.00	2.51	78.51	<b>79</b>



Directorate and Business Support				
No.	Service for which charges are currently levied	2018-2019 Charge	2019/20 Charge (+3.3%)	BENCHMARKING/RATIONALE
	(Charges are VAT inclusive unless marked)	£	£	
1	Application fee for Blue Badge Scheme (VAT inclusive)	20.00	20.00	Local authorities in Scotland are able to charge a statutory fee of up to £20 for issuing a Blue Badge. All charge the maximum fee with the exception of Dumfries and Galloway Council who do not charge for this service.
South Links Holiday Park				
2	Static Van/Mobile Home – pitch rental on 11 month basis (excluding electricity)	2,460.00	2,541.20	Benchmarked against other local sites, where information was available, with average cost between £2,300 and £2,500
3	Static Van/Mobile Home - set up fees	Recharge at Cost	Recharge at Cost	No benchmarking information available/ Cost Recovery
4	Static Van/Mobile Home - capping fees	500.00	500.00	No Increase
5	Touring Caravan - pitch rental on 11 month basis (excluding electricity)	2,460.00	2,541.20	
6	Touring Caravan - pitch rental on 10 month basis (excluding electricity)	2,236.00	2309.80	
7	Touring Caravan - pitch rental on 9 month basis (excluding electricity)	2,013.00	2079.50	
8	Touring Caravan - pitch rental on 8 month basis (excluding electricity)	1,789.00	1848.10	
9	Touring Caravan - pitch rental on 7 month basis (excluding electricity)	1,565.00	1616.70	
10	Touring Caravan - pitch rental on 6 month basis (excluding electricity)	1,342.00	1,386.30	

Directorate and Business Support				
No.	Service for which charges are currently levied	2018-2019 Charge	2019/20 Charge (+3.3%)	BENCHMARKING/RATIONALE
	(Charges are VAT inclusive unless marked)	£	£	
11	Touring Caravan - pitch rental on 5 month basis (excluding electricity)	1,118.00	1,154.90	
12	Touring Caravan - pitch rental on 4 month basis (excluding electricity)	895.00	924.60	
15	Touring Caravan/Motorhome (including £2 electricity) up to 2 Adults and 2 Children – pitch rental – per night	25.00	25.00	Benchmarked against other local sites and average cost is between £23 - £25 per night
16	Touring Caravan/Motorhome - Additional Adults – per night	3.00	3.00	No increase proposed
17	Touring Caravan/Motorhome - Additional Children – per night	1.00	1.00	
18	Awnings - per night	3.00	3.00	
19	Backpacker tent (for 1) – no car – pitch rental - per night	10.00	10.00	
20	Tent (excluding electricity) up to 2 Adults and 2 Children – pitch rental - per night	16.00	16.00	
21	Tent (including £2 electricity) up to 2 Adults and 2 Children – pitch rental - per night	18.00	18.00	
22	Tent – Additional Adults - per night	3.00	3.00	
23	Tent – Additional Children - per night	1.00	1.00	
24	Trailer Tent (excluding electricity) - pitch rental - per night	18.00	18.00	
25	Trailer Tent (including £2 electricity) - pitch rental - per night	20.00	20.00	
26	Camping Pod – per night	25.00	25.00	
27	Late arrivals - pre-booked arrivals outwith office opening hours	10.00	10.00	

Directorate and Business Support				
No.	Service for which charges are currently levied	2018-2019 Charge	2019/20 Charge (+3.3%)	BENCHMARKING/RATIONALE
	(Charges are VAT inclusive unless marked)	£	£	
28	Storage - (on Pitch allocated by Warden) - October-March - per month	50.00	50.00	
29	For items 5 - 15, 20, & 21, one car is permitted, any additional car will be charged at £3 per night	3.00	3.00	
30	Off - peak (October - March) 20% discount on nightly rate	To be applied where applicable	To be applied where applicable	
31	Laundry	£2 Wash 20p 4 mins TD	£3 Wash 50p 4 mins TD	
32	Hairdryers	N/A	£1 15 mins	

## **SCHEDULE 1**

### **STREET NAMING AND HOUSE NUMBERING CHARGES**

#### **REPORT BY HEAD OF INFRASTRUCTURE**

#### **ABSTRACT**

This report relates to the charging regime for providing street naming and house numbering for residential and commercial properties in Angus.

#### **1. RECOMMENDATIONS**

The Committee is asked to agree to the charging regime to be applied to Street Naming and Numbering services in Angus Council, including the levels of charges, as detailed in this report.

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

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

##### **ECONOMY**

- An inclusive and sustainable economy

##### **PLACE**

- Safe, secure, vibrant and sustainable communities

#### **3. BACKGROUND**

- 3.1 Charging by Angus Council for the street naming and numbering service was introduced in April 2007 to offset the Council's costs of that service, which involves new street names, new house numbering, change of addresses, etc. The service also includes the erection of new street name plates other than those street name plates at new developments, which are provided by the site developer or cyclic maintenance works.
- 3.2 The fee was originally set at £80 per query/request, which was based on the level of enquiry from the previous year related to the materials, staff costs, etc. involved in providing the service. Since that time, the fee has been increased generally in line with inflation and currently stands at £113 per query/request.

#### **4. PROPOSALS**

- 4.1 Generally, there are two main types of requests which are:
- (i) individual/small groups of houses/properties requiring new addresses or address change; and
  - (ii) larger developments of new houses including those requiring new street names.
- 4.2 The level of work involved in each type of query can be quite different. A single new house address or address change is relatively simple whilst a larger development requiring a new street name(s) involves consultation with councillors, which can take some time and many letters, emails, etc. to resolve and may require a Committee report where agreement on the name cannot be reached. Also numbering of a large development can be time consuming.
- 4.3 At this time the charge in Angus for all queries/requests at £113 is the same whether for a single house address or for a 300 house development including several new street names. It is therefore proposed that the charging regime should be reviewed, with options that better reflect the level of work involved in each being considered.
- 4.4 Currently not all local authorities charge for this service but of those which do some are based on a sliding scale where charges increase generally in line with the number of houses involved. Others Authorities charges are based on a 'per plot' arrangement, also on a sliding scale as the number of new addresses increases. Most Authorities also include an additional charge for the provision of new street names.
- 4.5 From a review of websites of authorities who charge for this service on a basic sliding scale, the following range of charges were noted for the provision of addresses:

Single property	between £25 - £100
2-5 properties	between £25 - £125
6-10 properties	between £75 - £208
11-25 properties	between £150 - £321
26-50 properties	between £250 - £536
51-100 properties	between £400 - £1,040
101-200 properties	between £500 - £1,072
Over 200 properties	approx. £1,087

Additional charge for new street name requests between £100 - £250

- 4.6 From a review of websites of authorities who charge for this service on a 'by plot' regime, charges are fixed 'per plot'; 'per plot' with sliding scale of charges or a combined fixed charge plus a 'per plot' cost.
- 4.7 A detailed list of the charges for this service by other authorities are attached in Appendix 1 for comparative purposes.
- 4.8 In the last two full years, around 80% of the requests in Angus are for relatively small numbers of houses with relatively few new street name requests per annum. If a new charging regime (see 4.9.2 and 4.9.3 below) were to be introduced, based on the recent demand and requirement to better reflect the level of work involved, the lower level charge should be set at a level closer to the existing £113, with higher charges for larger applications.
- 4.9 The proposed options for the charging regime in Angus are:
1. Continue with a basic charge for all level of requests irrespective of the scale of the development as at present; or
  2. A new regime of charges on a basic sliding scale relating to the scale of development, with the following charges applying for 2019/20:
 

1 property	£100
2 - 5 properties	£125
6 - 10 properties	£150
11 - 25 properties	£175
26 - 50 properties	£250
51 - 100 properties	£400
101 - 150 properties	£750
151 - 200 properties	£750
200+ properties	£1000
New street names	£150/street; or
  3. A new regime of charges on a 'per plot' basis sliding scale relating to the scale of development, with the following charges applying for 2019/20:
 

1 property	£100
2+ properties	£100 + £10 per additional property
New street names	£150/street

## 5. FINANCIAL IMPLICATIONS

- 5.1 The 2018/19 income from Street Naming and House Numbering charges was £2k. It is difficult to estimate the likely increase in income due to the nature of the number of requests received annually, which does vary. However, based on the past three years, it is anticipated that the income from this service would increase were option 2 (paragraph 4.9.2) or option 3 (paragraph 4.9.3) approved, with the increase from option 3 being marginally more than option 2.

## 6. CONSULTATION.

- 6.1 The Chief Executive, Strategic Director of People, Head of Finance and Legal and the local Police Commander of Tayside Division were consulted in the preparation of this report.

**NOTE:** No background papers, as detailed 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.

List of Appendices - Appendix 1 - List of charges by other authorities

Schedule 1 Appendix 1

List of Charges by Other Authorities

Basic Sliding Scale		Charging Rates									Street Name
Council	1	2 - 5	6 - 10	11 - 25	26 - 50	51 - 80	81 - 100	101 - 150	151 - 200	200+	
Clackmannanshire	£25	£25	£75	£150	£275	£425	£425	£625	£625	£625	£175
North Lanarkshire	£40	£80	£110	£150	£250	£400	£400	£500	£500	£500	£100
Edinburgh City	£48	£100	£137	£172	£282	£428	£428	£803	£964	£1068	£215
Perth & Kinross	£59	£111	£133	£175	£286	£435	£435	£817	£981	£1087	£206
West Dunbartonshire	£75	£110	£150	£300	£500	£750	£1000	£1000	£1000	£1000	£100
Midlothian	£75	£200	£300	£450	£700	£900	£900	£1200 + £35/plot			£250
East Dunbartonshire	£80	£125	£208	£312	£520	£1040	£1040	£1040	£1040	£1040	£100
Stirling	£81	£117	£161	£321	£536	£804	£804	£1,072	£1,072	£1,072	
Highland	£100	£125	£150	£175	£250	£400	£400	£750	£1,000	£1,000	£195

Per Plot		Charging Rates									
Council	1	2 - 5	6 - 10	11 - 25	26 - 50	51 - 80	81 - 100	101 - 150	151 - 200	200+	Street Name
Falkirk	£48	£43 pp	£36pp	£31pp	£24pp	£17pp	£17pp	£17pp	£17pp	£17pp	£121
	48	86 - 215	216 - 360	341 - 775	624-1200	867-1360	1377 - 1700	1717 - 2550	2567 - 3400	3417 +	
Fife	£48	£48 + 8 per plot									£200
	£48	56 - 80	88 - 120	128 - 240	248 - 440	448 - 680	688 - 840	848 - 1240	1248 - 1640	1688+	
Moray	£100	£100+27pp		£336 + 20pp	£516+ 14pp	£936 + 11pp		£1486 + 10pp			N/A
	£100	£127 - £316		£336 - £516	£530 - £936	£947 - £1486		1496 + 10pp			
Argyll & Bute	£85	£42.40pp	£42.40pp	£42.40pp	£42.40pp	£21.20pp	£21.20pp	£21.20pp	£21.20pp	£21.20pp	£186
	85	85 - 212	254 - 424	466 - 1060	1102 - 2120	1081 - 3392	3434 - 4240				
Aberdeen	£42	£42 + 22pp		£105+15pp	£219+9pp	£366+6pp		£465+5pp			N/A
	£42	86 - 152	174 - 262	270 - 480	453 - 669	672 - 846	852 - 966	970 - 1215	1220 - 1465	1465+	
Scottish Borders	£75	£75 pp									£150
	75	150 - 375	450 - 750	825 - 1875	1950 - 3750	3825 - 6000	6075 - 7500	7575 - 11250	11325 - 15000	15000+	
East Ayrshire	£80	£80 pp									£175
	80	160 - 400	480 - 800	880 - 2000	2080 - 4000	4080 - 6400	6480 - 8000	8080 - 12000	12080 -16000	16000+	

## **SCHEDULE 2**

### **ON-AND OFF-STREET CAR PARKING DISPENSATION CHARGES**

#### **REPORT BY HEAD OF INFRASTRUCTURE**

#### **ABSTRACT**

This report relates to the charging regime for providing dispensations for on- and off-street car parking charges in Angus.

#### **1. RECOMMENDATIONS**

The Council is asked to:

- (i) agree to the charging regime to be applied to dispensation certificates for on-street car parking in Angus, including the levels of charges, as detailed in this report; and
- (ii) agree to the charging regime to be applied to suspensions for off-street car parking including charges in Angus, including the levels of charges, as detailed in this report.

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

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

##### **ECONOMY**

- An inclusive and sustainable economy;

##### **PLACE**

- Safe, secure, vibrant and sustainable communities.

#### **3. BACKGROUND**

- 3.1 The Angus Council Parking Policy (reference Report No. 400/16) was approved by the Communities Committee of 15 November 2016.
- 3.2 As per the Parking Policy, on-street parking aims to provide limited waiting parking facilities on the road where it is considered safe to do so without undue interference with moving traffic, residents or businesses.
- 3.3 As per the Parking Policy, short and long stay parking facilities for each town aim to manage the provision of long stay parking in local centres, using limited waiting to encourage the use of more sustainable transport, and to promote the use of peripheral car parks where possible.
- 3.4 There are occasions when dispensation certificates are required to temporarily suspend on-street parking providing it would not endanger, inconvenience or obstruct other road users (reference Angus Council (Prohibition and Restriction of Waiting and Loading) (On-Street) (Decriminalised Enforcement) Order 2017) (the “on-street order”).
- 3.5 There are also occasions when dispensation certificates are required to temporarily suspend single or double yellow lines, which will be the subject of a separate report to a future committee. This report relates to on-street parking places only, and off-street car parking as detailed in paragraph 3.9 below.
- 3.6 “Dispensation certificates” are issued under the provisions of the relevant traffic orders permitting a specified vehicle to park in specified circumstances in a parking place, where the parking of that vehicle would otherwise be restricted or prohibited.
- 3.7 Dispensation certificates are not required for utility contractors, as they have rights to occupy the road network to undertake works under the New Roads and Street Works Act 1991.
- 3.8 Further, dispensation certificates are not required by those who have been granted a permit to occupy the road, for example to undertake works or excavations, or locate a skip, under the Roads (Scotland) Act 1984.



- 3.9 Similarly there are occasions when approvals are required to temporarily suspend the parking facilities at off-street Angus Council car parks (reference Angus Council (Off-Street Car Parks) (Decriminalised Enforcement) Order 2017) (the “off-street order”). This may be in-part or in-full.
- 3.10 The anticipated occasions when on-street dispensation certificates will be requested are established in the ‘on-street order’ and include applicants who are commercial undertakings, such as building works or removals. Dispensation certificates are anticipated to be for periods of occupation of weeks and months, but may be for shorter periods.
- 3.11 The anticipated occasions when suspensions will be requested in off-street car parks include applicants who are commercial undertakings, such as building works or removals; mobile service provision, such as banks or polling stations; or the holding of events, such as blood donation, local markets or charitable endeavours. Suspensions are anticipated to be for periods of days or weeks, although shorter or longer periods may be required.
- 3.12 Notice of the suspension of off-street parking places would be displayed at appropriate locations within the affected parking spaces. Notice of the dispensation of on-street parking places would be displayed in the parked vehicle to which the dispensation applies. Both the ‘on-street order’ and ‘off-street order’ allow charges to be levied for the issuing of dispensation certificates and suspensions.
- 3.13 Parking charges were introduced to off-street car parks on 1 November 2018 in accordance with Report No. 193/18 presented to Angus Council on 14 June 2018, and through the Angus Council (Off-Street Car Parks) (Decriminalised Enforcement) (Variation) (No 2) Order 2018, agreed in Report No. 294/18, on 25 September 2018 by the Communities Committee.
- 3.14 The suspension of car parking in-full or in-part would therefore remove the charging provision for the affected off-street parking bays.

#### **4. PROPOSALS**

- 4.1 There are requirements for a charging regime for issuing dispensation certificates for on-street occupation and for the temporary suspension of the off-street car parking for occupation.
- 4.2 For dispensation certificates and suspensions, costs would be incurred to process applications.
- 4.3 For dispensation certificates and suspensions, costs would comprise officer time to set up the process for applications as well as processing each application. Each of these would require administrative time as well as time to publish and post notices for the dispensation certificates and suspensions at the on-street or at off-street car parks. The level of work involved in each type of application can be quite different (reference paragraphs 3.10 and 3.11).
- 4.4 Based on a review of other local authorities and consideration of Angus context, it is proposed that a stepped-scale administrative charge is applied as follows:
1. For on-street dispensation certificates: £50 per application for up to 5 days, plus £25 per month or part month thereafter.
  2. For off-street suspensions:
    - i. Part of car park, from 1 parking bay up to 50% occupancy, £25 per application for up to 5 days, plus £12.50 per month or part month thereafter;
    - ii. Part of car park, more than 50% occupancy, £50 per application for up to 5 days, plus £25 per month or part month thereafter;
    - iii. Entire car park (regardless of number of parking bays), £50 per application for up to 5 days, plus £50 per month or part month thereafter.
- 4.5 Further, where charging is in place in the off-street car parks, the temporary suspension would impact on the availability of spaces in full or in part, which may reduce the availability of spaces and reduce the income from the parking charges.
- 4.6 It is proposed that in establishing the charging regime for applications for suspensions, criteria are considered for the level of recovery of reduced off-street car parking income from the applicant, which would be added to the administrative charge that would be applied (see paragraph 4.4).
- 4.7 It is proposed that this is based on nature of the application (see paragraph 3.10):

- (i) **Category 1** - Fully commercial, such as building works or removals, where benefits of use are to the applicant and dis-benefits are to be reimbursed to the council in full;
- (ii) **Category 2** - Part commercial/community, such as mobile service provision, such as banks or local markets, where the applicant is providing some community benefits and council would be reimbursed only in part to provide support; and
- (iii) **Category 3** - Fully community/charity, such as the blood donation, or the holding of events and charitable endeavours, where the applicant is providing community benefits and council would be absorb the costs to provide support.

4.8 Based on a review of other local authorities and consideration of Angus context, it is proposed that a charge, in addition to the administrative charge in 4.4 above, is applied as follows to off-set loss of parking spaces and income:

1. For on-street dispensation certificates: Free for up to 5 days then £5/week/parking place occupied or part occupied thereafter;
2. For off-street suspensions:
  - i. For free car parks, no charge for up to 5 days then £5/week or part-week/bay or part bay thereafter;
  - ii. For charging car parks, charge of £4/per day or part day/bay or part bay thereafter.

## 5. FINANCIAL IMPLICATIONS

5.1 Twenty-three dispensation certificates were issued in calendar year 2018 for on-street parking spaces and eleven suspensions of off-street car parking bays, all of which were before off-street car parking charges commenced on 1 November 2018.

5.2 At the time of writing this report, thirty-seven dispensation certificates have been issued in January 2019 for occupation of forty-nine on-street parking places, and one suspension of off-street parking bays. This report will introduce the charging regime, so at this time these applications are not charged. On the basis of the approval of this new charging regime, it is proposed that charges for applications will commence as soon after the establishment of the on-line application process, which is anticipated to be in early financial year 2019/20.

5.3 Based on an analysis of the 2018 and 2019 data, if the above new charging regime were to be applied, the average total cost for an on-street dispensation certificate would have been £72.30, and the average total cost for an off-street suspension application would have been £61.08 (made up of £69.91 for Category 1 applications, £25 for the one Category 2 application, and free for the one Category 3 application).

5.4 Based on the 2018 actuals and a projection of the above figures and analysis, the relative income for dispensation certificates for on-street parking places and suspensions for off-street parking bays would be:

2018 (actual): 23 dispensation certificates at £72.30 and 11 suspensions at £61.08, income = £1,662.84 + £671.85 = £2,334.69

2019 (projection of January applications): 444 dispensation certificates at £72.30 and 12 suspensions at £61.08, income = £32,100 + £732.92 = £32,832.92

5.5 The projected figure of £32,832.92 annually may be impacted if charging is applied. Prospective applicants may find alternative parking provision where dispensation certificates and suspensions are not required. Alternatively, it is possible that prospective applicants may choose to occupy on-street restricted parking places and off-street parking bays without the necessary dispensation certificate or suspension being in place. If this were to occur then Penalty Charge Notices (PCN) may be applied by the council's Enforcement Wardens. It is not possible to forecast the number of such potential parking offences, so the income to the council from PCNs cannot be estimated, however, this may offset the lost income where prospective applicants have chosen not to pay for a dispensation certificate or suspension.

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**NOTE:** The background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) which were relied on to any material extent in preparing the above report are:

- Report No. 294/18 - Angus Council (Off-Street Car Parks) (Decriminalised Enforcement) (Variation) (No 2) Order 2018 - Car Parking Charges - Communities Committee – 25 September 2018
- Report No. 193/18 - Parking Charges – Angus Council - 14 June 2018

- Report No. 400/16 – Decriminalised Parking Enforcement Update – 15 November 2016

List of Appendices - Appendix 1 – Examples of List of charges by other Authorities

**EXAMPLES OF LIST OF CHARGES BY OTHER AUTHORITIES.**

**Dundee City Council**

Suspension of **charging** parking bays  
£29/day/bay within City Centre.  
£11.90/day/bay outwith City Centre.

**Fife Council**

Suspension of **charging** parking bays  
£9/day/ bay + £10 admin fee.

**Highland Council**

Suspension of On Street **charging** parking bays  
£50 admin fee plus £10/ day

Suspension of other On Street parking bays  
£50 admin fee plus £5/day beyond 5 days

Suspension of Off Street free parking bays  
£50 admin fee plus £5/day beyond 5 days

Suspension of Off Street **charging** parking bays  
£50 admin fee + charge calculated by:  
Number of bays x Bay Hourly Rate x Charging Period x Number of Days x Average  
Occupancy of car park.

**Edinburgh City Council**

Suspension of On Street **charging** parking bays  
£10 admin fee + charge calculated by:  
Number of bays x Bay Hourly Rate x Charging Period x Number of Days.

**Aberdeen City Council**

'Contractor' permits  
£50/1month; £150/3months; £300/6 months; £550/12months.