



Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of publication
Garry Payne Chief Executive, Mark Billington, Service Director People and Places, Mark Broadhurst, Service Director Health and Wellbeing, Marianne Hesketh, Service Director Performance and Innovation, Clare James, Head of Finance	Cllr Alan Vincent, Resources Portfolio Holder and Leader of the Council, Cllr Peter Murphy, Planning and Economic Development Portfolio Holder, Cllr Roger Berry, Neighbourhood Services and Community Safety Portfolio Holder, Cllr Lynne Bowen, Leisure and Culture Portfolio Holder, Cllr David Henderson, Street Scene, Parks and Open Spaces Portfolio Holder, Health and Community Engagement Portfolio Holder	November 2017

Review of Fees and Charges 2018/19

1. Purpose of report

- 1.1 To confirm the proposed fees and charges for the 2018/19 financial year and those being implemented with immediate effect thereby impacting on 2017/18.

2. Outcomes

- 2.1 Increase in income generation to support the Council’s Budget.
- 2.2 Improve the return from our assets and develop and deliver a commercial strategy.

3. Recommendation/s

- 3.1 That the proposed fees and charges, as set out in Appendix 1, for the financial year 2018/19 be approved.

4. Background

- 4.1** The Cabinet last formally considered its charging policy, as part of the Medium Term Financial Plan, at its meeting on 18 October 2017.
- 4.2** Charging for local services makes a significant contribution to council finances, and can be used to influence individuals' choices and to bring benefits to local communities. Charges can be set to encourage or discourage people to use services and through concessions to pursue local objectives.
- 4.3** A briefing entitled 'Income from Charging' was issued by the Audit Commission in September 2013 which used data from the value for money profiles and presented a high level analysis of councils' income from charging and the contribution it makes to service spending and allowed comparisons to other councils of the same type and changes over time. The data was the subject of a value for money review undertaken as part of the Overview and Scrutiny work programme and was considered at the meeting 15 December 2014.
- 4.4** The level of income generated by fees and charges and in particular projected increases which the council can influence, form a key part of the council's financial planning and is therefore reflected in the Medium Term Financial Plan.
- 4.5** As a result of the long period of austerity and reduced levels of central government funding there is an increased emphasis on income generation and working towards sustainable services. All staff have been invited to attend staff briefings and commercialisation training to raise awareness and build on the 'can do' attitude of the workforce. As a consequence, cross-directorate working groups have been and are in the process of being established to look deeper into fees and charges in certain areas and some of this work is referred to within the key issues and proposals section of the report.

5. Key issues and proposals

5.1 Health and Community Engagement Portfolio

The Health and Community Engagement Portfolio includes income from Pest Control, Food Safety Services, Private Water Supplies and Licencing.

5.1.1 Pest Control

An increase equivalent to September 2017 Consumer Price Index (CPI) 3% is proposed for all pest control services including pest control products. In the past, the pest control service has been subsidised. However in 2015/16 (£2,633) and 2016/17 (£6,346) small surpluses have been achieved after excluding support service costs.

5.1.2 Food Safety Services

The introduction of a new fee is proposed for Food Premises Hygiene Re-Rating Inspection applications of £190 (or £170 if made online). No change is proposed to any other fees in this category.

5.1.3 Contaminated Land

No change is proposed in 2018/19 as fees are on a par with other Local Authorities' fees for this service.

5.1.4 Licensing

Amendments to fees and charges for licensing are the responsibility of the Licensing Committee and will be considered later in the financial year.

5.2 Leisure and Culture Portfolio

The main venues within the Leisure and Culture portfolio that generate substantial levels of fee income are the Marine Hall, Thornton Little Theatre and Cemeteries. This portfolio also includes fee income from countryside general, Wyre Estuary Country Park, Rossall Point and outdoor amenities.

5.2.1 Marine Hall and Thornton Little Theatre

The newly employed Commercial Manager has reviewed the fees and charges in place at these two venues and proposed to increase the commercial and non-commercial fees at Thornton Little Theatre as indicated in Appendix 1 to reflect the appropriate level of staffing. Minimal increases have been applied to non-commercial/community rates although some fees have increased. Wedding packages have been looked at in detail and a simpler charging structure is proposed. However these may be subject to change after finalisation by the relevant cross-directorate working team. New packages for parties and other events are being developed but charges have not been finalised at the time of writing this report. A further report may therefore be necessary to capture any revisions or additions following review by the Commercial Manager and the cross directorate working group. An increase of £10 to the fee for advertising banners is proposed to reflect the staff time involved. The replacement of the fee for postage and Credit Cards/Handling Charge of £2 is proposed to be replaced with two separate charges, postage for tickets at £1 and telephone and website booking fees at £1.50 with immediate effect. An increase from £50 to a minimum of £100 letting fee for funeral receptions at the Waterfront or Wyre Bar is proposed. No changes are proposed to the charges introduced last year for stalls at the Marine Hall Food Festival, Christmas Market and car boot sales. An increase of £30 to £150 is proposed to the online Media Package for events at Marine Hall and Thornton Little Theatre to reflect the increase in online activity. An increase of £80 to £200 is proposed to the Print Package for events at Marine Hall and Thornton Little Theatre as distribution of brochures has increased from 5,000 to 30,000. The Marine Hall and Thornton Little Theatre continue to be subsidised and the subsidy for prior years for both venues (excluding capital charges) can be seen in the following table.

	Subsidy 2014/15 £	Subsidy 2015/16 £	Subsidy 2016/17 £
Thornton Little Theatre	63,949	106,882	117,957
Marine Hall	255,435	227,960	252,918
Total	319,384	334,842	370,875

5.2.2 Cemeteries

It is proposed to increase the majority of fees by approximately 1%, with fees remaining constant for baby and child interments, including Woodland and Baby Garden of Remembrance. No increase is proposed for small white metal urns. In 2016/17 the cemetery service generated a small deficit (£15,788) and the current approach is to aim to run the service on a break-even basis.

5.2.3 Leisure Development

It is proposed to increase the hire of fields by £10 per day from £130 to £140 and to insert lines for Memorial Park Fleetwood, Preesall Playing Field, Jubilee Gardens and Bourne Way. No increases are proposed for football pitch fees which were increased last year.

5.2.4 Marsh Mill

No increases are proposed to the minimal fees currently being levied. It is proposed to remove the line for free adult entry to the first floor to encourage visitors to pay the minimal entry fees which includes a tour.

5.2.5 Visit Wyre

No increase is proposed to the charge for the use of the I-bus to encourage use.

5.2.6 Countryside

No increases are proposed to encourage continued participation in walks and talks.

5.2.7 Wyre Estuary Country Park/Rossall Point

It is proposed to maintain fees at the current level to encourage use of the areas and attendance at events.

5.2.8 Outdoor Amenity Charges

New fees for bowling were introduced in February 2016 after consultation with bowling clubs and no increase is proposed this year. It is proposed to increase Pitch and Putt Fees by 20p and 30p to remain comparable with others facilities in the area, with the maximum charge now being £5 for an adult (18 hole course).

5.3 Neighbourhood Services and Community Safety Portfolio Holder

The main service within the Neighbourhood Services and Community Safety portfolio that generates a substantial level of fee income is car parking. This portfolio also includes income from Housing Renovation Grants.

5.3.1 Car Parking

Cabinet at their meeting 9 April 2014 agreed the adoption of the Car Parking Strategy 2014-19 and in particular 'that in order to fully assess the impacts of the new arrangements with Booths and to support local businesses, all parking charges be frozen at their current rates until a full assessment of the impact could be made'. Following these reviews a report to Cabinet on 12 July 2017 recommended and approved the discontinuation of Sunday worship permits and the 12 month trial of Motorhome Parking. The Fees and Charges at Appendix 1 have been amended to reflect these changes. No other increases are proposed.

5.3.2 Housing

No increase is proposed to fees and the charge for the Handyperson service will also remain at £10 pending the outcome of a cross-directorate working group reviewing the service and potentially proposing ways to generate more income.

5.4 Planning and Economic Development Portfolio

The three main service areas within the Planning and Economic Development Portfolio that generate substantial levels of fee income are Planning, Building Control and Fleetwood Market.

The majority of the Building Control Fees are set in accordance with the Building Regulations Act 2010 allowing authorities to fix their own charges based on full cost recovery. The Head of Built Environment has the delegated authority to amend these fees as necessary. Similarly, all tenancy matters up to an annual sum of £25,000, including market rents are delegated to the Head of Built Environment. The fees for submitting planning applications required by Legislation are set nationally and the statutory fees which came into force 6 April 2014 may change following the Budget Statement in November. If a change is introduced then a further report will follow.

5.4.1 Development Control

The majority of discretionary income relates to pre-application discussion fees and it is proposed to increase the fees for site areas above 0.5 hectares by between 1% and 2% as included at Appendix 2.

5.4.2 Building Control

No increases are proposed to ensure compliance with the Building Regulations Act 2010 which requires recovery of costs.

5.4.3 Markets

Indoor market rents are reviewed every three years and delegated to the Head of Built Environment.

There has been a decrease in the number of stalls on the Tuesday outdoor market at Fleetwood owing to reduced footfall. It is proposed to introduce with immediate effect two new incentives where any trader who opens a food stall for all four days from June to October will be charged £40 and

any trader who opens another non-food stall for all four days from June to October will be charged £50. It is proposed all other fees remain unchanged recognising the difficult economic climate. For similar reasons, it is recommended to maintain the outdoor market fees at Poulton at current levels.

5.4.4 Estates

It is proposed to maintain the fees at current levels as these were realigned earlier in 2017/18 and include a narrative line stating that council land and properties are available for filming locations for which charges may apply.

5.4.5 MOT Test Centre

It is proposed to introduce a £20 fee for Taxi testing with immediate effect.

5.4.6 Wyred Up

It is proposed to delete the fees for the Wyre Expo event as this event is no longer taking place and add a £40 fee for a Wyre Business Award ticket. All other fees to remain at current levels.

5.5 Resources Portfolio

5.5.1 Legal Fees

The authority to determine charges for the recovery of legal costs is delegated to the Head of Finance. After a benchmarking exercise the fees increased in 2017/18 were still comparable with other Authorities. It is proposed to increase all fees by September CPI.

5.5.2 Land Charges

The determination of fees and charges for Local Land charges is delegated to the Head of Finance. The council is required to ensure that over a three year period, the total income from charges does not exceed the total costs of granting access to property records. No changes are proposed at this stage.

5.5.3 Civic Centre Room Hire

It is proposed to maintain fees at the current levels with the aim of increasing the number of bookings. Discretion is to be given to the officer taking bookings to offer discounted rates where appropriate and a new line be inserted stating that rates can vary dependant on use.

5.5.4 Street Naming and Numbering

It is proposed to maintain fees at the current level as they continue to be representative of the administration involved.

5.5.5 Miscellaneous

Legislation which comes into force on 13 January 2018 makes the Credit Card surcharge fee illegal and therefore it is proposed to remove this charge, from that date.

5.6 Street Scene and Parks and Open Spaces Portfolio

The main services within the Street Scene portfolio are waste management, public conveniences, the dog warden service, parks and open spaces and playing fields.

5.6.1 Public Conveniences

The council currently charges 20p and it is felt that this is a fair rate for the use of the facilities and comparable with other Local Authorities who apply a fee.

5.6.2 Dog Welfare

It is proposed to maintain the current pricing structure as fees remain higher than neighbouring Local Authorities.

5.6.3 Domestic Refuse – Bulky Items

Fees were increased in 2017/18 and remain competitive. It is proposed to maintain these fees to encourage responsible decisions by customers to not resort to fly-tipping. The service has previously been subsidised by the council but in 2016/17 the service made a small surplus (£6,483).

5.6.4 Green Waste

No change is proposed to the fees as the service becomes established and the main focus is on growing our customer base.

5.6.5 Provision of Standard Suite of Waste Recycling Containers-New Properties/ Replacement Containers

It is proposed to maintain the fees at current levels to remain comparable with other Lancashire authorities.

5.6.6 Street Cleansing

It is proposed to maintain fees at current levels.

5.6.7 Parks and Open Spaces

It is proposed to maintain the fees for the Memorial Park Pavilion at current levels to encourage use.

5.6.8 Memorial Plaques and Benches

New Benches will be charged on a cost recovery basis. Memorial Plaques added to existing benches will be charged on an ad hoc basis and may be linked to the remaining life of the bench.

5.7 Overview and Scrutiny

Initial proposals for amendments or increases to fees and charges have been reviewed and discussed by the Overview and Scrutiny Committee at their meeting on 6 November 2017 with their recommendations being reported to Portfolio Holders and amendments included within this report.

Delegated functions

- 6.1 The matters referred to in this report are considered under the following executive function delegated to each Portfolio Holder (as set out in Part 3 of the Council's Constitution): "To determine charges or fees for any relevant services operated within the Portfolio".

Financial and legal implications	
Finance	The financial implications of the fees and charges will be reflected in the Revenue Estimates which will be considered by Cabinet at their meeting 14 February 2018.
Legal	There are no significant legal implications arising from the proposals in this report.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	x
climate change	x
data protection	x

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List of background papers:		
name of document	date	where available for inspection
None		

List of appendices

Appendix 1– Proposed fees and charges for the 2018/19 financial year.
Appendix 2 – Proposed Pre-application Advice charges 2018/19.

FEES AND CHARGES 2018/19					
	2017/18 Fees and Charges	2017/18 Revised Estimate	2018/19 Fees and Charges	2018/19 Original Estimate	VAT
	£	£	£	£	
HEALTH AND COMMUNITY ENGAGEMENT PORTFOLIO					
PEST CONTROL					
Rodent Control (Not Weekend Service)					
Includes 3 revisits (further visits over and above charged at standard rate)					
All Callouts will be charged for and no refunds given					
Domestic Premises	40.50		41.50		Y
(10% discount to households in receipt of Housing Benefit or Council Tax discount)					
Near Neighbour Discount will be offered in line with Wyre Councils Block Treatment Procedures.					
Treatment must be prepaid and undertaken on same day no refunds for failure to provide access on agreed days.					
10% discount to households in receipt of Housing Benefit or Council Tax discount (not applicable to Block Treatment)					
Business Premises					
- including materials up to one hour	105.00	20,720	108.00	21,320	Y
- for every additional half hour or part thereof	52.50		54.00		Y
Pest/Insect Control (Not Weekend Service)					
All Callouts will be charged for and no refunds given for all insects except where bees are mistaken for wasps when a 50% refund will be issued					
Domestic Premises - per call out and treatment as required (including materials)					
Fleas, Cockroaches	60.50		62.50		Y
Wasps, Ants, Beetles – pre-payment	63.50		65.50		Y
Wasps, Ants, Beetles – no pre-payment	69.50		71.50		Y
Business Premises					
- per call-out up to one hour (incl. materials)	105.00		108.00		Y
- for every additional half hour or part thereof	52.50		54.00		Y
- minimum charge for call-out (including materials)	105.00		108.00		Y
Disinfection after Infectious Disease – per treatment	105.00		108.00		Y
Commercial Contract Charges					
Small Businesses - Contract 1	351.50		362.50		Y
Medium Businesses - Contract 2	473.50		488.00		Y
Large Businesses - Contract 3	597.00		615.00		Y
All contracts based on 6 visits per annum					
Include the treatment of rodents and insects (wasps, ants, bees, fleas and cockroaches)					
Exclude the treatment of Pharaohs Ants					
Include a free advice service					
Any additional insect/rodent callouts charges on a time accumulated basis. Treatments included within the annual contract charge apply to normal working hours only. Additional charges apply to requests for treatment outside 09:00-17:00hrs Mon-Fri					
All out of hours work includes travel time from and return to the Council Depot. All prices include materials					
Charges for additional contract callouts / out of hours treatments:					
Mon-Fri 09:00-17:00hrs per man hour on time accumulated basis	105.00		108.00		Y
Mon-Fri 17:00-22:00hrs per man hour on time accumulated basis	158.50		163.50		Y
Saturday 09:00-17:00hrs per man hour on time accumulated basis	158.50		163.50		Y
Sundays and Public Holidays 09:00-17:00hrs per man hour on time accumulated basis	210.00		216.50		Y
Pest Control Products*					
Mouse packs	6.50		6.70		Y
Insect Powder	3.85		4.00		Y
Flyspray	6.75		6.95		Y
Dethlac	4.85		5.00		Y
Pigeon/Seagull spikes	3.10		3.20		Y
Gutter clips (2)	1.20		1.25		Y
Adhesive	7.25		7.45		Y
Chimney spikes	27.50		28.30		Y
Delivery	1.20		1.25		Y
* These prices are subject to supplier's fluctuation which officers will apply as appropriate.					
Commercial Fly Catching equipment (available on order)*					
Test to check your current UV Fly Killer	10.00		10.50		Y
Chameleon 1*2 (Sticky Board) Free standing bracket Available - White or Stainless steel Fly Catcher	173.00		178.00		Y
Titan Alpha - Electronic Fly Killer (white)	111.00		114.50		Y
Sunburst (Decorative Sticky Traps)	73.00		75.00		Y
Titan 300 - Electronic Fly killer (available in Stainless steel or white)	214.00		220.50		Y
Delivery	1.20		1.25		Y
FOOD SAFETY SERVICES					
Food Premises Hygiene re-rating inspection within 1-3 months of application					
(No guarantee of increased rating)					
Online Application	177.00	570	177.00	950	O
Offline Application	190.00		190.00		O
Certificates and Booklets					
Replacement Basic Food Hygiene Certificates	13.70	0	13.70	0	Y

	2017/18 Fees and Charges	2017/18 Revised Estimate	2018/19 Fees and Charges	2018/19 Original Estimate	VAT
Food Hygiene Books					
· Food Hygiene Handbook	At cost	200	At cost	200	Z
· A Question of Hygiene	At cost		At cost		Z
· Food Hygiene Handbook/Question of Hygiene Pack	At cost		At cost		Z
· Hygiene for Management	At cost		At cost		Z
· Hygiene Sense and Essentials of Hygiene	At cost		At cost		Z
Provision of Health & Safety Posters	7.66		7.66		Y
Food Export Certificate(further £1 for each additional copy)	43.50	3,090	45.00	3,090	O
Ship sanitation Certificate					
Gross Tonnage					
Up to 3000	103.00	0	103.00	0	O
3001 - 10000	154.00		154.00		O
10001 - 20000	205.00		205.00		O
20001 - 30000	236.00		236.00		O
Over 30000	308.00		308.00		O
Full copy of Public Food Register (commercially valuable information)	1,288.00	0	1,288.00	0	O
Health and Safety Statement of Fact (for Civil Cases)	101.20	0	101.20	0	O
FISHERY HYGIENE CHARGES					
Fishery Landings					
Gross charge for each whole tonne of fish landed:-	1 Euro* per tonne	1,190	1 Euro* per tonne	1,000	O
Fishery Preparation/Processing Establishments					
Gross charge for each whole tonne of fish processed in the establishment	0.5 Euro*per tonne	400	0.5 Euro*per tonne	400	O
*Exchange rate fixed at 1 Euro = £0.856 as at 1st January 2017 in C Series of official journal of the European Communities					
PRIVATE WATER SUPPLIES CHARGES (Implementation of – The Private Water Supplies regulations 2008)					
Private water supply risk assessments and monitoring in accordance with the above Regulations	Risk assessments charged at £31 per hour up to a maximum of £500 as prescribed in the Regulations. (The first hour of each Risk Assessment will be free)		Risk assessments charged at £31 per hour up to a maximum of £500 as prescribed in the Regulations. (The first hour of each Risk Assessment will be free)		
		1,450		1,450	O
Private water supply sampling	Private water supply sampling costs will be charged at cost of having the sample analysed plus a £50 administration fee		Private water supply sampling costs will be charged at cost of having the sample analysed plus a £50 administration fee		O
CONTAMINATED LAND ENQUIRIES	60.00	400	60.00	400	Y
LICENSING					
ANIMAL WELFARE LICENCES					
Boarding premises	140.00				O
Home boarding	135.00				O
Pet shop	135.00				O
Breeding Establishment	175.00				O
Riding Establishment (excluding vet fee)	280.00				O
Dangerous Wild Animals (excluding vet fee)	320.00				O
Zoo 6 (year licence)	575.00				O
Animal Boarding Establishments Act 1963					
Commercial Day Boarding Licence for dogs	140.00				O
GENERAL LICENCES					
Skin piercer-premises(tattooists, electrolysists, semi permanent skin colourists and acupuncturists)	190.00				O
Second Hand Good Dealer	142.00				O
Street Trading Consent	290.00				O
Sex Shop	1,790.00				O
Sexual Entertainment Venue	2,135.00				O
Scrap Metal Dealer- Mobile Collector	300.00				O
Scrap Metal Dealer - Site	300.00				O
Scrap Metal Dealer - Variation	100.00				O
Scrap Metal Dealer - Re-issue of licence	15.00				O
GAMBLING ACT 2005					
Where a licence is subject to a seasonal condition the annual fee shall be one twelfth of the full annual fee for every month or part of a month that the licence is operative for.					
Bingo premises					
New application	2,365.00				O
Annual fee	1,000.00				O
Provisional Statement New	2,365.00				O
Premises licence fee for holders of Provisional Statements	1,125.00				O

	2017/18 Fees and Charges	2017/18 Revised Estimate	2018/19 Fees and Charges	2018/19 Original Estimate	VAT
Variation fee	1,465.00				0
Transfer fee	745.00				0
Reinstatement of licence	1,180.00				0
Betting premises					
New application	2,365.00				0
Annual fee	600.00				0
Provisional Statement New	2,365.00				0
Premises licence fee for holders of Provisional Statements	1,125.00				0
Variation fee	1,465.00				0
Transfer fee	745.00				0
Reinstatement of licence	1,180.00				0
Adult Gaming Centres (AGC)					
New Application	2,000.00				0
Annual Fee	1,000.00				0
Provisional Statement New	2,000.00				0
Premises licence fee for holders of Provisional Statements	1,125.00				0
Variation Fee	1,000.00				0
Transfer fee	745.00				0
Reinstatement of Licence	1,180.00				0
Family Entertainment Centre					
New Application	2,000.00				0
Annual Fee	750.00				0
Provisional Statement New	2,000.00				0
Premises licence fee for holders of Provisional Statements	950.00				0
Variation Fee	1,000.00				0
Transfer Fee	745.00				0
Reinstatement of Licence	950.00				0
Track					
New Application	2,365.00				0
Annual Fee	950.00				0
Provisional Statement New	2,365.00				0
Premises licence fee for holders of Provisional Statements	1,125.00				0
Variation Fee	1,250.00				0
Transfer Fee	745.00				0
Reinstatement of Licence	950.00				0
Miscellaneous Charges					
Fee for a copy of a licence	25.00				0
Fee for a notification of change of circumstances	50.00				0
(FEES PRESCRIBED BY STATUTE)					
Gambling Act 2005 Permits					
Unlicensed Family Entertainment Centre (UFEC) new/renewal	300.00				0
Fee to change name on permit-UFEC	25.00				0
Fee to copy permit-UFEC	15.00				0
Licensed premises gaming machine permit	150.00				0
Licensed premises gaming machine permit-annual fee	50.00				0
Licensed premises gaming machine permit-variation fee	100.00				0
Licensed premises gaming machine permit-transfer fee	25.00				0
Licensed premises gaming machine permit-copy permit	15.00				0
Licensed premises Notification	50.00				0
Club Gaming Permit	200.00				0
Club Gaming Permit-fast track	100.00				0
Club Gaming Permit-annual fee	50.00				0
Club Gaming Permit-Variation	100.00				0
Club Gaming Permit-copy permit	15.00				0
Club Gaming Machine Permit	200.00				0
Club Gaming Machine Permit-fast track	100.00				0
Club Gaming Machine Permit-annual fee	50.00				0
Club Gaming Machine Permit-variation	100.00				0
Club Gaming Machine Permit-copy permit	15.00				0
Prize Gaming Permit-New or renewal	300.00				0
Prize Gaming Permit-fee to change name	25.00				0
Prize Gaming Permit-copy permit	15.00				0
Small Society Lottery Registration-New	40.00				0
Small Society Lottery Registration-Annual fee	20.00				0
LICENSING ACT 2003					
Fees under the Licensing Act 2003 are determined nationally and are prescribed by the Licensing Act 2003 (Fees) Regulations					
Taxis					
Dual Driver licences (3 year duration)-New*	162.00				0
Dual Driver licences (3 year duration)-Renewal	122.00				0
Dual Driver licences (1 year duration)-Renewal	95.00				0
Driver Licence (1 year duration) Private Hire Driver or Hackney Carriage Driver	N/A				0
Replacement Driver Badge	15.00				0
Private Hire Vehicle	142.00				0
Hackney Carriage Vehicle (includes £25 unmet demand surcharge)	167.00				0
Private Hire door stickers (pair)	16.00				0
Plates (pair)	20.00				0

	2017/18 Fees and Charges	2017/18 Revised Estimate	2018/19 Fees and Charges	2018/19 Original Estimate	VAT
Brackets (pair)	22.00				O
For Hire Signs					
Private Hire Operator(1 year duration)	N/A				O
Private Hire Operator(5 year duration) 1-10 vehicles	210.00				O
Private Hire Operator(5 year duration) 11-20 vehicles	260.00				O
Private Hire Operator(5 year duration) 21+ vehicles	300.00				O
* Includes knowledge fee					
LEISURE AND CULTURE PORTFOLIO					
THORNTON LITTLE THEATRE					
Non Commercial Charges/ Community Rates (Stage Shows, Concerts etc)					
Monday to Sunday					
Full Day and Evening (08:00 to 23:00)	420.00		500.00		Y
Mornings (08:00 to 13:00)	155.00		160.00		Y
Afternoons (13:00 to 17:00)	155.00		160.00		Y
All Day (08:00 to 17:00)	250.00		280.00		Y
Evening (17:00 to 23:00)	250.00		280.00		Y
Additional Hourly Rate (per hour)	40.00		40.00		Y
Additional Performance/Matinee Charge					
Monday to Saturday	210.00		240.00		Y
Sundays/Bank Holidays	420.00		500.00		Y
Additional Staff (per person per hour)	28.00		30.00		Y
Additional Hourly Charge (between 23:00 and 08:00)			50.00		Y
Commercial Charges (Stage Shows, Concerts etc)					
Monday to Sunday					
Full Day and Evening (08:00 to 23:00)	1,200.00		1,300.00		Y
Mornings (08:00 to 13:00)	400.00		400.00		Y
Afternoons (13:00 to 17:00)	400.00		400.00		Y
All Day (08:00 to 17:00)	650.00		650.00		Y
Evening (17:00 to 23:00)	700.00		900.00		Y
Additional Hourly Rate (per hour)	100.00	34,000	100.00	40,000	Y
Additional Staff (per person per hour)	50.00		50.00		Y
Additional Hourly Charge (between 23:00 and 08:00)	100.00		75.00		Y
Studio Room					
Session rates am/pm/evening (per session)Non Commercial/ Community Rate	60.00		80.00		+
Half studio room for uses as dressing room (per hour -min 2hrs)	10.00		10.00		+
Commercial Charges (Other than Stage Shows)					
Session rates am/pm (per session)			100.00		+
Session rates evening (per session)			150.00		+
Miscellaneous (per hour unless otherwise stated)					
Sales of Show Tickets for Private Hire (commission)	10% of gross		10% of gross		+
* The hirer must use the technical staff provided by the theatre and in such numbers as required by the Council for stage performances					
Wedding Prices					
Per hour (minimum of 12hrs)	60.00				+
New (18/19 Wedding packages are new and charges may be subject to change)					
Ceremony Monday to Friday			350.00		+
Saturday Ceremony			650.00		+
Afternoon Ceremony and Reception up to 7pm Monday to Friday			700.00		+
Afternoon Ceremony and Reception up to 7pm on Saturday			900.00		+
Afternoon and Evening Receptions Mon-Sat			950.00		+
Afternoon Ceremony followed by Afternoon and Evening Receptions (Mon-Fri)			1,200.00		+
Afternoon Ceremony followed by Afternoon and Evening Receptions (Sat)			1,500.00		+
Evening Reception Only			800.00		+
Late Ceremony (after 4pm) followed by Evening Reception (Mon to Sat)			1,000.00		+
Parties/ Dinners and Other Social Celebrations 7-11pm			from 500.00		+
Funeral Gatherings. 2 hours typical hire.			from 100.00		+
Children's Birthday Parties			from 150.00		+
Advertising Banners					
Banner space on Thornton Little Theatre building (2 weeks)	30.00		40.00		+
Promotion - Banner Boards at Thornton Little Theatre (price per 2 weeks)	40.00		50.00		+
Larger Banner Sites subject to availability					

	2017/18 Fees and Charges	2017/18 Revised Estimate	2018/19 Fees and Charges	2018/19 Original Estimate	VAT
MARINE HALL					
(Per hour - Minimum 2 hours)					
Non Commercial Charges / Community Rates					
(Stage Shows, Concerts etc)					
Full Day and Evening (08:00 to 23:00)	1,200.00		1,200.00		Y
Mornings (08:00 to 13:00)	400.00		400.00		Y
Afternoons (13:00 to 17:00)	380.00		400.00		Y
All Day (08:00 to 17:00)	650.00		700.00		Y
Evening (17:00 to 23:00)	640.00		700.00		Y
Additional Hourly Rate (per hour)	90.00		100.00		Y
Additional Staff (per person per hour)	28.00		30.00		Y
Commercial Charges (Stage Shows, Concerts etc)					
Monday to Thursday					
Full Day and Evening (08:00 to 23:00)	1,500.00		1,750.00		Y
Mornings (08:00 to 13:00)	550.00		600.00		Y
Afternoons (13:00 to 17:00)	550.00		600.00		Y
All Day (08:00 to 17:00)	850.00		1,000.00		Y
Evening (17:00 to 23:00)	850.00		1,000.00		Y
Additional Hourly Rate (per hour)	100.00		100.00		Y
Additional Staff (per person per hour)	50.00		50.00		Y
Security Staff Additional. Quotes available					
Marine café/The Waterfront Room/Wyre Bar					
Non Commercial Charges / Community Rates					
8.00 am to 11.00 pm (per hour, minimum 2 hrs)	40.00		40.00		Y
Waterfront & Wyre Bar for use as dressing rooms (per hour - minimum 2hrs)	15.00		20.00		Y
Waterfront or Wyre Bar Funeral 2 hours minimum hire	50.00		from 100.00		Y
Commercial Charges					
8.00 am to 11.00 pm (per hour, minimum 2 hour use)	60.00		60.00		Y
Outdoor Performance Area					
Non Commercial Charges/Community Rates					
8.00 am to 11.00 pm	At Cost	60,000	At Cost	70,000	Y
Price on application, dependant on use					
Commercial Charges					
8.00 am to 11.00 pm	At Cost		At Cost		Y
Wedding Prices					
Wedding Minimum 12hrs until 12 midnight up to 249 people	1,320.00				+
Wedding Minimum 12hrs until 12 midnight for 250 - 300 people	1,395.00				+
Wedding Minimum 12hrs until 12 midnight 301 - 350 people	1,470.00				+
Wedding Minimum 12hrs until 12 midnight 351 - 400 people	1,545.00				+
Wedding Minimum 12hrs until 12 midnight 401 - 450 people	1,620.00				+
Wedding Minimum 12hrs until 12 midnight 451 - 500 people	1,695.00				+
Wedding Minimum 12hrs until 12 midnight 501 - 549 people	1,770.00				+
Wedding Minimum 12hrs until 12 midnight 550 - 600 people	1,845.00				+
20% reduction on above fees for Monday - Thursday weddings from 1 April 2016					
Solemnisation of Marriages:					
Main Hall (18/19 Wedding packages are new and charges may be subject to change)	330.00				+
Ceremony Only (Mon -Fri)			350.00		+
Ceremony Only Saturday)			650.00		+
Afternoon Ceremony and Reception up to 7pm Mon-Friday			1,000.00		+
Afternoon Ceremony and Reception up to 7pm Saturday			1,000.00		+
Afternoon and Evening Receptions Mon-Sat			1,500.00		+
Afternoon Ceremony followed by Afternoon and Evening Receptions (Mon-Fri)			1,750.00		+
Afternoon Ceremony followed by Afternoon and Evening Receptions (Saturday)			2,000.00		+
Evening Reception Only Mon-Sat			1,000.00		+
Late Ceremony (4pm onwards) followed by evening reception (Mon -Fri)			1,250.00		+
Late Ceremony (4pm onwards) followed by evening reception (Saturday)			1,500.00		+
Assistance with Dressing the room per person per hour			30.00		+
New packages are also being developed for Parties & other Social Events					
Please contact the venue for further information and charges.					
Miscellaneous					
Hire of Radio Microphones (per day per microphone)	20.00		20.00		+
Extra Whiteboard (per event)	10.00		10.00		+
Flip Chart (per event)	10.00		10.00		+
Extra Flip Chart Pad (per event)	5.00		na		+
Overhead Projector & Screen (per event)	25.00		na		+
Screen Only (per event)	5.00		5.00		+
PA Set Up (internal)	50.00		At cost		+
PA Set Up (external)	125.00		At cost		+
XGA Data Projector with Screen (per event)	At cost		At cost		+
Stage extension	from 150.00		At cost		+
Catwalk	from 200.00		At cost		+
Lecturn	5.00		na		+
Batteries	0.50		0.50		+
Gaffer tape	9.00		10.00		+
Electricity up to 1Kw	10.00		10.00		+
Electricity above 1Kw	15.00		15.00		+
Haze machine (incl liquid)	30.00		30.00		+
Table slip/overlay	1.50 each		2.00		Y

	2017/18 Fees and Charges	2017/18 Revised Estimate	2018/19 Fees and Charges	2018/19 Original Estimate	VAT
Additional equipment may be hired in and charged for as requested/required. Please ask if you require any specialist or additional equipment.					
Sale of Show Tickets for Private Hire	10% of gross		10% of gross		+
Postage Fee for Credit Cards/Handling Charge	2.00		n/a		Y
Postage for tickets posted out to customer			1.00		Y
Booking Fee (Website and Phone bookings)			1.50		Y
*The hirer must use the technical staff provided by the theatre and in such numbers as required by the Council for stage performances (minimum crew hire 2)					
Trade Exhibitions, Period Lettings, Promotional packages etc.					
Subject to negotiations with Director of People and Places					
Performing Rights Tariffs will be applied to those events that attract this charge.					
Note: A charge for the provision of Café facilities may be applicable for events (subject to negotiations).					
Food Festival & Christmas Market					
5ft stall	40.00		40.00		Y
10ft stall	80.00		80.00		Y
3x3m stall	100.00		100.00		Y
4.5x3m stall	110.00		110.00		Y
Carboot					
5ft	10.00		10.00		Y
10ft	15.00		15.00		Y
Clothes Rail					
5ft	10.00		10.00		Y
10ft	15.00		15.00		Y
Promotion - Banner Boards (price per 2 weeks)	40.00		50.00		+
Online Media Package for events at Marine Hall and Thornton Little Theatre	120.00		150.00		+
Press Package for events at Marine Hall and Thornton Little Theatre	120.00	720	120.00	720	+
Print Package for events at Marine Hall and Thornton Little Theatre	120.00		200.00		+
CEMETERIES					
Interment Fees					
Burial of body in a public grave					
Person whose age at death exceeds seven years	759.00		767.00		O
Child stillborn or not exceeding one month	25.50		25.50		O
Child over one month but not exceeding seven years	73.00		73.00		O
Burial in a grave in respect of which an exclusive right of burial has been granted					
Child stillborn or not exceeding seven years	174.00	80,870	174.00	81,680	O
(inclusive of grant and registration fee)		9,090		9,180	
		36,000		36,360	
Person whose age at death exceeds seven years for interments new and reopen fees.	733.00		740.00		O
New grave space for one or two – subject to ground conditions					
All cemeteries		46,550		47,020	
Interment Fee (see above)	848.00	7,400	856.00	4,540	O
Purchase of exclusive right of burial for 50 years (earthen grave)		23,250		23,480	
New Baby Garden of Remembrance at Fleetwood and Poulton New Cemetery					
Purchase of exclusive right of burial for 50 years	245.00	as above	245.00	as above	O
Interment fee	174.00	as above	174.00	as above	O
Total Charge	419.00		419.00		
Woodland Burials (POULTON NEW CEMETERY)					
Purchase of exclusive right of burial for 50 years (Including tree and planting)	1,088.00	as above	1,099.00	as above	O
Interments:					
Cremated remains of a stillborn child or a child whose age at the time of death did not exceed seven years	174.00	as above	174.00	as above	O
Person whose age at time of death exceeded seven years	733.00	as above	740.00	as above	O
Interment of Cremated remains (Up to 8 caskets)	198.00	as above	200.00	as above	O
Scattering of cremated remains (within plots numbered 9)	123.00	as above	124.00	as above	O
Saturday Interments (between 9.00am to 12.30pm)					
Minimum Charge for interment	1,578.00	as above	1,594.00	as above	O
Memorial Mushroom Plaques	164.00	990	166.00	930	Y
Fleetwood and Poulton Cemetery					
Fleetwood and Preesall Cemetery					
Sundial and Baby Garden Plaques 10" x 4"	218.00		220.00		Y
8" x 4"	188.00		190.00		Y
7" x 4"	170.00		172.00		Y
Pictures or designs may be added at an additional cost, currently £65.50					
Interment of Cremated Remains Fees					
Fleetwood Cemetery - Cremated Remains Section					
Purchase of exclusive rights of burial for 50 years (for the right to inter up to 6 caskets)	385.00	as above	389.00	as above	O
Interment Fee (including registration)	198.00	as above	200.00	as above	O
Total Charge	583.00		589.00		
Reservation of Cremated Remains Section					
Fleetwood Cemetery					
Purchase of exclusive right for 50 years (for the right to inter up to 6 caskets)	411.00	as above	415.00	as above	O
Fleetwood Cemetery - Garden of Remembrance Section					
Fleetwood Cemetery					
Exclusive rights for scattering for 50 years	268.00	as above	271.00	as above	O
Scattering fee	123.00	as above	124.00	as above	O
Total charge	391.00		395.00		
Preesall and Poulton New Cemetery - Cremated Remains Section					
Purchase of exclusive right for burial for 50 years (for the right to inter up to 4 caskets)	295.00	as above	298.00	as above	O
Interment fee (including registration)	198.00	as above	200.00	as above	O

	2017/18 Fees and Charges	2017/18 Revised Estimate	2018/19 Fees and Charges	2018/19 Original Estimate	VAT
Total charge	493.00		498.00		
Reservation of Cremated Remains Section					
Preesall and Poulton New Cemeteries					
Purchase of exclusive right for burial for 50 years (for the right to inter up to 4 caskets)	320.00	as above	323.00	as above	O
Columbarium, Fleetwood Cemetery					
For the right to deposit the cremated remains in a niche for a period of 50 years (up to four caskets) Exempt for VAT if supplied with Memorial Plaque and inscription.	505.00	7,580	510.00	7,660	O/E
First inscription charge, removing and refixing tablet 80 letters. Exempt for VAT if supplied with above otherwise Standard Rated.	167.00	2,480	169.00	2,510	E/+
Total charge	672.00		679.00		
Second and Subsequent interments	198.00	490	200.00	500	O
Interment of Cremated remains in Existing Private Grave Space					
All Cemeteries					
Standard interment fee (including registration)	198.00	as above	200.00	as above	O
Scatter of Cremated Remains					
Scatter of cremated remains on existing private grave space (under turf into cut out cross shape)	123.00	as above	124.00	as above	O
Vaults or walled Graves					
For the additional right to construct a vault or walled grave to include exclusive Right of Burial	as per contractor cost	8,220	per contractor cost	7,540	O
Use of Cemetery Chapel					
Only available at Poulton New Cemetery	200.00	4,000	202.00	4,040	O
Columbarium, Moorland Road Cemetery, Poulton-le-Fylde					
For the right to deposit the cremated remains in a niche for a period of 50 years (up to one casket)	505.00	2,020	510.00	1,020	O
All the above fees are subject to double fees (100%) for non-residents applicable to all persons who reside outside the Borough of Wyre with the exception of Staining Parish Council					
Miscellaneous Charges					
Notice of Interment / Registration	26.50	0	27.00	0	O
Transfer Form	26.50	130	27.00	0	O
Late Funerals beyond 20 minutes of booked time	193.00		195.00		O
Change of Coffin size after first notification	193.00		195.00		O
Single Grave Search	21.50	as above	22.00	as above	O
Exhumation of Body (Administrative Fees)	912.00		921.00		O
Exhumation of Body Fees – as Grounds Maintenance					
Grant Fee	26.00	as above	27.00	as above	O
Memorial Benches/Plaques - Cemetery and Non-Cemetery					
Memorial Bench Scheme (see note)	Ad hoc	as above	Ad hoc	as above	Y
Purchase of memorial name plaque for bench (see note)	Ad hoc	as above	Ad hoc	as above	Y
Note: New benches will be charged on a cost recovery basis and be subject to an admin fee. Memorial plaques added to existing benches will be charged on a cost recovery basis plus a charge linked to the remaining life of the bench and may also attract an admin fee.					
CEMETERIES - MEMORIAL					
Miscellaneous Charges					
Day permit for monumental masons from outside the district to operate in Cemeteries managed by the Council and agreed by the supervisor officer per day	123.00	as above	124.00	as above	O
Erection of monument or memorial works without the submission of an application and fee to the Registrar and approval received	464.00	as above	469.00	as above	O
Headstone and Inscription - all lawned sections					
For the right to erect and place a new headstone memorial including inscription (no ornamentation) not exceeding 3'6" in height by 3'0" wide and 4" in thickness.	180.00	13,410	182.00	13,540	O
Additional charges to be added to the above fee		1,200		1,210	
For any etched or coloured illustration, photo plaque, ornamentation or design works etc. other than the normal inscription on any memorial.	0.00	5,110	0.00	5,160	O
Permission for additional inscriptions on existing memorials (all sections) * inc. VAT	125.00	8,460	126.00	8,300	O
Recumbent headstones - all cemeteries, cremated remains section and Baby Garden of Remembrance (Dimension - 18" by 12")	135.00		136.00		O
Deposit of stone flower vase	100.00	as above	101.00	as above	O
Gardens of Remembrance Tablet Fee	65.00		66.00		O
Columbarium - Moorland Road Cemetery					
Small White Metal Urn (including nameplate) suitable for columbarium interment	104.00	490	104.00	250	Y
First Inscription charge and removing and refixing tablet * inc VAT	147.00	680	148.00	690	Y
For the right to remove the tablet, cut additional inscription and re-fixing tablet * inc VAT	99.00		100.00		Y
Columbarium - Fleetwood Cemetery					
Oak Crematoria Casket	67.00	1,650	68.00	1,070	Y
285mm x 185mm x 150mm *inc VAT					
Bronze Vase and Holder *inc VAT	44.00	520	44.00	0	Y
First inscription up to 80 letters £2 per additional letters	167.00		169.00		Y
Additional inscription	142.00	as above	143.00	as above	Y
LEISURE DEVELOPMENT					
Services provided by Fylde Coast YMCA on behalf of Wyre Borough Council					
VAT, if appropriate is included in the charges, but will not be charged if all the following conditions apply:-					
1. Facilities are let exclusively to a school, constituted club or association or an organisation representing an affiliated club					
2. Bookings are for 10 or more sessions					
3. Each session is for the same sport/activity at the same location					
4. The interval between each session is at least 1 day but no more than 14 days					

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Football – per pitch including changing rooms where available, King George V Fleetwood, King George's Fields Thornton, Cottam Hall Poulton					
Senior					
- Casual	30.00		30.00		Y
- Season (per Team)	310.00		310.00		X**
Junior					
- Casual	15.00		15.00		Y
- Season (per Team)	155.00		155.00		X**
<u>Hire of Fields, per day - other use (excluding funfair/circus, listed separately)</u>					
King George V, Fleetwood	130.00		140.00		Y*
King George's, Thornton	130.00		140.00		Y*
Cottam Hall, Poulton	130.00		140.00		Y*
Memorial Park Fleetwood			140.00		Y*
Preesall Playing Field, Preesall			140.00		Y*
Jubilee Gardens, Cleveleys			140.00		Y*
Bourne Way, Thornton			140.00		Y*
<u>Changing Rooms- Training only</u> - King George V Fleetwood, King George's Fields Thornton, Cottam Hall, Poulton	15.00		15.00		Y
<u>Cricket</u> - Cottam Hall, Poulton					
Day	30.00		30.00		Y
Evening	24.00		24.00		Y
Season (alternate Saturday)	285.00		285.00		X**
ALL CHARGES FOR FOOTBALL AND CRICKET ARE DOUBLE FOR NON-RESIDENTS * VAT exempt if hired for non-sports use. ** VAT exempt if block booking criteria met					
MARSH MILL					
<u>Marsh Mill Entry/Tour</u>					
Adult	2.00		2.00		Y
Concessionary (up to 16 years)/Senior Citizen	1.00		1.00		Y
Family (Any party of 3 visitors that includes at least 1 adult & 1 concessionary)	3.50	500	3.50	500	Y
Group Booking/Tour (inc. Tea or Coffee) – 15 or more	2.50		2.50		Y
School Groups – 15 or more (LEA Schools, pupils only, part of national curriculum)	1.50		1.50		Y
Evening and Weekday Group Bookings	per head		per head		
<u>Marsh Mill Hire Charges</u>					
First Floor/Side Room/Ground Floor (1/2 day)	15.00		15.00		X
First Floor/Side Room/Ground Floor (full day)	27.00	0	27.00	0	X
Kiln House Hire (week)	11.00		11.00		X
Kiln House Hire (month)	30.00		30.00		X
Talks, demonstration and workshops entrance to first floor:					
VISIT WYRE					
I-Bus	100.00		100.00		+
COUNTRYSIDE					
<u>Slide Talks</u>					
Per Group	35.00		35.00		Y
<u>Guided Walks</u>					
Adult	4.50	3,000	4.50	3,000	Y
Adult half day	3.50		3.50		Y
Concessions full day	3.50		3.50		Y
Concessions half day	2.50		2.50		Y
Special events or activities charged as advertised					
School Group Visit per head, (LEA Schools, pupils only, part of national curriculum)	4.00		4.00		Y
School Group Visit per head, (LEA Schools, pupils only, part of national curriculum) Half Day	2.50		2.50		Y
WYRE ESTUARY COUNTRY PARK					
<u>Hire of Riverside Room Stanah</u>					
-Half day/evening	30.00		30.00		X
-Full Day	50.00	400	50.00	400	X
After 5pm evening	40.00		40.00		X
-Additional equipment hire	5.00		5.00		Y
-Commercial Hire - by negotiation	17.00 per hour		17.00 per hour		X
<u>School Visits</u>					
Special events are charged in accordance with Countryside Activities Programme					
School Group Visit per head, (LEA Schools, pupils only, part of national curriculum) Full day	4.50	500	4.50	500	Y
School Group Visit per head, (LEA Schools, pupils only, part of national curriculum) Half Day	2.50		2.50		Y
ROSSALL POINT					
<u>Hire of Rossall Point - (only available when not open to the public)</u>					
-Half day/evening	30.00		30.00		X
-Full Day	50.00	350	50.00	350	X
After 5pm evening	40.00		40.00		X
OUTDOOR AMENITY CHARGES					
<u>Bowls - per hour</u>					
Ordinary	3.60		3.80		Y
Junior (up to 16years)/Senior Citizen/ Over 60	2.60		2.80		Y
Annual Contract (VAT exempt only if block booking criteria met)	37.00		37.00		X
Winter Contract (VAT exempt only if block booking criteria met)	23.00		23.00		X
Summer Contract (VAT exempt only if block booking criteria met)	23.00	4,330	23.00	5,440	X

	2017/18 Fees and Charges	2017/18 Revised Estimate	2018/19 Fees and Charges	2018/19 Original Estimate	VAT
Seven Day Contract	13.50		13.50		Y
Hire of Green (minimum 2 hours)					
Matches per hour (League Fixtures)	12.50		12.50		Y
Group Hire per hour	12.50	2,540	12.50	2,540	Y
NB. Fees for hire of bowling Green are only exempt for VAT if they are to a Bona Fide* club if the following criterias is not met VAT will be charged.					
* All the following criteria must be met					
1.Facilities are let exclusively to a school,constituted club or association or an organisation representing an affiliated club					
2.Bookings are for 10 or more sessions					
3.Each session is for the same sport/activity at the same location					
4.The interval between each session is at least 1 day but no more than 14 days					
Crazy Golf					
Adult	3.00		3.00		Y
Junior (up to 16 years)/Senior Citizen/Over 60	2.00		2.00		Y
Pitch and Putt					
Fleetwood - 18 hole Adult	4.80		5.00		Y
Junior (up to 16 years)/Senior Citizen/Over 60	3.80		4.00		Y
Fleetwood - 9 hole Adult	3.80		4.00		Y
Junior (up to 16 years)/Senior Citizen/Over 60	2.50		2.80		Y
Lost Golf Balls	1.00		1.00		Y
NEIGHBOURHOOD SERVICES AND COMMUNITY SAFETY PORTFOLIO					
CAR PARKING - OFF STREET					
Rough Lea Road, Cleveleys -					
Daily 8am – 6pm (Motor car)					
Up to 2hrs (Max stay 2hrs)	1.50		1.50		Y
Promenade North, Cleveleys -					
Daily 8am – 6pm (Motor car)					
Up to 2hrs	1.50		1.50		Y
Derby Road West, Cleveleys -					
Daily 8am – 6pm (Motor car)					
Up to 2hrs	1.50		1.50		Y
Over 2hrs-4hrs	2.40		2.40		Y
Over 4hrs	6.00		6.00		Y
Wyre Residents Permit Scheme Up to 2hrs	FREE		FREE		
Derby Road East/Slinger Road, Cleveleys -					
Daily 8am – 6pm (Motor car)					
Up to 2hrs	1.50		1.50		Y
Over 2hrs-4hrs	2.40		2.40		Y
Over 4hrs – 6hrs	3.00		3.00		Y
Over 6hrs	3.80		3.80		Y
Wyre Residents Permit Scheme Up to 2hrs	FREE		FREE		
Monthly Season Ticket	See below		See below		Y
Jubilee Gardens, Cleveleys - Daily 8am – 6pm (Motor car)					
Up to 2hrs	1.50		1.50		Y
Over 2hrs-4hrs	2.40		2.40		Y
Over 4hrs – 6hrs	3.00		3.00		Y
Over 6hrs	3.80		3.80		Y
Wyre Residents Permit Scheme Up to 2hrs	FREE		FREE		
Monthly Season Ticket	See below		See below		Y
Custom House Lane, Fleetwood - Daily 8am - 6pm (Motor Car)					
Up to 2hrs	1.50	555,000	1.50	555,000	Y
Over 2hrs-4hrs	2.40		2.40		Y
Over 4hrs	6.00		6.00		Y
Wyre Residents Permit Scheme Up to 2hrs	FREE		FREE		
Albert Street/Church Street, Fleetwood - Daily 8am - 6pm (Motor car)					
Up to 2hrs	1.50		1.50		Y
Over 2hrs-4hrs	2.40		2.40		Y
Over 4hrs-6hrs	3.00		3.00		Y
Over 6hrs	3.80		3.80		Y
Wyre Residents Permit Scheme Up to 2hrs	FREE		FREE		
Monthly Season Ticket	See below		See below		Y
Hardhorn Road (Wheatsheaf Way), Poulton-le-Fylde - Daily 8am-6pm (Motor car)					
Up to 2hrs	1.50		1.50		Y
Over 2hrs-4hrs	2.40		2.40		Y
Over 4hrs-6hrs	3.00		3.00		Y
Over 6hrs	3.80		3.80		Y
Wyre Residents Permit Scheme Up to 2hrs	FREE		FREE		
Monthly Season Ticket	See below		See below		Y
High Street, Garstang - Daily 8am - 6pm (Motor car)					
Up to 2hrs	1.50		1.50		Y
Over 2hrs-4hrs	2.40		2.40		Y
Over 4hrs-6hrs	3.00		3.00		Y
Over 6hrs	3.80		3.80		Y
Wyre Residents Permit Scheme Up to 2hrs	FREE		FREE		
Monthly Season Ticket	See below		See below		Y
Season tickets					
Long Stay Car Parks:					
Albert Street, Derby Road East, Hardhorn Road, High Street, Jubilee Gardens					
1 month	47.50		47.50		Y
3 months	133.00	TBC	133.00	TBC	Y
6 months	247.00		247.00		Y
12 months	395.20		395.20		Y
Administration fee for change of vehicle	NIL		NIL		Y
Refund due to change in personal circumstances pro rata based on full months not used.					
Residents Parking Permits					
Initial Application Fee	25.00	TBC	25.00	TBC	Y

	2017/18 Fees and Charges	2017/18 Revised Estimate	2018/19 Fees and Charges	2018/19 Original Estimate	VAT
Renewal Fee	10.00		10.00		Y
Penalty Charge Notice					
The higher level penalty charge contravention is £70, with a 50% discount if payment is made within 14 days, the lower level contravention is £50, with a 50% discount if payment is made within 14 days.					O
Parking Dispensations					
Per vehicle per period of up to 7 whole days	25.00	0	25.00	0	Y
					if off str
Motorhome Overnight Parking at Fleetwood Central Car Park					
Charge per night (maximum of 3 nights)	5.00	0	5.00	0	Y
HOUSING					
Private Sector Housing Grant Assistance					
- Charging for professional and technical services					
Applications for *:					
Disabled Facilities Grants		A charge of 12% per approval (based on the amount of grant approved).		A charge of 12% per approval (based on the amount of grant approved).	X
*Charge rate applicable as per date of grant approval					
Housing Act 2004					
Charges for Enforcement Notices - per notice	438.00	1,750	438.00	1,750	O
Licensing Of Houses In Multiple Occupation					
Initial Licence determination	970.00		970.00		O
(NB. Discounts may be awarded in recognition of specified conditions)					
Additional Service Charges: (charged on a specific case basis)					
Return incomplete/defective application to applicant with letter	21.25		21.25		O
(additional admin charges will only be applied where the application is returned incomplete a second or further time).	(+21.25 admin charge)		(+21.25 admin charge)		
Reprocessing form after amendments received.	21.25		21.25		O
	(+21.25)		(+21.25)		
Additional cost where landlords fail to respond within 28 days to justified requests for an application, renewal OR information required in respect of incomplete applications.					O
	(+21.25)	2,840	(+21.25)	2,840	
Revisit where no access gained previously.	34.00		34.00		O
	(+21.25)		(+21.25)		
Assisted application – Full assistance provided in making the application, measuring rooms, drawing sketch plans, etc.	242.00		242.00		O
	(+21.25)		(+21.25)		
Variation of licence.	242.00		242.00		O
	(+21.25)		(+21.25)		
Such sums as may be necessary to fund the identification, confirmation, inspection and enforcement of licensing requirements. These are to be assessed on a case by case basis, using the hourly rates for the officers appropriate for the tasks undertaken					
Cost of raising an invoice	21.25		21.25		O
UK Entry Visa Housing Inspections					
Charge for inspection and production of report	92.00		92.00		+
Care and Repair Handyperson Service Charge					
Charge per job	10.00	12,000	10.00	12,000	Y
PLANNING AND ECONOMIC DEVELOPMENT PORTFOLIO					
DEVELOPMENT CONTROL					
Location Plans					
Ordnance Survey fee - initial charge	10.00	80	10.00	80	Y
Pre Application Discussions					
Major applications					
-initial meeting	following fee schedule		See following fee schedule		Y
-follow up meeting	following fee schedule		See following fee schedule		Y
Significant Major applications					
-initial meeting	following fee schedule	13,000	See following fee schedule	15,000	Y
-follow up meeting	following fee schedule		See following fee schedule		Y
BUILDING CONTROL					
Supply of non-standard data and information (including responding to Solicitor's enquiries)	60.00 per hour (MIN 60.00)		60.00 per hour (MIN 60.00)		Y
Building Regulations Confirmation Letter					
	60.00	150	60.00	150	Y
Administration fee for withdrawing an application and charges	60.00		60.00		Y
Reopen Archived Applications	60.00		60.00		Y
Copy of Completion Certificates	20.00	700	20.00	700	Y
Copy of Decision Notice	20.00		20.00		Y
High Hedge Applications					
	480.00	0	480.00	0	X
Tree Preservation Order					
	At Cost		At Cost		Y
MARKETS					
Fleetwood Market					
Administration fee re new lease for indoor stall	50.00		50.00		X
Change of Use Fee	30.00	600	30.00	600	X

	2017/18 Fees and Charges	2017/18 Revised Estimate	2018/19 Fees and Charges	2018/19 Original Estimate	VAT
Assignment Fee	100.00		100.00		X
Outside market rentals					
Summer - June to October (per day)					
Tuesday	18.50	3,000	18.50	5,000	X
Thursday	16.50	1,000	16.50	3,000	X
Friday	16.50	5,570	16.50	6,000	X
Saturday	17.50	3,320	17.50	4,000	X
NEW - Any trader opening a FOOD stall all 4 days June to Oct will be charged			40.00	4,000	X
NEW - Any trader opening any other non food stall all 4 days June to Oct will be charged			50.00	3,000	X
Winter - November to May (per day)					
Winter- November to May (per day)					
Tuesday	9.00		9.00		X
Thursday	9.00		9.00		X
Friday	9.00		9.00		X
Saturday	9.00		9.00		X
Any trader opening his stall all 4 days Nov-May will be charged	28.00		28.00		X
Any trader opening his stall 3 days Nov - May will be charged	23.00		23.00		X
Reduction's negotiable to local producer groups in first year.					
Hire of gazebo per day	5.00		5.00		Y
Poulton Market					
Summer - April to September	26.00 for 3 metres linear frontage	33,090	26.00 for 3 metres linear frontage	35,000	X
Winter - October to March	16.00 for 3 metre linear frontage		16.00 for 3 metre linear frontage		X
Additional frontage charged per metre	5.00 per metre		5.00 per metre		X
ESTATES					
Use of land for funfair - per operational day up to 14 rides/stalls	300.00		300.00		X
Additional ride/stall per day	40.00		40.00		X
Use of land for circus - per operational day	375.00		375.00		X
Use of land licence agreement	50.00	1,000	50.00	1,000	X
Call out fee	40.00		40.00		Y
Other commercial events to be charged as appropriate with an event minimum of £50 per day					
Use of land for funfair - non operations per day	50.00				
Extra cleaning/damage to property/land will be subject to quotation					
Cancellation within 7 working days before the event will be required to pay 30% of the total fee.					
Cancellations made within 3 working days before the event will be required to pay the full fee					
Location Filming – Charges may apply for the use of council land and property for location filming. The requests will be considered on a case by case basis					
BUTTS CLOSE					
Administration fee for new Lease	150.00		150.00		X
Administration fee for assignment of Lease	100.00		100.00		X
Administration fee for renewal Lease	100.00		100.00		X
Administration fee for early termination of the Lease	100.00		100.00		X
SKIPPOOL CREEK					
Administration fee for new Licence	50.00		50.00		X
Administration fee for assignment of Licence	50.00		50.00		X
ALLOTMENTS					
Administration fee for drawing up agreement	50.00		50.00		X
Wyred Up Membership					
Annual membership	40.00	1,200	40.00	1,200	Y
Single networking event	20.00		20.00		Y
Wyre Business Awards Tickets	35.00		to be confirmed		Y
MOT Test Centre					
MOT Test	40.00	7,000	40.00	26,400	O
Additional Taxi Test Fee	20.00	0	20.00	0	O
RESOURCES PORTFOLIO					
LEGAL FEES					
LAND & PROPERTY					
Sales					
Sale of Land	Minimum £525 or 1% - 3% of sale price, depending on complexity		Minimum £540 or 1% - 3% of sale price, depending on complexity		X
Sale of Land with Overage	Minimum £900 or 1% -3% of sale price depending on complexity		Minimum £925 or 1% -3% of sale price depending on complexity		X
Sale of POS Land	Minimum £500 or 1%-3% of sale price depending on complexity		Minimum £515 or 1%-3% of sale price depending on complexity		X
Sale of land/property at auction	Min £700 or 1%-3% of sale price plus advertisements and disbursements		Min £720 or 1%-3% of sale price plus advertisements and disbursements		X

	2017/18 Fees and Charges	2017/18 Revised Estimate	2018/19 Fees and Charges	2018/19 Original Estimate	VAT
Transfer of POS to the Council	Minimum £600 plus disbursements		Minimum £620 plus disbursements		X
Sale of a Garden Plot	Minimum £240 rising on complexity		Minimum £245 rising on complexity		X
Sale of a Garden Plot with Overage	Minimum £600 rising on complexity		Minimum £620 rising on complexity		X
Leases					
Short Lease of Whole	Minimum £380 rising on complexity		Minimum £390 rising on complexity		X
Short Lease of Part	Minimum £450 rising on complexity		Minimum £465 rising on complexity		X
Long Lease of Whole	Minimum £480 rising on complexity		Minimum £495 rising on complexity		X
Long Lease of Part	Minimum £550 rising on complexity		Minimum £565 rising on complexity		X
Underlease of Whole	Minimum £480 rising on complexity		Minimum £495 rising on complexity		X
Underlease of Part	Minimum £550 rising on complexity		Minimum £565 rising on complexity		X
Surrender of Lease	Minimum £325 rising on complexity		Minimum £335 rising on complexity		X
Renewal of Lease	Minimum £325 rising on complexity		Minimum £335 rising on complexity		X
Croft Court Lease	£225 (£175 renewal)		£230 (£180 renewal)		X
Assignment of Lease	Minimum £250 rising on complexity		Minimum £255 rising on complexity		X
Assignment of Beach Bungalow Lease	£130 (plus £25 Notice of Assignment fee)	20,000	£135 (plus £25 Notice of Assignment fee)	20,600	X
Deed of Variation to Lease	Minimum £325 rising on complexity		Minimum £335 rising on complexity		X
Deed of Covenant release	Minimum £425 rising on complexity		Minimum £440 rising on complexity		X
Bowling Green Management Agreements	£122		125.00		X
Licences					
Licence to Assign	Minimum £250 rising on complexity		Minimum £255 rising on complexity		X
Licence to Assign with AGA	Minimum £475 rising on complexity		Minimum £490 rising on complexity		X
Licence to carry out alterations (Residential)	£150		155.00		X
Licence to carry out works	Minimum £150 rising on complexity		Minimum £155 rising on complexity		X
Licence to assign combined with alterations/change of use	Minimum £300 rising on complexity		Minimum £310 rising on complexity		X
Licence to assign combined with alterations/change of use plus AGA	Minimum £465 rising on complexity		Minimum £480 rising on complexity		X
Licence to underlet	Minimum £350 rising on complexity		Minimum £360 rising on complexity		X
Licence to underlet with alterations/change of use	Minimum £400 rising on complexity		Minimum £410 rising on complexity		X
Grazing Licences	£130		135.00		Z
Building Licence	Minimum £250 rising on complexity				
MISCELLANEOUS					
Deed of easement/ rights	Minimum £325 rising on complexity		Minimum £335 rising on complexity		X
Change of User	£150		155.00		X
Letter of consent to assign	£61		63.00		X
Covenant consents (Residential)	£122		125.00		X
FOOTPATHS					

	2017/18 Fees and Charges	2017/18 Revised Estimate	2018/19 Fees and Charges	2018/19 Original Estimate	VAT
Diversion	Minimum £1,000 (plus hourly rate of £50 if protracted) plus advertisement costs and costs of Inquiry (if applicable)		Minimum £1,030 (plus hourly rate of £51 if protracted) plus advertisement costs and costs of Inquiry (if applicable)		O
PLANNING					
S106 Agreements	Minimum £600 rising on complexity		Minimum £620 rising on complexity		O
Variation of Section 106 Agreement	Minimum £500 rising on complexity		Minimum £515 rising on complexity		O
Unilateral Undertaking	Minimum £600 rising on complexity		Minimum £620 rising on complexity		O
COURT					
Attending Court	£61 per hour		£63 per hour		O
MISCELLANEOUS					
Copying documents	30 pence per sheet		30 pence per sheet		Y
LOCAL LAND CHARGES					
Local land charge searches (LLC1)	20.00		20.00		O
Local land charge searches (Con 29R)	*77.00		*77.00		O**
* Full charge dependent on whether LLC1 or Con 29					
N.B. For further breakdown of the fees for individual questions within CON29 refer to our website www.wyre.gov.uk under the heading Land Charges.					
**The VAT status is currently under review with HMRC and CON 29 may become standard rated in 2016.					
ROOM HIRE CIVIC CENTRE					
Council Chamber					
Monday-Friday					
Morning/Afternoon Session (up to 4 hrs)	115.00		115.00		X
All day	231.00		231.00		X
Evening (to 10pm)	173.00		173.00		X
Evening (to 11.30pm)	231.00		231.00		X
Commercial Rate	441.00		441.00		X
Members' Lounge					
Monday-Friday					
Morning/Afternoon Session (up to 4 hrs)	105.00		105.00		X
All day	205.00		205.00		X
Evening (to 10pm)	147.00		147.00		X
Evening (to 11.30pm)	205.00		205.00		X
Commercial Rate	441.00		441.00		X
Committee Rooms / Training Room / Meeting Room					
Monday-Friday					
Morning/Afternoon Session (up to 4 hrs)	53.00		53.00		X
All day	105.00	10,000	105.00	10,000	X
Evening (to 10pm)	79.00		79.00		X
Evening (to 11.30pm)	105.00		105.00		X
Commercial Rate	441.00		441.00		X
Civil Ceremonies					
Monday to Friday	330.00		330.00		Y
Saturday	650.00		650.00		Y
Premium Rate for Weekends (Any Rooms except for Civil Ceremonies)					
Saturday	767.00		767.00		X
Sunday/Bank Holiday	997.00		997.00		X
Members' Lounge					
Supplement for use with another room					
Monday - Friday	68.00		68.00		X
Saturday	89.00		89.00		X
Sunday/Bank Holiday	126.00		126.00		X
Notes:					
1. Rates can vary dependant on use, please enquire.					
2. Commercial use is defined as being "in pursuance of a commercial, profit making venture"					
3. Refreshments are not included in the above prices					
4. Food and drink is not permitted in the Council Chamber					
STREET NAMING AND NUMBERING					
Application Type					
House name added/renamed	25.00	5,000	25.00	5,000	O
House renumbered	25.00		25.00		O
Naming of New Street	100.00		100.00		O
Development of 1-5 plots	25.00 per plot		25.00 per plot		O
Development of 6-10 plots	20.00 per plot		20.00 per plot		O
Development of 11-50 plots	15.00 per plot		15.00 per plot		O
Development of 50+ plots	10.00 per plot		10.00 per plot		O
Changes in development after initial notification	Charges individually assessed but minimum charge of £125 plus signage costs		Charges individually assessed but minimum charge of £125 plus signage costs		O
Renaming of Street at resident's request	500.00		500.00		O

	2017/18 Fees and Charges	2017/18 Revised Estimate	2018/19 Fees and Charges	2018/19 Original Estimate	VAT
Signage costs are in addition to the fees quoted above and will be assessed on an individual basis depending on the requirements. All fees and charges are generally Outside Scope for VAT purposes with the exception of name plate installation costs on new developments and on any number/name plates supplied to individual properties which would be subject to VAT.					
MISCELLANEOUS					
<u>Byelaws (non-discretionary)</u>					
purchase of the document(fee as per Act)	0.20	0	0.20	0	O
<u>Statement of Accounts</u>					
purchase of the document					
individuals and charities	10.00	0	10.00	0	O
commercial organisations	20.00	0	20.00	0	O
<u>Photocopy per side of any document that can be inspected</u>					
Black & white - A4	0.30		0.30		Y
Black & white - A3	0.60		0.60		Y
Black & white - A2	1.20		1.20		Y
Black & white - A1	2.40		2.40		Y
Black & white - A0	4.80		4.80		Y
Colour - A4	0.40	500	0.40	500	Y
Colour - A3	0.80		0.80		Y
Colour - A2	1.80		1.80		Y
Colour - A1	3.60		3.60		Y
Colour - A0	7.20		7.20		Y
Credit Card Administration Fee	0.02	7,500	0.00	0	Y
<u>Data Protection</u>					
Subject Access Request					
Statutory Flat fee for Subject Access Requests	10.00	100	10.00	100	O
STREET SCENE AND PARKS AND OPEN SPACES PORTFOLIO					
PUBLIC CONVENIENCES					
- fee for use of new & refurbished toilets (excludes urinals/disabled toilets with radar access)	0.20	40,000	0.20	40,000	O
- Radar Key	5.00	200	5.00	200	Y
DOG WELFARE					
<u>Stray Dogs</u>					
Kennel Fee first day incl statutory government levy	90.00		90.00		O
Kennel fee additional charge per day	8.50	5,000	8.50	5,000	O
<u>Micro-chipping</u>	11.00	0	11.00	0	+
Control of Dog (please see full list of Fixed Penalty charges)	75.00	1,000	75.00	1,000	O
Muk Sak - Dog Waste container	6.50	0	6.50	0	Y
DOMESTIC REFUSE - BULKY ITEMS					
Up to 3 items*	19.50		19.50		O
Additional items – per item*	6.50	48,000	6.50	48,000	O
* A one third discount (to be reduced to 10% from 1 April 2017)applies dependant on eligibility to customers in receipt of Council Tax Benefit or Housing Benefit.					
DOMESTIC REFUSE - GREEN WASTE					
1 x wheeled green domestic size waste bin collection - per annum	30.00	722,320	30.00	700,000	O
Additional wheeled green waste bin collection - per annum	25.00		25.00		O
Administration fee for production and delivery of replacement sticker	5.00	160	5.00	0	O
Delivery/Admin Fee for provision of standard suite of waste and recycling containers per					
Fee to developer per property OR	56.00		56.00		+
Fee to new home owner	56.00		56.00		O
Fee to replace stolen/missing/damaged bin	20.00	40,800	20.00	40,800	O
Fee to replace stolen/missing/damaged box	0.00		0.00		
Non standard container (at cost dependant on requirements)	At cost plus 10% administration		At cost plus 10% administration		+
Street Cleansing					
Recovery of collection and disposal costs from fly tipping incidents	At cost plus 10% administration	TBC	At cost plus 10% administration	TBC	O
Small Fly tipping Offences(See Fixed Penalty section)					
FLEETWOOD MEMORIAL PARK					
<u>Hire of Pavilion</u>					
-Half day/evening	30.00		30.00		X
-Full Day	50.00		50.00		X
After 5pm evening	40.00		40.00		X
-Additional equipment hire	5.00		5.00		Y
-Commercial Hire - by negotiation	17.00 per hour		17.00 per hour		X

Charging for pre-application advice – fee schedule (including VAT) – 2018/19

Development Type		Category	Fee (£)		
			Written advice only	Meeting (initial)	Meeting (follow up)
Householder (alterations or extensions to existing dwellings or development within the curtilage of a dwelling)			30.00	60.00	30.00
New dwellings	outline	Site area less than 0.5 Ha	50.00 per 0.1 Ha	100.00 per 0.1 Ha	50.00 per 0.1 Ha
		Site area between 0.5 Ha and 2.499 Ha	510.00	510	255.00
		Site area 2.5 Ha or more	765.00	765.00	380.00
	full	Less than 5 dwellings	40.00 for first dwelling + 25.00 per each additional dwelling	80.00 for first dwelling + 50.00 per each additional dwelling	40.00 for first dwelling + 25.00 per each additional dwelling
		5 - 9 dwellings	25.00 per dwelling	50.00 per dwelling	25.00 per dwelling
		10 - 49 dwellings	510.00	510.00	255.00
		50 or more dwellings	765.00	765.00	380.00
New buildings (and other structures) other than dwellings	outline	Site area less than 1.0 Ha	50.00 per 0.2 Ha	100.00 per 0.2 Ha	50.00 per 0.2 Ha
		Site area between 1.0 Ha and 1.999 Ha	510.00	510.00	255.00
		Site area 2.0 Ha or more	765.00	765.00	380.00
	full	Floor area less than 1000 m2	50.00 per 200 m2	100.00 per 200 m2	50.00 per 200 m2
		Floor area 1000 m2 – 1999 m2	510.00	510.00	255.00
		Floor area 2000 m2 or more	765.00	765.00	380.00

Change of use (other than to dwellings)	Floor area less than 1000 m2	50.00 per 200 m2	100.00 per 200 m2	50.00 per 200 m2
	Floor area 1000 m2 – 1499 m2	510.00	510.00	255.00
	Floor area 1500 m2 or more	765.00	765.00	380.00
Agricultural buildings		30.00	60.00	30.00
Advertisements		30.00	60.00	30.00
Other applications	Site area less than 1.0 Ha	50.00 per 0.2 Ha	100.00 per 0.2 Ha	50.00 per 0.2 Ha
	Site area between 0.5 Ha and 1.999 Ha	510.00	510.00	255.00
	Site area 2.0 Ha or more	765.00	765.00	380.00
Schedule 1 or Schedule 2 EIA development		765.00	765.00	380.00