



Report to: Income Generation Sub-Committee, 15th January 2019

Report of: Head of Finance

Subject: FEES AND CHARGES 2019/20

1. Recommendation

1.1 That the Sub-Committee review the proposed schedule of Fees and Charges for 2019/20 and recommend its approval to the Policy and Resources Committee on 5th February 2019 for ultimate approval by Full Council on 19th February 2019.

2. Background

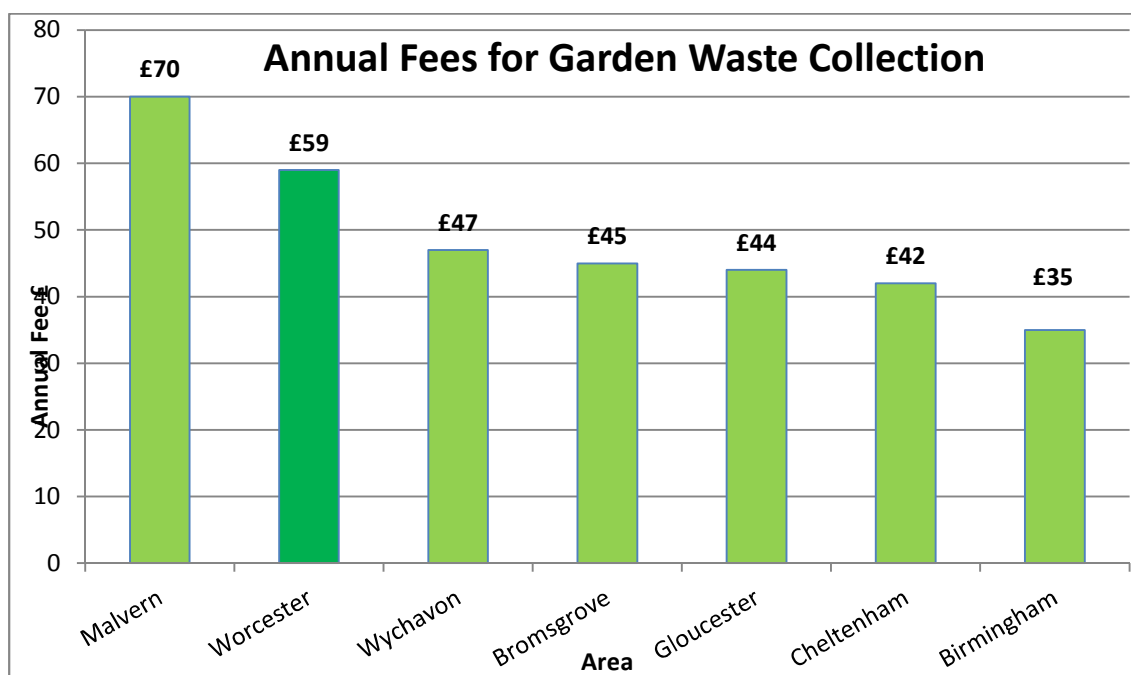
- 2.1 The Council issues an annual schedule of the Fees and Charges levied by each of its services.
- 2.2 The existing charges have been reviewed by the relevant service and adjusted to reflect changes in the cost of providing the service. Where appropriate and feasible, a comparison has also been made to the amount charged by local competitors to ensure that the Council is providing a service which is competitively priced and represents good value.
- 2.3 A separate report regarding Leisure fees and Charges was submitted to the Policy and Resources Committee meeting of 11 December 2018 as the business cycle for these charges requires changes from 1 January, rather than 1 April. The Policy and Resources Committee approved the changes proposed.

3. Preferred Option

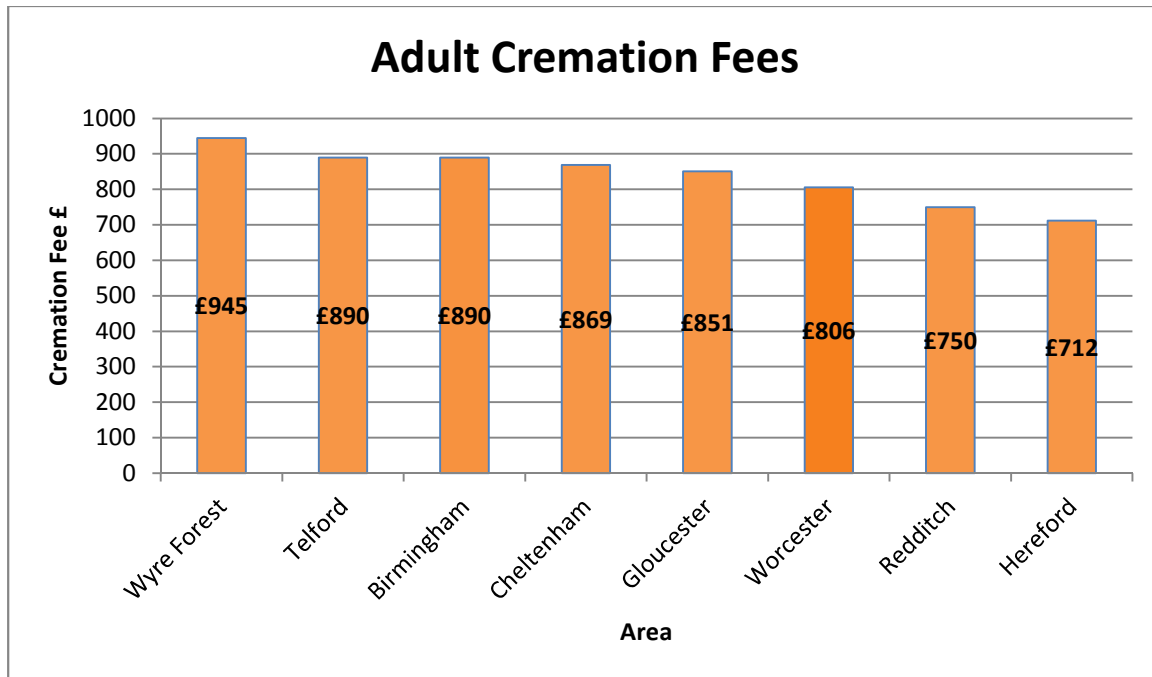
- 3.1 The proposed schedule of Fees and Charges is set out in **Appendix 1**, which shows the existing and proposed charge with the consequent increase or decrease as a value and as a percentage. Owing to commercial sensitivity the proposed Fees and Charges for Trade Waste and Building Control are classed as exempt items and are shown at **Appendix 2**. *(note – Trade Waste charges are outstanding at present pending the publication of the new cost of waste disposal which is expected in January. It should be available for the final report to Policy and Resources Committee in February).*
- 3.2 The review of the Fees and Charges has been carried out with an assumption that inflation remains at 2.0-3.0%. The publication of the latest CPI on 14th November showed an annual increase of 2.2%.
- 3.3 The basis of the review is for the full cost recovery of the service and a market analysis of prices charged by other providers. Any change will be to the next most appropriate price point rather than by a specific percentage.

- 3.4 The following Fees and Charges are proposed to increase by an average of 2% and in some specific cases, individual fees by a greater amount, as follows:
- Football pitch hire
 - Guildhall room hire/weddings
 - Bereavement Charges
 - Gambling licences
 - Street Trading
 - City Life lettings
 - Garden Waste collection
- 3.5 The following Fees and Charges have been maintained at the same level as 2018/19:
- Animal licence renewal
 - Bulky waste
 - Car Parking
 - Premises licences
 - Gaming and entertainment licences
 - Sales of the Electoral Register
- 3.6 Fees for planning applications are set nationally and were increased by 20% from 17 January 2018. The locally set fees for pre-applications were not increased for 2018/19 and have not been increased for 2019/20.
- 3.7 The fees charged for the sale and delivery of wood have been reduced by an average 15% in line with market conditions.
- 3.8 The Fixed Penalty Notice for litter being dropped is currently £75. Approval is sought to increase this to £100, which is the default level recommended by the Government. The maximum fine permitted by Government is £150.
- 3.9 The fees and charges proposed for Vehicle and Operator Licences are subject to consultation and consideration of objections by the Licencing Committee. The fees for Hackney carriage/private hire licences are to be reduced following removal of the vehicle test fee.
- 3.10 Fees for Mobile Traders have been increased by 35% to reflect the cost of more regular checks being necessary following an increase in the number of complaints being received from members of the public.
- 3.11 The Museum and Art Gallery charges are largely unchanged for 2019/20, apart from the fees for off-site talks and education outreach sessions which are to be increased by between 20% and 50% to recognise the additional staff time spent preparing the material and travelling to the venue.
- 3.12 The Commandery has now been open for 18 months since its refurbishment, providing the opportunity to reassess the fees and charges. The adult entrance fee is to be increased to £7.00, although there will be no increase for Worcester residents. A family ticket is also being introduced. The weddings package has been reviewed in light of customer feedback and a comparison made with other venues. This has resulted in a revision to the hire options offered to provide customers with greater choice and flexibility in their wedding arrangements. The charges are now the same for weekdays and weekend bookings.

- 3.13 The Guildhall fees for weddings and for room hire have been increased in line with inflation. Additional rooms have been made available for public hire, while weddings in January and February will now attract a 20% discount to encourage take-up at this less busy time of year.
- 3.14 Building Control charges are proposed to increase by 3% which will still leave the fees competitive compared to the average Local Authorities Building Control member.
- 3.15 Garden waste charges are to be increased by 2.6%. Following further growth in the service during 2018/19 this will continue to be a focus for marketing activity in 2019/20. The current comparison to other local councils is shown below:



- 3.16 Bereavement service charges are to be increased by an average 2%. During 2018 the Service implemented new software at the crematorium and as a result was able to offer some new options including a webcast of the services. These were introduced as a trial and income of £3.5k has been generated during the year. They are now included in the Fees and Charges for 2019/20. Adult cremation charges are to be increased by 2.0%. The current comparison to other local crematoria is as follows:



- 3.17 Car parking charges are to remain unchanged. The comparison to the non-council car parks in Worcester city centre is shown in **Appendix 3**.
- 3.18 Archaeology charges have been increased by an average 10% and the discount where no brief is supplied has been reduced from 30% to 26%.
- 3.19 The regulations on HMO licences have changed with the introduction of The Licensing of Houses in Multiple Occupation (Prescribed Description) (England) Order 2018 which replaces the 2006 order of the same name. This has necessitated a restructuring of the licence fees resulting in a reduction of the Mandatory HMO Licence fees of approximately 11% and increases of 15-20% in the licence fees for Additional HMOs.

4. Alternative Options Considered

- 4.1 The alternative option is to not change the existing schedule of Fees and Charges. However this would result in potentially not achieving full cost recovery in some services and for the service to cease to be competitive in the market.

5. Implications

5.1 Financial and Budgetary Implications

The financial impact of the changes proposed is consistent with the assumptions in the draft budget for 2018/19.

5.2 Legal and Governance Implications

None

5.3 Risk Implications

The risk of losing income from increased fees and charges has been mitigated by a review of market conditions to ensure the proposed change is appropriate.

5.4 Corporate/Policy Implications

None

5.5 Equality Implications
None

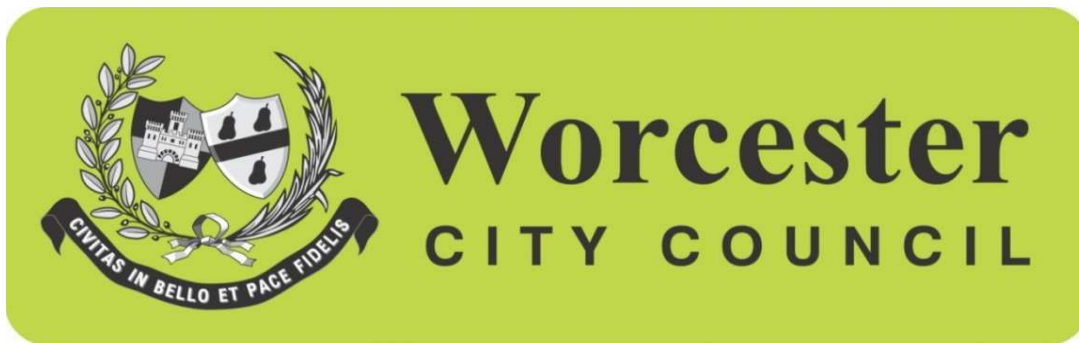
5.6 Human Resources Implications
None

5.7 Health and Safety Implications
None

5.8 Social, Environmental and Economic implications
Proposed increases in fees are in line with inflation and therefore should have zero impact in respect of maintaining access to services. In specific cases the reasons for changes outside of an inflation increase are given and the social, environmental and economic implications have been considered as part of the decision to propose the changes.

Ward(s): All
Contact Officer: Mark Baldwin; email mark.baldwin@worcester.gov.uk
Background Papers: None

APPENDIX 1



Fees and Charges 2019/2020 DRAFT

This booklet sets out the revised charges for specific services to be applied from 1st April 2019 (unless otherwise stated) and approved by full Council.

The revised fees and charges are in line with Council policy, in that the Council aims to optimise income through the annual review of fees and charges, in line with what the market will bear, what is considered can reasonably be borne by users of the facilities and where necessary the costs associated with providing that service.

Licensing Fees and Charges are reported to Licensing Committee in preparation for the 1st April 2019.

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The Commandery	2018/19	2019/20	Price Change	% Increase	
Admission Charges	£	£	£		
Adults	5.95	7.00	1.05	17.6%	
Children under 5 years old	Free	Free	N/A	N/A	
Children 5-16 years old	Free	3.00	N/A	N/A	
Family Ticket (Up to 2 adults & 3 children)	N/A	17.00	N/A	N/A	
Worcester Residents - Individual (to be renewed annually, gives free entry for the year)	5.00	5.00	0.00	0.0%	
Worcester Residents - Family Pass (to be renewed annually, gives free entry for the year)	N/A	12.00	N/A	N/A	
Season ticket adult (entitles holder to free entry for the rest of the year - includes first admission)	10.95	12.00	1.05	9.6%	
Group – adult (10 people plus get 10% discount and an short introductory talk if pre booked)	5.95	7.00	1.05	17.6%	
School visit- includes 3 workshops and audio guide	4.50	4.50	0.00	0.0%	
School visit including extra workshop or City walk	6.00	6.00	0.00	0.0%	
Drop in activities in addition to admission fee	2.00 - 10.00	2.00 - 10.00	0.00		
Guided Tour/Talk (Daytime) per group	60.00	60.00	0.00	0.0%	
Membership	£	£	£		
Annual - Individual	20.00	25.00	5.00	25.0%	
Annual - Family	40.00	50.00	10.00	25.0%	
Special Events and Demonstrations	2018/19	2019/20	Price Change	% Increase	
	£	£	£		
A range of demonstrations, workshops, personal guided tours and catering for group tours will be offered as part of a menu of additional events and services for visitors. Cost £4.50 - £20.00 per person with external services charged at cost (including admission) where additional materials or skills are required to be bought in.	Instead of admission charge	Instead of admission charge	0.00	0.0%	
Commission on craft sales	35% plus vat	35% plus vat	N/A	N/A	
Wedding Suite/Herb Garden/Education and Community Rooms	2018/19	2019/20	Price Change	% Increase	
	£	£	£		
Room hire - 9am to 5pm	Per hour	70.00	80.00	10.00	14.3%
Room hire - 5pm to 11pm	Per hour	N/A	190.00	N/A	N/A
Paranormal Nights etc - includes a tour, access extent by negotiation	Per hour	180.00	250.00	70.00	38.9%
Community Group room hire	Per hour	By negotiation	By negotiation	N/A	N/A
Additional Charges					
Refreshments provided in house Water – at cost plus 10% handling charge per bottle. Tea/coffee - £1.50 per person per serving. Tea/coffee/biscuits - £2.00 per person per serving. Tea/coffee/cake - £3.80 per person per serving. Refreshments provided by external caterer – as per Caterer’s menu plus 10% handling charge					
Hire of Equipment (subject to availability)	2018/19	2019/20	Price Change	% Increase	
	£	£	£		
Data projector or OHP & screen		10.00	10.00	0.00	0.0%
TV/DVD player		15.00	15.00	0.00	0.0%
Flip chart, paper and pens		10.00	10.00	0.00	0.0%
Charges for commercial organisations		By negotiation with Museums General Manager		N/A	N/A

COMMANDERY WEDDING PACKAGES

Wedding Packages		2018/19	2019/20	Price Change	% Increase
		£	£	£	
Great Hall, Registry Room and Walled Garden					
Afternoon and Evening	Between 3 pm - 11 pm	2,000.00	2,200.00	200.00	10.0%
Evening only	Between 7 pm - 11 pm	1,100.00	1,250.00	150.00	13.6%
Short Hire	Maximum of 3 hours	N/A	490.00	N/A	N/A
Additional to 3 hour minimum charge	Per hour	N/A	250.00	N/A	N/A
Drinks can be provided at an extra charge per person					
Ceremonies in Wedding Suite and Herb Garden		2018/19	2019/20	Price Change	% Increase
		£	£	£	
Daytime (Between 9am to 5pm)	3 hours	700.00	575.00	-125.00	-17.9%
Evening only (Between 5pm - 11pm)	3 hours	1,250.00	775.00	-475.00	-38.0%
Add on Great Hall (5pm - 11pm)	2 hours	N/A	490.00	N/A	N/A
Additional hire	Per hour	N/A	250.00	N/A	N/A
25% non-refundable deposit required at time of booking, balance to be paid 12 weeks in advance.					
All timings include set up time.					

CITY MUSEUM AND ART GALLERY

Gallery or Café and Balcony (subject to availability)		2018/19 £	2019/20 £	Price Change £	% Increase
Non-commercial	Per Evening	150.00	165.00	15.00	10.0%
Commercial	Per Evening	300.00	330.00	30.00	10.0%
Café and Balcony					
Activity area	Per 2 hours	30.00	33.00	3.00	10.0%
Activity area - evenings	Per hour	40.00	44.00	4.00	10.0%
Hire of Equipment (subject to availability)					
Data projector or OHP & screen		10.00	10.00	0.00	0.0%
TV/DVD player		15.00	15.00	0.00	0.0%
Flip chart, paper and pens		10.00	10.00	0.00	0.0%
Images					
Delivery & Administration					
Image sourcing fee		10.00	10.00	0.00	0.0%
Reproduction Licence Fee					
Exhibition catalogues, publicity, academic journals below 1000 copy print run.		5.00	5.00	0.00	0.0%
Website (Subject to approval and maximum resolution of 450x450 pixels)		Free	Free	N/A	N/A
TV/DVD/film image flash up to 6 seconds		By negotiation	By negotiation	N/A	N/A
TV/DVD/film image - repeat licence		By negotiation	By negotiation	N/A	N/A
Book, newspaper or magazine (inside)		95.00	95.00	0.00	0.0%
Book, newspaper or magazine (cover)		120.00	120.00	0.00	0.0%
Other Fees					
Photography (new image request)		110.00	110.00	0.00	0.0%
Unauthorised reproduction		575.00	575.00	0.00	0.0%
Commission on Craft sales		35% plus VAT	35% plus VAT	0.00	0.0%
Commission on sales from Art Gallery		35% plus VAT	35% plus VAT	0.00	0.0%
Workshops					
Adults (2 hours)		6.50	6.50	0.00	0.0%
Adults (30 mins) Includes talks fee		2.00	3.00	1.00	50.0%
Concessions (2 hours)		4.50	4.50	0.00	0.0%
Family (2 hours)		17.00	17.00	0.00	0.0%
Adult (full day)		30.00	30.00	0.00	0.0%
Child (full day)		12.50	12.50	0.00	0.0%
Drop in sessions		2.00 - 10.00	2.00 - 10.00	N/A	N/A
Group Visits					
Evening (£150 min charge - 30 persons) Each		5.00	5.00	0.00	0.0%
Bespoke Education Session		4.50	5.00	0.50	11.1%
Class Group		55.00	100.00	45.00	81.8%
Membership					
Annual - Individual		20.00	20.00	0.00	0.0%
Annual - Family		40.00	40.00	0.00	0.0%
Formal and Informal Learning					
Outreach sessions in formal education setting - half day		100.00 plus expenses	120.00 plus expenses	20.00	20.0%
Outreach sessions in formal education setting - full day		190.00 plus expenses	210.00 plus expenses	20.00	10.5%
Collection Centre Tours (min 6 persons, max 20) including Tea & Coffee		8.00	8.00	0.00	0.0%
Basement Talks (MAG) (Min 6 persons, Max 18)		8.00	8.00	0.00	0.0%
Talks - staff led in museum premises (up to 26 persons)		60.00	60.00	0.00	0.0%
Talks - staff led external		80.00 plus expenses	120.00 plus expenses	40.00	50.0%
School Loans Boxes		Various	10.00-20.00	0.00	0.0%
Drop in sessions including Talks, Trails, Events & Activities		2.00-10.00	2.00-10.00	0.00	0.0%
Refreshments					
Tea/coffee per person, per serving		1.50	1.50	0.00	0.0%
Tea/coffee/biscuits/glass of Wine per person, per serving		2.00	2.00	0.00	0.0%
Tea/coffee/ cake per person, per serving		3.80	3.80	0.00	0.0%
Special Events and Demonstrations					
Demonstrations & workshops with external leader (charges are per person and instead of admission charge)		4.50 - 20.00	4.50 - 20.00	0.00	0.0%
Specially devised school sessions, adding extra value, time limited (Charges dependant on costings)		Dependant on costings	Dependant on costings	N/A	N/A
Special group visits, including evening talks & tours		By arrangement	By arrangement	N/A	N/A
Professional Workshops		15.00 - 30.00	15.00 - 30.00	0.00	0.0%

REGULATORY SERVICES

Regulatory Services Licencing Fees and Charges reported to Licencing Committee in preparation for 1st April 2019		2018/19	2019/20	Price change	% Increase	
		£	£	£		
Taxis, etc.	Hackney Carriage/Private Hire Drivers (Dual) Initial application (1 year) (inc. CRB & DVLA check)	268.00	268.00	0.00	0.0%	
	Hackney Carriage/ Private Hire Drivers Licence Renewal (dual)	105.00	110.00	5.00	4.8%	
	Operators Licence - New (1 year)	250.00	255.00	5.00	2.0%	
	Operators Licence - Renewal (1 year)	250.00	255.00	5.00	2.0%	
	Operators Licence - New 5 Year	950.00	970.00	20.00	2.1%	
	Operators Licence - Renewal 5 Year	950.00	970.00	20.00	2.1%	
	Administration Charge (deducted if licence fee refunded due to refusal)	36.00	40.00	4.00	11.1%	
	Knowledge test retake	55.00	55.00	0.00	0.0%	
	Disability Awareness Training	48.00	48.00	0.00	0.0%	
	DBS (Disclosure Fee)	53.00	55.00	2.00	3.8%	
	DVLA Mandate (Electric)	6.50	6.50	0.00	0.0%	
	DVLA Mandate (Paper)	12.00	12.00	0.00	0.0%	
Hackney Carriage Vehicle Licence	Initial	459.00	409.00	-50.00	-10.9%	
(limited to 231 licences from April 2015)	Renewal	400.00	350.00	-50.00	-12.5%	
	Transfer Ownership	147.00	147.00	0.00	0.0%	
Private Hire Vehicle Licence	Initial	432.00	382.00	-50.00	-11.6%	
	Renewal	371.00	321.00	-50.00	-13.5%	
	Transfer Ownership	147.00	147.00	0.00	0.0%	
	Private Hire Drivers Licence (New)	268.00	268.00	0.00	0.0%	
	Private Hire Drivers Licence (Renewal)	105.00	110.00	5.00	4.8%	
Temp replacement Hackney Carriage or Private Hire	Vehicle licence	399.00	374.00	-25.00	-6.3%	
	Vehicle Licence Plate	35.00	36.00	1.00	2.9%	
	Driver's Badge	20.00	21.00	1.00	5.0%	
	Change of address/amendment to licence	20.00	21.00	1.00	5.0%	
All other licences						
	Animal Activity Licence (From 1st Oct 2018)	Application Fee	322.00	322.00	0.00	0.0%
	Animal Boarding (From 1st Oct 2018)	Variation Fee	235.00	235.00	0.00	0.0%
	Dog Breeding (From 1st Oct 2018)	Inspection Fee	160.00	160.00	0.00	0.0%
	Pet Shop (From 1st Oct 2018)	1 Year Licence Fee	180.00	180.00	0.00	0.0%
	Riding Establishments (From 1st Oct 2018)	2 Year Licence Fee	357.00	357.00	0.00	0.0%
	Riding Establishments (From 1st Oct 2018)	3 Year Licence Fee	535.00	535.00	0.00	0.0%
	Performing Animals (From 1st Oct 2018)	Application Fee	215.00	215.00	0.00	0.0%
	Performing Animals (From 1st Oct 2018)	Variation Fee	155.00	155.00	0.00	0.0%
	Performing Animals (From 1st Oct 2018)	Inspection Fee	160.00	160.00	0.00	0.0%
	Performing Animals (From 1st Oct 2018)	3 Year Licence Fee	290.00	290.00	0.00	0.0%
	Dangerous Animals	Initial (plus vet's fees at cost)	300.00	306.00	6.00	2.0%
		Renewal (plus vet's fees at cost)	300.00	306.00	6.00	2.0%
	Zoos	Initial/Renewal (plus vet's fees at cost)	630.00	645.00	15.00	2.4%
	Acupuncture/Tattooing/Ear-Piecing/Electrolysis	Premises	275.00	280.50	5.50	2.0%
		Practitioner Registration	100.00	102.00	2.00	2.0%
	Massage and Special Treatment	Initial	355.00	362.00	7.00	2.0%
		Renewal	355.00	362.00	7.00	2.0%
	Sex Establishments	New	2,100.00	2,100.00	0.00	0.0%
		Renewal	1,813.00	1,813.00	0.00	0.0%
		Transfer Ownership	350.00	350.00	0.00	0.0%
Street Trading Fees						
Charges will vary with change from consent to licence						
Existing fees						
	Single Unit	10ftx10ft	3,320.00	3,390.00	70.00	2.1%
	Single Unit	Over 10ftx10ft	6,166.00	6,300.00	134.00	2.2%
	Day fee		61.00	64.00		4.9%
	Additional Day fee		17.00	19.00		11.8%
	Mobile Traders (e.g. ice cream vehicles) new & renewal	Per annum per vehicle	185.00	250.00	65.00	35.1%
The following licences are fixed by statute - maximum fee already being charged						
	Lotteries (New)		40.00	40.00	0.00	0.0%
	Lotteries (Annual Fee)		20.00	20.00	0.00	0.0%
Stray Dogs						
	Fine (Statutory)		25.00	25.00	0.00	0.0%
	Administration charge		15.00	15.00	0.00	0.0%
	Kennelling Fee (per dog per day)		13.50	13.50	0.00	0.0%
	Out of hours charge		35.00	35.00	0.00	0.0%
	Repeat offender penalty		25.00	25.00	0.00	0.0%
	Vets' Fees		At cost	At cost		
Scrap Metal Dealers						
	Site Licence	New	290.00 + 150.00 per additional site	290.00 + 150.00 per additional site		
	Site Licence	Renewal	240.00 + 150.00 per additional site	240.00 + 150.00 per additional site		
	Collectors Licence	New	145.00	145.00	0.00	0.0%
	Collectors Licence	Renewal	95.00	95.00	0.00	0.0%
	Variation of Licence		65.00	65.00	0.00	0.0%
	Copy of Licence		25.00	25.00	0.00	0.0%
Highways Act						
These charges are restricted to the recovery of the Council's reasonable costs only. It is considered that the present charges achieve this as follows:						
	Street Amenities permission	New Application	230.00	235.00	5.00	2.2%
	Street Amenities	Renewal	57.00	60.00	3.00	5.3%



LICENCING ACT 2003 FEES

Fees for all Licensing Act 2003 permissions have been set by central government by virtue of the Licensing Act 2003 (Fees Regulations) 2005. If the Government feel it appropriate the Secretary of State will alter the fee levels by means of amending the regulations. At this time there is no indication that the Secretary of State intends to amend the fee levels.

The fees are based on the non-domestic rateable value of the premises and have not changed for 2019/20.

These are divided into 5 bands:

Band	2019/20				
	A	B	C	D	E
Non-Domestic rateable value	0 - 4,300	4,301 - 33,000	33,001 - 87,000	87,001 - 125,000	125,001 and over
Application fees for premises licences and club premises certificates are shown below:	100.00	190.00	315.00	450.00	635.00
Fees will be payable annually by those holding premises licences and club premises certificates as follows:	70.00	180.00	295.00	320.00	350.00
To find out how much the non-domestic rateable value of the premises is enter the postcode into the Valuation Office's website, www.voa.gov.uk					
A multiplier will be applied to premises in bands D and E where they are exclusively or primarily in the business of selling alcohol (mainly city centre pubs). Therefore, in this instance if the premises has say a rateable value of £95,000 and so falls within band D, the application fee will be £900 and the annual charge £640. Fees in these cases will be as follows:					

	D (x2)	E (x3)
Application fee	900.00	1,905.00
Annual charge	640.00	1,050.00

Exceptionally large events The Licensing Authority will also be able to charge an additional premises fee, up to a maximum of £64,000 plus an annual fee of £32,000 for exceptionally large events such as outdoor pop concerts. The proposed fees are the same as 2018/19.	2018/19		2019/20	
	Additional Fee	Annual Fee	Additional Fee	Annual Fee
Number	£	£	£	£
Premises Licence Fees / Premises Licence Annual Fees (Large Venues Only)				
5,000-9,999	1,000	500	1,000	500
10,000-14,999	2,000	1,000	2,000	1,000
15,000-19,999	4,000	2,000	4,000	2,000
20,000-29,999	8,000	4,000	8,000	4,000
30,000-39,999	16,000	8,000	16,000	8,000
40,000-49,999	24,000	12,000	24,000	12,000
50,000-59,999	32,000	16,000	32,000	16,000
60,000-69,999	40,000	20,000	40,000	20,000
70,000-79,999	48,000	24,000	48,000	24,000
80,000-89,999	56,000	28,000	56,000	28,000
Minor Variation	89	0.00	89	0.00

Application or Notice- Permitted temporary activities, personal licences and miscellaneous	2018/19 £	2019/20 £
Section 25 (theft, loss, etc. of premises licence or summary)	10.50	10.50
Section 29 (application for a provisional statement where premises being built.)	315.00	315.00
Section 33 (notification of change of name or address)	10.50	10.50
Section 37 (application to vary the licence to specify a new designated premises supervisor)	23.00	23.00
Section 42 (application for transfer of premises licence)	23.00	23.00
Section 47 (interim authority notice following death etc. of licence holder)	23.00	23.00
Section 79 (theft, loss etc. of certificate or summary)	10.50	10.50
Section 82 (notification of change of name or alteration of rules of club)	10.50	10.50
Section 83(1) or (2) (change of relevant registered address of club)	10.50	10.50
Section 100 (temporary event notice)	21.00	21.00
Section 110 (theft, loss etc. of temporary event notice)	10.50	10.50
Section 117 (application for a grant or renewal of personal licence)	37.00	37.00
Section 126 (theft, loss etc. of a personal licence)	10.50	10.50
Section 127 (duty to notify change of name or address)	10.50	10.50
Section 178 (right of freeholder etc. to be notified of licensing matters, notification of interest in a Premises)	21.00	21.00
Service Private Water Supply	2018/19 £	2019/20 £
Risk Assessment	40.00 per hour (up to max 500.00)	40.00 per hour (up to max 500.00)
Investigation (each investigation)	40.00 per hour (up to max 100.00)	41.00 per hour (up to max 100.00)
Granting an authorisation	100.00 maximum	102.00 maximum
Sampling (each visit)	100.00 maximum	102.00 maximum
Analysing a sample		
- taken under regulation 10 (small supplies)	25.00 maximum	25.50 maximum
- taken during check monitoring	100.00 maximum	102.00 maximum
- taken during audit monitoring	500.00 maximum	510.00 maximum

GAMBLING ACT 2005

Type of Licence	Description of Licence	2018/19 £	2019/20 £	Price Increase £	% Increase
Gambling Premise Licence (New Application)	Adult Gaming Centre	1,207.00	1,230.00	23.00	1.9%
	Betting Premises (excluding tracks)	1,816.00	1,850.00	34.00	1.9%
	Betting Premises (tracks)	1,610.00	1,640.00	30.00	1.9%
	Bingo Premise	2,111.00	2,155.00	44.00	2.1%
	Family Entertainment Centre	1,207.00	1,230.00	23.00	1.9%
	Temporary Use Notices	306.00	312.00	6.00	2.0%
Gambling Premise Licence Annual Fee	Adult Gaming Centre	604.00	616.00	12.00	2.0%
	Betting Premises (excluding tracks)	364.00	371.00	7.00	1.9%
	Betting Premises (tracks)	604.00	616.00	12.00	2.0%
	Bingo Premise	604.00	616.00	12.00	2.0%
	Family Entertainment Centre	453.00	462.00	9.00	2.0%
	Temporary Use Notices	306.00	312.00	6.00	2.0%
Provisional Statement Application	Adult Gaming Centre	1,207.00	1,230.00	23.00	1.9%
	Betting Premises (excluding tracks)	1,816.00	1,850.00	34.00	1.9%
	Betting Premises (tracks)	1,510.00	1,540.00	30.00	2.0%
	Bingo Premise	2,111.00	2,153.00	42.00	2.0%
	Family Entertainment Centre	1,207.00	1,230.00	23.00	1.9%
	Temporary Use Notices	306.00	312.00	6.00	2.0%
Licence Application (Provisional Statement Holders)	Adult Gaming Centre	725.00	740.00	15.00	2.1%
	Betting Premises (excluding tracks)	725.00	740.00	15.00	2.1%
	Betting Premises (tracks)	570.00	582.00	12.00	2.1%
	Bingo Premise	755.00	770.00	15.00	2.0%
	Family Entertainment Centre	570.00	582.00	12.00	2.1%
	Temporary Use Notices	306.00	312.00	6.00	2.0%
Notification of Change	Adult Gaming Centre	50.00	50.00	0.00	0.0%
	Betting Premises (excluding tracks)	50.00	50.00	0.00	0.0%
	Betting Premises (tracks)	50.00	50.00	0.00	0.0%
	Bingo Premise	50.00	50.00	0.00	0.0%
	Family Entertainment Centre	50.00	50.00	0.00	0.0%
	Temporary Use Notices	15.00	15.00	0.00	0.0%
Application to Transfer	Adult Gaming Centre	725.00	740.00	15.00	2.1%
	Betting Premises (excluding tracks)	725.00	740.00	15.00	2.1%
	Betting Premises (tracks)	725.00	740.00	15.00	2.1%
	Bingo Premise	725.00	740.00	15.00	2.1%
	Family Entertainment Centre	570.00	582.00	12.00	2.1%
	Temporary Use Notices	15.00	15.00	0.00	0.0%
Application to Vary	Adult Gaming Centre	604.00	616.00	12.00	2.0%
	Betting Premises (excluding tracks)	905.00	923.00	18.00	2.0%
	Betting Premises (tracks)	755.00	770.00	15.00	2.0%
	Bingo Premise	1,055.00	1,075.00	20.00	1.9%
	Family Entertainment Centre	604.00	616.00	12.00	2.0%
	Temporary Use Notices	15.00	15.00	0.00	0.0%
Reinstatement of Licence	Adult Gaming Centre	710.00	725.00	15.00	2.1%
	Betting Premises (excluding tracks)	725.00	740.00	15.00	2.1%
	Betting Premises (tracks)	570.00	580.00	10.00	1.8%
	Bingo Premise	725.00	740.00	15.00	2.1%
	Family Entertainment Centre	570.00	580.00	10.00	1.8%
	Temporary Use Notices	15.00	15.00	0.00	0.0%
Copy of Licence	Adult Gaming Centre	25.00	25.00	0.00	0.0%
	Betting Premises (excluding tracks)	25.00	25.00	0.00	0.0%
	Betting Premises (tracks)	25.00	25.00	0.00	0.0%
	Bingo Premise	25.00	25.00	0.00	0.0%
	Family Entertainment Centre	25.00	25.00	0.00	0.0%
	Temporary Use Notices	15.00	15.00	0.00	0.0%
Copy of Notice	Temporary Use Notices	15.00	15.00	0.00	0.0%

**No change
to charges
for
2019/20**

Type of Licence	Description of Licence	2018/19 £	2019/20 £
Club Gaming	New Application	200.00	200.00
	Renewal Application	200.00	200.00
	Grant (Club Premises Cert Holder)	100.00	100.00
	Renewal (Club Premises Cert Holder)	100.00	100.00
	Annual Fee	50.00	50.00
	Change of Name	100.00	100.00
	Copy of Permit	15.00	15.00
	Existing Operator	100.00	100.00
Club Gaming Machine	New Application	200.00	200.00
	Renewal Application	200.00	200.00
	Grant (Club Premises Cert Holder)	100.00	100.00
	Renewal (Club Premises Cert Holder)	100.00	100.00
	Annual Fee	50.00	50.00
	Variation of Permit	100.00	100.00
	Change of Name	25.00	25.00
	Copy of Permit	15.00	15.00
	Existing Operator	100.00	100.00
	Transfer of Permit	25.00	25.00
Prize Gaming	Change of Name	25.00	25.00
	Copy of Permit	15.00	15.00
	Existing Operator	100.00	100.00
	New Application	300.00	300.00
	Renewal Application	300.00	300.00
	Transitional Application Fee	100.00	100.00
Family Entertainment Gaming Machines	New Application	300.00	300.00
	Renewal Application	300.00	300.00
	Change of Name	25.00	25.00
	Copy of Licence	15.00	15.00
	Existing Operator	100.00	100.00
Licensed Premises less than 2 Gaming Machines	New Application	50.00	50.00
Licensed Premises more than 2 Gaming Machines (LGMP)	New Application	150.00	150.00
	Annual Fee	50.00	50.00
	Change of Name	25.00	25.00
	Copy of Permit	15.00	15.00
	Existing Operator	100.00	100.00
	Transfer of Permit	25.00	25.00
	Variation of Permit	100.00	100.00

CAR PARKING
No increase

1 st April 2019	Hours								
	Scale of Charges Monday – Sunday 07:00-21:00								
	Up to 30 mins	Up to 1 hr	Up to 2 hrs	Up to 3 hrs	Up to 4 hrs	Up to 6 hrs	Up to 24 hrs	19:00-21:00	Zone
	£	£	£	£	£	£	£	£	
Copenhagen St	0.60	1.20	2.40	3.60	5.00	7.50	10.00	1.00	Red
Cornmarket	0.60	1.20	2.40	3.60	5.00	7.50	10.00	1.00	
Providence Street	0.60	1.20	2.40	3.60	5.00	7.50	10.00	1.00	
Cattle Market	0.40	0.90	1.80	2.70	3.60	5.00	6.00	1.00	Amber
King Street	0.40	0.90	1.80	2.70	3.60	5.00	6.00	1.00	
Newport Street	0.40	0.90	1.80	2.70	3.60	5.00	6.00	1.00	
St Martin's Gate	0.40	0.90	1.80	2.70	3.60	3.60	3.60	1.00	
Clare Street	0.40	0.90	1.80	2.70	3.60	5.00	6.00	1.00	
Commandery Road	0.40	0.90	1.80	2.70	3.60	5.00	6.00	1.00	
Pitchcroft/Moors	-	0.60	1.20	1.80	2.40	3.00	3.50	Hourly Charge	Green
Tallow Hill	-	0.60	1.20	1.80	2.40	3.00	3.50		
Tybridge Street	-	0.60	1.20	1.80	2.40	3.00	3.50		
Croft Road	-	0.60	1.20	1.80	2.40	3.00	3.50		
Waterworks Rd	No Charge								
Croft Rd- Coaches	£5.00 per 12 hours								
Croft Road Large Goods Vehicles	£5.00 per 12 hours								
1 st April 2018	Hours								
	Scale of Charges Monday – Sunday 07:00-21:00								
	Up to 30 mins	Up to 1 hr	Up to 2 hrs	Up to 3 hrs	Up to 4 hrs	Up to 6 hrs	Up to 24 hrs	19:00-21:00	Zone
	£	£	£	£	£	£	£	£	
Copenhagen St	0.60	1.20	2.40	3.60	5.00	7.50	10.00	1.00	Red
Cornmarket	0.60	1.20	2.40	3.60	5.00	7.50	10.00	1.00	
Providence Street	0.60	1.20	2.40	3.60	5.00	7.50	10.00	1.00	
Cattle Market	0.40	0.90	1.80	2.70	3.60	5.00	6.00	1.00	Amber
King Street	0.40	0.90	1.80	2.70	3.60	5.00	6.00	1.00	
Newport Street	0.40	0.90	1.80	2.70	3.60	5.00	6.00	1.00	
St Martin's Gate	0.40	0.90	1.80	2.70	3.60	3.60	3.60	1.00	
Clare Street	0.40	0.90	1.80	2.70	3.60	5.00	6.00	1.00	
Commandery Road	0.40	0.90	1.80	2.70	3.60	5.00	6.00	1.00	
Pitchcroft/Moors	-	0.60	1.20	1.80	2.40	3.00	3.50	Hourly Charge	Green
Tallow Hill	-	0.60	1.20	1.80	2.40	3.00	3.50		
Tybridge Street	-	0.60	1.20	1.80	2.40	3.00	3.50		
Croft Road	-	0.60	1.20	1.80	2.40	3.00	3.50		
Waterworks Rd	No Charge								
Croft Rd- Coaches	£5.00 per 12 hours								
Croft Road Large Goods Vehicles	£5.00 per 12 hours								

CAR PARKING CONTINUED
No increase

1st April 2019	LONG STAY / OVERNIGHT CHARGES					SEASON TICKET CHARGES				
Car Park Name	24 Hours 1 day	48 Hours 2days	72 Hours 3 days	96 Hours 4 days	120 Hours 5 days	3 Months	6 Months	9 Months	12 Months	Zone
	£	£	£	£	£	£	£	£		
Cattle Market**	6.00	12.00	18.00	24.00	30.00	225.00	390.00	600.00	720.00	Amber
King Street **	6.00	12.00	18.00	24.00	30.00	225.00	390.00	600.00	720.00	
Newport Street **	6.00	12.00	18.00	24.00	30.00	225.00	390.00	600.00	720.00	
St Martin's Gate **	3.60	7.20	10.80	14.40	18.00	180.00	330.00	480.00	600.00	
Clare Street **	6.00	12.00	18.00	24.00	30.00	225.00	390.00	600.00	720.00	
Commandery Road **	6.00	12.00	18.00	24.00	30.00	225.00	390.00	600.00	720.00	
Pitchcroft **	3.50	7.00	10.50	14.00	17.50	180.00	330.00	480.00	600.00	Green
The Moors (Sat/Sun Only)	3.50	7.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Tallow Hill **	3.50	7.00	10.00	12.00	14.00	180.00	330.00	480.00	600.00	
Tybridge Street **	3.50	7.00	10.50	14.00	17.50	180.00	330.00	480.00	600.00	
Croft Road	3.50	7.00	18.00	24.00	30.00	180.00	330.00	480.00	600.00	

1st April 2018	LONG STAY / OVERNIGHT CHARGES					SEASON TICKET CHARGES				
Car Park Name	24 Hours 1 day	48 Hours 2days	72 Hours 3 days	96 Hours 4 days	120 Hours 5 days	3 Months	6 Months	9 Months	12 Months	Zone
	£	£	£	£	£	£	£	£		
Cattle Market**	6.00	12.00	18.00	24.00	30.00	225.00	390.00	600.00	720.00	Amber
King Street **	6.00	12.00	18.00	24.00	30.00	225.00	390.00	600.00	720.00	
Newport Street **	6.00	12.00	18.00	24.00	30.00	225.00	390.00	600.00	720.00	
St Martin's Gate **	3.60	7.20	10.80	14.40	18.00	180.00	330.00	480.00	600.00	
Clare Street **	6.00	12.00	18.00	24.00	30.00	225.00	390.00	600.00	720.00	
Commandery Road **	6.00	12.00	18.00	24.00	30.00	225.00	390.00	600.00	720.00	
Pitchcroft **	3.50	7.00	10.50	14.00	17.50	180.00	330.00	480.00	600.00	Green
The Moors (Sat/Sun Only)	3.50	7.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Tallow Hill **	3.50	7.00	10.00	12.00	14.00	180.00	330.00	480.00	600.00	
Tybridge Street **	3.50	7.00	10.50	14.00	17.50	180.00	330.00	480.00	600.00	
Croft Road	3.50	7.00	18.00	24.00	30.00	180.00	330.00	480.00	600.00	

**** Overnight parking available between 18:00 hrs - 9:00 hrs @ £50 per annum**

TRAFFIC MANAGEMENT, ENVIRONMENTAL & PARKING ENFORCEMENT

	2018/19 £	2019/20 £	Price Change £	% Increase
Dispensations				
Seven day dispensation to allow on street parking in restricted areas	55.00	55.00	0.00	0.0%
Parking Permits				
Essential attendance permits	30.00	30.00	0.00	0.0%
Road Closures				
Temporary Road Closures	105.00	105.00	0.00	0.0%
Parking Penalty Charge Notices				
Higher Level	70.00	70.00	0.00	0.0%
Lower Level	50.00	50.00	0.00	0.0%
St Martin's Gate Car Park - Out of Hours Release Fee	95.00	95.00	0.00	0.0%
Environmental Enforcement Fixed Penalty Notices				
Litter reduced to £60 (if paid within 14 days)	75.00	100.00	25.00	33.3%
Trade Waste Presentation reduced to £60 (if paid within 14 days)	100.00	100.00	0.00	0.0%
Fly-tipping reduced to £200 (if paid within 14 days)	400.00	400.00	0.00	0.0%
CPN for waste receptacles reduced to £60 (if paid within 14 days)	100.00	100.00	0.00	0.0%
Dog control PSPO reduced to £60 (if paid within 14 days)	100.00	100.00	0.00	0.0%
Failure to comply with a Community Protection Notice reduced to £60 (if paid within 14 days)	100.00	100.00	0.00	0.0%
Abandoning a vehicle	200.00	200.00	0.00	0.0%
Failure to produce authority waste transfer notice	300.00	300.00	0.00	0.0%
Unauthorised advertising reduced to £60 (if paid within 14 days)	100.00	100.00	0.00	0.0%
A' Boards reduced to £60 (if paid within 14 days)	100.00	100.00	0.00	0.0%

* Charges only apply for road closures where the event is a commercial enterprise such as the Motor Show. All other road closures are non-chargeable.

WASTE-NEIGHBOURHOOD TEAM

Neighbourhood Team	2018/19	2019/20	Price Change	% Increase
	£	£	£	
Bulky Household Waste Collection				
Cookers/Washing Machines/Dishwashers/Spin Driers (not microwaves)	21.90	21.90	0.00	0.0%
Domestic under-counter fridges or freezers and small chest freezers	26.00	26.00	0.00	0.0%
Tall fridge-freezers, large chest freezers and American-style fridges	38.50	38.50	0.00	0.0%
2 Items collected at same time (not white goods)	32.30	32.30	0.00	0.0%
3 Items collected at same time (not white goods, including 3 pc suites)	37.50	37.50	0.00	0.0%
Bagged Garden Waste (Minimum of 5 bags) - Price per bag	4.20	4.20	0.00	0.0%
All other single items including microwaves, bed complete with mattress	21.90	21.90	0.00	0.0%
Trade Waste Collection	Commercially sensitive - delegated powers to set charges			
Garden Waste	2018/19	2019/20	Price Change	% Increase
	£	£	£	
Annual Fee	57.50	59.00	1.50	2.6%
Register new customer	10.00	10.00	0.00	0.0%

GREEN SPACE

Green Space Team	2018/19		2019/20		Price Increase £	% increase	Price Increase £	% increase
	£	£	£	£				
Football (per match)	1	2	1	2	1	1	2	2
Casual Hire								
Senior Pitch	30.85	47.00	31.50	47.95	0.65	2.1%	0.95	2.0%
Junior Pitch	15.55	23.50	15.85	24.00	0.30	1.9%	0.50	2.1%
Mini Pitch	11.00	17.00	11.25	17.35	0.25	2.3%	0.35	2.1%
Block Booking								
Senior Pitch	325.10	502.10	331.60	512.14	6.50	2.0%	10.04	2.0%
Junior Pitch	165.50	251.20	168.80	256.20	3.30	2.0%	5.00	2.0%
Mini Pitch	113.25	184.50	115.50	188.20	2.25	2.0%	3.70	2.0%
Training								
Single Session (unmarked area only)	21.00	21.00	21.40	21.40	0.40	1.9%	0.40	1.9%
Other								
Late cancellation fee(after midday Wednesday)	50% of fee	50% of fee	50% of fee	50% of fee	0.00	0.0%	0.00	0.0%
Cancellation fee	5.00	5.00	5.00	5.00	0.00	0.0%	0.00	0.0%
Litter/damage surcharge (payment due before next booking)	Charge at cost (min charge £35.00)	Charge at cost (min charge £35.00)	Charge at cost (min charge £35.00)	Charge at cost (min charge £35.00)	0.00	0.0%	0.00	0.0%
Note:								
(1) Pitches with no changing facilities								
(2) Pitches with changing facilities								
Fishing Permits	2018/19	2019/20			Price Increase	% increase		
	£	£			£			
City Residents (Annual)	21.00	21.00			0.00	0.0%		
Concession (Annual)	10.50	10.50			0.00	0.0%		
Visitors (Per day)	6.00	6.00			0.00	0.0%		
Concessions (Per day)	3.00	3.00			0.00	0.0%		
Moorings								
From North end of Pitchcroft to Worcester Steamer Co. moorings	4.10	4.10			0.00	0.0%		

GREEN SPACE CONTINUED

Green Space Team		2018/19	2019/20	Price Change	% Increase
		£	£	£	
Facility fee for commercial photographers, films or television companies filming	Director has delegated powers to negotiate charges as necessary			N/A	N/A
Whippet track	Per meeting	25.00	25.00	0.00	0.0%
Helicopter landings	Per landing	180.00	180.00	0.00	0.0%
Hire of public open spaces	Director has delegated powers to negotiate charges as necessary			N/A	N/A
Balloon launches	Director has delegated powers to negotiate charges as necessary			N/A	N/A
Sale of core wood (mixed wood) skip load delivered within City boundary		150.00	130.00	-20.00	-13.3%
Sale of core wood (mixed wood) skip load delivered within 5 miles of City boundary		170.00	150.00	-20.00	-11.8%
Sale of core wood (mixed wood) skip load delivered over 5 miles from City boundary		POA	POA	N/A	N/A
Sale of core wood (mixed wood) small load delivered within City boundary		45.00	35.00	-10.00	-22.2%
Sale of core wood (mixed wood) small load delivered within 5 miles of City boundary		55.00	45.00	-10.00	-18.2%
Sale of core wood (mixed wood) small load per tonne delivered over 5 miles from City boundary		POA	POA	N/A	N/A
Use of open space for fairs and non-animal circuses	Director has delegated powers to negotiate charges as necessary			N/A	N/A
Access over public land for companies/householders	Director has delegated powers to negotiate charges as necessary			N/A	N/A
Sons of Rest Hire		2018/19	2019/20	Price Change	% Increase
		£	£	£	
Additional charge for bookings outside of core staff hours. Single additional fee per booking to cover staff call out costs. Seasonal variation in staff hours applies - Please refer to website for details		0.00	25.00	25.00	N/A
Gheluvelt building					
Events including parties (charge per hour)**		0.00	40.00	40.00	N/A
Events day rate** Seasonal variation in staff hours applies - Please refer to website for details		0.00	155.00	155.00	N/A
**50% reduction for charitable organisations who benefit the City					
Cripplegate building					
Events for charitable groups who benefit the City (charge per hour)**		10.00	10.00	0.00	0.0%
Events day rate** Seasonal variation in staff hours applies - Please refer to website for details		N/A	70.00	0.00	N/A
**50% reduction for charitable organisations who benefit the City					
Tennis Court Hire (charges to apply once the refurbishment of the courts has been completed)		2018/19	2019/20	Price Change	% Increase
		£	£	£	
Registration for advanced booking		N/A	15.00	N/A	N/A
Adult hourly court fees – if 1 adult plays then adult charges apply		N/A	7.00	N/A	N/A
Junior hourly court fees	Advance 25	N/A	5.00	N/A	N/A
Adult hourly court fees - concession	Advance 25	N/A	5.25	N/A	N/A
Adult hourly court fees - concession	Advance 50	N/A	3.50	N/A	N/A
Cardio / community group coaching sessions	charge set through operator tender			N/A	N/A
Coaching fees for groups and individuals	set within operator tender			N/A	N/A
Floodlighting additional charge per hour – timed through club spark system		N/A	5.00	5.00	N/A
Allotments		2018/19	*2019/20	Price Change	% Increase
		£	£	£	
Plot Type	Concession				
Full (1/16 Acre)	Advance 25	44.25	46.50	2.25	5.1%
Half (1/32 Acre)	Advance 25	22.13	23.25	1.12	5.1%
Full (1/16 Acre)	Advance 50	29.50	31.00	1.50	5.1%
Half (1/32 Acre)	Advance 50	14.75	15.50	0.75	5.1%
Double (1/8 acre)	None	0.00	0.00	0.00	0.0%
Full (1/16 Acre)	None	59.00	62.00	3.00	5.1%
Half (1/32 Acre)	None	29.50	31.00	1.50	5.1%
Raised Bed	None	12.00	12.00	0.00	0.0%
Raised Bed	Advance 25	9.00	9.00	0.00	0.0%
Raised Bed	Advance 50	6.00	6.00	0.00	0.0%
Quarter (1/64 Acre)	Advance 25	11.06	11.62	0.56	5.1%
Quarter (1/64 Acre)	None	14.75	15.50	0.75	5.1%
<p>Advance 25 concession given to tenants if they fulfil one of the following criteria: Over 60 years of age Student (full time) Under 25's on the following: A. Modern Apprenticeship Letter from training provider B. NVQ Training Schemes Letter from training provider stating net income and scheme (earning less than jobseekers allowance) C. Life Skills Training Letter from training provider stating net income and scheme (earning less than jobseekers allowance)</p> <p>Advance 50 concession given to tenants if they fulfil one of the following criteria: Carer's Allowance Child Tax Credit Council Tax Benefit Disability Living Allowance Employment & Support Allowance Foster Carers Housing Benefit Income Support Jobseekers Allowance Pension Guaranteed Credits Working Tax Credit Pre 2008 tenancy agreement and over 60 years of age</p>					
* Price increase from October 2019					

Bereavement Services	2018/19 £	2019/20 £	Price Change £	% Increase
Interments				
Burial single grave	880.00	900.00	20.00	2.3%
Burial double grave	1,040.00	1,060.00	20.00	1.9%
Exceeded one month but did not exceed 17 years - Worcester resident	0.00	0.00	0.00	0.0%
Exceeded one month but did not exceed 17 years	195.00	200.00	5.00	2.6%
Was stillborn or did not exceed one month - Worcester resident	0.00	0.00	0.00	0.0%
Was stillborn or did not exceed one month	66.00	66.00	0.00	0.0%
Burial of cremated remains in casket	335.00	340.00	5.00	1.5%
Burial of cremated remains loose	280.00	285.00	5.00	1.8%
Burial of body parts	195.00	195.00	0.00	0.0%
Out of hours service charge (i.e. within 24 hours open graves and backfill late in the day, weekends and Bank Holidays)	840.00	860.00	20.00	2.4%
Interments - Muslim				
Interment fee	880.00	900.00	20.00	2.3%
Single pre cast grave	596.00	610.00	14.00	2.3%
Single breeze block lined grave	620.00	633.00	13.00	2.1%
Single brick lined grave	890.00	910.00	20.00	2.2%
99 year reservation	2,040.00	2,087.00	47.00	2.3%
30 year reservation	795.00	813.00	18.00	2.3%
Dis-Interments				
Full burial	880.00	900.00	20.00	2.3%
Cremated	332.00	340.00	8.00	2.4%
Cremation Fees				
Cremation fees includes use of Chapel (up to 45 minutes), medical referee's fees, provision of audio system, supply of a biodegradable urn and mercury abatement surcharge where applicable.				
Foetal remains	0.00	0.00	0.00	0.0%
Did not exceed one month/stillborn - Worcester resident	0.00	0.00	0.00	0.0%
Did not exceed one month/stillborn	82.00	82.00	0.00	0.0%
Exceeded 1 month but did not exceed 5 years - Worcester resident	0.00	0.00	0.00	0.0%
Exceeded 1 month but did not exceed 5 years	168.00	168.00	0.00	0.0%
Exceeded 5 years but did not exceed 17 years -Worcester resident	0.00	0.00	0.00	0.0%
Exceeded 5 years but did not exceed 17 years	220.00	220.00	0.00	0.0%
Exceeded 17 years	790.00	806.00	16.00	2.0%
Cremation only	450.00	460.00	10.00	2.2%
Cremation of body parts	170.00	170.00	0.00	0.0%
Purchase of Exclusive Rights of Burial				
Adult Grave				
30 years	795.00	810.00	15.00	1.9%
99 years	2,040.00	2,080.00	40.00	2.0%
Cremated Remains Deed of Grant				
30 years	395.00	405.00	10.00	2.5%
99 years	765.00	780.00	15.00	2.0%
Childs Grave				
30 years - Worcester resident	0.00	0.00	0.00	0.0%
30 years	395.00	395.00	0.00	0.0%
99 years - Worcester resident	0.00	0.00	0.00	0.0%
99 years	765.00	765.00	0.00	0.0%
Renewal of deed of grant 10 years -full burial - did not exceed 17 years - Worcester resident	0.00	0.00	0.00	0.0%
Renewal of deed of grant 10 years -full burial	155.00	160.00	5.00	3.2%
Renewal of deed of grant 10 years -cremated remains - did not exceed 17 years - Worcester resident	0.00	0.00	0.00	0.0%
Renewal of deed of grant 10 years -cremated remains	105.00	110.00	5.00	4.8%
Other Charges				
Non resident surcharge adult grave	485.00	495.00	10.00	2.1%
Non resident surcharge cremated remains grave	280.00	285.00	5.00	1.8%
Administration charge for transfer of exclusive right of burial (includes provision of replacement deed of grant)	90.00	92.00	2.00	2.2%
Memorial Permits				
Permit for erection of an headstone-adult (Includes foundation slab and anchor)	405.00	413.00	8.00	2.0%
Permit for erection of an headstone-child (Includes foundation slab and anchor) - Worcester resident	0.00	0.00	0.00	0.0%
Permit for erection of an headstone-child (Includes foundation slab and anchor)	155.00	158.00	3.00	1.9%
Permit for an additional inscription on headstone	87.00	89.00	2.00	2.3%
Mini kerb set on adult grave	77.00	79.00	2.00	2.6%
Full length kerb set on a adult grave	122.00	124.00	2.00	1.6%
Mini kerb set on child's/baby grave-under 12 years old - Worcester resident	0.00	0.00	0.00	0.0%
Mini kerb set on child's/baby grave-under 12 years old	10.00	10.00	0.00	0.0%
General Fees				
Loose burial of ashes-cremated in Worcester - did not exceed 17 years - Worcester resident	0.00	0.00	0.00	0.0%
Loose burial of ashes-cremated in Worcester	65.00	66.00	1.00	1.5%
Loose burial of ashes-cremated elsewhere - did not exceed 17 years - Worcester resident	0.00	0.00	0.00	0.0%
Loose burial of ashes-cremated elsewhere	200.00	204.00	4.00	2.0%
Provision of wooden casket	95.00	97.00	2.00	2.1%
CD recording of service	62.00	64.00	2.00	3.2%
Minor works to grave per hour	36.00	37.00	1.00	2.8%
Planting twice yearly	184.00	188.00	4.00	2.2%
Weed, repair turf & tidy	184.00	188.00	4.00	2.2%
Supply engraved nameplate	16.00	16.00	0.00	0.0%
Register search	41.00	41.00	0.00	0.0%
Photocopy cemetery map	11.00	11.50	0.50	4.5%
Temporary storage of ashes-free for 1mth/charge per month, for up to 6 months max	55.00	56.00	1.00	1.8%
Supply coffin bearer	31.00	32.00	1.00	3.2%
Postage of remains	102.00	104.00	2.00	2.0%
Extended Chapel service (additional 45 minutes)	390.00	400.00	10.00	2.6%
A late amendment to music choice	26.00	27.00	1.00	3.8%
Book of Remembrance				
Memorial Cards including inscription between 2 and 8 lines	82.00	85.00	3.00	3.7%
Memorial Books including inscription between 2 and 8 lines	155.00	158.00	3.00	1.9%
8 Line	145.00	148.00	3.00	2.1%
8 Line simple	185.00	189.00	4.00	2.2%
8 Line special	230.00	235.00	5.00	2.2%

BEREAVEMENT SERVICES CONTINUED

Service	2018/19	2019/20	Price Change	% Increase
	£	£	£	
Webcast service live	30.00	30.00	0.00	0.0%
Webcast live & 28 day watch again	45.00	45.00	0.00	0.0%
Physical copy	50.00	50.00	0.00	0.0%
Visual tributes - single photo	12.00	12.00	0.00	0.0%
Simple slide show - 25 photos	38.00	38.00	0.00	0.0%
Professional photo tribute - 25 photos & music	60.00	60.00	0.00	0.0%
Family supplies video checking	15.00	15.00	0.00	0.0%
Memorials				
Provision of shrub-10 years	430.00	440.00	10.00	2.3%
Provision of tree-10 years	1,030.00	1,055.00	25.00	2.4%
Renewal of shrub lease-10 years	192.00	196.00	4.00	2.1%
Renewal of shrub lease-3 years	77.00	79.00	2.00	2.6%
Renewal of tree lease-10 years	265.00	270.00	5.00	1.9%
Renewal of tree lease-3 years	102.00	104.00	2.00	2.0%
Bronze plaque-small	135.00	138.00	3.00	2.2%
Bronze plaque-large	192.00	196.00	4.00	2.1%
Bench-4 foot length-10 years	900.00	920.00	20.00	2.2%
Bench mounted plaque-10 year lease	180.00	185.00	5.00	2.8%
Bench and bench plaque-renewal of 10 year lease	205.00	210.00	5.00	2.4%
Bench and bench plaque-renewal of 3 year lease	82.00	84.00	2.00	2.4%
Bronze wall plaque-10 year lease	312.00	318.00	6.00	1.9%
Granite wall plaque-10 year lease	312.00	318.00	6.00	1.9%
Bronze wall plaque-renewal of 10 year lease	166.00	170.00	4.00	2.4%
Granite wall plaque-renewal of 10 year lease	166.00	169.00	3.00	1.8%
Granite or bronze wall plaque - renewal of 3 year lease	67.00	69.00	2.00	3.0%
Granite kerb plaque-single width-10 year lease	425.00	433.00	8.00	1.9%
Granite kerb plaque-double Width-10 year lease	650.00	663.00	13.00	2.0%
Single line-Inscription	170.00	173.00	3.00	1.8%
Double line-Inscription	312.00	318.00	6.00	1.9%
Granite kerb plaque-single width-renewal of 10 year lease	360.00	367.00	7.00	1.9%
Granite kerb plaque-single width-renewal of 3 year lease	145.00	148.00	3.00	2.1%
Granite kerb plaque small illustration	255.00	260.00	5.00	2.0%
Granite kerb plaque large illustration	306.00	312.00	6.00	2.0%
Granite kerb plaque-double width-renewal of 10 year lease	612.00	624.00	12.00	2.0%
Granite kerb plaque-double width-renewal of 3 year lease	245.00	250.00	5.00	2.0%
Laying down of memorial headstones following Health & Safety inspection	205.00	209.00	4.00	2.0%
Stepping stones in Natural Burial Area with 10 year lease	425.00	435.00	10.00	2.4%
Stepping stone lease in natural burial area - renewal of 10 year lease	165.00	169.00	4.00	2.4%
Stepping stone lease in natural burial area - renewal of 3 year lease	67.00	69.00	2.00	3.0%

No
change
to
charges
for
2019/20

Searches and Valuations	2018/19	2019/20
	£	£
Letters and enquiries from Solicitors and professional agents requesting information normally supplied in local searches or in respect of property valuations will be charged as follows:		
Per question	30.00	30.00
Per question specific to contaminated land	50.00	50.00
Site visits (where required to provide a full and unqualified answer)	50.00	50.00
Please note that responses cannot be despatched until payment is received.		
Plans		
Plans approved by Planning Sub-Committee or under delegated powers (Agent or Application Only) Per Set		
Plans : Sizes AO/A1 (subject to copyright)	22.00	22.00
Plans : A2 (subject to copyright)	11.00	11.00
Plans : A3 (subject to copyright)	4.50	4.50
Plans : A4 (subject to copyright)	2.50	2.50
Additional plans from the same original	1.25	1.25
<p>No publications will be despatched prior to receipt of the correct payment. Bulk orders for free documents may be subject to a handling charge.</p> <p>Copyright: No part of any document should be copied without the prior written consent of the Deputy Director - Economic Development and Planning.</p>		

Planning Applications
Fees for Planning Applications in England
These fees are set nationally and the current fees apply from 17th January 2018
A detailed list of these fees can be obtained from; http://www.planningportal.gov.uk/uploads/english_application_fees.pdf

Permitted Development Enquiry	2018/19 £	2019/20 £
Proposed Development Type	Cost (Flat Rate)	Cost (Flat Rate)
Householder	30.00	30.00
Other	65.00	65.00

No change
to charges
for
2019/20

Pre-application and General Advice			2018/19 £		2019/20 £	
Proposed Development Type			Cost	Cost of additional meetings (each)	Cost	Cost of additional meetings (each)
Residential Development*	Development Site Area	Proposed Gross Floor Area**				
Householder			50.00	25.00	50.00	25.00
1 - 4 dwellings	less than 0.5ha	500m2 or less	N/A	N/A	N/A	N/A
1 dwelling			175.00	75.00	175.00	75.00
2 - 4 dwellings	less than 0.5ha	500m2 or less	350.00	175.00	350.00	175.00
5 - 9 dwellings	0.6 - 0.99ha	501 - 999 m2	750.00	250.00	750.00	250.00
10 - 49 dwellings	1.0 - 1.25ha	1000 - 2499 m2	1,250.00	575.00	1,250.00	575.00
50 - 199 dwellings	1.26 - 2.0 ha	2500 - 9999m2	2,500.00	1,000.00	2,500.00	1,000.00
200+ dwellings	More than 2ha	10000m2 +	3,750.00	1,250.00	3,750.00	1,250.00
Proposed Development Type			2018/19 £		2019/20 £	
Proposed Development Type			Cost	Cost of additional meetings (each)	Cost	Cost of additional meetings (each)
Advertisements			75.00	25.00	75.00	25.00
Change of Use			200.00	50.00	200.00	50.00
Telecommunications			200.00	50.00	200.00	50.00
Glasshouses/Poly Tunnels			250.00	75.00	250.00	75.00
Works to listed buildings			75.00	25.00	75.00	25.00
Works to trees			75.00	25.00	75.00	25.00
Landscape advice			75.00	25.00	75.00	25.00
Variation or removal of condition/s			75.00	25.00	75.00	25.00
Amendments to minor/householder application			25.00	12.50	25.00	12.50
Amendments to other applications			75.00	25.00	75.00	25.00
Other***			150.00	75.00	150.00	75.00
Discharge of conditions - minor applications			25.00	12.50	25.00	12.50
Discharge of conditions - major applications			50.00	25.00	50.00	25.00
Administration Fees						
Data retrieval fee			15.00	N/A	15.00	N/A
Officer Letter of assurance without site visit			75.00	N/A	75.00	N/A
Officer Letter of assurance with site visit			125.00	N/A	125.00	N/A
Enforcement						
Second letter advising the contravener that the breach needs regularising			75.00	N/A	75.00	N/A
A second site, and subsequent site visits (per visit)			50.00	N/A	50.00	N/A
Legal and management costs (To be determined on a case by case basis)			Case by case	N/A	Case by case	N/A
* includes one-for-one replacements and conversions/subdivisions ** measured externally *** includes all other development proposals not falling within any of the above categories such as car parks & roads and certificates of lawfulness, prior approval etc.						

Archaeology	2018/19		2019/20		Price Change (with brief) £	% Increase	Price Change (without brief) £
	£	£	£	£			
Preparation of briefs, monitoring of archaeological work, and validation of documents - archaeological work required by planning conditions. All charges for briefs include validation of WSI, a single monitoring visit, signing off report and archive deposition (exceptionally these will be separately chargeable but this will be notified*), and BREEM certification if required. A 26% discount is applied (where relevant) where a brief is not supplied							
Charges Applicable to all Areas of Worcester							
		Where no brief supplied		Where no brief supplied			
Archaeological watching brief	180.00	126.00	198.00	146.52	18.00	10.0%	20.52
Building recording (single building)	198.00	138.60	217.80	161.17	19.80	10.0%	22.57
Building recording (multiple or complex buildings)	372.00	260.40	409.20	302.81	37.20	10.0%	42.41
*Monitoring post-excavation analysis (per meeting, or approval of assessment report)	126.00	126.00	138.60	138.60	12.60	10.0%	12.60
*Validating reports	180.00	180.00	198.00	198.00	18.00	10.0%	18.00
*Validating Archive deposition	126.00	126.00	138.60	138.60	12.60	10.0%	12.60
*Additional monitoring visits (charge per visit, first visit included in initial charge; usually weekly visits for evaluation, excavation and building recording projects, occasionally also for long-running watching briefs)	126.00	126.00	138.60	138.60	12.60	10.0%	12.60
Central Worcester - Archaeologically Sensitive Area 18,17 - Central St John's only, 20 (area N of canal only), 24 (part)							
Evaluation (site area <0.1ha)	180.00	126.00	198.00	146.52	18.00	10.0%	20.52
Evaluation (site area 0.1 - 0.5ha)	228.00	159.60	250.80	185.59	22.80	10.0%	25.99
Evaluation (site area >0.5ha)	342.00	239.40	376.20	278.39	34.20	10.0%	38.99
Excavation and/or mitigation (site area <0.1ha)	294.00	205.80	323.40	239.32	29.40	10.0%	33.52
Excavation and/or mitigation (site area 0.1 - 0.5ha)	594.00	415.80	653.40	483.52	59.40	10.0%	67.72
Excavation and/or mitigation (site area >0.5ha)	870.00	609.00	957.00	708.18	87.00	10.0%	99.18
Excavation and/or mitigation (site area >1ha)	negotiable according to individual case circumstances						
Charges Applicable to all Other Areas of Worcester							
Evaluation (site area <0.3ha)	180.00	126.00	198.00	146.52	18.00	10.0%	20.52
Evaluation (site area 0.3 - 1ha)	210.00	147.00	231.00	170.94	21.00	10.0%	23.94
Evaluation (site area >1ha)	342.00	239.40	376.20	278.39	34.20	10.0%	38.99
Excavation and/or mitigation (site area <0.3ha)	294.00	205.80	323.40	239.32	29.40	10.0%	33.52
Excavation and/or mitigation (site area 0.3 - 1ha)	594.00	415.80	653.40	483.52	59.40	10.0%	67.72
Excavation and/or mitigation (site area >1ha)	870.00	609.00	957.00	708.18	87.00	10.0%	99.18
Excavation and/or mitigation (site area >3ha)	negotiable according to individual case circumstances						
The charges for preparation of briefs include validation of a written scheme of investigation or proposal from a single contractor. Validation of proposals from more than one contractor will be subject to an additional charge.							
The charges for preparation of briefs also include a single monitoring visit, and validation of reports and archive deposition unless otherwise notified.							
Briefs are valid for work commencing within six months of the date of the brief. If there has been no material change a brief can be reissued for a further six month period. This will be charged at 15% of the original charge for the brief.							
Historic Environment Record searches							
	18/19 £	19/20 £	Price Change	% Increase			
Standard search	138.00	152.00	14.00	0.10			
Priority search	276.00	304.00	28.00	0.10			
Short search (single asset)	96.00	106.00	10.00	0.10			
Short search (single asset)- charge for householders	42.00	42.00	0.00	0.00			
HER search charges include all licensing charges for copying maps and other data for research or other use, but publication of any material may be subject to an additional charge payable to the copyright holder.							
BREEM							
	18/19 £	19/20 £	Price Change	% Increase			
Certification of compliance with BREEM requirements for archaeology	102.00	112.00	10.00	0.10			
Lectures on Archaeological and Historical Subjects							
	18/19 £	19/20 £	Price Change	% Increase			
Daytime within the City	30.00	30.00	0.00	0.00			
Daytime outside the City (add travel expenses)	50.00	50.00	0.00	0.00			
Evening within the City	45.00	45.00	0.00	0.00			
Evening outside the City (add travel expenses)	75.00	75.00	0.00	0.00			
Other Services - Archaeology Archive Deposit Fees							
	18/19 £	19/20 £	Price Change	% Increase			
Standard Box	42.00	54.00	12.00	0.29			
Half box/paper archive	36.00	48.00	12.00	0.33			
Special collections per box	50.00	50.00	0.00	0.00			
Additional packing/admin charged at cost							



BUILDING CONTROL - CONFIDENTIAL

Please note, Building Control fees and charges are commercially sensitive and not for publication. These fees & charges are included in the exempt part of the agenda.

Development Management				
Local Land Charges search fees from 1st April 2019				
Search/Enquiry Type	2018/19 £	2019/20 £	Price change £	% Increase
Official Register (LLC1)	22.00	22.50	0.50	2.3%
CON29R	120.00	123.50	3.50	2.9%
Total official search fee (excluding CON29 enquiries)	142.00	146.00	4.00	2.8%
LLC1 form submitted alone	22.00	22.50	0.50	2.3%
CON29 Optional Enquiries				
4. Road Proposals by private bodies	19.80	20.50	0.70	3.5%
5. Advertisements	9.60	9.80	0.20	2.1%
6. Completion notices	1.80	1.85	0.05	2.8%
7. Parks and countryside	1.80	1.85	0.05	2.8%
8. Pipelines	1.80	1.85	0.05	2.8%
9. Houses in multiple occupation	3.60	3.70	0.10	2.8%
10. Noise abatement	1.80	1.85	0.05	2.8%
11. Urban development areas	1.80	1.85	0.05	2.8%
12. Enterprise zones	4.80	4.90	0.10	2.0%
13. Inner urban improvement areas	1.80	1.85	0.05	2.8%
14. Simplified planning zones	1.80	1.85	0.05	2.8%
15. Land maintenance notices	1.80	1.85	0.05	2.8%
16. Mineral consultation and safeguarding areas	1.80	1.85	0.05	2.8%
17. Hazardous substance consents	1.80	1.85	0.05	2.8%
18. Environmental and pollution notices	1.80	1.85	0.05	2.8%
19. Food safety notices	1.80	1.85	0.05	2.8%
20. Hedgerow notices	1.80	1.85	0.05	2.8%
21. Flood defence and land drainage consents	N/A	N/A	N/A	N/A
22. Common land and town or village greens	28.80	29.40	0.60	2.1%
* We do not hold this information. Please refer to Vendor.				
Solicitors own written enquiries (not on CON29)	26.40	26.90	0.50	1.9%
Additional Parcels of Land				
LLC1	1.00	1.05	0.05	5.0%
CON29	40.80	41.60	0.80	2.0%
	41.80	42.65	0.85	2.0%
Expedited search fee	36.00	36.70	0.70	1.9%
Personal search of Local Land Charge Register	No Fee	No Fee		

Development Management	
CON29 Standard Enquiries	Open Access Charges from 4th July 2016
Enquiry / Registers / Information Available	Environmental Information Regulation Fees VAT REG. NO. 276 0931 46
1.1 Decisions & Pending Applications	
(a) - (i) Applications received between 1992-present day will be found within the current application search page :- http://planning.worcester.gov.uk/OcellaWeb/planningSearch Applications received between 1947-1991 will be found within the historic application search page :- http://planning.worcester.gov.uk/OcellaWeb/historySearch Also available by written request	Publicly available free of charge to view Publicly available free of charge to view (a) £9.60 for compiled report (b)-(i) £1.20 per section
(j) (k) (l) This information is available direct from the South Worcestershire Building Control Office :- mail@southworcestershirebuildingcontrol.gov.uk We can supply Building Regulations applications for 01/07/2002 to present day if required	(j) £9.60 for compiled report (k) (l) £1.20 each
1.2 Planning Designations and Proposals	
This information is available by consulting the public local plans at the City Council website :- www.worcester.gov.uk and at :- www.swdevelopmentplan.org	
2. Roads and Public Rights of Way	
The Highways Agency, Worcestershire County Council, Spetchley Road, Worcester WR5 2NP. 01905 763763	The Highways Agency will advise
3.1 Land Required for Public Purposes	
This information is available by written request only due to system constraints	£1.92 for compiled report
3.2 Land to be Acquired for Road Works	
The Highways Agency, Worcestershire County Council, Spetchley Road, Worcester WR5 2NP. 01905 763763	The Highways Agency will advise
3.3 Drainage	
Worcester City Council does not hold this information. Please refer to the Vendor	
3.4 Nearby Road Schemes	
The Highways Agency, Worcestershire County Council, Spetchley Road, Worcester WR5 2NP. 01905 763763	The Highways Agency will advise
3.5 Nearby Railway Schemes	
Can be viewed on planning registers as 1.1 above Also available by written request	Publicly available free of charge to view
3.6 Traffic Schemes	
The Highways Agency, Worcestershire County Council, Spetchley Road, Worcester WR5 2NP. 01905 763763	The Highways Agency will advise
3.7 Outstanding Notices	
(a) Can be viewed on planning registers as 1.1 above Also available by written request	Publicly available free of charge to view £1.44 for compiled report
(b) (c) (f) This information is available by written request only due to system constraints	£1.68 each sub section
(d) This information is available by written request only due to system constraints N.B The Register of Houses in Multiple Occupation is held on the Council's website :- www.worcester.gov.uk	£2.64 for compiled report
(e) & (g) The Highways Agency, Worcestershire County Council, Spetchley Road, Worcester WR5 2NP. 01905 763763	The Highways Agency will advise
3.8 Contravention of Building Regulations	
Can be viewed on planning registers as 1.1 above Also available by written request	Publicly available free of charge to view £1.44 for compiled report
3.9 Notices, Orders, Directions and Proceedings under Planning Acts	
(a) - (n) Can be viewed on planning registers as 1.1 above Also available by written request	Publicly available free of charge to view (a) & (c) £2.40 each (m) £3.72 each
3.10 Community Infrastructure Levy (CIL)	
Worcester City Council commenced Community Infrastructure Levy charging on 4 th September 17. Only planning applications for some types of retail development and purpose built student accommodation submitted after this date will be liable to pay the Community Infrastructure Levy. All other types of development will be zero rated for Community Infrastructure Levy charging purposes. For further details please refer to the CIL Charging Schedule: https://www.worcester.gov.uk/documents/10499/8626534/Community+Infrastructure+Levy+Charging+Schedule.pdf/72830e17-6e45-70f6-31a1-614cb38452ed	
3.11 Conservation Areas	
(a) & (b) This information is available by written request only due to system constraints A Conservation Area view map is held on the Council's website :- www.worcester.gov.uk	£3.72 for compiled report A charge of £13.20 will be made for copies of individual Conservation Areas
3.12 Compulsory Purchase	
This information is available by written request only due to system constraints	£2.16 for compiled report
3.13 Contaminated Land	
This information is publicly available in paper register format - contact Land Charges Department Also available by written request	£1.44 for compiled report
3.14 Radon Gas	
This information is available by written request or Contact the Health Protection Agency website :- www.hpa.org.uk or telephone 0800 614529	£1.68 for compiled report
3.15 Assets of Community Value	
Please see Worcester City Council website :- http://www.worcester.gov.uk/en_GB/list-of-assets-of-community-value	
Payment Details Enquiries to be submitted to the Land Charges Department together with the appropriate fee. All information must be requested in writing with payment made in advance of the information being supplied within 20 working days. Cheques to be made payable to Worcester City Council Address :- Land Charges Department, The Guildhall, High Street, Worcester WR1 2EY E-mail :- landcharges@worcester.gov.uk	

City Life Lettings and Private Sector Housing Fees 2019/20				
	2018/19 £	2019/20 £	Price change £	% Increase
Fees for Mandatory Licensable HMOs (five+ occupants) - NEW application				
Units of Accommodation				
Up to 5	1,433.00	1,283.00	-150.00	-10.5%
6 to 8	1,448.00	1,296.00	-152.00	-10.5%
9 to 15	1,464.00	1,310.00	-154.00	-10.5%
16 to 23	1,496.00	1,339.00	-157.00	-10.5%
24 and above	1,527.00	1,367.00	-160.00	-10.5%
Fees for Mandatory Licensable HMOs (five+ occupants) - RENEWAL Application *				
Units of Accommodation				
Up to 5	1,331.00	1,181.00	-150.00	-11.3%
6 to 8	1,346.00	1,194.00	-152.00	-11.3%
9 to 15	1,362.00	1,208.00	-154.00	-11.3%
16-23	1,394.00	1,237.00	-157.00	-11.3%
24 and above	1,425.00	1,265.00	-160.00	-11.2%
Fees for all Other Licensable HMOs (additional licensing)**				
Units of Accommodation				
2 to 4	785.00	935.00	150.00	19.1%
5 to 7 (section 257 HMO's only)	836.00	986.00	150.00	17.9%
8 and above (section 257 HMO's only)	918.00	1,068.00	150.00	16.3%
Other Fees				
Reminder letters for missing documents or annual certificates (first reminder is included in the cost of the licence; per letter)	55.00	57.00	2.00	3.6%
Emergency inspections for incomplete applications (charge per inspection until the property is licensed)	75.00	78.00	3.00	0.0%
Pre-application advice including inspection (charges apply to both types of licences)	60.00	60.00	0.00	0.0%
Missed inspection or inspection cancelled less than 24 hours prior to appointment	58.00	60.00	2.00	3.4%
Penalty fee for unlicensed HMO (charged in addition to the licence fee listed above and any fees for notices and enforcement proceedings)	155.00	160.00	5.00	3.2%
Immigration inspection (per visit)	57.00	57.00	0.00	0.0%
Licence checking and data entering service	52.00	52.00	0.00	0.0%
City Life Lettings Agency				
City Life Lettings - 1st Property	210.00	220.00	10.00	4.8%
City Life Lettings - 2nd Property	150.00	160.00	10.00	6.7%
City Life Lettings - 3rd Property plus	100.00	110.00	10.00	10.0%
Enforcement				
Serving of enforcement notices (costs based on officer time and third party disbursements)	On a case by case basis	On a case by case basis	N/A	N/A
Administration costs associated with the enforcement	52.00	53.00	1.00	1.9%
Charge under The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 - The amount of penalty applied shall be a maximum of £5000 based upon a sum of the following elements				
The costs associated with officer time to investigate and enforce the regulations for the specific case	On a case by case basis	On a case by case basis	N/A	N/A
The cost to purchase and equip the property with appropriate alarms (cost will be determined by way of an assessment carried out on each property to cover materials and labour cost)	On a case by case basis	On a case by case basis	N/A	N/A
Administration Costs and Recovery costs associated with the enforcement of the Penalty (£500 recovery cost element)	765.00	780.00	15.00	2.0%
Deterrent Elements				
For Landlords who have been subject to single previous formal action under Housing Act 2004 or other Housing Legislation	1,000.00	1,000.00	0.00	0.0%
For Landlords who are or have been subject to more than one case of formal action under Housing Act 2004 or other housing regulation	5,000.00	5,000.00	0.00	0.0%
Charge under Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014 (SI 2014 No. 2359) - The amount of penalty applied shall be up to £5000				
For estate agents and property managers who are not part of a government approved redress scheme	5,000.00	5,000.00	0.00	0.0%
Charge under The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 - effective 1 April 2018 - The amount of penalty shall not exceed £5000 based upon the sum of the following)				
For landlords that rent a property with an F or G rating (with no exemption) for less than 3 months	2,000.00	2,000.00	0.00	0.0%
For landlords that rent a property with an F or G rating (with no exemption) for more than 3 months	4,000.00	4,000.00	0.00	0.0%
For landlords that have falsified information on the PRS Exemption Register	1,000.00	1,000.00	0.00	0.0%
For the serving of a compliance notice where the Council believes the landlord to be in breach of regulation 23 (letting of a property with an F or G rating without an exemption) of the Energy Efficiency Regulations at that time or in the last 12 months.	2,000.00	2,000.00	0.00	0.0%
Charge under Housing and Planning Act 2016 - Civil Penalties as alternative to Prosecutions - The amount of penalty shall not exceed £30,000 based on the sum of the following				
Failure to comply with an Improvement Notice (Housing Act 2004 Section 30) - 1st Offence	5,000.00	5,000.00	0.00	0.0%
Failure to comply with an Improvement Notice 2nd Offence by the same person/company	15,000.00	15,000.00	0.00	0.0%
Subsequent Offence to fail to comply with an Improvement Notice by the same person/company	25,000.00	25,000.00	0.00	0.0%
Failure to obtain a HMO licence (Housing Act 2004 section 72(1) and section 95(1))	10,000.00	10,000.00	0.00	0.0%
Second Offence to fail to obtain a HMO licence by the same person/company	30,000.00	30,000.00	0.00	0.0%
Breach in HMO licence conditions (Housing Act 2004 Section 72 (2)(3) and 95 (2)) - Per Breach	5,000.00	5,000.00	0.00	0.0%
Contravention of an Overcrowding Notice (Housing Act 2004 Section 139)	5,000.00	5,000.00	0.00	0.0%
Second subsequent offence by the same person/company	15,000.00	15,000.00	0.00	0.0%
Failure to comply with Management Regulations (Housing Act 2004 Section 234) - per offence	1,000.00	1,000.00	0.00	0.0%
Second subsequent offence by the same person/company for the same Management Regulation offence - per offence	3,000.00	3,000.00	0.00	0.0%
Acts of omissions demonstrating high culpability	2,500.00	2,500.00	0.00	0.0%
Large housing portfolio (10+ units)	2,500.00	2,500.00	0.00	0.0%
Multiple Category 1 or high Category 2 Hazards	2,500.00	2,500.00	0.00	0.0%
Vulnerable occupant and/or significant harm occurred as result of housing conditions	2,500.00	2,500.00	0.00	0.0%
Perpetrator demonstrates Income to be less than £440/week	minus 50%	minus 50%		
Footnotes				
* Renewals - In order to qualify for the renewal price, the application must be submitted before the expiry date of the existing licence.				
** Additional Licensing - For existing HMOs the fee covers a specific and fixed duration commencing on 1st September 2015 and ending on 31st August 2020 regardless of when the application is made or received. For HMOs that are purchased or converted after 1st September 2015, the expiry date will be five years after the date of the property becomes occupied as an HMO/date of completion of the sale.				

GUILDHALL ROOM LETTINGS - NON WEDDING

Room	Days / Times	2018/19		2019/20		FULL RATE		CONCESSION	
		Full Rate	Concession*	Full Rate	Concession*	Price Change	% Increase	Price Change	% Increase
		£	£	£	£				
Lower Hall or Assembly Room	Monday to Friday 8.30am -5.30pm	675.00	337.00	690.00	345.00	15.00	2.2%	8.00	2.4%
	Saturday 8.30am – 5.30pm	725.00	363.00	740.00	370.00	15.00	2.1%	7.00	1.9%
	Monday to Friday any 4 hours between 8.30am - 5.30pm	363.00	182.00	370.00	185.00	7.00	1.9%	3.00	1.6%
	Saturday any 4 hours between 8.30am-5.30pm	390.00	195.00	400.00	200.00	10.00	2.6%	5.00	2.6%
	Monday to Thursday 6.00pm - 10.00pm	390.00	N/A	400.00	N/A	10.00	2.6%	N/A	N/A
	Friday and Saturday 6.00pm – 10.00pm	415.00	N/A	425.00	N/A	10.00	2.4%	N/A	N/A
	Friday and Saturday per hour additional hour 10.00pm - 01.00am	52.00	N/A	53.00	N/A	1.00	1.9%	N/A	N/A
Charity Coffee Mornings (half day, half room space)	N/A	70.00	N/A	72.00	N/A	N/A	N/A	2.00	2.9%
Council Chamber or Court Room	Monday to Saturday 8.30am – 5.30pm	230.00	115.00	235.00	118.00	5.00	2.2%	3.00	2.6%
	Monday to Saturday any 4 hours between 8.30am – 5.30pm	115.00	58.00	118.00	60.00	3.00	2.6%	2.00	3.4%
	Monday to Saturday per hour	31.00	16.00	32.00	17.00	1.00	3.2%	1.00	6.3%
Randall Room	Monday to Saturday 8.30am – 5.30pm	114.00	57.00	117.00	58.00	3.00	2.6%	1.00	1.8%
	Monday to Saturday any 4 hours between 8.30am – 5.30pm	57.00	28.50	58.00	29.00	1.00	1.8%	0.50	1.8%
	Monday to Saturday – per hour	15.00	7.50	15.50	8.00	0.50	3.3%	0.50	6.7%
Green Room	Monday to Saturday 8.30am – 5.30pm	84.00	42.00	86.00	43.00	2.00	2.4%	1.00	2.4%
	Monday to Saturday any 4 hours between 8.30am – 5.30pm	42.00	21.00	43.00	21.50	1.00	2.4%	0.50	2.4%
	Monday to Saturday – per hour	12.50	6.50	13.00	7.00	0.50	4.0%	0.50	7.7%
Queen's Room	Monday to Saturday 8.30am – 5.30pm	0.00	0.00	86.00	43.00	86.00	n/a	43.00	n/a
	Monday to Saturday any 4 hours between 8.30am – 5.30pm	0.00	0.00	43.00	21.50	43.00	n/a	21.50	n/a
	Monday to Saturday – per hour	0.00	0.00	13.00	7.00	13.00	n/a	7.00	n/a
King's Room	Monday to Saturday 8.30am – 5.30pm	0.00	0.00	117.00	58.00	117.00	n/a	58.00	n/a
	Monday to Saturday any 4 hours between 8.30am – 5.30pm	0.00	0.00	58.00	29.00	58.00	n/a	29.00	n/a
	Monday to Saturday – per hour	0.00	0.00	15.50	8.00	15.50	n/a	8.00	n/a
Use of Guildhall forecourt	Whole day	100.00	50.00	100.00	50.00	0.00	0.0%	0.00	0.0%
	Half a day	70.00	35.00	70.00	35.00	0.00	0.0%	0.00	0.0%
Car parking	Per Space Per Day (Subject to Availability)	4.60	N/A	5.00	N/A	0.40	8.7%	N/A	N/A
						0.00			
Equipment hire	Flip Chart, OHP Screen, Whiteboard (Per Booking)	10.00	N/A	10.00	N/A	0.00	0.0%	N/A	N/A
Refreshments	Tea, Coffee, including refills, per head	1.00 per head	N/A	1.00 per head	N/A	0.00	0.0%	N/A	N/A
Cancellation fees	See Booking Terms and Conditions								
If rooms are required for a catered event there will be an additional charge of £150 for up to 50 people and £250 for over 50 people for hot food. There will be a charge of £100 if a room is required for a cold buffet.									
For Bookings at other times, please contact the Guildhall Supervisor for fees & charges									
*Room Bookings are entitled to 50% discount for registered charities and voluntary sector organisations.									

GUILDHALL WEDDING PACKAGES

Wedding Package		2018/19 £	2019/20 £	Price Increase £	% Increase
The Gheluvelt Package Ceremony/Breakfast/Evening Reception	Whole Guildhall (All Day)	2,190.00	2,250.00	60.00	2.7%
The Cromwell Package					
Ceremony/ Breakfast	Assembly Room (All Day)	1,250.00	1,275.00	25.00	2.0%
	Council Chamber (All Day)				
	Randall Room (All Day)				
The Elgar Package					
Ceremony	Assembly Room (Half Day)	465.00	475.00	10.00	2.2%
	Council Chamber (Half Day)	415.00	425.00	10.00	2.4%
	Court Room (Half Day)	415.00	425.00	10.00	2.4%
The Severn Package					
Breakfast/Evening Reception	Assembly Room (All Day)	1,560.00	1,600.00	40.00	2.6%
	Council Chamber (All Day)				
	Randall Room (All Day)				
	Lower Hall (Half Day)				
	Green Room (Half Day)				
The Fort Royal Package					
Breakfast or Evening Reception	Upstairs – Daytime or Evening (Assembly Room, Council Chamber, Randall Room)	780.00	800.00	20.00	2.6%
	Downstairs – Evening Only (Lower Hall, Green Room, Court Room)- (Half Day)	725.00	740.00	15.00	2.1%

Sales of the Electoral Register

The following fees and charges apply to anyone entitled to buy a copy of the Electoral Register
There are restrictions on who can buy copies of an Electoral Register and on how the information can be used

Sale of the Edited Register

In data format, £20 plus £1.50 for each 1,000 entries (or remaining part of 1,000 entries)
In printed format, £10 plus £5 for each 1,000 entries (or remaining part of 1,000 entries)

Sale of the Full Register

In data format, £20 plus £1.50 for each 1,000 entries (or remaining part of 1,000 entries)
In printed format, £10 plus £5 for each 1,000 entries (or remaining part of 1,000 entries)

There are strict regulations as to who is entitled to purchase the Full Register.
It is an offence to use the complete register for purposes other than those for which it was supplied

Sale of the list of overseas Electors

In data format, £20 plus £1.50 for each 100 entries (or remaining part of 100 entries)
In printed format, £10 plus £5 for each 100 entries (or remaining part of 100 entries)

OTHER FEES AND CHARGES

Other	2018/19	2019/20
Court Fees Council Tax and National Non Domestic Rates	£	£
Council Tax and National Non-Domestic Rates are dealt with by our Shared Service Partnership, although the income is direct income to each respective Council and the City Council.		
Court Fees - Council Tax	80.00	84.00
Court Fees - Business Rates	80.00	84.00

Worcester – Car Parking charges comparison

Appendix 3

Parking Provider	WCC	ASDA	Crowngate	NCP	Charles St.	Taylors Lane	Sansome Walk	Sansome St.
30 mins	£0.40p / £0.60p	Maximum stay 3 hours £2 refunded at till	-	-	-	-	-	-
1 hour	£0.60p/£0.90p/£1.20p		£1.20p	£2.50p	£1.00p	£1.00p	£1.00p	£1.20p
2 hours	£1.20p/£1.80p/£2.40p		£2.20p	£3.50p	£2.00p	£1.70p	£2.00p	£2.20p
3 hours	£1.80p/£2.70p/£3.60p		£3.20p	£4.50p	£3.00p	£2.40p	£3.00p	£3.20p
4 hours	£2.40p/£3.60p/£5.00p		£4.20p	£5.50p	£4.00p	£3.20p	-	£4.00p
5 hours	-		£5.20p	-	£5.00p	-	-	£4.50p
6 hours	£3.00/£5.00/£7.50p		£6.20p	£8.50p	£6.00p	-	-	-
7 hours	-		£7.40p	-	-	-	-	-
8 hours	-		£8.60p	-	-	-	-	-
12 hours	£5 [coaches/lorries]			-	£7.00p	£4.50p	-	£5.00p
24 hours	£3.50/£6.00p/£10.00			£12.00p	£3.50p	£6.00p	£4.00p	£6.00p