

## Cabinet

Wednesday, 17th January, 2024, 5.00 pm

Shield Room, Civic Centre, West Paddock, Leyland, PR25 1DH

### Supplementary Agenda

I am now able to enclose, for consideration at the above meeting of the Cabinet, the following information:

- |  |                   |
|--|-------------------|
| <b>6 Draft 24/25 Budget Update</b>                                       | (Pages 131 - 146) |
| Report of the Director of Finance and Section 151 Officer attached.      |                   |
| <b>7 Fees and Charges 2024-25</b>  | (Pages 147 - 182) |
| Report of the Director of Finance and Section 151 Officer attached.      |                   |
| <b>10 Leyland Town Deal - Project Update</b>                             | (Pages 183 - 234) |
| This report has now been amended to include reasons for recommendations. |                   |

Chris Sinnott  
Chief Executive

Electronic agendas sent to Members of the Cabinet

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# Agenda Item 6



Report of	Meeting	Date
Director of Finance and Section 151 Officer (Introduced by Cabinet Member (Finance and Public Protection))	Cabinet	17 January 2024

## Draft 24/25 Budget Update

Is this report confidential?	No
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Is this decision key?	No
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### Purpose of the Report

1. The report sets out the draft budget position for the council for 2024/25 and the forecast for 2025/26, reflecting the information contained within the Provisional Local Government Financial Settlement announced on 18<sup>th</sup> December 2023.
2. The draft budget position is published for consultation every year by the council. The figures in the report are subject to receipt of the Final Local Government Finance Settlement announcement which is due from Government in early February 2024.

### Recommendations

3. That Members agree the contents of this report in order to start the budget consultation process as follows:
  - A proposed 2.99% increase in council tax in 2024/25 with no proposed cuts to services;
  - A forecast balanced budget for 2024/25, based on a 2.99% increase in council tax as noted above and the use of £0.500m of reserves (although this reserve figure may be subject to change pending receipt of the Final Local Government Finance Settlement and the finalisation of Business Rates income);
  - A forecast budget shortfall for 2025/26 of £1.602m, to be addressed through the development and delivery of the council's savings programme;
  - To note the proposals in the report for investment in the Labour Administration's priority areas.

### Reasons for recommendations

4. The council wishes to set out its budget proposals and consult on them with residents.

### Other options considered and rejected

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5. None - this is the draft budget and alternative budgets may be considered as part of the final budget proposal.

## Executive summary

6. The Provisional Local Government Finance Settlement for 2024/25 was announced on 18<sup>th</sup> December 2023, with information regarding specific elements of funding and grants issued in the week thereafter. The settlement contained information regarding funding levels and council tax increases for 2024/25. Based on this information, the budget forecast for 2024/25 has been updated as follows:
  - The Medium Term Financial Strategy (MTFS) presented to Finance Council in March 2023 assumed an increase in council tax of 2.99% in 2024/25. This was in line with the 2023/24 settlement announcement, in which Government confirmed a council tax increase limit for district councils in 2023/24 and 2024/25 of the higher of 3% or £5; this was an increase from the 2% limit set in previous years. Despite the continued pressures on council expenditure budgets, including the impact of high inflation and increased utility costs, combined with the real terms reduction in government funding provided to the council since 2010, the council has frozen council tax for South Ribble residents for the last 3 years, but this is no longer possible. Therefore, in line with last year's MTFS assumptions, it is proposed to increase council tax by 2.99% in 2024/25, which equates to a 13p per week increase on a Band D property for the South Ribble Council element of the council tax charge.
  - The MTFS in March 2023 assumed an increase in council tax of 1.99% for 2025/26. The Provisional Settlement has made no reference to council tax limits to be applied in 2025/26 and as such the MTFS reflects a 1.99% increase, although this assumption will be revisited next year and will be subject to future decision dependent on the outcome of future Government funding announcements;
  - The figures reflect continued investment in ongoing revenue budgets to ensure the delivery of corporate strategy priorities;
  - A capital investment of over £53.5m is included in respect of corporate priority projects over the 3-year period, 2024-2027;
  - The figures reflect the corporate strategies and decisions taken by the council to date to reduce the budget deficit over the medium term.
7. Consultation on the proposed budget for 2024/25 will commence following approval of the proposals by Cabinet. The consultation will invite responses from residents, partners, parish groups and other stakeholders through a variety of methods including a short survey. The feedback will be used to frame the allocation of resources and investments, and the results will be analysed and published in February for consideration as part of the council's final budget.

## Corporate priorities

8. The report relates to the following corporate priorities:

<b>An exemplary council</b>	<b>Healthy and happy communities</b>
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Opportunities for everyone	Green and clean neighbourhood
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## Background to the report

9. In presenting the draft budget position for 2024/25 it is important to review the context within which this has been developed, and how the budget and financial risk have been managed to date to ensure that costs remain controlled and savings generated, whilst investment has been made in service delivery to the residents and businesses of the borough.

## Local Government Funding Uncertainty

10. Uncertainty remains around the council's future funding streams as the Government's recent announcement was for yet another one-year financial settlement for 2024/25. This was made despite repeated demands over the past few years from across the sector for clarity of funding over the longer term through a multi-year settlement.
11. One-year settlements are necessary when there is only a single year's funding remaining within the horizon of the most recent Spending Review, or if there is uncertainty over the policy framework for future years. Certainly for some time there has been disruption in central government which has inhibited the development of a longer term funding strategy, but the consequences of this for local government are significant in terms of short and medium term planning, especially in a time of diminishing resources and increased demand.
12. As such, the Provisional Local Government Settlement announced on 18<sup>th</sup> December 2023 again represents a 'holding position' until the next Parliament, to provide some stability in the short term for local government finances.

## Economic Uncertainty

13. Against this backdrop of future funding uncertainty, the council, its residents and businesses are now facing significant economic challenges. Whilst inflation and utility costs are slowly reducing, they are still substantially higher than two years ago, and fuel the cost of living crisis.

## Budget Management and Investment

14. Although the council has continued to experience unfunded inflationary increases in staffing and non-staff costs, it has been ambitious in its approach to meeting the budget deficit over the years by realising efficiency savings.
15. Whilst costs have successfully been controlled, the provision of high-quality services that are expected by residents and businesses remains. The council achieves this by continually reviewing its budgets and contracts, by delivering efficiencies and by realising savings such as those achieved through the exploration of, and investment in alternative delivery models, including sharing services with Chorley Borough Council.
16. The council has, and will continue to invest in the borough to improve housing, to provide employment opportunities and to maximise opportunities to generate income, thereby making the council less reliant on the increasingly uncertain funding from Government.

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17. Examples of developments that continue to support this strategy are:

- Investment in our leisure centres;
- Investment in our extra care scheme, Jubilee Gardens;
- Investment in our parks, playgrounds and heritage asset at Worden Hall;
- Investment through the Leyland Town Deal in affordable housing, public infrastructure and commercial space;
- Investment in affordable housing at Tom Hanson House and McKenzie Arms

## Council Tax Increases

18. Through effective management of its budget, South Ribble Council has been able to maintain a comparatively low level of council tax in Lancashire as demonstrated in **Table 1** below:

**Table 1:**

	<b>Band D Equivalent 2023/24 £</b>	<b>Band D Equivalent 2022/23 £</b>
Preston	343.60	333.63
Burnley	328.01	318.49
Rosendale	299.49	290.80
Pendle	289.92	281.50
Hyndburn	260.64	260.64
Lancaster	249.18	241.95
West Lancs.	224.92	218.39
<b>South Ribble</b>	<b>223.24</b>	<b>223.24</b>
Wyre	219.74	214.74
Fylde	218.89	219.19
Chorley	203.63	199.66
Ribble Valley	165.69	160.69

19. The council remains committed to supporting those who may struggle to pay their council tax because of the challenging circumstances they find themselves in, and will make use of the monies it has available to support council taxpayers.

## Investing in Corporate Priorities

20. The council continues to invest in delivering the ambitions set out in its Corporate Strategy and to ensure delivery of high quality services to its residents. The key areas of investment are set out on the following pages.

## Investment in 2023/24

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21. The council allocates significant revenue and capital investment to deliver corporate strategy priorities through a programme of diverse activities. In 2023/24 these activities were designed to progress action to address the economic impact of the pandemic, including support for businesses and activity to increase jobs and skills, establishing key assets for the future and to respond to the needs of communities by enhancing essential services and facilities.

## An Exemplary Council

- To ensure high quality and responsive services, the council has invested **£993k** to progress the delivery of its ambitious transformation programme. Work has also been undertaken to implement new technology and review the council's website to ensure that services are more accessible for residents.
- **£110k** has been invested to support the sharing of intelligence to target areas of need within communities and design services to match. Having a single view of our communities should help to coordinate activity and resources for the benefit of communities

## Thriving Communities

- An **£84k investment** has been made in the social prescribing service, working with partners to enhance provision, address health inequalities and improve outcomes for residents. The social prescribing service takes referrals from key partner-based agencies in South Ribble including the Primary Care Networks (PCN) to refer people to a range of local, non-clinical services that can support sustainable wellbeing.
- **£300k** has been invested in the local community for the purchase and renovation of Green's Dance Centre to create South Ribble Family Wellbeing Centre in Lostock Hall. The Family Wellbeing Centre will be designed as a 'one stop shop' to support families and children in South Ribble. The support on offer will include preparation for expectant parents, post-natal support, and education sessions with specialist partners, social and play groups and general wrap-around family support.

## Good Homes, Green Spaces and Healthy Places

- A **£3.1m** investment has been made to provide local people with a choice of decent and affordable homes. The affordable and energy efficient homes on the former McKenzie Arms site was completed in April 2023.
- As part of the council's continued investment into local green spaces and play areas, **£1.3m** was invested to deliver a number of improvement schemes to enhance the quality and accessibility of play areas in South Ribble. The council has completed improvements works to Ryden Avenue toddler and junior play area and the Hutton Play area. Over the year, there were improvements to King George V Playing Field Playground in Penwortham, New Longton and Longton play areas.
- **£211k** has been invested to protect the local environment and to help address the issues of the climate emergency.

## A Fair Local Economy That Works For Everyone

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- A **£2.2m** in year investment has been made in the Leyland Town Deal. The plans include refurbishment of Leyland Market, residential properties and a new business and skills hub (BASE 2). These plans will provide a boost to local business as well as opportunities to drive skills and create jobs for local people during the construction and through new commercial facilities.
- **£285k** has been invested to continue to support eligible local businesses through the Business Energy Efficiency (BEE) Scheme to reduce their energy usage, resulting in a reduction in their energy costs, supporting business viability and contributing to the longer-term carbon reduction targets of the council by reducing their carbon footprint.

## Investment in Priorities 2024/25

22. The Council has invested in services and delivered positive outcomes for residents. From across the capital programme, revenue budgets and specific ear-marked reserves, this budget will invest in activity that will continue to drive forward priorities and key projects to achieve the vision for South Ribble to be a listening, engaging and responsive Council that makes the best use of its resources to enable every person and community to thrive in a vibrant, green and fair borough.
23. The Council re-set its Corporate Strategy in November 2023 to establish four new key priorities that aim to get South Ribble in the best position for the future:
  - An Exemplary Council
  - Healthy and Happy Communities
  - Green and Clean Neighbourhoods
  - Opportunities for Everyone

Investments identified to achieve these priorities include:

### Happy and healthy communities

- **£57k investment** to implement a service that will help residents with their wellbeing, delivering support to people around healthy weights and nutrition, with a focus to support families cooking on a budget and making small changes that will provide long term health and wellbeing benefits for the family and household.
- **£300k investment** to deliver the first year of operations at the South Ribble Family Wellbeing centre.

### Opportunities for everyone

- **Over £30m** to continue the investment in our town centres by delivering on the Town Deal for Leyland Town Centre and the surrounding area.
- **£170k investment** in the development and implementation of a People and Skills Programme to ensure there is a range of employment and skills provision available in the borough, to promote future career pathways and develop the future skills pipeline to meet the needs of local enterprise.



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## Green and clean neighbourhoods

- **£20.5m investment** as part of our commitment to provide more affordable housing, the council will deliver the Jubilee Gardens development.
- **£275k investment** to make improvements to Tardy Gate Play Area and Skate Park, enhancing the facilities to help reduce Anti-Social Behaviour (ASB) and to attract younger residents.

## An exemplary council

- **£300k investment** to develop plans for the future use and maintenance of the Civic Centre to provide a modern and attractive working space.

## 2024/25 BUDGET DEVELOPMENT

24. The draft budget has been developed in line with the achievements, decisions and actions taken by the council to date as outlined above. Despite the difficult financial position and cost pressures faced, reflecting high levels of inflation, utility costs and interest rates, along with the uncertainty around future Government funding, the council is committed to delivering on the agreed priorities and the budget reflects this.
25. The key components of the draft 2024/25 Budget and MTFs, and the assumptions and information on which they are based, are detailed below.
26. A key contributory factor in the development of the draft 2024/25 Budget and MTFs for the following 2 years is the Local Government Finance Settlement, through which Government sets out the funding it will make available to local authorities along with the parameters within which other sources of income, Council Tax and Business Rates, can be raised.
27. The fact that yet again we have only received a one year settlement has exacerbated the uncertainty and the risk in our financial planning; in the absence of any figures or framework from Government, it is almost impossible to prepare a credible financial strategy beyond 31 March 2025 with any degree of confidence in the underlying assumptions. It is within this financial context that we have developed the MTFs.

## Provisional Local Government Finance Settlement

28. The Provisional Local Government Finance Settlement 2024/25 was published on 18 December 2023 and the implications of this are outlined below. Unfortunately however, unlike the in the Settlement provided for 2023/24, the Government has not provided any planning assumptions for the 2025/26 local government financial settlement.

## Business Rates

29. The Provisional Settlement confirmed that the Lancashire Business Rates Pool will continue in 2024/25; however there is no mention as to whether it will be able to continue into 2025/26. As a member of the Pool, South Ribble Council benefits from additional business rates income of approximately £1.576m per annum. In the absence of any

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further information regarding Business Rates Retention reform, the pool is assumed to continue throughout the period of the MTFS.

## ***New Homes Bonus***

30. Whilst it has been stated by the government for several years now that funding from New Home Bonus (NHB) would be discontinued, the provisional settlement announced an allocation of £0.764m for 2024/25 (2023/24 - £376k). Reflecting prior announcements of its withdrawal, no further NHB allocations have been assumed beyond 2024/25.
31. It should be noted however that NHB funding in 2024/25 is assumed to pass to the City Deal as per the provisions in the original City Deal agreement, for which the council has recently agreed support for an additional 5 year run-on period.

## ***Council Tax***

32. The Provisional Local Government Finance Settlement confirmed a council tax increase limit for district councils in 2024/25 of up to 3% or £5 (whichever is the greater) on a Band D equivalent in 2024/25. This is in line with the MTFS presented to Finance Council in March 2023. There was no further information provided in the Settlement for 2025/26 and therefore the MTFS has assumed an increase of 1.99%.
33. Despite the continued pressures on council expenditure budgets, including the impact of high inflation and increased utility costs, combined with the real terms reduction in Government funding provided to the council since 2010, the council has frozen council tax for South Ribble residents for the last 3 years, but this is no longer possible. Therefore, in line with last year's MTFS assumptions, it is proposed to increase council tax by 2.99% in 2024/25, which equates to a 13p per week increase on a Band D property for the South Ribble Council element of the council tax charge.
34. The 2025/26 position will be revisited next year as part of the budget setting process and will be subject to future decision dependent on the outcome of future Government funding announcements.

## ***Services Grant***

35. The grant was introduced in 2022/23 for which South Ribble received an allocation of £162k. Although described as a 'one-off' grant it was provided again in 2023/24 but at a reduced level of £95k. As it was unclear what would happen to the grant in 2024/25 for budgeting purposes it was assumed it would cease in 2024/25. The grant has remained however, but at a much reduced level of £15k. It is assumed that it will cease in 2025/26.

## ***Minimum Funding Guarantee***

36. This grant was introduced in 2023/24 and replaced the Lower Tier Services Grant and a proportion of the previous funding provided for New Homes Bonus legacy payments; the grant is intended to provide a funding floor for all local authorities so that no authority will see an increase in Core Spending Power of less than 3% (before any assumption on council tax rate increases is applied, although after increases in the council tax base are applied).

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37. The council has been allocated £0.427m in the Provisional Settlement for this in 2024/25 compared to £0.632m in 2023/24.
38. Given that the grant is based on, and is subsumed within, the council's Core Spending Power and that this figure is reported for all authorities across the country each year within the Settlement as a measure of growth in the funding by Government, it has been assumed that this grant will continue into 2025/26.

## **EXPENDITURE**

### ***Pay Award***

39. At the time the 2023/24 Budget was approved, the negotiations for the pay award had yet to begin. As such a provision of 5% was included in the pay budget for 2023/24, however when the pay award was agreed in November 2023 it was for £1,925 per whole time equivalent, for which no additional funding was provided. The increase in costs over and above the budget equates to approximately £0.100m which presents a recurring cost pressure in 2024/25 and beyond.
40. Given the levels of inflation over the course of 2023 and the forecast for this moving forward, the pay award assumption for 2024/25 has been reviewed and has been retained at 5%, which was the amount already included in the MTFs presented to the Council meeting in March 2023. The MTFs assumes a 2% pay award for both 2025/26 and 2026/27 reflecting inflation forecasts.
41. The National Living Wage will rise from £10.42 to £11.44 an hour from April 2024, and has also been adjusted to include workers aged 21 and over; in previous years the National Living Wage has only applied to workers aged 23 and over. This will not affect South Ribble Council's pay bands for 2024/25 as the council pays above this level already.

### ***Pension***

42. The triennial actuarial valuation of the Lancashire County Pension Fund was undertaken in 2022. The pension contributions for the three years 2023/24, 2024/25 and 2025/26 were based on these results which showed that the fund had had a strong performance over the 3 years through to 31<sup>st</sup> March 2022, albeit that since that date, with volatility in global financial markets, inflation and interest rates, the position has been more turbulent. Overall, the South Ribble Council section of the fund has had a small change in the financial contributions required, comprising of:
  - an increase in the level of Employer Pension Contribution rates from 17.1% to 18.7% in each of the 3 years (i.e. a 1% increase results in approx. £123k of cost) however;
  - the annual cost of the repayment of the fund deficit reduced from £83k per annum to a surplus to be repaid to the council of £77k per annum – i.e. a saving of £160k per annum.

### ***Inflation and Utilities Increases***

43. CPI rose by 6.7% in the 12 months to September 2023 (12 months to Sept 2022 – 10.1%). This is the rate that the government uses as the benchmark for uplifting many allowances and charges each year such as pensions and benefits.

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44. Inflationary uplifts to budgets are only provided on contracts where such uplifts are specific and contractually agreed; for other non-pay budgets, budget holders are expected to manage and absorb any additional costs in this regard, For utilities, inflationary uplifts have been assumed in line with the forecasts provided by utility specialist advisors.
45. The council will continue to support its wholly owned leisure services company in response to the increases in utility costs over the past 2 years, and the impact of the cost of living crisis on the level of income generated, on the basis that any intervention will only be short term and that the cost to the council will cease over the medium-term as the company develops its services to fully cover its own costs.

## ***Forecast outturn 2023/24***

46. In the last Revenue Monitoring report presented to the Executive Cabinet in November 2023 for Quarter 2 – the 6 months to 30<sup>th</sup> September 2023, a forecast overspend for the financial year of £0.059m was reported. This relates to many different factors including the unfunded, nationally negotiated pay award of £1,925 per whole time member of staff, compared to the budgeted provision of 5%, together with pressures from homelessness, waste collection and utility costs, offset by significant returns on cash investments. The position continues to be refined as we finalise the Quarter 3 Monitoring report. A review of earmarked reserves will also be undertaken to ensure reserves deliver investment in priority areas.

## **Balancing the Budget in 2024/25**

47. **Table 2** below presents the movement in the forecast of the Budget Gap for 2024/25 and 2025/26 from the figures that were presented in the 2023/24 Budget and MTFS approved at Finance Council in March 2023. The figures reflect an updated position based on the information provided in the Provisional Local Government Settlement announced on 18 December 2023, the work undertaken in developing the draft budget to date, and the assumptions made within this, of which the key assumptions are noted in the report.

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**Table 2: movement in the forecast of the Budget Gap for 2024/25 and 2025/26**

	2024/25	2025/26
<b>Budget Gap Finance Council Report March 23</b>	<b>967</b>	<b>1,879</b>
<b>Cost Pressures</b>		
Housing Benefit Admin Grant	18	18
Repairs and Maintenance	20	20
Techforge	27	27
Homelessness	350	350
Waste Collection	313	313
IT	50	50
Elections	38	38
Building Control Income	20	20
Parks Maintenance	20	20
Planning Income	100	100
Members Allowances	52	52
Insurance	77	77
Other Misc Pressures	108	108
<b>Salary related cost pressures and budget adjustments</b>		
Pay award above 5% in 23/24 and the impact of in-year restructures	186	183
<b>Savings and additional income streams</b>		
Directors Review	(100)	(100)
Asset Review	(75)	(150)
Increase in Fees and Charges	(228)	(300)
Town Deal Income	-	(76)
Reduction in financial support for South Ribble Leisure Ltd	(300)	(300)
<b>Funding announced in the Provisional Local Govt Finance Settlement</b>		
Minimum Funding guarantee	300	285
Services Grant	(15)	0
Revenue Support Grant	(109)	(109)
New Homes Bonus	(764)	(764)
New Homes Bonus - City Deal	764	764
<b>Treasury Management and Revenue Costs of Capital</b>		
MRP Slippage	(190)	115
Interest Receivable	(711)	(500)
<b>Proposed increase in Council Tax</b>		

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An increase of 2.99% in 2024/25 and 1.99% in 25/26 is already included in the MTFs that was presented to Finance Council in March 2023	-	-
<b>Utilisation of Reserves</b>		
Inflationary Risk Reserve to meet the cost pressures arising due to the current economic climate (although this use of reserves figure may be subject to change pending receipt of the Final Local Government Finance Settlement and the finalisation of Business Rates income)	(500)	-
<b>Other Funding</b>		
Council Tax Growth	(216)	(316)
Business Rates Growth	(200)	(200)
<b>Total Forecast (Surplus) / Deficit</b>	<b>-</b>	<b>1,602</b>

*It should be noted that some of the assumptions are still subject to change, for example following the announcement of the Final Local Government Finance Settlement, which may impact positively or negatively on the budget.*

## Medium Term Financial Planning and Recommendations to Close the Budget Gap

48. As detailed in **Table 2** above, although a balanced budget position can be achieved for 2024/25, this is subject to increasing council tax by 2.99% and the utilisation of £500k from the Inflationary Risk Reserve, that was designated to address such specific issues in the short term. It should be noted however that this reserve figure may be subject to change pending receipt of the Final Local Government Finance Settlement and the finalisation of Business Rates income.
49. Despite the budget savings realised and the additional income secured to date, a forecast budget deficit remains in 2025/26 of £1.602m which unless addressed, will be carried forward into 2026/27.
50. The council's medium-term plan to reduce the budget deficit beyond 2024/25 will be refined and developed over the coming months, and will be subject to future government funding announcements, the wider economic environment and other assumptions (e.g. future pay awards) which may change over the period.

## Future Savings

51. The council has always been successful in generating efficiency savings to bridge the budget gap whilst continuing to deliver outstanding services to its residents.
52. In order to reduce the impact on staffing and the level of service provided, the council will continue to invest in its services to recognise additional income and efficiencies. Future opportunities include:
  - The council is ambitious in its delivery of services and will continue to pursue **alternative models of delivering its services**. The expansion of shared services with Chorley Council has continued during 2023/24 with the two

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councils agreeing that they will consider further opportunities alongside their wider priorities if improvements and efficiencies can be attained which would lead to further savings for them.

- A review of the council's **portfolio of assets** to recognise potential opportunities for sale, redevelopment, or to maximise income, whilst improving services.

## **Savings Strategy**

53. The Savings Strategy will be refreshed and refined to enable the continual improvement of services and performance while ensuring a sustainable financial position. Options will be developed to achieve savings and efficiencies as well as a programme of organisational change to support our workforce over the period.

## **Reserves**

54. The council has ensured a prudent and affordable approach to delivering the medium-term financial strategies and has set aside reserves to support this as outlined in **Table 3** below.
55. These reserves are necessary to mitigate the financial impact of the uncertainty that the council faces, such as the reforms to future funding levels, the impact of unforeseen cost pressures during the period, for example due to inflationary increases, utility costs and the impact of the cost of living crisis on the residents and businesses of the borough.
56. Reserves provide the facility to manage budget shortfalls in the short term whilst planned savings are realised. The expected balance of these reserves at the beginning of 2024/25, as based on the position in the Quarter 2 Corporate Revenue Monitoring Report is as follows:

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**Table 3: Forecast Reserve Balances at 1 April 2024**

	1 April 2024 £m
<b>General Fund Reserve</b>	<b>4.479</b>
Capital investment and funding	3.432
Business Rates equalisation reserve	2.455
Inflationary Risk and Restructure Cost Reserve	1.866
City Deal	0.504
Business Rates – temporary surplus to be repaid to central government	0.238
Asset Management Reserve	0.867
Penwortham Mill reservoir	0.497
Other reserves – less than £500k	2.393
<b>Total Reserves – Other</b>	<b>12.252</b>
<b>TOTAL RESERVES</b>	<b>16.731</b>

57. As noted above, there is a shortfall on the 2024/25 budget due to unfunded cost pressures identified in **Table 2** above. In order to close this gap in the short term, it is proposed to utilise £500k of the Inflationary Risk Reserve that was designated for this purpose. Savings plans will be developed and implemented in 2024 to address this funding gap on a permanent basis. It should be noted however that this figure may be subject to change pending receipt of the Final Local Government Finance Settlement and the finalisation of Business Rates income

## **General Reserves**

58. The council is forecast to hold £4.479m in General Funds (based on the Quarter 2 Revenue Monitoring Report), which represents approximately 27% of the annual net expenditure budget of the council. This can be used to manage future uncertainty in expenditure and income over the medium-term.

## **Capital Programme**



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59. This report has addressed the draft revenue budget of the council. Implicit in this however, and the investment programme set out above, are financial implications for the capital programme. There is an ambitious capital programme with approximately £53.5m of investment over 2024/25 and the MTF5 period.

## Climate change and air quality

60. The budget set aside in this report, will continue to support the council's future ambition to become carbon neutral by 2030.

## Equality and diversity

61. Consultation will be undertaken regarding this budget with an Integrated Impact Assessment (IIA) reported with the full budget report.

## Risk

62. There are no immediate risks associated with this report however if the final report is not approved in February 2024, this would risk the council being unable to finance its future commitments towards its corporate priorities.

## Comments of the Statutory Finance Officer

63. The financial implications of the report are contained within the text above but to clarify, all proposals are funded and can be accommodated within the 2024/25 budget. It should be noted that the report does contain several assumptions on future budget elements and on the final out-turn position for 2023/24. Should any of the assumptions or figures change due to unforeseen circumstances arising before 31<sup>st</sup> March 2024, the financial position will be reviewed and reported.

## Comments of the Monitoring Officer

64. The budget proposals are in accordance with the requirements of legislation.

## Background documents

There are no background papers to this report.

Report Author:	Email:	Telephone:	Date:
Hemangini Chevli (Senior Management Accountant)	Hemangini.Chevli@southribble.gov.uk,		
Neil Halton, (Principal Management Accountant)	neil.halton@southribble.gov.uk,	01257 515151	2 January 2024
Louise Mattinson	louise.mattinson@southribble.gov.uk		

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(Director of Finance and S151 Officer)			
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This decision will come into force and may be implemented five working days after its publication date, subject to being called in in accordance with the Council's Constitution.

# Agenda Item 7



Report of	Meeting	Date
Director of Finance and Section 151 Officer (Introduced by Cabinet Member (Finance and Public Protection))	Cabinet	17th January 2024

## Fees and Charges 2024-25

Is this report confidential?	No
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Is this decision key?	Yes
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<b>Savings or expenditure amounting to greater than £100,000</b>	<b>Significant impact on 2 or more council wards</b>
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### Purpose of the Report

1. This report sets out the current position around fees and charges and proposals for 2024/2025. Increases will be implemented from 1<sup>st</sup> April 2024 or the most suitable date following.

### Recommendations to Cabinet

2. To note the current levels of budgeted fees and charges and issues specific to these.
3. To approve the changes to 'Other Licensing Fees and Housing' category of fees and charges as per point 21 and Appendix 3
4. To approve an increase in the cost of Council Tax and Business Rates Summons and Liability Orders of £9.50. This will reflect the actual costs of undertaking statutory recovery action, as recently identified in the review by the Shared Customer Services Team. It should be noted that charges are only levied following due process, in line with the Council's Fair Collection Charter, and all steps are undertaken to support our residents in paying their bills in advance of these being issued. Further details are provided in point 20.
5. To approve increases of 10% for 360L and 5% for 1100L bin collections in Trade Waste as per point 22.
6. To approve an increase in charges at the Conference Centre over the coming three years, to uplift other charges in line with this, and to expand the charge for refreshments to include all bookings made, but at a reduced price of £1 per attendee, as per point 23 and Appendix 4.

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7. To approve a general increase of up to 6.7% in the fees for 2024/25 (limited to the services listed in Table 3 of Appendix 1). Given that the rate of CPI in September was 6.7%, and RPI was 8.9%, the recommended uplift is in line with inflation.
8. To note that fees and charges in respect of Worden Hall will be reviewed during the year as part of the commercial strategy review.
9. To approve the full list of fees and charges for upload onto the Council website.

## Reasons for recommendations

10. To ensure that fees and charges are set at appropriate levels and are publicly available.

## Other options considered and rejected

11. No other options were considered as we are required to review fees and charges every year.

## Executive summary

5. This report sets out the key fees and charges budgets and the income generated from each, together with proposals for changes to be made with effect from 1 April 2024.

## Corporate priorities

6. The report relates to the following corporate priorities:

<b>An exemplary council</b>	<b>Thriving communities</b>
<b>A fair local economy that works for everyone</b>	<b>Good homes, green spaces, healthy places</b>

## Background to the report

7. The Council generates significant income from various fees and charges. The majority of these charges are set either nationally (Table 1) or on an individual basis (Table 4).

## Fees and Charges Position

1. **Appendix 1** details the key fees and charges budgets across a number of categories. It should be noted however, that the tables are not exhaustive or exclusive (i.e. some fees and charges fall into more than one category) but they give an indication of the core fees covered.
2. **Table 1** provides details of those charges over which the Council has no control in setting the amount that can be charged. The largest of these relates to Planning Application fees. Whilst the fee is not within local control, it is the volume of the applications which can significantly impact upon this budget and the income generated, along with the size of the applications made. In recent years there have been a large number of individual applications and as a result Planning Fee income budgets have been increased. It is not

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expected that this will continue in the medium term. Government increased General Planning Fees with effect from 6<sup>th</sup> December 2023 by 25%, and by 35% for major developments. It has been usual for Planning Fees to rise every few years rather than annually but the new regulations provide for an annual indexation increase. However alongside these increases, there are new requirements in force, for example a reduction in fee must be given if an application is not processed within given timescales; this may impact upon the level of income achieved against the budgets set.

3. **Table 2** illustrates the specific fees and charges that generate an income of greater than £50k. The largest of these relates to the Councils investment sites. Outside of these charges the biggest income streams relate to garden waste, trade waste and vehicle maintenance.
4. **Table 3** shows the fees and charges that have generally been increased by a given percentage, or through an inflationary uplift, as opposed to being subject to a full, formal review. The increases across these can vary, but it is proposed to apply a maximum general increase to these of 6.7%, which is consistent with the rate of CPI in September 2023, i.e. the rate that the Chancellor of the Exchequer has used as the benchmark in the Autumn Statement. This change would equate to a forecast increase in revenue of £13k, based on current levels of volume/demand.
5. **Table 4** illustrates the more significant areas which impact upon the amount of income generated through changes in charges. An update on these charges is below:
  - Other Investment Rentals and Leases – these are negotiated on a case-by-case basis to ensure maximum financial benefit and to reflect commercial rates.
  - Car Parking fees – revised charges came into force in March 2023.
  - Building control fees – these are regularly reviewed and increased in line with national guidelines, to ensure the fees are covering all relevant costs.
  - Market Rents – these are generally considered separately to this annual review and have been increased on an adhoc basis as individual traders have changed.

## Fees and Charges Proposals

6. Following analysis and review by the Shared Customer Services Team of the costs associated with summons and liability charges for non-payment of Council Tax and Business Rates, it is proposed to increase the charge for Council Tax and Business Rates Summons and Liability Orders by £9.50 to ensure that income is consistent with the costs incurred to undertake the process. This will result in a freeze in Summons charges and an increase in Liability order charges – it should be noted that when a summons is issued in addition to the charge set by the council, 50p is also charged by the Ministry of Justice for their administrative costs (this is included within the proposal figure for accuracy of the total charge). The Council maintains its use of the Fair Collection Charter which ensures we take a fair and sensitive approach for non-payment cases. This recommendation makes no changes to the Council's commitment to support our residents in paying their bills, and charges are only made when due processes have been completely exhausted. The change is estimated to increase income in this area by £34k. For comparison, current charges across Lancashire, where known, are shown in the table below:

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Council	Total	
	Council Tax	Business Rates
South Ribble	£80.00	£80.00
Chorley	£89.50	£89.50
Blackburn	£76.50	£127.50
Burnley	£95.00	£125.00
Fylde	£72.50	£72.50
Hyndburn	£87.50	£125.00
Lancaster	£80.00	£197.00
Pendle	£82.50	£102.50
Preston	£80.00	£184.20
Ribble Valley	£63.00	£63.00
Rosendale	£92.50	£92.50
West Lancashire	£72.50	£72.50
Wyre	£72.50	£72.50

- Current 'Other Licencing and Housing/Pest Control Fees & Charges' generate revenue income of £82.6k. The proposal is to restructure the charges; the comparison of the current fees and charges to those proposed are highlighted in Appendix 3. Whilst it is anticipated that income levels will increase as a result of the changes and simplification of applicable charges, the total income generated is not expected to be materially different overall.
- Trade waste fees have not been increased since 2021/22 when the last charging exercise was undertaken, at which time they were raised by 3%. It is proposed to increase 360L bins by 10% and 1100L bins by 5%, generating an increase of approximately £30k, with a view to reviewing the structure of the fees in 2024/25 for implementation in 2025/26. Various subsidies and discounts exist in the current pricing structure which will need to be reviewed and examined for the appropriateness of the charging mechanism. For comparison, the table below shows the proposed charges compared to other publicly available information.

Size of Bin	South Ribble	Lancaster	Preston	Fylde	Biffa	Veolia
360 litre	£455.40	£582.40	£588.64	N/A	N/A	N/A
1100 litre	£1,097.25	£1,503.32	£1,079.52	£1,139.42	£994.24	£1,177.08

- It is proposed to increase the charges at the Conference Centre over a three-year period, and to uplift other related charges in line with this. Details of the current and proposed charges are within Appendix 4. These charges have not been increased for at least four years. An examination of charges has shown that costs are currently higher than the income received for bookings, particularly for events held at weekends and outside of regular office hours.

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Charges have not been increased for a number of years and although consideration was given to applying significantly higher charges for hire of the facilities at weekends and evenings to meet the increase in related salary costs, it was felt too great an increase to move to straight away and so the proposals for cost increases have focused on general charges, plus an increase for hire outside of normal opening hours.

Charity and Community groups currently pay on average around a third of the true cost of hiring the rooms. It is proposed to reduce the discount from two thirds to half of the cost. This is still a substantial discount that does not meet the costs involved, requiring council subsidy.

Following a review of charges for refreshments, the proposal is to charge for refreshments for all bookings but at a reduced price of £1 per booked numbers.

Further detail is contained within Appendix 4.

## Climate change and air quality

10. The work noted in this report does not impact the climate change and sustainability targets of the Councils Green Agenda and all environmental considerations are in place.

## Equality and diversity

11. None.

## Risk

12. N/A.

## Comments of the Statutory Finance Officer

13. The financial implications relating to the review of fees and charges for 2024/25 are outlined within the report and the supporting appendices. A Summary Table is shown below.

Category of Fee or Charge	Additional Income
Council Tax and Business Rates Summons and Liability Orders - recovery admin charge	(34)
Trade Waste	(30)
General Increase of 6.7%	(13)
<b>Total</b>	<b>(77)</b>

## Comments of the Monitoring Officer

14. The Monitoring Officer has no concerns with the proposed way forward outlined in this report. In terms of the fees referred to, the council has a discretion over the level of fees set but as ever, it must act in a reasonable fashion.

## Background documents

15. There are no background papers to this report.

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## Appendices

Appendix 1 - Fees and Charges Tables

Appendix 2 - Detailed Fees and Charges List

Appendix 3 - Comparison of Current & Proposed 'Other Licencing & Housing'

Appendix 4 - Conferencing

Report Author:	Email:	Telephone:	Date:
Lorraine Ritchie (Management Accountant)	Lorraine.Ritchie@southribble.gov.uk		8 December 2023
Hema Chevli (Senior Management Accountant)	Hemangini.chevli@southribble.gov.uk		



**Appendix 1 Fees and Charges Tables**

**Table 1: Fees and Charges Over Which The Council has no Control**

Category of Fee or Charge	Total 000's
Parking Fines	(25)
Contaminated Land & Air Quality	(19)
Gambling Licences	(76)
Other Licences	(64)
Prosecutions / Fines	(19)
Inspection Fees	(4)
Planning Application Fees	(505)
<b>Total</b>	<b>(712)</b>

**Table 2 Fees and charges generating over £50k**

Category of Fee or Charge	Total 000's
Building Control	(190)
Car Parking Fees	(138)
Council Tax - recovery admin charge	(220)
Grounds Maintenance	(135)
Other Investment Rentals and Leases	(1,121)
Land Charges	(69)
Taxi Licensing	(55)
Other Licensing	(64)
Markets Rental Charges	(135)
Vehicle Maintenance	(163)
Trade Waste	(502)
Garden Waste Collection	(801)
Housing Related	(98)
<b>Total</b>	<b>(3,691)</b>

**Table 3 Fees and Charges which are raised by inflation / a percentage**

Category of Fee or Charge	Total 000's	6.7% uplift	Change
Cleansing Team	(20)	(21)	(1)
Land Charges	(80)	(85)	(5)
Legal Charges	(15)	(16)	(1)
Parks - Fairgrounds allotments etc	(18)	(19)	(1)
Special Collections	(45)	(48)	(3)
Moss Side	(23)	(25)	(2)
<b>Total</b>	<b>(201)</b>	<b>(214)</b>	<b>(13)</b>

**Table 4 Fees and Charges which are raised by a set amount through a separate report/recommendation**

Category of Fee or Charge	Total 000's
Other Investment Rentals and Leases	(50)
Other Investment Rentals and Leases	(1,120)
Building Control	(190)
Car Parking Fees	(138)
Grounds Maintenance	(150)
Markets Rental Charges	(135)
Other Investment Rentals and Leases	(35)
Trade Waste	(502)
Garden Waste Collection	(801)
Housing Rental and Service Charges	(98)
Other Investment Rentals and Leases	(18)
<b>Total</b>	<b>(3,237)</b>

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**DRAFT – To be updated if proposals agreed**

# **Fees and Charges 2024/25**

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## VAT References

VAT	Description
N	Non-Business – no VAT charged
E	Exempt – no VAT charged
Z	Zero Rated
S	Standard Rate – The fee includes VAT at 20%

# Planning

## Planning – Statutory Fees

Planning fees are set nationally by Government. For the latest planning fees please see:

[https://ecab.planningportal.co.uk/uploads/english\\_application\\_fees.pdf](https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf)

The new legislation for the change to the planning fees (Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) (Amendment) Regulations 2023 (No. 1197) and a Planning Portal document with the forthcoming fees. The legislation also includes a schedule of the new table of scale of fees.

### To summarise:

- The new fees are from and including **6<sup>th</sup> December 2023**. The new fee does not affect any application submitted prior to this, however, if the applicant has not yet paid the fee (or cheque cleared) despite submitting the application documents, they will be liable for the higher fee.
- Application fees are increasing by 25% across the board, and 35% for major developments.
- The ‘free go’ is being removed and is no longer an exemption - Revocation of regulation 8 (exemptions – second application relating to development on same site etc.) and Revocation of regulation 9 (exemptions – application following withdrawal of earlier application or refusal of permission etc.). However, the exemption still exists for second applications on previous applications as per 2012 Fees Regulations within the 12-month rule, so these exemptions will phase out over the next year until 5<sup>th</sup> Dec 2024.
- The relevant period for non-determination for non-major applications is being reduced from 26 weeks to 16 weeks unless an extension of time has been agreed - Amendment of regulation 9A (refund of fees in relation to planning applications not determined within 26 weeks).
- There will be an annual increase of fees (the lower of - index linked or 10%) - New regulation 18A (annual increase of fees).

## Planning – Non-Statutory Fees

Development Size	Definition	Pre-App Fees	VAT
Householder	Householder pre-apps	£50	S
Small	1-3 dwellings, floorspace less than 100 sq. m	£200	S
Medium	4-9 dwellings, floorspace of 100 - 1000 sq. m	£500	S
Major	10-49 dwellings, floorspace of 1000 - 2000 sq. m, site area of 1-2 ha	£2,000	S
Significant Major	50+ dwellings, floorspace of 2000 sq. m or more, Site area more than 2 ha	£3,000	S

## Community Infrastructure Levy (CIL)

Development Use	Unit of Charge	Indexed CIL Rate 2023*	Indexed CIL Rate 2024*	VAT
Dwelling houses (excluding apartments)	per sq. m	£103.01	£110.56	N
Apartments	per sq. m	£0.00	£0.00	N
Convenience retail (excluding neighbourhood convenience stores)	per sq. m	£253.57	£272.14	N
Retail warehouse, retail parks, and neighbourhood convenience stores	per sq. m	£63.39	£68.04	N
Community uses	per sq. m	£0.00	£0.00	N
All other uses	per sq. m	£0.00	£0.00	N

\*rounded to two decimal places – for full details please see our [website](#).

\*Rates change 1<sup>st</sup> April each year

## Planning – Printing and Searches

Description	Charge	VAT
Plan Location Plans	£0.00	Z
Plan Printing A0	£3.30	S
Plan Printing A1	£3.04	S
Plan Printing A2	£2.48	S
Plan Printing A3	£1.94	S
Plan Printing A4	£0.11	S
Decision Notices	£16.76	S
South Ribble Local Plan	£41.03	Z
Map Only	£25.64	Z
Personal Searches 1.1	£0.00	N
Personal Searches 1.2	£5.13	N
Personal Searches 3.1	£2.56	N
Personal Searches 3.9	£15.39	N
Personal Searches 3.10	£2.56	N
Personal Searches 3.11	£2.56	N
Personal Searches Additional Info	£46.16	N

## Building Control – Searches

Description	Charge	VAT
BC Personal Search 1.1j	£1.32	S
BC Personal Search 1.1k	£1.32	S
BC Personal Search 1.1l	£1.32	S
BC Personal Search 3.7a	£1.23	S
BC Personal Search 3.8	£1.54	S

# Building Control

**Table A - STANDARD CHARGES FOR NEW HOUSING (Up to 300m2 floor area) OR FOR NEW DWELLINGS - FORMED BY CONVERSION/CHANGE OF USE**

No. Dwellings	Plan Deposit Charge		Inspection Charge		Total Charge	
	Basic charge	Inc VAT	Basic charge	Inc VAT	Basic charge	Inc VAT
1	£180	£216	£420	£504	£600	£720
2	£230	£276	£605	£726	£835	£1,002
3	£280	£336	£740	£888	£1,020	£1,224
4	£330	£396	£875	£1,050	£1,205	£1,446
5	£380	£456	£1,010	£1,212	£1,390	£1,668

For more than 5 dwellings or if the floor area of the dwelling exceeds 300m2 the charge is individually determined

**TABLE B - STANDARD CHARGES FOR CERTAIN SMALL BUILDINGS, EXTENSIONS AND ALTERATIONS TO DWELLINGS**

Proposal	Plan Deposit Charge		Inspection Charge		Total Charge	
	Basic charge	Inc VAT	Basic charge	Inc VAT	Basic charge	Inc VAT
<b>CATEGORY 1: Extensions to dwellings</b>						
Extension(s): Internal floor area not exceeding 5m <sup>2</sup>	£125	£150	£200	£240	£325	£390
Internal floor area over 5m <sup>2</sup> but not exceeding 40m <sup>2</sup>	£150	£180	£250	£300	£400	£480
Internal floor area over 40m <sup>2</sup> but not exceeding 70m <sup>2</sup>	£150	£180	£350	£420	£500	£600
Internal floor area over 70m <sup>2</sup> but not exceeding 100m <sup>2</sup>	£150	£180	£500	£600	£650	£780
<b>CATEGORY 2: Garages and Carports</b>						
Erection or extension of detached or attached building or an extension to a dwelling:						
which consists of a garage, carport, or both, having a floor area not exceeding 60m <sup>2</sup> in total and is intended to be used in common with an existing building & the conversion of an attached garage into a habitable room	£100	£120	£200	£240	£300	£360
<b>CATEGORY 3: Loft Conversions and Dormers</b>						
Formation of a room in roof space, including means of access thereto. Fees for lofts greater than 40m <sup>2</sup> are to be based on the cost of work. The fee cannot be less than shown below:						
Erection of room in roof space with a floor area not exceeding 40m <sup>2</sup> (without dormer)	£150	£180	£250	£300	£400	£480

Proposal	Plan Deposit Charge		Inspection Charge		Total Charge	
	Basic charge	Inc VAT	Basic charge	Inc VAT	Basic charge	Inc VAT
Erection of room in roof space with a floor area not exceeding 40m2 (with dormer)	£150	£180	£300	£360	£450	£540

**TABLE C STANDARD CHARGES FOR ALTERATIONS TO DWELLINGS**

Proposal	Plan deposit charge		Inspection charge		Building Notice Charge	
	Basic charge	Inc VAT	Basic charge	Inc VAT	Basic charge	Inc VAT
1. Installation of replacement windows and doors in a dwelling where the number of windows/doors does not exceed 20	£100	£120	Inc	Inc	£100	£120
2. Underpinning with a cost not exceeding £30,000	£250	£300	Inc	Inc	£250	£300
3. Controlled Electrical work* to a single dwelling (not carried out in conjunction with work being undertaken that falls within Table B)	£POA	£POA	£POA	£POA	£POA	£POA
4. Renovation of a thermal element i.e. work involving recovering of a roof, replacement of a floor or renovation of an external wall to which L1b applies	£100	£120	Inc	Inc	£100	£120
5. Formation of a single en-suite bathroom/shower room or cloakroom within an existing dwelling (excluding electrical work)	£200	£240	Inc	Inc	£200	£240
6. Removal of load bearing wall and insertion of steel beam/s	£150	£180	Inc	Inc	£150	£180
7. Installation of heating appliance to a single dwelling e.g. Wood burning stove.	£200	£240	Inc	Inc	£200	£240
8. Conversion of conservatory to solid roof construction.	£200	£240	Inc	Inc	£200	£240



**TABLE D - STANDARD CHARGES FOR ALL OTHER WORK NOT IN TABLES A, B & C excludes individually determined charges**

Estimated Cost		Plan Deposit Charge		Inspection Charge		Building Notice	
From	To	Basic Charge	Inc Vat	Basic Charge	Inc Vat	Basic Charge	Inc Vat
£0	£1,000	£100	£120	£0	£0	£100	£120
£1,001	£5,000	£100	£120	£100	£120	£200	£240
£5,001	£10,000	£100	£120	£150	£180	£250	£300
£10,001	£20,000	£100	£120	£250	£300	£350	£420
£20,001	£30,000	£150	£180	£300	£360	£450	£540
£30,001	£40,000	£150	£180	£400	£480	£550	£660
£40,001	£50,000	£150	£180	£500	£600	£650	£780
£50,001	£75,001	£200	£240	£550	£660	£750	£900
£75,001	£100,000	£200	£240	£650	£780	£850	£1,020

Where it is intended to carry out additional work on a dwelling at the same time as undertaking an extension within Table B then the charge for this additional work (as indicated in Table D) shall be discounted by 50% subject to a maximum estimated cost of less than £10,000.

Notes: All the above charges are on the basis that any controlled electrical work is carried out by a person who is a member of a registered Competent Person Scheme, if this is not the case an additional charge will apply.

Where the estimated cost of work exceeds £100,000 the charge will be individually assessed by South Ribble Borough Council

Subject to a minimum plan fee of £250.00 + VAT and inspection fee of £650.00 + VAT

**TABLE E - OTHER STANDARD CHARGES**

Category of Work	Basic Charge	Inc VAT
Copy of Completion Certificate or Decision Notice	£25	£30
Building Regulation Confirmation letter (e.g., letter of exemption)	£67.50	£81
Supply of information relating to Building Regulation applications or calculated by hourly rate if greater than 1 hour.	£67.50	£81
Service of Section 81 (Building Act 1984): Demolition Counter notice (No VAT)	£150	-
Withdraw of an Application – (Fee dependant on works carried out)	Min - £67.53	£81
Re-opening of dormant files (Over 3 years)	£70.00	£84

**Note: Charges for personal searches are listed in the Planning section.**

## Street Naming and Numbering (Geographical Information System)

Note: all charges below are VAT category N

Existing Properties	
Individual house name / individual house rename or renumber	£100
Rename of street where requested by residents	£200 plus £30 per property
Conversion of existing property into multiple units	£100 maximum four units £20 per additional unit plus

New Properties	
Development of 10 plots or fewer	£30 per plot up to a maximum of £170
Development of more than 10 plots	£200 plus an additional £10 per plot
Additional charge where this includes naming of a street	£100
Additional charge where this includes naming of a building (e.g. block of flats)	£100
Changes in development after notification	£30 per plot

## Land Charges

Item	Fee	VAT	Total
Standard search (LLC1 & CON29)	£142.00	£24.00	£166.00
LLC1 search only	£22.00	£0.00	£22.00
CON29	£120.00	£24.00	£144.00
Extra Parcel of land/property	£30.00	£6.00	£36.00
Solicitors Own Questions (per question) *	£25.00	£5.00	£30.00
CON290 Extra questions 4,6,12,18,21,22	£17.00	£3.40	£20.40
All other questions	£15.00	£2.00	£18.00

# Licensing

Note: all charges quoted in this section are VAT category N

## Gambling Act 2005

Product	Fee
<b>PREMISES</b>	
Premises Licence – New or Variation	Fees Vary
<b>PERMIT</b>	
Permit – New applications	Fees Vary
Permit – Annual Fees	£50
Copy of permit	£15
<b>LOTTERY</b>	
Small Society - New application	£40
Small Society - Renewal application	£20

## Licensing Act 2003

Product	Fee
<b>PERSONAL</b>	
Personal Licence	£37
Personal Licence – change of details	£10.50
<b>PREMISES</b>	
Premises Licence – New or Variation application	Fees Vary
Transfer application	£23
DPS Variation application	£23
Copy of licence	£10.50
Minor Variation Application	£89
Notification of Interest	£21
Club Premises Certificate – New or Variation application	Fees Vary
Copy of certificate	£10.50
Temporary Event Notice (TEN)	£21

## Taxi Licensing

### DRIVER

Product	Fee
New Driver - 3 year	£190
New Driver – 1 year (over 65's)	£125
Driver renewal – 3 year	£175
Driver renewal – 1 year	£70
CSE Driver training	£5
Driver Knowledge Test	£25
Replacement Licence (badge)	£10
Replacement Licence (paper)	£10
DBS Enhanced [VAT 'N']	£44
Personnel Checks [VAT 'S']	£16

### NEW OPERATOR (5-year licence)

Product	Fee
1 Vehicle	£220
2 to 5 Vehicles	£580
6 to 20 Vehicles	£1,090
21 or more	£1,525

### VEHICLE

Product	Fee
New Hackney Carriage	£145
New Private Hire Vehicle	£135
Renew HCV	£115
Renew PHV	£110
Replacement plate (external)	£25
Replacement plate (internal)	£15
Door stickers (for two)	£5
Transfer to new proprietor	£50
Change of vehicle	£70

### OPERATOR RENEWAL (5-year licence)

Product	Fee
1 Vehicle	£215
2 to 5 Vehicles	£575
6 to 20 Vehicles	£1,085
21 or more	£1,520

## Other Licensing Fees

Product	Fee
Scrap Metal Dealer – Site Licence	£550
Scrap Metal Dealer – Collector’s licence	£350
Scrap Metal Dealer – Variation	£90
Second-hand Goods’ Dealers	£55
Car Boot Sales Category 1 Up to 12 pitches	£26
Car Boot Sales Category 2 From 13 – 49 pitches	£36
Sex Establishment	£2,000
Street Traders	£885
Piercing / tattoo / acupuncture / electrolysis - first artist	£180
Piercing / tattoo / acupuncture / electrolysis - additional artist	£98
Street Collection Permit	No charge
House to House Collection	No charge

## Animal Licencing Fees

Product	Application Fee (payable at application Non refundable)	Grant Fee	Renewal Fee
Home Boarding Licence	£164.10	1-year licence £89.17 2-year licence £112.04 3-year licence £134.91	£139.40
Boarding Licence (Kennels & Catteries)	£207.80	1-year licence £89.17 2-year licence £112.04 3-year licence £134.91	£139.40
Breeding of Dogs Licence	£185.70  Vet fee (payable for a new licence) - Fee varies depending on time taken for inspection	1-year licence £89.17 2-year licence £112.04 3-year licence £134.91	£161.00
Dog Day Care Licence	£164.10	1-year licence £89.17 2-year licence £112.04 3-year licence £134.91	£161.00
Hiring of Horses Licence	£228.90  Vet fee (payable per inspection) - Fee varies depending on time taken for inspection	1-year licence £153.97 2-year licence £284.84 3-year licence £415.71	£225.80
Selling Pet Animals Licence	£207.30	1-year licence £89.17 2-year licence £112.04 3-year licence £134.91	£182.60

## Enforcement Charges

Product	Fee
Smoke Free (Fixed Penalties)	£200 / £150 / £50 / £30

# Public Health

## Pest Control (Disinfestation)

DETAILS	VAT	UNIT OF CHARGE	CHARGE
Domestic - wasps	S	per visit	£44.00
Insects - ants, fleas, other	S	per treatment	£56.00
bedbugs	S	per treatment	£130.00
cockroaches	S	per treatment	£27.00 per 30mins, on quotation
Mammals (Grey Squirrels) (Domestic or Commercial)	S	Survey and set up plus per animal capture charge	£104 + £21 per animal captured
Moles	S	per treatment	On quotation charged at £27.00 per 30 mins
Commercial - single treatment small	S	per treatment	On quotation
Commercial – Contract Assessment	S	per contract	On quotation
Insect identification	S	per identification	£15.00
Smoke test (drainage not pest related)	S	per test	£202.00
Pest control building proofing	S	per treatment	£27.00 per 30 mins
Domestic (rats and mice)	S	per treatment	No charge for domestic premises
Bumblebee Nest removal	S	Per nest	£43.00

## Private Water Supplies

DETAILS	VAT	UNIT OF CHARGE	CHARGE
Risk assessment	N	each assessment	Cost of officer time @ £54 per hour
Investigation	N	For each investigation	Cost of officer time @ £54 per hour
<b>Analysing a sample</b>			
Taken under Regulation 10	N	Per sample	£76 plus laboratory fees
Large supplies (Regulation 9 Group A & B)	N	Per sample	£76 plus laboratory fees
Carrying out works or measures that an owner has failed to carry out in accordance with an improvement notice.			At cost – recovered from the relevant person

## Housing

DETAILS	VAT	UNIT OF CHARGE	CHARGE
Housing Notice /Order	N	Per Notice	£450
House of Multiple Occupation License	N	Per License	£850
Variation and renewals to House of Multiple Occupation License	N	Per variation/ renewals	£600
Fixed Penalty Notice under property Redress Scheme	N	Per FPN	£5,000
			Reduced to £3000 if paid within 28 days
Fixed Penalty Notice under Smoke and Carbon Monoxide Regs	N	Per FPN	£1000 first offence and £5000 for any subsequent offence
Immigration Inspection	N	Per inspection	£155

## Food Hygiene

DETAILS	VAT	UNIT OF CHARGE	CHARGE
Requested re-inspection for purposes of re-rating under Food Hygiene Rating Scheme	N	Per application	£158

## Miscellaneous

DETAILS	VAT	UNIT OF CHARGE	CHARGE
Export Certificate	N	Per certificate	£57
Contaminated Land Enquiries	N	per hour	£133
Community Protection Notice (Fixed Penalty)	N	Per Notice	£100. Reduced to £50 if paid within 14 days

# Conference and Business Centre

Room	Working hours							Outside Hours	
	Commercial				Charity			Price per hour over and above basic rate	Price per hour after 10pm
	Full Day - 5 hours & over	Half Day - Under 5 hours	Tea & Coffee Cost per cup	Hourly Rate - No Refreshments included	Full Day - 5 hours & over	Half Day - Under 5 hours	Tea & Coffee Cost per cup		
FULL SUITE	£425	£250	Included	N/A	£140	£85	£1.50	£20	£35
SHIELD	£275	£200	Included	£72.50	£85	£55	£1.50	£20	£35
WHEEL	£250	£175	Included	£55	£85	£55	£1.50	£20	£35
CROSS	£250	£175	Included	£55	£85	£55	£1.50	£20	£35
PADDOCK	£175	£85	£1.50	£37.50	£55	£30	£1.50	£15	£25
LOSTOCK	£175	£85	£1.50	£37.50	£55	£30	£1.50	£15	£25
RIBBLE	£125	£60	£1.50	£27.50	£30	£17.50	£1.50	£10	£20

All prices quoted are excluding VAT at 20%

## Council Tax and Business Rates - Summons and Liability Orders-

Type of Fee	Unit of Charge	Charge per Unit	VAT
Council Tax Administration - recovery admin costs for summons	Each	£58.00	N
Council Tax Administration - recovery admin costs for liability orders	Each	£31.50	N
Business Rates Administration - recovery admin costs for summons	Each	£58.00	N
Business Rates Administration - recovery admin costs for liability orders	Each	£31.50	N



# Worden Hall

Room/Area	Use	Fee	Duration	The detail
The Barn	Wedding Ceremony	£1,800	Per wedding	Room hire only for Ceremony and Canapes
The Barn	Wedding ceremony and Breakfast	£2,300	Per wedding	Room hire ONLY
The Barn	Wedding Ceremony, Breakfast and Reception	£2,800	Per wedding	Room hire ONLY
The Barn	Project Lead Activities	£150	Day	Hire per day for artist, creative or community engagement use of the space
The Barn	Conferencing	£900	Day	Commercial use – max 7 hours use <b>daytime only</b>
The Barn	Third Party Small Events	£400	Half Day	Birthday parties, wakes, baby naming, flea markets – 4 hours maximum use
The Barn	Third Party commercial classes and workshops	£80	Hour	Hourly rate – <b>daytime only</b>
The Barn	Third Party charitable/comm unity classes and workshops	£40	Hour	Hourly rate – <b>daytime only</b>
Entrance Courtyard	Third Party small events	£200	Day	Commercial use of space e.g. fundraising for Wildlife Charities – no catering events permitted <b>daytime only</b>
Entrance Courtyard	Third Part small events	£100	Half Day	Commercial use of space e.g. fundraising for Wildlife Charities – no catering events permitted <b>daytime only</b>
Entrance Courtyard	Third Party small events	£50	Hour	Commercial use of space e.g. fundraising for Wildlife Charities – no catering events permitted <b>daytime only</b>
Temporary Exhibition Gallery	Artist or educational use of the gallery space for amateur groups, schools, and colleges	£100	Week	Weekly charge – <b>daytime only</b>
Temporary Exhibition Gallery	Professional/Commercial Artist	25% commission on any sales	Week	Weekly charge plus commission on sales of artwork – <b>daytime only</b>
The Community Room	Workshop sessions for	£4.95	Per session	Per child, minimum of 30 children per session <b>daytime only</b>

	schools and colleges			
The Community	Community use bookings	£110	Half Day – up to 4 hours	Up to 30 people <b>daytime week only</b>
The Community	Community use bookings	£200	Day – up to 7 hours	Up to 30 people <b>daytime week only</b>

# Legal Services

Where matters are more complex, variation from these charges will be discussed at the outset.

Note: all charges below are VAT category N

Service	Charge
Drafting of Lease	£400
Disposal of Land	£500
Disposal of Large Site	£500 and/or hourly rate thereafter
Acquisition of Public Open Space	£500
Disposal of Land Via Auction	£1000 or 1.5% of sale price (whichever is higher)
Drafting of Easement	£300
Drafting of Wayleave Agreements	£150
Memorandum for Rent Review	£50
Retrospective Consent	£400
Drafting of Section 106 Agreement	£1000 minimum (complicated matters to be on a time recovery basis)
Footpath Diversion	£1500 minimum (plus advertising costs)
Prosecution Work for Other Bodies	£100 per hour
Licence to Assign	£350
Licence to Underlet	£350
Photocopying - Tree protection Order	£20
Photocopying - Section 106 Agreement	£50
Photocopying - Lease	£50

# Parking

## Ecroyd St – Leyland

Length of Stay	Charge
1 hour free	£ 0.00
Up to 3 hours	£ 1.00
Up to 5 hours	£ 3.00
Over 5 hours	£10.00

## East St, Churchill Way / Sumner St, Leyland Leyland

Length of Stay	Charge
1 hour free	£0.00
Up to 3 hours	£1.00

## King St, Leyland / Hope Terrace, Lostock Hall

Length of Stay	Charge
1 hour free	£0.00
Up to 3 hours	£1.00
All day	£3.00
7-days	£12.00

## Station Approach (Railway Station)

Length of Stay	Charge
1 Day	£1.00
2 Days	£2.00
3 Days	£3.00
7 Days	£4.00

## Business Parking Permits

Business Permits are available for some of the council's car parks (numbers limited) at an annual charge of £250 on Churchill Way, Ecroyd Street and Sumner Street in Leyland and Hope Terrace in Lostock Hall.

The cost on King Street, Leyland is £220, the Railway Station car park £180

The above costs include VAT at standard rate.

# Sports Pitches

## Football Pitches

Type of Fee	Unit of Charge	New Teams	Existing Teams (33% Reduction)	VAT
Cat A (S)	Per season	£489.71	£328.10	S
Cat A (J)	Per season	£244.85	£164.50	S
Cat B (S)	Per season	£383.37	£256.86	S
Cat B (J)	Per season	£191.68	£128.43	S
Cat C (S)	Per season	£209.26	£140.20	S
Cat C (J)	Per season	£104.63	£70.10	S

Categories:

Seniors over 18

Juniors under 18

Cat A - Changing accommodation, goal posts erected, pitches marked out

Cat B - Changing accommodation, pitches marked out

Cat C - Pitch only

# Waste Services Fees & Charges and Recycling

Type of Fee	Unit of Charge	Charge per Unit	VAT
Civic Amenity Collection (Nonelectrical items)	up to 4 items	£16.00	N
Additional Items	1	£4.00	N
Electrical Household items	1 item	£12.00	N
Garden Waste Collection Service	Per bin per year	£25.00	N

## Trade Waste Schedule 2

Type of Fee	Residual Bin size	Rental	Collection	Disposal	Collection
Schools General	1100	No	£432.00	No	£432.00
Schools General	360	No	£142.00	No	£142.00
Care Homes General	1100	No	£432.00	No	£432.00
Care Homes General	360	No	£142.00	No	£142.00
Church General	1100	£65.00	No	No	£65.00
Type of Fee	Paper & Card Recycling Bin	Rental	Collection	Disposal	Collection
Schools & Care Homes	1100/660	£65.00	£167.00	No	£232.00

No of Bins	No of Collections	Rental	Collection	Disposal	Total
	Weekly	Charge	Charge	Charge	
1100 LITRE Residual Waste	1	£65	£211	£769	£1,045.00
3360 LITRE Residual Waste	1	£25	£137	£252	£ 414.00
Cardboard & paper Collection Charges					
Containers	Collections	Rental	Collection		Total
1	Fortnightly	£65	£167		£ 232.00
Trade Sacks (Residual Waste)	Collected Weekly		£90 for 50 Bags		

## Replacement Garden Waste Permits - £2.95

## Replacement Lost & Stolen Waste Containers.

Replacement 240L Wheelie Bins - £30

Replacement Green Box's - £10

## Events Charges – Waste Management

Type of Fee	Residual Bin size		Delivery & Collection
Bin Delivery/Collection	Up to 2 x 1100		£30
Bin Delivery/Collection	4 x 240/360		£30
For larger number of bins, the costings will be applied cumulatively			
Emptying & Disposal	Residual	For the 1 <sup>st</sup> bin (any size)	£28.50
Emptying & Disposal	Recycling	For every additional bin	£5.70
Emptying & Disposal	Residual	For the 1 <sup>st</sup> bin (any size)	£5.80
Emptying & Disposal	Recycling	For every additional bin	£1.40
Please be aware if any recycling bin is found to be contaminated disposal cost will revert to residual			
Type of Fee	Bags		Collection & Disposal
Refuse Bags	5 x bags or part thereof		£13.50
N.B. Bags can be purchased from the council at £1.20 for 10 bags. All bags <u>must be tied</u> for collection.			
<b>N.B. Administration charge +10% of ALL delivery and disposal costs.</b>			

Even though there is no charge for rent of bins, organisations requesting the bins will be liable for any repair and replacement costs for damaged or lost bins.

These costs are for guidance only any quote and agreement will be generated by the Waste Team.

# Other Fees and Charges

## Allotments, Garages and Grazing Licences

Site	Volume	Cost
St Johns green Allotments	8 plots	£30 per plot per year
Higher Walton Allotments	3 plots	£30 per plot per year
Pigeon lofts, Bamber bridge	8 Plots	£30 per plot per year
Grazing Licence Kellet Lane	1	£320 per year
Garage licence Leyland	4	£11.30 +VAT per week
Garage licence Penwortham	11	£11.30 + VAT per week
Parking plots Longmeanygate	20	£41 + VAT per plot per year

## Leyland Market

Rental charges are not listed because they are agreed on an ad hoc basis with the tenant.

## Community Centres

Moss Side Community Centre

### VENUE HIRE PRICING TABLE

Hire price per hour	£20	
Half day hire rate	£50	Maximum 5 hours
Evening hire rate	£50	Maximum 5 hours
Full day hire rate	£125	

No VAT payable on any of the above hire charges.



**Animal Licencing Fees**

Product	VAT N	Application Fee (payable at application Non refundable)	Grant Fee	Renewal Fee
Home Boarding Licence	N	£164.10	1-year licence £89.17 2-year licence £112.04 3-year licence £134.91	£139.40
Boarding Licence (Kennels & Catteries)	N	£207.80	1-year licence £89.17 2-year licence £112.04 3-year licence £134.91	£139.40
Breeding of Dogs Licence	N	£185.70	1-year licence £89.17 2-year licence £112.04	£161.00
	N	Vet fee (payable for a new licence) - Fee varies depending on time taken for inspection	3-year licence £134.91	
Dog Day Care Licence	N	£164.10	1-year licence £89.17 2-year licence £112.04 3-year licence £134.91	£161.00
Hiring of Horses Licence	N	£228.90	1-year licence £153.97 2-year licence £284.84	£225.80
	N	Vet fee (payable per inspection) - Fee varies depending on time taken for inspection	3-year licence £415.71	
Selling Pet Animals Licence	N	£207.30	1-year licence £89.17 2-year licence £112.04 3-year licence £134.91	£182.60

**Animal Licencing Fees – PROPOSED**

Product	VAT	Application Fee (payable at application non-refundable)	Grant Fee	Renewal Fee
Home Boarding Licence	N	£178.00	£120.00	Combination of both Fees
Boarding Licence (Kennels & Catteries) up to 10	N	£178.00	£120.00	Combination of both Fees
Boarding Licence (Kennels & Catteries) 11-25	N	£178.00	£178.00	Combination of both Fees
Boarding Licence (Kennels & Catteries) 26-50	N	£178.00	£208.00	Combination of both Fees
Boarding Licence (Kennels & Catteries) Above 50	N	£178.00	£238.00	Combination of both Fees
Breeding of Dogs Licence	N	£178.00	£120.00	Combination of both Fees
	N	Plus Veterinary fee (payable on application)		
Dog Day Care Licence	N	£178.00	Domestic - £120.00 Commercial - £150.00	Combination of both Fees
	N	£178.00	£120.00	
Hiring of Horses Licence	N	£208.00	£178.00	Combination of both Fees
	N	Plus Veterinary fee (payable on application)		
Selling Pet Animals Licence	N	£178.00	£178.00	
Horse Riding Establishments	N	£208.00	£178.00	Combination of both Fees
	N	Plus Veterinary fee (payable on application)		
Pet Shop	N	£178.00	£120.00	Combination of both Fees
Zoo Licence	N	£712	£1,069	
Home Boarder (Franchise) Arranger	N	£178.00	£178.00	Combination of both Fees

Housing - Current

DETAILS	VAT	UNIT OF CHARGE	CHARGE
Housing Notice /Order	N	Per Notice	£450
House of Multiple Occupation License	N	Per License	£850
Variation and renewals to House of Multiple Occupation License	N	Per variation/ renewals	£600
			£5,000
Fixed Penalty Notice under property Redress Scheme	N	Per FPN	Reduced to £3000 if paid within 28 days
Fixed Penalty Notice under Smoke and Carbon Monoxide Regs	N	Per FPN	£1000 first offence and £5000 for any subsequent offence
Immigration Inspection	N	Per inspection	£155

Housing - Proposed

DETAILS	VAT	UNIT OF CHARGE	Grant Fee/ Charge Fee	Application Fee
Housing Notice /Order	N	Per Notice	£450.00	N/A
House of Multiple Occupation License- Up to 5 Occupants	N	Per License	£356.00	£476.00
House of Multiple Occupation License- Above 5 Occupants	N	Per License	£356.00 + £59 per extra applicant	£476.00+ £59 per extra applicant
Renewals to House of Multiple Occupation License	N	Per renewals	£356.00 + £59 per extra applicant	£354.00
			£5,000	
Fixed Penalty Notice under property Redress Scheme	N	Per FPN	Reduced to £3000 if paid within 28 days	N/A
Fixed Penalty Notice under Smoke and Carbon Monoxide Regs	N	Per FPN	£1000 first offence and £5000 for any subsequent offence	N/A
Immigration Inspection	N	Per inspection	£155.00	N/A
Variation to amending a licence	N	Per inspection	£120.00	N/A

**Pest Control (Disinfestation) - Current**

DETAILS	VAT	UNIT OF CHARGE	CHARGE
Domestic - wasps	N	per visit	£44.00
Insects - ants, fleas, other	N	per treatment	£56.00
bedbugs	N	per treatment	£130.00
cockroaches	N	per treatment	£27.00 per 30mins, on quotation
Mammals (Grey Squirrels) (Domestic or Commercial)	N	Survey and set up plus per animal capture charge	£104 + £21 per animal captured
Moles	N	per treatment	On quotation charged at £27.00 per 30 mins
Commercial - single treatment small	N	per treatment	On quotation
Commercial – Contract Assessment	N	per contract	On quotation
Insect identification	N	per identification	£15.00
Smoke test (drainage not pest related)	N	per test	£202.00
Pest control building proofing	N	per treatment	£27.00 per 30 mins
Domestic (rats and mice)	N	per treatment	No charge for domestic premises
Bumblebee Nest removal	N	Per nest	£43.00

**Pest Control (Disinfestation) - Proposed - REVISED figures & presentation**

SERVICE	VAT	UNIT OF CHARGE	CHARGE
Rats and Mice (Domestic)	N	Per Visit	Free
Rodents (Commercial)	N	Per Visit	£60
Grey Squirrels	N	Per Visit	£104 + £21 per animal captured
Moles	N	Per Hour	Price on quotation based on £27.00 per 1/2 hour per officer/technician
Bedbugs	N	N/A	Advice and Sign Posting only
Cockroaches	N	Per visit (including re-visits up to max of 3)	£60
Ants	N	Per visit (including re-visits up to max of 3)	£60
Fleas	N	Per visit (including re-visits up to max of 3)	£60
Wasps	N	Per visit (including re-visits up to max of 3)	£60
Cluster Flies	N	Per visit (including re-visits up to max of 3)	£60
Insect ID	N	Per Specimen	Free
Bumble Bee Nest removal and relocation	N	Per Nest	£60
Pest control building proofing work	N	Per Hour	Price on quotation based on £27.00 per 1/2 hour per officer/technician
Camera Survey and/or smoke testing of drainage systems	N	Per Hour	Price on quotation based on £27.00 per 1/2 hour per officer/technician
Sale of Traps (supply only basis)	N	Per Item	£20 Rat trap (with box and key) £15 Mouse trap (with box and key) £5 Mouse trap (not boxed) £25 Flea traps

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Current	Working hours								Outside Hours	
	Commercial				Charity / Community				Price per hour over and above basic rate	Price per hour after 10pm
	Full Day - 5 hours & over	Half Day - Under 5 hours	Tea & Coffee Cost per cup	Hourly Rate - No Refreshments included	Full Day - 5 hours & over	Half Day - Under 5 hours	Tea & Coffee Cost per cup			
FULL SUITE	£425	£250	Included	N/A	£140	£85	£1.50	£20	£35	
SHIELD	£275	£200	Included	£72.50	£85	£55	£1.50	£20	£35	
WHEEL	£250	£175	Included	£55	£85	£55	£1.50	£20	£35	
CROSS	£250	£175	Included	£55	£85	£55	£1.50	£20	£35	
PADDOCK	£175	£85	£1.50	£37.50	£55	£30	£1.50	£15	£25	
LOSTOCK	£175	£85	£1.50	£37.50	£55	£30	£1.50	£15	£25	
RIBBLE	£125	£60	£1.50	£27.50	£30	£17.50	£1.50	£10	£20	

Proposed 2026/27	Working hours								Outside Hours	
	Commercial				Charity / Community				Price per hour over and above basic rate	Price per hour after 10pm
	Full Day - 5 hours & over	Half Day - Under 5 hours	Tea & Coffee Cost per booking numbers	Hourly Rate - No Refreshments included	Full Day - 5 hours & over	Half Day - Under 5 hours	Tea & Coffee Cost per booking numbers			
FULL SUITE	£520	£310	£1.00	n/a	£260	£155	£1.00	£35	£40	
SHIELD	£365	£255	£1.00	£80	£183	£128	£1.00	£35	£40	
WHEEL	£315	£205	£1.00	£65	£158	£103	£1.00	£35	£40	
CROSS	£315	£205	£1.00	£65	£158	£103	£1.00	£35	£40	
PADDOCK	£210	£115	£1.00	£50	£105	£58	£1.00	£35	£40	
LOSTOCK	£210	£115	£1.00	£50	£105	£58	£1.00	£35	£40	
RIBBLE	£155	£85	£1.00	£40	£78	£43	£1.00	£35	£40	
OAKS	£155	£85	£1.00	£40	£78	£43	£1.00	£35	£40	

Annual Increase	Working hours								Outside Hours	
	Commercial				Charity / Community				Price per hour over and above basic rate	Price per hour after 10pm
	Full Day - 5 hours & over	Half Day - Under 5 hours	Tea & Coffee Cost per booking numbers	Hourly Rate - No Refreshments included	Full Day - 5 hours & over	Half Day - Under 5 hours	Tea & Coffee Cost per booking numbers			
FULL SUITE	£32	£20	£1	n/a	£40	£23	£1	£5	£2	
SHIELD	£30	£18	£1	£3	£33	£24	£1	£5	£2	
WHEEL	£22	£10	£1	£3	£24	£16	£1	£5	£2	
CROSS	£22	£10	£1	£3	£24	£16	£1	£5	£2	
PADDOCK	£12	£10	£1	£4	£17	£9	£1	£7	£5	
LOSTOCK	£12	£10	£1	£4	£17	£9	£1	£7	£5	
RIBBLE	£10	£8	£1	£4	£16	£8	£1	£8	£7	
OAKS	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	

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# Agenda Item 10

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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