



Proposed Fees and Charges

2013/2014

## **REVIEW OF FEES AND CHARGES**

### **1 Introduction**

- 1.1** This booklet sets out the proposed charges for specific services to be applied from 1<sup>st</sup> April 2013(unless otherwise stated) and considered by Council.
- 1.2** The Council is experiencing income reductions, the revised fees and charges are proposed taking a cautious approach to increases in line with the Medium Term Financial Strategy.
- 1.3** As part of detailed review of charges within Cleaner and Greener, no changes are proposed for allotment charges, or for football pitch hire. Changes to Crematorium and Cemeteries fees have been reviewed with regard to increases assumed in the MTFs, savings proposals agreed by Council in previous years, increasing utilities costs, and an evaluation of charges made by similar services in other districts. Garden Waste charges are proposed to remain unchanged, as savings have been generated by efficiencies in the garden waste service. Bulky waste charges are proposed to remain largely unchanged.
- 1.4** Pre-application charging has been recently introduced and is required to be non-profit making. There remains opportunity to increase pre-application charging but the increase of 5% has been chosen to ensure that it does not impose a burden on economic activity and there remains free consultation for small firms on first enquiry.
- 1.5** The Mandatory HMO License fee has not been increased for a number of years. A new toolkit to calculate the fee's has been developed by the Department of Local Government and Communities. This is an improved toolkit based on information collected over a number of years to inform the formula being used to define the charges for each local authority. This toolkit has been used to define the fee's and charges to be applied for the Mandatory HMO Licensing scheme.
- 1.6** In accordance with the current policy the fees and charges for Car Parks are reviewed each Autumn. Car Park charges were last reviewed by the Council on 27th November 2012.
- 1.7** Licensing Fees and Charges are approved by Council and reported to Licensing Committee in preparation for the 1<sup>st</sup> April 2013.

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## **Safer and Stronger Communities**

### **1. Safer & Stronger Communities**

The following fees and charges have been adjusted in line with the Council's Medium Term Financial Strategy.

### **2 Sport & Recreation Fees & Charges**

#### **2.1 Advance Card**

**2.1.1** The Advance Card is applicable across the following four leisure facilities;

- St Johns Sports Centre
- Nunnery Wood Sports Complex
- Perdiswell Leisure Centre
- Worcester Swimming Pool & Fitness Centre

Dependant on individual circumstances an advance card member may be entitled to one of the following benefits;

Advance 25 : Eligible to receive a 25% discount on the standard price plus the benefits of the Advance+ Card

All persons over 60 years of age.

All Full Time students

All persons aged 16 or under.

Advance 50 : Eligible to receive a 50% discount on the standard price plus the benefits of the Advance+ Card

All persons in receipt of an approved benefit and are a resident within the City of Worcester.

All City Council employees.

Advance+ : Card holders can book by telephone for relevant activities up to 7 days in advance from 9.30am.

### 2.1.2 Advance+ Card Purchase

		Advance +	Advance 25	Advance 50
2012/13	All Sites	15.00	11.25	7.50
2013/14	All Sites	15.00	11.25	7.50

### 2.1.3 Connect on-line booking service

This is a free service to 'All Inclusive members' with an annual fee for 'Pay as You Go' customers allowing access to book badminton, squash, fitness classes and creche 7 days in advance from midnight.

		Advance +	Advance 25	Advance 50
2012/13	NWSC/SJSC only	50.00	37.50	25.00
2013/14	NWSC/SJSC only	50.00	37.50	25.00

### 2.1.4 Joining/Admin Fee

There is an initial joining/admin fee payable upon application.

		Standard	Advance 25	Advance 50
2012/13	NWSC/SJSC only	20.00	15.00	10.00
2013/14	NWSC/SJSC only	20.00	15.00	10.00
2012/13	PLC/WSP only	40.00	30.00	20.00
2013/14	PLC/WSP only	40.00	30.00	20.00

### 2.1.5 Annual Harpers Renewal

This is an Annual Renewal fee for 'Pay as You Go' customers

		Standard	Advance 25	Advance 50
2012/13	All Sites	20.00	15.00	10.00
2013/14	All Sites	20.00	15.00	10.00

## **2.2 Membership Packages**

### **2.2.1 Nunnery Wood Sports Complex & St Johns Sports Centre Membership Package**

(D/D = Direct Debit A/M = Annual Membership)

The membership packages for Nunnery Wood Sports Complex and St Johns Sports Centre have been based on detailed analysis of competitor's prices, products and a clear understanding of where they fit within an increasingly competitive leisure market. Given the current financial challenges faced by Worcester City Council there is again emphasis during 2013/14 on income generation. However, to successfully achieve these challenging targets equal importance will be placed on customer retention.

Please note – We currently operate a loyalty scheme designed to reward our long term customers who have been offered the opportunity to freeze their monthly Direct Debit payment. Members agreeing to this policy pay £3 per month less than the full charge providing them with a saving of £36 per annum. This arrangement is on the understanding that if they cancel their membership but decided to re-join at a later date they are no longer entitled to the reduced rate and would then have to revert to paying the full charge.

\*\*\* Corporate Membership is defined as: For a company to qualify under the corporate membership package they must have a minimum of five employees subscribe to the package at the time of application and have the same number of employees with active memberships on an ongoing basis. Employees subscribe on an individual basis and qualify under their company name for the discounted rate (Advanced 25 rate) The membership only applies to the individual and is not extended to their family.

## 2.2.2 Worcester City Council Membership Packages for Nunnery Wood Sports Complex & St Johns Sports Centre

(D/D = Direct Debit A/M = Annual Membership)

		2012/13 (with effect from 1st October)						2013/14 (with effect from 1st October)					
Package Type	Facilities/Activities Available	Standard		Advance 25		Advance 50		Standard		Advance 25		Advance 50	
		D/D	A/M	D/D	A/M	D/D	A/M	D/D	A/M	D/D	A/M	D/D	A/M
		£	£	£	£	£	£	£	£	£	£	£	£
*Advance Inc.	Fitness Suite/Fitness Classes/ Racket Sports/ Crèche (NWSC & SJSC)	34.00	340.00	25.50	255.00	17.00	N/A	34.00	340.00	25.50	255.00	17.00	N/A
**Advance Inc loyalty scheme	Fitness Suite/Fitness Classes/ Racket Sports/ Crèche (NWSC & SJSC)	31.00	310.00	23.25	232.50	15.50	N/A	31.00	310.00	23.25	232.50	15.50	N/A
Advance Inc. (Couple –both to be eligible)	Fitness Suite/Fitness Classes/Racket Sports/ Crèche (NWSC & SJSC)	54.00	540.00	40.50	405.00	27.00	N/A	54.00	540.00	40.50	405.00	27.00	N/A
Advance Inc Off Peak weekday 8 – 6 only and all day weekends	Fitness suite/fitness classes/Racket sports/crèche (NWSC & SJSC)	26.00	260.00	19.50	195.00	13.00	N/A	26.00	260.00	19.50	195.00	13.00	N/A
***Advance inc Corporate Open access – no time restrictions	Fitness suite/fitness classes/Racket sports/crèche (NWSC & SJSC)	25.50	255.00	N/A	N/A	N/A	N/A	25.50	255.00	N/A	N/A	N/A	N/A

### **2.2.3 Perdiswell Leisure Centre and Worcester Swimming Pool Membership**

(D/D = Direct Debit A/M = Annual Membership)

The membership packages for Perdiswell Leisure Centre and Worcester Swimming Pool have been designed to enable the company to remain competitive in the local market and to provide customers with a real value for money service.

To reward customer loyalty we currently offer a discount on our DD memberships where a member can commit to a 12 month membership and receive 1 month free, giving them a saving of £38 over the 12 months. If they cancel the membership after the initial 12 months and rejoin at a later date they either take out the full price membership or would need to commit to another minimum period to receive a discount.

At specified times throughout the year we also offer a 20% discount on our monthly fees but this is only available if a member joins for a 24 month membership, giving them a saving of £7.40 per month.

Members entering into a 12 or 24 month membership are not permitted to cancel within their initial periods unless for a medical reason.

Perdiswell Leisure Centre and Worcester Swimming Pool charge an administration fee on all memberships of £40. This includes for casual members an advance card which needs to be renewed every 12 months, or for advance 50 users the appropriate date for when they have proof of benefit until.

\*\*\* Corporate Membership is defined as: For a company to qualify under the corporate membership package they must have a minimum of five employees subscribe to the package at the time of application and have the same number of employees with active memberships on an ongoing basis. Employees subscribe on an individual basis and qualify under their company name for the discounted rate. The discount for corporate membership offered is 10%. The membership only applies to the individual and is not extended to their family.

## 2.2.4 Leisure Connection Membership Packages for Perdiswell Leisure Centre & Golf Course and Worcester Swimming Pool & Fitness Centre

(D/D = Direct Debit A/M = Annual Membership)

Package Type	Facilities/Activities	2012/13 (with effect from 1 <sup>st</sup> October)						2013/14 (with effect from 1 <sup>st</sup> October)					
		Standard		Advance 25		Advance 50		Standard		Advance 25		Advance 50	
		D/D	A/M	D/D	A/M	D/D	A/M	D/D	A/M	D/D	A/M	D/D	A/M
		£	£	£	£	£	£	£	£	£	£	£	£
Harpers Golf, Gym & Swim	Fitness Suite, Fitness Classes (at PLC & WSP)/Swimming at WSP and unlimited golf	45.00	495.00	34.00	374.00	23.00	N/A	45.00	495.00	34.00	374.00	23.00	N/A
Harpers Active	Fitness Suite and Fitness Classes (at PLC & WSP) /Swimming at WSP	35.30	388.30	26.50	291.50	17.70	N/A	35.30	388.30	26.50	291.50	17.70	N/A
Harpers Active (Couple – both to be eligible)	Fitness Suite and Fitness Classes (at PLC & WSP)/Swimming at WSP	59.30	652.30	N/A	N/A	N/A	N/A	59.30	652.30	N/A	N/A	N/A	N/A
Harpers Active (Family = 2 Adults (both to be eligible) plus 2 children	Fitness Suite and Fitness Classes (at PLC & WSP) /Swimming at WSP. Children = Swimming : toddlers to 16 years (incl)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Junior Harpers (10-16years old)	Fitness Suite/Fitness Classes (at PLC & WSP)/Swimming at WSP	N/A	N/A	20.50	225.50	N/A	N/A	N/A	N/A	20.50	225.50	N/A	N/A
Golf	7 day golf	35.00	385.00	26.25	288.75	17.50	N/A	35.00	385.00	26.25	288.75	17.50	N/A
Pure Water	General Swim Sessions at WSP	24.50	269.50	18.00	198.00	12.25	N/A	24.50	269.50	18.00	198.00	12.25	N/A



### 2.3 Nunnery Wood Sports Complex and St Johns Sports Centre

2.3.1	Unsupervised Activities	2012/13 (with effect from 1st October)			2013/14 (with effect from 1st October)			
		Standard	Advance 25	Advance 50	Standard	Advance 25	Advance 50	
	Per	£	£	£	£	£	£	
	Badminton	Person	4.75	3.60	2.40	4.75	3.60	2.40
	Whole Main Hall	Hour	40.00	30.00	20.00	40.00	30.00	20.00
	Dance Studios/Activity Suite (SJSC) /Gym(NWSC)	Hour	23.00	17.25	11.50	23.00	17.25	11.50
	Shower only	Person	3.00	2.25	1.50	3.00	2.25	1.50
	Squash (NWSC only – 8-4pm weekdays and all day weekends)	Person	3.70	2.80	1.85	3.70	2.80	1.85
	Squash (NWSC only – Premium rate weekdays 4pm-10pm)	Person	4.70	3.55	2.35	4.70	3.55	2.35
	Squash League: Joining Fee	Person	15.00	11.25	7.50	15.00	11.25	7.50
	Squash League: Renewal	Person	10.00	7.50	5.00	10.00	7.50	5.00
	Table Tennis	Person	3.50	2.65	1.75	3.80	2.85	1.90
	Fitness Suite NWSC	Hour	4.50	3.40	2.25	4.50	3.40	2.25
	Fitness Suite SJSC	Hour	6.00	4.50	3.00	6.00	4.50	3.00

### 2.3.2 All-Weather Pitch & Athletic Track

Whole A/W Pitch (Football) NWSC	Hour	70.00	52.50	35.00	70.00	52.50	35.00
Whole A/W Pitch (Hockey) NWSC	Hour	70.00	52.50	35.00	70.00	52.50	35.00
Half A/W Pitch (Football) NWSC	Hour	35.00	26.25	17.50	35.00	26.25	17.50
Half A/W Pitch (Hockey) NWSC	Hour	35.00	26.25	17.50	35.00	26.25	17.50
Grass centre Pitch NWSC (incl. floodlights)	Match	60.00	45.00	30.00	60.00	45.00	30.00
Soccer Real rubber crumb 5-a-side All-weather pitches SJSC	Hour	45.00	33.75	22.50	45.00	33.75	22.50
Athletics Track- per person	Hour	3.70	2.80	1.85	3.70	2.80	1.85
Athletics Track-Schools	Hour	n/a	40.00	n/a	n/a	40.00	n/a
Athletic Meets & Club hire	Hour	46.00	34.50	23.00	46.00	34.50	23.00
Major Events/Competitions	By Negotiation						

### 2.3.3 Supervised Activities

Children's Activities (Sat)	Session	n/a	4.00	3.00	n/a	4.00	3.00
NWSC Children's Party (excl catering)	Child	n/a	3.00	n/a	n/a	3.00	n/a
SJSC Children's Party (incl catering)	Child	n/a	6.00	n/a	n/a	6.00	n/a
SJSC Interactive Children's Party (inc catering)	Child	n/a	By Negotiation	n/a	n/a	By Negotiation	
Holiday Activities	8.30-5.30	n/a	21.00	n/a	n/a	21.00	n/a
Holiday Activities	8.30-3.00	n/a	16.00	n/a	n/a	16.00	n/a
Ladies Morning circuit training	Session	3.70	2.80	1.85	3.70	2.80	1.85
Crèche	Hour	n/a	2.00	1.30	n/a	2.00	1.30
FA Soccer Academy	Hour	n/a	3.00	2.25	n/a	3.00	2.25
All fitness classes (NWSC)	Hour	4.50	3.40	2.25	4.50	3.40	2.25
All Fitness classes (SJSC)	Hour	5.00	3.75	2.50	5.00	3.75	2.50
50+	Session	2.30	1.75	1.15	2.30	1.75	1.15
Harpers Induction	Session	20.00	15.00	10.00	20.00	15.00	10.00

### 2.3.4 Equipment Hire

Racket/bat hire	Session	1.00	0.75	0.50	1.00	0.75	0.50
Trampoline Hire (court cost included)	Session	17.00	12.75	8.50	17.00	12.75	8.50
Tables and Chairs/Judo mats	By Negotiation			By Negotiation			
Special Events	By Negotiation			By Negotiation			
2.3.6 Replacement Cards (Advance card, door access)		4.50	4.50	4.50	4.50	4.50	4.50

## 2.4 Perdiswell Leisure Centre

		2012/13 (with effect from 1st October)			2013/14 (with effect from 1st October)			
2.4.1	Unsupervised Activities	Standard	Advance 25	Advance 50	Standard	Advance 25	Advance 50	
	Per	£	£	£	£	£	£	
	Badminton	Person	4.75	3.55	2.40	4.75	3.55	2.40
	Whole Main Hall	Hour	81.00	60.75	40.50	81.00	60.75	40.50
	Half Main Hall	Hour	40.50	30.40	20.25	40.50	30.40	20.25
	All-weather Pitch (3 <sup>rd</sup> generation)	Hour	39.00	29.25	19.50	39.00	29.25	19.50
	Showers only	Session	2.65	2.65	2.65	3.00	2.25	1.50
	Table Tennis	Person	3.80	2.85	1.90	3.80	2.85	1.90
	Fitness Suite	Hour	5.50	4.10	2.75	5.50	4.10	2.75
<b>2.4.2 Supervised Activities</b>								
	Children's Holiday Activities	8.30-3.30pm	n/a	n/a	n/a	n/a	n/a	n/a
	Children's Holiday Activities	8.30-5.30pm	n/a	n/a	n/a	n/a	n/a	n/a
	Children's Parties (incl. catering)	Child	n/a	9.00	n/a	n/a	9.00	n/a
	Crèche (1hour 50 mins)	Session	n/a	2.35	2.00	n/a	2.35	2.00
	Roller Disco	Session	n/a	3.60	n/a	n/a	3.60	n/a
	Gymnastics: Junior	Session	n/a	3.70	3.00	n/a	3.70	3.00
	Trampolining (adult)	Session	n/a	n/a	n/a	n/a	n/a	n/a
	Trampolining (junior)	Session	n/a	3.70	3.00	n/a	3.70	3.00
	All Fitness classes	Session	4.65	3.50	2.30	4.65	3.50	2.30
	Ladies Activities	Session	n/a	n/a	n/a	n/a	n/a	n/a
	Short Mat Bowls	Person	2.35	1.75	1.15	2.35	1.75	1.15
<b>2.4.3 Equipment Hire</b>								
	Racket/bat hire	Session	1.00	0.75	0.50	1.00	0.75	0.50
	Ball Hire (with deposit)	Session	3.10	2.35	1.55	3.10	2.35	1.55
	Roller Skate Hire	Session	1.65	1.65	1.65	1.65	1.65	1.65
	Trampoline Hire (to include cost of court)	Hour	17.00	12.75	8.50	17.00	12.75	8.50
2.4.4	Replacement Cards		4.50	4.50	4.50	4.50	4.50	4.50

2.5 Perdiswell Golf Course		2012/13 (with effect from 1st October)			2013/14 (with effect from 1st October)			
		£	£	£	£	£	£	
2.5.1	Club Membership	Standard	Advance 25	Advance 50	Standard	Advance 25	Advance 50	
	Joining Fee	Person	48.50	36.40	24.25	48.50	36.40	24.25
	Annual membership fee	Person	48.50	36.40	24.25	48.50	36.40	24.25
2.5.2	Green Fees	Per						
	Weekdays	9 holes	8.70	6.50	4.35	8.70	6.50	4.35
		18 holes	13.15	9.85	6.55	13.15	9.85	6.55
	Weekends	9 holes	11.05	8.30	5.50	11.05	8.30	5.50
		18 holes	17.35	13.00	8.65	17.35	13.00	8.65
2.5.3	Equipment Hire							
	Trolley	Per round	3.10	2.30	1.55	3.10	2.30	1.55
	Golf ball / half set clubs	Per round	5.15	3.85	2.55	5.15	3.85	2.55

## 2.6 Worcester Swimming Pool & Fitness Centre

		2012/13 (with effect 1st October)			2013/14 (with effect 1st October)			
<b>Swimming</b>		<b>Standar</b>	<b>Advance</b>	<b>Advance</b>	<b>Standard</b>	<b>Advance</b>	<b>Advance</b>	
Per		£	£	£	£	£	£	
<b>2.6.1</b>	Adult	Session	3.50	2.65	1.75	3.60	2.70	1.80
	Toddlers (5 years and under)	Session	n/a	1.00	n/a	n/a	1.00	n/a
	Child (Under 16)	Session	n/a	1.75	n/a	n/a	1.75	n/a
<b>2.6.2</b>	<b>Schools: incl. Lifeguards</b>							
	Main Pool:		n/a			n/a		
	Whole pool (excluding diving pit and fun pool)	Hour	n/a	70.39	n/a	n/a	72.50	n/a
	Half Pool (excluding diving pit and fun pool)	Hour	n/a	34.95	n/a	n/a	36.00	n/a
	Diving Pit	Hour	n/a	34.95	n/a	n/a	36.00	n/a
	Fun Pool	Hour	n/a	35.44	n/a	n/a	36.50	n/a
	Teaching Pool	Hour	n/a	53.40	n/a	n/a	55.00	n/a
	Individual Lanes	Lane	n/a	13.59	n/a	n/a	14.00	n/a
<b>2.6.3</b>	<b>Clubs and Private Hire</b>							
	Main Pool	Hour	70.39	52.91	n/a	72.50	54.50	n/a
	Teaching Pool	Hour	n/a	26.21	n/a	n/a	27.00	n/a
	Galas	Hour	n/a	82.52	n/a	n/a	85.00	n/a
<b>2.6.4</b>	<b>Sauna Suite</b>							
	Sauna session includes: Hydro/locker/plunge/swim	Session	4.00	3.00	2.00	4.00	3.00	2.00
<b>2.6.5</b>	<b>Fitness Suite &amp; Fitness Training</b>							
	Fitness Suite	Session	5.50	4.10	2.75	5.70	4.20	2.80
	All fitness classes	Session	4.65	3.50	2.30	4.80	3.60	2.40
<b>2.6.6</b>	<b>Special Sessions</b>							
	Adult Lane Swim	Session	3.50	2.65	1.75	3.60	2.70	1.80
	Water Aerobics	Session	3.50	2.50	1.50	3.60	2.60	1.50
	50+ Swim	Session	1.90	1.90	1.90	2.00	2.00	2.00
	Duckling Session	Session	n/a	n/a	n/a	n/a	n/a	n/a
	Swim School lesson 30mins	Session	n/a	5.00	n/a	n/a	5.00	n/a
	Swim School lesson 45mins	Session	n/a	6.00	n/a	n/a	6.00	n/a
	Swim School adult lessons	Session	6.00	n/a	n/a	6.00	n/a	n/a
	One to one Private Swimming lessons	Session	14.00	n/a	n/a	15.00	n/a	n/a
	Two to one Private Swimming lessons	Session	20.00	n/a	n/a	22.00	n/a	n/a
<b>2.6.7</b>	Spectator Fee	Session	1.00	0.75	0.50	1.00	0.75	0.50
<b>2.6.8</b>	Replacement Card	Per	4.50	4.50	4.50	4.50	4.50	4.50

## Joint Museum Service Fees & Charges

### The Commandery

	2012/13	2013/14
	£	£
<b>Admission Charges</b>		
Adults	5.50	5.50
Adult concession	4.25	4.25
Students 17+	4.25	4.25
Children 5 - 16	2.50	2.50
Family ticket (up to 2 adults and 3 children)	13.00	13.00
Children under 5	free	free
Worcester residents	free	free
Season ticket	6.00	6.00
Group - adult	4.40	4.40
Group - concession	3.50	3.50
Group - child	2.30	2.30
School visit including performance	6.00	6.00
School visit/children's activity including booked workshop	4.50	4.50
Drop in activities	1.00	1.00
Joint Ticket Offer (Hartlebury & Commandery)	We would like to introduce this incentive ticket for Commandery and Hartlebury - If you buy a full price ticket at either site - you get 50% off a full price ticket to the other within 6 months	

### Special events and demonstrations

A range of demonstrations, workshops, personal guided tours and Cost £4.50 - £20.00 per person with external services charged at	instead of admission charge	instead of admission charge
Commission on Craft sales	35% plus vat	35% plus vat
Small Meeting Room - G20 or F1	Daytime per hour	12.00
		£12.00
Small Meeting Room - G20 or F1	Evening per hour	40.00
		£40.00
	WCC Departments Charge	10.00 a.m - 5.00 p.m - no charge
		10.00 a.m - 5.00 p.m - no charge
Resource Centre & Panelled Rooms	Daytime per hour	20.00
		20.00
Resource Centre & Panelled Rooms	Evening per hour	45.00
		45.00
	WCC Departments Charge	2.00 p.m. - 5.00 p.m. - no charge
		2.00 p.m. - 5.00 p.m. - no charge
Great Hall	Evening per hour	120.00
		120.00
	WCC Departments Charge	120.00
		120.00
Garden	Evening per hour	60.00
		60.00
	WCC Departments Charge	60.00
		60.00
Whole Site	Daytime per hour	By negotiation
		By negotiation
	Evening per hour	By negotiation
		By negotiation
	WCC Departments Charge	By negotiation
		By negotiation

### Additional Charges

Refreshments provided in house  
 Water - at cost plus 10% handling charge per bottle.  
 Tea/Coffee - £1.30 per person per serving.  
 Tea/Coffee/biscuits - £1.80 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%

### Hire of Equipment (depending on availability)

Data Projector or OHP & Screen	10.00	10.00
TV/DVD Player	14.00	15.00
Flip Chart, Paper and pens	10.00	10.00
Charges for commercial organisations.	By negotiation with Museums General Manager	

City Museum and Art Gallery		2012/13 £	2013/14 £
<b>Gallery/or Café and Balcony (subject to availability)</b>			
Non-commercial	Per Evening	120.00	120.00
Commercial	Per Evening	300.00	300.00
Activity area		30.00	30.00

<b>Hire of Equipment (depending on availability)</b>			
Data Projector or OHP & Screen		10.00	10.00
TV/DVD Player		14.00	15.00
Flip Chart, Paper and pens		10.00	10.00
<b>Other Services</b>			
<b>Archaeology Deposit fees</b>			
Standard box	Ex VAT	18.00	19.00
half box/paper archive	Ex VAT	12.00	12.00
Special collections per box	Ex VAT	34.00	36.00
A4 box file for paper archive	Ex VAT	6.00	7.00
Additional packing/admin charged at cost			

<b>Images</b>			
<b>Delivery &amp; Administration</b>			
Image sourcing fee		6.00	8.00
Reproduction Licence Fee			
Exhibition catalogues, publicity, academic journals below 1000 copy print run.		free	free
Website (subject to approval and maximum resolution of 450x450 pixels)		free	free
TV/DVD/Film image flash up to 6 seconds		110.00	110.00
TV/DVD/Film image – repeat licence		By Negotiation	By Negotiation
Book, newspaper or magazine (inside)		95.00	95.00
Book, newspaper or magazine (cover)		180.00	120.00
<b>Other Fees</b>			
Photography (new image request)		110.00	110.00
Unauthorised reproduction		575.00	575.00
<b>Workshops</b>			
	Adults (2 Hours)	6.50	6.50
	Adults (30 mins)	2.00	2.00
	Concessions (2 Hours)	4.50	4.50
	Family (2 Hours)	17.50	17.50
	Adult (Full Day)	30.00	30.00
	Child (Full Day)	12.50	12.50
	Group Visits Evening (minimum 30 people)	4.40	4.40
	Drop in workshops	1.00	1.00
<b>Group rates</b>			
Museum staff led sessions, KS3 and above		4.50 each	4.50 each
Early Years, KS1, KS2		35.00	35.00
SEN Groups		35.00	35.00
Talks - staff led in museum premises		35.00	50.00
Talks - staff led external		60.00 plus expenses	60.00 plus expenses
<b>Commission on Craft sales</b>			
		35% plus VAT	35% plus VAT
<b>Commisson on sales from Art Gallery</b>			
		35% plus VAT	35% plus VAT
<b>Committee Room Hire</b>			
Full day			120.00
Half day			60.00
Per hour (daytime)			18.00
Evening hire and outside hours (from per hour)			25.00

Cleaner & Greener City

Licensing Fees & Charges reported to Licensing Committee in preparation for the 1st April 2013

		2012/13	2013/14
<b>Regulatory Services</b>		£	£
<b>a) Taxis, etc.</b>	Initial application (inc.CRB & DVLA check)	263.00	263.00
	Knowledge test	55.00	55.00
	Disability Awareness Training	48.00	48.00
	Renewal (inc.CRB & DVLA)	126.00	126.00
<b>Hackney Carriage</b>	Initial	399.00	399.00
	Renewal	340.00	340.00
	Transfer	144.00	144.00
<b>Private Hire</b>	Initial	399.00	399.00
	Renewal	340.00	340.00
	Transfer	144.00	144.00
	Operator	£245 plus £50 per PH vehicle	£245 plus £50 per PH vehicle
Vehicle Licence Plate	Replacement	34.00	34.00
Driver's Badge	Replacement	17.00	17.00
<b>b) All other licences</b>			
Pet Shops	Initial	320.00	320.00
	Renewal	220.00	220.00
Animal Boarding Establishments	Initial	688.00	688.00
	Renewal	244.00	244.00
Riding Establishments	Initial	600.00	600.00
	Renewal	600.00	600.00
Dangerous Animals	Initial	288.00	288.00
	Renewal	173.00	173.00
Breeding of Dogs	Initial	237.00	237.00
	Renewal	118.00	118.00
Zoos	Initial/Renewal (plus vet's fees)	592.00	592.00
Acupuncture/Tattooing/Ear Piecing/Electrolysis Premises		258.00	258.00
	Practitioner Registration	92.00	92.00
Massage and Special Treatment	Initial	348.00	348.00
	Renewal	348.00	348.00
Sex Establishments	New	3,798.00	3,798.00
	Renewal	1,813.00	1,813.00
Registration of Motor Salvage Operators		94.00	94.00
Game Dealers			
<b>c) Street Trading Fees</b>			
** Charges will vary with change from consent to licence			
Existing fees			
Single Unit	10ftx10ft	3,320.00	3,320.00
Single Unit	Over 10ftx10ft	6,166.00	6,166.00
Day fee		61.00 + 17.00/additi onal trading day	61.00 + 17.00/additi onal trading day
Mobile Traders (eg ice cream vehicles)	Per annum per vehicle	180.00	180.00
Sale of published registers to the public		£26.50 or 0.16 per sheet	£26.50 or 0.16 per sheet
<b>d) The following licences are fixed by statute - maximum fee already being charged</b>			
Lotteries		40.00	40.00

## Licensing 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. These are divided into 5 bands:

<b>Band</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Non-Domestic rateable value</b>	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:**

<b>Band</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	£100	£190	£315	£450	£635

Fees will be payable annually by those holding premises licences and club premises certificates as follows:

<b>Band</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	£70	£180	£295	£320	£350

To find out how much the non-domestic rateable value of the premises is Officers enter the postcode into the Valuation Office's website, [www.voa.gov.uk](http://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:

<b>Band</b>	<b>D (x2)</b>	<b>E (x3)</b>
Application fee	£900	£1,905
Annual charge	£640	£1,050

## Exceptionally large events

The Licensing Authority will also be able to charge an additional premises fee, up to a maximum of £64,000 for exceptionally large events such as outdoor pop concerts.

Number	Additional Fee £	Annual Fee £
5,000-9,999	1,000	500
10,000-14,999	2,000	1,000
15,000-19,999	4,000	2,000
20,000-29,999	8,000	4,000
30,000-39,999	16,000	8,000
40,000-49,999	24,000	12,000
50,000-59,999	32,000	16,000
60,000-69,999	40,000	20,000
70,000-79,999	48,000	24,000
80,000-89,999	56,000	28,000
90,000 and over	64,000	32,000

## Permitted temporary activities, personal licences and miscellaneous

Application or Notice	Fee
Section 25 (theft, loss, etc. of premises licence or summary)	10.50
Section 29 (application for a provisional statement where premises being built.)	315.00
Section 33 (notification of change of name or address)	10.50
Section 37 (application vary licence to specify individual as premises supervisor)	23.00
Section 42 (application for transfer of premises licence)	23.00
Section 47 (interim authority notice following death etc. of licence holder)	23.00
Section 79 (theft, loss etc. of certificate or summary)	10.50
Section 82 (notification of change of name or alteration of rules of club)	10.50
Section 83(1) or (2) (change of relevant registered address of club)	10.50
Section 100 (temporary event notice)	21.00
Section 110 (theft, loss etc. of temporary event notice)	10.50
Section 117 (application for a grant or renewal of personal licence)	37.00
Section 126 (theft, loss etc. of a personal licence)	10.50
Section 127 (duty to notify change of name or address)	10.50
Section 178 (right of freeholder etc. to be notified of licensing matters)	21.00

## Private Water Supply Fees & Charges

Service	Fee
Risk Assessment	£40 per hour (upto max £500)
Investigation (each investigation)	£40 per hour (upto max £100)
Granting an authorisation	£100 maximum
Sampling (each visit)	£100 maximum
Analysing a sample	
- taken under regulation 10 (small supplies)	£25 maximum
- taken during check monitoring	£100 maximum
- taken during audit monitoring	£500 maximum



<b>Type of Licence</b>	<b>Description of Licence</b>	<b>2012/13 £</b>	<b>2013/14 £</b>
Application to Transfer	Adult Gaming Centre	682.00	682.00
Application to vary	Adult Gaming Centre	569.00	569.00
Copy of Licence	Adult Gaming Centre	25.00	25.00
Gambling premises licence (new application)	Adult Gaming Centre	1,137.00	1,137.00
Gambling premises licence annual fee	Adult Gaming Centre	569.00	569.00
Licence application (provisional statement holders)	Adult Gaming Centre	682.00	682.00
Notification of change	Adult Gaming Centre	57.00	57.00
Provisional statement	Adult Gaming Centre	1,137.00	1,137.00
Reinstatement of licence	Adult Gaming Centre	682.00	682.00
Club Gaming	Annual Fee	50.00*	50.00*
Club Gaming machine	Annual Fee	50.00*	50.00*
Licensed premise more than 2 gaming machines	Annual Fee	50.00*	50.00*
Application to Transfer	Betting Premises (excluding tracks)	682.00	682.00
Application to vary	Betting Premises (excluding tracks)	852.00	852.00
Copy of Licence	Betting Premises (excluding tracks)	25.00	25.00
Gambling premises licence (new application)	Betting Premises (excluding tracks)	1,707.00	1,707.00
Gambling premises licence annual fee	Betting Premises (excluding tracks)	341.00	341.00
Licence application (provisional statement holders)	Betting Premises (excluding tracks)	682.00	682.00
Notification of change	Betting Premises (excluding tracks)	57.00	57.00
Provisional statement	Betting Premises (excluding tracks)	1,707.00	1,707.00
Reinstatement of licence	Betting Premises (excluding tracks)	682.00	682.00
Application to Transfer	Betting Premises (tracks)	682.00	682.00
Application to vary	Betting Premises (tracks)	710.00	710.00
Copy of Licence	Betting Premises (tracks)	25.00	25.00
Gambling premises licence (new application)	Betting Premises (tracks)	1,422.00	1,422.00
Gambling premises licence annual fee	Betting Premises (tracks)	569.00	569.00
Licence application (provisional statement holders)	Betting Premises (tracks)	540.00	540.00
Notification of change	Betting Premises (tracks)	50.00	50.00
Provisional statement	Betting Premises (tracks)	1,422.00	1,422.00
Reinstatement of licence	Betting Premises (tracks)	540.00	540.00
Application to Transfer	Bingo premises	682.00	682.00
Application to vary	Bingo premises	995.00	995.00
Copy of Licence	Bingo premises	25.00	25.00
Gambling premises licence (new application)	Bingo premises	1,989.00	1,989.00
Gambling premises licence annual fee	Bingo premises	569.00	569.00
Licence application (provisional statement holders)	Bingo premises	682.00	682.00
Notification of change	Bingo premises	50.00	50.00
Provisional statement	Bingo premises	1,989.00	1,989.00
Reinstatement of licence	Bingo premises	682.00	682.00
Family entertainment gaming machines	Change of name	25.00	25.00
Club Gaming	Change of name	100.00	100.00
Club Gaming machine	Change of name	100.00	100.00
Licensed premises less than 2 gaming machines	Change of name	No Fee	No Fee
Licensed premises more than 2 gaming machines	Change of name	25.00	25.00
Prize gaming	Change of name	25.00	25.00

<b>Type of Licence</b>	<b>Description of Licence</b>	<b>2012/13 £</b>	<b>2013/14 £</b>
Family entertainment gaming machines	Copy of Licence	15.00	15.00
Club Gaming	Copy of permit	15.00	15.00
Club Gaming machine	Copy of permit	15.00	15.00
Licenced premises less than 2 gaming machines	Copy of permit	No Fee	No Fee
Licenced premises more than 2 gaming machines	Copy of permit	15.00	15.00
Prize gaming	Copy of permit	15.00	15.00
Family entertainment gaming machines	Existing operator	100.00	100.00
Club Gaming	Existing operator	100.00	100.00
Club Gaming machine	Existing operator	100.00	100.00
Licenced premise more than 2 gaming machines	Existing operator	100.00	100.00
Prize gaming	Existing operator	100.00	100.00
Application to Transfer	Family entertainment Centre	540.00	540.00
Application to vary	Family entertainment Centre	569.00	569.00
Copy of Licence	Family entertainment Centre	25.00	25.00
Gambling premises licence (new application)	Family entertainment Centre	1,137.00	1,137.00
Gambling premises licence annual fee	Family entertainment Centre	426.00	426.00
Licence application (provisional statement holders)	Family entertainment Centre	540.00	540.00
Notification of change	Family entertainment Centre	50.00	50.00
Provisional statement	Family entertainment Centre	1,137.00	1,137.00
Reinstatement of licence	Family entertainment Centre	540.00	540.00
Club Gaming	Grant (Club premises cert holder)	100.00*	100.00*
Club Gaming machine	Grant (Club premises cert holder)	100.00*	100.00*
Small Society lottery	Lottery Application (new)	40.00	40.00
Small Society lottery	Lottery Application (renewal)	20.00	20.00
Family entertainment gaming machines	New application	300.00	300.00
Club Gaming	New application	200.00	200.00
Club Gaming machine	New application	200.00	200.00
Licenced premises less than 2 gaming machines	New application	50.00	50.00
Licenced premises more than 2 gaming machines	New application	150.00	150.00
Prize gaming	New application	300.00	300.00
Club Gaming	Renewal (club premises cert holder)	100.00*	100.00*
Club Gaming machine	Renewal (club premises cert holder)	100.00*	100.00*
Family entertainment gaming machines	Renewal application	300.00	300.00
Club Gaming	Renewal application	100.00*	100.00*
Club Gaming machine	Renewal application	100.00*	100.00*
Prize gaming	Renewal application	300.00	300.00
Copy of notice	Temporary use notices	15.00	15.00
Gambling premises licence	Temporary use notices	289.00	289.00
Club Gaming machine	Transfer of permit	n/a	n/a
Licenced premises less than 2 gaming machines	Transfer of permit	n/a	n/a
Licenced premises more than 2 gaming machines	Transfer of permit	25.00	25.00
Prize gaming	Transitional application fee	100.00	100.00
Club Gaming	Variation of permit	100.00	100.00
Club Gaming machine	Variation of permit	100.00	100.00
Licenced premises less than 2 gaming machines	Variation of permit	n/a	n/a
Licenced premises more than 2 gaming machines	Variation of permit	100.00	100.00

**\* Fee will be £200 if premises do not sell alcohol**

### Car Park Charges with effect from 1st February 2013

In accordance with the current policy the fees and charges for Car Parks are reviewed each Autumn

Car Park charges were last reviewed by the Council on 27th November 2012

Car Park Name	No of Spaces	Up to 30 Mins	Between 19:00 & 21:01	Hours Scale of Charges Monday - Sunday 07:00 - 21:00						Zone
				Up to 1 hr	Up to 2 hrs	Up to 3 hrs	Up to 4 hrs	Up to 6 hrs	Up to 24 hrs	
Copenhagen Street	157 + 3 dis	60	100	120	240	360	500	750	1000	Red
Cornmarket	83 +5 dis	60	100	120	240	360	500	750	1000	
Providence Street	57 + 3 dis	60	100	120	240	360	500	750	1000	
Cattle Market	183 + 9 dis	40	100	90	180	270	360	500	600	Amber
King Street	112 + 3 dis	40	100	90	180	270	360	500	600	
Newport Street	136 + 3 dis	40	100	90	180	270	360	500	600	
St Martin's Gate	780 + 16 dis	40	100	90	180	270	360	360	360	
Clare Street	50 + 3 dis	40	100	90	180	270	360	500	600	
Commandery Road	35 + 3 dis	40	100	90	180	270	360	500	600	
Orchard House	40 + 2 dis	40	100	90	180	270	360	500	600	
Pitchcroft/Moors	332 + 3 dis	N/A	N/A	60	120	180	240	300	350	Green
Tallow Hill	97 + 3 dis	N/A	N/A	60	120	180	240	300	350	
Tybridge Street	72 + 3 dis	N/A	N/A	60	120	180	240	300	350	
Croft Road	238 + 3 dis	N/A	N/A	60	120	180	240	300	350	
Croft Road Coaches & Lorries	8 Coach			500 per 12 hours						

### 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

	2012/13 £	2013/14 £
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### Chairs on Pavements

Cost per chair on pavement	50.00	50.00
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The Cost per Chair from 2013/14 is both for Initial and Renewal Applications.

<b>Neighbourhood Team</b>		<b>2012/13</b>	<b>2013/14</b>
		<b>£</b>	<b>£</b>
<b>a) Bulky Household Waste Collection</b>			
Cookers/Washing Machines/Dishwashers/Spin Driers (not microwaves)		19.75	20.00
Domestic under-counter fridges or freezers and small chest freezers		23.70	24.00
Tall fridge-freezers, large chest freezers and American-style fridges		35.55	36.00
2 Items collected at same time (not white goods)		27.15	28.00
3 Items collected at same time (not white goods, inc 3 pc suites)		34.05	34.00
Bagged Garden Waste	minimum 5 bags	1.70 per bag	2.00 per bag
All other single items inc microwaves, bed complete with mattress		16.50	17.00
<b>b) Trade Waste Collection</b>	<b>Service Manager has delegated powers to set charges</b>		
<b>c) Garden Waste</b>			
Annual Fee		37.00	37.00
Reg new customer		10.00	10.00

**Green Space Team**

a) <b>Football</b>	2012/13			2013/14			
		£			£		
<b>Casual Hire</b>		1	2	3	1	2	3
Senior Pitch		24.00	35.00	45.00	24.00	35.00	45.00
Junior Pitch		12.00	17.50	22.50	12.00	17.50	22.50
Mini Pitch		9.00	13.00	17.00	9.00	13.00	17.00
<b>Block Booking</b>							
Senior Pitch		240.00	360.00	460.00	240.00	360.00	460.00
Junior Pitch		120.00	180.00	230.00	120.00	180.00	230.00
Mini Pitch		90.00	135.00	175.00	90.00	135.00	175.00
<b>b) Training</b>							
Single Session (Unmarked Area Only)		20.00	20.00	20.00	20.00	20.00	20.00
<b>c) Other</b>							
Cancellation (Admin Charge)		10% of fee	10% of fee	10% of fee	10% of fee	10% of fee	10% of fee
Litter/Damage Surcharge (payment due before next booking)		Charge at cost	Charge at cost	Charge at cost	Charge at cost	Charge at cost	Charge at cost

Note:

- (1) Local Facilities – Single pitches with no changing facilities
- (2) Community Sites – pitches with changing accommodation.
- (3) City Sites – Higher quality pitches and changing facilities (Little Perdiswell, Perdiswell Soccer Skills Centre and King George V)

		2012/13	2013/14
		£	£
<b>d) Tennis</b>		Free	Free
<b>e) Fishing Permits</b>			
City Residents	Annual	21.00	21.00
Concession	Annual	10.50	10.50
Visitors	Per day	6.00	6.00
Concessions	Per day	3.00	3.00
<b>f) Moorings</b>			
From North end of Pitchcroft to Worcester Steamer Co. Moorings	Per 24 hour period Maximum stay 48 hours	3.50	4.00

**Green Space Team**

		<b>2012/13</b>	<b>2013/14</b>
		<b>£</b>	<b>£</b>
<b>h)</b> Facility fee for commercial photographers, films or television companies filming	Service Manager has delegated powers to negotiate charges as necessary		
<b>i)</b> Whippet Track	Per Meeting	12.50	15.00
<b>j)</b> Helicopter Landings		165.00	175.00
<b>k)</b> Hire of Public Open Spaces	Service Manager has delegated powers to negotiate charges as necessary		
<b>l)</b> Balloon Launches	Service Manager has delegated powers to negotiate charges as necessary		
<b>m)</b> Use of Open Space for Fairs and Non-animal Circuses	Service Manager has delegated powers to negotiate charges as necessary		
<b>n)</b> Access over Public Land for Companies/Householder	Service Manager has delegated powers to negotiate charges as necessary		
<b>o) Allotments</b>		<b>2012/13</b>	<b>2013/14</b>
Plot Type	Concession	<b>£</b>	<b>£</b>
Full (1/16 Acre)	Advance 25	41.25	41.25
Half (1/32 Acre)	Advance 25	20.63	20.63
Full (1/16 Acre)	Advance 50	27.50	24.50
Half (1/32 Acre)	Advance 50	13.75	13.75
Full (1/16 Acre)	Executive Member	27.50	27.50
Half (1/32 Acre)	Executive Member	0.00	0.00
Double (1/8 acre)	None	110.00	110.00
Full (1/16 Acre)	None	55.00	55.00
Half (1/32 Acre)	None	27.50	27.50
Full (1/16 Acre)	Standard Concessions	27.50	27.50
Half (1/32 Acre)	Standard Concessions	13.75	13.75
Double (1/8 acre)	Standard Concessions	55.00	55.00

<b>Bereavement Services</b>	<b>2012/13 £</b>	<b>2013/14 £</b>
<b>a) - Internments</b>		
One burial	625.00	645.00
Two burials	745.00	775.00
Exceeded one month but did not exceed 17 years	190.00	190.00
Was Stillborn or did not exceed one month	65.00	65.00
Cremated remains (contained in a wooden casket)	275.00	285.00
<b>b) - Cremation Fees</b>		
Cremation fees includes use of chapel (up to 30 minutes), medical referee's fees, provision of audio system, supply of a plastic urn and mercury abatement surcharge where applicable.		
Foetal Remains	-	-
Did not exceed one month/Stillborn	80.00	80.00
Exceeded 1 month but did not exceed 5 years	165.00	165.00
Exceeded 5 years but did not exceed 17 years	215.00	215.00
Exceeded 17 years	580.00	610.00
Cremation only	-	370.00
<b>c) - Purchase of Exclusive Rights of Burial</b>		
<b>Adult Grave</b>		
50 Years	695.00	715.00
99 Years	1,325.00	1,400.00
<b>Childs Grave</b>		
50 Years	371.00	380.00
99 Years	718.00	740.00
Renewal of Deed of grant 10 years -Full Burial	140.00	145.00
Renewal of Deed of grant 10 years -Cremated Remains	75.00	100.00
Non Resident Surcharge Adult Grave	420.00	420.00
Non Resident Surcharge Cremated Remains Grave	210.00	210.00
Administration charge for Transfer of Exclusive Right of Burial (includes provision of Replacement Deed of Grant)	75.00	80.00
<b>d) - Memorial Permits</b>		
Permit for erection of an headstone-Adult	345.00	360.00
Permit for erection of an headstone-Child	95.00	95.00
Permit for an additional inscription on headstone	60.00	65.00
Mini kerb set on Adult grave	70.00	70.00
Full length kerb set on a Adult grave	110.00	110.00
Mini kerb set on Child's/Baby grave-under 12 years old	10.00	10.00
Anchor	57.00	60.00
Foundation Slab	62.00	65.00
<b>e) - General Fees</b>		
Loose burial of ashes-cremated in Worcester	-	50.00
Loose burial of ashes-cremated elsewhere	130.00	140.00
CD Recording of service	40.00	50.00
Minor works to grave per hour	30.00	30.00
Planting twice yearly	180.00	180.00
Weed, Repair Turf & Tidy	255.00	255.00
Supply engraved nameplate	10.00	10.00
Register Search	40.00	40.00
Photocopy cemetery map	5.00	5.00
Temparary storage of ashes-Free for 1mth/charge per mth,for up to 6 mths max	40.00	40.00
Supply coffin bearer	45.00	25.00
Postage of Remains	75.00	85.00
Extended chapel service	330.00	330.00
A late amendment to music choice	-	10.00
<b>f) - Book of Remembrance</b>		
2 Line	50.00	55.00
5 Line	90.00	95.00
8 Line	130.00	135.00
5 Line Simple	145.00	150.00
8 Line simple	170.00	175.00
5 Line Special	180.00	185.00
8 Line special	210.00	215.00

<b>Bereavement Services</b>	<b>2012/13 £</b>	<b>2013/14 £</b>
<b>g) - Memorial Cards</b>		
2 Line	30.00	35.00
5 Line	37.00	45.00
8 Line	45.00	50.00
5 Line Simple	80.00	85.00
8 Line simple	110.00	115.00
5 Line Special	105.00	110.00
8 Line special	110.00	115.00
<b>h) - Miniature Books of Remembrance</b>		
2 Line	45.00	50.00
5 Line	55.00	60.00
8 Line	60.00	65.00
5 Line Simple	100.00	105.00
8 Line simple	105.00	110.00
5 Line Special	120.00	125.00
8 Line special	135.00	140.00
Scanned photo in cards or books	45.00	50.00
<b>i) - Memorials</b>		
Provision of shrub-5 years	225.00	-
Provision of shrub-10 years	-	400.00
Provision of tree-10 years	915.00	965.00
Renewal of shrub lease-5 years	80.00	-
Renewal of shrub lease-10 years	-	160.00
Renewal of tree lease-10 years	-	210.00
Bronze Plaque-Small	110.00	115.00
Bronze Plaque-Large	165.00	170.00
Bench-4 foot length-10 years	840.00	870.00
Bench Mounted Plaque-5 year lease	110.00	-
Bench Mounted Plaque-10 year lease	-	170.00
Bench and Bench Plaque-renewal of 10 year lease	-	150.00
Bronze Wall Plaque-10 year lease	265.00	280.00
Granite Wall Plaque-10 year lease	275.00	285.00
Bronze Wall Plaque-Renewal of 10 year lease	70.00	150.00
Granite Wall Plaque-Renewal of 10 year lease	75.00	150.00
Granite Kerb Plaque-Single Width-10 year lease	370.00	390.00
Granite Kerb Plaque-Double Width-10 year lease	570.00	600.00
Single Line-Inscription	150.00	155.00
Double Line-Inscription	275.00	285.00
Granite Kerb Plaque-Single Width-Renewal of 10 year lease	300.00	350.00
Granite Kerb Plaque Small Illustration	POA	250.00
Granite Kerb Plaque Large Illustration	POA	300.00
Granite Kerb Plaque-Double Width-Renewal of 10 year lease	550.00	600.00
Provision of Stepping Stone with basic inscription	POA	550.00
Laying down of memorial headstones following Health & Safety inspection	156.00	160.00



## Development Management

<b>Planning Services</b>	<b>2012/13 £</b>	<b>2013/14 £</b>
<b>a) Planning Policy Documents</b>		
<b>1 Local Development Framework</b>		
<b>Adopted Local Plan</b>		
City of Worcester Local Plan 2004 (adopted October 2004).	35.00	35.00
Adopted City of Worcester Local Plan 2004 Proposals Map 2004	15.00	15.00
City of Worcester Local Plan 2004 – Inspector’s Report published February 2004	50.00	50.00
<b>General Documents</b>		
City of Worcester Local Development Scheme (December 2010)	10.00	10.00
Statement of Community Involvement (March 2006)	15.00	15.00
<b>Development Plan Documents (DPD)</b>		
Balanced Housing Market Sustainability Appraisal (Oct 2006)	10.00	10.00
Balanced Housing Market DPD (Adopted December 2007)	15.00	15.00
<b>Supplementary Planning Documents (SPD)</b>		
Former Ronkswood Site Development brief (July 2005)	15.00	15.00
Grove Farm business Park Development brief (May 2006)	15.00	15.00
Grove Farm business Park Development brief Sustainability Appraisal (May 2006)	10.00	10.00
Earls Court Farm SPD Preferred option Report (November 2006)	Free	Free
Affordable Housing SPD (January 2009)	15.00	15.00
Financial Contributions for Sustainable Transport (March 2006)	15.00	15.00
City Centre SPD (February 2007)	15.00	15.00
Archaeology and the Historic Environment SPD (September 2007)	15.00	15.00
Biodiversity and trees – Issues and Options Report	20.00	20.00
<b>Monitoring Documents</b>		
Local Development Framework Annual Monitoring Report April 2009 – March 2010 (December 2010) (This has been re-titled ' South Worcestershire Development Plan Annual Monitoring Report.)	15.00	15.00
Sustainable Economic Development Monitor 2010	15.00	15.00
Housing Land Monitor 2010	15.00	15.00
<b>2 Supplementary Planning Guidance</b>		
Residential Design Guide (2002)	35.00	35.00
Lighting (2004)	15.00	15.00
Historic Buildings and Conservation Areas (2000)	5.00	5.00
Shop Fronts (1998)	5.00	5.00
Percent for Art (2004)	10.00	10.00
Trees (1999)	5.00	5.00
Contributions to Open Space for Residential Developments (1998)	5.00	5.00
Public Rights of Way (1999)	5.00	5.00

	2012/13 £	2013/14 £
<b>1 Economic Development</b>		
Urban Capacity Study Background Report (2005)	10.00	10.00
Contaminated Land Strategy (2001)	2.00	2.00
Worcester Employment Strategy (2003)	Free	Free
Planning and Building Control Handbook	Free	Free
Worcester City Official Guide	Free	Free
Business Directory (Update to be published January 2007)	Free	Free
<b>2 General Information</b>		
<b>a. Papers on Archaeology and Local History for St. Clement's Gate</b>		
WQP Historical Evaluation	5.00	5.00
WQP Mediaeval Archaeology and Urban Morphology	5.00	5.00
WQP Archaeology and Planning Towards the Next Millennium	5.00	5.00
<b>b. Local History research Papers</b> (commissioned from Dr. P. Hughes and other by Worcester City Council)		
<b>1</b> The Butts	10.00	10.00
<b>2</b> Blockhouse Wharf, Foundry Street	10.00	10.00
<b>3</b> The Basin and Canal at Diglis	10.00	10.00
<b>4</b> Grove Farm	10.00	10.00
<b>5</b> Holy Claines Farmhouse	10.00	10.00
<b>6</b> Heron Lodge and the development at Lark Hill	10.00	10.00
<b>7</b> Assembly Rooms, Shaw Street	10.00	10.00
<b>8</b> The Properties at 5,6 and 7 The Tything	10.00	10.00
<b>C. Environmental Education</b>		
Key Facts and Figures (population, employment etc)	Free	Free
<b>1 Historic Buildings</b>		
List of Scheduled Ancient Monuments and Sites (July 2001)	6.00	6.00
Listed Buildings: Summary of the Secretary of State's List including a guide to the legislation (June 2001)	6.00	6.00
Conservation Areas Advisory Committee : An Introduction	6.00	6.00
City Award Scheme Administrative Manual	12.00	12.00
<b>2 Conservation Area Designation Documents</b>		
1. Historic City (1980-revised 2001)	10.00	10.00
2,3 and 4 – St John's Lansdowne Crescent and Rainbow Hill Terrace, and Britannia Square (1983- revised 2001)	10.00	10.00
5,6,7 and 8 – Sidbury and Fort Royal Hill, Lark Hill, St Georges Square, and Foregate Street and The Tything (1980)	10.00	10.00
9 and 10, - Warndon Court and Trotshill	10.00	10.00
11,12,13, and 14 – Claines, The Canal, Lowesmoor and Field Terrace	10.00	10.00
16, The Riverside	10.00	10.00
17. Shrubbery Avenue	10.00	10.00
<b>3 Nature Conservation and Project Greenspace</b>		
Worcester Green Spaces Report Volume 1- 4(price/volume)	20.00	20.00
Worcester Green Spaces Report Volume 5	10.00	10.00
Special Wildlife Sites Report	10.00	10.00

	<b>2012/13 £</b>	<b>2013/14 £</b>
<b>Searches, Weekly Lists and Photocopies</b> <b>1 Searches and Valuations</b> 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 Site visits (Where required to provide a full and unqualified answer)	TBC 50.00	TBC 50.00
<b>Please note that responses cannot be despatched until payment is received.</b>		
<b>2 Weekly List of Planning Applications Registered</b> The weekly list is produced every Monday giving details of all planning applications registered the previous week. The list gives details of the planning application number, the name and address of the applicant, and the address and brief description of the development. Annual Subscription (from 1 <sup>st</sup> April) Single Copies	120 Inc. VAT 3.50	120 Inc. VAT 3.50
<b>3 Photocopying Arrangements</b> <b>i) Notices/Schedules</b> Planning Application Decision Notice (Inc draft decision notice) Appeal Decision Letter Tree Preservation Order – Plan & Schedule Listed Building – Descriptive and Explanatory Notes (3 pages)	0.10/A4 single side sheet 0.10/A4 single side sheet 0.10/A4 single side sheet 0.10/A4 single side sheet	0.10/A4 single side sheet 0.10/A4 single side sheet 0.10/A4 single side sheet 0.10/A4 single side sheet
<b>ii) Plans</b> Plans approved by Planning Sub-Committee or under delegated powers (Agent or Application Only) Per Set Ordnance Survey Map Extracts (For Planning Applications, Building Regulations, TPO's Listed Building Consent and Advertisement Consent) Plans : Sizes AO/A1 (Subject to Copyright) Plans : A2 (Subject to Copyright) Plans : A3 (Subject to Copyright) Plans : A4 (Subject to Copyright) Additional plans from the same original	20.00  22.00 11.00 4.50 2.50 1.25	20.00  22.00 11.00 4.50 2.50 1.25

### **Purchasing/Inspection Arrangements**

All publications are available for inspection and purchase at the following address between the hours of 8.30a.m. and 4.30p.m. from Monday to Friday:

**Orchard House  
Farrier Street  
Worcester  
WR1 3BB**

To order by Post:

Request copy of "Planning Policy Publications" order form from the above address or on the telephone number below

Complete and return it to the above address  
 Include a cheque/postal order made payable to "City of Worcester"  
 Add 10% to the total purchase order to cover postage and packing

**No publications will be despatched prior to receipt of the correct payment. Bulk orders for free documents may be subject to a handling charge.**

Telephone enquiries should be made to (01905) 722550.

### **Copyright**

**No part of any document should be copied without the prior written consent of the Development**

## Development Management

### Fees for Planning Applications in England

These fees are set nationally and the current fees apply from 22 November 2012

A detailed list of these fees can be obtained from;

[http://www.planningportal.gov.uk/uploads/english\\_application\\_fees.pdf](http://www.planningportal.gov.uk/uploads/english_application_fees.pdf)

Permitted Development Advice	2012/13 £	2013/14 £
Proposed Development Type	Cost (Flat Rate)	Cost (Flat Rate)
Householder	26.00	27.30
Other	51.00	53.55

Pre-application and General advice			2012/13 £		2013/14 £	
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			£41 (flat rate)	£20 (if required)	£41 (flat rate)	£20 (if required)
1 - 4 dwellings	less than 0.5ha	500m2 or less	255.00	102.00	267.75	107.10
5 - 9 dwellings	0.6 - 0.99ha	501 - 999 m2	511.00	102.00	536.55	107.10
10 - 49 dwellings	1.0 - 1.25ha	1000 - 2499 m2	1021.00	510.00	1072.05	535.50
50 - 199 dwellings	1.26 - 2.0 ha	2500 - 9999m2	2043.00	766.00	2145.15	804.30
200+ dwellings	More than 2ha	10000m2 +	3064.00	1021.00	3217.20	1072.05

Proposed Development Type	Cost	Cost of additional meetings (each)	Cost	Cost of additional meetings (each)
Advertisements	51.00	26.00	53.55	27.30
Change of Use	153.00	77.00	160.65	80.85
Telecommunications	153.00	77.00	160.65	80.85
Glasshouses/Poly Tunnels	204.00	102.00	214.20	107.10
Other***	102.00	51.00	107.10	53.55

\* 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 valuation or removal of conditions, car parks & roads and certificates for lawfulness.

## Archaeology

### Appendix 1 -Table of charges

<b>Note that all charges include VAT at 20%</b>	<b>Charge from 1/4/12 £</b>	<b>Charge from 1/4/13 £</b>
<b>Preparation of briefs, monitoring of archaeological work, and validation of documents - archaeological work required by planning conditions</b>		
<b>Central Worcester - Archaeologically Sensitive Area 18,17 (central St John's only), 20 (area N of canal only), 24 (part)</b>		
Preparation of brief for evaluation (site area <0.1ha)	150.00	150.00
Preparation of brief for evaluation (site area 0.1-0.5ha)	198.00	198.00
Preparation of brief for evaluation (site area > 0.5ha)	300.00	300.00
Preparation of brief for excavation and/or mitigation (site area <0.1ha)	252.00	252.00
Preparation of brief for excavation and/or mitigation (site area 0.1-0.5ha)	510.00	510.00
Preparation of brief for excavation and/or mitigation (site area >0.5ha)	750.00	750.00
Preparation of brief for archaeological watching brief	150.00	150.00
Preparation of brief for building recording (single building)	252.00	252.00
Validation of written scheme of investigation submitted by contractor or consultant (no brief supplied)	To be charged at 50% of charge for writing brief (£75-£375)	
Monitoring visits (charge per visit; usually weekly visits for evaluation, excavation and building recording projects and single visits for archaeological watching briefs)	102.00	102.00
Monitoring post-excavation analysis (per meeting, or approval of assessment report)	102.00	102.00
Validating reports	150.00	150.00
Archive deposition	102.00	102.00
<b>All other areas of Worcester</b>		
Preparation of brief for evaluation (site area <0.3ha)	150.00	150.00
Preparation of brief for evaluation (site area 0.3-1ha)	198.00	198.00
Preparation of brief for evaluation (site area >1ha)	300.00	300.00
Preparation of brief for excavation and/or mitigation (site area <0.3ha)	252.00	252.00
Preparation of brief of excavation and/or mitigation (site area 0.3-1ha)	510.00	510.00
Preparation of brief of excavation and/or mitigation (site area >1ha)	750.00	750.00
Preparation of brief for archaeological watching brief	150.00	150.00
Preparation of brief for building recording (single building)	252.00	252.00
Validation of written scheme of investigation submitted by contractor or consultant (no brief supplied)	Charged at 50% of charge for writing brief (£75.00 - £375.00)	
Monitoring visits (charge per visit, first visit included in brief; usually weekly visits for evaluation, excavation and building recording projects and single visits for archaeological watching briefs)	102.00	102.00
Monitoring post-excavation analysis (per meeting, or approval of assessment report)	102.00	102.00
Validating reports	150.00	150.00
Archive deposition	102.00	102.00
<b>Historic Environment Record searches</b>	108.00	108.00
Priority search	216.00	216.00
Short search (single asset)	36.00	36.00
<b>BREEAM</b>		
Certification of compliance with BREEAM requirements for archaeology	102.00	102.00

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.

<b>CON29 Standard Enquiries Open Access Charges from 6th April 2011</b>	<b>Standard Price</b>	<b>Admin Fee (for assistance or interpretation)</b>	<b>Record Status</b>
<b>Planning and Building Regulations</b> <b>Planning and Building Decisions and Pending Applications</b> a) a planning permission b) a listed building consent c) a conservation area consent d) a certificate of lawfulness of existing use or development e) a certificate of lawfulness of proposed use or development f) building regulations approval g) a building regulation completion certificate h) any building regulations certificate or notice issued in respect of work carried out under a competent person self-certification scheme			Free to inspect Free to inspect Free to inspect Free to inspect Charge applicable Charge applicable Charge applicable Charge applicable
<b>Planning Designations and Proposals</b> What designations of land use for the property or the area, and what specific proposals for the property are contained in any existing or proposed development plan			Free to inspect
<b>Other Matters</b> <b>Land required for Public Purposes</b> Is the property included in land required for public purposes (prior to scheme publication) <b>Drainage Agreements and Consents</b> Do either of the following exist in relation to the property - a) an agreement to drain buildings in combination into an existing sewer by means of a private sewer, or b) an agreement or consent for i. a building ii. extension to a building on the property to be built over, or in the vicinity of a drain, sewer or disposal main			Charge applicable  a) Drainage maps free to inspect b) Charge applicable
<b>Nearby Railway Schemes</b>			Free to inspect
<b>Outstanding Notices</b> a) building works b) environment c) health and safety d) housing f) public health			Free to inspect Charge applicable Charge applicable Charge applicable Charge applicable
<b>Contravention of Building Regulations</b>			Charge applicable
<b>Notices, Orders, Directions and Proceedings under Planning Acts</b> a) an enforcement notice b) a stop notice c) a listed building enforcement notice d) a breach of condition notice e) a planning contravention notice f) another notice relating to breach of planning control g) a listed building repairs notice h) a compulsory purchase order i) a building preservation notice j) a direction restricting permitted development k) an order revoking or modifying planning permission l) an order requiring discontinuance of use or alteration m) a tree preservation order n) proceedings to enforce a planning agreement or contribution			Held in public register Held in public register Held in public register Held in public register Held in public register Held in public register Held in public register Held in public register Held in public register Held in public register Held in public register Held in public register Free to inspect Held in public register
<b>Conservation Area</b> a) the making of the area a conservation area before 31 Aug 1974 b) an unimplemented resolution to designate the area			Free to inspect Charge applicable
<b>Compulsory Purchase</b>			Charge applicable
<b>Contaminated Land</b>			Free to inspect
<b>Radon Gas</b>			Free to inspect
<b>Roads</b> a) highways maintainable at public expense (register of adopted highways) b) subject to adoption and supported by a bond or bond waiver (dependant upon power use) c) to be made up by a local authority who will reclaim the cost from the frontagers d) to be adopted by a local authority without reclaiming the cost from the frontagers			
<b>Land to be acquired for Road Works</b> Is the property included in land to be acquired for road works (prior to scheme publication)			
<b>Nearby Road Schemes</b>			
<b>Traffic Schemes</b>			

<b>CON29 'Optional' Enquiries (4-21) Open Access Charges from 6th April 2010</b>	<b>Standard Price £</b>
4 Road Proposals by Private Bodies a) the construction of a new road b) the alteration or improvement of an existing road	20.30 20.30
5 Public Paths or Byways	7.50
6 Advertisements	13.90
7 Completion Notices	8.30
8 Parks and Countryside	8.30
9 Pipelines	1.50
10 Houses in Multiple Occupation	1.50
11 Noise Abatement	1.50
12 Urban Development Areas	8.30
13 Enterprise Zones	1.50
14 Inner Urban Improvement Areas	1.50
15 Simplified Planning Zones	8.30
16 Land Maintenance Notices	8.30
17 Mineral Consultation Areas	1.50
18 Hazardous Substance Consents	13.90
19 Environmental and Pollution Notices	13.90
20 Food Safety Notices	
21 Hedgerow Notices	1.50

Building Control Charges with effect 1 January 2013

**TABLE A: STANDARD CHARGES FOR CREATION OF, OR CONVERSION TO NEW HOUSING**

When using similar house types we can reduce our charges, for details of this reduction or for charges for more than 5 dwellings please telephone: 01684 862223

Number of Properties	Application Charge (Inc. VAT)	Regularisation Charge	Additional Charge (Inc. VAT) (see note 9 overleaf)
1	643.00	670.00	190.00
2	884.00	921.00	242.00
3	1126.00	1172.00	322.00
4	1367.00	1423.00	403.00
5	1528.00	1591.00	483.00

**TABLE B: DOMESTIC EXTENSIONS TO A SINGLE BUILDING**

Type of Work	Application Charge (inc.VAT)	Regularisation Charge	Additional Charge (Inc.VAT) (see note 9 overleaf)
Extension where the total floor area does not exceed 10m squared	338.00	352.00	190.00
Extension where the total floor area exceeds 10m squared but does not exceed 40m squared	506.00	527.00	190.00
Extension where the total floor area exceeds 40m squared but does not exceed 60m squared	591.00	615.00	190.00
Extension where the total floor area exceeds 60m squared but does not exceed 200m squared	844.00	879.00	190.00
Loft Conversions	464.00	485.00	190.00
Erection or extension of a non-exempt single storey car-port or garage not exceeding 100m squared	338.00	352.00	190.00
Conversion of a garage to a dwelling to a habitable room(s)	338.00	352.00	190.00
Window replacement	169.00	176.00	n/a
Electrical Work	190.00	n/a	n/a

**TABLE C: ALL OTHER WORK - ALTERATIONS**

Estimated Cost of work	Application charge (inc.VAT)	Regularisation	Additional Charge (Inc.VAT) (see note 9 overleaf)
Less than £5,000	221	230	190
£5,001 - £15,000	322	335	190
£15,001 - £25,000	442	461	190
£25,001 - £35,000	523	545	190
£35,001 - £50,000	683	713	190

For office or shop fit outs, installation of a mezzanine floor and all other work where the estimated cost exceeds £50,001, please contact the Building Control Office on 01684 862223 for a competitive quote

**Please make payment to the Authority in which your property is situated: see overleaf**



### **Guidance Note on Charges**

*The Building Act 1984*

*The Building (Local Authority Charges) Regulations 2010*

*1st January 2013*

#### **Explanatory notes**

**1.** Before you build, extend or convert a building to which the building regulations apply, you or your agent must submit a building regulations application. The charge you have to pay depends on the type of work, the number of separate properties, or the total floor area. You can use the following tables with the current charges regulations to work out the charges. If you have any difficulties, please do not hesitate to contact us.

#### **2. The charges are as follows.**

The charge is as shown on the tables overleaf. VAT is not payable on regularisation applications.

If you apply for a 'regularisation certificate' for any unauthorised building work that began on or after 11 November 1985, you must pay a regularisation charge to cover the cost of assessing your application and all inspections.

In certain cases, we may agree that you can pay charges in instalments. Ask at our building control office for details.

**3. Table A:** This shows the charges for small domestic buildings, for example, new houses and flats. You have to pay these if the total inside floor area of each building, except any garage or carport, is not more than 300m<sup>2</sup> and the building is not more than three storeys (each basement level is counted as one storey).

**4. Table B:** If the work is more than one domestic extension, you may add the total inside floor areas of all storeys of all the extensions shown on the application to work out how much you have to pay.

**5. Table C:** Applicable for domestic extensions more than 200m<sup>2</sup> floor area or three storeys in height. Also applies to any commercial (nondomestic) work and any other work which can not

#### **6. Estimated cost**

This is the reasonable commercial cost that would be charged by a building contractor to carry out the work that is in your application. There is no reduction in the estimated cost for DIY projects to ensure fairness. The charge does not include VAT, any professional fees that are paid to an architect, engineer or surveyor, and the cost of buying any land.

#### **7. Exemptions and reductions in charges.**

**a.** If your plans have been approved or rejected, you won't have to pay again if you resubmit plans for the same work which has not started, provided you resubmit within 3 years of the original application date.

**b.** You don't have to pay charges if the work will provide access to a building or is an extension to store medical equipment or provide medical treatment facilities for a disabled person. In these regulations, a 'disabled person' is a person who is described under section 29(1) of the National Assistance Act 1948 (as extended by section 8(2) Mental Health Act 1959).

**c.** You do not have to pay charges for putting insulating material into an existing cavity wall, as long as it is certified to an approved standard and the work is carried out by an approved installer.

**d.** You do not have to pay charges for putting in an approved unvented hot-water system as long as the work is carried out by an approved installer or is part of a larger project.

**e.** If your application is for repetitive work, we may reduce the charges.

**8.** You have to pay VAT for all local authority Building Regulation charges, except for the regularisation charge.

**9. Additional Charge:** The standard charges overleaf make allowance for the charging of an "additional charge". This charge is payable at the time of application where the person undertaking a notifiable electrical installation or notifiable electrical alteration works, is not a person registered with an electrical self certification scheme prescribed in the Schedule 3 of the Building Regulations 2010.

**NB: Payment made by cheque should be made payable to the Local Authority where the proposed work address is located (Malvern Hills District Council, Worcester City Council or Wychavon District Council)**

#### **Other information**

1 These notes are for guidance only and do not replace Statutory Instrument 2010 number 404 which contains the full statement of the law.

2 These guidance notes refer to the charges that you have to pay in South Worcestershire

The charges may vary in different authorities. Please check with the relevant local authority.

**Please send applications to: South Worcestershire Building Control Partnership**

The Council House, Avenue Road, Malvern, Worcs. WR14 3AF

## Strategic Housing

### Private Accommodation and Standards Team

#### Increase in charges for Mandatory HMO Licensing

The Mandatory HMO License fee has not been increased for a number of years. A new toolkit to calculate the fee's has been developed by the Department of Local Government and Communities. This is an improved toolkit based on information collected over a number of years to inform the formula being used to define the charges for each local authority. This toolkit has been used to define the fee's and charges to be applied for the Mandatory HMO Licensing scheme

<b>Houses in Multiple Occupation (HMO) Licensing Fee and Charges</b>		
	<b>2012/13 £</b>	<b>2013/14 £</b>
<b>HMO Landlord Fee</b> A landlord (or agent) only has to apply for one landlord licence no matter how many licensable HMOs he owns, this fee will be recharged every five years in line with the renewal of the HMO property licence fee	62.00	75.00
<b>HMO Initial Property Fee</b> This fee is payable for each and every mandatory licensable HMO, each licence will normally last for a five year period	672.50	875.00
<b>HMO Renewal</b> A HMO property licence will normally require renewing on a five year basis	672.50	655.00
<b>HMO Variation</b> A licence is not transferable. Where there is a material change for example a change of manager a fee is incurred	100.00	
Major change for example a change of manager		250.00
Minor Change for example change of address of licence holder		50.00
<b>HMO Additional fees</b> Where there are more than 9 units of accommodation a second fee in addition to the £672.50 property licence fee will be payable to cover the cost of the increased time taken to complete the inspection of the premises. This will be charged at an hourly rate of £16.69	16.69/hr	
Where there are more than five people sharing a property an additional fee for each letting/person		15.00 per letting/person
Where an application is received incomplete, one proforma letter will be sent free of charge to advise of missing documents. If the necessary documents are not		50.00 per letter
<b>Private Accommodation and Standards Team</b>		
<b>City Life Lettings agency</b> This is a newly formed agency with a annual target of 50 lets	<b>2012/13 £</b>	<b>2013/14 £</b>
<b>Silver Service</b> This service offers a landlord the opportunity to have their property managed on a low level basis by WCC	170.00 per tenancy	170.00 per tenancy
<b>Gold Service</b> This service offers a full management service on behalf of a landlord. A monthly rental income of 8% is also payable however this charge is paid directly to Worcester Community Housing who provide the full management service	150.00 per tenancy	150.00 per tenancy
<b>Park Street Rent and Service Charge</b> Self contained furnished temporary accommodation for homeless households (please note that these are provisional figures and are subject to change)	<b>2012/13 £</b>	<b>2013/14 £</b>
<b>Rent</b> The rent is set at a social housing rent and includes a £60 charge per week per unit for more intensive housing management. The rent covers all services not included in the service charge below	One bed accommodation Two bed accommodation	£166.85 £190.38
<b>Service Charge</b> The service charge will be paid by the tenant to cover the costs of heating, electricity and water.	£15-£18 per unit per week	£15-£18 per unit per week

<b>Other Services</b>		
<b>1 Guildhall Lettings</b>	<b>2012/13 £</b>	<b>2013/14 £</b>
<b>a) Assembly Room</b> room hire only for catering function 1 - 50 guests 51 - 100 guests 101 - 150 guests 151-200 guests	100.00 200.00 300.00 400.00	100.00 200.00 300.00 400.00
Hirer to contact Guildhall Manager for list of approved function caterers		
<b>b) Assembly Room non-catering function</b> Assembly Room meeting	290.00	290.00
<b>c) Lower Hall (including Green Room)</b> Meeting etc. Bazaar (half-day) Bazaar (whole day) Exhibitions Coffee Morning – Charities Coffee Morning - Voluntary Organisations Commercial booking - whole day	200.00 170.00 161.00 325.00 255.00 38.00 63.00 655.00	200.00 170.00 161.00 325.00 255.00 38.00 63.00 655.00
<b>d) Green Room – Meeting</b>	100.00	100.00
<b>e) Council Chamber – Meeting</b>	117.00	117.00
<b>f) Randall Room – Meeting</b>	100.00	100.00
<b>g) Court Room</b> - Meeting (or if included in Lower Hall letting above)	99.00	99.00
NOTE : A penalty charge of £20 or half the letting fee (whichever is the less) shall be made where a booking is cancelled and no re-letting takes place.		

## Other Services

### 2 Court Fees Council Tax and National NonDomestic 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 £75  
Court Fees - Business Rates £75

### 3 Local Land Charges Search Fees from April 2013

	2012/13	2013/14	
LLC1	11.00	11.00	
Con 29 (Standard Enquiries)	92.50	92.50	For open access charges please refer to later page 1
Basic Search Fee	<u>103.50</u>	<u>103.50</u>	

N.B LLC1 form submitted alone £22

Please note that photocopies of any records will be charged at 20p per copy

Con 29 Optional Enquiries (4-21)	*	*	* For open access charges please refer to later page 2
Con 29 Optional Enquiries (22)	17.00		if requested with Con 29 "Required" Enquires
Con 29 Supplementary Enquiries	22.00		if requested with Con 29 "Required" Enquires

For each Optional or Supplementary Enquiry not submitted with the Con 29 "Required" Enquiries there will be an additional fee of £17.00

Extra parcels of land			
LLC1	1.00		
Con 29	17.00		
	<u>17.00</u>		Per parcel

Please note that the Expedited Search Fee is charged at £25.50

#### Additional Information:

Personal Search Fee	No Fee	Copy of Land Charges Register entries
Extra Parcels of Land	No Fee	

N.B. An appointment to be made with the Land Charges Section if possible.

#### General and Finance

Copy of Budget Book	£10 per copy including postage
Copy of Statement of Accounts	£10 per copy including postage