

**Appendix 1**

Discretionary Fees and Charges within Chief Executive's

		Nature and policy of charging				Charge		
Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 13/14 (£)	Proposed charge 14/15 (£)	% Change	Unit of charge
<b>1.1 Electoral Services</b>								
CE	Electoral Registration	Register of Electors confirmation letter	for a person	N	10.00	10.00	0.0%	Per Letter
CE	Electoral Registration	Register of Electors confirmation letter	for a company	N	20.00	20.00	0.0%	Per Letter
CE	Electoral Registration	Register of Electors confirmation letter	for a person - going back 5 yrs	N	30.00	30.00	0.0%	Per Letter
CE	Electoral Registration	Register of Electors confirmation letter	for a company - going back 5 yrs	N	75.00	75.00	0.0%	Per Letter
CE	Electoral Registration		for a person - 6-10 yrs	N	50.00	50.00	0.0%	Per Letter
CE	Electoral Registration	Register of Electors confirmation letter	for a person - 10-25 yrs	N	75.00	75.00	0.0%	Per Letter
CE	Electoral Registration	Register of Electors street index	All	N	25.00	25.00	0.0%	per Index
CE	Electoral Registration	Street Index	paper copy	N	25.00	25.00	0.0%	Per Copy
CE	Freedom of Information	None	None	None	None	None	None	None
<b>1.2 Registrar's Services</b>								
CE	Registrars	Marriage & CP Ceremony - Vestry	Monday-Thurs	N	129.00	129.00	0.0%	1 hr
CE	Registrars	Marriage & CP Ceremony - Vestry	Friday	N	149.00	149.00	0.0%	1 hr
CE	Registrars	Marriage & CP Ceremony - Vestry	Saturday AM	N	199.00	199.00	0.0%	1 hr
CE	Registrars	Marriage & CP Ceremony - Vestry	Saturday PM	N	292.00	292.00	0.0%	1 hr
CE	Registrars	Marriage & CP Ceremony - Vestry	Sunday & Bank Holiday	N	470.00	470.00	0.0%	1 hr
CE	Registrars	Marriage & CP Ceremony - Licenced Venue	Monday-Friday	N	404.00	404.00	0.0%	2 hrs
CE	Registrars	Marriage & CP Ceremony - Licenced Venue	Saturday	N	476.00	476.00	0.0%	2 hrs
CE	Registrars	Marriage & CP Ceremony - Licenced Venue	Sunday	N	507.00	507.00	0.0%	2 hrs
CE	Registrars	Marriage & CP Ceremony - Licenced Venue	Bank Holidays	N	507.00	507.00	0.0%	2 hrs
CE	Registrars	Nationality Checking Service	Adult	N	55.00	55.00	0.0%	45 mins
CE	Registrars	Nationality Checking Service	Child	N	25.00	25.00	0.0%	45 mins
CE	Registrars	Nationality Checking Service	Married couple	N	92.25	92.25	0.0%	45 mins
CE	Registrars	Individual Citizenship Ceremony - Vestry Room	Monday-Thurs	N	123.00	123.00	0.0%	1 hr
CE	Registrars	Individual Citizenship Ceremony - Vestry Room	Friday	N	143.50	143.50	0.0%	1 hr
CE	Registrars	Individual Citizenship Ceremony - Vestry Room	Saturday AM	N	194.75	194.75	0.0%	1 hr
CE	Registrars	Individual Citizenship Ceremony - Vestry Room	Saturday PM	N	292.13	292.13	0.0%	1 hr
CE	Registrars	Individual Citizenship Ceremony - Vestry Room	Sunday AM	N	476.63	476.63	0.0%	1 hr
CE	Registrars	Individual Citizenship Ceremony - other licenced venue	Monday-Friday	N	404.88	404.88	0.0%	2hrs
CE	Registrars	Individual Citizenship Ceremony - other licenced venue	Saturday	N	471.50	471.50	0.0%	2hrs
CE	Registrars	Individual Citizenship Ceremony - other licenced venue	Sunday	N	507.38	507.38	0.0%	2hrs
CE	Registrars	Individual Citizenship Ceremony - other licenced venue	Bank Holidays	N	507.38	507.38	0.0%	2hrs
CE	Registrars	Naming - Space 17	Pre-application meeting	N	10.00	10.00	0.0%	30 mins
	Registrars	Provisional Booking Fee	Non refundable booking fee	N	50.00	50.00		30 mins
CE	Registrars	Approved Premises Licenses	Venue with 1 Room	N	1,230.00	1,230.00	0.0%	3 years license
CE	Registrars	Approved Premises Licenses	Venue with 2-4 Rooms	N	1,845.00	1,845.00	0.0%	3 years license
CE	Registrars	Approved Premises Licenses	Venue with 5+ Rooms	N	2,767.50	2,767.50	0.0%	3 years license
CE	Registrars	Certificate of birth, death or marriage	(c) Superintendent Registrar's custody (deposited) collection next working day	N	10.00	10.00	0.0%	30 mins
CE	Registrars	Certificate of birth, death or marriage	Priority service Issue while you wait	N	15.00	15.00	0.0%	30 mins
CE	Registrars	Certificate of birth, death or marriage	Post to customer next working day	N	11.00	11.00	0.0%	30 mins

<b>Name - Discretionary Fees &amp; Charges - CLC</b> <b>Item Ref – Commercial Waste Services</b>
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TRIGGER QUESTIONS	YES / NO	IF YES...
Does the change reduce resources available to address inequality?	No	
<b>CHANGES TO A SERVICE</b>		
Does the change alter access to the service?	No	
Does the change involve revenue raising?	No	(The proposed increase is in line with inflation and is essential to maintain the service offer. There is no requirement for businesses to use the services provided by the Council and other providers are available.)
Does the change alter who is eligible for the service?	No	.
Does the change involve a reduction or removal of income transfers to service users?	No	
Does the change involve a contracting out of a service currently provided in house?	No	
<b>CHANGES TO STAFFING</b>		
Does the change involve a reduction in staff?	No	
Does the change involve a redesign of the roles of staff?	No	

**Name - Discretionary Fees & Charges - CLC**  
**Item Ref – Environmental Health Protection Services**  
 • **Animal Warden service - Retrieve dog from pound**

TRIGGER QUESTIONS	YES / NO	IF YES...
Does the change reduce resources available to address inequality?	No	
<b>CHANGES TO A SERVICE</b>		
Does the change alter access to the service?	No	
Does the change involve revenue raising?	No	(The proposed increase is above inflation but reflects the additional costs to the service arising from feed and vets fees. The increase is essential to maintain the service offer. Residents have a responsibility to look after their dogs and there is no specific impact on any particular group)
Does the change alter who is eligible for the service?	No	.
Does the change involve a reduction or removal of income transfers to service users?	No	
Does the change involve a contracting out of a service currently provided in house?	No	
<b>CHANGES TO STAFFING</b>		
Does the change involve a reduction in staff?	No	
Does the change involve a redesign of the roles of staff?	No	

**Name - Discretionary Fees & Charges - CLC****Item Ref – Environmental Health Protection Services**

- Contaminated land searches
- Section 61
- HMO Licensing
- Travellers site weekly rent (pitch)
- Parish funeral charge
- Post Mortem (2<sup>nd</sup>)
- Housing act notice served fee
- Pest Control

TRIGGER QUESTIONS	YES / NO	IF YES...
Does the change reduce resources available to address inequality?	No	
<b>CHANGES TO A SERVICE</b>		
Does the change alter access to the service?	No	
Does the change involve revenue raising?	No	(The proposed increase is in line with inflation and is essential to maintain the service offer)
Does the change alter who is eligible for the service?	No	
Does the change involve a reduction or removal of income transfers to service users?	No	
Does the change involve a contracting out of a service currently provided in house?	No	
<b>CHANGES TO STAFFING</b>		
Does the change involve a reduction in staff?	No	
Does the change involve a redesign of the roles of staff?	No	

<b>Name - Discretionary Fees &amp; Charges - CLC</b> <b>Item Ref – Sports Pitches</b> <ul style="list-style-type: none"> <li>• <b>Non-borough sports pitch hiring charges</b></li> </ul>
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TRIGGER QUESTIONS	YES / NO	IF YES...
Does the change reduce resources available to address inequality?	No	
<b>CHANGES TO A SERVICE</b>		
Does the change alter access to the service?	Yes	The proposed change reflects the limited availability of pitches in the borough and is aimed at ensuring that local 'in-borough' teams have better access to the available resources, thereby benefiting local people.
Does the change involve revenue raising?	No	
Does the change alter who is eligible for the service?	No	
Does the change involve a reduction or removal of income transfers to service users?	No	
Does the change involve a contracting out of a service currently provided in house?	No	
<b>CHANGES TO STAFFING</b>		
Does the change involve a reduction in staff?	No	
Does the change involve a redesign of the roles of staff?	No	