



City of Westminster

Committee Agenda

Title: **Cabinet**

Meeting Date: **Monday 11th December, 2023**

Time: **6.30 pm**

Venue: **Rooms 18.01 & 18.02 - 18th Floor, 64 Victoria Street, London, SW1E 6QP**

Members: **Councillors:**

Adam Hug (Chair)	David Boothroyd
Tim Roca	Paul Dimoldenberg
Aicha Less	Liza Begum
Nafsika Butler-Thalassis	Matt Noble
Geoff Barraclough	Cara Sanquest



This will be an in-person meeting and members of the public and press are welcome to follow the meeting and listen to discussion to Part 1 of the Agenda. This meeting will be live streamed and recorded. To access the recording after the meeting please revisit the link.



An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter. If you require any further information, please contact the Committee Officer, Amy Just, Cabinet Manager (Interim).

**Email: ajust@westminster.gov.uk
Corporate Website: www.westminster.gov.uk**

Note for Members: Members are reminded that Officer contacts are shown at the end of each report and Members are welcome to raise questions in advance of the meeting. With regard to item 2, guidance on declarations of interests is included in the Code of Governance; if Members and Officers have any particular questions they should contact the Head of Committee and Governance Services in advance of the meeting please.

AGENDA

PART 1 (IN PUBLIC)

If required, the Committee may resolve to exclude the press and public from any other part of the meeting should any specific item of business so require on the grounds that discussions may involve the likely disclosure of exempt information as defined in Part I of Schedule 12A to the Local Government Act 1972 (as amended). Some reports on the agenda may include confidential information which is exempt from publication. The Committee may need to discuss this information in private session before any necessary decisions are taken afterwards, in public session.

1. WELCOME

2. MINUTES

To approve the minutes of the meeting held on 30 October 2023.

(Pages 5 - 8)

3. DECLARATIONS OF INTEREST

To receive declarations by Members and Officers of the existence and nature of any pecuniary interests or any other significant interest in matters on this agenda.

4. OXFORD STREET PROGRAMME - COMPLEMENTARY SCHEMES

To approve the activation of the final area of the programme and commencement of design for the three proposed OSP complementary schemes and the funding approach.

(Pages 9 - 22)

5. COUNCIL TAX DISCOUNTS (INCLUDING COUNCIL TAX LOCAL REDUCTION SCHEME) AND COUNCIL TAX BASE REPORT

This item is to follow and will be published following the statutory 30 November taxbase calculation date.

6. "CARE LEAVER" TO BE CONSIDERED ALONGSIDE PROTECTED CHARACTERISTICS

To approve the inclusion of 'Care Leaver' to be taken into

(Pages 23 - 28)

account alongside the nine protected characteristics already legislated for in the Equality Act 2010.

7. FEES AND CHARGES REVIEW

(Pages 29 - 60)

To approve the unchanged Fees and Charges Policy, changes to fees and charges as outlined in Appendix 2, and approve that authority be delegated to the Executive Director for Finance and Resources to make minor or technical adjustments to any fees and charges in year, in consultation with the relevant Cabinet Member.

**Stuart Love
Chief Executive
1 December 2023**

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CITY OF WESTMINSTER

MINUTES

Cabinet

MINUTES OF PROCEEDINGS

Minutes of a meeting of the **Cabinet** Committee held on **Monday 30th October, 2023**, Rooms 18.01 & 18.02 - 18th Floor, 64 Victoria Street, London, SW1E 6QP.

Members Present: Councillors Adam Hug (Chair), Tim Roca, Aicha Less, Nafsika Butler-Thalassis, Geoff Barraclough, David Boothroyd, Paul Dimoldenberg, Liza Begum, Matt Noble and Cara Sanquest

Also Present: Stuart Love, Bernie Flaherty, James Green, Ezra Wallace, Frances Martin, Gerald Almeroth, Sarah Warman, Sarah Newman

Apologies for Absence: None

1 WELCOME

Cllr Adam Hug welcomed people to the meeting and noted that due to technical issues experienced, there would not be a live stream of the meeting and the minutes would serve as the record

2 DECLARATIONS OF INTEREST

There were no declarations of interest received.

3 MINUTES

Cllr Adam Hug, with the consent of the Members present, agreed that the minutes of the meeting held on 11th September were a true and correct record of the proceedings.

4 REVIEW OF HOUSING DELIVERY GOVERNANCE AND ARRANGEMENTS

Cllr Hug introduced the item and invited Cllr Noble to speak to the report.

Cllr Noble noted that this item was the product of an extensive programme of work, with the work undertaken by 31Ten carried out in tandem with the Future of

Westminster Commission, as well as he and the officer team looking at the existing delivery programme.

Cllr Noble noted that the recommendations are brief and that most are either already in place or being taken forward, and where they aren't they were not suitable for Westminster and its existing policies.

Cllr Noble noted that the new governance arrangements will ensure a more strategic vision and bring together stakeholders from across WCC.

James Green highlighted that the key point of the report is a collaborative approach to decision making with a strategic board to run monthly and will give opportunities to Members to contribute to key projects and decisions.

James Green noted that the recommendations were already strongly aligned to work the Council is doing and only a few were a surprise and had since been adopted over the past year, which gave confidence that the Council is doing the right thing to deliver as much affordable housing as possible.

James Green advised that the proposal is to explore a housing working group that sits across the wholly owned subsidiaries and is in essence a joint board that will report into the Shareholder Committee.

Cllr Barraclough highlighted the upcoming work the Council is undertaking which will back up the drive for affordable housing with changing to planning policies and City Plan revisions in the new year.

Cllr Barraclough noted that the initial draft of the Housing Needs Assessment indicated that the majority of new housing provision should be affordable. The final document will be published in the New Year. He added that officers were also working on new policies covering retrofitting and that these would support the building of new affordable housing.

Cllr Hug agreed that the new governance model will help the Council achieve its ambitions.

RESOLVED: Cabinet approved the following recommendations:

1. Note the findings of the 31Ten report and the Council's proposals for developing their recommendations.
2. Approve the creation of a Member-led Housing Supply Strategic Board (HSSB).
3. Note the proposals for changes to Westminster Builds Board which will be tabled at a future shareholder committee for approval.

5 CAPITAL INVESTMENT IN COMMUNITY ASSETS

Cllr Hug introduced the item and invited Ezra Wallace, Director of Policy and Projects, to speak to the report.

Ezra Wallace noted that voluntary and community sector organisations (VCSOs) play an essential part in contributing to our communities, and the Fairer Westminster strategy is committed to creating an equitable city in which community and voluntary sector organisations are empowered to succeed.

Ezra Wallace highlighted the four investment and acquisition principles which the policy and guidance is based on which are strategic fit with the Fairer Westminster Strategy; additionality – capital investments should lead to positive and lasting change in the community; value for money; and affordability.

Ezra Wallace noted that the policy and supplementary guidance will allow the support the growth and future resilience of VCSOs.

Cllr Butler-Thalassis noted that it was a good policy need quality premises, and this strategy will help them achieve that.

Cllr Boothroyd agreed that as ward councillors and various activity in community, VCS and various groups are essential in providing services and it is reasonable that the council should want to support that so they can continue to deliver.

Cllr Boothroyd noted that there is a lot of existing demand, and the policy is needed to ensure the Council can step in – but only when it's right that it should do so e.g., have the budget.

Cllr Barraclough welcomed the policy and noted that the Council frequently invests in community assets. The new policy framework will allow the Council to respond more quickly to requests from VCS organisations.

Cllr Hug concluded that it was good to have finalised and the Council can play an active role in communities to shape the environment.

RESOLVED: Cabinet approved the following recommendations:

1. Approve the adoption of the Discretionary Capital Funding Policy
2. Approve the adoption of the Property Investment Strategy Supplementary Guidance
3. Delegate authority to make minor future administrative and drafting amendments to both policies to the Executive Director of Innovation and Change in consultation with the Executive Director of Finance and Resources.

6 VCS CORE FUNDING

Cllr Hug introduced the report and invited Cllr Butler-Thalassis to speak to the report.

Cllr Butler-Thalassis noted that she was extremely proud that this was happening, and it was the right way to support the sector, highlighting that through providing core funding organisations can build capacity to fundraise and bring in further funding.

Cllr Butler-Thalassis highlighted that £150k is to support fundraising activity, and that a three-year programme gives stability to a sector that supports the most vulnerable and advice services.

Cllr Hug noted his thanks to Cllr Butler-Thalassis and others who have made this happen.

Ezra Wallace noted that the policy was again about building resilience in the voluntary sector, highlighting that the groups hardest to get funding and most at risk are Global Majority and that this is important part of wider package.

Cllr Roca noted his support for the policy.

Cllr Hug concluded noting his support.

RESOLVED: Cabinet approved the following recommendations:

1. Approve the creation of the Westminster VCS Core Funding Programme 2023 – 2026
2. Note the allocation of £3.3 million from Council reserves for the Westminster VCS Core Funding Programme 2023 – 2026
3. Delegate authority to the Executive Director of Innovation and Change [following consultation with the Cabinet Member for Adult Social Care, Public Health and Voluntary Sector] to award grants.

The Meeting ended at 7.00 pm

CH AIRMAN: _____

DATE _____



City of Westminster

Cabinet Report

Meeting or Decision Maker:	Cabinet
Date:	11 December 2023
Classification:	General Release
Title:	Oxford Street Programme (OSP) - Complementary Schemes
Wards Affected:	West End and Marylebone
Policy Context:	Fairer Economy – A reimagined and revived Oxford Street and West End that delivers a world class offer and experience to residents, businesses and visitors supporting a diverse, resilient, and successful economy that delivers growth in Westminster.
Key Decision:	Yes, impacts on two Wards.
Financial Summary:	<p>The Capital Strategy was approved by Full Council on 8th March 2023 and includes an expenditure budget of £124.4m for the Oxford Street programme from 2022/23 onwards.</p> <p>This report outlines the complementary schemes at Davies Street, Grosvener Square and James Street to be delivered through the Oxford Street Programme, and the benefits and proposed funding approach for each.</p>
Report of:	Bernie Flaherty, Executive Director for Adult Social Care and Health and Deputy Chief Executive

1. Executive Summary

- 1.1 The Cabinet Member Report (CMR) of 1st November 2022 set out a revised scope of works for the Oxford Street Programme (OSP). The programme scope is sectioned into three areas and focused on delivering an enhanced public realm for Oxford Street and Oxford Circus (primary schemes) supplemented by highway schemes (highway schemes) and complementary schemes in the area (complementary schemes).
- 1.2 Three complementary schemes have been identified at Davies Street, Grosvenor Square and James Street. These projects are deemed to deliver the strongest positive impact on public realm and pedestrian experience and complement the primary Oxford Street scheme.
- 1.3 Design work on OSP projects such as Oxford Street, Oxford Circus and the highway schemes has commenced, however design on the complementary schemes is yet to be started, bar any designs developed under the previous Oxford Street District (OSD) programme. This is the final area of the programme to be progressed. These schemes will only develop if appropriate third-party funding is secured. The Davies Street scheme will be funded through existing s106 contributions, and both the Grosvenor Square and James Street will progress upon agreement of 50% third party funding.
- 1.4 This purpose of this report is to:
 - a) Set out location, scope and benefits of the OSP complementary schemes along with design milestones; and
 - b) Provide an outline funding approach for each project.

2. Recommendations

That Cabinet agree to:

- 2.1 Approve the activation of the final area of the programme and commencement of design for the three proposed OSP complementary schemes; and
- 2.2 Approve the funding approach for the three complementary schemes.

3. Reasons for Decision

- 3.1 The complementary schemes seek to extend the public realm benefits being achieved on Oxford Street into adjacent neighbourhoods through an improvement of pedestrian access and comfort, additional seating and greening, enhanced lighting and better-quality surfacing materials.

Furthermore, they will create new or improved amenity areas for potential future activation. The decision was made to retain the three schemes from a larger number of possible schemes contained in the previous OSD programme based on their contribution to achieving the benefits noted above.

- 3.2 The Davies Street scheme provides a vital gateway on Oxford Street to Mayfair and the recently opened Elizabeth Line station. The street is currently open to vehicular traffic and the proposed closure will secure an additional and safer space for pedestrians leading to Oxford Street. This will also create a new public amenity space and provide an opportunity for seating and greening resulting in a more comfortable and attractive experience.
- 3.3 The Grosvenor Square scheme will provide safer pedestrian and cycling facilities, reducing the dominance of the carriageway around the square. This will be achieved through the delivery of wider footways and the improvement of pedestrian crossings.
- 3.4 The James Street scheme is intended to provide a pedestrian and cycle friendly environment in James Street south along with operational changes to Barrett Street, Picton Place, James Street north. An improved public realm space is envisaged to the north of Bird Street and permanent footway build outs are proposed at the junction of Picton Place with James Street to convert a temporary measure introduced during the pandemic.
- 3.5 Approval to proceed through the design stages and subsequent construction of these projects will be sought through Cabinet Member Reports.

4. Background

- 4.1 In 2019, Westminster City Council (WCC) developed plans for a district-wide approach for the investment required to address public realm, safety, transport, and economic challenges faced by Oxford Street and the wider area. A Place Strategy and Delivery Plan, and a business case approving £150 million capital funding from the Council, were subsequently approved for the 'Oxford Street District' programme.
- 4.2 Following the local elections in May 2022 the new administration considered how best to proceed with the Oxford Street District programme. In accordance with the Fairer Westminster manifesto the decision was made to focus council funding on improvements required for Oxford Street itself, along with selected side streets, rather than a whole district approach. The programme was renamed the 'Oxford Street Programme' (OSP).
- 4.3 The programme scope includes three complementary schemes to the north and south of Oxford Street, namely at Davies Street, Grosvenor Square and James Street. These projects were retained as they were deemed to deliver the

strongest positive impact on public realm and the pedestrian experience and complement the primary Oxford Street scheme.

5. Design Progress and Scope

- 5.1 The outline design stage and scope for the three complementary schemes are addressed in turn below. Please refer to appendix A for a project location plan. The designs and construction will be led by the OSP team in collaboration with the programme design and build contractor – Murphy Carey Joint Venture (MCJV).

Davies Street

- 5.3 The northern section of Davies Street has been identified as a significant gateway onto both Oxford Street and Mayfair. The Bond Street underground station brings a high volume of pedestrians out onto Davies Street and the opening of the Elizabeth Line station has further added to the pedestrian congestion in this area. Currently there is no public amenity available, but a large space connecting Davies Street to Oxford Street.
- 5.4 As a key pedestrian thoroughfare, the proposed scheme will provide a safe and comfortable route, through the restriction of vehicular traffic, between the Weighhouse and Oxford Street junctions. The scheme will create a new amenity space off Oxford Street providing additional greening and seating, as well as facilitating future activation opportunities for this area.

The proposed project scope includes:

- a) The creation of a new amenity space through the closure of a section of the street between Weighhouse Street and Oxford Street
 - b) Improving pedestrian safety and experience through the removal of a section of the carriageway
 - c) Introduction of new seating, lighting, trees and planting through the area
- 5.5 A Stage 1 design for the Davies Street project area was developed under the previous iteration of the programme (OSD), however the scope has since been revised and reduced to focus on the northern section of the street. This design will be reviewed and utilised where possible to deliver a revised Stage 1 design for the new scope area.

Grosvenor Square

- 5.6 The Grosvenor Square scheme was retained in the OSP due to its benefits to the pedestrian environment around Grosvenor Square and its close proximity

to Oxford Street. The garden square is to be redeveloped by The Grosvenor Estates to provide a high-quality public amenity space providing calm and respite, and enhanced biodiversity, at the heart of Mayfair. It is expected that this square transformation will result in more visitors to the area. These plans along with the development of a hotel have prompted the OSP to consider a number of improvements to road layouts and the public realm of adjacent streets.

- 5.7 The square is currently dominated by carriageway with two-stage crossings over large traffic islands, which provide a barrier to accessing the green space. The footway at the circumference is narrow and can be difficult to navigate particularly for families or those using a wheelchair.

The proposed project scope includes:

- a) A review of the road layout to reduce the dominance of vehicular traffic;
 - b) Improving pedestrian safety and access to the re-designed square through wider footways and better crossings and therefore connectivity to the garden square;
 - c) Upgrading the footways around the square with high quality surfacing materials and identifying opportunities for lighting and planting whilst avoiding clutter; and
 - d) The accommodation of additional cycle and e-scooter parking, and cyclists' provision on the carriageway to the east of the square.
- 5.8 A concept design has been developed for the public realm proposal for Grosvenor Square. This will be developed into a Stage 1 (feasibility) design by MCJV. The scheme design will focus on the northern, eastern and southern sides of the square due to the development of the Rosewood Hotel which will capture the western side. Construction of the scheme will consider and co-ordinate with the redevelopment of the garden to minimise disruption.

James Street

- 5.9 The original scope of the James Street scheme was identified by the previous District programme and included James Street, Barrett Street, Picton Place and Bird Street. During the pandemic the previous programme introduced temporary footway buildouts on James Street south and Picton Place to support social distancing. The scheme was retained in the current programme as it seeks to create a more appealing and accessible pedestrian and cycle friendly environment through streetscape enhancement.

The scheme proposals include:

- a) A high-quality pedestrian priority area on James Street south of the junction with Barrett Street with temporary footway buildouts made permanent;
- b) Upgrade of temporary footway buildouts on Picton Place;
- c) Resurfacing of Barrett Street including widened footways and flush pedestrian crossings;
- d) The creation of an improved pedestrian space on Bird Street north; and
- e) Upgrade of lighting and enhancing greening across the project area.
- f) Creation of a north-south cycle link between James Street and Gilbert Street.

5.10 A Stage 1 design was carried out for the project area under the previous OSD programme. This design will be reviewed and utilised where possible to deliver a revised Stage 1 design for the area.

6. Financial Implications

Capital Budget

- 6.1 The expenditure budget approved by Full Council in March 2023 was £124.4m for 2022/23 onwards. The total budget allocation is £127.592m taking into consideration costs incurred prior to 2022/23 which can be utilised by the new programme. The budget was based on the delivery of the historic district wide programme and there was recognition that this would need to be revised based on new delivery workstreams and more aspirational funding expectations.
- 6.2 The budget is expected to cover works on Oxford Street and Oxford Circus, as well as enabling highway and complementary schemes (on the condition of 50% funding being received where appropriate).
- 6.3 The programme has ringfenced £16.30m of the £127.592m budget for the complimentary schemes.

Estimated Costs

- 6.4 Initial estimated costs for the complementary schemes total £16.3m and are outlined in the table below. These costs are high-level estimates for the full cost of the schemes based on concept designs and ongoing discussions

regarding scope. As the schemes progress through the design stages costs will be refined and presented in future CMR's for Cabinet Member spend approval.

Table 1: Complementary Scheme Initial High Level Estimated Costs

Costs	Grosvenor Square (£m's)	James Street (£m's)	Davies Street (£m's)	Total (£m's)
Estimated costs	10.00	5.00	1.30	16.30

Funding Approach

6.5 External funding discussions have progressed with land and property owners in the immediate area of the proposed schemes and the funding approach for each scheme is summarised below:

Grosvenor Square

6.6 Discussions are underway with The Grosvenor Estate to fund 50% of the Grosvenor Square scheme. The remaining WCC contribution will be funded through the programme capital budget. The intention is that a Memorandum of Understanding (MOU) will be entered into with funders as a demonstration of commitment to delivering the project. Design stages 1 and 2 will only be developed based on 50/50 funding for each of these stages. At the end of Stage 2 a s278 will be entered into and will supersede the MOU for the remaining stages 3-6.

James Street

6.7 Positive conversations have taken place with property owners in the James Street area regarding scheme scope. This is being facilitated by the local Business Improvement District – the New West End Company (NWEC). A 50% contribution from local businesses is expected to progress this project. The remaining WCC contribution will be funded through the programme capital budget. As with Grosvenor Square, a MOU will be entered into for the project and 50/50 funding will need to be secured to progress stages 1 and 2. On the conclusion of Stage 2, a s278 will be entered into and will supersede the MOU for the remaining design stages 3-6.

Davies Street

6.8 To date, external funding has not been identified for the Davies Street scheme. The scheme will be funded via a s106 contribution which must be spent by December 2028. The scope and design will be engineered to this value. A further enhancement to design will only be considered if additional external funding is secured, at which point WCC will make a 50/50 contribution funded through the capital budget.

Revenue Implications

- 6.9 The Council currently manage and maintain Davies Street, Grosvenor Square and James Street within the existing city-wide Highways and Cleansing contract. The expectation is there will be no requirement for an uplift in maintenance costs to be borne by the Council as a result of the delivery of the complementary schemes. Furthermore, as new materials are to be introduced, the short to medium maintenance and repair costs will be reduced.

7. Legal Implications

- 7.1 The City Council is the highway authority for Oxford Street and the side roads and junctions with it that form part of the revised programme together with Oxford Circus. The Highways Act 1980 provides the Council with the statutory powers to carry out works to improve highways and pedestrian facilities. The Town and Country Planning (General Permitted Development) (England) Order 2015 as amended provides permitted development rights that allow highway authorities to carry out necessary work to maintain or improve roads and pedestrian facilities and undertake necessary or incidental work outside but adjoining road boundaries without the need for planning permission.

8. Carbon Impact

- 8.1 Westminster City Council declared a Climate Emergency and has committed to becoming a carbon neutral council by 2030 and a carbon neutral city by 2040 and adapting its built environment to be more resilient to climate change. One of the key ways it will deliver this is through the creation of more sustainable streets through the mitigation of carbon impact through design and construction. This includes considering the impact of material selection and sourcing, greening, drainage and providing the conditions to encourage active modes of transport.
- 8.2 Efforts to reduce the carbon impact of all OSP, including complementary, schemes will be considered throughout design including the lifetime carbon footprint of materials. This will also consider where materials are sourced and their transportation, material specification and recycling or reusing existing materials.
- 8.3 MCJV is committed to reducing the carbon impact of their construction activity and propose to use electric tools and vehicles during construction where practicable. Commitments have been made to divert 98% of waste from landfill and reuse 95% of materials.
- 8.4 Greening is proposed as part of the complementary schemes, which will not only allow for the improvement of the streetscape and add to the visual amenity of the streetscape but will be designed to provide shade and respite

from heat, helping build resilience to rising temperatures. Enhancement of greening will contribute to the Wild West End network with stepping stones for fauna between green spaces. Sustainable Drainage Systems (SuDS) will be installed as appropriate.

- 8.5 Sustainable travel will be supported through a strategy focussed on enhancing cycle parking including e-scooter and dock less bays that can be used by e-bikes and e-scooters where feasible.

9. Equalities Implications

- 9.1 An Equalities Impact Assessment (EqIA) is being carried out for all projects to be delivered through the OSP. The draft, initial assessment indicates the proposed public realm improvements will have an overall positive impact on multiple protected characteristics. The EqIA will continue to be enhanced and developed as the projects progress.

10. Engagement and Consultation

- 10.1 The OSP seeks to create inclusive and authentic opportunities for engagement and consultation with all interested stakeholders and is committed to open and transparent communication. This is at the core of the programme engagement and consultation strategy which outlines the following key principles:
- a) Inform – Informing people of what is happening, when and why.
 - b) Involve – Enabling everyone to have their say and building relationships.
 - c) Empower – Inspiring people to play an active role in influencing outcomes.
- 10.2 The OSP consultation strategy provides the framework for the development of an engagement plan for all projects. As part of this, the OSP team delivered an extensive public consultation campaign for over six weeks in Summer 2023 to consult on the proposals for Oxford Street, Oxford Circus, Marylebone Fitzrovia enabling schemes, Oxford Street West enabling schemes and Eastcastle Street junction improvements.
- 10.3 The public consultation and engagement activities used various techniques and tools including a dedicated webpage, newsletters, questionnaires, meetings, postcard drops and public consultation sessions. The feedback from consultation and engagement will be used, where applicable, to amend and influence the designs as they progress.

10.4 Full results of the consultation will be compiled, analysed and published in Autumn 2023. However, in advance of this reporting being finalised, the following results summary can be presented:

- a) 1612 questionnaire responses were received
- b) 27 direct emails of written feedback
- c) 180+ attendees of in person meetings
- d) 500+ people engaged at three local markets
- e) 12,800 postcards delivered to local residents
- f) 20,755 views of the OSP website

10.5 Participants were asked a number of questions relating to different projects within the OSP. To the question relating to the overall programme, *'Overall, to what extent do you support or oppose the whole programme proposal?'*, most responses, totalling 64%, were in favour. The results are summarised in Figure 1 below.

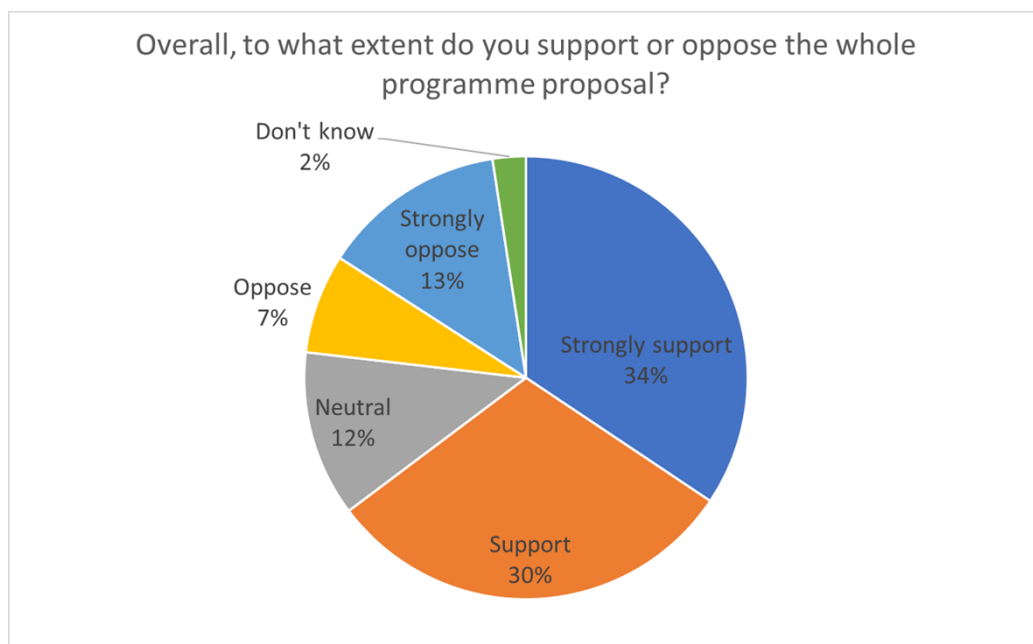


Figure 1 – Summary of Response to the OSP

10.6 The Oxford Street scheme overlaps with Davies Street and James Street at their respective junctions. As a result, the Oxford Street consultation included the closure of these streets. The feedback on these spaces are outlined below.

Davies Street

10.7 A total of 1,386 responses were received in relation to this element of the consultation. The proposal has generated significant support, with 63% strongly supporting or supporting the proposal. 12% remained neutral while 20% opposed or strongly opposed the idea.

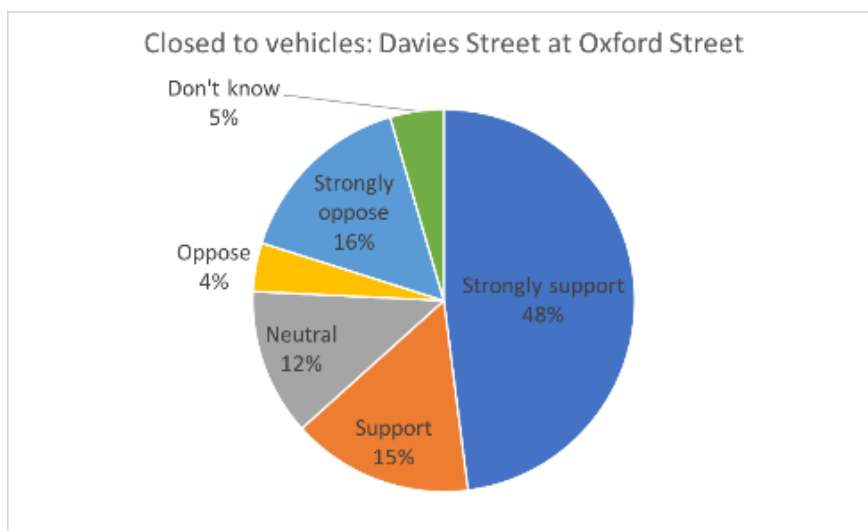


Figure 2: Consultation Responses – Focus on the Davies Street Junction

James Street

10.8 The James Street proposal received a total of 1,389 responses. This proposal generated significant support. The majority, at 64% strongly supported or supported the proposal. 12% remained neutral while 20% opposed or strongly opposed the idea.

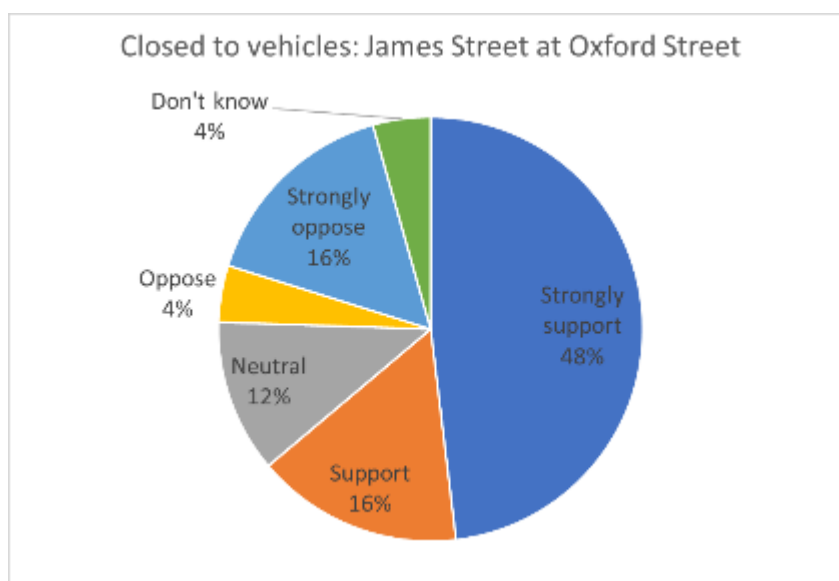


Figure 3: Consultation Responses – Focus on the James Street Junction

Grosvenor Square

- 10.9 As there is no immediate interface between Oxford Street and Grosvenor Square and no element of this scheme has been subject to consultation to date.
- 10.10 Public consultation will be held for each complementary scheme at the end of Stage 2 (initial) design. As the schemes progress, community engagement sessions will take place, key stakeholders will be engaged, updates will be included on the programme website and the programme email will be available to receive comments.

If you have any queries about this Report or wish to inspect any of the Background Papers, please contact:

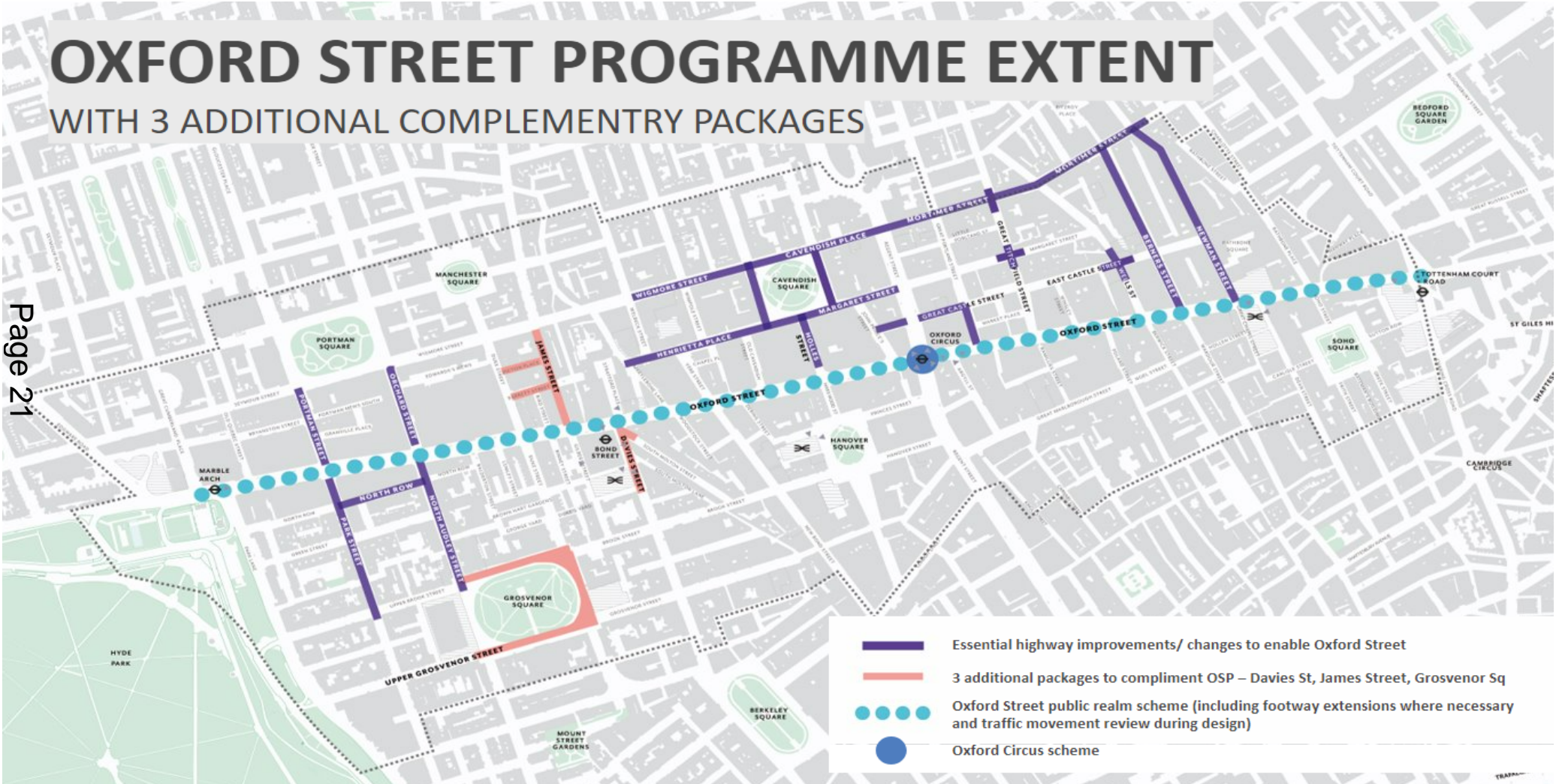
Bernie Flaherty, Deputy Chief Executive, Westminster City Council

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APPENDICES

Appendix A: Geographical extent of the revised Oxford Street Programme and Complementary Schemes

APPENDIX A: Geographical Extent of the Oxford Street Programme including Complementary Schemes





City of Westminster

Cabinet Report

Date:	11 December 2023
Classification:	General Release
Title:	Council Tax Discounts (including Council Tax Local Reduction Scheme) and Council Tax Base report.
Report of:	Executive Director of Finance & Resources
Cabinet Member Portfolio:	Cabinet Member for Finance and Council Reform
Wards Affected:	All
Policy Context:	Statutory duty to set and collect Council Tax
Key Decision:	Yes
Financial Summary:	The report proposes that: <ul style="list-style-type: none">• The Council Tax discount for second homes remains at 0%• The Council Tax discounts for empty properties, including the discounts that replaced the previous Class A and C Council Tax exemptions, remains at 0%.• A Long-Term Empty Property Premium is continued at the maximum level allowed for by central government legislation.• The Director of Revenues and Benefits is authorised to determine any individual local discount requests in 2024/25 under Section 13A(1)(c) of the Local Government Finance Act 1992.• The Council Tax Base is set at 137,295.64 equivalent Band D properties for 2024/25 for the whole City, 96.96 equivalent band D properties for Montpelier Square and 3,700.40 equivalent band D properties for Queen's Park.• The existing Council Tax Local Reduction Scheme is retained for 2024/25.• The Council determines to implement a

100% Second Home Premium for the 2025/26 financial year.

1. Summary

- 1.1 The Local Government Act 2003 provided local authorities with discretion in relation to the level of Council Tax discount for specific categories of Council Tax properties, namely second homes and long-term empty properties. The Local Government Finance Act 2012 which came into effect in April 2013 removed several Council Tax empty property exemptions and replaced them with locally determined discounts. The Act also enabled local authorities to remove the minimum 10% discount for second homes and to set a local Long-Term Empty Property Premium.
- 1.2 This report recommends retaining the same level of Council Tax discounts in 2024/25 as were set in 2023/24.
- 1.3 This report recommends that the Council continue to charge a Long-Term Empty Property Premium in 2024/25 at the maximum level allowed for by the current legislation. Additionally, the Council should determine to implement a 100% Second Home Premium for the 2025/26 financial year (which is the earliest date allowed for under the new legislation).
- 1.4 The Welfare Reform Act 2012 and Local Government Finance Act 2012 replaced the Council Tax Benefit scheme with a locally determined Council Tax Reduction Scheme (also known as a local Council Tax Support Scheme), which is effectively now a type of Council Tax discount. The recommended 100% scheme for 2024/25 is a continuation of the scheme that was originally set by the Council in 2013/14.
- 1.5 The Council Tax Base is calculated in accordance with a nationally prescribed formula and represents the equivalent number of Band D properties within the area. The formula takes account of the number of properties in each band, the number of discounts given for single occupiers, empty dwellings, second homes and other eligible criteria, the prescribed proportions to convert numbers to Band D equivalents, and the estimated collection rate. The relevant regulations were changed from 1 April 2013, to enable the taxbase calculation to include a deduction for the equivalent number of Band D properties relating to the local authority's Council Tax Reduction Scheme. The Council Tax Base must be determined and be notified to the Greater London Authority (GLA) and other levying and precepting bodies. As in the past, these notifications must be made by 31 January.

- 1.6 The calculations as detailed in Appendices 1 and 2 confirm a figure of 137,295.64 equivalent Band D properties for the whole City, 96.96 Band D equivalent properties for Montpelier Square and 3,700.40 Band D equivalent properties for Queens Park. The Queen's Park Community Council was created on 1st April 2014 under the Council's Reorganisation of Community Governance Order 2013. The Queen's Park Community Council is a minor precepting authority for the purposes of Part 1 of the Local Government Finance Act 1992.
- 1.7 The taxbase calculation assumes that the recommendations in the report in relation to the level of Council Tax discounts and the Council Tax Reduction Scheme for 2024/25 financial year are adopted.

2. Recommendations

- 2.1 That the Cabinet recommend that the Council approve the following recommendations for the financial year 2024/25:-
- (i) that the Council Tax discount for second homes remains at 0%
 - (ii) that the Council Tax discounts for empty properties, including the discounts that replaced the previous Class A and C Council Tax exemptions, remain at 0%.
 - (iii) that a Long-Term Empty Property Premium continues at the maximum percentages allowed for by the current legislation for the 2024/25 financial year. which includes commencing the premium a year after a property has been empty, rather than the current 2 years.
 - (iv) that the Director of Revenues & Benefits be given delegated authority to determine any individual local discount applications received from Council Taxpayers during the 2024/25 financial year under section 13A(1)(c) of the Local Government Finance Act 1992.
- 2.2 That the Cabinet recommends that the Council approves the same Council Tax Reduction Scheme for 2024/25 which has operated successfully since 2013/14. The scheme is based on the Default Scheme Regulations, updated to reflect changes made via the Prescribed Requirements Amendment Regulations and with War Disabled Pensions, War Widow, Pensions and Armed Forces Compensation scheme payments disregarded in full when calculating a claimant's income. The same disregards should also apply to Housing Benefit and claims for Discretionary Housing Payment (DHP).
- 2.3 That the Cabinet recommends to the Council to resolve that the Council Tax Base for 2024/25 for the Whole City is 137,295.64 equivalent Band D properties, for Montpelier Square alone 96.96 equivalent Band D properties and for Queen's Park 3,700.40 equivalent Band D properties.

- 2.4 That the Cabinet recommends to the Council to resolve that the figures set out in paragraph 2.3 above for the Council Tax Base for 2024/25 be used by the Council to make a determination pursuant to the requirements of the Local Government Finance Act 1992.
- 2.5 That the Council determines to implement a 100% Second Home Premium for the 2025/26 financial year, which is the earliest date allowed for under the new legislation.

3. Council Tax Discounts

3.1 Legislation

- 3.1.1 The Local Government Act 2003 provided local authorities with discretion in relation to the level of Council Tax discount for specific categories of Council Tax properties, namely second homes and empty properties. It also made provision for a local authority to set its own “local” Council Tax discount categories.
- 3.1.2 The Local Government Finance Act 2012 which came into effect in April 2013 removed several Council Tax empty property exemptions and replaced them with local determined discounts. The Act also enabled local authorities to remove the minimum 10% discount for second homes and to set a Long-Term Empty Property Premium.
- 3.1.3 The Welfare Reform Act 2012 and Local Government Finance Act 2012 replaced the Council Tax Benefit scheme with a locally determined Council Tax Reduction Scheme (also referred to as a local Council Tax Support scheme), which is effectively now a type of Council Tax discount.

3.2 Second Homes

- 3.2.1 A second home in Council Tax terminology is a furnished property which is no-one’s sole/main residence.
- 3.2.2 The original Council Tax legislation prescribed that all local authorities had to give a discount of 50% for “second home” properties. However, the Local Government Act 2003 provided local authorities with the discretion to change the level of discount to less than 50% but set a minimum discount level of 10%. The Local Government Finance Act 2012 subsequently allowed the minimum discount to be reduced to 0%.

- 3.2.3 The relevant regulations include exclusions to the local authority discretion in relation to second home properties. The main exclusion being that local authorities are not able to amend the level of discount for the second homes of people who are liable for Council Tax on a property that is provided by an employer (tied accommodation). This means that the Council must continue to give a 50% discount for second homes meeting these criteria. A local authority also cannot amend the 50% level of the second home discount for any dwelling that consists of a pitch occupied by a caravan, or a mooring occupied by a boat. These exclusions are also likely to apply to the second home premium proposed to be introduced from 2025/26, although local authorities are awaiting central government confirmation on this point.
- 3.2.4 For each financial year since 2013/14 the City Council has decided that the second home discount should be set at 0%. It is recommended that the City Council retains the same 0% discount in 2024/25 as a decision to set a higher level of discount would reduce the Council's income.
- 3.2.5 The Levelling up and Regeneration Bill has received Royal Assent and became law on 26 October 2023. The legislation allows for a Second Home Premium (additional charge) on second homes of up to 100%. The ability to charge a Second Home Premium technically comes into effect on 1/4/2024, although there is a legislative requirement to delay implementation for 12 months before the premium can be implemented. Central government have advised that this delay is to "give property owners a chance to respond, for example by selling or letting their properties" It is recommended that the City Council should determine to implement a 100% Premium for the 2025/26 financial year. The recommendation being based on the additional income that will result for the City Council (£2.2M per annum) and the GLA (£2M per annum), without affecting vulnerable residents.

3.3 Empty Properties

- 3.3.1 Prior to 1 April 2013, all Council Tax empty properties fell under one of the following three categories: -
- Class A Exemption
If the property was empty and subject to major repair works / structural alterations, it was exempt from Council Tax for 12 months.
 - Class C Exemption
An exemption from Council Tax was granted for the first 6 months after a property became empty.
 - Long-Term Empty Property Discount
This was a locally determined Council Tax discount for the period after a Class A or Class C Exemption had expired. The Council had set a 0% discount level which meant that the owners paid the full Council Tax charge.

- 3.3.2 The Local Government Finance Act 2012 amended the relevant legislation so that the statutory exemptions referred to above (Class A and Class C) were replaced by locally determined discounts from 1 April 2013.
- 3.3.3 Since the 2013/14 financial year the City Council has determined that a 0% discount should be set for:
- a) The empty property discount which replaced the Class A exemption
 - b) The empty property discount that replaced the Class C exemption
 - c) The empty long-term property discount
- 3.3.4 It is recommended that the City Council retains the same 0% discount for each of the three categories of empty property discount referred to in 3.3.3. The recommendation being based on the fact that any increase in the level of discount will reduce the Council's income and any incentive for an owner to keep a property empty would not align with the Council's Fairer Westminster agenda.

3.4 Long Term Empty Property Premium

- 3.4.1 The Levelling up and Regeneration Bill received Royal Assent and became law on 26 October 2023. The legislation allows local authorities to set a Long-Term Empty Property Premium for properties that have been empty for at least 1 year from 1 April 2024 (this is a change from the current two-year period before the premium, can be charged)
- 3.4.2 The premium is currently (for 2023/24) set at 100% of the normal Council Tax for properties that have been empty between 2 years – 5 years, 200% of the normal Council Tax for properties that have been empty between 5-10 years and 300% of the normal Council Tax for properties that have been empty for more than 10 years.
- 3.4.3 It is recommended that the City Council adopt the new legislation that allows a premium for 2024/25 of 100% of the normal Council Tax for properties that have been empty between 1 year – 5 years, 200% of the normal Council Tax for properties that have been empty between 5-10 years and 300% of the normal Council Tax for properties that have been empty for more than 10 years. The above are the maximum premiums allowed under the legislation and align with the Council's Fairer Westminster agenda to bring empty properties back in to use.

3.4.4 The current 100% premium on the Council's 314 properties that have been empty between 2 years and 5 years provides around £150K per annum in additional Council Tax income for the Council. Applying a premium of 100% on the Council's 212 properties that have been empty for between 1-2 years will provide around a further £101K in additional income. The current 200% premium on the Council's 74 properties that have been empty between 5 years and 10 years provides a further £70K per annum in additional Council Tax income. Finally, the current 300% premium on the Council's 23 properties that have been empty over 10 years provides a further £33K per annum in additional Council Tax income for the Council.

3.5 Local Council Tax Discounts

3.5.1 Section 13A of the Local Government Finance Act 1992 allows a local authority the discretion to create its own "local" Council Tax discounts for local situations which are not already covered by the national statutory discounts. The government's guidance gives the example of a local discount for properties affected by flooding.

3.5.2 Local discounts granted under Section 13A (I) (c) must be fully funded by the local authority.

3.5.3 It has been determined for each financial year since 2013/14 that the Director of Revenues & Benefits would be authorised to determine any individual applications from residents requiring additional assistance under the Local Discount provisions. In 2023/24 to date there have been approved applications totalling £150K (2022/23 £172K). These applications primarily relate to care leavers, flood victims and vulnerable residents, however, starting in 2022/23 additional awards were made in line with the Council's Council Tax Ethical Recovery procedures. It is recommended that the delegation to the Director of Revenues and Benefits to determine individual applications is retained for 2024/25.

3.6 Council Tax Reduction Scheme

3.6.1 The Local Government Finance Act 2012 replaced the Council Tax Benefit scheme with a new locally determined Council Tax Reduction Scheme (also known as a local Council Tax Support scheme) from April 2013. This is effectively now a Council Tax discount.

3.6.2 Each local authority is required to annually set a local Council Tax Reduction scheme for working age claimants. The government continues to operate a statutory national scheme for pensioners, which provides them with broadly the same level of Council Tax Support as they received under the previous Council Tax Benefit scheme but has been adjusted by the government since its introduction to incorporate a number of welfare reform initiatives.

- 3.6.3 The local Council Tax Reduction scheme was initially funded through a specific central government grant set at 90% of each local authority's Council Tax Benefit expenditure. The government funding since 2014/15 has been rolled into the government's overall funding settlement and due to the overall cuts in funding for local government effectively increases the initial 10% funding reduction.
- 3.6.4 Since 2013/14, the City Council has agreed a Council Tax Reduction scheme which mirrored the previous Council Tax Benefit scheme, i.e. the City Council absorbed the government's 10% funding cut and did not pass the cut on to the borough's working age claimants. Technically this means that the original Council Tax Reduction Schemes (Default Scheme) Regulations are mirrored within the City Council's local scheme, with the addition that rates used to calculate the discount are updated each year, and War Disabled Pensions, War Widow, Pensions and Armed Forces Compensation scheme payments are disregarded in full when calculating a claimant's income. It is recommended that this income disregard should also apply to Housing Benefit and claims for Discretionary Housing Payment (DHP).
- 3.6.5 It is recommended that the Council should retain the same 100% Council Tax Reduction Scheme in 2024/25.
- 3.6.6 The Council has in previous years conducted two consultations on the Council's website in relation to the Council Tax Reduction scheme. The results were limited, but the vast majority of responses were positive. Any future change to the Council's Council Tax Reduction scheme will require a full consultation exercise.
- 3.6.7 There is no statutory requirement to consult residents where there is no significant change to a Council's existing scheme.

4. Council Taxbase

4.1 Background

4.1.1 The Council is required for Council Tax purposes to notify the preceptors and levying bodies of the Council Tax Base.

4.1.2 The position is that: -

- a) the Council must approve and notify the preceptors and levying bodies of the Council Tax Base by 31 January each year,
- b) the appropriate figure must be calculated using the Valuation List and Council Tax records as at 30 November.

4.2 The Calculation of the Taxbase

4.2.1 The calculation of the Council Tax Base is by way of a statutory prescribed formula, which is set out at Appendix 1. The government have confirmed that the taxbase formula will need to be amended for 2025/26 to reflect the new Council Tax Second Home Premium, although this will not affect the 2024/25 financial year calculation. The legislative changes relating to the Council Tax Reduction scheme resulted in a change to the formula for 2013/14 onwards (The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012). The change being that an estimate of the number of Band D equivalents relating to the Council Tax Reduction scheme has to be deducted from the overall taxbase. This amendment means that local authority taxbases from 2013/14 onwards are significantly lower than in previous years. However, the reduction was initially compensated for by a new Council Tax Support grant, which the government calculated based on 90% of the Council's previous Council Tax Benefit expenditure. The grant has subsequently been rolled into the government's overall funding settlement.

4.2.2 Appendix 2 shows details of the distribution of properties by Band, and the calculated equivalent Band D properties (known as the "relevant amount") within each Band after applying the formula.

4.2.3 To calculate the Council Tax Base the "relevant amount" figures for each Band have been aggregated and then adjusted to take account of the estimated collection rate and Ministry of Defence properties. The estimated collection rate used in the calculation for 2023/24 was 96%. It is recommended that this percentage should remain for 2024/25. If the forecast collection rate is not achieved, the under collection will be reflected in the Council Tax Collection Fund and the deficit will be shared with the GLA.

4.2.4 The Council Tax Base is calculated, for the whole of the City for 2024/25 as 137,295.64 equivalent Band D properties, for Montpelier Square 96.96 equivalent Band D properties and for Queens Park is 3,700.40 equivalent Band D properties.

- 4.2.5 The Tax Base calculation assumes that the recommendations in this report in relation to the level of Council Tax discounts (including the Council Tax Reduction Scheme) and empty property premium are approved.

5 Financial Implications

- 5.1 The 2024/25 tax base shows a growth of 1% when compared with the 2023/24 tax base. The growth will deliver around £640K in additional Council Tax income in 2024/25 for the Council.
- 5.2 The Council's decision in 2013/14 to implement a Council Tax Reduction Scheme which mirrored the previous Council Tax Benefit Scheme, effectively meant that the Council had to absorb the government's 10% cut in funding for the Council Reduction Scheme arrangements. However, the increased Council Tax income derived from the Council Tax discount changes implemented in 2013/14 more than covered the shortfall. This remains the case in 2024/25.
- 5.3 The Business Rate Retention scheme introduced within the Local Government Finance Act 2012 replaced the previous Formula Grant scheme from 1 April 2013. The Retention scheme Funding Baseline was scheduled to be recalculated for a planned scheme Reset in 2020. However, the government's Fair Funding Review, including the funding baseline, and the review / revision of the national Business Rate Retention scheme, has been deferred and this will not take place in time for the 2024/25 financial year. Therefore, the changes in the Council's Tax Base will not have an effect on the Council's grant funding position for 2024/25.
- 5.4 On 1st October 2013 the Council made the City of Westminster (Reorganisation of Community Governance) Order 2013. This created a new parish of Queen's Park from 1st April 2014. The Queen's Park Community Council was elected on 22nd May 2014 and became a precepting authority. The Queen's Park taxbase of 3,700.40 equivalent Band D properties will result in an overall Council Tax income for the Community Council in 2024/25 (based on the existing precept level) of around £175K.

6. Legal Implications

- 6.1 The legal implications are outlined in the body of the report.

7 Ward Members Comments

- 7.1 As this report relates to all wards, no Ward Member consultation was required.
- 7.2 The Ward Members for Queens Park were originally consulted as part of the City of Westminster (Reorganisation of Community Governance) Order 2013.

8 Outstanding Issues

8.1 There are no outstanding issues.

9. Reasons for Decision

9.1 The taxbase decision is sought in order that the Council complies with the requirements of the Local Government Finance Act 1992.

9.2 The retention of the same levels of Council Tax discount, for empty properties and second homes will continue to deliver additional Council Tax income for the Council without disadvantaging any vulnerable members of the community.

9.3 The recommendation to allow the Director of Revenues and Benefits to continue to determine any individual local discount claims will enable assistance to be given to individual Council Taxpayers. This will provide the mechanism for granting the local Council Tax discount for Care Leavers, flood victims and other vulnerable Council Taxpayers in line with the Council's Council Tax Ethical Recovery procedure.

9.4 The Council's proposed 100% Council Tax Reduction Scheme will mean that the level of Council Tax support provided to the borough's working age claimants will effectively mirror that previously provided under the national Council Tax Benefit scheme.

9.5 The recommendation to continue the Long-Term Empty Property Premium at the maximum allowed for within current legislation aligns with the Council's Fairer Westminster agenda and the aim to bring empty properties back in to use.

9.6 The recommendation to determine to implement a 100% Second Home premium for the 2025/26 financial year will deliver additional income for the council, without affecting vulnerable residents.

10. Background Papers

10.1 There are no additional background papers.

IF YOU HAVE ANY QUESTIONS ABOUT THIS REPORT PLEASE CONTACT
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OR BY E-MAIL mhinckley@westminster.gov.uk

APPENDIX 1 – Taxbase Formula.

Formula for calculating the Council Tax Base.

For 2024 / 2025 the “relevant amount” for each band is to be calculated in accordance with the formula:

$$((H - Q + E + J) - Z) \times F / G$$

where:

H is the number of chargeable dwellings on the list on the relevant day, (30 November 2023) less an estimate of the number which are exempt.

For these purposes the authority is to take account of any alterations to the list which were shown as having effect on that day, or of any alterations which, though not shown on the list, the authority has been informed of by the Listing officer and had effect on that day. The authority is also to take account of the effect of the regulations under section 13 of the 1992 Act (“disabled reductions”), treating a dwelling as being in the band in respect of which the reduced amount is calculated.

Q is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day based on the relevant discount percentage(s).

E is an adjustment to reflect any Council Tax Premium for long term empty properties.

J is an adjustment (positive or negative) in respect of changes in the number of chargeable dwellings or discounts or premiums during the period from the relevant day (i.e. 30 November 2023) to 31 March 2025 calculated as the difference between:

- (i) an estimate of the number of full year equivalent chargeable dwellings not on the list on the relevant day (30 November 2023) but which will be listed in that band for the whole or part of the year, plus
- (ii) an estimate of discounts which are estimated to be applicable on the relevant day, but which will not be applicable for the whole or part of the year, expressed as a full year equivalent number, based on the relevant discount percentage(s).
- (iii) an estimate of the aggregate of the number of chargeable dwellings which are on the list on the relevant day, but which will not be during the year, or part of the year, and the number which are not exempt on the relevant day, but which will be during the year or part of the year, plus
- (iv) the authority’s estimate of the number of discounts, other than those in the formula above, to which Council Tax dwellings calculated for item (H) in the formula above, will be subject for the whole or part year (based on the relevant discount percentage (s)).

Z is the total amount that the authority estimates will be applied pursuant to the authority's council tax reduction scheme in relation to the band, expressed as an equivalent number of chargeable dwellings in that band.

F is the amount of Council Tax payable in respect of dwellings situated in the same billing authority's area (or the same part of such an area) and listed in different valuation bands in the following proportions: -

5 : 6 : 7 : 8 : 9 : 11 : 13 : 15 : 18

where 5 is for band A (Disabled), 6 is for band A, 7 is for band B etc.

G is the number applicable to band D (i.e. 9).

Full Year Equivalents.

Where an authority estimates that discounts / exemptions etc. will apply for only part of the year, or that the dwelling will only be banded for part of the year, the full year equivalent must be calculated for the purposes of the above formula. This will be the number of days for which the dwelling is banded / exempt etc. divided by the number of days in the year.

Appeals.

For the purpose of calculating the Tax Base an authority may estimate the number of appeals against banding that may have an effect on the number of properties within each band.

Council Tax Base.

In order to calculate the Council Tax Base, the "relevant amount" for each band is aggregated and the sum multiplied by the Council's estimated collection rate. An adjustment is made to this figure in respect of MOD property in the area.

MOD Adjustment.

This adjustment is an amount, estimated to be equivalent to the number of Band D dwellings, in respect of where a contribution in lieu of Council Tax is to be made by the Ministry of Defence for Class O (exempt) dwellings.

APPENDIX 2. - Tax base Calculations for 2024/25

TAXBASE FOR THE WHOLE CITY.

DISTRIBUTION OF PROPERTIES BY BAND AS AT 30.11.23 FOR THE WHOLE CITY.	EQUIVALENT BAND "D" PROPERTIES FOR EACH AFTER APPLYING THE FORMULA $((H - Q + E + J) - Z) \times F / G$
BAND A : 1,765	BAND A : 972.17
BAND B : 6,546	BAND B : 4,124.56
BAND C : 15,724	BAND C : 11,803.78
BAND D : 22,967	BAND D : 19,856.00
BAND E : 24,342	BAND E : 25,802.94
BAND F : 19,068	BAND F : 24,249.69
BAND G : 24,312	BAND G : 36,535.83
BAND H : 16,963	BAND H : 32,146.00
Total : 131,687	Total : 155,490.97

Less Z - = 12,961.87 = 142,529.10
X Collection Rate (96%)
Plus MOD Adjustment + 467.70

TAXBASE = 137,295.64

APPENDIX 2.

TAXBASE FOR MONTEPELIER SQUARE ONLY.

DISTRIBUTION OF PROPERTIES BY BAND AS AT 30.11.23.	EQUIVALENT BAND "D" PROPERTIES FOR EACH AFTER APPLYING THE FORMULA $((H - Q + E + J) - Z) \times F / G$
BAND A : 0	BAND A : 0.00
BAND B : 0	BAND B : 0.00
BAND C : 0	BAND C : 0.00
BAND D : 1	BAND D : 1.00
BAND E : 0	BAND E : 0.00
BAND F : 0	BAND F : 0.00
BAND G : 3	BAND G : 5.00
BAND H : 47	BAND H : 95.00
Total : 51	Total : 101.00

Less Z = 0.00
Plus MOD Adjustment = + 0.00
X Collection Rate (96%) = 96.96

TAXBASE = 96.96

APPENDIX 2.

TAXBASE FOR QUEENS PARK COMMUNITY COUNCIL.

DISTRIBUTION OF PROPERTIES BY BAND AS AT 30.11.23 FOR QUEENS PARK PARISH.	EQUIVALENT BAND "D" PROPERTIES FOR EACH AFTER APPLYING THE FORMULA $((H - Q + E + J) - Z) \times F / G$
BAND A : 62	BAND A : 33.33
BAND B : 273	BAND B : 179.86
BAND C : 868	BAND C : 648.89
BAND D : 1,952	BAND D : 1,732.00
BAND E : 1,906	BAND E : 2,125.44
BAND F : 254	BAND F : 339.81
BAND G : 54	BAND G : 82.92
BAND H : 3	BAND H : 6.00
Total : 5,372	Total : 5,148.25

Less Z = 1,293.67 = 3,854.58
X Collection Rate (96%)
Plus MOD Adjustment + 0.00

TAXBASE = 3,700.40



City of Westminster

Cabinet Report

Meeting or Decision Maker:	Cabinet
Date:	11 December 2023
Classification:	General Release
Title:	“Care Leaver” to be considered alongside the nine protected characteristics legislated for by the Equality Act 2010.
Wards Affected:	All
Policy Context:	Delivering Fairer Communities by Ensuring Our Most Vulnerable Children Have Equal Access To Opportunities
Cabinet Member:	Cllr Tim Roca
Key Decision:	Yes
Financial Summary:	None
Report of:	Sarah Newman, Executive Director of Children’s Services

1. Executive Summary

- 1.1 The Fairer Westminster Plan provides a vision for the borough to be an inclusive place for everyone. Care experienced individuals have a unique perspective, gained from their experiences of previously being children looked after in our care. In recognising this, Westminster City Council works to ensure that they have a voice and involve them, including when making decisions that affect them.
- 1.2 The Independent Review of Children's Social Care, published in May 2022, recognised the challenges care leavers face and recommended that the government should make 'Care Experienced' a protected characteristic in law sitting beside other nine protected characteristics under the Equality Act 2010. The objective of this is to improve outcomes and address the disadvantages many care leavers experience who often struggle to find the care and support they need as they transition into adulthood. Several other Councils have independently taken the decision to take these issues into consideration prior to any change to the law. The Children's Society 2021 paper, 'Towards a London-wide Local Care Offer', also recognised the need for Councils to do more to support care leavers.
- 1.3 Currently, the Equality Act 2010 provides the legal framework to protect the rights of individuals with the following protected characteristics:
- Age
 - Disability
 - Gender reassignment
 - Marriage and civil partnership
 - Pregnancy or maternity
 - Race
 - Religion or belief
 - Sex
 - Sexual orientation
- 1.4 It is recommended that the Council takes being a Care Leaver into account alongside the nine protected characteristics detailed above which are enshrined within legislation. In doing so the Council will review and adapt its Equality Impact Assessment (EQIA) approach and guidance, social value policy and recruitment policies to identify opportunities for the whole Council to improve opportunities for people with care experience and take account of their unique status. This will reinforce a whole Council commitment to those leaving our care and strengthen the Council's corporate parenting responsibilities.

2. Recommendations

2.1 That Cabinet is recommended to:

2.1.1. Approve the inclusion of 'Care Leaver' to be taken into account alongside the nine protected characteristics already legislated for in the Equality Act 2010.

2.1.2. Note that Westminster City Council's senior leaders will work together to providing enhanced work experience, apprenticeship, and employment opportunities as part of their corporate parenting responsibilities, including cognising their particular needs systematically as part of EQIAs and ensuring that they are considered across all strategies, responsible procurement and commissioned contracts.

2.1.3. Note the commencement of a programme of work which includes:

- Reviewing our EQIA and Equalities programming (internal and corporate) to include care leavers
- Adapting our EQIAs to include consideration of care leaver status
- Reviewing and adapting recruitment policies and procedures in order to guarantee care leaver applicants an interview where when they meet the essential criteria for a role being advertised
- That every Directorate commits to providing mentoring, work experience and apprenticeship opportunities to care leavers

3. Reasons for Decision

3.1 As corporate parents, it is the Council's collective responsibility to support children that have been in our care to ensure they receive the same opportunities that we would want for our own children. This support should include the promotion of good health and education, nurturing talent and providing stability, thus enabling successful adult lives.

3.2 Services across the Council will commit to providing opportunities and support to young adults with care experience to improve their outcomes and show a genuine and demonstrable commitment to supporting them to develop skills in order to thrive. This will require some time and effort on the part of Westminster's leaders and staff to ensure that those leaving our care are continually championed and supported to achieve in all areas.

3.3 Westminster City Council will explicitly and systematically recognise 'Care Leaver' as a consideration, alongside the nine protected characteristics already legislated for in the Equality Act 2010. In doing so the Council can monitor and measure the impact that it is having to support those leaving our care in their life journey and make appropriate arrangements or adjustments to provide this support.

4. Background, including Policy Context

- 4.1 Westminster City Council currently has 177 Looked After Children and 348 care leavers who are aged between 18-25 years.
- 4.2 Children who have experienced care can face lifelong multiple intersectional inequalities and disadvantage. Government statistics show that care leavers have a range of poorer economic and physical and mental health outcomes. They are three times more likely to not be in employment, education, or training than other young adults. The trauma, oppression, and adversity many have experienced further exacerbates this. Despite these challenges nationally many of the children leaving Westminster City Council have gone on to excel academically, run successful businesses, achieve successful careers and be role models in their community.
- 4.3 Westminster City Council provides a number of opportunities for care leavers to enable them to achieve their education, employment and training aspirations. We have dedicated officers and teams including the Virtual School within Education, the Care Leaving Service and Economy Team who do much to support our care leavers achieve their goals and potential.
- 4.4 There is a legal duty placed on local authorities to publish their Local Offer to care leavers. Westminster City Council's Local Offer and Pledge details the extensive offer of services available to our care leavers and we have always strived to provide excellent holistic support to them. For example, we were one of the first London authorities to exempt care leavers from paying council tax when moving into their first homes. However, there is always more that can be done to support those that are care experienced and we must be continually ambitious for them.
- 4.5 From a Pan London perspective, the Association of London Directors of Children's Services (ALDCS) have led on the development of the Pan London Care Leavers Compact. The Compact aims to improve the consistency and quality of Local Offers available to those who are care experienced across London in recognition that provision varies. Department for Education funding has enabled work to be undertaken through the London Innovation and Improvement Alliance (LIIA). Support for people with care experience is a priority for ALDCS and further work is planned to strengthen practice through networks such as the London Local Authority Network for Care Leavers. Through this work a number of other London local authorities have already taken 'Care Leaver' into account alongside the other protected characteristics in the Equality Act 2010.
- 4.6 The main aims for adopting 'Care Leaver' in this way are to support and improve outcomes in the following areas: supporting economic transition to adulthood; accessing work readiness and employability skills; building future careers and gaining experience; championing access to apprenticeships and support through recruitment processes; and ensuring priority is given to support care leavers into suitable permanent accommodation.
- 4.7 It is proposed that where an applicant meets the essential criteria for a role being advertised, including apprenticeships, and they declare that they are care

leavers that they will be guaranteed an interview. Changes would need to be made to the existing application form and recruitment policies to implement this.

- 4.8 To help the Council understand the numbers of staff who are care leavers, a field will be added to the recruitment and IBC system, and job applicants and existing staff will be invited to confirm whether they are themselves care experienced. Some may find it difficult or may prefer not to provide this information, but going forward this will provide the Council with a picture of the impact of its work to support this group, which will form part of the regular workforce reporting.

5. Financial Implications

- 5.1 There are no financial implications or risks arising for the Council from the recommendations of this report. The recommendation to offer apprenticeships or employment will not have a financial impact, as this relates to existing apprenticeship roles and vacancies within the Council. The Council provides care leavers with final stage accommodation as part of its existing commitment and there are no additional financial implications or risks arising from this protected characteristic.

6. Legal Implications

- 6.1 Section 4 of the Equality Act 2010 sets out nine protected characteristics and people with those characteristics are afforded rights in relation to discrimination on the grounds of those characteristics. There is no legal reason prohibiting Westminster City Council from including 'Care Leaver' to the list to be considered locally in its Equalities Impact Assessments. However, in the event that in any assessment there is a conflicting impact between 'Care Leaver' and any of the statutory protected characteristics, then the statutory protected characteristics must take precedence.
- 6.2 In principle it is not unlawful for the Council to prioritise the awarding of at least one apprenticeship to a care experienced person if that person meets the person specification for the apprenticeship. Legal consideration would need to be given to the precise way in which it was intended to give that priority.

7. Carbon Impact

- 7.1 There are no material climate implications resulting from the recommendation(s) of this report.

8. Equalities Implications

- 8.1 The recommendations of this report are intended to promote equality of opportunity care leavers. In some instances, those care leavers will also have other protected characteristics recognised under The Equality Act 2010.
- 8.2 It is foreseen that the recommendations in this report could have a positive effect upon young adults with care experience, through having their 'Care Leaver' status considered alongside other protected characteristics set out in The Equality Act 2010.

9. Consultation

- 9.1 Care leavers from Westminster City Council have been consulted given the proposed change would affect them. Those consulted are in support of the proposal since it recognises their unique circumstances and progresses the Council's commitments as their 'corporate parents'.

If you have any queries about this Report or wish to inspect any of the Background Papers, please contact:

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City of Westminster Cabinet Report

Meeting or Decision Maker: Cabinet

Date: 11th December 2023

Classification: General Release

*Appendix 2 (B) Commercial Waste Fees
exempt from public disclosure*

Title: Fees and Charges Review

Wards Affected: All

Cabinet Member/Lead Member: Councillor Boothroyd

Key Decision: Yes

Financial Summary: Budgeted income from fees and charges for 2023/24 is £149m. The income from fees and charges helps to manage demand and cover costs for providing services. Changes proposed to fees and charges are anticipated to deliver £7.829m additional income in a full year and £1.166m in 2023/24.

Report of: Gerald Almeroth, Executive Director of Finance and Resources

1. Executive Summary

- 1.1. This report sets out the context for this year's annual review of fees and charges. A significant focus of the approach to fees and charges is full cost recovery, to ensure that charges remain in line with increases being experienced in the cost of delivering services.
- 1.2. Budgeted income from fees and charges for 2023/24 is £149m. This includes discretionary charges set by the Council through this annual review process and statutory charges set by statute.
- 1.3. The fees and charges review undertaken is in line with previous years approaches, proposing as a starting principle that all charges adopt an inflationary increase. This keeps fees and charges aligned with full cost recovery as much as is possible.
- 1.4. The September 2023 Consumer Price Index (CPI) annual increase of 6.7% is being used as the measure of inflation as it is approximately one year since the last increase in fees and charges were applied. This inflationary increase of 6.7% has been applied to all fees and charges where a standard inflationary rise is supported and appropriate.
- 1.5. In some exceptional cases it is recommended that a different approach is taken and fees and charges either reduce, remain the same or increase at a rate above or below inflation. In several cases the actual fee or charge is also rounded so as to simplify the fee structure and charging mechanism. Further detail of these exceptions is included within this report, at paragraph 5.01 – 5.27.

2. Recommendations

2.1. That Cabinet is recommended to:

1. Approve the changes to fees and charges as outlined in **Appendix 2** of this report
2. Approve that authority be delegated to the Executive Director for Finance and Resources to make minor or technical adjustments to any fees and charges in year, in consultation with the relevant Cabinet Member.
3. Approve the unchanged Fees and Charges Policy at **Appendix 1**.

Note the outcome of the call-in on the parking fee structure review which is being heard on 6 December 2023, the outcome of which will be reported to the Cabinet orally at the meeting.

3. Reasons for Decision

- 3.1. To agree the Council's fees and charges position and changes from 1 January 2024 at the earliest.

4. Background, including Policy Context

- 4.1. The budget for fees and charges in 2023/24 is £149m Fees and charges are reviewed annually with a strong supporting link to the medium-term financial planning process. The Council's Fees and Charges Policy is unchanged and attached at **Appendix 1**. The main points are as follows:

- Fees and charges will be reviewed annually as part of the budget setting process.
- Income from charges for a service, taking one financial year with another, should not exceed the cost of provision.
- Fees and charges will be calculated on a full cost recovery basis. Any concessions will be specified and separately agreed
- Fees and charges will be approved or noted by Cabinet each year with implementation of those charges as early as practicable.

- 4.2. Some fees and charges are set and amended by statute or through contractual arrangements and so do not require Cabinet decision. Examples include parking penalty charge notices and planning application fees. However, for the remaining fees and charges the Council has discretion to amend as appropriate.

- 4.3. Last year a 10.1% inflationary rise was applied to the majority of the fees and charges in order to keep up with cost inflation. However there were a number of below inflation increases applied including a 5% increase for Road Management, Resident Permits and Kerbside Permissions.

- 4.4. This year, an inflationary assumption of 6.7% has been used and applied to fees and charges where a standard inflationary rise is supported unless the service is actively reviewing their pricing structures. Inflation has fallen slightly over the last year with the CPI annual increase reaching 6.7% in September. September CPI tends to be the trigger for cost inflation on contracts across the Council. This ensures that cost recovery can be largely maintained.

- 4.5. Both the Bank of England and The Office for Budget Responsibility (OBR) are forecasting inflation to fall to around 4.75 - 4.8% by the end of the year, however the impact of global events make absolute forecasts difficult.

- 4.6. The full year impact of the proposed changes to Council fees and charges is an increase of £7.829m (compared to an increase of £6.220m last year).

- 4.7. A full list of the proposed fees and charges is set out in **Appendix 2**.

5. Proposed Changes to Fees and Charges

All increases by inflation of 6.7% and above are detailed below

Commercial Waste

- 5.1. Contract prices have increased greater than the current CPI with the waste contract increasing 7.9% and the disposal contracts by 10.4%. As a result, an average increase of 10% is proposed. Overall impact is £1.000m. This is due to larger increases occurring on less income generating items.
- 5.2. In order to arrive at contract prices, categories of services have been reviewed independently, taking into account how competitive the price is, the impact on encouraging customers to take up recycling services and individual cost drivers.

City Promotions, Events & Filming

- 5.3. Proposed average increase of 10%. Service has sought to apply increases proportionately across price points to ensure it continues to drive revenue and recover costs, but whilst trying to remain competitive. Overall impact is £0.120m.

Local Land Charges

- 5.4. It is proposed that local land charges are increased by 7.98%. This uplift is proposed following a review of charges in the service and it is felt that there is elasticity in the market to allow this increase. Overall impact is £0.126m.

Libraries

- 5.5. Proposed increase 6.7%, with increases across a large number of fees averaging out at this figure. The Libraries and Archives service have reviewed all their fees & charges, ensuring full cost recovery where possible. This has resulted in the complete removal of some services that have been abrogated whilst, also adding in any new fees and charges. The increase is in line with inflation. Overall impact is £0.041m.

Discretionary planning fees

- 5.6. Proposed average increase 8.2%. The proposal is to increase the more complex pre-application fees by 10% whilst uplifting all other fees by 6.7%. The 10% increase on more complex applications follows an exercise which compared fees with other local planning authorities. This increase brings Westminster fees more in line with other authorities including Camden, Islington and City of London. Overall impact is £0.199m.

Building Control

- 5.7. Proposed increase 6.7%. The increase is in line with inflation. Overall impact is £0.035m.
- 5.8. In addition, a new fee is to be introduced in year in order to support the Building Safety Regulator (BSR) under the provisions of the new Building Safety Act 2022. This will involve overseeing work to High Rise Buildings and will be set up on a cost recovery basis and has been set at £175 per hour.

Legal Charges

- 5.9. Proposed increase 6.7%. The increase is in line with inflation. Overall impact is £0.051m.

Leisure

- 5.10. An average uplift of 7.8% is proposed for Leisure-related Fees & Charges as part of the Leisure Service Contract. This has been reached in discussion with the contractor, balancing a commercial return and affordability for users.
- 5.11. 0% is proposed for Health & Wellbeing fees & charges. This is a smaller set of activities which within the context of the contract are targeted to achieve specific outcomes, to incentivise people to keep active, rather than a commercial return.

Highways

- 5.12. Proposed increase of 6.7%. The increase is in line with inflation. Overall impact is £0.763m.

Cemeteries

- 5.13. Proposed increase 8.8%. The increase follows a benchmarking of income against other neighbouring authorities and their charges for comparable burial arrangements. Overall impact is £0.026m

Bulky Household Waste

- 5.14. Proposed increase 6.7%. The increase is in line with inflation. Overall impact is £0.015m

Registrars

- 5.15. Registrars' fees and charges are set two years in advance with financial years for 2024/25 and 2025/26 to be considered for December 2023 Cabinet. It should be noted that fees for 2024/25 were considered at December 2022 Cabinet. The 2024/25 uplifts have now been reviewed again, resulting in an 11.0% uplift on average.

- 5.16. Fees have been set at full cost recovery. Setting fees in advance is necessary to allow pre-bookings for ceremonies (weddings etc) and offers customers the assurance of a price certainty. This is necessary in order to cater for advanced ceremonial bookings. Indicative overall annual impact for 2024/25 is £0.143m

All increases below 6.7% are detailed below

HMO Licensing

- 5.17. HMO licences proposed to be uplifted by 4.18%. The increase is based on all direct and indirect costs. This is below current inflation as the cost is mainly dictated by the National Joint Council 2023/24 Pay Offer (cost base is mainly staff costs). The impact of this will not occur until 26/27 due to legislative changes that only require HMO licenses to be sought once every 5 years.

Automatic Public Conveniences

- 5.18. Proposed nil increase as not cost effective to change the charging mechanisms.

Fees subject to review

Sayer's Croft

- 5.19. Sayer's Croft fees are subject to ongoing review and will be subject to Cabinet Member decision, at a later date.

New Fee Structures

Pay to Park, Resident and Trade Permits¹

- 5.20. Parking services are proposing a new fee structure, which would see charges banded based upon vehicles' individual tailpipe emission levels of Carbon Dioxide (CO₂). The concept was approved in June 2023 and Parking are now developing the charging rates to propose.
- 5.21. The proposals for emissions-based charging constitute part of Parking Services' ongoing Parking Policy Review, the over-riding objective of which is to encourage modal shift away from private vehicle use and/or to discourage the use of older, more polluting vehicles.
- 5.22. The impact for 2024/25, including existing commitments is £3.680m for Pay to Park, £0.840m for Resident Permits and £0.090m for Trade Permits.

Parking Suspensions

- 5.23. The charging model for Suspensions has been under review, with a move to adopt Highways' "Traffic Sensitive Streets" (TSS) model approved earlier this year. Implementation was rephased to allow for the new Parking systems changeover and is now expected to take effect early in 2024. The impact for 2024/25 is £0.500m

The following fees and charges are set outside of routine annual cabinet agreement process.

Adult Education

- 5.24. Setting of fees and charges for Adult Education services is delegated to the WAES Board. Decision taken in Feb 2022 to not increase fees for academic year 2023/24

Licensing

- 5.25. Licensing fees are approved by the Licencing Committee, who are responsible for all matters relating to the discharge by the Authority of its licensing functions including determining fees and charges.
- 5.26. Licensing Committee is due to meet in January. A 4% increase is estimated, to be decided upon in January.

¹ These are detailed in the Cabinet Member Report entitled "[Parking Fee Structure Review](#)". This report was approved by the Cabinet Member on 16 November 2023 and it was called in by Policy and Scrutiny Members on 20 November 2023. The call-in will be heard by the Climate Action, Environment and Highways Policy and Scrutiny Committee on 6 December 2023. The outcome of this call-in will be reported to Cabinet on 11 December 2023.

Penalty Charge Notices

- 5.27. London Councils are currently consulting on potential changes to the Statutory Penalty Charge Notices. Consultation ended in October, a paper will now go to London Councils' Transport and Environment Committee for a decision in December. Both the Mayor and Secretary of State have the power to veto any changes.

6. Financial Implications

- 6.1. Full cost recovery for chargeable services is a key element of the Council's Fees and Charges Policy. This ensures that any increases in the cost of delivering chargeable services are reflected in the setting of fees and charges to avoid additional cost pressures on the council. Such pressures would be in addition to the pressures already being faced by the council in relation to reduced demand for its chargeable services as a consequence of the pandemic's impact on the local economy.
- 6.2. The application of a 6.7% inflationary rise across most fees and charges, results in total additional income of £7.829m in a full year. £7.9m is an average increase of 5.2% against the total fees and charges income, but if you exclude fees where these are set by other bodies or Central Government, then this increases to just over 6%.
- 6.3. For 2023/24 the level of benefit is less given that not all fees are planned to be introduced in this financial year due to considerations needed for the implementation of some fees. This also includes timelines to update systems utilised to collect income or for individuals to use services. It is estimated that the part year impact would be an increase in income of £1.166m. The table below shows a summary of impact across the main service areas.

	Change (Average uplift)	23/24 Q4 Impact
	%	£m
Land Charges	7.98	0.025
Paid for Parking	N/A (new fee)	0.800
Kerbside Permissions	N/A (new fee)	0.050
Road Management	6.70	0.190
Registrars	11.00	0.051
Planning	8.20	0.050
Total		1.166

For Paid for Parking, in year impact of £800k already exists as part of the 23/24 MTFP.

- 6.4. The table on the below shows the comparative increases across the services between the years. Whilst the changes implemented last year increased income from fees and charges by £6.220m overall, this year the changes result in additional income of £7.829m. Although inflationary tracked increases are slightly less than last year, the increased income from new parking fee structures is driving the additional income.
- 6.5. It should be noted that there is no direct comparison possible for Parking fees and charges between the 2 years, as there is a new fee structure in place for 2024/25. However, the overall difference across parking is included for the purpose of comparing the impact of increases.

Fee	23/24 % change	23/24 estimated impact £m	24/25 % change	24/25 estimated impact £m	Change between 23/24 and 24/25 £m
Pay to Park	8.80%	2.250	n/a	n/a	
NEW FEE - Pay to Park – Emissions Based Charging (EBC)				3.680	1.430
Kerbside Permissions	5.00%	0.850	n/a	n/a	
NEW FEE - Kerbside Permissions Traffic Sensitive Streets				0.500	-0.350
Parking Permits (Trade)	8.80%	0.070	n/a	-	
NEW FEE -Parking Trade Permits EBC				0.090	0.020
Parking Permits (Residents)	5.00%	0.200	n/a	n/a	
NEW FEE - Resident Permits EBC		-		0.840	0.640
Commercial Waste	10.90%	1.100	10.00%	1.000	-0.100
Licencing & PPL	10.40%	0.149	4.00%	0.200	0.051
Cemeteries	-	0.000	8.80%	0.026	0.026
Bulky Household Waste	0.00%	0.000	6.70%	0.015	0.015
Road Management –(plus CCOP)	5.00%	0.490	6.70%	0.763	0.273
Land Charges	10.10%	0.130	7.98%	0.126	-0.004
Building Control	10-20%	0.050	6.70%	0.035	-0.015
Planning Fees	18.20%	0.388	8.20%	0.199	-0.189
Leisure	7-11%	-	7.80%	-	n/a
City Promotions & Events	10.10%	0.070	10.00%	0.120	0.050
Legal	0.00%	0.000	6.70%	0.051	0.051
HMO licences ¹	48.00%	0.271	4.18%	0.000	-0.271
Libraries –Venue & Events Hire	11.10%	0.054	6.70%	0.041	-0.013
Registrars			11.00%	0.143	0.143
Total		6.220		7.829	1.757

7. Legal Implications

- 7.1. Legal Implications are contained within the Fees and Charges Policy at paragraphs 1.3 and 1.4. This Policy can be found in **Appendix 1**.
- 7.2. Some services the Council provides are mandatory and governed by specific legislation whilst other services provided are discretionary. Discretionary services are those which the Council is permitted to provide but not required to provide.
- 7.3. The Cabinet has the authority under chapter 3 of the Council's Constitution to decide the recommendations in section 2 of this report.
- 7.4. The Council has a general power of competence under section 1 of the Localism Act 2011. This is the power to do anything an individual can do provided it is not prohibited by other legislation. The general power of competence expressly includes the power to do something for the benefit of the authority, its area, or persons resident or present in its area. The Council also has subsidiary powers under section 111 of the Local Government Act 1972 (LGA 1972) to authorise the provision of a service to facilitate the discharge of a specific function.
- 7.5. The Council has the power to charge for discretionary services under section 93 of the Local Government Act 2003 (LGA 2003). Discretionary services are those services authorised by statute that a local authority is not required to provide but may do so voluntarily (section 93(1)(a), LGA 2003). The Office of the Deputy Prime Minister (ODPM) has published guidance relating to charging for discretionary services entitled 'General Power for Best Value Authorities to Charge for Discretionary Services - Guidance on the power in the Local Government Act 2003' (2003 ODPM Guidance).
- 7.6. A recipient of the discretionary service must agree to its provision and cannot be required to pay for a service they do not wish to receive or use. Anyone who requires the service agrees to take it up on those terms. (section 93(1), LGA 2003). The section 93 charging power does not apply where there is a power to charge for a particular service elsewhere in other legislation or if other legislation expressly excludes an authority from charging (section 93(2) LGA 2003). Section 93 allows the Council to recover the costs of providing services or improvements to services that it might not otherwise be able to justify providing or be in a position to provide. The Council is under a general duty to secure that, from one financial year to the next, the income from charges for services does not exceed the costs of its provision. (section 93(3), LGA 2003).
- 7.7. There are no provisions within section 93 for calculating income and expenditure of discretionary charges. This is left to the Council's discretion. The 2003 ODPM Guidance suggests how income and expenditure should be

calculated and suggests that a local authority in deciding on its methodology for assessing costs may find it helpful to draw on the Chartered Institute of Public Finance and Accountancy Best Value Accounting Code of Practice (Code). The Council can set the level of charge for each discretionary service as long as the income from charges for each kind of service does not exceed the costs of its provision (section 93(5), LGA 2003). The Council does not have to recover the full costs of providing the service if there are policy reasons for limiting the charges in relation to a particular user of the service.

- 7.8. The Council has the power under section 19(1)(a) of the Local Government (Miscellaneous Provisions) Act 1976 (LGMPA 1976) to charge for the provision of recreational facilities and may charge whatever payment it considers to be appropriate. The Council also has the power under section 45 of the Road Traffic Regulation Act 1984 to charge for street parking.
- 7.9. In accordance with the above, the Council has the statutory power to charge the fees and charges outlined in Appendix 2.

8. Carbon Impact

- 8.1. Fees related to recycling are set at less than other costs to encourage uptake of these services, and to improve the council's recycling rates.
- 8.2. Parking services are proposing a new fee structure, which would see charges banded based upon vehicles' individual tailpipe emission levels of Carbon Dioxide.

9. Equalities Implications

- 9.1. The Council must have regard to its public sector equality duty under section 149 of the Equality Act 2010. In summary section 149 provides that a Public Authority must, in the exercise of its functions, have due regard to the need to: (a) eliminate discrimination harassment, victimisation and any other conduct that is prohibited by or under this Act; (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and (c) foster good relations between persons who share a relevant protected characteristics and persons who do not share it.
- 9.2. Section 149 (7) of the Equality Act 2010 defines the relevant protected characteristics as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- 9.3. The Council believes that these proposals do not adversely impact or unlawfully discriminate against any protected characteristics.

**If you have any queries about this Report or wish to inspect any
of the Background Papers, please contact:**

Anthony Lineker, Finance Manager, Strategic Projects and
Commercial

APPENDICES

Appendix 1 - Fees and Charges Policy

Appendix 2 - Proposed Fees and Charges by Service Area

Appendix 1 – Fees and Charges Policy

- 1.1. It is proposed that the overall principle aim will be to ensure that the council's fees and charges are set within a framework of value for public money, whereby financial, performance, access and equality are considered fully and appropriately, and decisions taken represent a transparent and balanced approach.
- 1.2. Fees and charges will be reviewed annually as part of the budget setting process and in line with the agreed corporate timeline for each relevant year to be submitted as part of the budget proposals, or other such timeline as Council may agree.
- 1.3. The legal basis for charging is based on the specific provisions contained in the Local Government Act 2003. In addition to existing statutory provisions which expressly authorise charging section 93 of the 2003 Act allows a local authority to charge for any services which it has discretion to provide. Charges cannot be made for any services for which there is a duty to provide or where legislation expressly prohibits the charging for discretionary services.
- 1.4. In exercising its charging powers a local authority is under a duty to ensure that taking one financial year with another the income from any charges for a service does not exceed the cost of providing the relevant service. This means that over a realistic period of time any surpluses or under recovery of income should be addressed through a review of the charging policy. However the reinvestment of any income generated in excess of the cost of providing the service would not represent a surplus. The underlying principle behind the legislation is that one service should not be cross subsidising another as each service must be viewed as distinct for charging purposes. Statutory Guidance has been issued by the Secretary of State which needs to be taken into account in considering the exercise of the charging powers and which addresses the above principles in greater detail.
- 1.5. The key features included in the policy are outlined below:
 - Fees and Charges will be structured to support the Authority's priorities.
 - The income generated from Fees and Charges will be used to support the work of the Authority.
 - Fees and Charges will normally be calculated on a marginal or full cost recovery basis, depending on the state of the market and any other relevant factors. Any concessions will be specified and separately agreed if it meets a Council policy objective.
 - Market research, comparative data, management knowledge and any other relevant information will be used where appropriate to ensure that charges are properly prepared.
 - Fees and Charges will not be used in such a way that would restrict access to information or services.
 - The impact on income from fees and charges will be taken into consideration when a decision is taken to change any services provided by the Authority.
 - The cost of collection will be considered to ensure that fees and charges are economical to collect.

- Highlighting the impacts of not increasing charges should be an essential part of the budget setting process.
- 1.6 The general principle for all charging areas should be full cost recovery and the service will have to justify any deviation from this approach and highlight implicit subsidies arising from any decision not to pursue full cost recovery. However, the Council can decide through a policy objective not to charge full cost recovery and effectively create a subsidy paid by the council tax payer to achieve that objective. In such cases, these decisions will be highlighted through the annual fees and charges review.
 - 1.7 In the longer term the Council should aspire to identify and highlight, within internal financial processes and to Government, implicit subsidies provided in service areas such as adult social care where regulations prevent recovery of the full costs of providing a service.
 - 1.8 The income generated from fees and charges will be monitored on a monthly basis as part of the overall budget monitoring process.
 - 1.9 It is proposed that, to ensure all areas regularly review and update charges, fees and charges are reviewed each financial year, based on prior year information and current year budgets. All fees and charges will then be approved by Cabinet each financial year with fees and charges changes implemented thereafter. This will be undertaken by service areas with support from finance and in conjunction with the relevant Cabinet Member.
 - 1.10 This will allow a schedule of fees and charges to be agreed and published each year, which will be updated during the year to reflect any decisions made at other agreed times. As part of this policy therefore, the opportunity will be taken on an annual basis to review the rationale behind and potential for charging for services.
 - 1.11 Where full cost recovery is not the basis for the level of the fee, the default position should be an inflationary increase. Decisions not to increase a charge by inflation and / or not to recover full costs will need to be justified. It should be noted that the process of fee setting may not suggest a change in fees but should demonstrate that fees have been reviewed and an informed decision made not to change the fee.
- 2. What level of fee to set:**
- 2.1. It is important to fully consider statute/legislation that governs each service before setting a charging structure.
 - 2.2 When charging for discretionary services, authorities can recover up to the cost of provision for each 'kind of service'.
 - 2.3. Different users may be charged differentially or not at all, e.g. free or reduced fees to children.
 - 2.4. Considerations that need to be taken into account are:

- the impact of increased charges on residents and service users;
- what level of charge the market will bear; and
- whether full cost recovery will create perverse incentives, i.e. encourage fly-tipping.

2.5. These considerations may mean that fees are set below full cost recovery.

2.6. It is noted that different considerations apply in the case of parking charges, which as well as cost recovery are also set on the basis of transport policy considerations.

3. How to decide what the scope of the service is for full cost recovery:

3.1. When charging for discretionary services, authorities can recover up to the cost of provision for each 'kind of service'. A 'kind of service' referring to a group of services that can realistically be classed together rather than each discrete service being classified on its own.

3.2. The level at which services are grouped at should be decided upon through professional judgement. For example, within licensing where there is program specific legislation this will be used as the boundary of cost recovery. Therefore, using the gambling act as an example, the fee will be based only on the total cost to deliver the Gambling act, as opposed to the cost to deliver several different licensing regimes.

4. How to calculate fees for full cost recovery:

4.1. Authorities have a degree of discretion in defining what the cost of provision is.

4.2. Prior year surpluses or deficits should be taken into consideration when calculating the new charge as services should not over-recover 'taking one year with another'. Any over- or under-recovery that resulted in a surplus or deficit of income in one period should be addressed by an authority when setting its charges for future periods so that, over time, revenue equates to cost.

4.3 Standard methodology for calculating the cost of a service includes:

- employee costs;
- premises and transport;
- supplies and services;
- third party payments (Services supplied and charged by external parties such as other local authorities or private contractors);
- transfer payments (payments transferring through the council such as Housing benefits monies and adults social services clients);
- support services and overheads (including any allocation of management or commissioning costs) and
- depreciation.

4.4 Some costs such as overheads may need to be apportioned. Where these are included in the calculation, an appropriate allowance should be made for management and overheads where this is not produced automatically by accounting systems.

- 4.5. To ensure charges stand up to audit it is imperative that all apportionment and allocation of costs to various charges are carried out on the councils financial system and have backing documents to support your method of allocation/apportionment.

Appendix 2

Building Control Fees and Charges

Commercial Charges													
Proposed use of building and type of work	Cost of work	Existing Plan Charge	Existing Plan Charge	Existing Inspection Charge	Existing Inspection Charge	Proposed Plan Charge	Proposed Plan Charge	Proposed Inspection Charge	Proposed Inspection Charge	Plan Charge % Change	Inspection Charge % Change	Effective Date	
		(incl.VAT)	(excl.VAT)	(incl.VAT)	(excl.VAT)	(incl.VAT)	(excl.VAT)	(incl.VAT)	(excl.VAT)				
Commercial new build	< £150,000	£ 696.00	£ 580.00	£1,044.00	£ 870.00	£ 744.00	£ 620.00	£1,116.00	£ 930.00	6.9%	6.9%	Apr 24	
Commercial new build	< £750,000	£ 926.40	£ 772.00	£1,389.60	£1,158.00	£ 990.00	£ 825.00	£1,485.00	£1,237.50	6.9%	6.9%	Apr 24	
Commercial new build	< £1.25m	£1,156.80	£ 964.00	£1,735.20	£1,446.00	£1,236.00	£1,030.00	£1,854.00	£1,545.00	6.8%	6.8%	Apr 24	
Commercial new build	< £1.75m	£1,392.00	£1,160.00	£2,088.00	£1,740.00	£1,485.00	£1,237.50	£2,229.00	£1,857.50	6.7%	6.8%	Apr 24	
Commercial new build	< £2.2m	£1,564.80	£1,304.00	£2,347.20	£1,956.00	£1,671.00	£1,392.50	£2,505.00	£2,087.50	6.8%	6.7%	Apr 24	
Commercial new build	< £2.6m	£1,737.60	£1,448.00	£2,606.40	£2,172.00	£1,854.00	£1,545.00	£2,784.00	£2,320.00	6.7%	6.8%	Apr 24	
Commercial new build	< £3m	£1,910.40	£1,592.00	£2,865.60	£2,388.00	£2,040.00	£1,700.00	£3,060.00	£2,550.00	6.8%	6.8%	Apr 24	
Commercial refurbishment	< £30,000	£1,164.00	£ 970.00	N/A	N/A	£1,242.00	£1,035.00	N/A	N/A	6.7%		Apr 24	
Commercial refurbishment	< £60,000	£2,316.00	£1,930.00	N/A	N/A	£2,475.00	£2,062.50	N/A	N/A	6.9%		Apr 24	
Commercial refurbishment	< £100,000	£1,156.80	£ 964.00	£1,735.20	£1,446.00	£1,236.00	£1,030.00	£1,854.00	£1,545.00	6.8%	6.8%	Apr 24	
Commercial refurbishment	< £250,000	£1,449.60	£1,208.00	£2,174.40	£1,812.00	£1,548.00	£1,290.00	£2,325.00	£1,937.50	6.8%	6.9%	Apr 24	
Commercial refurbishment	< £500,000	£1,737.60	£1,448.00	£2,606.40	£2,172.00	£1,857.00	£1,547.50	£2,787.00	£2,322.50	6.9%	6.9%	Apr 24	
Commercial refurbishment	< £750,000	£1,910.40	£1,592.00	£2,865.60	£2,388.00	£2,040.00	£1,700.00	£3,060.00	£2,550.00	6.8%	6.8%	Apr 24	
Commercial refurbishment	< £1m	£2,083.20	£1,736.00	£3,124.80	£2,604.00	£2,226.00	£1,855.00	£3,339.00	£2,782.50	6.9%	6.9%	Apr 24	
Commercial refurbishment	< £1.5m	£2,256.00	£1,880.00	£3,384.00	£2,820.00	£2,406.00	£2,005.00	£3,609.00	£3,007.50	6.6%	6.6%	Apr 24	
Commercial refurbishment	< £2m	£2,659.20	£2,216.00	£3,988.80	£3,324.00	£2,838.00	£2,365.00	£4,260.00	£3,550.00	6.7%	6.8%	Apr 24	
Commercial fit out (no structural)	< £5,000	£ 444.00	£ 370.00	N/A	N/A	£ 474.00	£ 395.00	N/A	N/A	6.8%		Apr 24	
Commercial fit out (no structural)	< £20,000	£ 732.00	£ 610.00	N/A	N/A	£ 780.00	£ 650.00	N/A	N/A	6.6%		Apr 24	
Commercial fit out (no structural)	< £35,000	£1,020.00	£ 850.00	N/A	N/A	£1,089.00	£ 907.50	N/A	N/A	6.8%		Apr 24	
Commercial fit out (no structural)	< £50,000	£ 523.20	£ 436.00	£ 784.80	£ 654.00	£ 558.00	£ 465.00	£ 837.00	£ 697.50	6.7%	6.7%	Apr 24	
Commercial fit out (no structural)	< £100,000	£ 638.40	£ 532.00	£ 957.60	£ 798.00	£ 681.00	£ 567.50	£1,023.00	£ 852.50	6.7%	6.8%	Apr 24	
Commercial fit out (no structural)	< £250,000	£ 753.60	£ 628.00	£1,130.40	£ 942.00	£ 804.00	£ 670.00	£1,206.00	£1,005.00	6.7%	6.7%	Apr 24	
Commercial fit out (no structural)	< £500,000	£1,041.60	£ 868.00	£1,562.40	£1,302.00	£1,110.00	£ 925.00	£1,665.00	£1,387.50	6.6%	6.6%	Apr 24	
Commercial fit out (no structural)	< £750,000	£1,272.00	£1,060.00	£1,908.00	£1,590.00	£1,359.00	£1,132.50	£2,037.00	£1,697.50	6.8%	6.8%	Apr 24	
Commercial fit out (no structural)	< £1m	£1,622.40	£1,352.00	£2,433.60	£2,028.00	£1,734.00	£1,445.00	£2,601.00	£2,167.50	6.9%	6.9%	Apr 24	

Building Safety Regulator work

Westminster City Council are required to support the Building Safety Regulator (BSR) under the provisions of the new Building Safety Act 2022. This will involve overseeing work to High Rise Buildings and will be set up on a cost recovery basis. An hourly rate of £175 was submitted to the BSR in September 2023.

Hourly Rate
(excl. VAT)

Building Safety Regulator £175

Residential Charges

Proposed use of building and type of work	Cost of work	Existing	Existing	Existing	Existing	Existing	Existing	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed	Plan % Change	Inspection % Change	Building % Change	Effective Date
		Plan Charge (incl.VAT)	Plan Charge (excl.VAT)	Inspection Charge (incl.VAT)	Inspection Charge (excl.VAT)	Building Notice Charge (incl.VAT)	Building Notice Charge (excl.VAT)	Plan Charge (incl.VAT)	Plan Charge (excl.VAT)	Inspection Charge (incl.VAT)	Inspection Charge (excl.VAT)	Building Notice Charge (incl.VAT)	Building Notice Charge (excl.VAT)					
Residential new build	< £30,000	£ 1,164.00	£ 970.00	N/A	N/A	£ 1,164.00	£ 970.00	£ 1,242.00	£ 1,035.00	N/A	N/A	£ 1,242.00	£ 1,035.00	6.7%		6.7%	Apr 24	
Residential new build	< £100,000	£ 753.60	£ 628.00	£ 1,130.40	£ 942.00	£ 1,884.00	£ 1,570.00	£ 804.00	£ 670.00	£ 1,206.00	£ 1,005.00	£ 2,010.00	£ 1,675.00	6.7%	6.7%	6.7%	Apr 24	
Residential new build	< £250,000	£ 984.00	£ 820.00	£ 1,476.00	£ 1,230.00	£ 2,460.00	£ 2,050.00	£ 1,050.00	£ 875.00	£ 1,575.00	£ 1,312.50	£ 2,625.00	£ 2,187.50	6.7%	6.7%	6.7%	Apr 24	
Residential new build	< £500,000	£ 1,156.80	£ 964.00	£ 1,735.20	£ 1,446.00	£ 2,892.00	£ 2,410.00	£ 1,233.00	£ 1,027.50	£ 1,851.00	£ 1,542.50	£ 3,084.00	£ 2,570.00	6.6%	6.7%	6.6%	Apr 24	
Residential new build	< £750,000	£ 1,392.00	£ 1,160.00	£ 2,088.00	£ 1,740.00	£ 3,480.00	£ 2,900.00	£ 1,485.00	£ 1,237.50	£ 2,229.00	£ 1,857.50	£ 3,714.00	£ 3,095.00	6.7%	6.8%	6.7%	Apr 24	
Residential new build	< £1m	£ 1,564.80	£ 1,304.00	£ 2,347.20	£ 1,956.00	£ 3,912.00	£ 3,260.00	£ 1,668.00	£ 1,390.00	£ 2,502.00	£ 2,085.00	£ 4,170.00	£ 3,475.00	6.6%	6.6%	6.6%	Apr 24	
Residential new build	< £1.5m	£ 1,737.60	£ 1,448.00	£ 2,606.40	£ 2,172.00	£ 4,344.00	£ 3,620.00	£ 1,854.00	£ 1,545.00	£ 2,781.00	£ 2,317.50	£ 4,635.00	£ 3,862.50	6.7%	6.7%	6.7%	Apr 24	
Residential new build	< £2m	£ 2,025.60	£ 1,688.00	£ 3,038.40	£ 2,532.00	£ 5,064.00	£ 4,220.00	£ 2,163.00	£ 1,802.50	£ 3,246.00	£ 2,705.00	£ 5,409.00	£ 4,507.50	6.8%	6.8%	6.8%	Apr 24	
Residential refurbishment	< £10,000	£ 876.00	£ 730.00	N/A	N/A	£ 876.00	£ 730.00	£ 936.00	£ 780.00	N/A	N/A	£ 936.00	£ 780.00	6.8%		6.8%	Apr 24	
Residential refurbishment	< £30,000	£ 1,164.00	£ 970.00	N/A	N/A	£ 1,164.00	£ 970.00	£ 1,242.00	£ 1,035.00	N/A	N/A	£ 1,242.00	£ 1,035.00	6.7%		6.7%	Apr 24	
Residential refurbishment	< £50,000	£ 1,596.00	£ 1,330.00	N/A	N/A	£ 1,596.00	£ 1,330.00	£ 1,704.00	£ 1,420.00	N/A	N/A	£ 1,704.00	£ 1,420.00	6.8%		6.8%	Apr 24	
Residential refurbishment	< £80,000	£ 926.40	£ 772.00	£ 1,389.60	£ 1,158.00	£ 2,316.00	£ 1,930.00	£ 990.00	£ 825.00	£ 1,485.00	£ 1,237.50	£ 2,475.00	£ 2,062.50	6.9%	6.9%	6.9%	Apr 24	
Residential refurbishment	< £150,000	£ 1,214.40	£ 1,012.00	£ 1,821.60	£ 1,518.00	£ 3,036.00	£ 2,530.00	£ 1,296.00	£ 1,080.00	£ 1,944.00	£ 1,620.00	£ 3,240.00	£ 2,700.00	6.7%	6.7%	6.7%	Apr 24	
Residential refurbishment	< £500,000	£ 1,737.60	£ 1,448.00	£ 2,606.40	£ 2,172.00	£ 4,344.00	£ 3,620.00	£ 1,857.00	£ 1,547.50	£ 2,787.00	£ 2,322.50	£ 4,644.00	£ 3,870.00	6.9%	6.9%	6.9%	Apr 24	
Residential refurbishment	< £1m	£ 2,313.60	£ 1,928.00	£ 3,470.40	£ 2,892.00	£ 5,784.00	£ 4,820.00	£ 2,466.00	£ 2,055.00	£ 3,702.00	£ 3,085.00	£ 6,168.00	£ 5,140.00	6.6%	6.7%	6.6%	Apr 24	
Residential refurbishment	< £1.5m	£ 2,894.40	£ 2,412.00	£ 4,341.60	£ 3,618.00	£ 7,236.00	£ 6,030.00	£ 3,090.00	£ 2,575.00	£ 4,635.00	£ 3,862.50	£ 7,725.00	£ 6,437.50	6.8%	6.8%	6.8%	Apr 24	

Minor works charges

Code	Type of work and proposed use of building if relevant	Limitation	Existing	Existing	Existing	Existing	Proposed	Proposed	Proposed	Proposed	Building % change	Plan % change	Effective Date
			Building Notice Charge (incl.VAT)	Building Notice Charge (excl.VAT)	Plan Charge (incl.VAT)	Plan Charge (excl.VAT)	Building Notice Charge (incl.VAT)	Building Notice Charge (excl.VAT)	Plan Charge (incl.VAT)	Plan Charge (excl.VAT)			
UPU10	Underpinning	One property	£ 516.00	£ 430.00	£ 516.00	£ 430.00	£ 549.00	£ 457.50	£ 549.00	£ 457.50	6.4%	6.4%	Apr 24
UPO10	Underpinning	> One property	£ 732.00	£ 610.00	£ 732.00	£ 610.00	£ 780.00	£ 650.00	£ 780.00	£ 650.00	6.6%	6.6%	Apr 24
OPENW	New openings	One property < 5 opening	£ 516.00	£ 430.00	£ 516.00	£ 430.00	£ 549.00	£ 457.50	£ 549.00	£ 457.50	6.4%	6.4%	Apr 24
FITBK	Fit out of a batl	One property	£ 372.00	£ 310.00	£ 372.00	£ 310.00	£ 396.00	£ 330.00	£ 396.00	£ 330.00	6.5%	6.5%	Apr 24
ELRW	Electrical re-wir	One dwelling	£ 372.00	£ 310.00	£ 372.00	£ 310.00	£ 396.00	£ 330.00	£ 396.00	£ 330.00	6.5%	6.5%	Apr 24
DRAIN	Drainage works	One property	£ 372.00	£ 310.00	£ 372.00	£ 310.00	£ 396.00	£ 330.00	£ 396.00	£ 330.00	6.5%	6.5%	Apr 24
FDREP	Replacement fi	One property	£ 300.00	£ 250.00	£ 300.00	£ 250.00	£ 321.00	£ 267.50	£ 321.00	£ 267.50	7.0%	7.0%	Apr 24
STREP	Replacement st	One property	£ 372.00	£ 310.00	£ 372.00	£ 310.00	£ 396.00	£ 330.00	£ 396.00	£ 330.00	6.5%	6.5%	Apr 24
RTEA	Replacement r	One property	£ 372.00	£ 310.00	£ 372.00	£ 310.00	£ 396.00	£ 330.00	£ 396.00	£ 330.00	6.5%	6.5%	Apr 24
ICF	Works to contr	One property	£ 300.00	£ 250.00	£ 300.00	£ 250.00	£ 321.00	£ 267.50	£ 321.00	£ 267.50	7.0%	7.0%	Apr 24
WRD	Window replac	One dwelling	£ 372.00	£ 310.00	£ 372.00	£ 310.00	£ 396.00	£ 330.00	£ 396.00	£ 330.00	6.5%	6.5%	Apr 24
SOLAR	Install micro en	One property	£ 372.00	£ 310.00	£ 372.00	£ 310.00	£ 396.00	£ 330.00	£ 396.00	£ 330.00	6.5%	6.5%	Apr 24
TEA	Tea point in an	One property	£ 300.00	£ 250.00	£ 300.00	£ 250.00	£ 321.00	£ 267.50	£ 321.00	£ 267.50	7.0%	7.0%	Apr 24
EL	Escape lighting	One property	£ 300.00	£ 250.00	£ 300.00	£ 250.00	£ 321.00	£ 267.50	£ 321.00	£ 267.50	7.0%	7.0%	Apr 24
FARES	Fire alarm insta	One dwelling	£ 300.00	£ 250.00	£ 300.00	£ 250.00	£ 321.00	£ 267.50	£ 321.00	£ 267.50	7.0%	7.0%	Apr 24
FACOM	Fire alarm insta	One property	£ 372.00	£ 310.00	£ 372.00	£ 310.00	£ 396.00	£ 330.00	£ 396.00	£ 330.00	6.5%	6.5%	Apr 24
DRI	Dry riser install	One property	£ 372.00	£ 310.00	£ 372.00	£ 310.00	£ 396.00	£ 330.00	£ 396.00	£ 330.00	6.5%	6.5%	Apr 24
FOAM	Foam inlets	One property	£ 372.00	£ 310.00	£ 372.00	£ 310.00	£ 396.00	£ 330.00	£ 396.00	£ 330.00	6.5%	6.5%	Apr 24

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

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**Appendix 2
Leisure Fees**

Activity/Facility	Type	2023					2024				
		Non-Resident 2023 Price (Increase 3.1%)	AW Card (Resident) 30% off non- resident price	AW Card (Concession) 40% off the junior/senior price*	Schools (Westminster) 40% off the junior/senior price for activities* 20% off non- resident price	AW Mark (Organisations) 25% off facility non-resident price	Non-Resident 2023 Price (Increase 3.1%)	AW Card (Resident) 30% off non- resident price	AW Card (Concession) 40% off the junior/senior price*	Schools (Westminster) 40% off the junior/senior price for activities* 25% off non- resident price	AW Mark (Organisations) 25% off facility non-resident price
Activities											
Swimming		Non-Standard Increases					Non-Standard Increases				
Swimming Sessions											
Adult	per session	£ 8.05	£ 2.74	£ -		£ 8.70	£ 2.96	£ -			
Junior/Senior	per session	£ 4.45	£ -	£ -		£ 4.80	£ -	£ -			
Family Rate (Up to 2 x Adults & 2 x Children)	per session	£ 18.75	£ 5.48	£ -		£ 20.25	£ 5.92	£ -			
Inflatable Splash Session	per session	£ 9.05	£ 6.34	£ 5.43	£ 5.43	£ 9.80	£ 6.86	£ 5.88	£ 5.88	£ 6.86	
Swimming Courses*											
Adult (45 min)	per session	£ 13.43	£ 9.40	£ 8.06		£ 13.95	£ 9.77	£ 8.37			
Junior (30 min)*	per session	£ 8.95	£ 6.27	£ 5.37		£ 9.30	£ 6.51	£ 5.58			
Spa, Health & Fitness											
Spa											
Adult	per entry	£ 27.50	£ 19.25	£ 9.09		£ 29.70	£ 20.79	£ 17.82			
Senior	per entry	£ 15.15		£ 9.09		£ 16.35		£ 9.81			
Health Suite	All Sites										
Adult	per entry	£ 16.65	£ 11.66	£ 5.52		£ 18.00	£ 12.60	£ 10.80			
Junior (16-18yrs Only)/Senior	per entry	£ 9.20	£ 6.44	£ 5.52		£ 9.90	£ 6.93	£ 5.94			
Health Suite	Queen Mother										
Adult	per entry	£ 12.15	£ 8.51	£ 4.02		£ 13.15	£ 9.21	£ 7.89			
Junior (16-18yrs Only)/Senior	per entry	£ 6.70	£ 4.69	£ 4.02		£ 7.25	£ 5.08	£ 4.35			
Fitness Suite (Gym)	All Sites										
Adult	per entry	£ 9.75	£ 6.83	£ 3.24		£ 10.55	£ 7.39	£ 6.33			
Junior/Senior	per entry	£ 5.40	£ 3.78	£ 3.24	£ 3.24	£ 5.85	£ 4.10	£ 3.51	£ 3.51		
Gym Induction	All sites										
Adult	per entry	£ 42.20	£ -	£ -		£ 42.20	£ -	£ -			
Junior/Senior	per entry	£ 23.25	£ -	£ -	£ -	£ 23.25	£ -	£ -	£ -		
Group Exercise Classes	All sites										
Adult	per entry	£ 10.45	£ 7.32	£ 3.45		£ 11.30	£ 7.91	£ 6.78			
Junior/Senior	per entry	£ 5.75	£ 4.03	£ 3.45	£ 3.45	£ 6.25	£ 4.38	£ 3.75	£ 3.75		
Indoor Sports											
Badminton	All Sites										
Adult	per court phr	£ 16.25	£ 11.38	£ 5.37		£ 12.19	£ 17.55	£ 12.29	£ 10.53		£ 12.29
Junior/Senior	per court phr	£ 8.95	£ 6.27	£ 5.37	£ 5.37	£ 6.71	£ 9.70	£ 6.79	£ 5.82	£ 5.82	£ 6.79
Table Tennis	All sites										
Adult	per table phr	£ 6.50	£ 4.55	£ 2.16		£ 4.88	£ 7.05	£ 4.94	£ 4.23		£ 4.94
Junior/Senior	per table phr	£ 3.60	£ 2.52	£ 2.16	£ 2.16	£ 2.70	£ 3.90	£ 2.73	£ 2.34	£ 2.34	£ 2.73
Squash (45 mins)											

Activity/Facility	Type	2023					2024				
		Non-Resident 2023 Price (Increase 3.1%)	AW Card (Resident) 30% off non- resident price	AW Card (Concession) 40% off the junior/senior price*	Schools (Westminster) 40% off the junior/senior price for activities*	AW Mark (Organisations) 25% off facility non-resident price	Non-Resident 2023 Price (Increase 3.1%)	AW Card (Resident) 30% off non- resident price	AW Card (Concession) 40% off the junior/senior price*	Schools (Westminster) 40% off the junior/senior price for activities*	AW Mark (Organisations) 25% off facility non-resident price
Adult	per court phr	£ 13.75	£ 9.63	£ 4.56		£ 10.31	£ 14.85	£ 10.40	£ 8.91		£ 10.40
Junior/Senior	per court phr	£ 7.60	£ 5.32	£ 4.56	£ 4.56	£ 5.70	£ 8.20	£ 5.74	£ 4.92	£ 4.92	£ 5.74
Sports Courses*											
Adult*	per person, p	£ 12.55	£ 8.79	£ 7.53			£ 13.60	£ 9.52	£ 8.16		
Junior/Senior*	per person, p	£ 8.30	£ 5.81	£ 4.98			£ 9.00	£ 6.30	£ 5.40		
Health & Wellbeing/Inclusive Group A	per person, p	£ 3.25	£ 2.28	£ 1.95			£ 3.25	£ 2.28	£ 1.95		
Climbing*											
Adult*	per person, p	£ 10.10	£ 7.07	£ 6.06			£ 10.95	£ 7.67	£ 6.57		
Junior/Senior*	per person, p	£ 8.80	£ 6.16	£ 5.28			£ 9.55	£ 6.69	£ 5.73		
30 Day Climbing Pass*	per person, p	£ 49.65	£ 34.76	£ 29.79			£ 53.65	£ 37.56	£ 32.19		
Outdoor Sports											
Tennis - Macadam Courts											
Adult	per court phr	£ 12.35	£ 8.65	£ 4.08		£ 9.26	£ 13.35	£ 9.35	£ 8.01		£ 9.35
Junior/Senior	per court phr	£ 6.80	£ 4.76	£ 4.08	£ 4.08	£ 5.10	£ 7.35	£ 5.15	£ 4.41	£ 4.41	£ 5.15
Tennis - Synthetic Courts											
Adult	per court phr	£ 18.75	£ 13.13	£ 6.21		£ 14.06	£ 20.25	£ 14.18	£ 12.15		£ 14.18
Junior/Senior	per court phr	£ 10.35	£ 7.25	£ 6.21	£ 6.21	£ 7.76	£ 11.15	£ 7.81	£ 6.69	£ 6.69	£ 7.81
Bowls Session											
Adult	per person, p	£ 3.75	£ 2.63	£ 2.25		£ 2.81	£ 4.05	£ 2.84	£ 2.43		£ 2.84
Hire of woods (£10 deposit)	per session	£ 2.85	£ 2.00				£ 3.10	£ 2.17			
Cricket Nets											
Adult	per lane phr	£ 8.10	£ 5.67	£ 2.70		£ 6.08	£ 8.75	£ 6.13	£ 5.25		£ 6.56
Junior/Senior	per lane phr	£ 4.50	£ 3.15	£ 2.70	£ 2.70	£ 3.38	£ 4.85	£ 3.40	£ 2.91	£ 2.91	£ 3.64
Other											
Holiday Sports Camps*											
Junior*	per person, p	£ 72.00	£ 50.40	£ 43.20			£ 77.80	£ 54.46	£ 46.68		
Each additional sibling*	per person, p	£ 36.00	£ 25.20	£ 21.60			£ 38.90	£ 27.23	£ 23.34		
Sensory Room											
Sensory Room entry	per session	£ 2.60	£ 1.82	£ 1.56	£ 1.56		£ 2.85	£ 2.00	£ 1.71	£ 1.71	
Children's Parties											
Party	per person	£ 11.70	£ 8.19	£ 7.02			£ 12.65	£ 8.86	£ 7.59		
Shower											
Adult	per person	£ 3.15	£ 2.21	£ 1.05			£ 3.45	£ 2.42	£ 2.07		
Junior/Senior	per person	£ 1.75	£ 1.23	£ 1.05			£ 1.90	£ 1.33	£ 1.14		
Facilities											
Indoor Sports											
Pool Hire											
Main Pool All Lanes - 4 Lanes, 30 Metr	Porchester	£ 116.40				£ 87.30	£ 125.80				£ 88.06
Main Pool All Lanes - 3 Lanes, 30 Metr	Seymour	£ 87.30				£ 65.48	£ 94.35				£ 66.05
Main Pool All Lanes - 6 Lanes, 25 Metr	Queen Moth	£ 145.50				£ 109.13	£ 157.25				£ 110.08
Main Pool All Lanes - 4 Lanes, 30 Metr	Marshall Stre	£ 116.40				£ 87.30	£ 125.80				£ 88.06
Teaching Pool - 20m x 8m (1m - 1.5m	Porchester	£ 116.40	£ 81.48	£ 69.84		£ 87.30	£ 125.80	£ 88.06	£ 75.48		£ 88.06
Teaching - 14m x 5m (0.5m - 0.9m dee	Queen Moth	£ 69.50	£ 48.65	£ 41.70		£ 52.13	£ 75.10	£ 52.57	£ 45.06		£ 52.57

Frozen

Activity/Facility	Type	2023					2024				
		Non-Resident 2023 Price (Increase 3.1%)	AW Card (Resident) 30% off non- resident price	AW Card (Concession) 40% off the junior/senior price*	Schools (Westminster) 40% off the junior/senior price for activities*	AW Mark (Organisations) 25% off facility non-resident price	Non-Resident 2023 Price (Increase 3.1%)	AW Card (Resident) 30% off non- resident price	AW Card (Concession) 40% off the junior/senior price*	Schools (Westminster) 40% off the junior/senior price for activities*	AW Mark (Organisations) 25% off facility non-resident price
		Leisure Pool - 16m x 16m (moveable)	Queen Moth	£ 69.50	£ 48.65	£ 41.70		£ 52.13	£ 75.10	£ 52.57	£ 45.06
Pool Hire (Single Lane)	All-sites	£ 38.75	£ 27.13	£ 23.25		£ 29.06	£ 41.85	£ 29.30	£ 25.11		£ 29.30
Pool Hire (multiple lane)	All-sites	£ 29.10	£ 20.37	£ 17.46	£ 23.28	£ 21.83	£ 31.45	£ 22.02	£ 18.87	£ 23.59	£ 22.02
School Swimming - Instructor Costs											
Instructor Costs (per 20 Swimmers & phr)		£ 38.15			£ 30.52		£ 41.25			£ 30.94	
Sports Hall Hire											
5 Court Sportshall	phr	£ 90.40			£ 72.32	£ 67.80	£ 97.65			£ 73.24	£ 68.36
4 Court Sportshall	phr	£ 72.30			£ 57.84	£ 54.23	£ 78.10			£ 58.58	£ 54.67
3 Court Sportshall	phr	£ 54.25			£ 43.40	£ 40.69	£ 58.60			£ 43.95	£ 41.02
2 Court Sportshall	phr	£ 36.15			£ 28.92	£ 27.11	£ 39.05			£ 29.29	£ 27.34
1 Court Sportshall	phr	£ 18.08			£ 14.46	£ 13.56	£ 19.55			£ 14.66	£ 13.69
Outdoor Sports											
Synthetic Pitches											
Casual Use (Open Pitch Policy)	phr	£ -	£ -	£ -			£ -	£ -	£ -		
3G - 11-a-side	phr	£ 141.30				£ 105.98	£ 152.65				£ 106.86
Junior/Senior	phr	£ 36.75			£ 29.40	£ 27.56	£ 39.70			£ 29.78	£ 27.79
Hockey (Pitch/water-based 11-a-side)	phr	£ 156.00				£ 117.00	£ 168.50				£ 117.95
Junior/Senior	phr	£ 40.60			£ 32.48	£ 30.45	£ 43.85			£ 32.89	£ 30.70
8 or 9-a-side (Half 11-a-side Pitch)	phr	£ 94.10				£ 70.58	£ 101.65				£ 71.16
Junior/Senior	phr	£ 24.50			£ 19.60	£ 18.38	£ 26.45			£ 19.84	£ 18.52
7-a-side	phr	£ 82.35				£ 61.76	£ 88.95				£ 62.27
Junior/Senior	phr	£ 21.45			£ 17.16	£ 16.09	£ 23.15			£ 17.36	£ 16.21
6-a-side	phr	£ 70.60				£ 52.95	£ 76.25				£ 53.38
Junior/Senior	phr	£ 18.40			£ 14.72	£ 13.80	£ 19.85			£ 14.89	£ 13.90
5-a-side	phr	£ 58.90				£ 44.18	£ 63.65				£ 44.56
Junior/Senior	phr	£ 15.35			£ 12.28	£ 11.51	£ 16.55			£ 12.41	£ 11.59
Netball Court											
Adult	phr	£ 57.80				£ 43.35	£ 62.45				£ 43.72
Junior/Senior	phr	£ 15.05			£ 12.04	£ 11.29	£ 16.25			£ 12.19	£ 11.38
Cricket Wicket & Outfield											
Casual Use (Open Pitch Policy)		£ -	£ -	£ -			£ -	£ -	£ -		
Adult	Half day (Tue)	£ 117.30				£ 87.98	£ 126.70				£ 88.69
Junior/Senior	Half day (Tue)	£ 30.50			£ 24.40	£ 22.88	£ 32.95			£ 24.71	£ 23.07
Adult	Full day (40 c)	£ 175.95				£ 131.96	£ 190.05				£ 133.04
Junior/Senior	Full day (40 c)	£ 45.75			£ 36.60	£ 34.31	£ 49.45			£ 37.09	£ 34.62
Softball/Rounders											
Adult	phr	£ 24.90				£ 18.68	£ 26.90				£ 18.83
Junior/Senior	phr	£ 6.50			£ 5.20	£ 4.88	£ 7.05			£ 5.29	£ 4.94
Beach Court											
Adult	phr	£ 37.35				£ 28.01	£ 40.35				£ 28.25
Junior/Senior	phr	£ 9.75			£ 7.80	£ 7.31	£ 10.50			£ 7.88	£ 7.35
Track											
Casual Use (Open Track Policy)		£ -	£ -	£ -			£ -	£ -	£ -		

Activity/Facility	Type	2023					2024				
		Non-Resident 2023 Price (Increase 3.1%)	AW Card (Resident) 30% off non- resident price	AW Card (Concession) 40% off the junior/senior price*	Schools (Westminster) 40% off the junior/senior price for activities*	AW Mark (Organisations) 25% off facility non-resident price	Non-Resident 2023 Price (Increase 3.1%)	AW Card (Resident) 30% off non- resident price	AW Card (Concession) 40% off the junior/senior price*	Schools (Westminster) 40% off the junior/senior price for activities*	AW Mark (Organisations) 25% off facility non-resident price
Events - Full Track - Adult	phr	£ 82.80				£ 62.10	£ 89.45				£ 62.62
Events - Full Track - Junior	phr	£ 21.55			£ 17.24	£ 16.16	£ 23.30			£ 17.48	£ 16.31
Parkour Park											
Casual Use		£ -	£ -	£ -			£ -	£ -			
Adult	phr	£ 55.40				£ 41.55	£ 59.85				£ 41.90
Junior/Senior	phr	£ 14.45			£ 11.56	£ 10.84	£ 15.60			£ 12.48	£ 10.92
Muti-Use Games Area (MUGA)											
Casual Use (Open Pitch Policy)		£ -					£ -				
Adult	phr	£ 36.15				£ 27.11	£ 39.05				£ 27.34
Junior/Senior	phr	£ 9.40			£ 7.52	£ 7.05	£ 10.20			£ 7.65	£ 7.14
Room Hire											
Exercise/Dance Studios											
Exercise/Dance Studios	phr	£ 51.50				£ 38.63	£ 55.65				£ 38.96
Junior/Senior	phr	£ 13.40			£ 10.72	£ 10.05	£ 14.50			£ 10.88	£ 10.15
Gymnasiums / Boxing Halls	Moberly										
Gymnasiums / Boxing Halls	phr	£ 51.50			£ 41.20	£ 38.63	£ 55.65			£ 41.74	£ 38.96
Meeting Rooms	Phr										
Queen Mother	phr	£ 51.50	£ 36.05	£ 30.90	£ 41.20	£ 38.63	£ 55.65	£ 38.96	£ 33.39	£ 41.74	£ 38.96
Padd Rec, Bowls Pavilion	phr	£ 51.50	£ 36.05	£ 30.90	£ 41.20	£ 38.63	£ 55.65	£ 38.96	£ 33.39	£ 41.74	£ 38.96
Seymour	phr	£ 51.50	£ 36.05	£ 30.90	£ 41.20	£ 38.63	£ 55.65	£ 38.96	£ 33.39	£ 41.74	£ 38.96
Moberly	phr	£ 51.50	£ 36.05	£ 30.90	£ 41.20	£ 38.63	£ 55.65	£ 38.96	£ 33.39	£ 41.74	£ 38.96
Church St/Jubilee	phr	£ 20.00	£ 14.00	£ 12.00	£ 16.00	£ 15.00	£ 21.60	£ 15.12	£ 12.96	£ 16.20	£ 15.12
The Porchester Centre											
Main Hall	Full Day	£ 7,421.75	£ 5,195.23	£ 4,453.05	£ 5,937.40	£ 5,566.31	£ 8,015.50	£ 5,610.85	£ 4,809.30	£ 6,011.63	£ 5,610.85
Small Hall Hire	phr	£ 162.00	£ 113.40	£ 97.20	£ 129.60	£ 121.50	£ 175.00	£ 122.50	£ 105.00	£ 131.25	£ 122.50
Duchess of York Room	phr	£ 113.55	£ 79.49	£ 68.13	£ 90.84	£ 85.16	£ 122.65	£ 85.86	£ 73.59	£ 91.99	£ 85.86
Commerical Kitchen	phr	£ 245.85	£ 172.10	£ 147.51	£ 196.68	£ 184.39	£ 265.55	£ 185.89	£ 159.33	£ 199.16	£ 185.89
Bridgefield House		£ 121.80	£ 85.26	£ 73.08	£ 97.44	£ 91.35	£ 131.55	£ 92.09	£ 78.93	£ 98.66	£ 92.09
Seymour Leisure Centre											
Bryanston Room	phr	£ 65.25	£ 45.68	£ 39.15	£ 52.20	£ 48.94	£ 70.50	£ 49.35	£ 42.30	£ 52.88	£ 49.35
Crawford Room	phr	£ 65.25	£ 45.68	£ 39.15	£ 52.20	£ 48.94	£ 70.50	£ 49.35	£ 42.30	£ 52.88	£ 49.35

Appendix 2
Registrar's Fees and Charges

Registrars									
Description	Unit of measure	Previous charge	Current 2024-25 charge (agreed at Dec 2022 Cabinet)	Proposed 2024/25 revised charge for Dec 2023 Cabinet	% change	Proposed 2025-26 charge for Dec 23 Cabinet	% change	Statutory / Discretionary	Effective date
Ceremonies Church Saturday	Per ceremony	£197.00	£197.00	£207.00	5.08%	£207.00	0.00%	Statutory and Discretionary	1st January 2024
Ceremonies Church Sunday	Per ceremony	£197.00	£197.00	£207.00	5.08%	£207.00	0.00%	Statutory and Discretionary	1st January 2024
Ceremonies Church Day	Per ceremony	£197.00	£197.00	£207.00	5.08%	£207.00	0.00%	Statutory and Discretionary	1st January 2024
Ceremonies Church Evening	Per ceremony	£197.00	£197.00	£207.00	5.08%	£207.00	0.00%	Statutory and Discretionary	1st January 2024
Ceremonies Mayfair Library - Week Day	Per ceremony	£550.00	£693.00	£871.00	25.69%	£921.00	5.74%	Statutory and Discretionary	1st January 2024
Ceremonies Mayfair Library - Week Evening	Per ceremony	£625.00	£788.00	£1,031.00	30.84%	£1,081.00	4.85%	Statutory and Discretionary	1st January 2024
Ceremonies Mayfair Library - Weekend Bank Holidays	Per ceremony	£865.00	£1,088.00	£1,571.00	44.39%	£1,626.00	3.50%	Statutory and Discretionary	1st January 2024
Ceremonies Mayfair Library - Weekend Saturday	Per ceremony	£615.00	£788.00	£1,031.00	30.84%	£1,081.00	4.85%	Statutory and Discretionary	1st January 2024
Ceremonies Mayfair Library - Weekend Sunday	Per ceremony	£710.00	£888.00	£1,251.00	40.88%	£1,286.00	2.80%	Statutory and Discretionary	1st January 2024
Ceremonies OMTH Bank Holidays	Per ceremony	£926.00	£1,141.00	£1,396.00	22.35%	£1,476.00	5.73%	Discretionary and Statutory	1st January 2024
Ceremonies OMTH Saturday AM High season	Per ceremony	£795.00	£931.00	£1,106.00	18.80%	£1,136.00	2.71%	Discretionary and Statutory	1st January 2024
Ceremonies OMTH Saturday PM and Evening High season	Per ceremony	£851.00	£991.00	£1,106.00	11.60%	£1,136.00	2.71%	Discretionary and Statutory	1st January 2024
Ceremonies OMTH Saturday Low season	Per ceremony	£675.00	£811.00	£926.00	14.18%	£946.00	2.16%	Discretionary and Statutory	1st January 2024
Ceremonies OMTH Sunday High season	Per ceremony	£854.00	£1,041.00	£1,231.00	18.25%	£1,271.00	3.25%	Discretionary and Statutory	1st January 2024
Ceremonies OMTH Sunday Low season	Per ceremony	£722.00	£921.00	£1,081.00	17.37%	£1,106.00	2.31%	Discretionary and Statutory	1st January 2024
Ceremonies OMTH Day	Per ceremony	£565.00	£671.00	£806.00	20.12%	£841.00	4.34%	Discretionary and Statutory	1st January 2024
Ceremonies OMTH Friday High Season	Per ceremony	£671.00	£755.00	£1,046.00	38.54%	£1,081.00	3.35%	Discretionary and Statutory	1st January 2024
Ceremonies OMTH Friday Evening High Season	Per ceremony	£731.00	£841.00	£1,106.00	31.51%	£1,136.00	2.71%	Discretionary and Statutory	1st January 2024
Ceremonies OMTH Evening Low Season	Per ceremony	£632.00	£769.00	£926.00	20.42%	£946.00	2.16%	Discretionary and Statutory	1st January 2024
Ceremonies OMTH - Premium Bank Holidays	Per ceremony	£1,126.00	£1,369.00	£1,496.00	9.28%	£1,606.00	7.35%	Discretionary and statutory	1st January 2024
Ceremonies OMTH - Premium Day High Season	Per ceremony	£659.00	£795.00	£866.00	8.93%	£891.00	2.89%	Discretionary and statutory	1st January 2024
Ceremonies OMTH - Premium Evening High season	Per ceremony	£759.00	£902.00	£1,226.00	35.92%	£1,276.00	4.08%	Discretionary and statutory	1st January 2024
Ceremonies OMTH - Premium Friday High season	Per ceremony	£781.00	£881.00	£1,166.00	32.35%	£1,221.00	4.72%	Discretionary and statutory	1st January 2024
Ceremonies OMTH - Premium Friday evening High season	Per ceremony	£911.00	£1,039.00	£1,226.00	18.00%	£1,276.00	4.08%	Discretionary and statutory	1st January 2024
Ceremonies OMTH - Premium Saturday AM High season	Per ceremony	£919.00	£1,061.00	£1,226.00	15.55%	£1,276.00	4.08%	Discretionary and statutory	1st January 2024
Ceremonies OMTH - Premium Saturday PM and Evening High season	Per ceremony	£965.00	£1,183.00	£1,226.00	3.63%	£1,276.00	4.08%	Discretionary and statutory	1st January 2024

Registrars									
Description	Unit of measure	Previous charge	Current 2024-25 charge (agreed at Dec 2022 Cabinet)	Proposed 2024/25 revised charge for Dec 2023 Cabinet	% change	Proposed 2025-26 charge for Dec 23 Cabinet	% change	Statutory / Discretionary	Effective date
Ceremonies OMTH - Premium Saturday AM Low season	Per ceremony	£821.00	£895.00	£976.00	9.05%	£1,006.00	3.07%	Discretionary and statutory	1st January 2024
Ceremonies OMTH - Premium Saturday PM and Evening Low season	Per ceremony	£821.00	£991.00	£976.00	-1.51%	£1,006.00	3.07%	Discretionary and statutory	1st January 2024
Ceremonies OMTH - Premium Sunday High season	Per ceremony	£1,034.00	£1,269.00	£1,331.00	4.89%	£1,396.00	4.88%	Discretionary and statutory	1st January 2024
Ceremonies OMTH - Premium Sunday Low season	Per ceremony	£902.00	£1,071.00	£1,131.00	5.60%	£1,166.00	3.09%	Discretionary and statutory	1st January 2024
Add on to ceremony "Toast the happy couple" drinks	Per ceremony	£ 75.00	£99.00	£119.00	20.20%	£132.00	10.92%	Discretionary	1st January 2024
OMTH Event Hire (Internal) - Westminster	per hour	£ 100.00	£110.00	£120.00	9.09%	£130.00	8.33%	Discretionary	1st January 2024
OMTH Event Hire (Internal) - Other rooms	per hour	£ 50.00	£55.00	£60.00	9.09%	£65.00	8.33%	Discretionary	1st January 2024
OMTH Event Hire (External) - Westminster	per hour	£ 250.00	£300.00	£350.00	16.67%	£370.00	5.71%	Discretionary	1st January 2024
OMTH Event Hire (External) - Other rooms	per hour	£ 100.00	£135.00	£175.00	29.63%	£185.00	5.71%	Discretionary	1st January 2024
Ceremonies Register Office CH Day	Per ceremony	£57.00	£57.00	£57.00	0.00%	£57.00	0.00%	Statutory	1st January 2024
Ceremonies Venue Day	Per ceremony	£711.00	£825.00	£896.00	8.61%	£911.00	1.67%	Discretionary and Statutory	1st January 2024
Ceremonies Venue Bank Holidays	Per ceremony	£1,186.00	£1,350.00	£1,436.00	6.37%	£1,471.00	2.44%	Discretionary	1st January 2024
Ceremonies Venue Saturday	Per ceremony	£831.00	£950.00	£1,021.00	7.47%	£1,046.00	2.45%	Discretionary	1st January 2024
Ceremonies Venue Sunday	Per ceremony	£1,120.00	£1,200.00	£1,200.00	0.00%	£1,221.00	1.75%	Discretionary	1st January 2024
Ceremonies Venue Evening	Per ceremony	£871.00	£950.00	£1,021.00	7.47%	£1,046.00	2.45%	Discretionary	1st January 2024
Ceremonies Rehearsal (WCC Venue) Day	per rehearsal	£128.00	£145.00	£145.00	0.00%	£150.00	3.45%	Discretionary	1st January 2024
Ceremonies Rehearsal (WCC Venue) Evening	per rehearsal	£135.00	£165.00	£165.00	0.00%	£170.00	3.03%	Discretionary	1st January 2024
Ceremonies Rehearsal (Approved Venue) Day	per rehearsal	£205.00	£240.00	£250.00	4.17%	£260.00	4.00%	Discretionary	1st January 2024
Ceremonies Rehearsal (Approved Venue) Evening	per rehearsal	£250.00	£290.00	£300.00	3.45%	£310.00	3.33%	Discretionary	1st January 2024
Ceremonies Meet your registrar (WCC venue) Day	per meeting	£112.00	£140.00	£140.00	0.00%	£145.00	3.57%	Discretionary	1st January 2024
Ceremonies Meet your registrar (WCC venue) Evening	per meeting	£152.00	£175.00	£175.00	0.00%	£180.00	2.86%	Discretionary	1st January 2024
Citizenship Family Private Citizenship (Customer's office) Day	per ceremony	£800.00	£881.00	£881.00	0.00%	£881.00	0.00%	Discretionary	1st January 2024
Citizenship Family Private Citizenship (WCC venue) Saturday	per ceremony	£180.00	£180.00	£180.00	0.00%	£190.00	5.56%	Discretionary	1st January 2024
Citizenship Family Private Citizenship (WCC venue) Sunday	per ceremony	£250.00	£250.00	£250.00	0.00%	£250.00	0.00%	Discretionary	1st January 2024
Citizenship Family Private Citizenship (WCC venue) Day	per ceremony	£140.00	£140.00	£170.00	21.43%	£175.00	2.94%	Discretionary	1st January 2024
Citizenship Family Private Citizenship (WCC venue) Evening	per ceremony	£190.00	£190.00	£190.00	0.00%	£195.00	2.63%	Discretionary	1st January 2024
Ceremonies Notice (customer's office) Day	per appointment	£560.00	£690.00	£625.00	-9.42%	£635.00	1.60%	Discretionary	1st January 2024
Ceremonies Notice (office) Day	per appointment	£35.00	£35.00	£35.00	0.00%	£35.00	0.00%	Statutory	1st January 2024

Registrars									
Description	Unit of measure	Previous charge	Current 2024-25 charge (agreed at Dec 2022 Cabinet)	Proposed 2024/25 revised charge for Dec 2023 Cabinet	% change	Proposed 2025-26 charge for Dec 23 Cabinet	% change	Statutory / Discretionary	Effective date
Citizenship Private Citizenship (Customer's office) Day	per ceremony	£800.00	£881.00	£881.00	0.00%	£881.00	0.00%	Discretionary	1st January 2024
Citizenship Private Citizenship (WCC venue) Saturday	per ceremony	£145.00	£145.00	£145.00	0.00%	£150.00	3.45%	Discretionary	1st January 2024
Citizenship Private Citizenship (WCC venue) Sunday	per ceremony	£180.00	£180.00	£180.00	0.00%	£180.00	0.00%	Discretionary	1st January 2024
Citizenship Private Citizenship (WCC venue) Day	per ceremony	£120.00	£120.00	£120.00	0.00%	£120.00	0.00%	Discretionary	1st January 2024
Citizenship Private Citizenship (WCC venue) Evening	per ceremony	£155.00	£155.00	£155.00	0.00%	£155.00	0.00%	Discretionary	1st January 2024
Births Portland Hospital births Day	per appointment	£155.00	£210.00	£210.00	0.00%	£216.00	2.86%	Statutory and Discretionary	1st January 2024
Confetti	Per box		£3.00	£3.00	0.00%	£3.60	20.00%	Discretionary	1st January 2024
Confetti	Per 5 boxes		£12.00	£12.00	0.00%	£14.40	20.00%	Discretionary	1st January 2024
You Plus Two Ceremonies	per ceremony		£268.00	£296.00	10.45%	£331.00	11.82%	Statutory and Discretionary	1st January 2024

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Appendix 2
Long List of Fees and Charges

Service	Description	Unit of measure	23/24	Proposed 24/25 Charge	Uplift	Statutory / Discretionary	Effective From
Libraries							
Libraries	Overdue charges Books/Audio Fines (adult) - maximum £10	Per day	£ 0.25	£ 0.25	0%	Discretionary	1st April 2024
Libraries	Overdue charges Books/Audio Fines (16-17 yrs) - maximum £2	Per day	£ 0.10	£ 0.10	0%	Discretionary	1st April 2024
Libraries	Overdue charges Charge for posting overdue notices (adult)	Per notice	£ 1.00	£ 1.00	0%	Discretionary	1st April 2024
Libraries	Overdue charges Charge for posting overdue notices (under 18)	Per notice	£ 0.40	£ 0.40	0%	Discretionary	1st April 2024
Libraries	Overdue charges Text notices	Per notice	£ 0.20	£ 0.20	0%	Discretionary	1st April 2024
Libraries	Overdue charges Income recovery charge - for long overdue fines and payments	Per notice	£ 7.75	£ 7.75	0%	Discretionary	1st April 2024
Libraries	Other / General Charges Replacement library card (15+)	Per card	£ 3.30	£ 3.50	6%	Discretionary	1st April 2024
Libraries	Other / General Charges Replacement library card (under 15s)	Per card	£ 1.10	£ 1.20	9%	Discretionary	1st April 2024
Libraries	Other / General Charges Visitors subscription	Per month (max 2 items each time)	£ 11.00	£ 11.80	7%	Discretionary	1st April 2024
Libraries	Other / General Charges Reservations (adult)	Per reservation	£ 1.10	£ 1.20	9%	Discretionary	1st April 2024
Libraries	Other / General Charges Reservations (adult) with Res card	Per reservation	£ 0.80	£ 0.90	13%	Discretionary	1st April 2024
Libraries	Other / General Charges Reservations (adult) - concessions	Per reservation	£ 0.60	£ 0.65	8%	Discretionary	1st April 2024
Libraries	Other / General Charges Self service reservations (adult)	Per reservation	£ 1.00	£ 1.10	10%	Discretionary	1st April 2024
Libraries	Other / General Charges Self service reservations (adult) with City Save Card	Per reservation	£ 0.80	£ 0.90	13%	Discretionary	1st April 2024
Libraries	Other / General Charges Self service reservations (adult) - concessions	Per reservation	£ 0.50	£ 0.55	10%	Discretionary	1st April 2024
Libraries	Other / General Charges Self service reservations (adult) - concessions with City Save Card	Per reservation	£ 0.40	£ 0.45	13%	Discretionary	1st April 2024
Libraries	Lending charges of non-book items CD single (adult)	Per loan	£ 1.10	£ 1.20	9%	Discretionary	1st April 2024
Libraries	Lending charges of non-book items Language course on cassette/CD	Per loan	£ 2.75	£ 2.40	-13%	Discretionary	1st April 2024
Libraries	Lending charges of non-book items Language course on cassette/CD (concessions)	Per loan	£ 1.40	£ 1.50	7%	Discretionary	1st April 2024
Libraries	Lending charges of non-book items Language course on cassette/CD (City Save Card)	Per loan	£ 2.00	£ 1.60	-20%	Discretionary	1st April 2024

Service	Description	Unit of measure	23/24	Proposed 24/25 Charge	Uplift	Statutory / Discretionary	Effective From
Libraries	Lending charges of non-book items Language course on cassette/CD (City Save Card &	Per loan	£ 0.90	£ 1.00	11%	Discretionary	1st April 2024
Libraries	Lending charges of non-book items Language course on CD-Rom/video/DVD	Per loan	£ 2.50	£ 2.70	8%	Discretionary	1st April 2024
Libraries	Lending charges of non-book items Language course on video/DVD (City Save Card)	Per loan	£ 2.00	£ 1.60	-20%	Discretionary	1st April 2024
Libraries	Lending charges of non-book items On line language courses	Per course	£ 6.75	£ 7.20	7%	Discretionary	1st April 2024
Libraries	Lending charges of non-book items On line language courses (City Save Card)	Per course	£ 5.30	£ 5.70	8%	Discretionary	1st April 2024
Libraries	Lending charges of non-book items On line language courses (concessions)	Per course	£ 3.30	£ 3.50	6%	Discretionary	1st April 2024
Libraries	Lending charges of non-book items On line language courses (concessions & City Save	Per course	£ 2.70	£ 2.90	7%	Discretionary	1st April 2024
Libraries	Lending charges of non-book items Talking Books	Per 3 week loan	£ 1.10	£ 1.10	0%	Discretionary	1st April 2024
Libraries	Lending charges of non-book items DVD hire new release	Per loan	£ 2.75	£ 2.90	5%	Discretionary	1st April 2024
Libraries	Lending charges of non-book items New release DVD with City Save Card	Per loan	£ 2.20	£ 2.40	9%	Discretionary	1st April 2024
Libraries	Lending charges of non-book items Feature DVDs	Per loan	£ 2.20	£ 2.40	9%	Discretionary	1st April 2024
Libraries	Lending charges of non-book items Feature DVDs with City Save Card	Per loan	£ 1.80	£ 1.90	6%	Discretionary	1st April 2024
Libraries	Lending charges of non-book items Children's DVDs non feature	Per loan	£ 1.10	£ 1.20	9%	Discretionary	1st April 2024
Libraries	Lending charges of non-book items Children's DVD features + Feature films U	Per loan	£ 1.10	£ 1.20	9%	Discretionary	1st April 2024
Libraries	Lending charges of non-book items Children's DVD with City Save Card	Per loan	£ 0.90	£ 1.00	11%	Discretionary	1st April 2024
Libraries	Lending charges of non-book items Instructional DVD per week	Per loan	£ 1.10	£ 1.20	9%	Discretionary	1st April 2024
Libraries	Lending charges of non-book items Instructional DVD per week with City Save Card	Per loan	£ 0.90	£ 1.00	11%	Discretionary	1st April 2024
Libraries	Lending charges of non-book items TV Series 1 to 4 CDS per week	Per loan	£ 2.75	£ 2.90	5%	Discretionary	1st April 2024
Libraries	Lending charges of non-book items TV Series 1 to 4 CDS per week City Save Card	Per loan	£ 2.20	£ 2.40	9%	Discretionary	1st April 2024
Libraries	Lending charges of non-book items TV Series 4+ per week	Per loan	£ 4.40	£ 4.70	7%	Discretionary	1st April 2024
Libraries	Lending charges of non-book items TV Series 4+ per week with City Save Card	Per loan	£ 3.50	£ 3.70	6%	Discretionary	1st April 2024
Libraries	Lending charges of non-book items DVD Subscription (Westminster = 1/4ly)	Per quarter	£ 33.00	£ 35.30	7%	Discretionary	1st April 2024
Libraries	Lending charges of non-book items DVD Subscription (Westminster = 1/4ly) City Save	Per quarter	£ 24.00	£ 25.70	7%	Discretionary	1st April 2024

Service	Description	Unit of measure	23/24	Proposed 24/25 Charge	Uplift	Statutory / Discretionary	Effective From
Libraries	Lending charges of non-book items DVD Subscription (Westminster = 1/4ly) Concessions	Per quarter	£ 16.50	£ 17.70	7%	Discretionary	1st April 2024
Libraries	Lending charges of non-book items DVD Subscription (Westminster = 1/4ly) City Save	Per quarter	£ 13.75	£ 14.70	7%	Discretionary	1st April 2024
Libraries	Music Library Charges Orchestral set - short piece hire	Per month	£ 25.00	£ 26.80	7%	Discretionary	1st April 2024
Libraries	Music Library Charges Orchestral set - medium piece hire	Per month	£ 30.00	£ 32.10	7%	Discretionary	1st April 2024
Libraries	Music Library Charges Orchestral set - long piece hire	Per month	£ 35.00	£ 37.50	7%	Discretionary	1st April 2024
Libraries	Music Library Charges Orchestral set - extra long piece hire	Per month	£ 40.00	£ 42.80	7%	Discretionary	1st April 2024
Libraries	Music Library Charges Orchestral set - lost part replacement	Per piece	Full replacement cost + £10 admin fee	Full replacement cost + £10 admin fee	Full replacement cost + £10 admin fee	Discretionary	1st April 2024
Libraries	Music Library Charges Orchestral set - 20% discount is given to orchestras who rehearse in		maintain	maintain	maintain	Discretionary	1st April 2024
Libraries	Music Library Charges Orchestral set - short piece hire - postage & packaging	Per package	£ 16.00	£ 17.10	7%	Discretionary	1st April 2024
Libraries	Music Library Charges Orchestral set - medium piece hire - postage & packaging	Per package	£ 22.00	£ 23.50	7%	Discretionary	1st April 2024
Libraries	Music Library Charges Orchestral set - long piece hire - postage & packaging	Per package	£ 33.00	£ 35.30	7%	Discretionary	1st April 2024
Libraries	Music Library Charges Orchestral set - extra long piece hire - postage & packaging	Per package	£ 33.00	£ 35.30	7%	Discretionary	1st April 2024
Libraries	Music Library Charges Orchestral set - lost conductor score	Per score	Full replacement cost + £10 admin fee	Full replacement cost + £10 admin fee	Full replacement cost + £10 admin fee	Discretionary	1st April 2024
Libraries	Music Library Charges Choral set - Part-song folders	Per month	£ 12.00	£ 12.80	7%	Discretionary	1st April 2024
Libraries	Music Library Charges Choral set - 20 copies of larger choral works	Per month	£ 22.00	£ 23.50	7%	Discretionary	1st April 2024
Libraries	Music Library Charges Choral set - overdue set	Per month	Additional month's charge	Additional month's charge	Additional month's charge	Discretionary	1st April 2024
Libraries	Music Library Charges Choral set - Missing copies	Per month	Full replacement cost + £10 admin fee	Full replacement cost + £10 admin fee	Full replacement cost + £10 admin fee	Discretionary	1st April 2024
Libraries	Music Library Charges Choral set - 20% discount is given to choral groups who rehearse in		maintain	maintain		Discretionary	1st April 2024
Libraries	Printing - A4 Colour	Per page		£ 1.20	New Charge	Discretionary	1st April 2024
Libraries	Printing - A4 Black and white	Per page		£ 0.25	New Charge	Discretionary	1st April 2024
Libraries	Printing - A3 Black and white	Per page		£ 0.50	New Charge	Discretionary	1st April 2024

Service	Description	Unit of measure	23/24	Proposed 24/25 Charge	Uplift	Statutory / Discretionary	Effective From
Libraries	Printing - A3 colour	Per page		£ 1.65	New Charge	Discretionary	1st April 2024
Libraries	Photocopying/Printing Charges B/W A4 photocopy	Per page	£ 0.25	£ 0.30	20%	Discretionary	1st April 2024
Libraries	Photocopying/Printing Charges B/W A3 photocopy	Per page	£ 0.50	£ 0.55	10%	Discretionary	1st April 2024
Libraries	Photocopying/Printing Charges Colour A4 photocopy	Per page	£ 0.90	£ 1.00	11%	Discretionary	1st April 2024
Libraries	Photocopying/Printing Charges Colour A3 photocopy	Per page	£ 1.65	£ 1.80	9%	Discretionary	1st April 2024
Libraries	Photocopying/Printing Charges B/W A4 - staff assisted photocopy	Per page	£ 0.50	REMOVE	REMOVE	Discretionary	1st April 2024
Libraries	Photocopying/Printing Charges B/W A3 - staff assisted photocopy	Per page	£ 0.60	REMOVE	REMOVE	Discretionary	1st April 2024
Libraries	Photocopying/Printing Charges Colour A4 - staff assisted photocopy	Per page	£ 2.20	REMOVE	REMOVE	Discretionary	1st April 2024
Libraries	Photocopying/Printing Charges Colour A3 - staff assisted photocopy	Per page	£ 2.20	REMOVE	REMOVE	Discretionary	1st April 2024
Libraries	Photocopying/Printing Charges Duplex printing B&W	Per page	£ 0.40	REMOVE	REMOVE	Discretionary	1st April 2024
Libraries	Photocopying/Printing Charges Duplex printing Colour	Per page	£ 1.50	REMOVE	REMOVE	Discretionary	1st April 2024
Libraries	Photocopying/Printing Charges Printing from staff terminals	Per page	£ 0.25	£ 0.30	20%	Discretionary	1st April 2024
Libraries	Photocopying/Printing Charges Sending Fax All destinations - First page	Per page	£ 1.65	£ 1.80	9%	Discretionary	1st April 2024
Libraries	Photocopying/Printing Charges Sending Fax All destinations - Subsequent pages	Per page	£ 1.10	£ 1.20	9%	Discretionary	1st April 2024
Libraries	Photocopying/Printing Charges Sending Fax All destinations - First page with City Save Card	Per page	£ 1.50	£ 1.60	7%	Discretionary	1st April 2024
Libraries	Photocopying/Printing Charges Sending Fax All destinations - Subsequent pages with City Save	Per page	£ 1.00	£ 1.10	10%	Discretionary	1st April 2024
Libraries	Photocopying/Printing Charges Receiving fax	Per page	£ 1.50	£ 1.60	7%	Discretionary	1st April 2024
Libraries	Photocopying/Printing Charges Scanning - up to A4 - First page and emailed	Per page	£ 1.65	£ 1.80	9%	Discretionary	1st April 2024
Libraries	Photocopying/Printing Charges Scanning - up to A4 - subsequent pages and emailed	Per page	£ 1.10	£ 1.20	9%	Discretionary	1st April 2024
Libraries	Photocopying/Printing Charges Internet use (first hour is free for library members)	Per hour	£ 1.10	£ 1.10	0%	Discretionary	1st April 2024
Libraries	Photocopying/Printing Charges Advert in community notice space max rate	Per week	£ 50.00	£ 53.50	7%	Discretionary	1st April 2024
Libraries	Photocopying/Printing Charges Advert in community notice space (City Save Card) max	Per week	£ 40.00	£ 43.00	8%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Research (after first 15 minutes) Commercial requests	Per hour	£ 60.00	£ 60.00	0%	Discretionary	1st April 2024

Service	Description	Unit of measure	23/24	Proposed 24/25 Charge	Uplift	Statutory / Discretionary	Effective From
Libraries	Archives & Local Studies charges Research (after first 15 minutes) non-commercial / personal	Per hour	£ 40.00	£ 40.00	0%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Archives:'Rushed Research' + building history	Per hour	£ 70.00	£ 70.00	0%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Talks given at Archive Centre	Per talk (prices exclude VAT)	£ 105.00	£ 105.00	0%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Talks given at Archive Centre with City Save Card	Per talk (prices exclude VAT)	£ 85.00	£ 85.00	0%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Talks given outside Archive Centre up to 60 mins, travel	Per talk (prices exclude VAT)	£ 200.00	£ 200.00	0%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Talks given outside Archive Centre with City Save Card up to	Per talk (prices exclude VAT)	£ 150.00	£ 150.00	0%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Talks given outside Archive Centre - concessions for up to 60	Per talk (prices exclude VAT)	£ 120.00	£ 120.00	0%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Guided tours of the Archive Centre up to 90 mins and for up to 15	Per talk (prices exclude VAT)	£ 110.00	£ 110.00	0%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Guided tours of the Archive Centre with City Save Card up to 90	Per talk (prices exclude VAT)	£ 85.00	£ 85.00	0%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Guided tours of the Archive Centre - concessions	Per talk (prices exclude VAT)	£ 75.00	£ 75.00	0%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Guided tours of the Archive Centre with City Save Card -	Per talk (prices exclude VAT)	£ 60.00	£ 60.00	0%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Talks given at Archive Centre - concessions up to 90 mins and	Per talk (prices exclude VAT)	£ 80.00	£ 80.00	0%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Talks given at Archive Centre with City Save Card - concessions	Per talk (prices exclude VAT)	£ 60.00	£ 60.00	0%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Filming	Per hour	£ 175.00	£ 187.00	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Security charge outside core hours	Per hour (2 hours charge)	£ 20.00	£ 21.00	5%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Archives Digital Imaging and Printing - up to A4 size	Per page	£ 9.00	£ 9.50	6%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Archives Digital Imaging and Printing - up to A3 size	Per page	£ 18.00	£ 19.00	6%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Archives Digital files - low resolutions (web/online use, typical size)	Per file	£ 10.00	£ 10.50	5%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Archives Digital files - medium resolution (standard reproduction,	Per file	£ 15.00	£ 16.00	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Archives Digital files - high resolution (highest quality)	Per file	£ 20.00	£ 21.00	5%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Archives digital files on CD	per CD	£ 4.00	£ 4.30	8%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Archives digital files on USB	per USB	£3 plus cost of USB stick	£3 plus cost of USB stick	£3 plus cost of USB stick	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Archives self-service photography (personal use)	Per day	£ 6.00	£ 6.00	0%	Discretionary	1st April 2024

Service	Description	Unit of measure	23/24	Proposed 24/25 Charge	Uplift	Statutory / Discretionary	Effective From
Libraries	Archives & Local Studies charges Archives self-service photography (commercial & A307 use)	Per day	£ 15.00	£ 15.00	0%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Archives research service - local history, business history	Per hour	£ 50.00	£ 50.00	0%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Friends of Archives membership	Per annum	Individual: £14 or Joint: £22	Individual: £14 or Joint: £22	Individual: £14 or Joint: £22	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Conservation services	per hour excl. VAT	£ 45.00	£ 48.00	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reference image provided remotely (via email or file)	Per file	£ 5.00	£ 5.00	0%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Postage & Packaging of prints A3 (UK)	Per request	£ 8.00	£ 8.50	6%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: books, periodicals, newspapers & magazines	Per image excl. VAT	£ 40.00	£ 43.00	8%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: books, periodicals, newspapers & magazines	Per image excl. VAT	£ 55.00	£ 59.00	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: books, periodicals, newspapers & magazines	Per image excl. VAT	£ 80.00	£ 85.50	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: non-profit publications (one country, one language)	Per image excl. VAT	£ 22.00	£ 23.50	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: non-profit publications (world, one language)	Per image excl. VAT	£ 40.00	£ 43.00	8%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: non-profit publications (world, multiple languages)	Per image excl. VAT	£ 55.00	£ 59.00	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: digital publications (one country, one language)	Per image excl. VAT	£ 70.00	£ 75.00	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: digital publications (world, one language)	Per image excl. VAT	£ 90.00	£ 96.00	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: digital publications (world, multiple languages)	Per image excl. VAT	£ 110.00	£ 117.50	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: reports and surveys	Per image excl. VAT	£ 30.00	£ 32.00	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: advertising (one country, one language)	Per image excl. VAT	£ 130.00	£ 139.00	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: advertising (world, one language)	Per image excl. VAT	£ 160.00	£ 171.00	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: advertising (world, multiple languages)	Per image excl. VAT	£ 190.00	£ 203.00	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: exhibitions - temporary (non-commercial or small)	Per image excl. VAT	£ 35.00	£ 37.00	6%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: exhibitions - temporary (commercial or large)	Per image excl. VAT	£ 70.00	£ 75.00	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: exhibitions - permanent (non-commercial or large)	Per image excl. VAT	£ 50.00	£ 53.50	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: exhibitions - permanent (commercial or large)	Per image excl. VAT	£ 100.00	£ 107.00	7%	Discretionary	1st April 2024

Service	Description	Unit of measure	23/24	Proposed 24/25 Charge	Uplift	Statutory / Discretionary	Effective From
Libraries	Archives & Local Studies charges Reproduction: covers - book, audio book, magazine (one	Per image excl. VAT	£ 130.00	£ 139.00	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: covers - book, audio book, magazine (world, one	Per image excl. VAT	£ 160.00	£ 171.00	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: covers - book, audio book, magazine (world,	Per image excl. VAT	£ 190.00	£ 203.00	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: covers - CD, DVD, (one country, one language)	Per image excl. VAT	£ 170.00	£ 182.00	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: covers - CD, DVD, (world, one language)	Per image excl. VAT	£ 220.00	£ 235.00	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: covers - CD, DVD, (world, multiple languages)	Per image excl. VAT	£ 275.00	£ 294.00	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: websites (educational or small audience)	Per image excl. VAT	£ 50.00	£ 53.50	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: websites (commercial)	Per image excl. VAT	£ 100.00	£ 107.00	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: TV/flash fee (UK local)	Per image excl. VAT	£ 100.00	£ 107.00	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: TV/flash fee (UK national)	Per image excl. VAT	£ 160.00	£ 171.00	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: TV/flash fee (world)	Per image excl. VAT	£ 215.00	£ 230.00	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: TV/flash fee (UK educational)	Per image excl. VAT	£ 50.00	£ 53.50	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: video (UK local)	Per image excl. VAT	£ 100.00	£ 107.00	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: video (UK national)	Per image excl. VAT	£ 160.00	£ 171.00	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: video (world)	Per image excl. VAT	£ 215.00	£ 230.00	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: video (UK educational)	Per image excl. VAT	£ 50.00	£ 53.50	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Filming	Per hour excl. VAT	£ 165.00	£ 176.50	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: Merchandise - card, stationary, prints, posters etc.	Per image excl. VAT	£ 130.00	£ 139.00	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: Merchandise - card, stationary, prints, posters etc.	Per image excl. VAT	£ 160.00	£ 171.00	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: Merchandise - card, stationary, prints, posters etc.	Per image excl. VAT	£ 200.00	£ 214.00	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: Merchandise - games, t-shirts, mugs, etc. (one	Per image excl. VAT	£ 220.00	£ 235.00	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: Merchandise - games, t-shirts, mugs, etc (world,	Per image excl. VAT	£ 250.00	£ 267.50	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: Merchandise -games, t-shirts, mugs, etc (world,	Per image excl. VAT	£ 300.00	£ 321.00	7%	Discretionary	1st April 2024

Service	Description	Unit of measure	23/24	Proposed 24/25 Charge	Uplift	Statutory / Discretionary	Effective From
Libraries	Archives & Local Studies charges Reproduction: Interior Design & Décor (offices, restaurants,	1-5 images excl VAT	£ 130.00	£ 139.00	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: Interior Design & Décor (offices, restaurants,	additional images excl. VAT	£ 20.00	£ 21.00	5%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: Social Media (standard account) non-exclusive	Per image excl. VAT	£ -	£ -		Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Reproduction: Social Media (commercial or verified account)	per image excl. VAT	£ 25.00	£ 27.00	8%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Archives storage	Per linear sq metre	£ 50.00	£ 50.00	0%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Lost items belonging to the library	Per item	Full replacement cost (with minimum charges)	Full replacement cost (with minimum charges)	Full replacement cost (with minimum charges)	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Archives shop items		NEW	50% + Mark-up	NEW	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Archives education services		NEW	£75-£100	NEW	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Archives object loan charges	Per item for duration of loan	NEW	£ 200.00	NEW	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Archives Corporate Volunteering	Per day	£ 400.00	£ 428.00	7%	Discretionary	1st April 2024
Libraries	Archives & Local Studies charges Lost items belonging to other institutions	Per item	Full replacement cost (including any penalty or administration charge from the other institution)	Full replacement cost (including any penalty or administration charge from the other institution)	Full replacement cost (including any penalty or administration charge from the other institution)	Discretionary	1st April 2024
Libraries	Meeting Room costs Mayfair Library - wedding ceremony hire	Per Ceremony	£ 110.00	£ 117.50	7%	Discretionary	1st April 2024
Libraries	Meeting Room costs Westminster Reference Library - Exhibition space	Per week	£ 300.00	£ 321.00	7%	Discretionary	1st April 2024
Libraries	Meeting Room costs Exhibition Space / wall - max charge	Per week	£ 150.00	£ 160.50	7%	Discretionary	1st April 2024
Libraries	Meeting Room costs Room hire banding - Ex-small room, Central Westminster	Per hour	£ 35.00	£ 37.00	6%	Discretionary	1st April 2024
Libraries	Meeting Room costs Room hire banding - Ex-small room, Central Westminster	Per half day	£ 10.00	£ 107.00	970%	Discretionary	1st April 2024
Libraries	Meeting Room costs Room hire banding - Ex-small room, Central Westminster	Per day	£ 230.00	£ 246.00	7%	Discretionary	1st April 2024
Libraries	Meeting Room costs Room hire banding - Small room, Central Westminster	Per hour	£ 40.00	£ 43.00	8%	Discretionary	1st April 2024
Libraries	Meeting Room costs Room hire banding - Small room, Central Westminster	Per half day	£ 135.00	£ 144.00	7%	Discretionary	1st April 2024
Libraries	Meeting Room costs Room hire banding - Small room, Central Westminster	Per day	£ 260.00	£ 278.00	7%	Discretionary	1st April 2024

Service	Description	Unit of measure	23/24	Proposed 24/25 Charge	Uplift	Statutory / Discretionary	Effective From
Libraries	Meeting Room costs Room hire banding - Medium room, Central Westminster	Per hour	£ 50.00	£ 53.50	7%	Discretionary	1st April 2024
Libraries	Meeting Room costs Room hire banding - Medium room, Central Westminster	Per half day	£ 170.00	£ 182.00	7%	Discretionary	1st April 2024
Libraries	Meeting Room costs Room hire banding - Medium room, Central Westminster	Per day	£ 310.00	£ 331.50	7%	Discretionary	1st April 2024
Libraries	Meeting Room costs Room hire banding - Large room, Central Westminster	Per hour	£ 90.00	£ 96.00	7%	Discretionary	1st April 2024
Libraries	Meeting Room costs Room hire banding - Large room, Central Westminster	Per half day	£ 295.00	£ 315.50	7%	Discretionary	1st April 2024
Libraries	Meeting Room costs Room hire banding - Large room, Central Westminster	Per day	£ 430.00	£ 460.00	7%	Discretionary	1st April 2024
Libraries	Meeting Room costs Room hire banding - Ex-Large room, Central Westminster	Per half day	£ 330.00	£ 353.00	7%	Discretionary	1st April 2024
Libraries	Meeting Room costs Room hire banding - Ex-Large room, Central Westminster	Per day	£ 480.00	£ 513.50	7%	Discretionary	1st April 2024
Libraries	Meeting Room costs Room hire banding - Ex-small room, Outer Westminster	Per hour	£ 22.00	£ 23.50	7%	Discretionary	1st April 2024
Libraries	Meeting Room costs Room hire banding - Ex-small room, Outer Westminster	Per half day	£ 70.00	£ 75.00	7%	Discretionary	1st April 2024
Libraries	Meeting Room costs Room hire banding - Ex-small room, Outer Westminster	Per day	£ 130.00	£ 139.00	7%	Discretionary	1st April 2024
Libraries	Meeting Room costs Room hire banding - Small room, Outer Westminster	Per hour	£ 30.00	£ 32.00	7%	Discretionary	1st April 2024
Libraries	Meeting Room costs Room hire banding - Small room, Outer Westminster	Per half day	£ 90.00	£ 96.00	7%	Discretionary	1st April 2024
Libraries	Meeting Room costs Room hire banding - Small room, Outer Westminster	Per day	£ 175.00	£ 187.00	7%	Discretionary	1st April 2024
Libraries	Meeting Room costs Room hire banding - Medium room, Outer Westminster	Per hour	£ 40.00	£ 43.00	8%	Discretionary	1st April 2024
Libraries	Meeting Room costs Room hire banding - Medium room, Outer Westminster	Per half day	£ 130.00	£ 139.00	7%	Discretionary	1st April 2024
Libraries	Meeting Room costs Room hire banding - Medium room, Outer Westminster	Per day	£ 250.00	£ 267.50	7%	Discretionary	1st April 2024
Libraries	Meeting Room costs Room hire banding - Large room, Outer Westminster	Per hour	£ 50.00	£ 53.50	7%	Discretionary	1st April 2024
Libraries	Meeting Room costs Room hire banding - Large room, Outer Westminster	Per half day	£ 160.00	£ 171.00	7%	Discretionary	1st April 2024
Libraries	Meeting Room costs Room hire banding - Large room, Outer Westminster	Per day	£ 290.00	£ 310.00	7%	Discretionary	1st April 2024
Libraries	Meeting Room costs Room hire banding - out of hours additional charge: Additional hour charge plus additional 25% out of hours surcharge and cost of security/staffing requirement	Per hour	Additional hourly rate charge plus 25% out of hours surcharge and cost of security/staffing	Additional hourly rate charge plus 25% out of hours surcharge and cost of security/staffing	Additional hourly rate charge plus 25% out of hours surcharge and cost of security/staffing	Discretionary	1st April 2024

Service	Description	Unit of measure	23/24	Proposed 24/25 Charge	Uplift	Statutory / Discretionary	Effective From
Libraries	Meeting Room costs Enhanced Membership scheme - max rate	Annual	£ 75.00	£ 80.00	7%	Discretionary	1st April 2024
Libraries	Meeting Room costs Event ticket - Maximum charge author and miscellaneous events	Per event	£ 60.00	£ 64.00	7%	Discretionary	1st April 2024
Libraries	Meeting Room costs Event ticket - Maximum charge author and miscellaneous events	Per event	£ 50.00	£ 53.50	7%	Discretionary	1st April 2024
Libraries	Meeting Room costs Refreshments per person	Per booking (prices exclude	£ 2.75	£ 3.00	9%	Discretionary	1st April 2024
Libraries	Meeting Room costs Pod use for hire - max. 2 people	per hour	£ 10.00	£ 10.50	5%	Discretionary	1st April 2024
Libraries	Meeting Room costs Pod use for hire - max 4 people	per hour	£ 15.00	£ 16.00	7%	Discretionary	1st April 2024
Libraries	Co-working (in house) - Fixed desk	Per month	£ 210.00	£ 210.00	0%	Discretionary	1st April 2024
Libraries	Co-working (in house) - Hot desk	Per day	£ 22.00	£ 23.50	7%	Discretionary	1st April 2024
Libraries	Co-working (in house) - Hot desk	Per week / Mon-Fri	£ 70.00	£ 75.00	7%	Discretionary	1st April 2024
Libraries	Co-working (in house) - Hot desk	Per month	£ 115.00	£ 123.00	7%	Discretionary	1st April 2024
Libraries	Co-working (in house) - Group desk (sits up to 6 people)	Per month	£ 840.00	£ 840.00	0%	Discretionary	1st April 2024
Libraries	Co-working (in house) - Group desk (sits up to 4 people)	Per month	£ 630.00	£ 630.00	0%	Discretionary	1st April 2024
Libraries	Co-working (in house) - Group desk (sits up to 8 people)	Per month		£ 1,100.00	NEW		1st April 2024
Libraries	Library Shop offer USB Sticks - max price linked to unit cost and capacity	Per item (indicative price)	£ 20.00	£ 21.00	5%	Discretionary	1st April 2024
Libraries	Library Shop offer Headphones - max price linked to unit cost	Per item (indicative price)	£ 20.00	£ 21.00	5%	Discretionary	1st April 2024
Libraries	Library Shop offer Tote Bags - max price linked to unit cost	Per item (indicative price)	£ 15.00	£ 16.00	7%	Discretionary	1st April 2024
Libraries	Library Shop offer Stationery Items - price linked to unit cost	Per item (indicative price)	£ 25.00	£ 27.00	8%	Discretionary	1st April 2024
Libraries	Library Shop offer Telescope standard	Per week Hire		£ 5.00	NEW		1st April 2024
City Promotions, Events and Filming							
City Promotions, Events and filming	Application and Administration Fees - Application fee (Charity Organiser)	Per application	£ 30.00	£ 35.00	17%	Discretionary	1st April 2024
City Promotions, Events and filming	Application and Administration Fees - Application fee (Organiser turnover is under £1m)	Per application	£ 160.00	£ 175.00	9%	Discretionary	1st April 2024
City Promotions, Events and filming	Application and Administration Fees - Application fee (Organiser is turnover over £1m)	Per application	£ 360.00	£ 360.00	0%	Discretionary	1st April 2024
City Promotions, Events and filming	Application and Administration Fees - Late notice application fee	Per application	£ 750.00	£ 850.00	13%	Discretionary	1st April 2024

Service	Description	Unit of measure	23/24	Proposed 24/25 Charge	Uplift	Statutory / Discretionary	Effective From
City Promotions, Events and filming	Application and Administration Fees - Officer planning time fee (Charity Organiser)	Per Hour	£ 30.00	£ 35.00	17%	Discretionary	1st April 2024
City Promotions, Events and filming	Application and Administration Fees - Officer planning time fee (both turnovers)	Per Hour	£ 170.00	£ 180.00	6%	Discretionary	1st April 2024
City Promotions, Events and filming	Application and Administration Fees - Officer planning time fee Late Notice	Per Hour	£ 200.00	£ 220.00	10%	Discretionary	1st April 2024
City Promotions, Events and filming	Park Hire Fees - Tier 1 - Standard Hire Fee Per Day	Per Day	£ 7,000.00	£ 7,500.00	7%	Discretionary	1st April 2024
City Promotions, Events and filming	Park Hire Fees - Tier 1 - Filming Per Day	Per Day	£ 7,000.00	£ 7,500.00	7%	Discretionary	1st April 2024
City Promotions, Events and filming	Park Hire Fees - Tier 1 - Charity Event Organiser	Per Day	£ 7,000.00	£ 7,500.00	7%	Discretionary	1st April 2024
City Promotions, Events and filming	Park Hire Fees - Tier 1 - Community Event Organiser	Per Day	£ 7,000.00	£ 7,500.00	7%	Discretionary	1st April 2024
City Promotions, Events and filming	Park Hire Fees - Tier 2 - Standard Hire Fee Per Day	Per Day	£ 4,000.00	£ 4,250.00	6%	Discretionary	1st April 2024
City Promotions, Events and filming	Park Hire Fees - Tier 2 - Filming Per Day	Per Day	£ 2,000.00	£ 2,500.00	25%	Discretionary	1st April 2024
City Promotions, Events and filming	Park Hire Fees - Tier 2 - Charity Event Organiser	Per Day	£ 900.00	£ 1,000.00	11%	Discretionary	1st April 2024
City Promotions, Events and filming	Park Hire Fees - Tier 2 - Community Event Organiser	Per Day	£ 500.00	£ 500.00	0%	Discretionary	1st April 2024
City Promotions, Events and filming	Park Hire Fees - Tier 3 - Standard Hire Fee Per Day	Per Day	£ 1,500.00	£ 1,600.00	7%	Discretionary	1st April 2024
City Promotions, Events and filming	Park Hire Fees - Tier 3 - Filming Per Day	Per Day	£ 1,000.00	£ 1,250.00	25%	Discretionary	1st April 2024
City Promotions, Events and filming	Park Hire Fees - Tier 3 - Charity Event Organiser	Per Day	£ 500.00	£ 550.00	10%	Discretionary	1st April 2024
City Promotions, Events and filming	Park Hire Fees - Tier 3 - Community Event Organiser	Per Day	£ 350.00	£ 350.00	0%	Discretionary	1st April 2024
Local Land Charges							
Local Land charges	Basic Search Fee	Per application	£ 220.00	£ 220.00	0%	Discretionary	1st January 2024
Local Land charges	Register Parts Only (LLC1)	Per application	£ 45.00	£ 45.00	0%	Discretionary	1st January 2024
Local Land charges	CON29	Per application	£ 175.00	£ 175.00	0%	Discretionary	1st January 2024
Local Land charges	Extra Parcel of Land - LLC1 + CON29	Per application	£ 60.00	£ 60.00	0%	Discretionary	1st January 2024
Local Land charges	Extra Parcel of Land - LLC ONLY	Per application	£ 8.00	£ 8.00	0%	Discretionary	1st January 2024
Local Land charges	Part II Optional Enquires	Per application	£ 35.00	£ 35.00	0%	Discretionary	1st January 2024
Local Land charges	Additional Enquiries	Per application	£ 40.00	£ 40.00	0%	Discretionary	1st January 2024

Service	Description	Unit of measure	23/24	Proposed 24/25 Charge	Uplift	Statutory / Discretionary	Effective From
Local Land charges	Basic Search Fee (via NLIS)	Per application	£ 220.00	£ 220.00	0%	Discretionary	1st January 2024
Local Land charges	Register Parts Only (LLC1) Via NLIS	Per application	£ 45.00	£ 45.00	0%	Discretionary	1st January 2024
Local Land charges	CON29 - NLIS	Per application	£ 175.00	£ 175.00	0%	Discretionary	1st January 2024
Local Land charges	Extra parcel of Land - CON29	Per application	£ 53.00	£ 53.00	0%	Discretionary	1st January 2024
Local Land charges	CON 29 Question 1.1 (a to l)	Per application	£ 28.00	£ 28.00	0%	Discretionary	1st January 2024
Local Land charges	CON 29 Question 2.1 (a to d)	Per application	£ 28.00	£ 28.00	0%	Discretionary	1st January 2024
Local Land charges	CON 29 Question 3.4 (a to f)	Per application	£ 28.00	£ 28.00	0%	Discretionary	1st January 2024
Local Land charges	CON 29 Question 3.6 (a to l)	Per application	£ 28.00	£ 28.00	0%	Discretionary	1st January 2024
Local Land charges	CON 29 Question 3.7 (a to g)	Per application	£ 10.00	£ 10.00	0%	Discretionary	1st January 2024
Local Land charges	CON 29 Question 3.9 (a to l)	Per application	£ 8.00	£ 8.00	0%	Discretionary	1st January 2024
Local Land charges	CON 29 Question 3.10 (a to h)	Per application	£ 8.00	£ 8.00	0%	Discretionary	1st January 2024
Local Land charges	CON 29 Question 3.11 (a)	Per application	£ 4.00	£ 4.00	0%	Discretionary	1st January 2024
Road Management							
Road Management	Utility Inspection Fees for utility works- under New Roads and Streetworks Act 1991		£56.07 - £87.01	£56.07 - £87.01	0%	Statutory	15th January 2024
Road Management	Charges for "Unreasonable Occupation of the Highway"- s74 of NRSWA1991		£100 - £10,000	£100 - £10,000	0%	Statutory	15th January 2024
Road Management	Charges for a Permit under the London Permit Scheme for Roadworks and Streetworks		£35 - £240	£35 - £240	0%	Statutory	15th January 2024
Road Management	Fixed Penalty Notices under Traffic Management Act 2004 and London Permit Scheme		£80 - £500	£80 - £500	0%	Statutory	15th January 2024
Road Management	Temporary Traffic Order - Special Events (Traffic Management Act 2004)		£ 1,039.25	£ 1,108.88	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Notice - Minor Road (Traffic Management Act 2004)		£ 3,293.81	£ 3,514.49	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Notice - Major Road (Traffic Management Act 2004)		£ 4,118.10	£ 4,394.01	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Minor Road (Traffic Management Act 2004) Penalty Notice		£ 6,658.66	£ 7,104.79	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Major Road (Traffic Management Act 2004) Penalty Notice		£ 8,325.03	£ 8,882.80	7%	Discretionary	15th January 2024
Road Management	Section 50 licence fee (Roads and Street Works Act 1991)		£140 - £960	£140 - £960	0%	Statutory	15th January 2024

Service	Description	Unit of measure	23/24	Proposed 24/25 Charge	Uplift	Statutory / Discretionary	Effective From
Road Management	Crane Licence Minor Roads (s169 of Highways Act 1980)		£ 440.82	£ 470.36	7%	Discretionary	15th January 2024
Road Management	Crane Licence Major Roads (s169 of Highways Act 1980)		£ 694.97	£ 741.54	7%	Discretionary	15th January 2024
Road Management	Crane licence where a TTO is required (fee payable in addition to TTO fee)		£ 357.10	£ 381.02	7%	Discretionary	15th January 2024
Road Management	Temporary Structure Licence - Minor Road, Less than 50m, Less than 2 months		£ 573.33	£ 611.75	7%	Discretionary	15th January 2024
Road Management	Temporary Structure Licence - Minor Road, Less than 50m, 3-4 months		£ 958.66	£ 1,022.89	7%	Discretionary	15th January 2024
Road Management	Temporary Structure Licence - Minor Road, Less than 50m, 5-6 months		£ 1,385.32	£ 1,478.14	7%	Discretionary	15th January 2024
Road Management	Temporary Structure Licence - Major Road, Less than 50m, Less than 2 months		£ 1,146.66	£ 1,223.48	7%	Discretionary	15th January 2024
Road Management	Temporary Structure Licence - Major Road, Less than 50m, 3-4 months		£ 1,917.32	£ 2,045.78	7%	Discretionary	15th January 2024
Road Management	Temporary Structure Licence - Major Road, Less than 50m, 5-6 months		£ 2,771.98	£ 2,957.70	7%	Discretionary	15th January 2024
Road Management	Temporary Structure Licence - Minor Road, More than 50m, Less than 2 months		£ 2,819.97	£ 3,008.91	7%	Discretionary	15th January 2024
Road Management	Temporary Structure Licence - Minor Road, More than 50m, 3-4 months		£ 3,075.97	£ 3,282.06	7%	Discretionary	15th January 2024
Road Management	Temporary Structure Licence - Major Road, More than 50m, Less than 2 months		£ 5,638.62	£ 6,016.41	7%	Discretionary	15th January 2024
Road Management	Temporary Structure Licence - Major Road, More than 50m, 3-4 months		£ 6,153.28	£ 6,565.55	7%	Discretionary	15th January 2024
Road Management	Management fee for Rechargeable works undertaken by Conway's		30%	30%	0%	Discretionary	15th January 2024
Road Management	Management fee for Technical Approvals undertaken by Conway's		6%	6%	0%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Minor Road (Traffic Management Act 2004) 1 month		£ 2,527.52	£ 2,696.86	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Minor Road (Traffic Management Act 2004) 2 month		£ 2,620.27	£ 2,795.83	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Minor Road (Traffic Management Act 2004) 3 month		£ 2,713.02	£ 2,894.79	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Minor Road (Traffic Management Act 2004) 4 month		£ 2,806.93	£ 2,995.00	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Minor Road (Traffic Management Act 2004) 5 month		£ 2,899.69	£ 3,093.97	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Minor Road (Traffic Management Act 2004) 6 month		£ 2,993.60	£ 3,194.17	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Minor Road (Traffic Management Act 2004) 7 month		£ 3,086.35	£ 3,293.14	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Minor Road (Traffic Management Act 2004) 8 month		£ 3,179.11	£ 3,392.11	7%	Discretionary	15th January 2024

Service	Description	Unit of measure	23/24	Proposed 24/25 Charge	Uplift	Statutory / Discretionary	Effective From
Road Management	Temporary Traffic Order - Minor Road (Traffic Management Act 2004) 9 month		£ 3,273.02	£ 3,492.31	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Minor Road (Traffic Management Act 2004) 10 month		£ 3,365.77	£ 3,591.28	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Minor Road (Traffic Management Act 2004) 11 month		£ 3,458.52	£ 3,690.24	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Minor Road (Traffic Management Act 2004) 12 month		£ 3,552.44	£ 3,790.45	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Minor Road (Traffic Management Act 2004) 13 month		£ 3,645.19	£ 3,889.42	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Minor Road (Traffic Management Act 2004) 14 month		£ 3,737.94	£ 3,988.38	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Minor Road (Traffic Management Act 2004) 15 month		£ 3,831.85	£ 4,088.59	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Minor Road (Traffic Management Act 2004) 16 month		£ 3,924.61	£ 4,187.56	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Minor Road (Traffic Management Act 2004) 17 month		£ 4,018.52	£ 4,287.76	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Minor Road (Traffic Management Act 2004) 18 month		£ 4,111.27	£ 4,386.73	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Minor Road (Traffic Management Act 2004) up to 2 years		£ 5,303.62	£ 5,658.96	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Minor Road (Traffic Management Act 2004) up to 3 Years		£ 6,454.72	£ 6,887.18	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Minor Road (Traffic Management Act 2004) up to 4 years		£ 7,605.80	£ 8,115.39	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Major Road (Traffic Management Act 2004) 1 month		£ 3,743.74	£ 3,994.57	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Major Road (Traffic Management Act 2004) 2 month		£ 3,930.40	£ 4,193.74	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Major Road (Traffic Management Act 2004) 3 month		£ 4,024.32	£ 4,293.94	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Major Road (Traffic Management Act 2004) 4 month		£ 4,117.07	£ 4,392.91	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Major Road (Traffic Management Act 2004) 5 month		£ 4,209.82	£ 4,491.88	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Major Road (Traffic Management Act 2004) 6 month		£ 4,303.73	£ 4,592.08	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Major Road (Traffic Management Act 2004) 7 month		£ 4,396.49	£ 4,691.05	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Major Road (Traffic Management Act 2004) 8 month		£ 4,489.24	£ 4,790.02	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Major Road (Traffic Management Act 2004) 9 month		£ 4,583.15	£ 4,890.22	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Major Road (Traffic Management Act 2004) 10 month		£ 4,675.90	£ 4,989.19	7%	Discretionary	15th January 2024

Service	Description	Unit of measure	23/24	Proposed 24/25 Charge	Uplift	Statutory / Discretionary	Effective From
Road Management	Temporary Traffic Order - Major Road (Traffic Management Act 2004) 11 month		£ 4,768.66	£ 5,088.16	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Major Road (Traffic Management Act 2004) 12 month		£ 4,862.57	£ 5,188.36	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Major Road (Traffic Management Act 2004) 13 month		£ 4,955.32	£ 5,287.33	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Major Road (Traffic Management Act 2004) 14 month		£ 5,049.24	£ 5,387.53	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Major Road (Traffic Management Act 2004) 15 month		£ 5,191.99	£ 5,539.85	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Major Road (Traffic Management Act 2004) 16 month		£ 5,234.74	£ 5,585.47	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Major Road (Traffic Management Act 2004) 17 month		£ 5,328.65	£ 5,685.67	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Major Road (Traffic Management Act 2004) 18 month		£ 5,412.75	£ 5,775.40	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Major Road (Traffic Management Act 2004) up to 2 years		£ 6,613.76	£ 7,056.88	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Major Road (Traffic Management Act 2004) up to 3 years		£ 7,764.85	£ 8,285.10	7%	Discretionary	15th January 2024
Road Management	Temporary Traffic Order - Major Road (Traffic Management Act 2004) up to 4 years		£ 8,915.94	£ 9,513.31	7%	Discretionary	15th January 2024
Road Management	Charges for repeat printing of Licences		£ 55.21	£ 58.91	7%	Discretionary	15th January 2024
Road Management	Cancellation Fee (less than 4 working days)		100% refund	100% refund	0%		15th January 2024
Roads Management	Cancellation Fee (Between 5 days and when Licence issued)		50% refund	50% refund	0%		15th January 2024
Roads Management	Licence issued		No refund	No refund	0%		15th January 2024
Roads Management	Cycle hangars		£ 77.94	£ 83.17	7%	Discretionary	15th January 2024
Roads Management	RJO (Rechargeable Job Order), initial enquiry and estimate		£ 263.58	£ 281.24	7%	Discretionary	15th January 2024
Roads Management	Temporary structure License - Premium rate license charges - Minor Road Less than 50m2 - 0-		£ 1,146.66	£ 1,224.63	7%	Discretionary	15th January 2024
Roads Management	Temporary structure License - Premium rate license charges - Minor Road Less than 50m2 - 3-		£ 1,917.30	£ 2,047.68	7%	Discretionary	15th January 2024
Roads Management	Temporary structure License - Premium rate license charges - Minor Road Less than 50m2 - 5-		£ 2,770.64	£ 2,959.04	7%	Discretionary	15th January 2024
Roads Management	Temporary structure License - Premium rate license charges - Minor Road More than 50m2 - 0-		£ 5,639.96	£ 6,023.47	7%	Discretionary	15th January 2024
Roads Management	Temporary structure License - Premium rate license charges - Minor Road More than 50m2 - 3-		£ 6,151.94	£ 6,570.27	7%	Discretionary	15th January 2024
Roads Management	Temporary structure License - Premium rate license charges - Major Road Less than 50m2 - 0-		£ 2,293.32	£ 2,449.26	7%	Discretionary	15th January 2024

Service	Description	Unit of measure	23/24	Proposed 24/25 Charge	Uplift	Statutory / Discretionary	Effective From
Roads Management	Temporary structure License - Premium rate license charges - Major Road Less than 50m2 - 3-		£ 3,834.65	£ 4,095.41	7%	Discretionary	15th January 2024
Roads Management	Temporary structure License - Premium rate license charges - Major Road Less than 50m2 - 5-		£ 5,543.96	£ 5,920.94	7%	Discretionary	15th January 2024
Roads Management	Temporary structure License - Premium rate license charges - Major Road Less than 50m2 - 0-		£ 11,277.25	£ 12,044.10	7%	Discretionary	15th January 2024
Roads Management	Temporary structure License - Premium rate license charges - Major Road Less than 50m2 - 3-		£ 12,306.56	£ 13,143.40	7%	Discretionary	15th January 2024
Road Management	Event Fee - Tier 1 - multiple road closures, large footprint, high impact. co-ord meetings. co-ord of		£ 3,670.33	£ 3,916.24	7%	Discretionary	15th January 2024
Road Management	Event Fee - Tier 2 - Small footprint, low impact. co-ord meetings. co-ord of works. stakeholder		£ 2,477.96	£ 2,643.98	7%	Discretionary	15th January 2024
Road Management	Event Fee - Tier 3 - Not requiring a closure, just positive TM (Stop Works or traffic holds)		£ 1,143.17	£ 1,219.77	7%	Discretionary	15th January 2024
Road Management	Event Fee - Tier 4 - Community Event (ie streetparty, waiter run, memorial events, religious		£ 54.13	£ 57.75	7%	Discretionary	15th January 2024
Road Management	Event Fee - Tier 5 - National Event - VE Day, Queens Birthday, Jubilee events, Coronation		Fees waived	Fees waived	n/a	Discretionary	15th January 2024
Roads Management	Light Column Third Party Attachment Level 1 Scoping Meeting		£ 92.02	£ 98.18	7%	Discretionary	15th January 2024
Roads Management	Light Column Third Party Attachment Level 2 Provision of Existing Data		£ 173.21	£ 184.81	7%	Discretionary	15th January 2024
Roads Management	Light Column Third Party Attachment Level 3 Design review and approval ≤20 assets		£ 346.42	£ 369.63	7%	Discretionary	15th January 2024
Roads Management	Light Column Third Party Attachment Level 3 Design review and approval >20 assets		£ 433.02	£ 462.03	7%	Discretionary	15th January 2024
Roads Management	Light Column Third Party Attachment Level 4 CMS commissioning ≤20 assets		£ 194.86	£ 207.91	7%	Discretionary	15th January 2024
Roads Management	Light Column Third Party Attachment Level 4 CMS commissioning >20 assets		£ 389.72	£ 415.83	7%	Discretionary	15th January 2024
Roads Management	Light Column Third Party Attachment Level 5 installation inspections ≤20 assets		£ 259.81	£ 277.22	7%	Discretionary	15th January 2024
Roads Management	Light Column Third Party Attachment Level 5 installation inspections >20 assets		£ 519.62	£ 554.44	7%	Discretionary	15th January 2024
Roads Management	Light Column Third Party Attachment Level 6 installation clearance inspections ≤20 assets		£ 146.14	£ 155.94	7%	Discretionary	15th January 2024
Roads Management	Light Column Third Party Attachment Level 6 installation clearance inspections >20 assets		£ 292.29	£ 311.87	7%	Discretionary	15th January 2024
Roads Management	Light Column Third Party Attachment Level 7 additional fee level ≤20 assets		£ 97.43	£ 103.96	7%	Discretionary	15th January 2024
Roads Management	Light Column Third Party Attachment Level 7 additional fee level >20 assets		£ 194.86	£ 207.91	7%	Discretionary	15th January 2024
Road Management	Crane Oversailing Licence: A licence to place a crane on the public highway/oversail the highway		£ 472.50	£ 504.16	7%	Discretionary	15th January 2024
Road Management	Short notice fee for crane licences		£ 892.50	£ 952.30	7%	Discretionary	15th January 2024

Service	Description	Unit of measure	23/24	Proposed 24/25 Charge	Uplift	Statutory / Discretionary	Effective From
Road Management	Temporary Structure discount for site with CoCP		25%	25%	0%	Discretionary	15th January 2024
Road Management	Festive Lighting		20% of overall fee	30% of overall fee	#VALUE!	Discretionary	15th January 2024
Road Management	Unlicensed site fee uplift		25% of overall fee	25% of overall fee	0%	Discretionary	15th January 2024
Code of Construction Practice							
Code of Construction Practice	Basement Excavation - costs and services		£9,275 - £12,003	£9,896 - £12,805	7%	Discretionary	15th January 2024
Code of Construction Practice	Level 1 – Major developments – Costs and services		£38,009 - £43,465	£40,555 - £46,377	7%	Discretionary	15th January 2024
Code of Construction Practice	Level 2 – Medium size developments – Costs and services		£23,551 - £29,007	£25,129 - £30,950	7%	Discretionary	15th January 2024
PCN							
PCN	Lower Charge PCN	per PCN	£ 80.00	£ 80.00	0%	Statutory	N/A - unchanged
PCN	Higher Charge PCN	per PCN	£ 130.00	£ 130.00	0%	Statutory	N/A - unchanged
PCN	MTC PCN	per PCN	£ 130.00	£ 130.00	0%	Statutory	N/A - unchanged
PCN	Charge Certificate	per Charge Certificate	+50%	+50%	0%	Statutory	N/A - unchanged
PCN	Debt Registration	per Debt Registration	£ 9.00	£ 9.00	0%	Statutory	N/A - unchanged
Pay to Park							
Pay to Park	A zone pay-to-park tariff	hourly	£ 4.22		N/A - Fee Structure Review	Discretionary	January/February 2024
Pay to Park	A zone pay-to-park tariff (diesel surcharge)	hourly	£ 6.33		N/A - Fee Structure Review	Discretionary	January/February 2024
Pay to Park	B zone pay-to-park tariff	hourly	£ 3.42		N/A - Fee Structure Review	Discretionary	January/February 2024
Pay to Park	B zone pay-to-park tariff (diesel surcharge)	hourly	£ 5.13		N/A - Fee Structure Review	Discretionary	January/February 2024
Pay to Park	C zone pay-to-park tariff	hourly	£ 1.94		N/A - Fee Structure Review	Discretionary	January/February 2024
Pay to Park	C zone pay-to-park tariff (diesel surcharge)	hourly	£ 2.91		N/A - Fee Structure Review	Discretionary	January/February 2024
Pay to Park	D zone pay-to-park tariff	hourly	£ 2.83		N/A - Fee Structure Review	Discretionary	January/February 2024
Pay to Park	D zone pay-to-park tariff (diesel surcharge)	hourly	£ 4.24		N/A - Fee Structure Review	Discretionary	January/February 2024
Pay to Park	E zone pay-to-park tariff	hourly	£ 5.69		N/A - Fee Structure Review	Discretionary	January/February 2024

Service	Description	Unit of measure	23/24	Proposed 24/25 Charge	Uplift	Statutory / Discretionary	Effective From
Pay to Park	E zone pay-to-park tariff (diesel surcharge)	hourly	£ 8.53		N/A - Fee Structure Review	Discretionary	January/February 2024
Pay to Park	F zone pay-to-park tariff	hourly	£ 5.80		N/A - Fee Structure Review	Discretionary	January/February 2024
Pay to Park	F zone pay-to-park tariff (diesel surcharge)	hourly	£ 8.70		N/A - Fee Structure Review	Discretionary	January/February 2024
Pay to Park	G zone pay-to-park tariff	hourly	£ 5.80		N/A - Fee Structure Review	Discretionary	January/February 2024
Pay to Park	G zone pay-to-park tariff (diesel surcharge)	hourly	£ 8.70		N/A - Fee Structure Review	Discretionary	January/February 2024
Pay to Park	Coach Bay pay-to-park tariff	hourly	£ 4.00	£ 4.00	0%	Discretionary	N/A - unchanged
Pay to Park	Taxi Bay pay-to-park tariff	hourly	£ 1.00	£ 1.00	0%	Discretionary	N/A - unchanged
Pay to Park	Market Trader Bay pay-to-park tariff	hourly	£ 1.00	£ 1.00	0%	Discretionary	N/A - unchanged
Motorcycle	Motorcycle bay - Daily	daily	£ 1.00	£ 1.00	0%	Discretionary	N/A - unchanged
Motorcycle	Motorcycle bay - Weekly	weekly	£ 3.50	£ 3.50	0%	Discretionary	N/A - unchanged
Motorcycle	Motorcycle bay - Monthly	monthly	£ 13.50	£ 13.50	0%	Discretionary	N/A - unchanged
Motorcycle	Motorcycle bay - Quarterly	quarterly	£ 33.50	£ 33.50	0%	Discretionary	N/A - unchanged
Motorcycle	Motorcycle Bay - Annual	annual	£ 100.00	£ 100.00	0%	Discretionary	N/A - unchanged
Pay to Park	Parking card - A Zone	Per card	£ 4.22		N/A - Fee Structure Review	Discretionary	January/February 2024
Pay to Park	Parking card - B Zone	Per card	£ 3.42		N/A - Fee Structure Review	Discretionary	January/February 2024
Pay to Park	Parking card - C Zone	Per card	£ 1.94		N/A - Fee Structure Review	Discretionary	January/February 2024
Pay to Park	Parking card - D Zone	Per card	£ 2.83		N/A - Fee Structure Review	Discretionary	January/February 2024
Pay to Park	Parking card - E Zone	Per card	£ 5.69		N/A - Fee Structure Review	Discretionary	January/February 2024
Pay to Park	Parking card - F Zone	Per card	£ 5.80		N/A - Fee Structure Review	Discretionary	January/February 2024
Pay to Park	Parking card - G Zone	Per card	£ 5.80		N/A - Fee Structure Review	Discretionary	January/February 2024
Pay to Park	Parking card - Coach parking bay	Per card	£ 4.00	£ 4.00	0%	Discretionary	N/A - unchanged
Trade Permits							
Trade Permits	A zone Trades Permit	daily	£ 42.20		N/A - Fee Structure Review	Discretionary	1st April 2024

Service	Description	Unit of measure	23/24	Proposed 24/25 Charge	Uplift	Statutory / Discretionary	Effective From
Trade Permits	B zone Trades Permit	daily	£ 34.20		N/A - Fee Structure Review	Discretionary	1st April 2024
Trade Permits	C zone Trades Permit	daily	£ 19.40		N/A - Fee Structure Review	Discretionary	1st April 2024
Trade Permits	D zone Trades Permit	daily	£ 28.30		N/A - Fee Structure Review	Discretionary	1st April 2024
Trade Permits	E zone Trades Permit	daily	£ 56.90		N/A - Fee Structure Review	Discretionary	1st April 2024
Trade Permits	F zone Trades Permit	daily	£ 58.00		N/A - Fee Structure Review	Discretionary	1st April 2024
Trade Permits	G zone Trades Permit	daily	£ 58.00		N/A - Fee Structure Review	Discretionary	1st April 2024
Resident Permits							
Resident Permits	Resident permit (>1200cc)	annual	£ 166.00		N/A - Fee Structure Review	Discretionary	1st April 2024
Resident Permits	Resident permit (<1200cc)	annual	£ 117.50		N/A - Fee Structure Review	Discretionary	1st April 2024
Resident Permits	Motorcycle resident permit	annual	£ 57.00		N/A - Fee Structure Review	Discretionary	1st April 2024
Resident Permits	Eco resident permit	annual	£ -		N/A - Fee Structure Review	Discretionary	1st April 2024
Resident Permits	Doctor permit	annual	£ 148.00	£ 148.00	0%	Discretionary	N/A - unchanged
Resident Permits	Hospital Permit	annual	£ 148.00	£ 148.00	0%	Discretionary	N/A - unchanged
Resident Permits	Permit change of detail	per application	£ 10.00	£ 10.00	0%	Discretionary	N/A - unchanged
Resident Permits	Add/change vehicle	per application	£ 10.00	£ 10.00	0%	Discretionary	N/A - unchanged
Resident Permits	Refund admin fee	per application	£ 10.00	£ 10.00	0%	Discretionary	N/A - unchanged
Resident Permits	Replacement	per application	£ 30.00	£ 30.00	0%	Discretionary	N/A - unchanged
Resident Permits	Disabled badge change of detail	per application	£ 10.00	£ 10.00	0%	Discretionary	N/A - unchanged
Resident Permits	Disabled badge replacement	per application	£ 30.00	£ 30.00	0%	Discretionary	N/A - unchanged
Suspensions							
Suspensions	Suspension standard rate - Day 1	daily	£ 51.00		N/A - Traffic Sensitive Streets Review	Discretionary	January/February 2024
Suspensions	Suspension standard rate - Days 2-5	daily	£ 55.00		N/A - Traffic Sensitive Streets Review	Discretionary	January/February 2024
Suspensions	Suspension standard rate - Days 6-42	daily	£ 84.00		N/A - Traffic Sensitive Streets Review	Discretionary	January/February 2024

Service	Description	Unit of measure	23/24	Proposed 24/25 Charge	Uplift	Statutory / Discretionary	Effective From
Suspensions	Suspension standard rate - Day 43 onwards	daily	£ 112.00		N/A - Traffic Sensitive Streets Review	Discretionary	January/February 2024
Suspensions	Suspension premium rate - Day 1	daily	£ 55.00		N/A - Traffic Sensitive Streets Review	Discretionary	January/February 2024
Suspensions	Suspension premium rate - Days 2-5	daily	£ 59.00		N/A - Traffic Sensitive Streets Review	Discretionary	January/February 2024
Suspensions	Suspension premium rate - Days 6-42	daily	£ 90.00		N/A - Traffic Sensitive Streets Review	Discretionary	January/February 2024
Suspensions	Suspension premium rate - Day 43 onwards	daily	£ 121.00		N/A - Traffic Sensitive Streets Review	Discretionary	January/February 2024
Suspensions	LJUG suspension days 1-3	per 3 day period Inclusive	£ 70.00		N/A - Traffic Sensitive Streets Review	Discretionary	January/February 2024
Suspensions	LJUG suspension day 4 onwards	daily	£ 55.00		N/A - Traffic Sensitive Streets Review	Discretionary	January/February 2024
Suspensions	Major Works Suspension Concession	daily after initial 22 days	£ 9.00		N/A - Traffic Sensitive Streets Review	Discretionary	January/February 2024
Suspensions	Broadband Provision Suspension Concession	daily *	£ 9.00		N/A - Traffic Sensitive Streets Review	Discretionary	January/February 2024
Suspensions	Suspension refund admin fee	per application	£ 20.00		N/A - Traffic Sensitive Streets Review	Discretionary	January/February 2024
Suspensions	Short Notice suspension admin fee	per application	£ 20.00		N/A - Traffic Sensitive Streets Review	Discretionary	January/February 2024
Dispensations							
Dispensations	Yellow line dispensation - Day 1	daily	£ 51.00		N/A - Traffic Sensitive Streets Review	Discretionary	January/February 2024
Dispensations	Yellow line dispensation - Days 2-5	daily	£ 55.00		N/A - Traffic Sensitive Streets Review	Discretionary	January/February 2024
Dispensations	Yellow line dispensation - Days 6-7 & onwards	daily	£ 84.00		N/A - Traffic Sensitive Streets Review	Discretionary	January/February 2024
Dispensations	Special permission - Day 1	daily	£ 76.00		N/A - Traffic Sensitive Streets Review	Discretionary	January/February 2024
Dispensations	Special permission - Day 2 onwards	daily	£ 84.00		N/A - Traffic Sensitive Streets Review	Discretionary	January/February 2024
Dispensations	Skip licence	monthly	£ 87.00	£ 87.00	0%	Discretionary	N/A - unchanged
Licencing	HMO Licence	per Licence	£ 1,450.00	£ 1,510.00	4.18	Discretionary	1st April 2024
Legal Services							
Legal Services	Property work - Up Front Fee	Fixed (standard) fee	£ 250.00	£ 250.00	0.0%	Discretionary	1st April 2024
Legal Services	Residential Property Work: Collective Enfranchisement	Fixed (standard) fee	£ 1,840.00	£ 1,970.00	7.1%	Discretionary	1st April 2024
Legal Services	Residential Property Work: Deeds Of Release Of Rights	Fixed (standard) fee	£ 1,600.00	£ 1,710.00	6.9%	Discretionary	1st April 2024

Service	Description	Unit of measure	23/24	Proposed 24/25 Charge	Uplift	Statutory / Discretionary	Effective From
Legal Services	Residential Property Work: Deeds of Variation	Fixed (standard) fee	£ 960.00	£ 1,030.00	7.3%	Discretionary	1st April 2024
Legal Services	Residential Property Work: Flat Enlargements / Divisions.	Fixed (standard) fee	£ 2,080.00	£ 2,230.00	7.2%	Discretionary	1st April 2024
Legal Services	Residential Property Work: Lease Extensions	Fixed (standard) fee	£ 1,280.00	£ 1,365.00	6.6%	Discretionary	1st April 2024
Legal Services	Residential Property Work: Mortgages & Charges	Fixed (standard) fee	£ 240.00	£ 260.00	8.3%	Discretionary	1st April 2024
Legal Services	Residential Property Work: Notices	Fixed (standard) fee	£ 50.00	£ 60.00	20.0%	Discretionary	1st April 2024
Legal Services	Residential Property Work: Property Sales and Leases (Non RTB)	Fixed (standard) fee	£ 1,760.00	£ 1,880.00	6.8%	Discretionary	1st April 2024
Legal Services	Residential Property Work: Residential Licences	Fixed (standard) fee	£ 800.00	£ 860.00	7.5%	Discretionary	1st April 2024
Legal Services	Residential Property Work: Residential Licences and DoV	Fixed (standard) fee	£ 800.00	£ 860.00	7.5%	Discretionary	1st April 2024
Legal Services	Residential Property Work: All other residential work and add hourly rate for protracted matters	Hourly rate	£ 160.00	£ 180.00	12.5%	Discretionary	1st April 2024
Legal Services	Commercial Property work: Commercial Leases	Fixed (standard) fee	£ 1,200.00	£ 1,290.00	7.5%	Discretionary	1st April 2024
Legal Services	Commercial Property work: Commercial Licences	Fixed (standard) fee	£ 1,200.00	£ 1,290.00	7.5%	Discretionary	1st April 2024
Legal Services	Commercial Property work: All other Commercial work and add hourly rate for protracted matters	Hourly rate	£ 160.00	£ 180.00	12.5%	Discretionary	1st April 2024
Legal Services	Planning work: Section 106 Agreements	Hourly rate	£ 275.00	£ 295.00	7.3%	Discretionary	1st April 2024
Legal Services	Planning work: Section 106 Agreements – PPAs	Hourly rate	£ 320.00	£ 340.00	6.3%	Discretionary	1st April 2024
Legal Services	Planning work: Section 38 / 278 Agreements	Hourly rate	£ 220.00	£ 235.00	6.8%	Discretionary	1st April 2024
Legal Services	Planning work: Other Highway Agreements	Hourly rate	£ 220.00	£ 235.00	6.8%	Discretionary	1st April 2024
Cemeteries							
Cemeteries	SALES OF NEW GRAVES (WCC Residents): East Finchley						
Cemeteries	Class I (Pathside)	Per event	£ 2,385.30	£ 2,600.00	9.00%	Discretionary	1st April 2024
Cemeteries	Class II (Non-Pathside)	Per event	£ 1,574.20	£ 1,715.00	8.94%	Discretionary	1st April 2024
Cemeteries	Oversized (210 x 90 cms)	Per event	£ 3,985.40	£ 4,340.00	8.90%	Discretionary	1st April 2024
Cemeteries	Double (195 x 195 cms)	Per event	£ 5,340.40	£ 5,815.00	8.89%	Discretionary	1st April 2024
Cemeteries	Ashes Plot (60 x 60 cms)	Per event	£ 506.90	£ 555.00	9.49%	Discretionary	1st April 2024
Cemeteries	Burial Chamber	Per event	£ 7,561.50	£ 8,230.00	8.84%	Discretionary	1st April 2024
Cemeteries	Reserved - Recycled Grave	Per event	£ -	£ 3,650.00	New	Discretionary	1st April 2024
Cemeteries	SALES OF NEW GRAVES (Non Residents): East Finchley						
Cemeteries	Class I (Pathside)	Per event	£ 6,352.30	£ 6,915.00	8.86%	Discretionary	1st April 2024
Cemeteries	Class II (Non-Pathside)	Per event	£ 3,849.70	£ 4,190.00	8.84%	Discretionary	1st April 2024

Service	Description	Unit of measure	23/24	Proposed 24/25 Charge	Uplift	Statutory / Discretionary	Effective From
Cemeteries	Oversized (210 x 90 cms)	Per event	£ 9,939.90	£ 10,815.00	8.80%	Discretionary	1st April 2024
Cemeteries	Double (195 x 195 cms)	Per event	£ 13,318.60	£ 14,495.00	8.83%	Discretionary	1st April 2024
Cemeteries	Ashes Plot (60 x 60 cms)	Per event	£ 1,385.50	£ 1,535.00	10.79%	Discretionary	1st April 2024
Cemeteries	Burial Chamber	Per event	£ 9,190.40	£ 10,000.00	8.81%	Discretionary	1st April 2024
Cemeteries	SALES OF NEW GRAVES (WCC Residents): Hanwell and Mill Hill						
Cemeteries	Class I (Pathside)	Per event	£ 2,234.70	£ 2,480.00	10.98%	Discretionary	1st April 2024
Cemeteries	Class II (Non-Pathside)	Per event	£ 1,424.90	£ 1,580.00	10.88%	Discretionary	1st April 2024
Cemeteries	Oversized (210 x 90 cms)	Per event	£ 2,665.90	£ 2,905.00	8.97%	Discretionary	1st April 2024
Cemeteries	Double (195 x 195 cms)	Per event	£ 3,591.30	£ 3,910.00	8.87%	Discretionary	1st April 2024
Cemeteries	Ashes Plot (60 x 60 cms)	Per event	£ 510.00	£ 555.00	8.82%	Discretionary	1st April 2024
Cemeteries	Public Burial	Per event	£ 264.30	£ 288.00	8.97%	Discretionary	1st April 2024
Cemeteries	Burial Chamber	Per event	£ 7,561.50	£ 8,230.00	8.84%	Discretionary	1st April 2024
Cemeteries	Ashes Niches	Per event	£ 349.40	£ 381.00	9.04%	Discretionary	1st April 2024
Cemeteries	Woodland - Meadow Plot	Per event	£ 1,572.20	£ 1,715.00	9.08%	Discretionary	1st April 2024
Cemeteries	Baby/Infant Grave Plot	Per event	£ -	£ -	0.00%		1st April 2024
Cemeteries	Ashes Plot (60 x 60 cms) @21/22 Rate	Per event	£ -	£ 539.00	New	Discretionary	1st April 2024
Cemeteries	Reserved - Cremated Remains	Per event	£ -	£ 555.00	New	Discretionary	1st April 2024
Cemeteries	Reserved - Class I Pathside	Per event	£ -	£ 3,650.00	New	Discretionary	1st April 2024
Cemeteries	Reserved - Class I Recycled	Per event	£ -	£ 381.00	New	Discretionary	1st April 2024
Cemeteries	Reserved - Burial Chamber	Per event	£ -	£ 8,235.00	New	Discretionary	1st April 2024
Cemeteries	SALES OF NEW GRAVES (Non Residents): Hanwell and Mill Hill						
Cemeteries	Class I (Pathside)	Per event	£ 6,215.10	£ 6,900.00	11.02%	Discretionary	1st April 2024
Cemeteries	Class II (Non-Pathside)	Per event	£ 3,323.10	£ 3,675.00	10.59%	Discretionary	1st April 2024
Cemeteries	Oversized (210 x 90 cms)	Per event	£ 6,646.20	£ 7,235.00	8.86%	Discretionary	1st April 2024
Cemeteries	Double (195 x 195 cms)	Per event	£ 8,954.50	£ 9,745.00	8.83%	Discretionary	1st April 2024
Cemeteries	Ashes Plot (60 x 60 cms)	Per event	£ 1,435.50	£ 1,565.00	9.02%	Discretionary	1st April 2024
Cemeteries	Public Burial	Per event	£ 542.30	£ 595.00	9.72%	Discretionary	1st April 2024
Cemeteries	Burial Chamber	Per event	£ 9,017.60	£ 9,815.00	8.84%	Discretionary	1st April 2024
Cemeteries	Ashes Niches	Per event	£ 870.60	£ 950.00	9.12%	Discretionary	1st April 2024
Cemeteries	Woodland - Meadow Plot	Per event	£ 3,917.30	£ 4,265.00	8.88%	Discretionary	1st April 2024
Cemeteries	Baby/Infant Grave Plot	Per event	£ 2,676.40	£ 2,915.00	8.91%	Discretionary	1st April 2024
Cemeteries	Ashes Plot (60 x 60 cms) @21/22 Rate	Per event	£ -	£ -			
Cemeteries	Reserved - Cremated Remains	Per event	£ -	£ 2,355.00	New	Discretionary	1st April 2024
Cemeteries	Reserved - Class I Recycled	Per event	£ -	£ 10,155.00	New	Discretionary	1st April 2024
Cemeteries	Reserved - Burial Chamber	Per event	£ -	£ 9,815.00	New	Discretionary	1st April 2024
Cemeteries	Interment Fees (WCC Residents)						
Cemeteries	Second Interment in Burial Chamber	Per event	£ 257.60	£ 281.00	9.08%	Discretionary	1st April 2024
Cemeteries	Public Burial	Per event	£ -	£ 289.00	New	Discretionary	1st April 2024
Cemeteries	Earth Grave (Depth for one)	Per event	£ 815.00	£ 890.00	9.20%	Discretionary	1st April 2024
Cemeteries	Earth Grave (Depth for one)	Per event	£ -	£ 865.00	New	Discretionary	1st April 2024
Cemeteries	Earth Grave (Depth for two)	Per event	£ 972.70	£ 1,060.00	8.98%	Discretionary	1st April 2024
Cemeteries	Earth Grave (Depth for three)	Per event	£ 1,120.00	£ 1,220.00	8.93%	Discretionary	1st April 2024
Cemeteries	Cremated Remains	Per event	£ 126.20	£ 138.00	9.35%	Discretionary	1st April 2024
Cemeteries	Ashes Niche (second interment)	Per event	£ 126.20	£ 138.00	9.35%	Discretionary	1st April 2024
Cemeteries	Casket/Coffin oversize surcharge	Per event	£ 105.20	£ 115.00	9.32%	Discretionary	1st April 2024

Service	Description	Unit of measure	23/24	Proposed 24/25 Charge	Uplift	Statutory / Discretionary	Effective From
Cemeteries	Stillborn (single depth)	Per event	£ -	£ -	0.00%	Discretionary	1st April 2024
Cemeteries	Infant, 0-5 years (single depth)	Per event	£ -	£ -	0.00%	Discretionary	1st April 2024
Cemeteries	Child, 6-12 years	Per event	£ -	£ -	0.00%	Discretionary	1st April 2024
Cemeteries	Interment Fees (Non Residents)						
Cemeteries	Second Interment in Burial Chamber	Per event	£ 599.40	£ 655.00	9.28%	Discretionary	1st April 2024
	Public Burial	Per event	£ -	£ 595.00	New	Discretionary	1st April 2024
Cemeteries	Earth Grave (Depth for one)	Per event	£ 2,076.90	£ 2,260.00	8.82%	Discretionary	1st April 2024
	Earth Grave (Depth for one)	Per event	£ -	£ 2,525.00	New	Discretionary	1st April 2024
Cemeteries	Earth Grave (Depth for two)	Per event	£ 2,318.80	£ 2,525.00	8.89%	Discretionary	1st April 2024
Cemeteries	Earth Grave (Depth for three)	Per event	£ 2,672.60	£ 2,910.00	8.88%	Discretionary	1st April 2024
Cemeteries	Cremated Remains	Per event	£ 336.50	£ 367.00	9.06%	Discretionary	1st April 2024
Cemeteries	Ashes Niche (second interment)	Per event	£ 314.50	£ 343.00	9.06%	Discretionary	1st April 2024
Cemeteries	Casket/Coffin oversize surcharge	Per event	£ 241.90	£ 264.00	9.14%	Discretionary	1st April 2024
Cemeteries	Stillborn (single depth)	Per event	£ 352.30	£ 384.00	9.00%	Discretionary	1st April 2024
Cemeteries	Infant, 0-5 years (single depth)	Per event	£ 893.90	£ 975.00	9.07%	Discretionary	1st April 2024
Cemeteries	Child, 6-12 years	Per event	£ 1,193.60	£ 1,300.00	8.91%	Discretionary	1st April 2024
Cemeteries	Memorials (Permit Application Fees)						
Cemeteries	Headstone - Plaque - Inscription	Per event	£ 110.40	£ 121.00	9.60%	Discretionary	1st April 2024
Cemeteries	kerbed memorial	Per event	£ 168.30	£ 184.00	9.33%	Discretionary	1st April 2024
	kerbed memorial @21/22 Rate	Per event	£ -	£ 180.00	New	Discretionary	1st April 2024
	Install standard headstone		£ -	£ 126.00	New	Discretionary	1st April 2024
	Additional Work		£ -	£ 126.00	New	Discretionary	1st April 2024
Cemeteries	Memorials (Removal, Holding or replacement Fees)						
Cemeteries	Headstone - Plaque	Per event	£ 163.00	£ 178.00	9.20%	Discretionary	1st April 2024
Cemeteries	kerbed memorial	Per event	£ 247.10	£ 269.00	8.86%	Discretionary	1st April 2024
Cemeteries	Memorials (Safety Fees)			£ -			
Cemeteries	Lay Down unsafe Memorial (Less than 1 m high)	Per event	£ 63.80	£ 70.00	9.72%	Discretionary	1st April 2024
Cemeteries	Lay Down unsafe Memorial (1 m - 2 m high)	Per event	£ 145.90	£ 159.00	8.98%	Discretionary	1st April 2024
Cemeteries	Miscellaneous						1st April 2024
Cemeteries/Parks	Provide Memorial Bench	Per event	£ 1,475.50	£ 1,625.00	10.13%	Discretionary	1st April 2024
	Application for Permission to Exhume (Res & Non Res)	Per event	£ 215.60	£ 235.00	9.00%	Discretionary	1st April 2024
Cemeteries	Use of Chapel for burial elsewhere (Per hour)	Per event	£ 199.80	£ 218.00	9.11%	Discretionary	1st April 2024
Cemeteries	R Orth Monthly Chapel	Per event	£ -	£ 109.00	New	Discretionary	1st April 2024
Cemeteries	Search Burial records and registers	Per event	£ 68.40	£ 75.00	9.65%	Discretionary	1st April 2024
Cemeteries	Genealogy Searches	Per event	£ -	£ 150.00	New	Discretionary	1st April 2024
Cemeteries	Transfer of grave rights	Per event	£ 26.30	£ 29.00	10.27%	Discretionary	1st April 2024
Cemeteries	New Signed Deed for Grave	Per event	£ -	£ 88.00	New	Discretionary	1st April 2024
Cemeteries	Duplicate signed Deed for Grave	Per event	£ 47.30	£ 52.00	9.94%	Discretionary	1st April 2024
Cemeteries	Search Registrars (excl VAT)	Per event	£ -	£ 77.00	New	Discretionary	1st April 2024
Cemeteries	Exhumation Application (ex vat)	Per event	£ -	£ 240.00	New	Discretionary	1st April 2024
Cemeteries	Extra Time chapel	Per event	£ -	£ 207.00	New	Discretionary	1st April 2024
Planning							
Planning - Pre application advice	Householder Development - Improving Environmental Performance	per application	£ 336.00	£ 360.00	7.1%	Discretionary	1st January 2024

Service	Description	Unit of measure	23/24	Proposed 24/25 Charge	Uplift	Statutory / Discretionary	Effective From
Planning - Pre application advice	Householder Development	per application	£ 408.00	£ 432.00	5.9%	Discretionary	1st January 2024
Planning - Pre application advice	Householder Basement Development	per application	£ 816.00	£ 876.00	7.4%	Discretionary	1st January 2024
Planning - Pre application advice	Other Development	per application	£ 816.00	£ 876.00	7.4%	Discretionary	1st January 2024
Planning - Pre application advice	Small-Scale Development	per application	£ 1,812.00	£ 1,932.00	6.6%	Discretionary	1st January 2024
Planning - Pre application advice	Small-Scale Development - Amendments	per application	£ 1,344.00	£ 1,440.00	7.1%	Discretionary	1st January 2024
Planning - Pre application advice	Minor Development	per application	£ 2,244.00	£ 2,400.00	7.0%	Discretionary	1st January 2024
Planning - Pre application advice	Minor Development - Amendments	per application	£ 1,692.00	£ 1,800.00	6.4%	Discretionary	1st January 2024
Planning - Pre application advice	Medium Scale Development	per application	£ 5,028.00	£ 5,532.00	10.0%	Discretionary	1st January 2024
Planning - Pre application advice	Medium Scale Development - Amendments/ Follow Up	per application	£ 3,768.00	£ 4,140.00	9.9%	Discretionary	1st January 2024
Planning - Pre application advice	Major Scale Development	per application	£ 8,040.00	£ 8,844.00	10.0%	Discretionary	1st January 2024
Planning - Pre application advice	Major Scale Development - Follow Up Meeting	per application	£ 6,036.00	£ 6,636.00	9.9%	Discretionary	1st January 2024
Planning - Pre application advice	Major Scale Development - Amendments	per application	£ 6,036.00	£ 6,636.00	9.9%	Discretionary	1st January 2024
Planning - Pre application advice	Large-Scale Development	per application	£ 8,040.00	£ 8,844.00	10.0%	Discretionary	1st January 2024
Planning - Pre application advice	Large-Scale Development - Amendments	per application	£ 6,036.00	£ 6,636.00	9.9%	Discretionary	1st January 2024
Planning - Pre application advice	Specialist Officer Advice - Place Shaping Officer	per application	£ 480.00	£ 528.00	10.0%	Discretionary	1st January 2024
Planning - Pre application advice	Specialist Officer Advice - Building Control Officer (only offered where development is a relevant	per application	£ 1,212.00	£ 1,332.00	9.9%	Discretionary	1st January 2024
Planning - Pre application advice	Specialist Officer Advice - Environmental Health Officer - Other, Small-Scale and Minor	per application	£ 648.00	£ 708.00	9.3%	Discretionary	1st January 2024
Planning - Pre application advice	Specialist Officer Advice - Environmental Health Officer - Medium Scale	per application	£ 1,296.00	£ 1,428.00	10.2%	Discretionary	1st January 2024
Planning - Pre application advice	Specialist Officer Advice - Environmental Health Officer - Major and Large- Scale	per application	£ 3,228.00	£ 3,552.00	10.0%	Discretionary	1st January 2024
Planning - Pre application advice	Planning advice and correspondence - Request to confirm compliance with an enforcement related	per application	£ 432.00	£ 456.00	5.6%	Discretionary	1st January 2024
Planning - Pre application advice	Planning advice and correspondence - Request to confirm compliance with an enforcement related	per application	£ 660.00	£ 708.00	7.3%	Discretionary	1st January 2024
Planning - Pre application advice	Planning advice and correspondence - Request to withdraw an enforcement notice (written	per application	£ 756.00	£ 804.00	6.3%	Discretionary	1st January 2024
Planning - Pre application advice	Planning advice and correspondence - Request to withdraw an enforcement notice (written response	per application	£ 972.00	£ 1,032.00	6.2%	Discretionary	1st January 2024

Service	Description	Unit of measure	23/24	Proposed 24/25 Charge	Uplift	Statutory / Discretionary	Effective From
Planning - Pre application advice	Advice on Early Engagement Strategies for Developer Community Engagement	per application	N/A	£ -	N/A	Discretionary	1st January 2024
Planning - Planning performance agreements	Householder Development	per development	£ 17,592.00	£ 18,768.00	6.7%	Discretionary	1st January 2024
Planning - Planning performance agreements	Minor or Less Complex Development	per development	£ 26,400.00	£ 29,040.00	10.0%	Discretionary	1st January 2024
Planning - Planning performance agreements	Major Development	per development	£ 54,564.00	£ 60,024.00	10.0%	Discretionary	1st January 2024
Planning - Planning performance agreements	Major Development (where development is a relevant building under Planning Gateway One)	per development	£ 59,700.00	£ 65,676.00	10.0%	Discretionary	1st January 2024
Planning - Planning performance agreements	Large Scale Major Development	per development	£Proposal Specific Fee	£Proposal Specific Fee	£Proposal Specific Fee	Discretionary	1st January 2024
Planning - Vary S106 Agreements	Requests to vary S106 agreements on Householder Developments	per development	£ 816.00	£ 900.00	10.3%	Discretionary	1st January 2024
Planning - Vary S106 Agreements	Requests to vary S106 agreements on Small Scale Developments	per development	£ 2,244.00	£ 2,472.00	10.2%	Discretionary	1st January 2024
Planning - Vary S106 Agreements	Requests to vary S106 agreements on Medium Scale Developments	per development	£ 4,428.00	£ 4,872.00	10.0%	Discretionary	1st January 2024
Planning - Vary S106 Agreements	Requests to vary S106 agreements on Major and Large Scale Developments	per development	£ 7,740.00	£ 8,520.00	10.1%	Discretionary	1st January 2024
PRAs - Estate Wide	Resource agreement to manage development proposals, attend early engagement and	per agreement	£ 79,272.00	£ 87,204.00	10.0%	Discretionary	1st January 2024
PRAs - Large Development Sites	Resource agreement to manage multiple phases of large developments up to 100 residential units	per agreement	£ 79,272.00	£ 87,204.00	10.0%	Discretionary	1st January 2024
PRAs - Bespoke Agreements	Resource agreement to manage multiple phases of large developments above 100 residential units	per agreement	£Site Specific Fee	£Site Specific Fee	£Site Specific Fee	Discretionary	1st January 2024
Archived Planning Records Fees	Scanned full planning archive for a property (view only remote access)	per property record	£ 444.00	£ 468.00	5.4%	Discretionary	1st January 2024
Archived Planning Records Fees	Decision notices (incl. appeal decisions and enforcement notices)	per document	£ 18.17	£ 19.20	5.7%	Discretionary	1st January 2024
Archived Planning Records Fees	Delegated or committee officer reports	per document	£ 18.17	£ 19.20	5.7%	Discretionary	1st January 2024
Archived Planning Records Fees	Legal agreements (agreements including drawings will incur an additional fee)	per document	£ 18.17	£ 19.20	5.7%	Discretionary	1st January 2024
Archived Planning Records Fees	Other A4 correspondence / documents (incl. letters, application forms, representations etc.)	per document	£ 18.17	£ 19.20	5.7%	Discretionary	1st January 2024
Archived Planning Records Fees	A3 or A4 plans and drawings	per document	£ 18.17	£ 19.20	5.7%	Discretionary	1st January 2024
Design Review Panel	Full review with site visit	per review	£ 5,822.40	£ 6,218.40	6.8%	Discretionary	1st January 2024
Design Review Panel	Follow-up review (with full panel)	per review	£ 5,822.40	£ 6,218.40	6.8%	Discretionary	1st January 2024
Design Review Panel	Chair review	per review	£ 3,276.00	£ 3,492.00	6.6%	Discretionary	1st January 2024
Bulky Waste collection & Disposal	Household Special Collection - First 6 items	Per lift (up to 5 items)	£ 32.00	£ 34.00	6.3%	Statutory	1st April 2024
Bulky Waste collection & Disposal	Household Special Collection - Additional items	Per item	£ 6.00	£ 6.00	0.0%	Statutory	1st April 2024

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