



AGENDA

CABINET MEETING

Date: Wednesday, 30 October 2019

Time: 7.00pm

Venue: Council Chamber, Swale House, East Street, Sittingbourne, Kent, ME10 3HT

Membership:

Councillors Mike Baldock (Vice-Chairman), Monique Bonney, Angela Harrison, Ben J Martin, Richard Palmer, Roger Truelove (Chairman) and Tim Valentine.

Quorum = 3

RECORDING NOTICE

Please note: this meeting may be recorded.

At the start of the meeting the Chairman will confirm if all or part of the meeting is being audio recorded. The whole of the meeting will be recorded, except where there are confidential or exempt items.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this recording will be retained in accordance with the Council's data retention policy.

Therefore by entering the Chamber and speaking at Committee you are consenting to being recorded and to the possible use of those sound recordings for training purposes.

If you have any queries regarding this please contact Democratic Services.

1. Emergency Evacuation Procedure

Pages

The Chairman will advise the meeting of the evacuation procedures to follow in the event of an emergency. This is particularly important for visitors and members of the public who will be unfamiliar with the building and procedures.

The Chairman will inform the meeting whether there is a planned evacuation drill due to take place, what the alarm sounds like (i.e. ringing bells), where the closest emergency exit route is, and where the second closest emergency exit route is, in the event that the closest exit or route is blocked.

The Chairman will inform the meeting that:

(a) in the event of the alarm sounding, everybody must leave the building via the nearest safe available exit and gather at the Assembly points at the far side of the Car Park. Nobody must leave the assembly point until everybody can be accounted for and nobody must return to the building until the Chairman has informed them that it is safe to do so; and

(b) the lifts must not be used in the event of an evacuation.

Any officers present at the meeting will aid with the evacuation.

It is important that the Chairman is informed of any person attending who is disabled or unable to use the stairs, so that suitable arrangements may be made in the event of an emergency.

2. Apologies for Absence

3. Minutes

To approve the [Minutes](#) of the Meeting held on 25 September 2019 (Minute Nos. 242 - 257) as a correct record.

4. Declarations of Interest

Councillors should not act or take decisions in order to gain financial or other material benefits for themselves or their spouse, civil partner or person with whom they are living with as a spouse or civil partner. They must declare and resolve any interests and relationships.

The Chairman will ask Members if they have any interests to declare in respect of items on this agenda, under the following headings:

(a) Disclosable Pecuniary Interests (DPI) under the Localism Act 2011. The nature as well as the existence of any such interest must be declared. After declaring a DPI, the Member must leave the meeting and not take part in the discussion or vote. This applies even if there is provision for public speaking.

(b) Disclosable Non Pecuniary (DNPI) under the Code of Conduct adopted by the Council in May 2012. The nature as well as the existence of any such interest must be declared. After declaring a DNPI interest, the Member may stay, speak and vote on the matter.

(c) Where it is possible that a fair-minded and informed observer, having considered the facts would conclude that there was a real possibility that the Member might be predetermined or biased the Member should declare their predetermination or bias and then leave the room while that item is considered.

Advice to Members: If any Councillor has any doubt about the existence or nature of any DPI or DNPI which he/she may have in any item on this agenda, he/she should seek advice from the Monitoring Officer, the Head of Legal or from other Solicitors in Legal Services as

early as possible, and in advance of the Meeting.

Part A Report for recommendation to Council

5. Review of Fees and Charges 5 - 74

Part B Reports for Decision by Cabinet

6. Contract for the External Enforcement Agents for Mid-Kent Services (exempt appendix) 75 - 78
7. Recommendations from the Local Plan Panel meeting held on 17 October 2019 - to follow
8. Sittingbourne Town Centre Regeneration Project 79 - 82
9. Exclusion of the Press and Public

To decide whether to pass the resolution set out below in respect of the following item:

That under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act:

3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).

10. Sittingbourne Town Centre Regeneration Project 83 - 86
11. Exempt Appendix I: Provision of Enforcement Agents - recommendations 87 - 88

Issued on Monday, 21 October 2019

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact DEMOCRATIC SERVICES on 01795 417330**. To find out more about the work of the Cabinet, please visit www.swale.gov.uk

**Chief Executive, Swale Borough Council,
Swale House, East Street, Sittingbourne, Kent, ME10 3HT**

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Cabinet		Agenda Item:
Meeting Date	30 October 2019	
Report Title	Review of Fees & Charges 2020/21	
Cabinet Member	Cllr Roger Truelove, Leader and Cabinet Member for Finance	
SMT Lead	Nick Vickers, Chief Financial Officer	
Head of Service	Nick Vickers, Chief Financial Officer	
Lead Officer	Caroline Frampton, Principal Accountant and Lyn Stringer, Insurance Officer	
Key Decision	Yes	
Classification	Open	
Forward Plan	Reference number:	
Recommendations	1. To approve the proposed fees and charges 2020/21 as set out in this report for submission to Council.	

1. Purpose of Report and Executive Summary

- 1.1 This report invites Cabinet to consider the proposals for the level of fees and charges to be levied for the next financial year 2020/21.
- 1.2 All the charges included in this report under the Council's control will take effect from 1 April 2020.
- 1.3 Appendix I details proposals on a service-by-service basis for the level of fees to be charged in 2020/21 on those services where this Council sets the charges. Appendix II sets out the fees and charges which are set nationally by Government. Appendix III details the 2019/20 budget for fees and charges for services.
- 1.4 We need to ensure that for discretionary services, where there is a choice over whether the local resident does choose to buy the service, they pay a level which covers costs and is reasonable in comparison to neighbouring councils.

2. Background

- 2.1 In 2019/20 the fees and charges budget covered by this report where the Council sets the level of fees or charges was £3,844k (see Appendix III).
- 2.2 Managers and all service areas were asked to review the current schedule of fees and charges for the forthcoming financial year.
- 2.3 Authorities have a statutory duty to ensure fees are set in accordance with the Local Government Act 2003. This allows local authorities to charge for discretionary services. Discretionary services are those services that a council

has the power to, but is not obliged to, provide. A pre-condition to charging is the person has to agree to the provision of the service, and they are prepared to pay for it. Some charges depend on relevant consultation being carried out by the service concerned.

3. Proposals

- 3.1 Appendix I details the proposed fees and charges to be set by the Council for 2020/21 and Appendix II those that are set by Government.

4. Alternative Options

- 4.1 The alternative would be to propose a general flat rate increase or no increases in fees or charges. These alternatives are not recommended as they would fail to take into account statutory requirements, individual circumstances, or the increased cost of delivering services.

5. Consultation Undertaken or Proposed

- 5.1 Any necessary consultation will be undertaken by the managers of the relevant service area.
- 5.2 There will be specific consultation required on changes to hackney carriages charges.
- 5.3 Scrutiny Committee will be considering the proposals on 6 November 2019 before submission to Council on 13 November 2019.

6. Implications

Issue	Implications
Corporate Plan	The income from fees and charges is a key component of the Council's budget and is key to supporting the Corporate Plan objectives.
Financial, Resource and Property	Work will continue on the detailed impact of the proposals. In proposing the new charges, consideration has been given to the likely impact on income levels given the anticipated response of service users to increases in charges.
Legal, Statutory and Procurement	All proposals for charges reflect the relevant legislation.
Crime and Disorder	None identified.
Environment and Sustainability	None identified.
Health and Wellbeing	None identified.
Risk Management and Health and Safety	None identified.

Issue	Implications
Equality and Diversity	Where there are underlying policy issues to any proposed changes in charges, these will be supported by a service equality impact assessment, and any necessary mitigations undertaken.
Privacy and Data Collection	None identified

7. Appendices

7.1 The following documents are to be published with this report and form part of the report:

- Appendix I: Proposed fees and charges for 2020/21 set by the Council
- Appendix II: Fees and charges set nationally by Government
- Appendix III: Summary of fee income for 2019/20 budget

8. Background Papers

None.

Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Housing Services (C Hudson)							
Home Inspection for Immigration Application Fee							
Requests received to inspect and provide report on suitability of proposed home in connection with immigration applications	116.66	23.34	140.00	120.00	24.00	144.00	The charges reflect officer time and their increase reflects officer hourly rate. This is a discretionary service that we offer in line with most other authorities, there is little demand for the service but it is competitively priced to provide a service for residents who may wish to get independent confirmation of their property's fitness for immigration authorities.

Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Staying Put Handyperson Rates							
Hourly rate for a handyperson	13.50	2.70	16.20	13.50	2.70	16.20	The charges are contractual as set by KCC's Supporting People Contract that funds this part of the service and is therefore not at the Council's discretion. *Please Note: this contract is currently under review by KCC (due to be finalised April 2020). Therefore, these fees may be increased, reduced or the scheme removed altogether in 2020/21.
Subsidised hourly rate for a handyperson – client in receipt of benefits	5.00	1.00	6.00	5.00	1.00	6.00	As above regarding KCC's Supporting People Contract.
Private disabled works (household not eligible for Disabled Facilities Grant)	150.00	0.00	150.00	150.00	0.00	150.00	As above.
Disabled Facilities Grant (DFG) fee (statutory % charge)	12.5%			12.5%			This fee is in line with the maximum of any Kent authority. Any increase would reduce the available funding made available for applicant's DFG. A lesser amount would impact the income needed to run the Staying Put Service.

Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Alleygate Key							
Fee	17.92	3.58	21.50	17.92	3.58	21.50	No price increase.
Town Centre Licence							
Licence for large events of 10,000 people or more	500.00	0.00	500.00	500.00	0.00	500.00	No price increase.

Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Planning (J Freeman)							
Pre-Application Planning Advice							
Meetings							
Very large major	1,666.66	333.34	2,000.00	1,666.66	333.34	2,000.00	No change proposed given that there was a significant increase for 2018/19 and that the rates applied are amongst the highest in Kent. Also note that the service is entering into more Planning Performance Agreements (PPs) where the significant costs of providing pre-application advice is being charged for directly.
Major	833.33	166.67	1,000.00	833.33	166.67	1,000.00	As above.
Minor	416.67	83.33	500.00	416.67	83.33	500.00	As above.
Other (excluding householders and listed buildings)	125.00	25.00	150.00	125.00	25.00	150.00	As above.
Charities, voluntary groups and parish councils	0.00	0.00	0.00	0.00	0.00	0.00	As above.
Works/repairs to listed buildings	0.00	0.00	0.00	0.00	0.00	0.00	As above.

Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Letters							
Very large major	833.33	166.67	1,000.00	833.33	166.67	1,000.00	As above.
Major	416.67	83.33	500.00	416.67	83.33	500.00	As above.
Minor	208.33	41.67	250.00	208.33	41.67	250.00	As above.
Other (excluding householders and listed buildings)	62.50	12.50	75.00	62.50	12.50	75.00	As above.
Householder	41.67	8.33	50.00	41.67	8.33	50.00	As above.
Charities, voluntary groups and parish councils	0.00	0.00	0.00	0.00	0.00	0.00	As above.
Works/repairs to listed buildings	0.00	0.00	0.00	0.00	0.00	0.00	As above.
Very large major: over 200 dwellings or 4 hectares. Commercial over 10,000m ² or 2 hectares							
Major: 10-199 dwellings or less than 4 hectares. Commercial 1,000m ² - 9,999m ² or less than 2 hectares							
Minor: 1-9 dwellings or less than 0.5 hectares. Commercial less than 1,000m ² or 1 hectare							
Complaints made under the High Hedges Legislation							
Standard fee	400.00	0.00	400.00	500.00	0.00	500.00	Increased cost to more closely reflect work involved.

Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Planning Portal							
The Planning Portal will be charging a £20 (£16.67 + VAT) service charge payable by applicants on any planning application that attracts a fee. Applications that do not attract a fee will not incur this service charge.							
Planning Photocopying Charges							
	Charges per page			Charges per page			
A4 Black/white	0.12	0.03	0.15	0.17	0.03	0.20	Increased above inflation to reflect more closely actual cost of provision. Minimal requests for such service.
A3 Black/white	0.21	0.04	0.25	0.25	0.05	0.30	As above.
A2 Or larger	3.00	0.60	3.60	3.33	0.67	4.00	As above.
A4 Colour	1.00	0.20	1.20	1.67	0.33	2.00	As above.
A3 Colour	1.50	0.30	1.80	2.50	0.50	3.00	As above.
Local Land Charges							
Official Searches							
LLC1 only	37.00	0.00	37.00	40.00	0.00	40.00	The charges will need to be set across the three partner authorities.
LLC1 only - additional parcel	11.00	0.00	11.00	11.00	0.00	11.00	As above.
Con 29	99.00	19.80	118.80	100.00	20.00	120.00	As above.
Con 29 - additional parcel	16.00	3.20	19.20	17.50	3.50	21.00	As above.

Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Standard search (LLC1 & Con29)	136.00	19.80*	155.80	140.00	20.00*	160.00	As above.
Standard search (LLC1 & Con29) - additional parcel	27.00	3.20*	30.20	28.50	3.50*	32.00	As above.
Part II enquiry - Con29 questions 4-21	11.00	2.20	13.20	12.50	2.50	15.00	As above.
Part II enquiry - Con29 question 22	25.00	5.00	30.00	25.00	5.00	30.00	As above.
Additional questions	19.00	3.80	22.80	19.00	3.80	22.80	As above.
*VAT applicable only to the Con29 part of the charge.							
Personal Searches							
Enhanced Personal Search	N/A	N/A	N/A	15.00	0.00	15.00	There is a statutory requirement to have the Local Land Charges Register available for a public inspection and this will be available from April 2020. Once the register is available for public inspection, we can provide an 'enhanced service' where the Local Land Charges Register is searched on behalf of the customer and a tailored report is created and emailed to the customer at a small cost.
1.1 (a-l) (Planning)	6.00	1.20	7.20	6.00	1.20	7.20	No change.

Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
1.1 (J, K, L) (Building Regulations)	5.00	1.00	6.00	6.00	1.20	7.20	Above inflation increase to cover additional costs and lower volume of searches received.
2.1 (b-d)	5.00	1.00	6.00	5.00	1.00	6.00	No change.
3.1 Land for public purpose	3.00	0.60	3.60	3.00	0.60	3.60	No change.
3.3 Drainage matters	3.00	0.60	3.60	3.00	0.60	3.60	No change.
3.5 Railway schemes	3.00	0.60	3.60	3.00	0.60	3.60	No change.
3.7 Outstanding Notices	10.00	2.00	12.00	10.00	2.00	12.00	No change.
3.8 Building Regulations Contravention	3.00	0.60	3.60	3.00	0.60	3.60	No change.
3.9 Enforcement	5.00	1.00	6.00	6.00	1.20	7.20	Above inflation increase to cover additional costs and lower volume of searches received.
3.10 CILs	3.00	0.60	3.60	4.00	0.80	4.80	As above.
3.12 Compulsory purchase	3.00	0.60	3.60	3.00	0.60	3.60	No change.
3.13b Contaminated land	3.00	0.60	3.60	3.00	0.60	3.60	No change.
3.13c Contaminated land	3.00	0.60	3.60	3.00	0.60	3.60	No change.

Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Commissioning, Environment and Leisure (M Cassell)							
Car Parks and Season Tickets							
All Swale Borough Council car parks are free to use between 6pm and 8am Monday to Sunday							
Short Stay Covering							
Faversham: Central car park (season tickets for business only), Institute Road car park (no season tickets)							
Sittingbourne: Albany Road, Central Avenue, Crown Quay Lane, The Forum, The Swallows, Swale House (weekends only), The Forum (business only), Station Street (up to 2 hours only).							
Sheerness (no season tickets): Rose Street (including land adjacent to Wood Street), Trinity Place, Beachfields							
Up to 30 minutes	0.42	0.08	0.50	0.42	0.08	0.50	No change proposed.
Up to 1 hour	0.83	0.17	1.00	0.83	0.17	1.00	As above.
Up to 2 hours	1.67	0.33	2.00	1.67	0.33	2.00	As above.
Up to 4 hours	3.33	0.67	4.00	3.33	0.67	4.00	As above.
Season per quarter (for business only Central car park, Faversham/ Forum, Sittingbourne)	195.83	39.17	235.00	195.83	39.17	235.00	As above.
Electric vehicle parking/charging tariff per hour	N/A	N/A	N/A	0.83	0.17	1.00	New EV unit tariff.

Proposed fees and charges for 2020/21 set by the Council

<i>Bourne Place Multi-Storey Car Park</i>							
The charge is for ALL parking bays including disabled and parent/child bays							
No season tickets will be permitted in this car park							
Patrons of Light Cinema will have free parking all day on Sundays							
Charges apply from date of opening							
Up to 30 minutes	0.42	0.08	0.50	0.42	0.08	0.50	No change proposed.
Up to 1 hour	0.83	0.17	1.00	0.83	0.17	1.00	As above.
Up to 2 hours	1.67	0.33	2.00	1.67	0.33	2.00	As above.
Up to 3 hours	2.50	0.50	3.00	2.50	0.50	3.00	As above.
Up to 4 hours	3.33	0.67	4.00	3.33	0.67	4.00	As above.
Up to 5 hours	4.17	0.83	5.00	4.17	0.83	5.00	As above.
Up to a maximum of 6 hours	5.00	1.00	6.00	5.00	1.00	6.00	As above.
Over 6 hours (within 24 hour period)	12.50	2.50	15.00	12.50	2.50	15.00	As above.
<i>Travelodge</i> (preferential rate for hotel guests (for 24 hours))	2.50	0.50	3.00	2.50	0.50	3.00	As above.
<i>Long Stay Covering</i>							
Faversham: Partridge Lane, Queens Hall							
Sittingbourne: Spring Street, St Michael's Road, Bell Road							
Sheerness: Albion Place, Beach Street, Bridge Road, Cross Street, Trinity Road							
Up to 30 minutes	0.42	0.08	0.50	0.42	0.08	0.50	No change proposed.
Up to 1 hour	0.83	0.17	1.00	0.83	0.17	1.00	As above.

Proposed fees and charges for 2020/21 set by the Council

Up to 2 hours	1.67	0.33	2.00	1.67	0.33	2.00	As above.
Up to 4 hours	3.33	0.67	4.00	3.33	0.67	4.00	As above.
Over 4 hours	4.17	0.83	5.00	4.17	0.83	5.00	As above.
Season per month (long stay car park)	73.33	14.67	88.00	73.33	14.67	88.00	As above.
Season per quarter (long stay car park)	195.83	39.17	235.00	195.83	39.17	235.00	As above.
Long Stay Covering							
Sittingbourne: Cockleshell Walk							
Up to 30 minutes	0.42	0.08	0.50	0.42	0.08	0.50	No change proposed.
Up to 1 hour	0.83	0.17	1.00	0.83	0.17	1.00	As above.
Up to 2 hours	1.67	0.33	2.00	1.67	0.33	2.00	As above.
Up to 4 hours	2.50	0.50	3.00	2.50	0.50	3.00	As above.
Over 4 hours	3.33	0.67	4.00	3.33	0.67	4.00	As above.
Season per month (long stay car park)	73.33	14.67	88.00	73.33	14.67	88.00	As above.
Season per quarter (long stay car park)	195.83	39.17	235.00	195.83	39.17	235.00	As above.
Leysdown: Promenade (seasonal) (all day between 1 March and 31 October)							
Up to 4 hours	1.75	0.35	2.10	1.75	0.35	2.10	As above.
All day	2.83	0.57	3.40	2.83	0.57	3.40	As above.
Motorcycles	0.00	0.00	0.00	0.00	0.00	0.00	As above.

Proposed fees and charges for 2020/21 set by the Council

Season tickets (to be used at any long stay car park throughout the Borough)							
Season per quarter	208.33	41.67	250.00	208.33	41.67	250.00	As above.
Replacement for lost, stolen or destroyed season tickets	8.34	1.67	10.00	8.34	1.66	10.00	Charge applied in previous years now record separately as VAT applied.
All pay and display car parks – closure of parking bays through events or other activities	Price on application dependent on car park location, type of event (commercial – enthusiast – voluntary/ community) and local impact		Price on application dependent on car park location, type of event (commercial – enthusiast – voluntary/community) and local impact				No change proposed.
Residents Only Parking Permits (off street) (5pm-9am evenings, weekends and bank holidays)							
Faversham: Central car park (residents of Cross Lane and Bank Street), Queens Hall (residents of Victoria Place and Dorset Place) Sheerness: Albion Place (residents of Harris Road, Portland Terrace and Albion Place), Cross Street (Sheerness town centre residents), Trinity Road (residents of Trinity Road only)							
Per quarter	17.08	3.42	20.50	17.08	3.42	20.50	No change proposed.
Sheerness: Delamark Road car park (residents only)							
Per quarter	12.92	2.58	15.50	12.92	2.58	15.50	No change proposed.
Residents' Parking Permits (on street)							
Per annum	45.00	0.00	45.00	45.00	0.00	45.00	No change proposed.
Visitors permit book (10 days)	11.00	0.00	11.00	11.00	0.00	11.00	As above.
Visitors parking permits (per day)	1.10	0.00	1.10	1.10	0.00	1.10	As above.
Hourly scratchcards (per hour)	1.10	0.00	1.10	1.10	0.00	1.10	As above.

Proposed fees and charges for 2020/21 set by the Council

Hourly scratchcards (per book of 10 hours)	10.00	0.00	10.00	10.00	0.00	10.00	As above.
Business per annum	45.00	0.00	45.00	45.00	0.00	45.00	As above.
Nativity Close (exemption permit concession admin fee)	30.00	0.00	30.00	30.00	0.00	30.00	No change proposed/charge applied to new resident applications.
Residents/Business/Exemption permit concessions. Replacement permit for lost, stolen or destroyed permits	10.00	0.00	10.00	10.00	0.00	10.00	No change proposed.
Dispensation / Waivers							
Maximum 1 day	11.00	0.00	11.00	11.00	0.00	11.00	No change proposed.
Maximum 1 week	33.00	0.00	33.00	33.00	0.00	33.00	As above.
Maximum 3 months	55.00	0.00	55.00	55.00	0.00	55.00	As above.
Suspension admin fee	70.00	0.00	70.00	70.00	0.00	70.00	As above.
Outdoor Fitness Licence Fees (per annum)							
Once a week (1-4 people)	0.00	0.00	0.00	0.00	0.00	0.00	Delete from fees and charges given priority of health & wellbeing and desire to encourage physical activity in the community.
Once a week (5-15 people)	155.00	0.00	155.00	0.00	0.00	0.00	As above.
2-4 times a week (5-15 people)	310.00	0.00	310.00	0.00	0.00	0.00	As above.
5+ times a week (5-15 people)	515.00	0.00	515.00	0.00	0.00	0.00	As above.
Once a week (16-35)	360.00	0.00	360.00	0.00	0.00	0.00	As above.
2-4 times a week (16-35 people)	620.00	0.00	620.00	0.00	0.00	0.00	As above.

Proposed fees and charges for 2020/21 set by the Council

5+ times a week (16-35 people)	1,030.00	0.00	1,030.00	0.00	0.00	0.00	As above.
Sports Facilities							
<i>With changing facilities and showers</i>							
- Senior	61.42	12.28	73.70	62.58	12.52	75.10	Added 1.9% inflation – generally Swale fees are slightly cheaper than surrounding authorities reflecting the generally limited changing provision available and desire to encourage youth participation.
- Under 18s	20.50	4.10	24.60	20.92	4.18	25.10	As above.
- Under 16s & mini soccer	15.33	3.07	18.40	15.67	3.13	18.80	As above.
<i>With changing facilities only</i>							
- Senior	51.17	10.23	61.40	52.17	10.43	62.60	As above.
- Under 18s	17.08	3.42	20.50	17.42	3.48	20.90	As above.
- Under 16s & mini soccer	14.50	2.90	17.40	14.75	2.95	17.70	As above.
<i>With no facilities</i>							
- Senior	35.00	7.00	42.00	35.67	7.13	42.80	As above.
- Under 18s	15.33	3.07	18.40	15.58	3.12	18.70	As above.
- Under 16s & mini soccer	9.42	1.88	11.30	9.58	1.92	11.50	As above.
Block bookings of 10 or more series of lets is VAT exempt. Varies based on prices above minus VAT.							
Allotments							
Plots of 10 rods & pro rata	43.00	0.00	43.00	43.80	0.00	43.80	Added 1.9% inflation.

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Plots of 10 rods & pro rata (OAPs/Disabled)	21.50	0.00	21.50	21.90	0.00	21.90	As above.
King George's Pavilion							
Main hall/tea room (hourly rate) (minimum hire 1 hour)							
Mon-Sun (9am-midnight)	10.00	0.00	10.00	10.00	0.00	10.00	Last reviewed and fees reduced in 2016/17 to increase demand and make more competitive with similar local halls. Research confirms rate are still equitable.
Playgroups (per morning)	25.00	0.00	25.00	25.00	0.00	25.00	As above.
Tea room – for children's parties only (per hour) minimum 1 hour hire	8.00	0.00	8.00	8.00	0.00	8.00	As above.
Caretaking services – set up and clear away: standard tables and/or chairs	6.00	0.00	6.00	6.00	0.00	6.00	As above.
Refundable deposits	150.00	0.00	150.00	150.00	0.00	150.00	As above.
Bank Holidays, New Year's Eve	Double the standard rate			Double the standard rate			As above.
Cemeteries Burial Fees							
<i>Exclusive Right of Burial, Interment, Memorial & Re-inscription Permits</i>							
1 st Burial Sittingbourne, Faversham & Murston	1,933.00	0.00	1,933.00	1,970.00	0.00	1,970.00	Added 1.9% inflation.
1 st Burial Sheppey	1,773.00	0.00	1,773.00	1,807.00	0.00	1,807.00	As above.
1 st Burial if no use of previously purchased grave Sittingbourne, Faversham & Murston	963.00	0.00	963.00	981.00	0.00	981.00	As above.

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1 st Burial if no use of previously purchased grave Sheppey	796.00	0.00	796.00	811.00	0.00	811.00	As above.
2 nd Burial Sittingbourne, Faversham & Murston	796.00	0.00	796.00	811.00	0.00	811.00	As above.
2 nd Burial Sheppey	658.00	0.00	658.00	671.00	0.00	671.00	As above.
3 rd Burial Sittingbourne, Faversham & Murston	658.00	0.00	658.00	671.00	0.00	671.00	As above.
Cremated Remains							
<i>(includes Exclusive Rights to Burial, Interment, Memorial & Re-inscription Permit)</i>							
1 st Burial	594.00	0.00	594.00	621.00	0.00	621.00	As above.
1 st Burial (where no use has been made of previously purchased grave)	216.00	0.00	216.00	225.00	0.00	225.00	As above.
2 nd Burial	216.00	0.00	216.00	225.00	0.00	225.00	As above.
3 rd Burial	216.00	0.00	216.00	225.00	0.00	225.00	As above.
4 th Burial	216.00	0.00	216.00	225.00	0.00	225.00	As above.
Burial of loose ashes	100.00	0.00	100.00	105.00	0.00	105.00	As above.
Child Burial							
Under 18 years of age	0.00	0.00	0.00	0.00	0.00	0.00*	No change.
*Subject to the criteria of the Children's Funeral Fund for England							
Ancillary Services							
Issue of letter of confirmation where deed is lost	62.00	0.00	62.00	63.00	0.00	63.00	Added 1.9% inflation.

Proposed fees and charges for 2020/21 set by the Council

Use of chapel in Sittingbourne	87.00	0.00	87.00	89.00	0.00	89.00	As above.
Use of chapel in Faversham	118.00	0.00	118.00	120.00	0.00	120.00	As above.
Planted grave (per annum)	118.00	0.00	118.00	120.00	0.00	120.00	As above.
Turfed grave	At cost			At cost			
Transfer of deed ownership	62.00	0.00	62.00	63.00	0.00	63.00	As above.
Record search & certificate (each grave)	31.00	0.00	31.00	32.00	0.00	32.00	As above.
Extra cost of large coffin or casket (measuring 30 inches or more)	160.00	0.00	160.00	163.00	0.00	163.00	As above.
Exhumation of coffin	1,600.00	0.00	1,600.00	1,630.00	0.00	1,630.00	As above.
Exhumation of cremated remains	297.00	0.00	297.00	303.00	0.00	303.00	As above.
Other services (vatable)	At cost			At cost			
Non-residents of Swale (not living in Swale at time of death or have not been a resident of Swale for at least 15 consecutive years) required to pay double the costs set out above (except child burials)							
Seafront Memorial Bench							
Memorial bench with basic installation	640.00	128.00	768.00	652.17	130.43	782.60	1.9% Inflationary increase.
Memorial bench with concrete installation	810.67	162.13	972.80	826.08	165.22	991.30	As above.
Travelling Fairs and Fetes							
Pitch premium for days open to the public only (per day)	900.00	0.00	900.00	900.00	0.00	900.00	This is competitive when compared to other authorities.

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<i>Use of Council Land – Travelling Fairs</i>							
On site fee payable whether or not open to the public (including arrival and departure days)	57.30	0.00	57.30	57.30	0.00	57.30	This is competitive when compared to other authorities.
Refundable deposit	600.00	0.00	600.00	600.00	0.00	600.00	As above.
<i>Use of Council Land – Fetes</i>							
Fetes	51.20	0.00	51.20	0.00	0.00	0.00	Delete fee for community/charity use to maintain animation/use of Council owned open space by community groups etc.
Refundable deposit	62.00	0.00	62.00	0.00	0.00	0.00	As above.
<i>Use of Council Land – Travelling Shows</i>							
On site fee for days open to the public	N/A	N/A	N/A	200.00	0.00	200.00	New fee proposed for travelling shows such as circuses where there is a fixed income possible limited by the number of seats in arena. Based on research with operators.
On site fee payable when not open to the public (including arrival and departure days)	N/A	N/A	N/A	57.30	0.00	57.30	As above.
Refundable deposit	N/A	N/A	N/A	600.00	0.00	600.00	As above.
<i>Use of Council Land – Events</i>							
On site fee for small commercial events – day usage of open space	N/A	N/A	N/A	200.00	0.00	200.00	New fee proposed for small commercial events/activities.
On site fee for large commercial events – day usage of open space	N/A	N/A	N/A	Price on Application			New fee proposed for large commercial events/activities.

Proposed fees and charges for 2020/21 set by the Council

On site fee for enthusiast event – day usage of open space	N/A	N/A	N/A	100.00	0.00	100.00	New fee proposed for 'enthusiast' events/activities based upon 50% of main commercial fee. This type of event covers specialist interest subjects such as motor vehicles, re-enactments or specialist sports events. This event will typically have a mix of community elements and commercial activity and will generate some commercial opportunities which people are either paid for or generate income for the organisers e.g. Sponsorship.
On site fee for community/voluntary event – day usage of open space	N/A	N/A	N/A	0.00	0.00	0.00	New fee for community or volunteer events/activities based upon 100% reduction of main fee. An event organised by a not-for-profit organisation that directly benefits the residents and visitors to the Borough and do not provide significant advertising or other commercial benefit to the organisers or other commercial operators. There is no principal entrance fee and pitch fees are not charged. This includes village fetes, carnivals, community sports events, holiday celebrations.
Refundable deposit	N/A	N/A	N/A	200.00	0.00	200.00	New deposit fee proposed for large and small commercial events/activities.

Proposed fees and charges for 2020/21 set by the Council

Beach Hut Charges							
Locations now at Minster Leas and Leysdown							
Ground rental – beach hut owned	395.00	0.00	395.00	402.50	0.00	402.50	1.9% inflation.
Annual rental	1,055.00	211.00	1,266.00	1,075.00	215.00	1,290.00	As above.
Refundable keys deposit	25.00	0.00	25.00	25.00	0.00	25.00	No increase.
Transfer of beach hut licence	N/A		A fee of three times the annual rent or 10% of the sale of value whichever is greatest				This fee has been levied in the past and is included in beach hut licences but has not been shown in fees and charges. The seller sets the price they want, the hut is offered to the waiting list as per standard procedures in allocating huts. SBC incur costs through allocating and changing licences and additional income allows investment into improved facilities.
Purchase of beach hut	Market price		Market price				No change.
Access Over Open Space Licence							
Used for residential properties requiring access over our land to undertake works/deliveries etc.							
Standard fee	65.00	0.00	65.00	65.00	0.00	65.00	Administration and repairs fee. No need to change, balanced upon covering costs and not making onerous for residents.

Proposed fees and charges for 2020/21 set by the Council

Traffic Regulation Order Applications							
<i>On application (yellow lines and changes to existing orders)</i>							
Small (1-30 consultations)	1,000.00	0.00	1,000.00	1,000.00	0.00	1,000.00	No proposed changes – fees still consistently competitive to KCC charges.
Medium (31-50 consultations)	1,200.00	0.00	1,200.00	1,200.00	0.00	1,200.00	As above.
Large (50+ consultations)	1,500.00	0.00	1,500.00	1,500.00	0.00	1,500.00	As above.
<i>On application (loading bays, single bays)</i>							
Small (1-30 consultations)	500.00	0.00	500.00	500.00	0.00	500.00	As above.
Medium (31-50 consultations)	750.00	0.00	750.00	750.00	0.00	750.00	As above.
Large (50+ consultations)	1,000.00	0.00	1,000.00	1,000.00	0.00	1,000.00	As above.
<i>No objections received (yellow lines and changes to existing orders)</i>							
All size consultations	500.00	0.00	500.00	500.00	0.00	500.00	As above.
<i>No objections received (loading bays, single bays)</i>							
All size consultations	250.00	0.00	250.00	250.00	0.00	250.00	As above.
<i>Objections received (Joint Transportation Board report)</i>							
All size consultations	250.00	0.00	250.00	250.00	0.00	250.00	As above.
<i>Progress/implement scheme (yellow lines and changes to existing orders)</i>							
Small (1-30 consultations)	500.00	0.00	500.00	500.00	0.00	500.00	As above.
Medium (31-50 consultations)	600.00	0.00	600.00	600.00	0.00	600.00	As above.
Large (50+ consultations)	700.00	0.00	700.00	700.00	0.00	700.00	As above.

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Progress/implement scheme (loading bays, single bays)							
Small (1-30 consultations)	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Medium (31-50 consultations)	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Large (50+ consultations)	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Inclusion of new or amended waiting restrictions into Traffic Regulation Order	N/A	N/A	N/A	1,000.00	0.00	1,000.00	Proposed cost of adding new or amended waiting restrictions into Traffic Regulation Order which is already in progress, and therefore costs to SBC are minimal.
White Bar Markings							
Installation of new white bar marking across vehicle crossing	N/A	N/A	N/A	125.00	25.00	150.00	Proposed new service as KCC no longer provide.
Re-painting existing white bar marking across vehicle crossing	N/A	N/A	N/A	104.17	20.83	125.00	As above.
Harbour Mooring Fees							
Faversham Town Quay per night	7.50	1.50	9.00	7.50	1.50	9.00	Market demands show no evidence to justify increasing this fee.

Proposed fees and charges for 2020/21 set by the Council

Garden Waste Subscription (brown bins – domestic)							
Fortnightly collection of garden waste including hire of bin Per annum	37.00	0.00	37.00	37.00	0.00	37.00	Price held to continue increased subscriptions which helps to improve recycling rate in the Borough. NOTE: Removing existing text of 26 collections guarantee to allow for 2-week suspension of garden waste collections over Christmas to allow better catch-up on other collections. This policy brings us in line with our Mid Kent Waste Partners. Also allows for suspension due to inclement weather conditions.
Bulky Waste Collections							
Charge covers up to 4 bulky items. If fridge/fridge-freezer, charge covers only one item, but any size	25.00	0.00	25.00	25.00	0.00	25.00	Left same to encourage correct disposal of resident items and reduce fly tipping.
Wheeled Bins							
Wheeled bins 140 litre	38.90	0.00	38.90	39.60	0.00	39.60	Inflationary increase.
Wheeled bins 180 litre	44.00	0.00	44.00	44.80	0.00	44.80	As above.
Wheeled bins 240 litre	44.00	0.00	44.00	44.80	0.00	44.80	As above.
Wheeled bins 1,100 litre	435.00	0.00	435.00	435.00	0.00	435.00	No increase. Already prices competitively.
Lid in lid 140 litre food waste bin	76.80	0.00	76.80	78.20	0.00	78.20	Inflationary increase.
Food waste container 23 litre	10.00	0.00	10.00	10.40	0.00	10.40	As above.
Kitchen caddy 5 litre	5.00	0.00	5.00	5.20	0.00	5.20	As above.

Proposed fees and charges for 2020/21 set by the Council

Note: Wheeled bins are non-vatable when supplied directly to a householder for domestic/household waste collection.							
Additional Litter Bins (each)							
Wybone 145 litre galvanised	256.00	51.20	307.20	260.83	52.17	313.00	As above.
Bin Store Clearance							
Per occasion	102.42	20.48	122.90	125.00	0.00	125.00	Inflation – amended as VAT status changed.
Wheeled Bins for Community Events							
Provision of wheeled bins for events (cost per occasion) – delivery/collection charge	80.92	16.18	97.10	82.50	16.50	99.00	Inflationary increase.
Wheeled bin hire (cost per bin)	10.25	2.05	12.30	10.42	2.08	12.50	As above.
Servicing of bins during event	Price on application			Price on application			
Radar Key for Disabled Toilets							
Fee	3.00	0.00	3.00	3.00	0.00	3.00	Stay same.
Street Naming & Numbering							
Changing or requesting new property	64.80	0.00	64.80	66.40	0.00	66.40	Currently competitive pricing so inflationary increase only. Policy will be reviewed through 2020.
New street name	108.00	0.00	108.00	110.60	0.00	110.60	As above.
New street developments (4 or more properties/units) per property/unit with minimum charge of £180	44.20	0.00	44.20	44.20	0.00	44.20	As above.

Proposed fees and charges for 2020/21 set by the Council

Provision of historical information relating to street naming & numbering	27.60	0.00	27.60	27.60	0.00	27.60	As above.
Changing street name	664.50	0.00	664.50	664.50	0.00	664.50	As above.
Environmental – Fixed Penalty Notices (FPN)							
Fly tipping	400.00 ¹	0.00	400.00 ¹	400.00¹	0.00	400.00¹	Held as per legislation requirements and previous Cabinet decisions on fee.
Householders duty of care – lack of care in disposal of waste	N/A	N/A	N/A	400.00¹	0.00	400.00¹	As above.
Abandoning a vehicle	120.00	0.00	120.00	200.00	0.00	200.00	As above.
Smoking in an enclosed vehicle carrying a juvenile	50.00	0.00	50.00	50.00	0.00	50.00	As above.
Refuse left out inappropriately	80.00	0.00	80.00	80.00	0.00	80.00	As above.
Littering and graffiti	150.00	0.00	150.00	150.00	0.00	150.00	As above.
Dog fouling and other dog control orders	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Fly posting	150.00	0.00	150.00	150.00	0.00	150.00	As above.
Waste carrier offences	300.00	0.00	300.00	300.00	0.00	300.00	As above.
Smoking in a smoke free premises or vehicle	50.00 ²	0.00	50.00 ²	50.00²	0.00	50.00²	As above.
Failure to display no smoking signs in smoke free premises or vehicle	200.00 ³	0.00	200.00 ³	200.00³	0.00	200.00³	As above.
Failure to comply with a Community Protection Notice	100.00	0.00	100.00	100.00	0.00	100.00	As above.

Proposed fees and charges for 2020/21 set by the Council

Breach of any Public Space Protection Orders (PSPOs)	100.00	0.00	100.00	100.00	0.00	100.00	As above.
¹ Reduced to £300.00 if paid in full within 10 days ² Reduced to £30.00 if paid within 15 days ³ Reduced to £150.00 if paid within 15 days							¹ Legislative correction amending reduced payment option from 7 days to 10 days.
Animal Welfare Licensing							
<p>The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 came into force on 1 October 2018. This legislation introduced a new risk based scoring regime for licensing animal establishments. The new scheme is accompanied by a new charging system based upon a star rating. National guidance from DEFRA has only recently been published which has made the timescales challenging for local authorities to introduce the appropriate fees and charges for these activities for the implementation date of 1 October 2018. Charges have been calculated using the Local Government Association guidance document on locally set licence fees ('Open for Business'). Dangerous Wild Animals and Zoo Licences have been tweaked to reflect estimated costs.</p>							<p>These fees and charges were introduced in late 2018 based upon limited guidance from DEFRA. As these fees and charges were only recently introduced the only recommendations to amend them are where the process has been amended and consequently the costs of delivering the licence have changed.</p>
<p>Part A - Covers the application and authorisation process. Part B - Is the cost for administering and enforcing the legislative framework.</p>							
Boarding in Kennels for Dogs, Boarding for Cats, Day Care for Dogs, Home Boarding for Dogs, Breeding Dogs and Selling Animals as Pets							
(This fee applies to both arranging the provision of accommodation for other people's dogs and/or host families where dogs are boarded within the Borough.)							
Part A	211.00 ¹	0.00	211.00 ¹	211.00¹	0.00	211.00¹	As above.
Part B	169.00	0.00	169.00	169.00	0.00	169.00	As above.
1 Star and 2 Star establishments - 1 year licence							

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3 Star and 4 Star establishments - 2 year licence	282.00	0.00	282.00	282.00	0.00	282.00	As above.
5 Star establishments - 3 year licence	395.00	0.00	395.00	395.00	0.00	395.00	As above.
Hiring of Horses							
Part A	211.00 ²	0.00	211.00 ²	211.00¹	0.00	211.00¹	NB. Some footnotes have been amended.
Part B 1 Star and 2 Star establishments - 1 year licence	133.00 ³	0.00	133.00 ³	169.00³	0.00	169.00³	These fees have been amended to reflect the same costs as other similar licences as the administration process and resource implications are confirmed as the same as for the other licences.
3 Star and 4 Star establishments - 2 year licence	266.00 ³	0.00	266.00 ³	282.00²	0.00	282.00²	As above.
5 Star establishments - 3 year licence	399.00 ³	0.00	399.00 ³	395.00²	0.00	395.00²	As above.
Keeping or Training Animals for Exhibition							
Part A For a 3 year licence	282.00 ¹	0.00	282.00 ¹	211.00¹	0.00	211.00¹	These fees have been amended to reflect the same costs as other similar licences as the administration process and resource implications are confirmed as the same as for the other licences. Some costs which were under Part A have now been moved to Part B.

Proposed fees and charges for 2020/21 set by the Council

Part B For a 3 year licence	236.00 ⁴	0.00	236.00 ⁴	395.00³	0.00	395.00³	As above.
Dangerous Wild Animal Licence							
Part A For a 2 year licence	225.00 ¹	0.00	225.00 ¹	211.00¹	0.00	211.00¹	These fees have been amended to reflect the same costs as other similar licences as the administration process and resource implications are confirmed as the same as for the other licences.
Part B For a 2 year licence	125.00	0.00	125.00	282.00³	0.00	282.00³	As above.
Zoo Licence (Please discuss your application with the Animal Control Officer prior to applying for a licence.)							
Part A For a 4 year licence	N/A	N/A	N/A	950.00²	0.00	950.00²	Swale currently does not have any zoo licences, but this cost has been calculated based upon anticipated costs incurred (and it is not dissimilar to other local authorities who publish a fee).
Part B For a 4 year licence	N/A	N/A	N/A	525.00³	0.00	525.00³	As above.
¹ Plus vet fees based upon an hourly rate (including travel time) ² Plus vet fees for an initial inspection based upon an hourly rate (including travel time) ³ Plus annual vet fees based upon an hourly rate (including travel time)							

Proposed fees and charges for 2020/21 set by the Council

Other Charges							
Licence renewals	Charged at the same rate as new applications			Charged at the same rate as new applications			No change.
Request for re-inspection (for all licences) (plus vet fees if applicable)	71.00	0.00	71.00	90.00	0.00	90.00	Now the process is in operation we have recognised that more administration is required than originally anticipated and the amendment brings it in line with a 'request for a variation' charge where similar resources are required.
Requests for Variations							
Administration amendment only	34.00	0.00	34.00	34.00	0.00	34.00	No change.
Inspector visit (if required) (additional to administration charge)	56.00	0.00	56.00	56.00	0.00	56.00	As above.
Vet fees	Will be recharged based upon an hourly rate plus travel time			Will be recharged based upon an hourly rate plus travel time			As above.
Stray Dog Collection							
Statutory collection charge element	25.00	0.00	25.00	25.00	0.00	25.00	As above.
Administration fee element for collection/ returned stray dogs	30.00	0.00	30.00	30.00	0.00	30.00	As above.
Out of hours administration fee or collection/returned stray dogs	40.00	0.00	40.00	40.00	0.00	40.00	As above.
Transport fee for returning dog to owner	25.00	0.00	25.00	25.00	0.00	25.00	As above.

Proposed fees and charges for 2020/21 set by the Council

Pest Control							
Rats (per visit) with a minimum of 2 visits required	24.17	4.83	29.00	24.17	4.83	29.00	No change. Set by contract.
Mice (per visit) with a minimum of 2 visits required	24.17	4.83	29.00	24.17	4.83	29.00	As above.
Wasps per nest	48.75	9.75	58.50	48.75	9.75	58.50	As above.
Wasps per additional nest	8.33	1.67	10.00	8.33	1.67	10.00	As above.
Fleas and other household pests (up to 6 rooms)	58.33	11.67	70.00	58.33	11.67	70.00	As above.
Each additional room (up to 4)	8.33	1.67	10.00	8.33	1.67	10.00	As above.
Cockroaches in domestic premises (up to 6 rooms)	58.33	11.67	70.00	58.33	11.67	70.00	As above.
Each additional room (up to 4)	8.33	1.67	10.00	8.33	1.67	10.00	As above.
Ants, insects etc.	25.00	5.00	30.00	25.00	5.00	30.00	As above.
Bed bugs (up to 4 bedroom house). Anything larger will require a survey	233.33	46.67	280.00	233.33	46.67	280.00	As above.
Hourly charge for treatments carried out on industrial and commercial properties (hourly rate)	To be quoted by contractors (Goodwin Pest Management) on a job by job basis so as to remain competitive		To be quoted by contractors (Goodwin Pest Management) on a job by job basis so as to remain competitive				As above.
For treatments outside of normal office hours (hourly rate)	As above		As above				As above.

Proposed fees and charges for 2020/21 set by the Council

Woodworm, birds, deathwatch beetle, foxes, moles & squirrels	Price on application (surveys required)	Price on application (surveys required)	As above.

Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Environmental Health (T Beattie)							
Food Export Certificate							
For existing or repeat businesses in Swale	120.00	0.00	120.00	120.00	0.00	120.00	A review of this charge was made in 2019/20 to cover the cost of officer time in this discretionary fee. With the continued uncertainty over No Deal Brexit for businesses it was considered prudent to remain at 2019/20 charge level.
For new businesses applying for export certificates	250.00	0.00	250.00	250.00	0.00	250.00	As before.
Admin charge for changes to certificate	25.00	0.00	25.00	25.00	0.00	25.00	As before.
Food in transit	30.00	0.00	30.00	30.00	0.00	30.00	As before.
Voluntary Surrender of Food							
Charge for food unfit for human consumption or unsuitable for sale	200.00	0.00	200.00	204.00	0.00	204.00	The charge is provided for businesses where their insurers request a certificate to confirm the condition of the food before destruction of the food.

Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Chartered Institute of Environmental Health (CIEH) Level 2 Award Training in Food Safety in Catering							
Fee charged to food handlers for training in food hygiene	65.00	0.00	65.00	65.00	0.00	65.00	No increase in charge given the competition from on line courses.
Gain & Maintain a 5* and Food Allergens							
A course for Food Business Operators to improve FHRS and awareness of food allergens	N/A	N/A	N/A	25.00	5.00	30.00	New training course currently in trial with Trading Standards Officers in Maidstone and Tunbridge Wells to be introduced in 2020/21.
Food Hygiene Rating Scheme							
Fee to food businesses for re-inspection and re-scoring	160.00	0.00	160.00	163.00	0.00	163.00	1.9% inflation.
Registration Fee under the Local Government (Miscellaneous Provision) Act							
(Relates to establishments offering cosmetic piercing, electrolysis, tattooing or acupuncture)							
Standard fee	313.00	0.00	313.00	319.00	0.00	319.00	1.9% inflation.
Supplementary treatment registration fee (for additional beauty treatment registration inspection either at or after initial registration)	53.00	0.00	53.00	54.00	0.00	54.00	As above.

Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Tattoo and Beauty Treatment Events (falling within the Local Government (Miscellaneous Provisions) Act)	N/A	N/A	N/A	200.00	0.00	200.00	Events held for the public where various tattoo artists demonstrate their skills and sell services to the public
Tattoo and Beauty Treatment Event charge for Artists (new artist registrations)	N/A	N/A	N/A	25.00	0.00	25.00	Any individual artist registering at the event must be registered with the local authority.
Requests for Environmental Information (e.g. contaminated land)							
Charge per hour	20.00	5.00	25.00	20.83	4.17	25.00	This is the agreed fee for Mid Kent EH Contaminated Land and Env Information Regs requests.
Charges for photocopying apply at 10p per page plus postage							

Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Resources							
(D Fackrell)							
Taxi Licensing							
Vehicle licence for 1 year	290.00	0.00	290.00	290.00	0.00	290.00	This fee rate came into effect in June 2017 following an extensive review. It is therefore not felt to be necessary to increase these charges for 2020/21.
Private Hire operator licence valid for 5 years	430.00	0.00	430.00	430.00	0.00	430.00	As above.
Licence and plate for temporary hire vehicle	40.00	0.00	40.00	40.00	0.00	40.00	As above.
Knowledge test – initial	25.00	0.00	25.00	25.00	0.00	25.00	As above.
Knowledge test – re-sit	25.00	0.00	25.00	25.00	0.00	25.00	As above.
Dual / Private Hire Drivers Badge for 1 year (for medical or over 70 years of age)	50.00	0.00	50.00	50.00	0.00	50.00	As above.
Upgrade Private Hire Drivers Badge to a Dual Badge	35.00	0.00	35.00	35.00	0.00	35.00	As above.
Dual / Private Hire Drivers Badge for 3 years	150.00	0.00	150.00	150.00	0.00	150.00	As above.
Non-refundable plate fee (plate number only issued once)	50.00	0.00	50.00	50.00	0.00	50.00	As above.

Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Replacement plate	15.00	0.00	15.00	15.00	0.00	15.00	As above.
Change of address	10.00	0.00	10.00	10.00	0.00	10.00	As above.
Change of ownership licensed vehicle	35.00	0.00	35.00	35.00	0.00	35.00	As above.
Dual / Private Hire Drivers badge replacement	10.00	0.00	10.00	10.00	0.00	10.00	As above.
Replacement paper licence certificate	10.00	0.00	10.00	10.00	0.00	10.00	As above.
Change of vehicle on an existing plate	N/A	N/A	N/A	80.00	0.00	80.00	As above.
Street Trading Licensing							
Annual consents (not events)	100.00	0.00	100.00	110.00	0.00	110.00	An above inflation increase is proposed as these fees have not been increased since at least 2013. The Street Trading Policy is currently being reviewed and the cost of producing these consents will be investigated as part of that review.
6 month consents (not events)	50.00	0.00	50.00	55.00	0.00	55.00	As above.
One off consent	30.00	0.00	30.00	35.00	0.00	35.00	As above.
Event Consents							
1-19 stalls	65.00	0.00	65.00	75.00	0.00	75.00	As above.

Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
20-49 stalls	130.00	0.00	130.00	145.00	0.00	145.00	As above.
50+ stalls	200.00	0.00	200.00	220.00	0.00	220.00	As above.
Gambling Licensing							
<i>New Applications/Applications for Provisional Statement</i>							
Small casino	8,000.00	0.00	8,000.00	8,000.00	0.00	8,000.00	Discretionary to a statutory maximum £8,000.
Large casino	10,000.00	0.00	10,000.00	10,000.00	0.00	10,000.00	Discretionary to a statutory maximum £10,000.
Bingo club	2,330.00	0.00	2,330.00	2,375.00	0.00	2,375.00	Discretionary to a Statutory Maximum £3,500.
Betting premises	2,320.00	0.00	2,320.00	2,365.00	0.00	2,365.00	Discretionary to a Statutory Maximum £3,000.
Tracks	1,820.00	0.00	1,820.00	1,855.00	0.00	1,855.00	Discretionary to a Statutory Maximum £2,500. 1.9% inflationary increase applied.
Family entertainment centres	1,820.00	0.00	1,820.00	1,855.00	0.00	1,855.00	Discretionary to a Statutory Maximum £2,000. 1.9% inflationary increase applied.
Adult gaming centre	2,000.00	0.00	2,000.00	2,000.00	0.00	2,000.00	Discretionary to a Statutory Maximum £2,000.

Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Temporary use notice	250.00	0.00	250.00	255.00	0.00	255.00	Discretionary to a Statutory Maximum £500. 1.9% inflationary increase applied.
<i>Licence Applications (Provisional Statement Holders)</i>							
Small casino	3,000.00	0.00	3,000.00	3,000.00	0.00	3,000.00	Discretionary to a statutory maximum £3,000.
Large casino	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00	Discretionary to a statutory maximum £5,000.
Bingo club	960.00	0.00	960.00	980.00	0.00	980.00	Discretionary to a Statutory Maximum £1,200. 1.9% inflationary increase applied.
Betting premises	960.00	0.00	960.00	980.00	0.00	980.00	Discretionary to a Statutory Maximum £1,200. 1.9% inflationary increase applied.
Tracks	950.00	0.00	950.00	950.00	0.00	950.00	Discretionary to a Statutory Maximum £950.
Family entertainment centre	800.00	0.00	800.00	815.00	0.00	815.00	Discretionary to a Statutory Maximum £950. 1.9% inflationary increase applied.
Adult gaming centre	1,200.00	0.00	1,200.00	1,200.00	0.00	1,200.00	Discretionary to a Statutory Maximum £1,200.

Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Annual Fee							
Small casino	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00	Discretionary to a statutory maximum £5,000.
Large casino	10,000.00	0.00	10,000.00	10,000.00	0.00	10,000.00	Discretionary to a statutory maximum £10,000.
Bingo club	720.00	0.00	720.00	735.00	0.00	735.00	Discretionary to a Statutory Maximum £1,000. 1.9% inflationary increase applied.
Betting premises	475.00	0.00	475.00	485.00	0.00	485.00	Discretionary to a Statutory Maximum £600. 1.9% inflationary increase applied.
Tracks	720.00	0.00	720.00	735.00	0.00	735.00	Discretionary to a Statutory Maximum £1,000. 1.9% inflationary increase applied.
Family entertainment centres	625.00	0.00	625.00	640.00	0.00	640.00	Discretionary to a Statutory Maximum £750. 1.9% inflationary increase applied.
Adult gaming centre	1,000.00	0.00	1,000.00	1,000.00	0.00	1,000.00	Discretionary to a Statutory Maximum £1,000.
Application to Vary							
Small casino	4,000.00	0.00	4,000.00	4,000.00	0.00	4,000.00	Discretionary to a statutory maximum £4,000.

Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Large casino	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00	Discretionary to a statutory maximum £5,000.
Bingo club	1,590.00	0.00	1,590.00	1,620.00	0.00	1,620.00	Discretionary to a statutory maximum £1,750. 1.9% inflationary increase applied.
Betting premises	1,340.00	0.00	1,340.00	1,365.00	0.00	1,365.00	Discretionary to a statutory maximum £1,500. 1.9% inflationary increase applied.
Tracks	1,215.00	0.00	1,215.00	1,240.00	0.00	1,240.00	Discretionary to a statutory maximum £1,250. 1.9% inflationary increase applied.
Family entertainment centres	820.00	0.00	820.00	840.00	0.00	840.00	Discretionary to a statutory maximum £1,000. 1.9% inflationary increase applied.
Adult gaming centre	1,000.00	0.00	1,000.00	1,000.00	0.00	1,000.00	Discretionary to a statutory maximum £1,000.
Copy licence	25.00	0.00	25.00	25.00	0.00	25.00	Discretionary to a statutory maximum £25.
Notification of change	30.00	0.00	30.00	35.00	0.00	35.00	Discretionary to a statutory maximum £50. 1.9% inflationary increase applied.

Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<i>Application to Transfer a Licence</i>							
Small casino	1,800.00	0.00	1,800.00	1,800.00	0.00	1,800.00	Discretionary to a statutory maximum £1,800.
Large casino	2,150.00	0.00	2,150.00	2,150.00	0.00	2,150.00	Discretionary to a statutory maximum £2,150.
Bingo club	960.00	0.00	960.00	980.00	0.00	980.00	Discretionary to a statutory maximum £1,200. 1.9% inflationary increase applied.
Betting premises	960.00	0.00	960.00	980.00	0.00	980.00	Discretionary to a statutory maximum £1,200. 1.9% inflationary increase applied.
Tracks	880.00	0.00	880.00	900.00	0.00	900.00	Discretionary to a statutory maximum £950. 1.9% inflationary increase applied.
Family entertainment centres	880.00	0.00	880.00	900.00	0.00	900.00	Discretionary to a statutory maximum £950. 1.9% inflationary increase applied.
Adult gaming centre	1,200.00	0.00	1,200.00	1,200.00	0.00	1,200.00	Discretionary to a statutory maximum £1,200.
<i>Application for Re-instatement</i>							
Small casino	1,800.00	0.00	1,800.00	1,800.00	0.00	1,800.00	Discretionary to a statutory maximum £1,800.

Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Large casino	2,150.00	0.00	2,150.00	2,150.00	0.00	2,150.00	Discretionary to a statutory maximum £2,150.
Bingo club	960.00	0.00	960.00	980.00	0.00	980.00	Discretionary to a statutory maximum £1,200. 1.9% inflationary increase applied.
Betting premises	960.00	0.00	960.00	980.00	0.00	980.00	Discretionary to a statutory maximum £1,200. 1.9% inflationary increase applied.
Tracks	880.00	0.00	880.00	900.00	0.00	900.00	Discretionary to a statutory maximum £950. 1.9% inflationary increase applied.
Family entertainment centres	880.00	0.00	880.00	900.00	0.00	900.00	Discretionary to a statutory maximum £950. 1.9% inflationary increase applied.
Adult gaming centre	1,200.00	0.00	1,200.00	1,200.00	0.00	1,200.00	Discretionary to a statutory maximum £1,200.
Sex Establishment Licensing (sex shop, sex cinema and sex encounter venue)							
Application fee and 1 st licence	4,300.00	0.00	4,300.00	4,385.00	0.00	4,385.00	1.9% Inflationary increase.
Annual licence renewal	665.00	0.00	665.00	680.00	0.00	680.00	As above.
Application to vary	770.00	0.00	770.00	785.00	0.00	785.00	As above.
Transfer of licence	26.00	0.00	26.00	30.00	0.00	30.00	As above.

Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Duplicate licence	15.00	0.00	15.00	15.00	0.00	15.00	Applying the 1.9% inflationary increase meant this fee would rise to £15.29 and therefore rounded to £15.30. This is an occasional charge so is better to be kept at £15.00.
Scrap Metal Dealers Licensing							
Site licence	460.00	0.00	460.00	470.00	0.00	470.00	Above inflationary increase.
Site licence renewal	435.00	0.00	435.00	450.00	0.00	450.00	As above.
Collections licence, grant or renewal	215.00	0.00	215.00	220.00	0.00	220.00	As above.
Variation – collector to site	72.00	0.00	72.00	75.00	0.00	75.00	As above.
Variation – site to collector	51.00	0.00	51.00	55.00	0.00	55.00	As above.
Variation (minor administration, such as change of address)	31.00	0.00	31.00	35.00	0.00	35.00	As above.
Change of site manager	102.00	0.00	102.00	105.00	0.00	105.00	As above.
Pleasure Boats							
Licence	140.00	0.00	140.00	145.00	0.00	145.00	Previously charged but missing from previous Fees and Charges above - inflationary increase applied.

Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Legal							
(P Narebor)							
Legal Charges for Third Parties							
Hourly rate (no VAT)	221.00	0.00	221.00	221.00	0.00	221.00	After market research we believe that the current fee is appropriate and therefore propose to freeze it at the current level of £221.00. It should be noted that this fee has risen 8% since 2015.
Hourly rate (when VAT applicable)	221.00	44.20	265.20	221.00	44.20	265.20	
Note:							
VAT may be chargeable depending on the nature of the transaction.							
VAT is not payable in relation to most income (as most income is S106 related, which derives from a statutory function) but VAT is payable in certain circumstances, e.g. charging for provision of extra copies of documents.							

Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Property							
(A Adams)							
Room Hire of Swale House							
<i>Non-Commercial</i>							
Council chamber (half day)	75.00	15.00	90.00	75.00	15.00	90.00	Review of charges not necessary as current hirers are all exempt.
Council chamber (full day)	125.00	25.00	150.00	125.00	25.00	150.00	As above.
Committee room (half day)	50.00	10.00	60.00	50.00	10.00	60.00	As above.
Committee room (full day)	75.00	15.00	90.00	75.00	15.00	90.00	As above.
Assembly room (half day)	37.50	7.50	45.00	37.50	7.50	45.00	As above.
Assembly room (full day)	62.50	12.50	75.00	62.50	12.50	75.00	As above.
<i>Commercial</i>							
Council chamber (half day)	150.00	30.00	180.00	150.00	30.00	180.00	As above.
Council chamber (full day)	250.00	50.00	300.00	250.00	50.00	300.00	As above.
Committee room (half day)	100.00	20.00	120.00	100.00	20.00	120.00	As above.
Committee room (full day)	150.00	30.00	180.00	150.00	30.00	180.00	As above.
Assembly room (half day)	75.00	15.00	90.00	75.00	15.00	90.00	As above.
Assembly room (full day)	125.00	25.00	150.00	125.00	25.00	150.00	As above.

Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Charity groups or meetings where Swale residents will benefit	No cost			No cost			
Guildhall (minimum 1 session hire)							
Main hall (minimum 1 session)							
Session (am/pm)	40.00	0.00	40.00	40.00	0.00	40.00	As above.
Refundable deposits	50.00	0.00	50.00	50.00	0.00	50.00	As above.
Bank Holidays, New Year's Eve	40.00 per session	0.00	40.00 per session	40.00 per session	0.00	40.00 per session	As above.
Landlord's Consent Fee							
Assignments, subletting, charging	N/A	N/A	N/A	300.00	60.00*	360.00	The fee is charged to tenants for granting consent under leases.
Alterations	N/A	N/A	N/A	300.00	60.00*	360.00	As above.
* VAT is only applicable if the rent is subject to VAT.							

Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Housing Services							
(C Hudson)							
Houses in Multiple Occupation Licensing							
<i>New Application</i>							
Non-accredited landlord	681.00	0.00	681.00	694.60	0.00	694.60	Statute only allows for recovery of costs involved in processing applications, costs reflect officer time.
Accredited landlord	558.00	0.00	558.00	569.20	0.00	569.20	As above.
<i>Renewal of Application</i>							
Non-accredited landlord	514.00	0.00	514.00	524.30	0.00	524.30	Statute only allows for recovery of costs involved in processing applications, costs reflect officer time.
Accredited landlord	452.00	0.00	452.00	461.00	0.00	461.00	As above.
Mobile Home Site Licence Fee							
<i>New Mobile Home Site Licence Application Fee</i>							
1-5 mobile homes on site	147.00	0.00	147.00	150.00	0.00	150.00	Statute only allows for recovery of costs involved in managing and processing licence applications; reviewed time involved and adjusted hourly costs accordingly.
6-24 mobile homes on site	202.00	0.00	202.00	206.00	0.00	206.00	As above.

Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
25-99 mobile homes on site	295.00	0.00	295.00	262.00	0.00	262.00	As above.
100+ mobile homes on site	295.00	0.00	295.00	301.00	0.00	301.00	As above.
Annual Mobile Home Site Inspection Fee							
Relevant sites occupied solely by owners and family members	No charge			No charge			These sites once set up cause no additional work to the Council.
1-5 mobile homes on site	No charge			No charge			As above.
6-24 mobile homes on site	165.00	0.00	165.00	168.30	0.00	168.30	Statute only allows for recovery of costs involved in inspecting site and any excess would need to be then taken into account in the following year and fees would need to be reduced accordingly.
25-99 mobile homes on site	146.00	0.00	146.00	202.00	0.00	202.00	Increase due to correction of hours to inspect site, as statute only allows for recovery of costs involved in inspecting site, any excess would need to be taken into account in the following year and fees would need to be reduced accordingly.

Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
100+ mobile homes on site	239.00	0.00	239.00	243.80	0.00	243.80	Statute only allows for recovery of costs involved in inspecting site and any excess would need to be then taken into account in the following year and fees would need to be reduced accordingly. No sites of this size exist within Swale at present.
Fee to Transfer or Amend Mobile Home Site Licence							
Transfer or amend mobile home site licence	107.00	0.00	107.00	109.10	0.00	109.10	Statute allows for recovery of costs involved - hourly rate adjusted to reflect increase.
Fee for the Deposit of Mobile Home Site Rules							
Deposit of mobile home site rules	146.00	0.00	146.00	149.90	0.00	149.90	Statute allows for recovery of costs involved - hourly rate adjusted to reflect increase.
Smoke and Carbon Monoxide Regulations 2015							
Fine level progresses to maximum fine permitted (1st offence £1,500, 2nd £2,500, 3rd £5,000)							
Penalty charge for non-compliance of Smoke or CO Alarm Regulations	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00	Maximum fine set by statute intermediate levels set by cabinet.
The Redress Scheme for Lettings Agency Work & Management Work Order 2014							
Fine level progresses to maximum fine permitted (1st offence £2,500, 2nd £5,000)							

Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Penalty charge for non-compliance of Redress Scheme for Letting Agents Order	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00	Maximum fine set by statute intermediate levels set by cabinet.

Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Planning							
(J Freeman)							
Planning Fees	The full details of current Planning fees can be found on www.swale.gov.uk/types-of-application-and-fees/						

Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Commissioning & Customer Contact (M Cassell)							
Car Parks Fixed Penalty Notices (rate depends on offence)							
<i>Lower Penalty System</i>							
Up to 14 Days	25.00	0.00	25.00	25.00	0.00	25.00	No change.
14 days to 56 days	50.00	0.00	50.00	50.00	0.00	50.00	As above.
57 days to 70 days	75.00	0.00	75.00	75.00	0.00	75.00	As above.
After 70 days	82.00	0.00	82.00	82.00	0.00	82.00	As above.
<i>Higher Penalty System</i>							
Up to 14 days	35.00	0.00	35.00	35.00	0.00	35.00	As above.
14 days to 56 days	70.00	0.00	70.00	70.00	0.00	70.00	As above.
57 days to 70 days	105.00	0.00	105.00	105.00	0.00	105.00	As above.
After 70 days	112.00	0.00	112.00	112.00	0.00	112.00	As above.

Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Resources							
(D Fackrell)							
Liquor Licensing							
<i>Main Application Fees for Premises and Personal Liquor Licensing</i>							
Rateable Value B and A	100.00	0.00	100.00	100.00	0.00	100.00	Statutory fee set by Central Government.
Rateable Value B and B	190.00	0.00	190.00	190.00	0.00	190.00	As above.
Rateable Value B and C	315.00	0.00	315.00	315.00	0.00	315.00	As above.
Rateable Value B and D	450.00	0.00	450.00	450.00	0.00	450.00	As above.
Rateable Value B and E	635.00	0.00	635.00	635.00	0.00	635.00	As above.
<i>Main Annual Charge for Premises and Personal Liquor Licensing</i>							
Rateable Value B and A	70.00	0.00	70.00	70.00	0.00	70.00	As above.
Rateable Value B and B	180.00	0.00	180.00	180.00	0.00	180.00	As above.
Rateable Value B and C	295.00	0.00	295.00	295.00	0.00	295.00	As above.
Rateable Value B and D	320.00	0.00	320.00	320.00	0.00	320.00	As above.
Rateable Value B and E	350.00	0.00	350.00	350.00	0.00	350.00	As above.
Personal licence for alcohol	37.00	0.00	37.00	37.00	0.00	37.00	As above.
Personal licence change	10.50	0.00	10.50	10.50	0.00	10.50	As above.
Premises licence change	23.00	0.00	23.00	23.00	0.00	23.00	As above.

Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Transfers	23.00	0.00	23.00	23.00	0.00	23.00	As above.
Temporary events	21.00	0.00	21.00	21.00	0.00	21.00	As above.
Register of interests	21.00	0.00	21.00	21.00	0.00	21.00	As above.
Licensed Premises Gaming Machine Permit							
Grant	150.00	0.00	150.00	150.00	0.00	150.00	Fees new to this report, but not new fees.
Existing operator grant	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Variation	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Transfer	25.00	0.00	25.00	25.00	0.00	25.00	As above.
Annual fee	50.00	0.00	50.00	50.00	0.00	50.00	As above.
Change of name	25.00	0.00	25.00	25.00	0.00	25.00	As above.
Copy of permit	15.00	0.00	15.00	15.00	0.00	15.00	As above.
Licenses Premises Automatic Notification Process							
On notification	50.00	0.00	50.00	50.00	0.00	50.00	Fees new to this report, but not new fees.
Club Gaming Permits							
Grant	200.00	0.00	200.00	200.00	0.00	200.00	Fees new to this report, but not new fees.

Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Grant (Club Premises Certificate holder)	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Existing Operator Grant	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Variation	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Renewal fee	200.00	0.00	200.00	200.00	0.00	200.00	As above.
Renewal (Club Premises Certificate Holder)	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Annual Fee	50.00	0.00	50.00	50.00	0.00	50.00	As above.
Copy of permit	15.00	0.00	15.00	15.00	0.00	15.00	As above.
Club Machine Permits							
Grant	200.00	0.00	200.00	200.00	0.00	200.00	Fees new to this report, but not new fees.
Grant (Club Premises Certificate holder)	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Existing Operator Grant	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Variation	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Renewal fee	200.00	0.00	200.00	200.00	0.00	200.00	As above.
Renewal (Club Premises Certificate Holder)	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Annual Fee	50.00	0.00	50.00	50.00	0.00	50.00	As above.

Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Copy of permit	15.00	0.00	15.00	15.00	0.00	15.00	As above.
<i>Family Entertainment Centre Gaming Machine Permits</i>							
Application fee	300.00	0.00	300.00	300.00	0.00	300.00	Statutory fee set by Central Government.
Renewal fee	300.00	0.00	300.00	300.00	0.00	300.00	As above.
Transitional application fee	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Change of name	25.00	0.00	25.00	25.00	0.00	25.00	As above.
Copy of permit	15.00	0.00	15.00	15.00	0.00	15.00	As above.
<i>Prize Gaming Permits</i>							
Grant	300.00	0.00	300.00	300.00	0.00	300.00	Statutory fee set by Central Government.
Renewal	300.00	0.00	300.00	300.00	0.00	300.00	As above.
Existing Operator Grant	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Change of name	25.00	0.00	25.00	25.00	0.00	25.00	As above.
Copy of permit	15.00	0.00	15.00	15.00	0.00	15.00	As above.
Annual Fee	20.00	0.00	20.00	20.00	0.00	20.00	As above.
<i>Small Lottery Registration</i>							
Grant	40.00	0.00	40.00	40.00	0.00	40.00	Statutory fee set by Central Government.

Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Annual Fee	20.00	0.00	20.00	20.00	0.00	20.00	As above.

Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Democratic Services							
(K Bescoby)							
Purchase of Electoral Register							
<i>Full Register and the Notices of Alteration</i>							
Hard copies (standard charge) plus charge (a) below	10.00	0.00	10.00	10.00	0.00	10.00	Statutory charges.
(a) charge for each 1,000 entries	5.00	0.00	5.00	5.00	0.00	5.00	As above.
Data format (standard charge) plus charge (b) below	20.00	0.00	20.00	20.00	0.00	20.00	As above.
(b) charge for each 1,000 entries	1.50	0.00	1.50	1.50	0.00	1.50	As above.
<i>List of Overseas Electors</i>							
Hard copies (standard charge) plus charge (c) below	10.00	0.00	10.00	10.00	0.00	10.00	As above.
(c) charge per 100 entries	5.00	0.00	5.00	5.00	0.00	5.00	As above.
Data format (standard charge) plus charge (d) below	20.00	0.00	20.00	20.00	0.00	20.00	As above.
(d) charge per 100 entries	1.50	0.00	1.50	1.50	0.00	1.50	As above.

Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<i>Edited Register</i>							
<i>(Available for purchase by anyone)</i>							
Hard copies (standard charge) plus charge (e) below	10.00	0.00	10.00	10.00	0.00	10.00	As above.
(e) charge per 1,000 entries	5.00	0.00	5.00	5.00	0.00	5.00	As above.
Data format (standard charge) plus charge (f) below	20.00	0.00	20.00	20.00	0.00	20.00	As above.
(f) charge per 1,000 entries	1.50	0.00	1.50	1.50	0.00	1.50	As above.

Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Environmental Health							
(T Beattie)							
Pollution Prevention Control							
A2 Process Application Fees							
A2 New application	3,363.00	0.00	3,363.00	3,363.00	0.00	3,363.00	All DEFRA set fees for Pollution Prevention Control are reviewed in June of the year of issue. Any changes implemented 2020-21 will therefore be set in June 2020. However these fees have not been increased by DEFRA since 2017. Some of these fees have not been published in previous Fees and Charges document therefore although they are new in this document they are not new from a charging point of view.
Additional fee for operating without a permit (A2 and Standard Part B)	1,188.00	0.00	1,188.00	1,188.00	0.00	1,188.00	As above.
A2 Process Subsistence Fees							
A2 Low	1,447.00	0.00	1,447.00	1,447.00	0.00	1,447.00	The fee structure is designed to promote improvements in pollution prevention.
A2 Medium	1,610.00	0.00	1,610.00	1,610.00	0.00	1,610.00	As above.

Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
A2 High	1,747.00	0.00	1,747.00	1,747.00	0.00	1,747.00	As above.
A2 Low (E-PRTR)	1,551.00	0.00	1,551.00	1,551.00	0.00	1,551.00	As above.
A2 Medium (E-PRTR)	1,715.00	0.00	1,715.00	1,715.00	0.00	1,715.00	As above.
A3 High (E-PRTR)	2,438.00	0.00	2,438.00	2,438.00	0.00	2,438.00	As above.
Part B Process Application Fees							
Part B (Standard Process)	1,650.00	0.00	1,650.00	1,650.00	0.00	1,650.00	As above.
Part B Standard Process Subsistence Fees							
Part B Subsistence low	772.00	0.00	772.00	772.00	0.00	772.00	As above.
Part B Subsistence medium	1,161.00	0.00	1,161.00	1,161.00	0.00	1,161.00	As above.
Part B Subsistence high	1,747.00	0.00	1,747.00	1,747.00	0.00	1,747.00	As above.
Part B Reduced Fee Application Fees (including car re-sprayers)							
Reduced fee application fee	362.00	0.00	362.00	362.00	0.00	362.00	As above.
Part B Reduced Fee Subsistence Fees (including car re-sprayers)							
Reduced fee subsistence low	228.00	0.00	228.00	228.00	0.00	228.00	As above.
Reduced fee subsistence medium	365.00	0.00	365.00	365.00	0.00	365.00	As above.
Reduced fee subsistence high	548.00	0.00	548.00	548.00	0.00	548.00	As above.

Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Petrol Vapour Recovery I and Dry Cleaners Application Fees							
PVR I & DC New Application	155.00	0.00	155.00	155.00	0.00	155.00	As above.
Petrol Vapour Recovery I and Dry Cleaners Subsistence Fees							
PVR I and DC subsistence fees low	79.00	0.00	79.00	79.00	0.00	79.00	As above.
PVR I and DC subsistence fees medium	158.00	0.00	158.00	158.00	0.00	158.00	As above.
PVR I and DC subsistence fees high	237.00	0.00	237.00	237.00	0.00	237.00	As above.
Petrol Vapour Recovery I & II Combined Application Fees							
PVR I & II Application Fees	257.00	0.00	257.00	257.00	0.00	257.00	As above.
Petrol Vapour Recovery I & II Combined Subsistence Fees							
PVR I & II Subsistence low	113.00	0.00	113.00	113.00	0.00	113.00	As above.
PVR I & II Subsistence medium	226.00	0.00	226.00	226.00	0.00	226.00	As above.
PVR I & II Subsistence high	341.00	0.00	341.00	341.00	0.00	341.00	As above.
Part B Mobile Concrete Crusher Plant – Application Fee per Number of Permits							
1 – 2	1,650.00	0.00	1,650.00	1,650.00	0.00	1,650.00	As above.
3 – 7	985.00	0.00	985.00	985.00	0.00	985.00	As above.
8 or more	498.00	0.00	498.00	498.00	0.00	498.00	As above.

Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Part B Mobile Concrete Crusher Plant – Subsistence Fee per Number of Permits							
1 – 2 Low	626.00	0.00	646.00	626.00	0.00	626.00	As above. Correction to original charge.
1 – 2 Medium	1,034.00	0.00	1,034.00	1,034.00	0.00	1,034.00	As above.
1 – 2 High	1,551.00	0.00	1,551.00	1,551.00	0.00	1,551.00	As above. Correction to original charge.
3 – 7 Low	385.00	0.00	385.00	385.00	0.00	385.00	As above.
3 – 7 Medium	617.00	0.00	617.00	617.00	0.00	617.00	As above.
3 – 7 High	924.00	0.00	924.00	924.00	0.00	924.00	As above.
8 or over Low	198.00	0.00	198.00	198.00	0.00	198.00	As above.
8 or over Medium	316.00	0.00	316.00	316.00	0.00	316.00	As above.
8 or over High	473.00	0.00	473.00	473.00	0.00	473.00	As above.
Private Water Supplies and Distribution							
Risk assessment	500.00	0.00	500.00	500.00	0.00	500.00	Fees set by the Drinking Water Inspectorate.
Sampling	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Investigation	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Authorisation	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Analysis – under Regulation 10	25.00	0.00	25.00	25.00	0.00	25.00	As above.

Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Analysis – check monitoring comm. Supplies	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Analysis – audit monitoring	500.00	0.00	500.00	500.00	0.00	500.00	As above.

List of income from fees and charges for 2019/20 budgets

Charges set by the Council		
Service	Charge	2019/20 Budget £'000
Commissioning, Environment & Leisure	Car parks and season tickets	2,064
Commissioning, Environment & Leisure	Garden waste collections (brown bins)	520
Commissioning, Environment & Leisure	Residents parking permits (including voucher parking for visitors parking in residential bays)	121
Commissioning, Environment & Leisure	Cemeteries burial fees	118
Commissioning, Environment & Leisure	Bulky waste collections	97
Commissioning, Environment & Leisure	Residential wheeled bins	21
Commissioning, Environment & Leisure	Street naming and numbering	36
Commissioning, Environment & Leisure	Beach hut charges	26
Commissioning, Environment & Leisure	Seafront memorial bench	1
Commissioning, Environment & Leisure	Travelling fetes & fairs and access over open space licence	13
Commissioning, Environment & Leisure	Sports facilities	8
Commissioning, Environment & Leisure	Allotments	1
Commissioning, Environment & Leisure	Radar keys for disabled toilets	-
Resources	Taxi (Hackney Carriage) licensing	65
Resources	Gambling licensing	41
Resources	Legal services charges, including S106 application fees	91
Resources	Hire of meeting rooms at Swale House	-
Commissioning, Environment & Leisure	Fixed penalty notices – environmental response	152
Commissioning, Environment & Leisure	King George's Pavilion	14

List of income from fees and charges for 2019/20 budgets

Charges set by the Council		
Service	Charge	2019/20 Budget £'000
Policy, Communications and Customer Services	Advertising fees for Inside Swale	6
Commissioning, Environment & Leisure	Annual animal licences	11
Commissioning, Environment & Leisure	Stray dog collection	7
Commissioning, Environment & Leisure	Pest control treatments	5
Commissioning, Environment & Leisure	Alleygate key	-
Housing, Economy & Community Services	Guildhall	1
Housing, Economy & Community Services	Town Centre Licence	-
Housing, Economy & Community Services	Staying put handyperson charges	-
Housing, Economy & Community Services	Home inspection for immigration application fee	-
Mid-Kent Environmental Health Service	CIEH Level 2 Award Training in Food Safety in Catering	1
Mid-Kent Environmental Health Service	Registration fee under the Local Government (Misc Provisions) Act	2
Mid-Kent Environmental Health Service	Request for environmental information	1
Mid-Kent Environmental Health Service	Food export certificate	-
Planning	Local land charges	236
Planning	Pre-application planning advice fees	120
Planning	S106 Monitoring fees	65
Planning	Photocopying charges	-
Total fees & charges set by the Council & agreed as part of this report		3,844

List of income from fees and charges for 2019/20 budgets

Charges set by Government		
Service	Charge	2019/20 Budget £'000
Commissioning, Environment and Leisure	Fixed penalty notices – parking	523
Resources	Licences (premises and liquor, street trading, sex establishments and scrap metal)	100
Democratic Services	Purchase of electoral register	2
Housing, Economy & Community Services	Houses in multiple occupation	1
Housing, Economy & Community Services	Mobile home site licence fee	-
Housing, Economy & Community Services	Smoke or CO Alarm Regulations Redress Scheme for Lettings Agency Work & Management Work Order 2014	-
Planning	Planning fees – www.swale.gov.uk/types-of-application-and-fees/	1,168
Total fees and charges set by Government		1,794
Grand total for all fees and charges		5,638

Cabinet Meeting	
Meeting Date	30 October 2019
Report Title	Procurement of external enforcement agents for the collection of Council Tax, National Non Domestic Rates and Parking Debts
Cabinet Member	Cllr Roger Truelove, Leader and Cabinet Member for Finance
SMT Lead	Nick Vickers, Chief Financial Officer
Head of Service	Nick Vickers, Chief Financial Officer
Lead Officer	Zoe Kent, Revenues and Benefits Manager
Key Decision	No
Classification	Open
Recommendations	1. To approve the decision to appoint four companies for the collection of Council Tax, National Non Domestic Rates and Parking fine debts as per appendix I (restricted)

1 Purpose of Report and Executive Summary

- 1.1 To consider the award of contract to four companies to collect unpaid Council Tax, Non Domestic Rates and Parking Fines. The contracts will complement the Mid Kent Enforcement Service collection of debts by collecting debts passed on from Mid Kent Enforcement Services when they need extra capacity and to collect out of area debts.
- 1.2 The procurement of the external enforcement agents has been carried out by Maidstone Borough Council on behalf of Maidstone Borough Council, Swale Borough Council and Tunbridge Wells Borough Council. Each Council will have its own contract with each successful company.

2 Background

- 2.1 In 2014 new legislation covering the collection of unpaid Council Tax, National Non Domestic Rates (NNDR) and Parking Fines was brought in under the Taking Control of Good Regulations 2013. This new legislation made the enforcement of unpaid debts far clearer; the fees that may be charged were simplified making it far easier for the debtor to understand.

- 2.2 This opened up an opportunity for local authorities to consider bringing either part or all of their enforcement services back in house rather than using external enforcement agents.
- 2.3 The setting up of Mid Kent Enforcement Services (MKES) for the collection of debts across Maidstone Borough Council, Swale Borough Council and Tunbridge Wells Borough Council was approved by the three Cabinets in 2015. The service commenced in 2016 and now collects debts for the three Mid Kent councils plus Dartford, Gravesham, Sevenoaks and Tonbridge and Malling Councils.
- 2.4 MKES is running effectively and distributed surpluses of £1m to the three Mid Kent Councils over three years.
- 2.5 In the collection of debt there are always debtors who live or move out of the area, or who are determined to try not to pay any of their outstanding debts. It would not be effective for MKES to collect debts outside of the Kent area. It is also necessary if debts are not collected by MKES to send them to an external company for collection.
- 2.6 In 2014 Maidstone Borough Council ran a joint procurement exercise on behalf of Mid Kent to procure companies for the collection of Council Tax, NNDR and Parking fines. This provided a pool of companies that could be used for the collection of the debts. Once MKES was set up the external companies have only been used after the debts have been sent to MKES.
- 2.7 As part of the procurement process all companies are required to supply information concerning how they deal with risks, quality assurance and accreditations and the welfare of vulnerable customers.

Table.1 Enforcement Collection

Enforcement Type	Year	No of Cases	Council Tax	No of Case	NDR	No of Case	Parking
MKES	2017/18	4020	£454,145	101	£108,982	1726	£31,364
External Companies	2017/18	2597	£355,178	2	£6,177	1133	£5,197
MKES	2018/19	3720	£481,757	65	£130,879	2090	£38,675
External Companies	2018/19	1971	£301,594	2	£2,063	1270	£7,646

As is clear from these figures the principal role of the external companies relates to Council Tax.

- 2.8 The contracts set up in 2014 are now up for renewal so Maidstone Borough Council has again run the procurement exercise on behalf of the Councils this time using the Procurement Hub to manage the procurement.

3 Proposals

- 3.1 It is proposed that four companies are taken on to collect Council Tax, NNDR and Parking fines across the Councils. As all debts now primarily go through MKES there is a reduction of companies available in the pool compared with the last tender exercise. The different services can select a company from the four that they will use after MKES for the collection of debts. Being part of the pool does not guarantee any work being sent to any of the companies.
- 3.2 The four proposed companies are named in Appendix I, this appendix is restricted due to the commercially sensitive information within the appendix.

4 Alternative Options

- 4.1 The Council could decide not to use enforcement agents for the collection of debt. This is not recommended because there will always be some debtors who will not pay until an enforcement agent knocks on their door. The enforcement agents are also trained to work with vulnerable people. On some occasions the council is only made aware that a person is vulnerable when an enforcement agent knocks on their door. In most cases the debt will then be returned to us for a more suitable type of collection.
- 4.2 The Council could decide to only use MKES. This is not recommended because it would limit the collection of out of area debts particularly for parking fines.

5 Consultation Undertaken or Proposed

- 5.1 Consultation has taken place with the other two borough councils participating in the procurement.

6 Implications

Issue	Implications
Corporate Plan	A council to be proud of – improve residents’ perceptions and customers’ experiences. By bringing the service back in-house it should promote to residents that we are tackling debt whilst providing a better customer experience for residents. Strengthen our financial resilience – in providing the service in-house, income from the fees will come directly to the authority rather than to an external provider.
Financial, Resource and Property	Table 1 gives a breakdown of the amounts collected by both MKES and the external enforcement companies. As the grants received

	<p>from Central Government decrease it is imperative that all available methods are used for the collection of debts.</p> <p>There are a number of options available for the collection of Council Tax that will be used as prior to send debts to enforcement. Arrangements are set up or attachments to benefits and earnings. It is only if these options fail or no contact is made that enforcement agents are used.</p>
Legal, Statutory and Procurement	The regulations regarding debt recovery operations and the fees that debtors may be charged, are cited as The Taking Control of Goods (Fees) Regulations 2014 and statutory instrument: 2014 No. 1 Enforcement, England and Wales, Taking Control Of Goods, Commercial Rent Arrears Recovery.
Crime and Disorder	None
Environment and Sustainability	None
Health and Wellbeing	Enforcement agents' feedback information on residents they visit who may need to be signposted to other agencies for help. This will ensure that the Revenues and Parking teams within the council can ensure residents receive help where needed.
Risk Management and Health and Safety	By using both internal and external enforcement options it reduces the risk of the non-collection of debts. As a pool of companies will be used for the period of the contract, this enables the council to change companies where necessary if collection targets are not being met.
Equality and Diversity	None
Privacy and Data Protection	As part of the tender process all companies are required to provide details of how personal data is stored and processes that are followed and in place to protect data.

7 Appendices

7.1 The following documents are to be published with this report and form part of the report:

- Restricted Appendix I: Provision of Enforcement Agents - recommendations

Cabinet Meeting	
Meeting Date	30 October 2019
Report Title	Development Agreement between the Council and Spirit of Sittingbourne
Cabinet Member	Cllr Roger Truelove, Leader and Cabinet Member for Finance Cllr Monique Bonney, Cabinet Member for Economy and Property
SMT Lead	Emma Wiggins Director of Regeneration Nick Vickers, Chief Financial Officer
Head of Service	Nick Vickers Chief Financial Officer
Lead Officer	Nick Vickers Chief Financial Officer
Key Decision	Yes
Classification	No-Restricted Appendix
Recommendations	1. That Cabinet delegates authority to the Director of Regeneration and Chief Financial Officer in consultation with the Leader and Cabinet Member for Finance and the Cabinet Member for Economy and Property to determine a way forward based upon the options in the restricted report.

1 Purpose of Report and Executive Summary

- 1.1 This report sets out the background to the current relationship between the Spirit of Sittingbourne consortium and the Council and considers the future of that relationship.

2 Background

- 2.1 The Council entered in to a Development Agreement with the Spirit of Sittingbourne consortium in September 2012 and there were subsequent variations in January 2015, June 2017 and September 2019. The Development Agreement was based upon a phased approach:

Phase 1- a retail development on a site owned by the Council, a Leisure development again primarily on Council owned sites (Cinema/Travelodge/restaurants) and 212 apartments on three Council owned sites.

Phase 2- a new civic centre.

- 2.2 Whilst the Council and Spirit were able to agree the Development Agreement the subsequent land assembly, particularly in relation to Network Rail land, and the lack of a viable funding plan meant that there was no progress on the ground. This impasse was broken in November 2016 when the Council through a Cabinet decision determined to become the owner and then funder of the retail and leisure development. An independently evaluated business case was approved by Cabinet and was subject to robust challenge by Scrutiny Committee.
- 2.3 The case for the Council taking on the funding and ownership reflected a major trend in the last 4-5 years for local authorities to once again become active players in the commercial property market. Council finances have tightened and generating new income streams has become important for Council finances to balance. This is at a time when returns on treasury investments have been low and borrowing costs have also been low. So borrowing to create income streams has become widespread for local authorities.
- 2.4 This new approach to commercial property investing is clearly not without risk. Councils will take on long term borrowing costs and the risk of tenant default. They also take on much more significant property management risks than they have typically had.
- 2.5 This Council has mitigated these risks to date by:
- (1) Transferring build cost risk to Spirit,
 - (2) Achieving a pre let on income of 85% and Spirit will guarantee any voids for a 2 year period from completion, and
 - (3) The Council has as far as possible self-funded the development from cash flow and has only borrowed £20m for short periods and at a cost lower than that assumed in the business model.
- 2.6 The retail units started trading in the summer of 2018 and with the ending of rent free periods will generate an income of £495,000 per annum.
- 2.7 The leisure development is due to complete in December 2019. The Travelodge will open first and after that and the cinema and restaurants will open after fit out in the Spring. Currently there are four pre lets to restaurant operators including three national chains. The Council is working actively with Spirit and Savills on the three vacant units and there are reasons for optimism on their letting. Total income for this part of the development will be £1.1m per annum.
- 2.8 The next part of Phase 1 is the residential development by Spirit on three sites owned by the Council; Cockleshell Walk and Spring Street currently used for long term car parking and Fountain Street which had been used for commercial property lettings (now ceased). Under the Development Agreement last amended by Cabinet on 25 September Spirit have until 19 October to meet the conditions,

including a funding condition to Spirit. The issues around this transfer are considered in the restricted report.

- 2.9 The development agreement also commits the Council to a Phase 2 centred on a new Civic Office. The outline of this phase is a Civic Centre, Medical Centre and residential development on the Swale House site. The Phase 2 trigger starts after practical completion of the Leisure and Spirit then have two years to meet the preliminary conditions.

3 Proposals

- 3.1 The options have been set out in the restricted report.

4 Alternative Options

- 4.1 A range of options have been considered and the two main options are set out in the restricted report.

5 Consultation Undertaken or Proposed

- 5.1 Advice has also been taken with Legal and Commercial advisors.

6 Implications

Issue	Implications
Corporate Plan	Supports the Delivering regeneration objective.
Financial, Resource and Property	Any funding implications will be handled through the overall project funding arrangements.
Legal, Statutory and Procurement	Detailed Legal and Commercial advice has been provided by Pinsent Mason. Mid Kent Legal Services have also been consulted on the governance issues.
Crime and Disorder	No implications have been identified from this change
Environment and Sustainability	No implications have been identified from this change
Health and Wellbeing	No implications have been identified from this change
Risk Management and Health and Safety	No implications have been identified

Equality and Diversity	No implications have been identified from this change
Privacy and Data Protection	No implications have been identified from this change

7 Appendices

7.1 None

8 Background Papers

8.1 None

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