

# Regeneration and Local Services Management Team

9 March 2017

**Direct Services: Proposed Fees & Charges  
2017/18**



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## **Joint Report of Philip Curran, Finance Manager & Oliver Sherratt, Head of Direct Services**

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### **Purpose of the Report**

- 1 The purpose of this report is to update and seek approval from Real Management Team with regards to the 2017/18 proposed fees and charges for the Direct Services area.

### **Background**

- 2 All fees and charges must be reviewed on (at least) an annual basis and adjusted where appropriate. Increases in fees and charges are often necessary given the current and future pressures on budgets and the need to make target efficiency savings through maximising service income as well as reducing expenditure. However, the difficult economic climate means that careful consideration must be given to increasing prices in all discretionary fee charging areas.
- 3 The Council's delegated powers means that the fees and charges recommended in this report do not need to be approved by Cabinet, but instead can be agreed between the Corporate Director for Neighbourhood Services and the Portfolio Holder.
- 4 In line with corporate guidance, increases (where possible) will be implemented from 1 April 2017. For 2017/18 there is no minimum "standard" increase applied. In some instances where there are existing pressures and savings are required, some charges have increased above inflation, however in doing so cognisance is made of other regional / external charges.

### **Context**

- 5 The Council has addressed the harmonising of fees and charges across the county over a period of time since LGR. This has been based on a Corporate Fees & Charges Policy which supports future budget processes and provides a framework for the approach to charging for services. The Policy is built around the following key principles:
  - ) Develop an entrepreneurial approach so that charges whether new or reviewed are properly considered, and consistent.

- ) Compliance with the Local Government Act 2003, which gives wide general powers to provide and charge for “Discretionary Services”.
  - ) Adherence with the financial duty to ensure income does not exceed cost.
  - ) Charges may be set, so that different people are charged different amounts and in different areas to satisfy local needs and objectives. (A service can also continue to be provided free).
  - ) The income derived from charging will normally be used to offset the costs of providing the service being charged for, including support service costs.
- 6 As a general principle all proposals put forward to alter charges must be affordable, equitable and sustainable. These principles have been previously applied, and continue to be applied to all aspects of the Direct Services provision.

### **Statutory, Regulatory & Discretionary Charges**

- 7 Fees and charges fall into 3 categories - Statutory, Regulatory and Discretionary. Some of the charges associated with Direct Services are Statutory, so the Council has limited discretionary powers over how they are applied. For example, charges in respect of Vehicle Testing (MOT) are set annually by VOSA in conjunction with the Department for Transport and relate to the Road Traffic (Vehicle Testing) Act 1999.
- 8 Discretionary fees and charges are set by the service without guidance or instruction from government agencies. The main considerations therefore relate to market conditions and how the service contributes to the overall aims of the Authority.
- 9 Increasing prices is only one part of a more strategic approach to be taken to ensure that Direct Services meets its challenging income and efficiency targets for 2017/18. Whilst importance has been placed on the generation of revenue through price increases, during the current difficult economic climate, consideration has also been given to the public perspective and the impact of any such increase in charges will have upon them.

### **Direct Services Budgets**

- 10 The proposed net budget for Direct Services for 2017/18 is £36.574M. The budget is made up of £95.352m in expenditure and £58.778m in income. The fact that total budgeted income is approximately 62% (fees and charges element 6.4%) of expenditure emphasises the need to ensure that the contribution from all income streams is maximised.

## **Proposed Fees & Charges 2017/18**

### **Neighbourhood Protection Services**

11 The following approaches have been taken within Neighbourhood Protection Service Areas:

#### **a) Pest Control**

The Pest Control Services provided are as follows:

- ) Domestic (non public health)
- ) Commercial (all treatments)
- ) Wasp Treatments
- ) Commercial

Charges were introduced in October 2012 for all pest treatments, based upon the sensitivities relating to Pest Control services. It is not proposed to increase these charges at this stage and therefore the charge is proposed to remain at £40.00 (inclusive of vat).

In April 2015 it was agreed to refund residents only 50% of the pest control charge to cover service costs dealing with the requests, for example site visits and the provision of advice. It is proposed to continue with the 50% refund policy.

#### **b) Bereavement Services**

Bereavement Services consists of the following three areas,

- ) Durham Crematorium (Joint Committee)
- ) Mountsett Crematorium (Joint Committee)
- ) Cemeteries

The fees and charges in relation to the Crematoria, have been considered and agreed by the respective Joint Committees and are therefore outside the scope of this report.

It is proposed to increase the cemetery interment and exclusive right of burial charges by varying amounts, ranging from £5 to £60 (2.31% to 3.64%) but the charges for memorials, miscellaneous fees and crematorium related fees remain the same as 2016/17. It is also proposed that the interment of children up to 16 years old remains free for 2017/18 (full details shown in Appendix 2).

#### **c) Allotment Rents**

Allotment Rents must be set 12 months in advance of the year in which they become due, so these proposals relate to the 2018/19 financial year.

It was agreed last year that rents will remain as the 2016/17 level from April 2017. There are plans for Overview and Scrutiny Committee to review the Allotment service in the coming year and it is proposed to increase the rents from

April 2018 by £1 per plot (2%). The Allotment fees and charges are shown in Appendix 2.

## **Refuse & Recycling Services**

12 The Refuse & Recycling Service make charges for services as follows:

### **a) Bulky Waste**

Currently a fee for the removal of Household Bulky Waste (up to 6 items) is charged. It is not proposed to increase the current charge at this stage and therefore the charge is proposed to remain at £15.00 for Non Fixtures and Fittings and £30.00 for DIY Fixtures and Fittings.

### **b) Trade Waste**

Trade Waste charging is more complex and guidance rates are attached in Appendix 3. These are standard rates for small scale contracts e.g. for single bin or weekly collections and ad-hoc variation to rates is used where economies of scale allow. Charges for customers falling under schedule 1 of the Controlled Waste regulations 2012 will have their rates reduced in line with the exemption from disposal charges

### **c) Household Bin Replacements**

It is not proposed to increase the current Bin Replacement charge at this stage and therefore the charge is proposed to remain at £20.00 (shown in Appendix 3).

### **d) Garden Waste**

The garden waste collection runs from March / April to November (maximum of 17 collections per household) and is chargeable. It is proposed to increase the charge from £20.00 to £25.00 (25%) for 2017/18.

## **Facilities Management**

13 It is proposed to increase the current fees and charges for room hire within County Hall by approximately 2% and the 2017/18 proposed charges are shown in Appendix 4.

## **Building Services**

14 This service's pricing has not been included within the detailed Fees and Charges appendices. Buildings and Facilities Maintenance (including Catering and Cleaning) fees are calculated based on full cost recovery via recharges internally to Capital and Revenue or External Contracts and are therefore outside the scope of the Fees and Charges policy.

## Vehicle Fleet

- 15 Some of the charges associated with Vehicle Fleet are Statutory, so the Council has limited discretionary powers over how they are applied. For example, charges in respect of Vehicle Testing (MOT) are set annually by VOSA in conjunction with the Department for Transport and relate to the Road Traffic (Vehicle Testing) Act 1999.

It is proposed to increase the hourly fleet rate for internal customers by 1.1% from £41.67 to £42.12. It is not proposed to increase the hourly rate to external customers which will remain at £45.00 in 2017/18.

The proposed fees and charges for Fleet Training have been re-profiled to recover costs based on staff operational hours in relation to the specific training requirements of DCC user departments / external customers. The new rates will be applied to DCC user departments requiring any additional service requests which are not accounted for in the current Strategic Fleet re-charge. The increase in the service charges is required in addressing the under recovery of £72k in the Fleet training re-charge budget. A full schedule of the proposed Vehicle Fleet charges is shown in Appendix 5.

## Recommendations and Reasons

- 16 Neighbourhood Services Management Team is recommended to:
- (a) Approve the schedule of Direct Services fees and charges for 2017/18 to be implemented from 1 April 2017 as detailed in Appendices 2 to 5.

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## **Appendix 1: Implications**

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### **Finance**

The price increase will result in increased income for 2017/18. Maximising the income receivable from various service areas is crucial if the service is to meet its approved budget

### **Staffing**

There are currently no staffing implications.

### **Risk**

The sensitive pricing of services, particularly in discretionary service areas, is essential in the current economic climate, as a result in order to minimise risk, the fees and charges increase has taken in consideration these factors and only where robust business plans have been undertaken has the increase been proposed at a higher rate.

### **Equality and Diversity / Public Sector Equality Duty**

The sensitive pricing of services, particularly in discretionary service areas, is essential in the current economic climate. Price should never be the criterion that denies the unemployed or low income households access to high quality services. Prices must be set to maximise take up by the public whilst satisfactorily supporting the overall cost of service provision.

### **Accommodation**

None

### **Crime and Disorder**

None

### **Human Rights**

The work undertaken by Street Scene Services is fundamental to the upkeep of the local environment and is supported by the levying of appropriate fees and charges

### **Consultation**

None

### **Procurement**

None

### **Disability Issues**

None

### **Legal Implications**

None

**Neighbourhood Protection  
Proposed fees and charges 2017/18**

Product Group	Product Description	2017/18 Method of Charging	2016/17 Charge (£) (inc VAT)	2017/18 Charge (£) (inc VAT)	Actual Increase (£)	Actual %age Increase	VAT Code
<b>Burial Fees</b>							
	Exclusive right of burial (inc headstone fees) - resident	Per Burial	1,100.00	1,140.00	40.00	3.64%	E
	Exclusive right of burial ½ plot (inc headstone fees) - resident	Per Burial	660.00	680.00	20.00	3.03%	E
	Exclusive right of burial (inc headstone fees) - non resident	Per Burial	2,200.00	2,260.00	60.00	2.73%	E
	Exclusive right of burial ½ plot (inc headstone fees) - non resident	Per Burial	1,300.00	1,330.00	30.00	2.31%	E
	Interment of child up to 16 years old	Per Burial	0.00	0.00	0.00	0.00%	E
	Interment of person whose age exceeded 16 years - resident	Per Burial	780.00	800.00	20.00	2.56%	E
	Interment of person whose age exceeded 16 years - non resident	Per Burial	1,550.00	1,590.00	40.00	2.58%	E
	Interment of person whose age exceeded 16 years - Saturday resident	Per Burial	1,170.00	1,200.00	30.00	2.56%	E
	Interment of cremated remains - resident	Per Burial	210.00	215.00	5.00	2.38%	E
	Interment of cremated remains - non resident	Per Burial	420.00	430.00	10.00	2.38%	E
	Interment of cremated remains - Saturday resident	Per Burial	310.00	320.00	10.00	3.23%	E
<b>Memorial fees</b>							
	Erection of headstone fee	Per Item	250.00	250.00	0.00	0.00%	E
	Tablets, Plaques, Flat Stones on memorial walls	Per Item	125.00	125.00	0.00	0.00%	E
	Vases (permanent)	Per Item	80.00	80.00	0.00	0.00%	E
	Additional inscriptions	Per Item	70.00	70.00	0.00	0.00%	E
	Replacement headstones	Per Item	70.00	70.00	0.00	0.00%	E
	Kerbs (in certain cemeteries)	Per Item	355.00	355.00	0.00	0.00%	E
	Kerbs ½ grave plot (in certain cemeteries)	Per Item	178.00	178.00	0.00	0.00%	E
	Erection of headstone where no exclusive right purchased (50+ years old)	Per Item	250.00	250.00	0.00	0.00%	E
	Erection of headstone where no exclusive of right purchased (25-50 years old)	Per Item	800.00	800.00	0.00	0.00%	E
<b>Miscellaneous Cemetery Fees</b>							
	Cemetery searches	Per Item	25.00	25.00	0.00	0.00%	E
	Grave selection fee	Per Item	50.00	50.00	0.00	0.00%	E
	Transfer of ownership (change deed holders)	Per Item	70.00	70.00	0.00	0.00%	E
	Copy of deed	Per Item	25.00	25.00	0.00	0.00%	E
	Chapel of Rest per day (Chester-le-Street only)	Per Item	150.00	150.00	0.00	0.00%	E
<b>Crematorium Fees</b>							
	Columbarium Unit for maximum of 2 interments (20y lease)	Per Item	1,120.00	1,120.00	0.00	0.00%	E
	Plaque inclusive of 80 letters inclusive of VAT	Plaque & 80 Letters	120.00	120.00	0.00	0.00%	S
	Additional letter at £1.30 each plus VAT	Per Letter	1.56	1.56	0.00	0.00%	S
	Re-opening for second interment (re:Columbarium)	Per Item	50.00	50.00	0.00	0.00%	E
	Plus second inscription at £1.30 per letter plus VAT	Per Letter	1.56	1.56	0.00	0.00%	S
	Removal and replacement of tablet inclusive of VAT (re:Columbarium)	Per Item	30.00	30.00	0.00	0.00%	S
Note: VAT is not included in the above costs unless otherwise stated as burials and associated expenses are exempt.							
Product Group	Product Description	2017/18 Method of Charging	2017/18 Charge (£) (inc VAT)	2018/19 Charge (£) (inc VAT)	Actual Increase (£)	Actual %age Increase	VAT Code
<b>Allotment Rents (Charges are set 1 year in advance)</b>							
	Site Band 1: 1m <sup>2</sup> – 150m <sup>2</sup>	Per Plot	44.00	45.00	1.00	2.27%	S
	Site Band 2: 151m <sup>2</sup> – 200m <sup>2</sup>	Per Plot	46.00	47.00	1.00	2.17%	S
	Site Band 3: 201m <sup>2</sup> – 250m <sup>2</sup>	Per Plot	48.00	49.00	1.00	2.08%	S
	Site Band 4: 251m <sup>2</sup> – 300m <sup>2</sup>	Per Plot	50.00	51.00	1.00	2.00%	S
	Site Band 5: 301m <sup>2</sup> – 350m <sup>2</sup>	Per Plot	52.00	53.00	1.00	1.92%	S
	Site Band 6: 351m <sup>2</sup> and above	Per Plot	54.00	55.00	1.00	1.85%	S

**Refuse & Recycling**  
**Proposed fees and charges 2017/18**

**Appendix 3**

Product Group	Product Description	2017/18 Method of Charging	2016/17 Charge (£) (inc VAT)	2017/18 Charge (£) (inc VAT)	Actual Increase (£)	Actual %'age Increase
<b>Bulky Waste</b>						
	Household Bulky Waste (Non Fixtures & Fittings) - up to 6 items	Per Collection	15.00	15.00	0.00	0.00%
	Household Bulky Waste (DIY/ Fixtures & Fittings) - up to 6 items	Per Collection	30.00	30.00	0.00	0.00%
<b>Option 1 Full AWC (Fortnightly waste and fortnightly recycling)</b>						
	1,100 Litres	Per Bin	606.00	624.00	18.00	2.97%
	1,100 Litres – Additional Bin	Per Bin	568.00	585.00	17.00	2.99%
	660 Litres	Per Bin	435.00	448.00	13.00	2.99%
	360 Litres	Per Bin	295.00	304.00	9.00	3.05%
	240 Litres	Per Bin	198.00	204.00	6.00	3.03%
	180 Litres	Per Bin	140.00	144.00	4.00	2.86%
	90 Litres	Per Bin	93.00	96.00	3.00	3.23%
<b>Option 2 Weekly Residual Waste</b>						
	1,100 Litres	Per Bin	764.00	787.00	23.00	3.01%
	1,100 Litres – Additional Bin	Per Bin	710.00	731.00	21.00	2.96%
	660 Litres	Per Bin	547.00	563.00	16.00	2.93%
	360 Litres	Per Bin	373.00	384.00	11.00	2.95%
	240 Litres	Per Bin	248.00	256.00	8.00	3.23%
	180 Litres	Per Bin	176.00	181.00	5.00	2.84%
	90 Litres	Per Bin	118.00	122.00	4.00	3.39%
<b>Option 3 Weekly General Waste plus fortnightly Recycling</b>						
	1,100 Litres	Per Bin	779.00	802.00	23.00	2.95%
	1,100 Litres – Additional Bin	Per Bin	723.00	745.00	22.00	3.04%
	660 Litres	Per Bin	558.00	575.00	17.00	3.05%
	360 Litres	Per Bin	380.00	391.00	11.00	2.89%
	240 Litres	Per Bin	253.00	261.00	8.00	3.16%
	180 Litres	Per Bin	180.00	185.00	5.00	2.78%
	90 Litres	Per Bin	121.00	125.00	4.00	3.31%
<b>Option4 Fortnightly Residual waste only</b>						
	1,100 Litres	Per Bin	594.00	612.00	18.00	3.03%
	1,100 Litres – Additional Bin	Per Bin	557.00	574.00	17.00	3.05%
	660 Litres	Per Bin	426.00	439.00	13.00	3.05%
	360 Litres	Per Bin	289.00	298.00	9.00	3.11%
	240 Litres	Per Bin	195.00	201.00	6.00	3.08%
	180 Litres	Per Bin	137.00	141.00	4.00	2.92%
	90 Litres	Per Bin	92.00	95.00	3.00	3.26%
<b>Replacement Bins</b>						
	Replacement Bins	Per Bin	20.00	20.00	0.00	0.00%



**Facilities Management - Room Hire  
Proposed fees and charges 2017/18**

Product Group	Product Description	2017/18 Method of charging	2016/17 Charge (£) (inc VAT)	2017/18 Charge (£) (inc VAT)	Actual Increase (£)	Actual %age Increase
<b>County Hall (Hourly Rate)</b>						
	The Durham Room : Council Chamber Foyer	Per Hour	<b>38.20</b>	<b>38.80</b>	0.60	1.57%
	The Durham Room : Other	Per Hour	<b>51.70</b>	<b>52.50</b>	0.80	1.55%
	Council Chamber *	Per Hour	<b>62.40</b>	<b>63.40</b>	1.00	1.60%
	Committee Room 1 *	Per Hour	<b>42.20</b>	<b>42.90</b>	0.70	1.66%
	Committee Room 1 (split) *	Per Hour	<b>22.00</b>	<b>22.40</b>	0.40	1.82%
	Committee Room 2 *	Per Hour	<b>42.20</b>	<b>42.90</b>	0.70	1.66%
	Restaurant	Per Hour	<b>81.90</b>	<b>83.20</b>	1.30	1.59%
	Kitchen **	Per Hour	<b>585.00</b>	<b>595.00</b>	10.00	1.71%

\* Minimum 2 hours applies

\*\* Maximum 5 Hours (plus supervisor and agreed rate) applies

**Fleet Management**  
**Proposed fees and charges 2017/18**

Product Group	Product Description	2017/18 Method of Charging	2016/17 Charge (£) (Excl VAT)	2017/18 Charge (£) (Excl VAT)	Actual (£) Increase	Actual (%) Increase	VAT Code
<b>Labour Rate- Normal rate</b>							
	Internal Customers	Per Hour	41.67	42.12	0.45	1.08%	O
	includes DCC departments, Schools, Town & Parish Councils, Co Durham Housing Group						
	External Customers	Per Hour	45.00	45.00	0.00	0.00%	S
	External Customers - Offsite Repairs	Per Hour	50.00	50.00	0.00	0.00%	S
	includes private customers Academies Murrays, Jovial, New College, Hire Companies						
	Ford Lab Rate	Per Hour	55.00	Removed	-	-	S
Ford Warranty	Per Hour	49.30	Removed	-	-	S	
<b>Labour Rate- Premium Rate (Time &amp; a Half- Overtime Mon-Sat)</b>							
	Internal Customers	Per Hour	51.30	53.89	2.59	5.05%	O
	includes DCC departments, Schools, Town & Parish Councils, Co Durham Housing Group						
	External Customers	Per Hour	54.27	56.77	2.50	4.61%	S
	External Customers - Offsite Repairs	Per Hour	59.27	61.77	2.50	4.22%	S
	includes private customers Academies Murrays, Jovial, New College, Hire Companies						
	Ford Lab Rate	Per Hour	55.00	Removed	-	-	S
Ford Warranty	Per Hour	49.30	Removed	-	-	S	
<b>Labour Rate- Special Rate (Double Time- Sundays &amp; Bank Holidays)</b>							
	Internal Customers	Per Hour	60.93	65.66	4.73	7.76%	O
	includes DCC departments, Schools, Town & Parish Councils, Co Durham Housing Group						
	External Customers	Per Hour	63.54	68.54	5.00	7.87%	S
	External Customers - Offsite Repairs	Per Hour	68.54	73.54	5.00	7.30%	S
	includes private customers Academies Murrays, Jovial, New College, Hire Companies						
	Ford Lab Rate	Per Hour	55.00	Removed	-	-	S
Ford Warranty	Per Hour	49.30	Removed	-	-	S	

Product Group	Product Description	2017/18 Method of Charging	2016/17 Charge (£) (Excl VAT)		2017/18 Charge (£) Excl VAT		Actual (£) Increase		Actual (%) Increase		VAT Code
			VOSA Test Fee	Bay Fee	VOSA Test Fee	Bay Fee	VOSA Test Fee	Bay Fee	VOSA Test Fee	Bay Fee	
<b>VOSA Prices &amp; Bay Fees from Oct 2014</b>											
HGV Vehicle Tests	2 Axle Vehicle	Per Test	91.00	21.29	91.00	21.29	0.00	0.00	0.00%	0.00%	O
	3 Axle Vehicle	Per Test	113.00	31.93	113.00	31.93	0.00	0.00	0.00%	0.00%	O
	4+ Axle Vehicles	Per Test	137.00	42.58	137.00	42.58	0.00	0.00	0.00%	0.00%	O
HGV Vehicle Re-Tests	2 Axle Vehicle	Per Test	35.00	12.77	35.00	12.77	0.00	0.00	0.00%	0.00%	O
	3 Axle Vehicle	Per Test	49.00	12.77	49.00	12.77	0.00	0.00	0.00%	0.00%	O
	4+ Axle Vehicles	Per Test	65.00	12.77	65.00	12.77	0.00	0.00	0.00%	0.00%	O
HGV Trailer Tests	1 Axle Trailer	Per Test	41.00	12.77	41.00	12.77	0.00	0.00	0.00%	0.00%	O
	2 Axle Trailers	Per Test	54.00	21.29	54.00	21.29	0.00	0.00	0.00%	0.00%	O
	3+ Axle Trailers	Per Test	64.00	21.29	64.00	21.29	0.00	0.00	0.00%	0.00%	O
HGV Trailer Re-Tests	1 Axle Trailer	Per Test	18.00	12.77	18.00	12.77	0.00	0.00	0.00%	0.00%	O
	2 Axle Trailers	Per Test	25.00	12.77	25.00	12.77	0.00	0.00	0.00%	0.00%	O
	3+ Axle Trailers	Per Test	33.00	12.77	33.00	12.77	0.00	0.00	0.00%	0.00%	O
Additional Items	Part Paid Re-test Vehicles - Any number of Axles	Per Test	£13.00	0.00	£13.00	0.00	0.00	0.00	0.00%	0.00%	S
	Part Paid Re-test Trailers Any number of Axles	Per Test	£7.00	0.00	£7.00	0.00	0.00	0.00	0.00%	0.00%	S
	RPC Certification at time of test	Per Test	£18.00	0.00	Removed	0.00	0.00	0.00	0.00%	0.00%	S
	RPC Certification not at time of test	Per Test	£30.00	0.00	Removed	0.00	0.00	0.00	0.00%	0.00%	S
	DCC Brake tests - Charge per Axle- Internal	Per Test	£0.00	12.50	£0.00	12.50	0.00	0.00	0.00%	0.00%	S
	DCC Brake tests - Charge per Axle- External	Per Test	0.00	12.50	0.00	12.50	0.00	0.00	0.00%	0.00%	S
	DCC Headlight Check- Internal	Per Test	0.00	12.50	0.00	12.50	0.00	0.00	0.00%	0.00%	S
	DCC Headlight Check- External	Per Test	0.00	12.50	0.00	12.50	0.00	0.00	0.00%	0.00%	S
	DCC Smoke Test- Internal	Per Test	0.00	12.50	0.00	12.50	0.00	0.00	0.00%	0.00%	S
	DCC Smoke Test- External	Per Test	0.00	12.50	0.00	12.50	0.00	0.00	0.00%	0.00%	S
Use of a loaded Trailer	Per Test	0.00	35.00	0.00	35.00	0.00	0.00	0.00%	0.00%	S	
PSV Vehicle Tests	Buses Upto 22 Passenger Seats	Per Test	103.00	42.58	103.00	42.58	0.00	0.00	0.00%	0.00%	S
	Buses 23 or more Passenger Seats	Per Test	128.00	42.58	128.00	42.58	0.00	0.00	0.00%	0.00%	S
PSV Vehicle Re-Tests	Buses Upto 22 Passenger Seats	Per Test	39.00	12.77	39.00	12.77	0.00	0.00	0.00%	0.00%	S
	Buses 23 or more Passenger Seats	Per Test	56.00	12.77	56.00	12.77	0.00	0.00	0.00%	0.00%	S
Additional Items	Part Paid Re-test Vehicles - Any number of Seats	Per Test	£12.00	£0.00	£12.00	£0.00	0.00	0.00	0.00%	0.00%	S
	LEZ Certification at time of test	Per Certificate	£18.00	£0.00	£18.00	£0.00	0.00	0.00	0.00%	0.00%	S
	LEZ Certification not at time of test	Per Certificate	£30.00	£0.00	£30.00	£0.00	0.00	0.00	0.00%	0.00%	S

**Fleet Management**  
**Proposed fees and charges 2017/18**

Product Group	Description	2017/18 Method Of Charging	2016/17 Charge (£) (Excl VAT)	2017/18 Charge (£) (Excl VAT)	Actual (£) Increase	Actual (%) Increase	VAT Code
MOT's	Class 4 MOT - upto 8 seats	Per Test	45.00	45.00	0.00	0.00%	O
	Class 4 MOT - 9 to 12 seats	Per Test	45.00	45.00	0.00	0.00%	O
	Class 4A MOT 9 to 12 seats inc seat belt installation check	Per Test	45.00	45.00	0.00	0.00%	O
	Class 5 MOT - 13 to 16 seats	Per Test	48.00	48.00	0.00	0.00%	O
	Class 5 MOT - 17+ seats	Per Test	71.50	71.50	0.00	0.00%	O
	Class 5A MOT - 13 to 16 seats inc seat belt installation check	Per Test	59.60	59.60	0.00	0.00%	O
	Class 5A MOT - 17+ passenger seats inc seat belt installation check	Per Test	102.50	102.50	0.00	0.00%	O
	Class 7 MOT	Per Test	45.00	45.00	0.00	0.00%	O
MOT Re-Tests	If MOT carried out with Private Service	Per Test	Removed	Removed	-	-	O
	MOT re-test - all classes	Per Test	21.00	21.00	0.00	0.00%	O
	Duplicate Certificate	Per Certificate	10.00	10.00	0.00	0.00%	O

Product Group	Product Description	2017/18 Method Of Charging	2016/17 Charge (£) (Excl VAT)	2017/18 Charge (£) (Excl VAT)	Actual (£) increase	Actual (%) increase	VAT Code
Air Conditioner Recharge	Recharge Air Con System		55.00	55.00	0.00	0.00%	S
TAXIS	Taxi Test	Per Test	54.10	54.55	0.45	0.83%	O
	Failure to attend	Per Test	54.10	54.55	0.45	0.83%	O
	Re-test	Per Test	21.00	21.00	0.00	0.00%	S
Number Plates 0.15 hrs	Manuf & supply No Plate	Per Plate	12.00	15.00	3.00	25.00%	S
Number Plates 0.20 hrs	Manuf & supply 2 No Plates	Per Plate	20.00	25.00	5.00	25.00%	S
TACHOS	Digi Tacho Calibration	Per Test	78.00	81.00	3.00	3.85%	S
	2 yr Analogue Tacho Calibration	Per Test	67.50	72.00	4.50	6.67%	S
	6 yr Analogue Tacho Calibration	Per Test	90.00	95.00	5.00	5.56%	S
	Repair Labour Rate	Per Hour	45.00	45.00	0.00	0.00%	S
OPEN DAY PRICES	DCC Interim Service upto 2.0 ltrs - From	Per Service (+ Parts extra)	92.20	92.20	0.00	0.00%	S
	DCC Major service upto 2.0 ltrs - From	Per Service (+ Parts extra)	167.40	167.40	0.00	0.00%	S
	Labour rate	Per Hour	45.00	45.00	0.00	0.00%	S
	Vehicles over 2.0ltrs or over 3t - prices on request		0.00	0.00	0.00	0.00%	S
	Inspections - External	Per Hour	50.00	50.00	0.00	0.00%	S
Ford Newco	Ford Service - Small Van - From	Per Service	57.00	Removed	-	-	S
	Ford Service - Transit - From	Per Service	109.00	Removed	-	-	S
HGV & PSVs	Vehicle Servicing on request	Per Test	-	-	-	-	S
	Maintenance Contracts - on request	Per Test	-	-	-	-	S
	Vehicle Inspection - 2 Axle	Per Test	50.00	50.00	0.00	0.00%	O
	Vehicle Inspection - 3 Axles	Per Test	55.00	55.00	0.00	0.00%	O
	Vehicle Inspection - 4 Axles	Per Test	60.00	60.00	0.00	0.00%	O
	Trailer Inspection - 3 Axles	Per Test	25.00	25.00	0.00	0.00%	O
	Trailer Inspection - 3 or more Axles	Per Test	30.00	30.00	0.00	0.00%	O
	PSV Inspection to 22 seats	Per Test	60.00	60.00	0.00	0.00%	O
	PSV Inspection 23 or more seats	Per Test	70.00	70.00	0.00	0.00%	O
	Labour rate	Per Hour	45.00	45.00	0.00	0.00%	S
	Present for test	Per Hour	45.00	45.00	0.00	0.00%	S

Product Group	Description	2017/18 Method Of Charging	2016/17 Charge (£) (Excl VAT)	2017/18 Charge (£) (Excl VAT)	Actual (£) increase	Actual (%) increase	VAT Code
SF / Training	Pre-Employment Licence authentication, paperwork & Assessment (Practical £25 & Theory £25):	Per candidate	20.00	50.00	30.00	150.00%	O
	Driver Induction Assessment (Theory £25 & Practical £25):	Per candidate/Gp	20.00	50.00	30.00	150.00%	O
	DCPC Course by module	Per candidate	80.00	80.00	0.00	0.00%	O
	Minibus Driver Awareness Scheme - Standard (Minibus & MPV) - based on 4 candidates attending.	Per candidate (Min. 4)	145.00	145.00	0.00	0.00%	O
	Minibus Driver Awareness Scheme - Accessible - (Minibus & MPV) - based on 4 candidates attending.	Per candidate (Min. 4)	165.00	165.00	0.00	0.00%	O