

Public Document Pack



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5 January 2018

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **CABINET** will be held at these offices (Council Chamber) on Monday 15 January 2018 at 11.00 am when the following business will be transacted.

Members of the public who require further information are asked to contact Kate Batty-Smith on (01304) 872303 or by e-mail at kate.batty-smith@dover.gov.uk.

Yours sincerely

A handwritten signature in black ink, appearing to read "Nicky", written over a white background.

Chief Executive

Cabinet Membership:

K E Morris	Leader of the Council
M D Conolly	Deputy Leader of the Council
J S Back	Portfolio Holder for Built Environment
T J Bartlett	Portfolio Holder for Property Management and Environmental Health
N J Collor	Portfolio Holder for Access and Licensing
M J Holloway	Portfolio Holder for Community Services
N S Kenton	Portfolio Holder for Environment, Waste and Health

AGENDA

1 **APOLOGIES**

To receive any apologies for absence.

2 **DECLARATIONS OF INTEREST** (Page 5)

To receive any declarations of interest from Members in respect of business to be transacted on the agenda.

3 **RECORD OF DECISIONS** (Pages 6-15)

The Decisions of the meeting of the Cabinet held on 4 December 2017 numbered CAB 106 to CAB 116 (inclusive) are attached.

4 **NOTICE OF FORTHCOMING KEY DECISIONS** (Pages 16-19)

The Notice of Forthcoming Key Decisions is included in the agenda to enable the Cabinet to identify future agenda items of public interest that should be subject to pre-Cabinet scrutiny.

5 **ISSUES ARISING FROM OVERVIEW AND SCRUTINY OR OTHER COMMITTEES**

To consider any issues arising from Overview and Scrutiny or other Committees not specifically detailed elsewhere on the agenda.

a Council Workforce Strategy (Page 20)

To consider the recommendations of the Governance Committee.

b Dover District Council Authority Monitoring Report 2016/17 (Page 21)

To consider the recommendations of the Scrutiny (Policy and Performance) Committee.

c River Dour Enhancement Work and Repairs to Dolphin House Garages (Page 22)

To consider the recommendations of the Scrutiny (Policy and Performance) Committee.

d Overnight Opening of Deal Pier (Page 23)

To consider the recommendations of the Scrutiny (Policy and Performance) Committee.

e Bus Routes in the Dover District (Pages 24-25)

To consider the recommendations of the Scrutiny (Community and Regeneration) Committee.

EXECUTIVE - KEY DECISIONS

6 **FEES AND CHARGES 2018/19** (Pages 26-85)

To consider the attached report of the Director of Finance, Housing and Community.

Responsibility: Portfolio Holder for Corporate Resources and Performance

7 **REVIEW OF ON AND OFF-STREET PARKING CHARGES** (Pages 86-103)

To consider the attached report of the Director of Environment and Corporate Assets.

Responsibility: Portfolio Holder for Access and Licensing

EXECUTIVE - NON-KEY DECISIONS

8 **DOVER TOWN CENTRE** (Pages 104-114)

To consider the attached report of the Chief Executive.

Responsibility: Leader of the Council

9 **EXCLUSION OF THE PRESS AND PUBLIC** (Page 115)

The recommendation is attached.

MATTERS WHICH THE MANAGEMENT TEAM SUGGESTS SHOULD BE CONSIDERED IN PRIVATE AS THE REPORT CONTAINS EXEMPT INFORMATION AS DEFINED WITHIN PART 1 OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AS INDICATED AND IN RESPECT OF WHICH THE PROPER OFFICER CONSIDERS THAT THE PUBLIC INTEREST IN MAINTAINING THE EXEMPTION OUTWEIGHS THE PUBLIC INTEREST IN DISCLOSING THE INFORMATION

EXECUTIVE - KEY DECISIONS

10 **DOVER LEISURE CENTRE - SURRENDER OF LEASE** (Pages 116-121)

To consider the attached report of the Director of Environment and Corporate Assets.

Responsibility: Portfolio Holder for Property Management and Public Health

11 **BUILDING FOUNDATIONS FOR GROWTH GRANT - DISCOVERY PARK ENTERPRISE ZONE, SANDWICH** (Pages 122-145)

To consider the attached report of the Chief Executive.

Responsibility: Leader of the Council

Access to Meetings and Information

- Members of the public are welcome to attend meetings of the Council, its Committees and Sub-Committees. You may remain present throughout them except during the consideration of exempt or confidential information.
- All meetings are held at the Council Offices, Whitfield unless otherwise indicated on the front page of the agenda. There is disabled access via the Council Chamber entrance and a disabled toilet is available in the foyer. In addition, there is a PA system and hearing loop within the Council Chamber.
- Agenda papers are published five clear working days before the meeting. Alternatively, a limited supply of agendas will be available at the meeting, free of charge, and all agendas, reports and minutes can be viewed and downloaded from

our website www.dover.gov.uk. Minutes will be published on our website as soon as practicably possible after each meeting. All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting.

- If you require any further information about the contents of this agenda or your right to gain access to information held by the Council please contact Kate Batty-Smith, Democratic Services Officer, telephone: (01304) 872303 or email: kate.batty-smith@dover.gov.uk for details.

Large print copies of this agenda can be supplied on request.

Declarations of Interest

Disclosable Pecuniary Interest (DPI)

Where a Member has a new or registered DPI in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

Other Significant Interest (OSI)

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

Voluntary Announcement of Other Interests (VAOI)

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone s/he should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

Note to the Code:

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representations on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer, etc would both probably constitute either an OSI or in some cases a DPI.

Record of the decisions of the meeting of the **CABINET** held at the Council Offices, Whitfield on Monday, 4 December 2017 at 11.00 am

Present:

Chairman: Councillor K E Morris

Councillors: M D Conolly
J S Back
T J Bartlett
N J Collor
M J Holloway
N S Kenton

Also Present: Councillor S F Bannister
Councillor P M Beresford
Councillor P M Brivio
Councillor S S Chandler
Councillor M R Eddy
Councillor B Gardner
Councillor P Walker

Officers: Chief Executive
Director of Environment and Corporate Assets
Director of Finance, Housing and Community
Director of Governance
Head of Strategic Housing
Principal Heritage Officer
Senior Planner (Policy)
Assistant Planner
Planning Support Officer
PR and Marketing Officer
Democratic Services Officer

The formal decisions of the executive are detailed in the following schedule.

Record of Decisions: Executive Functions

Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 106 4.12.17 Open</p> <p>Key Decisions No</p> <p>Call-in to apply Yes</p> <p>Implementation Date 12 December 2017</p>	<p><u>APOLOGIES</u></p> <p>It was noted that there were no apologies for absence.</p>	None.	To note any apologies for absence.	

Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 107 4.12.17 Open</p> <p>Key Decisions No</p> <p>Call-in to apply Yes</p>	<p><u>DECLARATIONS OF INTEREST</u></p> <p>Councillor N S Kenton declared a Disclosable Pecuniary Interest in Agenda Item 7 (Dover District Council Authority Monitoring Report 2016/17) by reason that he owned land that was included in the Authority Monitoring Report.</p>	None.	To note any declarations of interest.	

Implementation Date 12 December 2017				
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Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 108 4.12.17 Open Key Decisions No Call-in to apply Yes Implementation Date 12 December 2017	<u>RECORDS OF DECISIONS</u> It was agreed that the Records of Decisions of the meetings held on 6 and 20 November 2017 numbered CAB 87 to CAB 105 be approved as correct records and signed by the Chairman.	None.	Cabinet is required to approve the Records of Decisions of the Cabinet meetings held on 6 and 20 November 2017.	

Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 109 4.12.17 Open Key Decisions No Call-in to apply	<u>NOTICE OF FORTHCOMING KEY DECISIONS</u> It was agreed that there were no forthcoming Key Decisions identified for pre-Cabinet scrutiny at this stage.	None.	Cabinet is requested to identify any Key Decisions that it considers would be beneficial to refer to one of the Scrutiny	

Yes			Committees before the matter comes before Cabinet for formal decision.	
Implementation Date 12 December 2017				

Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 110a 4.12.17 Open Key Decisions No Call-in to apply Yes Implementation Date 12 December 2017	<u>UPDATE ON THE REGENT CINEMA</u> It was agreed that the Scrutiny (Policy and Performance) Committee's recommendation, made at its meeting held on 14 November 2017 (Minute No 95), be approved.	None.	The Scrutiny (Policy and Performance) Committee, at its meeting held on 14 November 2017, received an update on the Regent Cinema and made a recommendation to Cabinet	

Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 110b 4.12.17 Open Key Decisions No	<u>PERFORMANCE REPORT - SECOND QUARTER 2017/18</u> It was agreed: (a) That the Scrutiny (Policy and Performance) Committee's endorsement of Cabinet decision CAB 99, made at its meeting	None.	The Scrutiny (Policy and Performance) Committee, at its meeting held on 14 November 2017,	

<p>Call-in to apply Yes</p> <p>Implementation Date 12 December 2017</p>	<p>held on 14 November 2017 (Minute No 96), be acknowledged.</p> <p>(b) That Cabinet decision CAB 99 be reaffirmed.</p>		<p>endorsed Cabinet decision CAB 99 of 6 November 2017.</p>	
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Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 111 4.12.17 Open</p> <p>Key Decisions Yes</p> <p>Call-in to apply Yes</p> <p>Implementation Date 12 December 2017</p>	<p><u>CONFIRMATION OF ARTICLE 4 DIRECTION ON NELSON STREET, DEAL CONSERVATION AREA</u></p> <p>It was agreed that the District of Dover (Nelson Street, Deal Conservation Area) Town and Country Planning Direction Number 1 of 2017 Article 4 Direction, as set out in Appendix 1 to the report, be confirmed.</p>	<p>None.</p>	<p>At its meeting held on 9 January 2017, Cabinet approved the Nelson Street Conservation Area Appraisal and agreed that public consultation should take place on the introduction of an Article 4 Direction (CAB 123).</p> <p>Consultation has been completed and Cabinet is requested to confirm the Article 4 Direction on the Nelson Street Conservation Area.</p>	

Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 112 4.12.17 Open</p> <p>Key Decisions Yes</p> <p>Call-in to apply Yes</p> <p>Implementation Date 12 December 2017</p>	<p><u>DOVER DISTRICT COUNCIL AUTHORITY MONITORING REPORT 2016/17</u></p> <p>It was agreed that the Authority Monitoring Report 2016/17, as set out at Appendix 1 to the report, be approved (noting the revised figure of 5.65 years' supply of land for housing) and made available on the Council's website.</p>	<p>None.</p>	<p>National Planning Practice Guidance requires the Council to publish annually information which demonstrates its progress with Local Plan preparation and how the implementation of policies in the Local Plan is progressing.</p> <p>The Authority Monitoring Report for consideration covers the period 1 April 2016 to 31 March 2017.</p>	<p>Councillor N S Kenton withdrew from the Chamber during consideration of this item.</p>

Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 113 4.12.17 Open</p> <p>Key Decisions</p>	<p><u>KENT HOMECHOICE</u></p> <p>It was agreed that the extension of the Kent Homechoice Partnership Agreement for a period of 5 years be approved.</p>	<p>None.</p>	<p>The Kent Choice-Based Lettings Partnership, known as Kent Homechoice, was</p>	

<p>Yes</p> <p>Call-in to apply Yes</p> <p>Implementation Date 12 December 2017</p>			<p>formed in 2006 to facilitate the implementation of Choice-Based Lettings across Kent and expires in December 2019.</p> <p>Cabinet is requested to extend the partnership agreement for a further 5 years in order to ensure that the agreement is in place until at least the term of the ICT contract (that runs Kent Homechoice) which expires in July 2018 and is presently out to tender.</p>	
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Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 114 4.12.17 Open</p> <p>Key Decisions Yes</p>	<p><u>RIVER DOUR ENHANCEMENT WORK AND REPAIRS TO DOLPHIN HOUSE GARAGES</u></p> <p>It was agreed that the business case to carry out riverside enhancement works and repairs to the Dolphin House garages be approved.</p>	<p>None.</p>	<p>The St James's retail and leisure development is due to open in February 2018. The development is</p>	

<p>Call-in to apply Yes</p> <p>Implementation Date 12 December 2017</p>			<p>abutted by an unsightly stretch of the River Dour and the Council-owned Dolphin House garages which are dilapidated. Cabinet approval is sought to carry out improvements to the area to complement the new development.</p>	
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Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 115 4.12.17 Open</p> <p>Key Decisions No</p> <p>Call-in to apply Yes</p> <p>Implementation Date 12 December 2017</p>	<p><u>OVERNIGHT OPENING OF DEAL PIER</u></p> <p>It was agreed that a reduction in overnight opening at Deal Pier to once a month, from April to November, be approved.</p>	<p>None.</p>	<p>Due to poor usage, low income and staffing issues, it is proposed to reduce the opening of Deal Pier overnight to once a month between the months of April and November. Staff and stakeholder consultation has been undertaken.</p>	

Decision Status	Record of Decision	Alternative options considered and	Reasons for Decision	Conflicts of interest (if any) declared by
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		rejected (if any)		decision maker(s) or consultees (if any)
CAB 116 4.12.17 Open Key Decisions No Call-in to apply Yes Implementation Date 12 December 2017	<p><u>CHANGES TO APPOINTMENTS TO OUTSIDE BODIES</u></p> <p>It was agreed that the following appointments to outside bodies be approved (terms to expire in May 2018 unless stated):</p> <p>Dover Coastal Community Team</p> <p>Deal & Sandwich Coastal Community Team</p> <p>Dover District Volunteering Centre</p> <p>East Kent Housing Dover Area Tenants' Board</p> <p>East Kent Spatial Development Company</p> <p>Kent Forum</p> <p>Local Government Association – General Assembly</p> <p>Mary Hougham Almshouses (4-Year Term)</p>	<p>None.</p>	<p>The new Leader of the Council has made changes to the composition of Cabinet and its portfolios which need to be reflected in some of the appointments made to outside bodies. In addition, two appointments to the Mary Hougham Almshouses charity and the St Edmund of Abingdon Memorial Trust are due to expire and require new appointees.</p>	
	<p>Councillor Nigel Collor (in replacement of Cllr Morris)</p> <p>Councillor M J Holloway (in replacement of Cllr Murphy)</p> <p>Councillor M J Holloway</p> <p>Councillor Jim Back</p> <p>Councillor Keith Morris</p> <p>Councillor Keith Morris</p> <p>Councillor Keith Morris</p> <p>Councillor Peter Jull</p>			

	Police and Crime Panel for Kent	Councillor M J Holloway			
	St Edmund of Abingdon Memorial Trust (5-Year Term)	Councillor Nigel Collor			
	South East England Councils	Councillor Keith Morris			
	Tourism South East	Councillor M J Holloway			

The meeting ended at 11.36 am.



Notice of Forthcoming Key Decisions

[This updated version of the Notice supersedes all other versions issued in previous months]

Publication Date: 11 December 2017

Notice of Forthcoming Key Decisions which will be made on behalf of the Council

Key Decisions 2017/18	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)
1	Neighbourhood Plans	June 2013 and ongoing (see entry)
2	Dover Town Centre Regeneration: To consider progress on the Compulsory Purchase Order and any issues arising which may go beyond the scope of the resolutions incorporated in Minute CAB 87	8 September 2014/24 April 2015/7 March 2016 and as necessary
3	Approval to develop detailed plans for replacement of Dover Leisure Centre	25 July/20 September and 15 December 2016 (special Cabinet meetings) and 11 September 2017 (special Cabinet meeting)
4	Statutory Brownfield Register	Decision to be taken by the Head of Regeneration and Development – December 2017
5	Review of Tenancy Strategy and Tenancy Policy	15 January 2018
6	Review of Local Plan	(i) 1 March 2017; (ii) October 2018; and (iii) July 2019
7	Property Acquisitions	Ongoing (decisions to be taken by Portfolio Holder for Corporate Resources and Performance)
8	Approval for public consultation on draft South Barracks Conservation Area Appraisal	3 July 2017 and 5 February 2018
9	To consider the results of public consultation on the Waterloo Crescent Conservation Area Appraisal and approve public consultation on proposed boundary extensions	8 May 2017
10	To consider the results of public consultation on the extension of the Nelson Street Conservation Area boundary and the introduction of an Article 4 Direction	8 May and 4 December 2017
11	Approval to cease providing a face-to-face customer service function at Aylesham, Deal and Sandwich area offices	3 July and 4 September 2017
12	Approval of revisions to the 2012 Housing Assistance Policy	3 July 2017
13	Approval of amended Dover District Council Events Policy and Land Hire Agreement	4 September 2017
14	Approval to release funding and carry out regular beach maintenance works between Oldstairs Bay and Sandwich Bay	12 June 2017

Key Decisions 2017/18	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)
15	Local Plan Review – Engagement Strategy	8 May 2017
16	Appointment of contractor to carry out building extension and repair works at Kearsney Abbey and Russell Gardens as part of the Heritage Lottery Funded ‘Parks for People’ project	Decision to be taken by the Portfolio Holder for Property Management and Public Protection – July/August 2017
17	Appointment of contractor to carry out landscape and watercourse restoration works at Kearsney Abbey and Russell Gardens as part of DDC’s Heritage Lottery Funded ‘Parks for People’ project	Decision to be taken by the Portfolio Holder for Property Management and Public Protection – July/August 2017
18	To approve the policy on civil penalties and rent repayment orders for private landlords	2 October 2017
19	To seek approval for wet and dryside improvements to Tides Leisure and Indoor Tennis Centre, Deal	15 January 2018
20	Dover Waterfront Masterplan Area Action Plan	To be confirmed
21	Planning Enforcement Plan	To be confirmed
22	Representations on the Thanet District Council Local Plan	5 March 2018
23	Fit-out of Aylesham retail units and related funding	3 July 2017
24	Project approval for development of land at Foxborough Close, Woodnesborough to provide affordable housing	3 July 2017
25	Approval of project to deliver new modular homes to provide temporary housing for homeless households	2 October 2017
26	To consider a revised East Kent Growth Framework	4 September 2017
27	The Open Golf Championship 2020	4 September 2017
28	Local Development Scheme	4 September 2017
29	To seek approval for public consultation on the draft Sandwich Walled Town Conservation Area Appraisal	5 March 2018 and date to be confirmed
30	Approval of contracts for works to Middle Street Car Park, Union Road Car Park and general maintenance work to remaining car parks.	4 September 2017
31	Approval to carry out works to area adjacent to River Dour and garages to the rear of Dolphin House, Dover	4 December 2017
32	Approval to carry out capital project works to Deal Pier	2 October and 6 November 2017
33	Award of replacement pitched roofing contract 2017-2020	2 October 2017
34	Future and funding of Inspire Fund	15 January 2018

Key Decisions 2017/18	Item	Date of meeting at which decision will be taken by Cabinet (unless specified otherwise)
35	Development of community-led housing initiatives	6 November 2017
36	Approval to upgrade heating and ventilation plant and controls at Dover Museum	6 November 2017
37	To approve final contract terms for the delivery of Revenues, Benefits and Customer Services functions by a private sector provider, and give authority for partner councils to enter into the contract and associated documentation.	East Kent Services Committee – January 2018
38	Hackney Carriage and Private Hire vehicles - access for wheelchair users	15 January 2018
39	Fees and Charges – agreement on levels for 2018/19	15 January 2018
40	Authority Monitoring Report	4 December 2017
41	Recommendations to Cabinet (and Council) of the draft 2018/19 Budget and Medium-Term Financial Plan 2018/19-2021/22, and approval of various delegations within the Budget	5 February and 5 March 2018
42	Review of Parking Charges	15 January 2018
43	Surrender of Dover Leisure Centre Lease	15 January 2018
44	Approval of the use of Building Foundations for Growth funding and authorisation of an appropriate legal agreement	15 January 2018
45	Development of a social lettings agency	5 March 2018

- Note: (1) Key Decisions which are shaded have already been taken and do not appear in this updated version of the Notice of Forthcoming Key Decisions.
- (2) The Council's Corporate Management Team reserves the right to vary the dates set for consultation deadline(s) and for the submission of reports to Cabinet and Council in respect of Key Decisions included within this version of the notice. Members of the public can find out whether any alterations have been made by looking at the Council's website (www.dover.gov.uk).

ISSUES ARISING FROM OVERVIEW AND SCRUTINY OR OTHER COMMITTEES

COUNCIL WORKFORCE STRATEGY

Responsibility: Portfolio Holder for Corporate Resources and Performance

Report of: Not applicable

Decision Route

Governance Committee	7 December 2017	Minute No 27
Cabinet	15 January 2018	

Governance Committee Recommendations

The Governance Committee, at its meeting held on 7 December 2017, received an audit on the Council's Regeneration team and made the following recommendations to Cabinet:

- (a) That an updated Workforce Strategy be developed for 2018, which is then considered by Cabinet. This should include:
 - (i) Workforce analysis detailing the current age profile of staff;
 - (ii) Workforce management including succession planning and recruitment strategies;
 - (iii) Staff development, including talent management, and bespoke and corporate training;
 - (iv) Career grades, apprenticeships and graduate placements.
- (b) That, after the strategy has been received and considered by Cabinet, it is referred back to the Governance Committee. This is to enable it to fulfil its assurance role which is to ensure that effective action is being taken to mitigate risk and maintain effective internal control.

ISSUES ARISING FROM OVERVIEW AND SCRUTINY OR OTHER COMMITTEES

DOVER DISTRICT COUNCIL AUTHORITY MONITORING REPORT 2016/17

Responsibility: Portfolio Holder for Built Environment

Report of: Chief Executive

Decision Route

Cabinet	4 December 2017	CAB 112
Scrutiny (Policy and Performance) Committee	12 December 2017	Minute No 107
Cabinet	15 January 2018	

Scrutiny (Policy and Performance) Committee Recommendations

The Scrutiny (Policy and Performance) Committee, at its meeting held on 12 December 2017, endorsed Cabinet decision CAB 112 and made an additional recommendation (highlighted in bold):

- (a) That the Authority Monitoring Report 2016/17 be approved and made available on the District Council's website.
- (b) **That in future the Authority Monitoring Report should have a section highlighting the infrastructure constraints that have stopped development.**

ISSUES ARISING FROM OVERVIEW AND SCRUTINY OR OTHER COMMITTEES

RIVER DOUR ENHANCEMENT WORK AND REPAIRS TO DOLPHIN HOUSE GARAGES

Responsibility: Portfolio Holder for Property Management and Environmental Health

Report of: Director of Environment and Corporate Assets

Decision Route

Cabinet	4 December 2017	CAB 114
Scrutiny (Policy and Performance) Committee	12 December 2017	Minute No 108
Cabinet	15 January 2018	

Scrutiny (Policy and Performance) Committee Recommendations

The Scrutiny (Policy and Performance) Committee, at its meeting held on 12 December 2017, considered Cabinet decision CAB 114 and made the following recommendations to Cabinet:

- (a) That the business case to carry out the riverside enhancement works be approved.
- (b) **That the repairs to the Dolphin House garages not be undertaken in order for the usage (i.e. car parking, commercial storage, etc.) of the garages to be established.**

ISSUES ARISING FROM OVERVIEW AND SCRUTINY OR OTHER COMMITTEES

OVERNIGHT OPENING OF DEAL PIER

Responsibility: Portfolio Holder for Property Management and Environmental Health

Report of: Director of Environment and Corporate Assets

Decision Route

Cabinet	4 December 2017	CAB 115
Scrutiny (Policy and Performance) Committee	12 December 2017	Minute No 109
Cabinet	15 January 2018	

Scrutiny (Policy and Performance) Committee Recommendations

The Scrutiny (Policy and Performance) Committee, at its meeting held on 12 December 2017, considered Cabinet decision CAB 115 and made the following recommendation to Cabinet:

That, while the Scrutiny (Policy and Performance) Committee recognises the current situation, the Cabinet be requested to reconsider the decision before implementing it in order to review staffing arrangements with a view to providing full night opening at Deal Pier.

Cabinet decision CAB 115 of 4 December 2017

It was agreed that a reduction in overnight opening at Deal Pier to once a month, from April to November, be approved.

ISSUES ARISING FROM OVERVIEW AND SCRUTINY OR OTHER COMMITTEES

BUS ROUTES IN THE DOVER DISTRICT

Responsibility: Portfolio Holder for Access and Licensing

Report of: Not applicable

Decision Route

Scrutiny (Community and Regeneration) Committee	13 December 2017	Minute No 92
Cabinet	15 January 2018	

Scrutiny (Community and Regeneration) Committee Recommendations

The Scrutiny (Community and Regeneration) Committee, at its meeting held on 13 December 2017, received briefings from Stagecoach and Kent County Council and made the following recommendations to Cabinet:

- (a) That a letter be written to Kent County Council:
 - (i) To request changes to the criteria relating to community bus services and to ask why rural communities have insufficient services which has severely impacted on the quality of life for the elderly and vulnerable.
 - (ii) That as the Northbourne Monday and Friday bus service only allows for one hour in Deal before returning, the operator (Regent via Kent County Council) be requested to consider the possibility of amending the service so as to allow for a return to Northbourne of at least 2 hours after arrival in Deal.
 - (iii) That Kent County Council be urged to examine ways to increase the use of the Kent Karrier service in the district given that it has not been as successful in the Dover District as in other areas.
 - (iv) That Kent County Council be asked to actively look at changes brought by the Bus Services Act 2017 to improve services countywide, including the use of franchising.
- (b) That the apology from Stagecoach for the inadequate public consultation last summer and their assurance that they have

learnt the lessons and will make improvements in the future be welcomed.

Subject:	FEES AND CHARGES 2018/19
Meeting and Date:	Cabinet – 15 January 2018
Report of:	Mike Davis, Director of Finance, Housing and Community
Portfolio Holder:	Councillor Michael Conolly, Portfolio Holder for Corporate Resources and Performance
Decision Type:	Key
Classification:	Unrestricted

Purpose of the report: This report has been prepared in order to obtain formal approval for the levels of fees and charges (F&Cs) for the financial year 2018/19. These F&Cs have been included in the preparatory work on the draft budget for 2018/19 and require approval.

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- Recommendation:**
1. Cabinet approve the Fees and Charges (F&Cs) for 2018/19 as set out in Appendices 2.1 to 2.6 and 5.1 and 5.3.
 2. Members agree that any F&Cs will be adjusted by the Service Director and the Portfolio Holder to comply with any subsequently received government guidelines (when they are received) without being the subject of a further report unless they are materially different from current charges or have a material impact on the level of income.
 3. Members approve the general principle that fees are set at an appropriate inclusive level, irrespective of VAT status, and that the VAT element within the overall fee level is then determined.
 4. Members note the fees and charges approved separately by the Licensing and Regulatory Committees (which includes the Planning Committee), as set out in Appendices 3, 4, 5.1 and 5.2.
 5. Members approve the Guidelines/Procedures for the application of Recycling and Waste Discretionary Fees and Charges, as set out at Appendix 6.
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1. Summary

The Council's constitution specifies that F&Cs shall be reviewed annually. In order to meet this requirement all Directors have been asked to review the F&Cs within their areas of responsibility (see checklist of issues to consider – Appendix 1) and to produce recommended levels for 2018/19. The fees and charges are tabulated in the further Appendices for consideration and/or approval by Members.

2. Introduction and Background

- 2.1 The level of Member approval required is dependent upon the types of F&Cs raised. In order to obtain appropriate approval the following reports have been prepared:

- Licensing Committee
Report to the meeting on 21 November 2017 of all F&Cs to be set by the Licensing Committee.
- Regulatory Committee
Report to the meeting on 21 November 2017 of all F&Cs to be set by the Regulatory Committee .
- Planning Committee
Report (for information) to the meeting on 16 November 2017 of all F&Cs relevant to the Planning Committee.
- Cabinet
Report to the meeting on 15 January 2018 of all F&Cs, but seeking specific approval of those F&Cs set by Cabinet.

2.2 Members are reminded that a framework of broad guidelines to be considered in formulating proposals for F&Cs is in place. This includes a checklist which has been circulated to all Service Directors and to all officers considering F&Cs so that a rigorous and consistent approach is taken. A copy is attached at Appendix 1.

2.3 As in previous years, in order to assist Members, the data on F&Cs has been tabulated into a standard format that has been used for Appendices 2 to 5.

2.4 The main points to note are set out below.

Detail and Narrative

These give a brief summary of the type of service being provided.

Set by Government

This indicates whether a charge is statutory or not. If a charge is statutory then it is effectively set by Government and although formal Member approval is still sought, there is little or no scope to make changes.

2017/18 Charge Inc VAT

The charge has been provided inclusive of VAT for two reasons. First, it shows what the customer will actually pay and is therefore more meaningful.

Second, charges for some services, especially those such as car parking, which are not simply a direct recovery of costs, are set at a level, inclusive of VAT, based on the appropriate market level. The VAT is therefore a deduction from the amount of charge retained by DDC and is not a key factor in determining the appropriate charge. Members are asked to approve this approach.

2018/19 Proposed Charge Inc VAT

This is the recommended charge for 2018/19 and the estimated income will, subject to Members' approval, be included in the 2018/19 budget.

2018/19 Total Expected Income ex VAT

This gives a broad indication as to how much income DDC is expected to receive and has been included to provide Members with a sense of the relative importance of individual charges or group of similar charges. The more significant income streams (generating over £3k) have been highlighted in **bold** type.

In some cases, the level of use is very low, or infrequent, or the service has only recently been introduced and so no level of income has been included.

Comments

This provides Members with a brief explanation for the change. In some instances guidance is still awaited from Government as to the basis upon which F&Cs should be set. In these cases it has not always been possible to confirm a fee level, Member's approval is sought to enable officers to adopt such fees at or close to government directed levels without a further report.

3. Other Fees and Charges

3.1 The following F&Cs are not included in this report.

3.2 Housing Rents and Service Charges

Housing rents are approved by the Director of Finance, Housing and Community under delegated authority. They are largely prescribed by government and the Council has no real scope to determine rent levels.

Service charges (for both tenants and long term lease holders) are determined through statutorily prescribed consultation processes and the recovery of all allowable costs. As a result the Council has no real scope to determine service charges.

3.3 Car Parking

Car parking fees are the subject of specific reports from the Director of Environment and Corporate Assets.

4. Identification of Options

4.1 The recommended figures for consideration by Members are included in the Appendices. Members may approve these proposed figures.

4.2 Members may propose and approve alternative figures with reasons recorded for their decisions.

4.3 Those fees already approved by Licensing and Regulatory Committees are for information only.

5. Evaluation of Options

5.1 The recommended fees and charges take into account the need to maximise income at a time of challenging budget positions, while taking into account comparable charges at neighbouring authorities and what the market can bear.

5.2 Members should also take into account the checklist of issues to consider (at Appendix 1) when reviewing the fees and charges included in the subsequent Appendices

6. **Resource Implications**

See Appendices.

7. **Corporate Implications**

- 7.1 Comment from the Director of Finance, Housing and Community (linked to the MTFP): Finance have been involved in the production of this report and have nothing further to add (VB)
- 7.2 Comment from the Solicitor to the Council: The Head of Legal Services has been consulted during the preparation of this report and has no further comment to add.
- 7.3 Comment from the Equalities Officer: This report does not specifically highlight any equalities implications however in discharging their responsibilities members are required to comply with the public sector duty as set out in section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15>
- 7.4 Other Officers (as appropriate):

8. **Appendices**

Appendix 1 – F&C checklist
Appendices 2.1 – 2.5 – F&C for which Cabinet approval is sought
Appendices 3.1 – 3.2 – F&C to be approved by Licensing Committee
Appendices 4.1 - 4.2 – F&C to be approved by Regulatory Committee
Appendices 5.1 – 5.3 – Planning application fees
Appendix 6 - Waste – Dover Bin Charging Protocol

Contact Officer: Mike Davis, Director of Finance, Housing and Community

Fees and Charges Checklist

<p>Corporate and Service Objectives Are links made between charges and our corporate and service objectives and are we able to use charges to help deliver these objectives?</p>
<p>Users of the Service Is there sufficient understanding of our service users and their needs and wishes? Have we considered different pricing to specific target groups and has the potential impact of charges or the changes to existing charges been assessed? Ensure that you consider the potential diversity and equality issues and where necessary consider and document any issues and mitigation.</p>
<p>Comparison with other providers Is there a complete picture of competition and providers of similar services – including other Local Authorities?</p>
<p>Consultation Has the relevant Portfolio holder been consulted and do charges meet with their aspirations and requirements? Is wider community consultation appropriate for any of your charges? Has it been undertaken?</p>
<p>Performance Management Are the principles for charges clearly defined and are clear targets set and monitored. Do we have a clear picture of what is a success?</p>
<p>Financial Considerations Is the charge at a level to fully recover all costs or if is subsidised - why? Have we considered all services for which we can / should charge a fee? Are there any fees that we charge, that have not been included in the schedule? Are we being radical in our approach to charging and are our charges cost effective?</p>
<p>Corporate Income Policy Please ensure you adhere to the main principals of the Corporate Income Policy when setting your fees and charges.</p>
<p>Legal Considerations and Other Guidance Does the Council have the power to levy the charges. Is there any ministerial or other guidance that should be taken into account?</p>
<p>Customer Access Review Consider whether the CAR for your service includes any issues for specific fees.</p>

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Building Control - R. Walton - M. Leggatt - Cllr Bartlett									
1	General	Building Regulations general enquires	N	£53	£100	£53.30	£150	1%	
2	General	Solicitors enquiries & other specialist advice	N	£26.65		£26.65		0%	
3	General	Where customer specifies the relevant application reference and no research is required, the charge for a certified true copy	N	£5		£5.00		0%	
4	General	Production of Standard Assessment Procedure (SAP) - energy ratings	N		£1,500	n/a	£0	-100%	SAP assessor has retired will outsource service.
5	General	Fees for Building Regulations Fee Earning Work as defined by Building (Local Authority Charges) Regulations 2010. Copy of charges scheme available in Building Control - fees sheets available on internet	N		£280,000		£315,000	0%	Allows for up turn in construction output in line with 17/18 to period 6. Fees changing from 1st April 2018 in accordance with delegated powers to the Director of Environment and Corporate Assets.
6	General	Structural design	N		£0		£0	0%	Service no longer offered.
7	General	Administration/professional charges for dealing with dangerous structures	N		£200		£200	0%	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Garages - R. Walton - M. Leggatt - Cllr Bartlett									
8	Garages	Standard garages to Council tenants per week	N	£11.22	£184,950	£11.55	£190,310	2.9%	
9	Garages	Standard garages to Non-Council tenants per week	N	£11.22	£230,945	£11.55	£237,640	2.9%	
10	Garages	Garage Plots (per annum)	N	£134.28	£21,350	£138.00	£20,150	2.8%	Income 17/18 to period 7 suggests 150 plots where rent is being collected EKH managing.
11	Garages let at full market rent	The Gateway, Dover	N	£19.44	£1,685	£20.00	£2,080	2.9%	
12	Garages let at full market rent	Dover Town Area (Harold St, Godwyne Close, Pencester)	N	£17.22	£15,222	£17.70	£9,200	2.8%	Seven garages lost as part of Snelgrove Development
Dover Museum - R Walton - J Iveson - Cllr Holloway									
13	General	Adults	N	£0.00	£0	£0.00	£0	0%	Free
14	General	Children	N	£0.00		£0.00		0%	
15	General	OAP	N	£0.00		£0.00		0%	
16	General	Family Day	N	£0.00		£0.00		0%	
17	General	Family Ticket (2 adults, 2 children)	N	£0.00		£0.00		0%	
18	General	Schools	N	£0.00	£18,000	£0.00	£18,000	0%	Per pupil
19	General	Schools Service: 2 hour workshop	N	£5.00		£6.00		20%	
20	General	Talks and artefact handling	N	£4.00		£5.00		25%	
21	General	Roman/Victorian/Tudor Festivals	N	£6.00		£7.00		17%	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
22	General	Curator talks (at Dover Museum)	N	£200.00	£500	£250.00	£500	25%	Per group - to cover the cost of utilising the cinema as a lecture theatre
23	General	Curator talks (other venues)	N	£200.00		£100.00		-50%	Plus expenses - the previous increase in charges across the board made the charge unaffordable for most societies. This is an attempt to redress the balance and still reflect the time spent in preparing and delivering such talks
24	General	Photo repro stills - TV, film Video	N	£48.00	£1,200	£51.00	£1,200	6%	per image (UK/EC rights)
25	General	Photo repro stills - TV, film Video	N	£82.20		£87.00		6%	per image (Worldwide Rights)
26	General	Photo repro stills - books/periodicals - commercial	N	£34.20		£36.00		5%	per image
27	General	Photo repro stills - books/periodicals academic and local history	N	£13.80		£14.50		5%	per image
28	General	Film and video broadcast - network continuing use, one country	N	£13.80		£14.50		5%	per second
29	General	Film and video broadcast - network continuing use, EC region	N	£17.10		£18.00		5%	per second
30	General	Film and video broadcast - network continuing use, world	N	£21.90		£23.00		5%	per second
31	General	Film and video broadcast - commercials etc. (world)	N	£43.80	£46.00	5%	per second		
32	General	Cost of Preparing and sending images Print	N	£9.96	£300	£10.50	£300	5%	per order
33	General	Cost of Preparing and sending Film and video	N	£24.96		£26.50		6%	per order
34	General	Cost of preparing and sending stills	N	£24.96		£26.50		6%	per order
35	General	Cost of preparing and sending digital images	N	£6.24		£6.50		4%	per order

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
36	General	Cost of preparing and sending digital images on CD	N	£12.48		£13.00		4%	per order
37	General	Film and video non-broadcast Educational continuing use world (Rights)	N	£4.14	£150	£4.50	£150	9%	
38	General	Film and video non-broadcast corporate non theatrical continuing use world (Rights)	N	£6.90		£7.50		9%	
39	General	Digital Commercial High Res email (Rights)	N	£8.28		£9.00		9%	
40	General	Digital Commercial Rescan email (Rights)	N	£11.04		£11.50		4%	
41	General	Digital Commercial Internet single use email (Rights)	N	£109.50		£115.00		5%	
42	General	Digital Commercial Exhibition (Rights)	N	£27.36		£29.00		6%	
43	General	Digital Commercial Publication (Rights)	N	£33.84		£35.50		5%	
44	General	Digital Commercial Newspaper National (Rights)	N	£48.00		£50.50		5%	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Environmental Health - R. Walton - D. Croucher - Cllr Bartlett									
45	Unsound Food Certificates	Not exceeding 1 metric tonne	N	£103.00	£309	£115.00	£115	12%	Following review of Kent wide charges
46	Unsound Food Certificates	Exceeding 1 metric tonne	N	£209	£418	£220	£220	5%	Following review of Kent wide charges
47	Port Health	Ship Sanitation Certificate	Y		£10,000		£10,000	0%	
48	Port Health	The Plastic Kitchenware (Conditions on Imports from China) (England) Regulations 2011	Y	£15		£15	£0	0%	
49	Port Health	The Plastic Kitchenware (Conditions on Imports from China) (England) Regulations 2011	Y	£50		£50		0%	
50	Port Health	The Plastic Kitchenware (Conditions on Imports from China) (England) Regulations 2011	Y	£100		£100		0%	
51	Port Health	DPI Imported Food Examinations. Commission Implementing Regulation (EC) No 884/2014. (Previously (EC) No 1152/2009)	Y	£15		£15		0%	
52	Port Health	DPI Imported Food Examinations. Commission Implementing Regulation (EC) No 884/2014. (Previously (EC) No 1152/2009)	Y	£50	£5,000	£50	£5,500	0%	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
53	Port Health	DPI Imported Food Examinations. Commission Implementing Regulation (EC) No 884/2014. (Previously (EC) No 1152/2009)	Y	£100		£100		0%	
54	Port Health	DPE Imported Food Examinations. Commission Implementing Regulation (EC) No 669/2009	Y	£50	£0	£50	£0	0%	
55	Port Health	DPE Imported Food Examinations. Commission Implementing Regulation (EC) No 669/2009.	Y	£100		£100		0%	
56	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	Set by APHA	£40		£40		0%	
57	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	Set by APHA	£60		£60		0%	
58	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	Set by APHA	£70		£70		0%	
59	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	Set by APHA	£80		£80		0%	
					£500		£500		

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
60	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	Set by APHA	£20	£000	£20	£000	0%	
61	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	Set by APHA	£35		£35		0%	
62	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	Set by APHA	£45		£45		0%	
63	Port Health	Catch Certificates IUU Regs - Council Regulation (EC) No. 1005/2008	Set by APHA	£55		£55		0%	
64	Organic Food Certificates	Organic Products (import from Third Countries Regulations 2003)	Y	£45	£11,500	£45	£10,000	0%	Reduced income based on 2017/18 income to date
65	Export Certificates		N	£50	£0	£65 minimum for first 2 hours and then additional £30 per hour or part thereof.	£0	30%	Following review of Kent wide charges
66	Dog Control	Removal of stray dogs to kennels or direct to owner	Y	£25		£25	£2,300	0%	Increase in out of hours collection/kenneling further to review of other authorities Expected income based on income in 2017/18 to date
67	Dog Control	Out of hours Dog Collection	N	£40		£50		25%	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
68	Dog Control	Kennelling/admin/transportation fee per calendar day (up to a maximum of seven days)	N	£12.50		£15.00		20%	Expected income based on income in 2017/18 to date
69	Private Water Supplies	Risk Assessment	Y	£500	£0	£500	£0	0%	
70	Private Water Supplies	Sampling	Y	£100	£0	£100	£0	0%	
71	Private Water Supplies	Investigation	Y	£100	£0	£100	£0	0%	
72	Private Water Supplies	Granting an Authorisation	Y	£100	£0	£100	£0	0%	
73	Private Water Supplies	Analysing a Sample under Reg 10	Y	£25	£0	£25	£0	0%	
74	Private Water Supplies	Analysing a sample (Check Monitoring)	Y	£100	£0	£100	£0	0%	
75	Private Water Supplies	Analysing a Sample (Audit monitoring)	Y	£500	£0	£500	£0	0%	
76	Contaminated Land Enquiry	Up to 250m distance	N	£32	£200	£32	£200	0%	
77	Contaminated Land Enquiry	Up to 500m distance	N						

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
78	Environmental Protection Act 1990 - Air Pollution	Initial Application Fee (Standard)	Y		£0		£0	0%	
79	Environmental Protection Act 1990 - Air Pollution	Substantial Changes Fee (Standard) including partial transfer and surrender fees for LA-IPPC	Y		£0		£0	0%	
80	Environmental Protection Act 1990 - Air Pollution	Substantial Changes Fee (Sections 10 and 11)	Y		£0		£0	0%	
81	Environmental Protection Act 1990 - Air Pollution	Annual Subsistence Charge (Standard)	Y		£10,000		£9,000	-10%	Reduced income based on 2017/18 income to date
82	Public Health funerals	Officers admin fees in arranging funeral.	N	Maximum of £250	£500	Maximum of £300	£900	N/A	Increase based on amount of time officers spend on funerals.

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Recycling & Waste Collections - R. Walton - M. Pile - Cllr Kenton									
83	Domestic Recycling & Refuse Collection	Supply & Delivery of 140 litre bin	N	£34.99	£1,050	£35.69	£357	2%	
84	Domestic Recycling & Refuse Collection	Supply & Delivery of 180 litre bin	N	£47.35	£1,421	£48.30	£14,489	2%	
85	Domestic Recycling & Refuse Collection	Supply & Delivery of 240 litre bin	N	£46.65	£1,400	£47.58	£15,702	2%	
86	Domestic Recycling & Refuse Collection	Supply & Delivery of 360 litre bin	N	£73.55	£2,207	£75.02	£750	2%	
87	Domestic Recycling & Refuse Collection	Supply & Delivery of 660 litre bin	N	£246.99	£7,410	£251.93	£2,519	2%	
88	Domestic Recycling & Refuse Collection	Supply & Delivery of 1100 litre bin	N	£275.35	£8,261	£280.86	£2,809	2%	
89	Domestic Recycling & Refuse Collection	Supply & Delivery of 55l Black Box or Blue Box	N	£8.35	£251	£8.52	£6,388	2%	
90	Domestic Recycling & Refuse Collection	Supply & Delivery of 23l Kerbside Caddy for food collections	N	£8.35	£251	£8.52	£2,555	2%	
91	Domestic Recycling & Refuse Collection	Supply & Delivery of 7l Kitchen Caddy for food collections	N	£4.80	£144	£4.90	£1,469	2%	
92	Domestic Recycling & Refuse Collection	Supply & Delivery of Container 'Launch Pack' (2 WB, 2 Food + Box)	N	£75.95	£2,279	£77.47	£38,735	2%	
93	Domestic Recycling & Refuse Collection	Green Waste Collections; Annual Subscription for up to 6 sacks	N	£39.95	£199,750	£45.00	£247,500	13%	Brings charge in line with other local authorities
94	Domestic Recycling & Refuse Collection	Green Waste Collections; Supply & Delivery of 60l Reusable Garden Waste Sack	N	£3.60	£7,200	£4.00	£8,000	11%	This was identified as additional income generation and has been discussed with the Portfolio Holder. This brings Dover DC's charges in line with Shepway and Thanet who both currently charge £45 CCC provide a free garden waste service.
95	Domestic Refuse	Bulk Domestic Waste - Collection (charge for 5 items)	Y	£29.95	£29,950	£30.55	£42,769	2%	
96	Domestic Refuse	Bulk Domestic Waste, Abortive Visit	Y	£29.95	£150	£30.55	£153	2%	
97	Domestic Refuse	Bulk Domestic Waste, Additional Items	Y	£5.00	£50	£5.10	£26	2%	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
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Leisure Facilities - R. Walton - R.Wragg - Cllr Bartlett									
98	Sports - Parks and Recreation Grounds	Bowls: Season Ticket - Adult	N	£67	£1,500	£68.00	£1,515	1%	
99	Sports - Parks and Recreation Grounds	Bowls: Season Ticket - OAP	N	£67		£68.00		1%	
100	Sports - Parks and Recreation Grounds	Bowls: Season Ticket - Junior	N	£33.50		£34.00		1%	
101	Sports - Parks and Recreation Grounds	Visitors green fees per game 21 ends (per game per person) per game (per set – 4 woods and 1 Jack)	N	£3.30		£3.40		3%	
102	Sports - Parks and Recreation Grounds	Football: Pitch Hire - Adult	N	£53.00	£5,000	£54.00	£5,000	2%	
103	Sports - Parks and Recreation Grounds	Football: Pitch Hire - Juniors	N	£21.50		£22.00		2%	
104	Sports - Parks and Recreation Grounds	Netball	N	£26.00		£26.50		2%	
105	Sports - Parks and Recreation Grounds	Tennis - Adult (per court per hour)	N	£5.00		£5.00		0%	
106	Sports - Parks and Recreation Grounds	Tennis - Junior (per court per hour)	N	£1.70		£1.70		0%	
107	Sports - Parks and Recreation Grounds	Tennis - OAP (per court per hour)	N	£1.70		£1.70		0%	
108	Parks	Small Commercial/stnadard Event - Operating Day	N	£170	£1,020.00	£173.00	£1,020.00	2%	
109	Parks	Small Commercial Event - Non-Operating Day	N	£40		£40.00		0%	
110	Parks	Small Commercial Event - Deposit	N	£1,000		£1,020.00		2%	
111	Parks	Large Commercial Event - Operating Day	N	£555		£565.00		2%	
112	Parks	Large Commercial Event - Non-Operating Day	N	£88.50		£90.00		2%	
113	Parks	Large Commercial Event - Deposit	N	£1,000		£1,020.00		2%	
114	Parks	Mobile Exhibition - Per Day	N	£79		£80.50		2%	
115	Parks	Mobile Exhibition - Deposit	N	£200		£205.00		3%	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
116	Parks	Community Event or Event run by a registered charity - per day	N	£45		£46.00		2%	
117	Parks	Community Event or Event run by a registered charity - per deposit	N	£200		£205.00		3%	
118	Parks	Use of parks for commercially run fitness and similar activities - fee per session	N	£25.00		£25.50		2%	
119	Parks	Commemorative Trees	N	£395	(Included in £157,500 below)	£405.00	(Included in £159,000 below)	3%	
120	Parks	Memorial Benches administration fee	N	£195		£199.00		2%	
121	Parks	Commemorative Plaques	N	£200		£205.00		3%	
Cemetery - R. Walton - R.Wragg - Cllr Bartlett									
122	General	Maintenance	N	£52.50		£55.00		5%	
123	General	Maintenance and Planting	N	£110		£112.50		2%	
124	General	Purchase of Grave Space - Adult (This fee will be doubled for non residents)	N	£675		£689.00		2%	
125	General	Purchase of Grave Space - Child under 12 years	N	£0		£0.00		0%	
126	General	Purchase of Cremation Grave/Ashes Plot (This fee will be doubled for non residents)	N	£190		£195.00		3%	
127	General	Use of Chapel	N	£155		£158.00		2%	
128	General	Garden of Remembrance - right to erect a tablet	N	£91		£93.00		2%	
129	General	Interment of Ashes (excluding caskets or urns)	N	£192		£195.00		2%	
130	General	Search in Burial Register (to be charged when time involved exceeds 1 hr)	N	£57.50		£58.50		2%	
131	General	Right to erect a memorial not exceeding 1.06 metres in height, 0.76 metres in width and 0.45 metres in depth	N	£174		£180.00		3%	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
132	General	Vase not exceeding 0.30 metres in height or tablet not exceeding 0.25 metres (including a tablet for a stillborn child) with only the name or initials, date of death and age of person inscribed	N	£81	£157,500	£82.50	£159,000	2%	
133	General	Right to place on any flagstone, headstone, kerbstone, border stone, inscribed vase, tablet or monument, each further inscription	N	£73		£74.50		2%	
134	General	Replacement of a headstone with a new headstone	N	£40		£41.00		3%	
135	General	Right to place kerb - depending upon location within cemetery		£385		£392.00		2%	
136	General	Interment of cremated remains in any grave	N	£192		£195.00		2%	
137	General	Interment of a stillborn child or child under 6 months	N	£57		£58.00		2%	
138	General	Interment of a child exceeding 6 months but under 12 years	N	£250		£255.00		2%	
139	General	Interment of an adult or child exceeding 12 years: single depth - new grave	N	£835		£850.00		2%	
140	General	Interment of an adult or child exceeding 12 years: single depth - reopen	N	£650		£665.00		2%	
141	General	Interment of an adult or child exceeding 12 years: double depth - new grave	N	£960		£980.00		2%	
142	General	Interment of an adult or child exceeding 12 years: double depth - reopen	N	£810		£825.00		2%	
143	General	Interment of an adult or child exceeding 12 years: triple depth	N	£1,175		£1,200.00		2%	
144	General	One Off Contribution For Maintenance For Coffin Burials	N	£222		£225.00		1%	
145	General	One Off Contribution For Maintenance For Cremated Remains	N	£85.00		£87.00		2%	
146	The above charges apply where the person to be interred is, or immediately before death was a resident in the Dover District Council area, or in the case of a stillborn child, where the parents (or one of them) are								

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Deal Pier - R. Walton - M. Leggatt - Cllr Bartlett									
147	Deal Pier Fishing	Early (08:00 to 16:00 hrs April-November, 08:00 to 13:00 hrs December-March) - adult	N	£6.00	£37,500	£6.20	£40,000	3%	
148	Deal Pier Fishing	(08:00 to 16:00 hrs April-November, 08:00 to 13:00 hrs December-March) - concessions (unemployed, senior citizens, disabled and students (including under 16's))	N	£3.00		£3.10		3%	
149	Deal Pier Fishing	(08:00 to 16:00 hrs April-November, 08:00 to 18:00 hrs December-March) - hand lines	N	£1.50		£0.00		-100%	Delete charge - hardly ever used and free use of the pier for this purpose may encourage novices to take up the sport
150	Deal Pier Fishing	Evening (17:00 to 22:00 hrs April-November, 13:00-18:00 hrs December to March) - adult	N	£4.50		£4.70		4%	
151	Deal Pier Fishing	Evening (17:00 to 22:00 hrs April-November, 13:00 to 18:00 hrs December-March) - concessions (unemployed, senior citizens, disabled and students (including under 16's))	N	£2.30		£2.40		4%	
152	Deal Pier Fishing	Night Time (22:00 to 06:00 hrs) - adult	N	£8.50		£8.70		2%	
153	Deal Pier Fishing	Night Time (22:00 to 06:00 hrs) - concessions (unemployed, senior citizens, disabled and students (including under 16's))	N	£5.00		£5.10		2%	
154	Deal Pier Fishing	Combined 'Day and Night' Ticket - adult	N	£11.00		£11.20		2%	
155	Deal Pier Fishing	Combined 'Day and Night' Ticket - concessions (unemployed, senior citizens, disabled and students (including under 16's))	N	£7.00		£7.20		3%	
156	Hire of Pier	Per night booking	N	£200		£200.00		0%	left at 17/18 amount to encourage uptake of facility

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Foreshore - R. Walton - M. Leggatt - Cllr Bartlett									
157	Beach Plot Charges	Walmer Plot	N	£320	£15,456	£327.00	£15,696	2%	
158	beach Plot charges	Deal/Walmer commercial plot	N	£151		£154.00		2%	
159	Beach Plot Charges	St Margaret's Plot	N	£231		£245.00		6%	
160	Beach Plot Charges	Kingsdown Plot	N	£183		£194.00		6%	
161	Beach Huts	St Margaret's Bay - Annual	N	£1,185	£16,590	£1,600.00	£32,000	35%	14 (possibly 20 beach huts)
162	Beach Huts	The Endeavour Centre - Daily	N	£35.00	£140	£35.00	£35	0%	
163	Sandwich Quay	Long stay moorings per m per day (minimum 3 months) - Residents	N	£3.20		£3.30		3%	
164	Sandwich Quay	Long stay moorings per m per day (minimum 3 months) - Non-Residents	N	£5.00	£2,500	£5.20	£4,000	4%	
165	Sandwich Quay	Short Stay Moorings per day (maximum 28 days)	N	£10.00		£10.20		2%	
166	Beach Huts	Beach Hut Plots Kingsdown	N	£465.00	£9,300	£495.00	£9,900	6%	The beach hut rental figures at Kingsdown are considerably below the market rental values across Kent. The above inflation rise seeks to redress the issue gradually whilst cushioning the impact on those renting the huts.
167	Filming on DDC land	Fee - per day	N	£600.00	£3,000	£700.00	£3,750	17%	Becoming sought after film location hence opportunity to increase revenue
168	Filming on DDC land	Fee - per hour	N	£102.00		£120.00		18%	
169	Statutory Street Naming and Numbering	Registering a New Property Address	N	£135.00		£138.00		2%	
170	Statutory Street Naming and Numbering	New Street or Building Comprising 2-10 units	N	£280		£285.00		2%	
171	Statutory Street Naming and Numbering	New Street or Building Comprising 11-20 units	N	£440		£450.00		2%	
172	Statutory Street Naming and Numbering	New Street or Building Comprising 21 + units	N	£450	£15,500	£450.00	£18,000	0%	For developments in excess of 20 units fee will be £450 plus £10.50 fee for each unit in excess of 20 units . No maximum fee.

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Govt? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
173	Statutory Street Naming and Numbering	Changing Street Name	N	£585		£595		2%	
174	Non Statutory Street Naming and Numbering	Administration Fee for undertaking Non Statutory Function Street Naming and Numbering	N	£55		£57.00		4%	

Fees and Charges 2018/19

			2017/18	2017/18	2017/18	2017/18	2018/19	2018/19	2018/19	2018/19	2018/19
	Detail	Narrative	Proposed Amount of penalty if paid within 15 days	Proposed Full amount of penalty - 14 days	Maximum penalty on conviction	Total Expected Income	Proposed Amount of penalty if paid within 15 days	Proposed Full amount of penalty - 14 days	Units / comments	Maximum penalty on conviction	Total Expected Income
Environmental Health - R. Walton - D Croucher - Cllr Bartlett											
175	S48 Anti-Social Behaviour, Crime & Policing Act 2014	Failure to comply with a Community Protection Notice		£100	£2500 in the case of an individual, unlimited in the case of a body			£100		£2500 in the case of an individual, unlimited in the case of a body	
176	S33 Environmental Protection Act 1990	Fixed penalty notice for fly-tipping		£400	Unlimited fine & or 5 years imprisonment.			£400		Unlimited fine & or 5 years imprisonment	
177	S34 Environmental Protection Act 90	Failure to produce waste documents		£300	Unlimited on indictment, £5000 on summary			£300		Unlimited on indictment, £5000 on summary	
178	S5 Control of Pollution (amendment) Act 1989	Failure to produce authority to transport waste		£300	£5,000			£300		£5,000	
179	s47 Environmental Protection Act '90	Failure to comply with a waste receptacles notice (commercial)		£100	£1,000			£100		£1,000	
180	s46 Environmental Protection Act 1990	Failure to comply with a waste receptacles notice (domestic)		£60	Recoverable as a civil debt			£60	Paid within 28 days	Recoverable as a civil debt	
181	S7 Health Act 2006	Smoking in a smoke free premises or vehicle	£30	£50	£200		£30	£50	Paid within 29 days	£200	
182	S7 Health Act 2006	Smoking in a vehicle with a person under the age of 18 present.	£30	£50	£200		£30	£50	Paid within 29 days	£200	
183	S6 Health Act 2006	Failure to display no smoking signs in smoke free premises or vehicles	£150	£200	£1,000	£9,500	£150	£200	Paid within 29 days	£1,000	

Fees and Charges 2018/19

			2017/18	2017/18	2017/18	2017/18	2018/19	2018/19	2018/19	2018/19	2018/19
	Detail	Narrative	Proposed Amount of penalty if paid within 15 days	Proposed Full amount of penalty - 14 days	Maximum penalty on conviction	Total Expected Income	Proposed Amount of penalty if paid within 15 days	Proposed Full amount of penalty - 14 days	Units / comments	Maximum penalty on conviction	Total Expected Income
184	S4 Noise Act 1996	Noise from dwellings exceeding the permitted level (defined in the Act)		£100	£1,000			£100		£1,000	
185	S4A Noise Act 1996	Noise from licensed premises exceeding the permitted level (defined in the Act)		£500	£5,000			£500		£5,000	
186	S6 Clean Neighbourhoods & Env Act 2005	Nuisance Parking (exposing vehicles for sale on a road or repairing vehicles on a road)		£100	£2,500			£100		£2,500	£9,500
187	S.88(1) Environmental Protection Act 1990	Litter	Not applicable. Dover District Council set the level of fines at the standard default level for each offence without an early payment option through its FPN Policy	£75	£2,500		Not applicable. Dover District Council set the level of fines at the standard default level for each offence without an early payment option through its FPN Policy	£75	Standard default levels as laid down in legislation (in accordance with DDC FPN Operational Policy)	£2,500	
188	Sch. 3A para 7. EPA '90	Unauthorised distribution of literature on designated land		£75	£2,500			£75		£2,500	
189	S.43 Anti-Social Behaviour Act 2003	Graffiti and fly posting		£75	£2,500			£75		£2,500	
190	S.2A Refuse Disposal (Amenity) Act 1978	Abandoning a vehicle		£200	£2,500			£200		£2,500	
191	S.73 CNEA '05	Failure to nominate key holder (within an alarm notification area) or to notify the LA in writing of nominated key holder's details		£75	£1,000			£75		£1,000	
192	S.3 Dogs (Fouling of Land) Act 1996	Failure to remove dog faeces forthwith	Legislation still in force but fouling now dealt with under Public Spaces Protection Orders. May be reintroduced if PSPOs rescinded or not renewed.								

Fees and Charges 2018/19

			2017/18	2017/18	2017/18	2017/18	2018/19	2018/19	2018/19	2018/19	2018/19
	Detail	Narrative	Proposed Amount of penalty if paid within 15 days	Proposed Full amount of penalty - 14 days	Maximum penalty on conviction	Total Expected Income	Proposed Amount of penalty if paid within 15 days	Proposed Full amount of penalty - 14 days	Units / comments	Maximum penalty on conviction	Total Expected Income
193	The Public Space Protection Order (Dover District Council) 2014	Failure to comply with Public Space Protection Order	Not applicable. Dover District Council set the level of fines at the standard default level for each offence without an early payment option through its FPN Policy. The level of FPN was approved by Cabinet and Scrutiny in June 2015.	£75	£1,000		Not applicable. Dover District Council set the level of fines at the standard default level for each offence without an early payment option through its FPN Policy. The level of FPN was approved by Cabinet and Scrutiny in June 2015.	£75	Not applicable. Dover District Council set the level of fines at the standard default level for each offence without an early payment option through its FPN Policy. The level of FPN was approved by Cabinet and Scrutiny in June 2015.	£1,000	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Govt? Y/N	Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Legal - D. Randall - H. Rudd - Cllr Conolly									
194	General	Engrossments (Right to Buy – Leasehold Transactions)	N	£120	£4,200	£120	£4,200	0%	
195	General	All charges for legal professional work being met by third parties	N	£205	£4,100	£205	£4,100	0%	
Miscellaneous - D. Randall - M. Weir - Cllr Conolly									
196	Access to Information and Data Protection Acts	Inspection of list of background papers	Y	£0.00	£0.00	£0.00	£0.00	0%	
197	Access to Information and Data Protection Acts	Inspection of each set of documents	Y	£2.50	£0.00	£2.50	£0.00	0%	
198	Access to Information and Data Protection Acts	Inspection of personal data	Y	£10.00	£100.00	£0.00	£0.00	-100%	Change in legislation from May 2018 - no longer able to make a charge for this information
199	Access to Information and Data Protection Acts	Environmental Information Request	Y	£32.00	£100.00	£32.00	£100.00	N/A	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
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Land Charges - N.Aziz - Mike Ebbs - Cllr Back									
200	General	Requisition for Search (LLC1)	N	£27.50	£220,000 in total for Local Land Charges	£27.50	£176,000 in total for Local Land Charges (LLC1 & CON29 requests down compared to 2017/2018)	0%	
201	General	Optional Printed Enquiry (in Part 2 of Con 290)	N	£14.40		£14.40		0%	
202	General	Any Additional Enquiry submitted	N	£18.00		£18.00		0%	
203	General	Search in respect of any extra parcel of land (LLC1)	N	£2.86		£2.86		0%	
204	General	Search in respect of any extra parcel of land (CON29)	N	£12.17		£12.17		0%	
205	General	Existing Conveyancing Form (CON29)	N	£118.20		£118.20		0%	
206	General	Proposed New Conveyancing Form (CON29)	N	N/A		N/A		N/A	
207	General	CON29 Q1.1(a,b,c,d,e,f,g,h,i)	N	£4.20		£4.20		0%	
208	General	CON29 Q1.1(j,k,l)	N	£7.20		£7.20		0%	
209	General	CON29 Q1.2	N	£2.40		£2.40		0%	
210	General	CON29 Q2.1(a,b,c,d)	N	£4.20		£4.20		0%	
211	General	CON29 Q2.2, 2.3, 2.4, 2.5 (Refer to KCC)	N	£7.20		£7.20		0%	
212	General	CON29 Q3.1	N	£2.40		£2.40		0%	
213	General	CON29 Q3.2	N	£2.40		£2.40		0%	
214	General	CON29 Q3.3(a,b,c)	N	£4.20		£4.20		0%	
215	General	CON29 Q3.4 (a,b,c,d,e,f)	N	£6.00		£6.00		0%	
216	General	CON29 Q3.5 (a,b)	N	£4.80		£4.80		0%	
217	General	CON29 Q3.6 (a,b,c,d,e,f,g,h,i,j,k,l)	N	£3.60		£3.60		0%	
218	General	CON29 Q3.7	N	£21.60		£21.60		0%	
219	General	CON29 Q3.8	N	£4.80		£4.80		0%	
220	General	CON29 Q3.9 (a,b,c,d,e,f,g,h,i,j,k,l,m,n)	N	£3.00		£3.00		0%	
221	General	CON29 Q3.10	N	N/A		N/A		N/A	
222	General	CON29 Q3.11(a,b)	N	£4.80	£4.80	0%			
223	General	CON29 Q3.12	N	£2.40	£2.40	0%			
224	General	CON29 Q3.13(a,b,c)	N	£6.00	£6.00	0%			
225	General	CON29 Q3.14	N	£3.60	£3.60	0%			
226	General	CON29 Q3.15	N	£1.80	£1.80	0%			
227	General	CON29 Administration Fee plus Question fees	N	£21.60	£21.60	0%			
228	General	Personal Search Land Charges Register	Y	£0.00		£0.00		0%	

Fees and Charges 2018/19

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Electoral Services - N. Aziz - L. Cooke - Cllr Conolly									
229	Representation of the People Acts and the Electoral Administration Act	Purchase of Register of Electors and copies of Election documents	Y	£0.00	£510	£0.00	£510	0%	

Fees and Charges 2018/19

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Housing - M. Davis - P Whitfield - Cllr Back									
230	Guest Room Rental	Rental of Guest Room in Sheltered Housing Blocks	N	£18.50	£1,400	£19.20	£1,426	3.8%	Slight increase to reflect cleaning charges
231	Rent of Common Rooms	Rental of Common Rooms in Sheltered Housing Blocks	N	£10.00	£1,500	£11.00	£660	10.0%	
232	Laundry Facilities	Use of Laundry Facilities within the Sheltered Housing Blocks	N	£0.20	£600	£1.00	£600	400.0%	Increase to reflect actual cost
233	Keys	Assa Keys for Communal Buildings	N	£18.00	£900	£21.60	£1,140	20.0%	Price increased to reflect actual charge to DDC
234	Supporting People Charges	Accommodation based service - sheltered	N	£10.24	£142,021	£8.64	£119,508	-15.6%	Historically, this service is funded by KCC under the Supporting People programme. We expect KCC to withdraw this funding from 31.3.18. the service is currently being reviewed with a view to developing a service which can be funded through housing benefit. Currently the estimated weekly cost of providing a remodelled service is £8.64pw. However, the review process is on-going.
235	Supporting People Charges	Alarm Service	N	£0.33	£11,154	£0.33	£11,154	0.0%	Charge is based on the value of the alarm monitoring contract with Centra
236	Leaseholders	Solicitors enquiries from potential leaseholders	N	£109.20	£3,185	£114.00	£3,325	4.4%	
237	Notice of Transfer	Change of Leaseholder details	N	£76	£2,280	£80.00	£2,400	5.3%	
238	Leaseholders	Extension of Lease - initial work on lease valuation extension and legal costs. Does not include costs of actual lease extension	N	£656	£656	£656	£656	0.0%	£656 was calculated to be the actual charge involved in extending the leases. Once DDC extend a lease, we will be able to accurately calculate the cost.
239	Leaseholders	Management Fee	N	£155	£70,835	£170	£78,200	9.7%	Increase as documented in Notice of Delegated Decision 30 January 2017
240	Retrospective Consent	Retrospective consent from Housing to make alterations at Council Properties	N	£45	£450	£50	£500	11.1%	

Fees and Charges 2018/19

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Private Sector Housing - M. Davis - R. Kennedy - Cllr Back									
241	HMO Licensing	Initial application fee to licence an HMO.	N	£700	£1,600	£710	£1,600	1.4%	Reduction for accredited landlords, to encourage accreditation
242	HMO Licensing	Fee for Licence renewal	N	£460	£1,800	£500	£2,000	8.7%	Reduction for accredited landlords, to encourage accreditation
243	Housing Act Notices	Improvement and Prohibition notice	N	£370	£1,000	£390	£500	5.4%	Increase in cost for basic notice, due to increase complexity
244	Housing Act Notices	Suspended Improvement and Prohibition notice	N	£370	£0	£390	£0	5.4%	Increase in cost for basic notice, due ti increase complexity
245	Housing Act Notices	Emergency Remedial Action	N	£550	£550	£600	£600	9.1%	Increase in cost for basic notice, due ti increase complexity experienced in service of notice.
246	Housing Act Notices	Demolition Order	N	£610	£0	£620		1.6%	Cost has not been increased for a few years
247	Mobile Homes Act 2013 licence	Initial Licence fee	N	£50	£0	£50		0.0%	
248	Mobile Homes Act 2013 licence	Annual licence fee	N	£10	£0	£10		0.0%	
249	Mobile Homes Act 2013 licence	Transfer of licence	N	£300	£0	£300		0.0%	
250	Mobile Homes Act 2013 licence	Expansion fee	N	£200	£0	£200		0.0%	
251	Mobile Homes Act 2013 licence	Fee for depositing rules	N	£30	£0	£30		0.0%	
252	Mobile Homes Act 2013 licence	Charge for notices	N	£260	£0	£260		0.0%	
253	The redress schemes for letting agency work and management agency work order 2014	Penalty notice for each breach of requirement of lletting agent or managing agent to belong to a redress scheme	Y	£5,000	£0	£5,000	£0	0.0%	
254	The Smoke and Carbon Monoxide Alarm (England) Regulations 2015	Penalty notice for each breach of requirement of lletting agent or managing agent to belong to a redress scheme	Max yes	£1,500	£0	£1,500	£0	0.0%	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
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255	Immigration inspection	Requests to inspect properties and provide report of suitability of property for immigration	N	£100	£0	£110	110	10.0%	increase to reflect general cost charged by other Councils
Miscellaneous - M. Davis - H. Lamb - Cllr Conolly									
256	Finance	Court Summons for Council Tax and Business Rates	N	£50	£300,000	£50	£300,000	0.0%	
257	Finance	Liability Order for Council Tax and Business Rates	N	£50		£50		0.0%	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
Licensing - D. Randall - D. Croucher - Cllr Collor									
1	Personal Licences	Grant or Renewal	Y	£37	£3,700	£37	£3,700	0%	
2	Personal Licences	Change of Name or Address	Y	£10.50	£315.00	£10.50	£315.00	0%	
3	Personal Licences	Theft, Loss etc.	Y	£10.50	£52.50	£10.50	£52.50	0%	
4	Premises & Club Licences	Theft, Loss etc.	Y	£10.50	£52.50	£10.50	£52.50	0%	
5	Premises & Club Licences	Change of Name or Address	Y	£10.50	£52.50	£10.50	£52.50	0%	
6	Premises & Club Licences	Change of Club Rules	Y	£10.50	£0	£10.50	£0	0%	
7	Premises & Club Licences	Vary DPS	Y	£23	£1,886	£23	£1,886	0%	
8	Premises & Club Licences	Transfer Licence	Y	£23	£621	£23	£621	0%	
9	Premises & Club Licences	Interim Authority	Y	£23	£0	£23	£0	0%	
10	Premises & Club Licences	Notification Interest	Y	£21	£21	£21	£21	0%	
11	Premises & Club Licences	Provisional Statement	Y	£315	£0	£315	£0	0%	
12	Premises & Club Licences	Minor Variation	Y	£89	£267	£89	£267	0%	
13	Premises & Club Licences	New Application & Variation NDR Band A	Y	£100	£1,000	£100	£1,000	0%	
14	Premises & Club Licences	New Application & Variation NDR Band B	Y	£190	£2,090	£190	£2,090	0%	
15	Premises & Club Licences	New Application & Variation NDR Band C	Y	£315	£630	£315	£630	0%	
16	Premises & Club Licences	New Application & Variation NDR Band D	Y	£450	£0	£450	£0	0%	
17	Premises & Club Licences	New Application & Variation NDR Band E	Y	£635	£0	£635	£0	0%	
18	Premises & Club Licences	Annual Fee NDR Band A	Y	£70	£6,300	£70	£6,300	0%	
19	Premises & Club Licences	Annual Fee NDR Band B	Y	£180	£54,000	£180	£54,000	0%	
20	Premises & Club Licences	Annual Fee NDR Band C	Y	£295	£12,390	£295	£12,390	0%	
21	Premises & Club Licences	Annual Fee NDR Band D	Y	£320	£3,520	£320	£3,520	0%	
22	Premises & Club Licences	Annual Fee NDR Band E	Y	£350	£2,800	£350	£2,800	0%	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
23	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 5,000 to 9,999	Y	£1,000	£0	£1,000	£0	0%	
24	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 10,000 to 14,999	Y	£2,000	£0	£2,000	£0	0%	
25	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 15,000 to 19,999	Y	£4,000	£0	£4,000	£0	0%	
26	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 20,000 to 29,999	Y	£8,000	£0	£8,000	£0	0%	
27	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 30,000 to 39,999	Y	£16,000	£0	£16,000	£0	0%	
28	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 40,000 to 49,999	Y	£24,000	£0	£24,000	£0	0%	
29	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 50,000 to 59,999	Y	£32,000	£0	£32,000	£0	0%	
30	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 60,000 to 69,999	Y	£40,000	£0	£40,000	£0	0%	
31	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 70,000 to 79,999	Y	£48,000	£0	£48,000	£0	0%	
32	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 80,000 to 89,999	Y	£56,000	£0	£56,000	£0	0%	
33	Large Scale Events	New Application & Variation. Number in Attendance at any one time: 90,000 and over	Y	£64,000	£0	£64,000	£0	0%	
34	Large Scale Events	Annual Fee 5,000 to 9,999	Y	£500	£0	£500	£0	0%	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
35	Large Scale Events	Annual Fee 10,000 to 14,999	Y	£1,000	£0	£1,000	£0	0%	
36	Large Scale Events	Annual Fee 15,000 to 19,999	Y	£2,000	£0	£2,000	£0	0%	
37	Large Scale Events	Annual Fee 20,000 to 29,999	Y	£4,000	£0	£4,000	£0	0%	
38	Large Scale Events	Annual Fee 30,000 to 39,999	Y	£8,000	£0	£8,000	£0	0%	
39	Large Scale Events	Annual Fee 40,000 to 49,999	Y	£12,000	£0	£12,000	£0	0%	
40	Large Scale Events	Annual Fee 50,000 to 59,999	Y	£16,000	£0	£16,000	£0	0%	
41	Large Scale Events	Annual Fee 60,000 to 69,999	Y	£20,000	£0	£20,000	£0	0%	
42	Large Scale Events	Annual Fee 70,000 to 79,999	Y	£24,000	£0	£24,000	£0	0%	
43	Large Scale Events	Annual Fee 80,000 to 89,999	Y	£28,000	£0	£28,000	£0	0%	
44	Large Scale Events	Annual fee 90,000 and over	Y	£32,000	£0	£32,000	£0	0%	
45	Temporary Event Notices	New Notice	Y	£21	£4,830	£21	£5,250	0%	
46	Temporary Event Notices	Theft, Loss etc.	Y	£10.50	£0.00	£10.50	£0.00	0%	
47	Small Society Lotteries	Registration Fee	Y	£40	£480	£40	£480	0%	
48	Small Society Lotteries	Annual Fee	Y	£20	£1,400	£20	£1,400	0%	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income
Licensing - D. Randall - D. Croucher - Cllr Collor									
49	Bingo Club	Licence Application	N	£3,500	£0	£3,500	£0	0%	
50	Bingo Club	Annual Fee	N	£950	£1,900	£950	£1,900	0%	
51	Bingo Club	Application to Vary	N	£1,750	£0	£1,750	£0	0%	
52	Bingo Club	Application to Transfer	N	£1,200	£0	£1,200	£0	0%	
53	Bingo Club	Application for Reinstatement	N	£1,200	£0	£1,200	£0	0%	
54	Bingo Club	Application for Provisional Statement	N	£3,500	£0	£3,500	£0	0%	
55	Bingo Club	Licence Application (Provisional Statement Holders)	N	£1,200	£0	£1,200	£0	0%	
56	Bingo Club	Copy of Licence	N	£25	£0	£25	£0	0%	
57	Bingo Club	Notification of Change	N	£50	£0	£50	£0	0%	
58	Betting Premise (excluding Tracks)	Licence Application	N	£3,000	£0	£3,000	£0	0%	
59	Betting Premise (excluding Tracks)	Annual Fee	N	£575	£6,325	£575	£6,325	0%	
60	Betting Premise (excluding Tracks)	Application to Vary	N	£1,250	£0	£1,250	£0	0%	
61	Betting Premise (excluding Tracks)	Application to Transfer	N	£1,200	£0	£1,200	£0	0%	
62	Betting Premise (excluding Tracks)	Application for Reinstatement	N	£1,200	£0	£1,200	£0	0%	
63	Betting Premise (excluding Tracks)	Application for Provisional Statement	N	£3,000	£0	£3,000	£0	0%	
64	Betting Premise (excluding Tracks)	Licence Application (Provisional Statement Holders)	N	£1,200	£0	£1,200	£0	0%	
65	Betting Premise (excluding Tracks)	Copy of Licence	N	£25	£0	£25	£0	0%	
66	Betting Premise (excluding Tracks)	Notification of Change	N	£50	£0	£50	£0	0%	
67	Track	Licence Application	N	£2,500	£0	£2,500	£0	0%	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income
68	Track	Annual Fee	N	£950	£0	£950	£0	0%	
69	Track	Application to Vary	N	£1,250	£0	£1,250	£0	0%	
70	Track	Application to Transfer	N	£950	£0	£950	£0	0%	
71	Track	Application for Reinstatement	N	£950	£0	£950	£0	0%	
72	Track	Application for Provisional Statement	N	£2,500	£0	£2,500	£0	0%	
73	Track	Licence Application (Provisional Statement Holders)	N	£950	£0	£950	£0	0%	
74	Track	Copy of Licence	N	£25	£0	£25	£0	0%	
75	Track	Notification of Change	N	£50	£0	£50	£0	0%	
76	Family Entertainment Centre	Licence Application	N	£2,000	£0	£2,000	£0	0%	
77	Family Entertainment Centre	Annual Fee	N	£725	£2,175	£725	£1,450	0%	
78	Family Entertainment Centre	Application to Vary	N	£1,000	£0	£1,000	£0	0%	
79	Family Entertainment Centre	Application to Transfer	N	£950	£0	£950	£0	0%	
80	Family Entertainment Centre	Application for Reinstatement	N	£950	£0	£950	£0	0%	
81	Family Entertainment Centre	Application for Provisional Statement	N	£2,000	£0	£2,000	£0	0%	
82	Family Entertainment Centre	Licence Application (Provisional Statement Holders)	N	£950	£0	£950	£0	0%	
83	Family Entertainment Centre	Copy of Licence	N	£25	£0	£25	£0	0%	
84	Family Entertainment Centre	Notification of Change	N	£50	£0	£50	£0	0%	
85	Adult Gaming Centre	Licence Application	N	£2,000	£0	£2,000	£0	0%	
86	Adult Gaming Centre	Annual Fee	N	£950	£3,800	£950	£4,750	0%	
87	Adult Gaming Centre	Application to Vary	N	£1,000	£0	£1,000	£0	0%	
88	Adult Gaming Centre	Application to Transfer	N	£1,200	£0	£1,200	£0	0%	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income
89	Adult Gaming Centre	Application for Reinstatement	N	£1,200	£0	£1,200	£0	0%	
90	Adult Gaming Centre	Application for Provisional Statement	N	£2,000	£0	£2,000	£0	0%	
91	Adult Gaming Centre	Licence Application (Provisional Statement Holders)	N	£1,200	£0	£1,200	£0	0%	
92	Adult Gaming Centre	Copy of Licence	N	£25	£0	£25	£0	0%	
93	Adult Gaming Centre	Notification of Change	N	£50	£0	£50	£0	0%	
94	New Small Casino	Licence Application	N	£8,000	£0	£8,000	£0	0%	
95	New Small Casino	Annual Fee	N	£5,000	£0	£5,000	£0	0%	
96	New Small Casino	Application to Vary	N	£4,000	£0	£4,000	£0	0%	
97	New Small Casino	Application to Transfer	N	£1,800	£0	£1,800	£0	0%	
98	New Small Casino	Application for Reinstatement	N	£1,800	£0	£1,800	£0	0%	
99	New Small Casino	Application for Provisional Statement	N	£8,000	£0	£8,000	£0	0%	
100	New Small Casino	Licence Application (Provisional Statement Holders)	N	£3,000	£0	£3,000	£0	0%	
101	New Small Casino	Copy of Licence	N	£25	£0	£25	£0	0%	
102	New Small Casino	Notification of Change	N	£50	£0	£50	£0	0%	
103	New Large Casino	Licence Application	N	£10,000	£0	£10,000	£0	0%	
104	New Large Casino	Annual Fee	N	£10,000	£0	£10,000	£0	0%	
105	New Large Casino	Application to Vary	N	£5,000	£0	£5,000	£0	0%	
106	New Large Casino	Application to Transfer	N	£2,150	£0	£2,150	£0	0%	
107	New Large Casino	Application for Reinstatement	N	£2,150	£0	£2,150	£0	0%	
108	New Large Casino	Application for Provisional Statement	N	£10,000	£0	£10,000	£0	0%	
109	New Large Casino	Licence Application (Provisional Statement Holders)	N	£5,000	£0	£5,000	£0	0%	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income
110	New Large Casino	Copy of Licence	N	£25	£0	£25	£0	0%	
111	New Large Casino	Notification of Change	N	£50	£0	£50	£0	0%	
112	Regional Casino	Licence Application	N	£15,000	£0	£15,000	£0	0%	
113	Regional Casino	Annual Fee	N	£15,000	£0	£15,000	£0	0%	
114	Regional Casino	Application to Vary	N	£7,500	£0	£7,500	£0	0%	
115	Regional Casino	Application to Transfer	N	£6,500	£0	£6,500	£0	0%	
116	Regional Casino	Application for Reinstatement	N	£6,500	£0	£6,500	£0	0%	
117	Regional Casino	Application for Provisional Statement	N	£15,000	£0	£15,000	£0	0%	
118	Regional Casino	Licence Application (Provisional Statement Holders)	N	£8,000	£0	£8,000	£0	0%	
119	Regional Casino	Copy of Licence	N	£25	£0	£25	£0	0%	
120	Regional Casino	Notification of Change	N	£50	£0	£50	£0	0%	
121	Temporary Use Notice	Application Fee	Y	£500	£0	£500	£0	0%	
122	Alcohol Licences Premises	Permit Application Fee (2 or less Machines)	Y	£50	£250	£50	£250	0%	
123	Alcohol Licences Premises	Permit Application Fee (3+ Machines)	Y	£150	£0	£150	£0	0%	
124	Alcohol Licences Premises	Permit Annual Fee (3+ Machines)	Y	£50	£150	£50	£150	0%	
125	Family Entertainment Centre Unlicensed	Permit Application Fee	Y	£300	£0	£300	£0	0%	
126	Family Entertainment Centre Unlicensed	Permit Renewal Fee	Y	£300	£1,800	£300	£0	0%	Permits last for a period of 10 years
127	Prize Gaming	Permit Application Fee	Y	£300	£0	£300	£0	0%	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Total Expected Income inc VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income inc VAT	Fee % Change	Reasons for Change in Charges and/or Income
128	Prize Gaming	Permit Renewal Fee	Y	£300	£0	£300	£0	0%	
129	Club Gaming	Permit Application Fee	Y	£200	£0	£200	£0	0%	
130	Club Gaming	Permit Annual Fee	Y	£50	£100	£50	£100	0%	
131	Club Gaming	Permit Renewal Fee (due every 10 years)	Y	£200	£0	£200	£0	0%	
132	Club Gaming Machine	Permit Application Fee	Y	£200	£0	£200	£0	0%	
133	Club Gaming Machine	Permit Annual Fee	Y	£50	£250	£50	£250	0%	
134	Club Gaming Machine	Permit Renewal Fee	Y	£200	£0	£200	£0	0%	
135	Club Fast-track for Gaming Permit or Gaming Machine Permit	Permit Application Fee	Y	£100	£0	£100	£0	0%	
136	Club Fast-track for Gaming Permit or Gaming Machine Permit	Permit Annual Fee	Y	£50	£0	£50	£0	0%	
137	Gaming Machine Permit	Annual Fee	Y	£100	£0	£100	£0	0%	
138	Provision of Gambling	Copy Licence	Y	£0	£0	£0	£0	0%	
139	Provision of Gambling	Notification of Change	Y	£0	£0	£0	£0	0%	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
Licensing - D. Randall - D. Croucher - Cllr Collor									
1	Acupuncture	Premise Registration	N	£175	£0	£205	£720	17%	A detailed review of licence fees has been undertaken during 2017-18. Fees reflect actual costs of administering and monitoring compliance of licences where known.
2	Acupuncture	Additional Practitioner	N	£80	£80	£90		13%	
3	Acupuncture	Minor Variation	N	£50	£0	£50		0%	
4	Cosmetic Piercing	Premise Registration	N	£175	£0	£205		17%	
5	Cosmetic Piercing	Additional Practitioner	N	£80	£80	£90		13%	
6	Cosmetic Piercing	Minor Variation	N	£50	£0	£50		0%	
7	Ear Piercing	Premise Registration	N	£175	£0	£205		17%	
8	Ear Piercing	Additional Practitioner	N	£80	£80	£90		13%	
9	Ear Piercing	Minor Variation	N	£50	£0	£50		0%	
10	Electrolysis	Premise Registration	N	£175	£0	£205		17%	
11	Electrolysis	Additional Practitioner	N	£80	£0	£90		13%	
12	Electrolysis	Minor Variation	N	£50	£0	£50		0%	
13	Semi-permanent Skin-colouring	Premise Registration	N	£175	£0	£205		17%	
14	Semi-permanent Skin-colouring	Additional Practitioner	N	£80	£80	£90		13%	
15	Semi-permanent Skin-colouring	Minor Variation	N	£50	£0	£50		0%	
16	Tattooing	Premise Registration	N	£175	£0	£205		17%	
17	Tattooing	Additional Practitioner	N	£80	£80	£90		13%	
18	Tattooing	Minor Variation	N	£50	£0	£50		0%	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
19	Animal Licensing	Boarding Establishments (new application)	N	£235	£3,290	£242	£3,456	3%	A detailed review of licence fees has been undertaken during 2017-18. Fees reflect actual costs of administering and monitoring compliance of licences where known.
20	Animal Licensing	Boarding Establishments (renewal)	N			£192			
21	Animal Licensing	Home Boarding (new application)	N	£120	£480	£181	£705		
22	Animal Licensing	Home Boarding (renewal)	N			£141			
23	Animal Licensing	Dog Breeding Establishments (New application)	N	£235	£470	£251	£482	7%	
24	Animal Licensing	Dog Breeding Establishments (renewal)	N			£241			
25	Animal Licensing	Dangerous Wild Animals (new application)	N	£235	£0	£250	£211	6%	
26	Animal Licensing	Dangerous Wild Animals (renewal) (every 2 years)	N			£211			
27	Animal Licensing	Performing Animals	N	£235	£0	£235	£0	0%	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
28	Animal Licensing	Pet Shops (new application)	N	£170	£1,020	£221	£1,158	30%	A detailed review of licence fees has been undertaken during 2017-18. Fees reflect actual costs of administering and monitoring compliance of licences where known.
29	Animal Licensing	Pet Shops (renewal)	N			£193			
30	Animal Licensing	Horse Riding Establishments (New application)	N	£235	£940	£311	£1,694	32%	
31	Animal Licensing	Horse Riding Establishments (renewal)	N			£242			
32	Animal Licensing	Zoos (new application)	N	£750	£0	£888	£0	18%	
33	Animal Licensing	Zoos (renewal) (every 6 years)	N			£719			
34	Street Trading Consent	Grant	N	£490	£490	£494	£0	1%	
35	Street Trading Consent	Annual renewal	N	£230	£920	£229	£1,374	0%	
36	Street Trading Consent	Occasional	N	£130	£0	£130	£0	0%	
37	Street Trading Consent	Occasional Street Market	N	£200	£1,000	£200	£1,000	0%	
38	Street Trading Consent	Pavement Permit (New) - Tables & Chairs	N	£75	£150	£75	£150	0%	
39	Street Trading Consent	Pavement Permit (Renewal) - Tables & Chairs	N	£35	£980	£35	£980	0%	
40	Sexual Entertainment Venue	Grant	N	£3,250	£0	£3,250	£0	0%	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	Fee % Change	Reasons for Change in Charges and/or Income
41	Sexual Entertainment Venue	Renewal, Transfer or Variation	N	£2,225	£0	£2,225	£0	0%	A detailed review of licence fees has been undertaken during 2017-18. Fees reflect actual costs of administering and monitoring compliance of licences where known.
42	Boat Licence	Grant	N	£93	£0	£158	£0	70%	
43	Boat Licence	Renewal or Transfer	N	£93	£279	£135	£405	45%	
44	Hypnotism Performance	Grant	N	£50	£0	£50	£0	0%	
45	Scrap Metal Dealer	Site Licence Grant	N	£470	£0	£172	£0	-63%	
46	Scrap Metal Dealer	Site Licence Variation	N	£50	£0	£50	£0	0%	
47	Scrap Metal Dealer	Site Licence Renewal	N	£450	£0	£154	£0	-66%	
48	Scrap Metal Dealer	Collectors Licence Grant	N	£275	£0	£171	£0	-38%	
49	Scrap Metal Dealer	Collectors Licence Variation	N	£50	£0	£50	£0	0%	
50	Scrap Metal Dealer	Collectors Licence Renewal	N	£255	£255	£159	£0	-38%	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	% Change	Reasons for Change in Charges and/or Income
Licensing - D. Randall - D. Croucher - Cllr Collor									
51	Hackney Carriage & Private Hire	Hackney Carriage Vehicle Annual Licence (Grant and Renewal)	N	£327	£22,080	£327	£22,080	0%	If vehicle is wheelchair accessible there is a 10% reduction in fee
52	Hackney Carriage & Private Hire	Private Hire Vehicle Annual Licence (Grant and Renewal)	N	£259	£33,012	£259	£33,012	0%	No part of this fee is refundable in the event that the application is not approved or the vehicle is delicensed for any reason during the licence period. If vehicle is wheelchair accessible there is a 10% reduction in fee.
53	Hackney Carriage & Private Hire	Unmet Demand Survey	N	£0	£0	£0	£0	0%	Included within Grant / renewal Fee
54	Hackney Carriage & Private Hire	Licence Transfer Following Change of Vehicle	N	£54	£2,800	£54	£2,800	0%	
55	Hackney Carriage & Private Hire	Change of Vehicle ownership	N	£21	£42	£21	£42	0%	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	% Change	Reasons for Change in Charges and/or Income
Licensing - D. Randall - D. Croucher - Cllr Collor									
56	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 1 year (Grant)	N	£124	£30,000	£124	£10,000	0%	In April 2017 DDC introduced a new 3 year licence (although a 1 year licence is still available in special circumstances). As such the anticipated annual income is reduced until 2020-21.
57	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 1 year (Renewal)	N	£110		£110		0%	
58	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 3 year (Grant)	N	£293		£293		N/A	
59	Hackney Carriage & Private Hire	Joint Hackney Carriage Private Hire Driver: 3 year (Renewal)	N	£279		£279		0%	
60	Hackney Carriage & Private Hire	DBS Disclosure (formerly CRB)	N	£44	£5,060	£44	£4,820	0%	
61	Hackney Carriage & Private Hire	Knowledge Test	N	£0	£0	£0	£0	0%	
62	Hackney Carriage & Private Hire	Vehicle Plate	N	£17	£306	£17	£170	0%	
63	Hackney Carriage & Private Hire	Vehicle Plate holder	N	£15	£150	£15	£75	0%	

Fees and Charges 2018/19

				2017/18	2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Government? Y/N	Approved Charges inc VAT	Total Expected Income ex VAT	Proposed Charges inc VAT (where applicable)	Total Expected Income ex VAT	% Change	Reasons for Change in Charges and/or Income
Licensing - D. Randall - D. Croucher - Cllr Collor									
64	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (1 year Licence) 1 to 5 vehicles	N	£90	£2,480	£90	£7,385	0%	1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.
65	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (1 year Licence) 6 to 10 vehicles	N	£144		£144		0%	1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.
66	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (1 year Licence) Over 10 vehicles	N	£197		£197		0%	1 year licence only available in exceptional circumstances. No part of this fee is refundable in any the event.
67	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (Licence lasts 5 years) 1 to 5 vehicles	N	£364		£364		N/A	Licence lasts 5 years. The first year (£90) is non refundable in any event. Refunds will be considered in subsequent years if the licenced is surrendered or revoked during the period of the licence.
68	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (Licence lasts 5 years) 6 to 10 vehicles	N	£631		£631		0%	Licence lasts 5 years. The first year (£144) is non refundable in any event. Refunds will be considered in subsequent years if the licenced is surrendered or revoked during the period of the licence.
69	Private Hire Operator	Operators Licence for PH Vehicles Only (not Hackney) (Licence lasts 5 years) 11 or more vehicles	N	£898		£898			Licence lasts 5 years. The first year (£197) is non refundable in any event. Refunds will be considered in subsequent years if the licenced is surrendered or revoked during the period of the licence.
70	Private Hire Operator	Variation to Operators Licence (within band) for PH Vehicles	N	30	£200.00	30	£0.00	0%	
71	Private Hire Operator	Variation to Operators Licence (outside of band) for PH Vehicles	N	50		30		-40%	Fee reduced in line with actual costs of administering.

Fees and Charges 2018/19

				2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Government? Y/N	Charges inc VAT	Proposed Charges inc VAT	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Planning - N. Aziz - M. Ebbs - Cllr Back								
1	General	Section 52 Agreements, Section 106 Agreements, Tree Preservation Orders and Article 4 Directions and Enforcement Notices	Y	£5.00	£5.00	£750.00	0%	
2	General	Plans submitted with planning applications or accompanying other planning documents and other miscellaneous photocopying	N	£0.10	£0.10		0%	
3	General	Plans submitted with planning applications or accompanying other planning documents and other miscellaneous photocopying	N	£0.20	£0.20		0%	
4	General	Plans submitted with planning applications or accompanying other planning documents and other miscellaneous photocopying	N	£5.00	£5.00		0%	
5	General	Research on Planning Histories, Permitted Development Rights and Use classes	N	£35.00	£35.00		0%	
6	General	Planning Application Fees (see Appendix 5.2 - A Guide to the Fees for Planning Applications in England)	Y			£650,000	8%	Based on current income forward analysis
7	General	Pre-application advice (see Appendix 5.3)	N			£65,000	18%	Fee increase being proposed

Fees and Charges 2018/19

				2017/18	2018/19	2018/19		
	Detail	Narrative	Set by Government? Y/N	Charges inc VAT	Proposed Charges inc VAT	Total Expected Income ex VAT	Fee % change	Reasons for Change in Charges and/or income
Planning - N. Aziz - M. Ebbs - Cllr Back								
8	General	Details pursuant to conditions	Y			£15,000	0%	
9	General	Details pursuant to conditions	Y				0%	
10	General	Advice on compliance of conditions information	Y				0%	
11	General	Advice on compliance of conditions information	Y				0%	

A Guide to the Fees for Planning Applications in England

These fees apply from 31 January 2017 onwards.

This document is based upon '[The Town and Country Planning \(Fees for Applications, Deemed Applications, Requests and Site Visits\) \(England\) Regulations 2012](#)'

The fee should be paid at the time the application is submitted. If you are unsure of the fee applicable, please [contact your Local Planning Authority](#).

All Outline Applications		
£385 per 0.1 hectare for sites up to and including 2.5 hectares	Not more than 2.5 hectares	£385 per 0.1 hectare
£9,527 + £115 for each 0.1 in excess of 2.5 hectares to a maximum of £125,000	More than 2.5 hectares	£9,527 + £115 per 0.1 hectare

Householder Applications		
Alterations/extensions to a single dwellinghouse , including works within boundary	Single dwellinghouse	£172

Full Applications (and First Submissions of Reserved Matters)		
Alterations/extensions to two or more dwellinghouses , including works within boundaries	Two or more dwellinghouses (or two or more flats)	£339
New dwellinghouses (up to and including 50)	New dwellinghouses (not more than 50)	£385 per dwellinghouse
New dwellinghouses (for <i>more</i> than 50) £19,049 + £115 per additional dwellinghouse in excess of 50 up to a maximum fee of £250,000	New dwellinghouses (more than 50)	£19,049 + £115 per additional dwellinghouse

Continued on next page...

Full Applications (and First Submissions of Reserved Matters) continued...		
Erection of buildings (not dwellinghouses, agricultural, glasshouses, plant nor machinery):		
Gross floor space to be created by the development	No increase in gross floor space or no more than 40 sq m	£195
Gross floor space to be created by the development	More than 40 sq m but no more than 75 sq m	£385
Gross floor space to be created by the development	More than 75 sq m but no more than 3,750 sq m	£385 for each 75sq m or part thereof
Gross floor space to be created by the development	More than 3,750 sq m	£19,049 + £115 for each additional 75 sq m in excess of 3750 sq m to a maximum of £250,000
The erection of buildings (on land used for agriculture for agricultural purposes)		
Gross floor space to be created by the development	Not more than 465 sq m	£80
Gross floor space to be created by the development	More than 465 sq m but not more than 540 sq m	£385
Gross floor space to be created by the development	More than 540 sq m but not more than 4,215 sq m	£385 for first 540 sq m + £385 for each 75 sq m (or part thereof) in excess of 540 sq m
Gross floor space to be created by the development	More than 4,215 sq m	£19,049 + £115 for each 75 sq m (or part thereof) in excess of 4,215 sq m up to a maximum of £250,000

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Full Applications (and First Submissions of Reserved Matters) continued...		
Erection of glasshouses (on land used for the purposes of agriculture)		
Gross floor space to be created by the development	Not more than 465 sq m	£80
Gross floor space to be created by the development	More than 465 sq m	£2,150
Erection/alterations/replacement of plant and machinery		
Site area	Not more than 5 hectares	£385 for each 0.1 hectare (or part thereof)
Site area	More than 5 hectares	£19,049 + additional £115 for each 0.1 hectare (or part thereof) in excess of 5 hectares to a maximum of £250,000

Applications other than Building Works		
Car parks, service roads or other accesses	For existing uses	£195
Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)		
Site area	Not more than 15 hectares	£195 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£29,112 + £115 for each 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £65,000
Operations connected with exploratory drilling for oil or natural gas		
Site area	Not more than 7.5 hectares	£423 for each 0.1 hectare (or part thereof)
Site area	More than 7.5 hectares	£31,725 + additional £126 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £250,000

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Operations (other than exploratory drilling) for the winning and working of oil or natural gas		
Site area	Not more than 15 hectares	£214 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£32,100 + additional £126 for each 0.1 in excess of 15 hectare up to a maximum of £65,000
Other operations (winning and working of minerals) excluding oil and natural gas		
Site area	Not more than 15 hectares	£195 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£29,112 + additional £115 for each 0.1 in excess of 15 hectare up to a maximum of £65,000
Other operations (not coming within any of the above categories)		
Site area	Any site area	£195 for each 0.1 hectare (or part thereof) up to a maximum of £1,690

Lawful Development Certificate	
Existing use or operation	Same as Full
Existing use or operation - lawful not to comply with any condition or limitation	£195
Proposed use or operation	Half the normal planning fee.

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Prior Approval	
Agricultural and Forestry buildings & operations or demolition of buildings	£80
Telecommunications Code Systems Operators	£385
Proposed Change of Use to State Funded School or Registered Nursery	£80
Proposed Change of Use of Agricultural Building to a State-Funded School or Registered Nursery	£80
Proposed Change of Use of Agricultural Building to a flexible use within Shops, Financial and Professional services, Restaurants and Cafes, Business, Storage or Distribution, Hotels, or Assembly or Leisure	£80
Proposed Change of Use of a building from Office (Use Class B1) Use to a use falling within Use Class C3 (Dwellinghouse)	£80
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), where there are no Associated Building Operations	£80
Proposed Change of Use of Agricultural Building to a Dwellinghouse (Use Class C3), and Associated Building Operations	£172
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), where there are <u>no</u> Associated Building Operations	£80
Proposed Change of Use of a building from a Retail (Use Class A1 or A2) Use or a Mixed Retail and Residential Use to a use falling within Use Class C3 (Dwellinghouse), and Associated Building Operations	£172
Notification for Prior Approval for a Change Of Use from Storage or Distribution Buildings (Class B8) and any land within its curtilage to Dwellinghouses (Class C3)	£80
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3)	£80
Notification for Prior Approval for a Change of Use from Amusement Arcades/Centres and Casinos, (Sui Generis Uses) and any land within its curtilage to Dwellinghouses (Class C3), and Associated Building Operations	£172

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Prior Approval continued...	
Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3)	£80
Notification for Prior Approval for a Change of Use from Shops (Class A1), Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafés (Class A3), and Associated Building Operations	£172
Notification for Prior Approval for a Change of Use from Shops (Class A1) and Financial and Professional Services (Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Class D2)	£80

Reserved Matters	
Application for approval of reserved matters following outline approval	Full fee due or if full fee already paid then £385 due

Approval/Variation/discharge of condition	
Application for removal or variation of a condition following grant of planning permission	£195
Request for confirmation that one or more planning conditions have been complied with	£28 per request for Householder otherwise £97 per request

Change of Use of a building to use as one or more separate dwellinghouses, or other cases		
Number of dwellinghouses	Not more than 50 dwellinghouses	£385 for each
Number of dwellinghouses	More than 50 dwellinghouses	£19,049 + £115 for each in excess of 50 up to a maximum of £250,000
Other Changes of Use of a building or land		£385

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Advertising	
Relating to the business on the premises	£110
Advance signs which are not situated on or visible from the site, directing the public to a business	£110
Other advertisements	£385

Application for a Non-material Amendment Following a Grant of Planning Permission	
Applications in respect of householder developments	£28
Applications in respect of other developments	£195

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CONCESSIONS
EXEMPTIONS FROM PAYMENT
For alterations, extensions, etc. to a dwellinghouse for the benefit of a registered disabled person
An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted
Listed Building Consent
Planning permission for relevant demolition in a Conservation Area
Works to Trees covered by a Tree Preservation Order or in a Conservation Area Hedgerow Removal
If the application is the first revision of an application for development of the same character or description on the same site by the same applicant: <ul style="list-style-type: none"> • For a withdrawn application: Within 12 months of the date when the application was received. • For a determined application: Within 12 months of the date the application was granted, refused or an appeal dismissed. • For an application where an appeal was made on the grounds of non-determination: Within 12 months of the period when the giving of notice of a decision on the earlier valid application expired.
If the proposal relates to works that require planning permission only by virtue of an Article 4 Direction of the Town & Country Planning (General Permitted Development) Order 1995. I.e. where the application is required only because of a direction or planning condition removing permitted development rights.
If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation
If the application is for consent to display an advertisement following either a withdrawal of an earlier application (before notice of decision was issued) or where the application is made following refusal of consent for display of an advertisement, and where the application is made by or on behalf of the same person
If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the 2007 Regulations, dis-applying deemed consent under Regulation 6 to the advertisement in question
If the application is for alternative proposals for the same site by the same applicant, in order to benefit from the permitted development right in Schedule 2 Part 3 Class E of the Town and Country Planning (General Permitted Development) Order 1995
If the application relates to a condition or conditions on an application for Listed Building Consent or planning permission for relevant demolition in a Conservation Area
If the application is for a Certificate of Lawfulness of Proposed Works to a listed building
Prior Approval for a Proposed Larger Home Extension

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CONCESSIONS continued...
EXEMPTIONS FROM PAYMENTS continued...
Notification for Prior Approval for a Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop
Notification for Prior Approval for the Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use
Notification for Prior Approval for the Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt

CONCESSIONS
REDUCTIONS TO PAYMENTS
If the application is being made on behalf of a non-profit making sports club for works for playing fields not involving buildings then the fee is £385
If the application is being made on behalf of a parish or community council then the fee is 50%
If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50%
In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £385
If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50%
If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half sum of the others
Where an application crosses one or more local or district planning authorities, the Planning Portal fee calculator will only calculate a cross boundary application fee as 150% of the fee that would have been payable if there had only been one application to a single authority covering the entire site.
If the fee for this divided site is smaller when the sum of the fees payable for each part of the site are calculated separately, you will need to contact the lead local authority to discuss the fee for this divided site.
The fee should go to the authority that contains the larger part of the application site.

ENDS

Appendix 5.3

Pre-application Advice

Why Seek Advice?

Whether you are a developer of a large scheme or a householder wishing to improve your home, it is advisable to seek advice before submitting your planning application. We can let you know whether your proposals are supported by planning policy and whether there are any issues that may prevent you from obtaining planning permission.

Basic, free or charge advice on the planning process is available by visiting a local office or over the telephone.

If you would prefer a specific review of your proposals and detailed guidance on the application process, we recommend you to obtain formal pre-application advice. This is a charged-for service and is available to meet any scheme.

We are happy to provide advice at any time, whether it is just a discussion on some initial ideas or a review of more detailed plans. You can use the service just once or it is often beneficial to obtain advice throughout the evolution of your scheme.

Seeking our advice

- gives you an opportunity to understand how our policies will be applied to your development
- can identify at an early stage where there is a need for specialist input, for example about listed buildings, trees, landscape, noise, transport, contaminated land, ecology or archaeology
- will assist you in preparing proposals for formal submission which, providing you have taken our advice fully into account, will be handled more smoothly
- may lead to a reduction in time spent by your professional advisors in working up proposals
- could enable you to suggest amendments or consider alternative proposals if a proposal is unlikely to be acceptable

Our charges

All householder enquiries, small scale developments of up to 5 dwellings, general advice on land-use and small commercial developments of up to 500sq metres of commercial space.

We charge £60 + VAT per hour with a minimum charge of 1 hour and then at £30 + VAT per 30 minutes or part thereof. This includes travel time to site visits if required. The Officer allocated to deal with your pre-application enquiry will be dependant on the nature and scale of the proposals and resources available.

The planning officer will advise you at the outset of the estimated cost and will not exceed this without your agreement. Advice will only be provided once the fee, in line with the estimation, has been received.

You can minimise costs by providing as much information about your scheme as possible in advance, but there is no requirement to do this.

Listed Buildings

Proposals which involve Listed Buildings, or affect their setting, will have a minimum charge of £180 + VAT to enable specialist advice to be obtained. This charge will be higher if the proposal also requires the involvement of a planning officer.

All other applications

Fee

- £500 or 1.5% of the appropriate fee + VAT under the Application Fees Regulations, whichever is the greater, for up to an hour long meeting and written response
- If the Planning Officer recommends further time is spent on your proposal we will provide you with an estimate and obtain your agreement.

We also need the following information

- Written details of the address and proposal
- Description of the nature and scale of the development proposed and the uses to which land and buildings are to be put
- Site location plan with the site clearly marked (to a recognised scale, north point etc)
- Sketch drawings providing details of the proposal (to a recognised scale)
- Photographs of the site and surrounding area, with particular regard to any nearby houses or other development which might be affected by your proposal
- Contact details including phone number and email address
- An initial design and access statement
- Access and parking arrangements
- This may also need to be accompanied by ecological, landscape, contamination, flood and transport assessments depending upon the location, nature and complexity of the development.

What the costs cover

These fees cover administration costs and the time spent in research, assessment, a meeting as necessary, and in making a written response.

If you require specific highways advice, Kent County Council Highways make a charge for pre-application advice and should you wish a full response please contact them directly.

- [Kent Highways](#)

How to Apply

Please email preappadvice@dover.gov.uk

Pre-application advice cannot guarantee the final formal decision that will be made on your application. However, any pre-application advice that has been provided will be carefully considered in reaching a decision.

Guidelines/Procedures for the Application of Recycling and Waste Discretionary Fees and Charges

Waste Collection Scheme

1. Dover District Council provides kerbside collection services for dry-recyclables, kitchen waste, and residual waste and to subscribers only for garden waste.
2. The collection of waste and recyclable materials, their frequency, segregation and the containers used for collection are undertaken in accordance with the provisions of the Environmental Protection Act 1990: Sections 45 and 46.
3. In order to be collected by Dover District Council, all wheeled bins and other containers used must comply with the Council's specifications, dimensions, and colour. Fully compliant wheeled bins will be supplied by the Council upon request and receipt of payment.
4. Containers provided on request by the Council include;
 - Mixed Recyclables (Glass/ Cans/ Plastic etc)
 - Blue lidded wheeled bin (Various sizes)
 - 55 litre blue box
 - Paper/ Card
 - 55 litre black box
 - 180ltr grey wheeled bin (on request)
 - Food Waste
 - 23 litre Kerbside caddy
 - 7 litre kitchen caddy
 - Residual Waste
 - Grey wheeled bin (Various sizes)
5. All containers supplied remain the property of Dover District Council and should remain with the property to which they were issued and not be removed when residents move house.

Replacement of Containers

6. The Council will charge for the replacement of all containers, other than refuse and recycling containers lost or damaged in the circumstances described in 7. Charges will be in accordance with the fees and charges schedule.
7. Refuse and recycling containers of the size 240ltrs, 180ltrs, 55ltrs or 23ltr, which are in the ownership of the Council and are designed to be placed at the kerbside, as part of the recycling collection service and which can be shown to be either damaged or lost as a result of

collection operations will be replaced by the Council at no charge to the occupier.

Landlords and Management Agents

8. Dover District Council will hold developers, landlords and managing agents, (as appropriate) responsible for the management and/or sale or letting of properties, to be responsible either directly or through a tenancy agreement, for the provision of containers for recycling and waste and to be charged in accordance with the fees and charges schedule.
9. Where a recycling or refuse container from a shared / multi occupied / communal site is lost or damaged, it will be the responsibility of the developer, landlord or managing agents (as appropriate) responsibility to arrange the replacement.

Other

10. Where customers are requesting the provision of a container for storage purposes only, containers will be supplied subject to payment of the requisite charge in accordance with the fees and charges schedule.
11. Dover District Council's Waste Services Manager shall have authority to waive some of these charges in certain limited circumstances where it may be in the Authority's interests to do so. The cost of such waivers shall remain within budget, and shall take place within a framework established following consultation with the Cabinet Member for the Environment. The framework shall be communicated to customer contact staff through appropriate briefings.

Subject:	REVIEW OF ON AND OFF-STREET PARKING CHARGES
Meeting and Date:	Cabinet – 15 January 2018
Report of:	Roger Walton, Director of Environment and Corporate Assets
Portfolio Holder:	Councillor Nigel Collor, Portfolio Holder for Access and Licensing
Decision Type:	Key Decision
Classification:	Unrestricted

Purpose of the report: To brief Cabinet on the outcome of the annual review of parking charges and to seek approval for the changes to the charging regime as set out in the report.

- Recommendation:**
1. To note the outcome of the annual review of parking charges.
 2. To agree to continue to freeze parking charges at their current levels as set out in Appendix 1.
 3. To agree to extend Sunday charging, as set out in Appendix 1, to include the following locations:
 - Dover: Bench Street, Woolcomber Street, Stembrook, Townwall Street together with the on-street parking bays in Castle Street and Russell Street.
 - Deal: Middle Street, South Street, Stanhope Road, Town Hall, Sainsbury's, St. Ethelburga's and Park Street together with the on-street parking bays in Beach Street, Prince of Wales Terrace, King Street and Victoria Road.
 - Sandwich: Guildhall car park, together with the on-street parking bays in New Street and Market Street.
 4. To agree to extend the period of operation of resident parking zones to include Sundays in all areas.
 5. To agree to the introduction of parking charges as set out in Appendix 1 at the car parks within Reach Road, St. Margaret's at Cliffe, High Street, Eastry, High Street, Ash, and High Street, Wingham.
 6. To agree to the changes proposed to the conditions of issue for resident and business permits; removing the option to share permits between two vehicles, allowing up to a maximum of two permits per household and introducing restrictions on the size of vehicle entitled to a resident permit.
 7. To authorise the Director of Environment and Corporate Assets to make the necessary arrangements to introduce the above charges as soon as is practicable, and to make the necessary changes to the Council's On-Street and Off-Street Parking Orders.
-

1. **Summary**

- 1.1 This report seeks Cabinet agreement for the parking charges for both on and off-street parking including permit charges for the coming year. In January 2011 it was agreed that parking charges would be reviewed annually and in line with that decision it is considered appropriate to review charges once again.
- 1.2 In making these recommendations, consideration has been given to equality issues. It is not anticipated that these proposals will adversely affect any of the groups having protected characteristics contrary to the Equalities Act 2010.

2. **Introduction and Background**

- 2.1 Parking charges were last increased in Dover district on 8th February 2016, after having been previously frozen for 4 years.
- 2.2 As noted above, Cabinet has previously agreed that charges should be reviewed annually and an analysis has been undertaken of current charges and charging periods within neighbouring authorities as set out in Appendices 2.
- 2.3 This review indicates that charges within Dover District remain below those of neighbouring authorities and the Council also has a shorter charging period than neighbouring authorities most of whom have charges which extend into the evening period.
- 2.4 The Council's Parking Strategies, produced in 2015, recognise the importance of setting tariffs at a level which encourages wider utilisation of all available parking provision across each of the towns, responds to the particular circumstances within each town and seeks to match the availability of spaces with public expectations and demand.
- 2.5 The Dover strategy notes in particular the need to take account of the potential impact on parking demand of the St. James's development, whilst the Deal strategy highlights the pressures on parking at weekends.
- 2.6 The availability and effective management of parking is an important factor in both maintaining and increasing the vitality of our town centres, with a difficult balance needing to be struck between the use of charges as a mechanism to ensure that parking spaces are rotated rather than being full all day against the risk that the cost of parking dissuades residents and visitors alike from using town centre businesses.
- 2.7 Given the limited capacity within the town centres there is no easy solution to this conundrum. The demand for parking spaces clearly varies through the day, week and year and the Parking strategies suggest that the Council consider differential charging between say weekdays and weekends. This has been considered but given the complexity involved in setting tariff levels to seek to meet all such scenarios is thought to be unrealistic at this time,
- 2.8 Support to the local economy has also been provided in partnership with the local business community through for example, the free parking arrangements offered each year to support Small Business Saturday in December and the occasional concessionary arrangements offered to event organisers.
- 2.9 In considering the appropriate level for parking charges the Council must have regard to guidance on parking policy and charges given in the Secretary of State's Statutory Guidance to the Local Authorities on the Civil Enforcement of Parking Contraventions, expanded upon in Operational Guidance to Local Authorities: Parking Policy and Enforcement.
- 2.10 This states that charges should be proportionate, so authorities should not set them at unreasonable levels and the Guidance also indicates that when setting on- and off-street parking charges, authorities should consider lower charges off-street than on-street. This would encourage drivers to park off-street, thus minimising on-street congestion caused by vehicles searching for spaces.

3. **Proposals for 2018/19**

- 3.1 In reviewing the current parking charges, both current usage levels and the charging policies in adjacent authorities have been reviewed to ensure that the Council's charges are set at a level which would not disadvantage our town centres in comparison with neighbouring towns.
- 3.2 Accordingly, it is clear that the charges set by Dover DC remain below those of neighbouring authorities. There is no evidence that this is adversely affecting the availability of spaces and so **no increases are proposed to the current charges.**
- 3.3 Similarly with regard to the charging period within each day, the Council has a shorter charging period than neighbouring authorities most of whom have charges which extend into the evening period. **No changes are proposed to the current charging period.**
- 3.4 However, noting the likely impact of the St. James's development on parking patterns within Dover, the pressures on parking at weekends in Deal, the introduction of charges by English Heritage at their sites in Deal Castle & Walmer Castle and the need to ensure capacity is maintained at certain rural locations, it is therefore proposed that the Council should consider make the following changes to the management of parking within the District:
- Dover
 - Extend Sunday charging on and off-street to include those car parks close to St. James's; Bench Street, Woolcomber Street, Stembrook, Townwall Street together with the on-street parking bays in Castle Street and Russell Street.
 - Deal
 - Extend Sunday charging on and off-street to include the car parks at Middle Street, South Street, Stanhope Road, Town Hall, Sainsbury's, St. Ethelburga's and Park Street together with the on-street parking bays in Beach Street, Prince of Wales Terrace, King Street and Victoria Road.
 - Sandwich
 - Extend Sunday charging on and off-street to include the Guildhall car park, together with the on-street parking bays in New Street and Market Street.
 - Rurals
 - Introduce charges at following sites:
 - Reach Road, St. Margaret's at Cliffe
 - High Street, Eastry
 - The Street Car Park, Ash
 - High Street, Wingham
- 3.5 These proposals have implications for the arrangements regarding the management of resident parking zones, which currently apply on Mondays to Saturdays only. It is therefore proposed to extend all resident parking controls to apply from Monday to Sunday.
- 3.6 In the next few months, the Council is introducing a new IT system which will streamline the permit application process and enable the online purchase of virtual permits and visitor tickets. The procedures for issuing permits has thus been reviewed and it is now proposed to remove the option to share permits between two vehicles, to allow up to a maximum of two permits per household and to introduce restrictions on the size of vehicle for which a permit will be issued.

- 3.7 The changes proposed will require a period of public consultation and amendment to both the Off and On-street Parking Places Orders.

4. Detailed Proposals

Dover

- 4.1 The next few months will see the opening of the new leisure and retail development at St. James's, which is expected to have a significant impact on parking patterns within the town centre.
- 4.2 Parking arrangements for the development were set within the planning process and will be reviewed on a regular basis. It is noted that charges will match other town centre car parks with the first half hour free (to enable a 'click and collect' regime) and a maximum 4 hour stay to meet the retail and leisure needs. Charges will also be levied from Monday to Sunday.
- 4.3 Recognising the likely impact that the development will have on surrounding car parks and streets it is proposed that the Council should consider extending Sunday charging on and off-street to include those car parks close to St. James's; Bench Street, Woolcomber Street, Stembrook, Townwall Street and the on-street parking bays in Castle Street and Russel Street.
- 4.4 Sunday charging within Dover currently only applies to the Seafront and the car park in Camden Crescent.
- 4.5 These proposals, if agreed, will still see free parking available in Dover on Sundays in the car parks in Maison Dieu Road, Pencester Road, Ladywell, Norman Street and Albany Place and the on-street parking bays in Pencester Road.
- 4.6 In addition it is proposed that the controls within Resident Parking Zones A, B, C, D, E, F and K should be extended to include Sundays.

Deal

- 4.7 The utilisation data contained within the Deal Parking Strategy indicates that many car parks within the town are operating close to capacity at weekends and *"that when special events are held in the town centre (predominantly at weekends) the pressures on parking become even greater."*
- 4.8 The Strategy also notes that; *"given the constraints in parking in the town, there is likely to be some rationale for introducing further Sunday charges at some point in the future, subject to consultation with the local community."*
- 4.9 Similarly recent studies such as *"In-Town Parking: What Works? Innovative Practices in Parking Provision"*, published by the Association of Town and City Management (ATCM) have highlighted that; *"the quantity of parking spaces has become a significant issue with concerns that too little availability may restrict footfall."*
- 4.10 Recognising these pressures and the consequent risk of the limited availability of parking spaces in Deal adversely impacting on both the retail and visitor economy, it is now considered appropriate to recommend that the current parking controls on Sunday be further extended to include the introduction of Sunday charging within the car parks at Middle Street, South Street, Stanhope Road, Town Hall, Sainsbury's, St. Ethelburga's and Park Street ¹together with the on-street parking bays in Beach Street, Prince of Wales Terrace, King Street and Victoria Road.
- 4.11 These proposals, if agreed, will still see free parking available in Deal on Sundays in the car parks in Union Road and St. George's Road.
- 4.12 In addition it is proposed that the controls within Resident Parking Zones 2, H, L and P should be extended to include Sundays.

Sandwich

¹ Subject to discussion with Sainsbury's and Co-op.

- 4.13 Within Sandwich The Parking Strategy notes that; *“It is clear from the collated evidence base that Sandwich requires a parking strategy that protects the historic nature of the town, whilst permitting the town’s economy to thrive, and will evolve and adjust in relation to the levels of residential growth forecast within the town.”*
- 4.14 The Strategy also noted that for the present, the key issues facing Sandwich, in terms of parking, relate to making the most out of the existing parking stock, through incentivising use of spare capacity at different locations and times of the week, and in a manner that provides for the various users of the town centre.
- 4.15 Accordingly, it is now proposed to recommend that the current parking controls on Sunday be further extended to include the introduction of Sunday charging within the car park at Guildhall and the on-street parking bays in Market Street and New Street.
- 4.16 These proposals, if agreed, will still see free parking available in Sandwich on Sundays in the car park at Gazen Salts.
- 4.17 In addition it is proposed that the controls within Resident Parking Zone J should be extended to include Sundays.

Rural Areas

- 4.18 The Council also manages a number of car parks outside town centres, serving the villages in rural communities.
- 4.19 These have been managed as free car parks, however there is growing pressure on parking capacity within many of these communities and concerns have also been expressed regarding long stay parking at certain locations.
- 4.20 It is therefore appropriate to review whether the introduction of limited controls will alleviate some of these pressures and also provide funding to enable increased provision of parking enforcement activities to be dedicated to these areas.
- 4.21 It is therefore proposed to introduce charges at the following car parks as set out in the table below:

Car Park	Proposed Charge	Charging Period
Reach Road, St. Margaret’s at Cliffe	50p/ hour for 1 - 5 hrs £3.00 for 5 to 8 hrs	Mon – Sun, 9.00 to 5.00
High Street, Eastry		
The Street Car Park, Ash		
High Street, Wingham		

Permits

- 4.22 The Council offers a range of permits, which offer significant discounts to those residents and visitors who park regularly in our towns.
- 4.23 In the next few months, the Council is introducing a new IT system which will streamline the permit application process and enable the online purchase of virtual permits and visitor tickets.
- 4.24 This will allow the Council to cease issuing “paper” permits to be displayed within the vehicle as the Council’s CEOs will then be able to check with their handheld computers whether a vehicle has a valid permit and is thus entitled to be parked.
- 4.25 To use the new IT system, customers will need to set up an on-line account, including providing an email address, to receive reminders, apply or renew permits, purchase visitor tickets and access information on their account.

- 4.26 The system will work with mobile devices, such as a smartphone or tablet, providing customers with far greater control and 24hr access to their account, which for example means that if residents have unexpected visitors arrive at the weekend but have run out of visitor permits, this will no longer be a problem, as they can log into their online account and instantly purchase a visitor ticket for their guests.
- 4.27 With the introduction of this new IT system it is appropriate to review the current arrangements for issuing permits to residents and business users, and in particular the current facility offered to residents to include two vehicles on a single permit and also the restriction on the number of resident permits per resident or household.
- 4.28 As noted, the Council currently offers residents and business users the facility to include two vehicles on a single permit at no additional cost, which enables residents to choose to display their permit in either of the vehicles registered at their convenience.
- 4.29 It is recognised that this arrangement has been advantageous to some residents and business users and any limited risk of abuse, is dealt with by requiring an applicant for a resident permit to provide evidence that the vehicle is either registered to the applicant or that they are the permitted user of the particular vehicle. However, the virtual permit system operates most effectively by restricting each permit to a single vehicle and so it is proposed to remove the option to share permits between two vehicles.
- 4.30 As regards the issuing of permits for use within resident zones, the purchase of a permit does of course not guarantee a space and recognising the limitations on space the Council's policy on issuing Residents' Parking permits has to date been to restrict their issue to one per household except at the Council's discretion.
- 4.31 This often raises concerns and having reviewed the approach taken by other Councils it is noted that policies elsewhere do vary and in some instances are more relaxed on this point.

For example:

Brighton	Each resident can apply for one resident permit but there is no limit on the number of residents who can apply in any one household
Canterbury	Only one permit can be issued per household unless availability exceeds demand.
Thanet	No restrictions
Camden	One permit per qualifying resident. The permit holder must be resident in the borough (at least 5 nights a week). The vehicle/s included on this permit must be registered with the DVLA in the name of the permit holder at the same address with relevant supporting insurance.
Tunbridge Wells	Permits will be issued on the basis of a maximum of two per family/household
Ashford	Limit of one permit per address in central zone, elsewhere one permit will be issued to every household that does not have any off-street parking provision. Thereafter, subject to the availability of on-street parking spaces within the zone, the issue of permits will be limited to a maximum of two permits per household, reduced to one permit in consideration of any off-street parking provision.

- 4.32 Noting the varied approach taken elsewhere and given the proposal to limit each permit to a single vehicle, it is now proposed to allow up to a maximum of two permits

to be issued per household. The charge for a second permit to be the same as for the first.

- 4.33 The Council cannot of course guarantee that a space will be available and the impact of taking a more relaxed approach will be reviewed in 12 months' time, to seek to ensure that the lack of available space for permit holders does not become a concern within particular resident zones.
- 4.34 With regards to the management of resident parking in Sandwich, complaints have been received regarding the parking by resident permit holders of motor homes in the Quay car park on a long-term basis. In order to resolve this issue it is therefore proposed in future to introduce restrictions on the size of vehicle entitled to a resident permit which would exclude motor homes, caravans and trailers, with permits only issued for motor cars, motorcycles (with or without sidecar), and light vans not exceeding 3 tonnes/3500kg.
- 4.35 Having undertaken a comparative review of the charges set for permits within neighbouring authorities, **no other changes to the Council's charges for permits are proposed.**

5. Identification of Options

- 5.1 Option 1. To confirm the changes proposed to the charging structure, as set out in Appendix 1, and the adjustments to the Council's policies on the issuing of resident and business permits as noted above. This is the preferred option.
- 5.2 Option 2. To retain the current management arrangements.

6. Evaluation of Options

- 6.1 The preferred option is Option 1, because this will ensure that there is a continued and reasonable "turn over" of available parking spaces, support those living within resident zones and with the continued freezing of parking charges ensure that motorists continue to have low cost options regarding parking in each town.
- 6.2 Option 2 is not recommended.

7. Resource Implications

- 7.1 The overall impact of the above changes is likely to see an increase in revenue of c£180k.

8. Corporate Implications

- 8.1 Comment from the Director of Finance: Finance has been consulted and has nothing further to add (VB).
- 8.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make. (HR)
- 8.3 Comment from the Equalities Officer: 'This report does not specifically highlight any equalities implications, however in discharging their responsibilities members are required to comply with the public sector duty as set out in section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15>' (KM).

9. Appendices

Appendix 1: Schedule of Proposed Charges

Appendix 2: Parking Charges: Comparison with neighbouring Authorities

10. Background Papers

None.

Contact Officer: Roger Walton, Director of Environment and Corporate Assets

Appendix 1: Schedule of Proposed Charges

Amendments for 2018/19 are highlighted.

CAR PARK CHARGES (OFF-STREET) – DOVER				
CAR PARK	CURRENT CHARGES		PROPOSED CHARGE 2018-2019	
	TIME	CHARGE	CHARGE	
Albany Place, Dover Linear charging up to 5 hrs Minimum charge 30p Charges apply Mon - Sat	1hr	60p	1hr	60p
	2hr	£1.20	2hr	£1.20
	3hrs	£1.80	3hrs	£1.80
	4hrs	£2.40	4hrs	£2.40
	5hrs	£3.00	5hrs	£3.00
	5 to 8 hrs	£3.60	5 to 8 hrs	£3.60
Bench Street, Dover Linear charging Minimum charge 40p Charges apply Mon - Sun	1hr	£1.10	1hr	£1.10
	2hrs	£2.20	2hrs	£2.20
	3hrs	£3.30	3hrs	£3.30
	4hrs	£4.40	4hrs	£4.40
Camden Crescent, Dover Linear charging up to 5 hrs Minimum charge 40p Charges apply Mon - Sun	1hr	£1.10	1hr	£1.10
	2hr	£2.20	2hr	£2.20
	3hrs	£3.30	3hrs	£3.30
	4hrs	£4.40	4hrs	£4.40
	5hrs	£5.50	5hrs	£5.50
	5 to 8 hrs	£6.50	5 to 8 hrs	£6.50
Castle Hill Coach Park Charges apply Mon - Sat	Up to 8 hrs	£7.50	Up to 8 hrs	£7.50
Ladywell Car Park, Dover Linear charging up to 5 hrs Minimum charge 40p Charges apply Mon - Sat	1hr	£1.10	1hr	£1.10
	2hr	£2.20	2hr	£2.20
	3hrs	£3.30	3hrs	£3.30
	4hrs	£4.40	4hrs	£4.40
	5hrs	£5.50	5hrs	£5.50
	5 to 8 hrs	£6.50	5 to 8 hrs	£6.50
Maison Dieu Car Park, Dover Linear charging up to 5 hrs Minimum charge 40p Charges apply Mon - Sat	1hr	£1.10	1hr	£1.10
	2hr	£2.20	2hr	£2.20
	3hrs	£3.30	3hrs	£3.30
	4hrs	£4.40	4hrs	£4.40
	5hrs	£5.50	5hrs	£5.50
	5 to 8 hrs	£6.50	5 to 8 hrs	£6.50
Maison Dieu Car Park, Coach Bays Charges apply Mon – Sat	Up to 8 hrs	£7.50	Up to 8 hrs	£7.50
Pencester Road Car Park, Dover Linear charging Minimum charge 40p Charges apply Mon – Sat	1hr	£1.10	1hr	£1.10
	2hrs	£2.20	2hrs	£2.20
	3hrs	£3.30	3hrs	£3.30

CAR PARK CHARGES (OFF-STREET) – DOVER				
CAR PARK	CURRENT CHARGES		PROPOSED CHARGE 2018-2019	
Priory Road Car Park, Dover Linear charging up to 5 hours Minimum charge 40p Charges apply Mon - Sat	1hr 2hr 3hrs 4hrs 5hrs 5 to 8 hrs	£1.10 £2.20 £3.30 £4.40 £5.50 £6.50	1hr 2hr 3hrs 4hrs 5hrs 5 to 8 hrs	£1.10 £2.20 £3.30 £4.40 £5.50 £6.50
Samphire Hoe (Eurotunnel) Charges apply Mon - Sat	Up to 30mins Up to 2hrs	50p £1.00	Up to 30mins Up to 2hrs	50p £1.00
Stembrook Car Park, Dover Linear charging Minimum charge 40p Charges apply Mon – Sun	1hr 2hrs	£1.10 £2.20	1hr 2hrs	£1.10 £2.20
Townwall Street Car Park, Dover Linear charging Minimum charge 40p Charges apply Mon – Sun	1hr 2hr 3hrs 4hrs	£1.10 £2.20 £3.30 £4.40	1hr 2hr 3hrs 4hrs	£1.10 £2.20 £3.30 £4.40
Woolcomber Street Car Park, Dover Linear charging Minimum charge 40p Charges apply Mon – Sun	1hr 2hr 3hrs 4hrs	£1.10 £2.20 £3.30 £4.40	1hr 2hr 3hrs 4hrs	£1.10 £2.20 £3.30 £4.40
PARKING CHARGES (ON-STREET) – DOVER				
Castle Street, Dover Linear charging Minimum charge 40p Charges apply Mon – Sun	1hr 2hrs	£1.30 £2.60	1hr 2hrs	£1.30 £2.60
Seafront - Cars Linear charging up to 5 hours Minimum charge 40p Charges apply Mon – Sun	1hr 2hr 3hrs 4hrs 5hrs 5 to 8 hrs	£1.10 £2.20 £3.30 £4.40 £5.50 £6.50	1hr 2hr 3hrs 4hrs 5hrs 5 to 8 hrs	£1.10 £2.20 £3.30 £4.40 £5.50 £6.50
Seafront – Motorhomes Charges apply Mon – Sun	Overnight Charge (17.00 to 09.00)	£7.50	Overnight Charge (17.00 to 09.00)	£7.50
Seafront – Coaches Charges apply Mon – Sun	Up to 8 hrs	£7.50	Up to 8 hrs	£7.50
Pencester Road, Dover Linear charging Minimum charge 40p Charges apply Mon – Sat	1hr 2hrs	£1.30 £2.60	1hr 2hrs	£1.30 £2.60

PARKING CHARGES (OFF-STREET) – SANDWICH				
CAR PARK	CURRENT CHARGES		PROPOSED CHARGE 2018-2019	
Gazen Salts Car Park, Sandwich Linear charging up to 5 hours Minimum charge 30p Charges apply Mon – Sat	1hr	70p	1hr	70p
	2hrs	£1.40	2hrs	£1.40
	3hrs	£2.10	3hrs	£2.10
	4hrs	£2.80	4hrs	£2.80
	5hrs	£3.50	5hrs	£3.50
	5 to 8 hrs	£4.00	5 to 8 hrs	£4.00
Guildhall Car Park, Sandwich Linear charging up to 5 hours Minimum charge 40p Charges apply Mon – Sun	1hr	£1.00	1hr	£1.00
	2hrs	£2.00	2hrs	£2.00
	3hrs	£3.00	3hrs	£3.00
	4hrs	£4.00	4hrs	£4.00
	5hrs	£5.00	5hrs	£5.00
	5 to 8 hrs	£6.00	5 to 8 hrs	£6.00
The Quay Car Park, Sandwich Linear charging up to 5 hours Minimum charge 40p Charges apply Mon – Sun	1hr	£1.00	1hr	£1.00
	2hrs	£2.00	2hrs	£2.00
	3hrs	£3.00	3hrs	£3.00
	4hrs	£4.00	4hrs	£4.00
	5hrs	£5.00	5hrs	£5.00
	5 to 8 hrs	£6.00	5 to 8 hrs	£6.00
PARKING CHARGES (ON-STREET) – SANDWICH				
Market Street, Sandwich Linear charging Minimum charge 40p Charges apply Mon – Sun	1hr	£1.10	1hr	£1.10
	2hrs	£2.20	2hrs	£2.20
New Street, Sandwich Linear charging Minimum charge 40p Charges apply Mon – Sun	1hr	£1.10	1hr	£1.10
	2hrs	£2.20	2hrs	£2.20

PARKING CHARGES (OFF-STREET) – DEAL				
CAR PARK	CURRENT CHARGES		PROPOSED CHARGE 2018-19	
Beach Street Car Park, Deal Linear charging up to 5 hours Minimum charge 40p Charges apply Mon – Sun	1hr 2hr 3hrs 4hrs 5hrs 5 to 8 hrs	£1.10 £2.20 £3.30 £4.40 £5.50 £6.50	1hr 2hr 3hrs 4hrs 5hrs 5 to 8 hrs	£1.10 £2.20 £3.30 £4.40 £5.50 £6.50
Deal Castle Linear charging Minimum charge 40p Charges apply Mon – Sat	1hr 2hrs 3hrs	£1.10 £2.20 £3.30	1hr 2hrs 3hrs	£1.10 £2.20 £3.30
Middle Street Car Park, Deal Linear charging Minimum charge 40p Charges apply Mon – Sun	1hr 2hrs 3hrs 4hrs	£1.10 £2.20 £3.30 £4.40	1hr 2hrs 3hrs 4hrs	£1.10 £2.20 £3.30 £4.40
Park Street Car Park, Deal Co-Op car park, minimum time one hour Charges apply Mon – Sun	1hr 2hrs	£1.10 £2.20	1hr 2hrs	£1.10 £2.20
Sainsbury's Car Park, Deal Charges apply Mon – Sun	30mins 2hrs	FREE £2.20	30mins 2hrs	FREE £2.20
(Refunded in Store, min purchase £10)				
South Street Car Park, Deal Linear charging Minimum charge 40p Charges apply Mon – Sun	1hr 2hrs	£1.10 £2.20	1hr 2hrs	£1.10 £2.20
Stanhope Road Car Park, Deal Linear Charging Minimum charge 40p Charges apply Mon – Sun	1hr 2hrs 3hrs	£1.10 £2.20 £3.30	1hr 2hrs 3hrs	£1.10 £2.20 £3.30
St. Ethelburga's Car Park, Deal Co-Op car park, Minimum time one hour Charges apply Mon – Sun	1hr 2hrs	£1.10 £2.20	1hr 2hrs	£1.10 £2.20
St. George's Car Park, Deal Linear charging up to 5hrs Minimum charge 40p Charges apply Mon – Sat	1hr 2hr 3hrs 4hrs 5hrs 5 to 8 hrs	£1.10 £2.20 £3.30 £4.40 £5.50 £6.50	1hr 2hr 3hrs 4hrs 5hrs 5 to 8 hrs	£1.10 £2.20 £3.30 £4.40 £5.50 £6.50
Tides Leisure Centre, Deal Linear charging Minimum charge 40p Charges apply Mon – Sat	1hr 2hr 3hrs 4hrs	£1.10 £2.20 £3.30 £4.40	1hr 2hr 3hrs 4hrs	£1.10 £2.20 £3.30 £4.40

PARKING CHARGES (OFF-STREET) – DEAL				
CAR PARK	CURRENT CHARGES		PROPOSED CHARGE 2018-19	
Town Hall Car Park, Deal Linear charging Minimum charge 40p Charges apply Mon – Sun	Up to 1hr Up to 2hrs	£1.10 £2.20	Up to 1hr Up to 2hrs	£1.10 £2.20
Union Road Car Park, Deal Linear charging up to 5hrs Minimum charge 40p Charges apply Mon – Sat	1hr 2hrs 3hrs 4hrs 5hrs 5 to 8 hrs	80p £1.60 £2.40 £3.20 £4.00 £4.80	1hr 2hrs 3hrs 4hrs 5hrs 5 to 8 hrs	80p £1.60 £2.40 £3.20 £4.00 £4.80

PARKING CHARGES (ON-STREET) – DEAL				
CAR PARK	CURRENT CHARGES		PROPOSED CHARGE 2018-19	
Beach Street (between Broad Street & South Street) Linear charging Minimum charge 40p Charges apply Mon – Sun	1hr 2hrs	£1.30 £2.60	1hr 2hrs	£1.30 £2.60
Beach Street (Royal Hotel to Dolphin Street) Linear charging up to 5hrs Minimum charge 40p Charges apply Mon – Sun	1hr 2hr 3hrs 4hrs 5hrs 5 to 8 hrs	£1.10 £2.20 £3.30 £4.40 £5.50 £6.50	1hr 2hr 3hrs 4hrs 5hrs 5 to 8 hrs	£1.10 £2.20 £3.30 £4.40 £5.50 £6.50
King Street, Deal Linear charging Minimum charge 40p Charges apply Mon – Sun	1hr 2hrs	£1.30 £2.60	1hr 2hrs	£1.30 £2.60
Prince of Wales Terrace, Deal Linear charging Minimum charge 40p Charges apply Mon – Sun	1hr 2hrs	£1.30 £2.60	1hr 2hrs	£1.30 £2.60
Victoria Road, Deal Linear charging Minimum charge 40p Charges apply Mon – Sun	1hr 2hrs	£1.30 £2.60	1hr 2hrs	£1.30 £2.60

PARKING CHARGES (OFF-STREET) – RURAL

CAR PARK	CURRENT CHARGES		PROPOSED CHARGE 2018-2019	
St. Margaret's Bay Charges apply Mon to Sat the Saturday preceding the first Bank Holiday in May to 30 September	70p per hour or part thereof		70p per hour or part thereof	
Walmer Castle Charges apply Mon – Sat	Up to 24 hours, £2		Up to 24 hours, £2	
Reach Road, St. Margaret's at Cliffe Linear charging up to 5 hours Minimum charge 40p Charges apply Mon – Sat	1hr 2hrs 3hrs 4hrs 5hrs 5 to 8 hrs	No Charge	1hr 2hrs 3hrs 4hrs 5hrs 5 to 8 hrs	£0.50 £1.00 £1.50 £2.00 £2.50 £3.00
The Street Car Park, Ash Linear charging up to 5 hours Minimum charge 40p Charges apply Mon – Sat	1hr 2hrs 3hrs 4hrs 5hrs 5 to 8 hrs	No Charge	1hr 2hrs 3hrs 4hrs 5hrs 5 to 8 hrs	£0.50 £1.00 £1.50 £2.00 £2.50 £3.00
High Street, Eastry Linear charging up to 5 hours Minimum charge 40p Charges apply Mon – Sat	1hr 2hrs 3hrs 4hrs 5hrs 5 to 8 hrs	No Charge	1hr 2hrs 3hrs 4hrs 5hrs 5 to 8 hrs	£0.50 £1.00 £1.50 £2.00 £2.50 £3.00
High Street, Wingham Linear charging up to 5 hours Minimum charge 40p Charges apply Mon – Sat	1hr 2hrs 3hrs 4hrs 5hrs 5 to 8 hrs	No Charge	1hr 2hrs 3hrs 4hrs 5hrs 5 to 8 hrs	£0.50 £1.00 £1.50 £2.00 £2.50 £3.00

PERMIT CHARGES		
	CURRENT CHARGES	PROPOSED CHARGE 2018-2019
RESIDENTS		
Deal Zone 2 (North Town Centre)	£90	£90
Deal Zone H (Central area)	£60	£60
Deal Zone L (Gilford, Blenheim Rd etc)	£60	£60
Deal Zone P (Bridgeside etc)	£60	£60
Dover Zones A/B/C/D/E/F/H & K	£60	£60
Dover Zones On/Off Street B/E & F	£90	£90
Sandwich Zone J	£90	£90
Sandwich 2 nd Residents	£85 – 6 months £155 – 12 months	£85 – 6 months £155 – 12 months
BUSINESS		
Dover or Deal (Mon – Sun)	£75 – 6 months £145 – 12 months	£75 – 6 months £145 – 12 months
Seafront, Dover	£140 – 6 months £265 – 12 months	£140 – 6 months £265 – 12 months
Gazen Salts, Sandwich	£60	£60
Off-Street, Dover, Deal & Sandwich	£215 – 6 months £410 – 12 months	£215 – 6 months £410 – 12 months
Sandwich Business	£85 – 6 months £155 – 12 months	£85 – 6 months £155 – 12 months
Snargate Street Business	£85 – 6 months £155 – 12 months	£85 – 6 months £155 – 12 months
Samphire Hoe	£30	£30
St. Margaret's Bay (May - Sept)	£40 – 6 months	£40 – 6 months
Leisure Centre Permits	£125	£125
Visitor Permits	Daily visitor permits can be purchased in blocks of 10 and cost £2 each	Daily visitor permits can be purchased in blocks of 10 or online using the new permit system and cost £2 each.
Doctors	£35	£35
Community Services	£30	£30

PERMIT CHARGES (WAIVERS)		
	CURRENT CHARGES	PROPOSED CHARGE 2018-2019
Waivers (On-Street)	£9 per day £22 per week £55 per month	£9 per day £22 per week £55 per month
Pay & Display Bays (On/Off Street)		
Short Stay	£6 per bay/day £17 per bay/week	£6 per bay/day £17 per bay/week
Long Stay	£5 per bay/day	£5 per bay/day
Bay Suspensions	120 per suspension £55 additional week/part week, plus loss of P&D income at commercial rate of £5 per day.	120 per suspension £55 additional week/part week, plus loss of P&D income at commercial rate of £5 per day.
Pre-Paid Ticket		
Minimum stay 2 days. (Camden Crescent car park only)	Charged at daily rate but without time limit.	Charged at daily rate but without time limit.

Appendix 2: Parking Charges: Comparison with neighbouring authorities (2017/18)

Off-Street			
Dover	Shepway	Canterbury	Thanet
Charges apply Mon to Sat from 9am to 5pm.	Charges apply Mon to Sun from 8am to 6pm unless indicated.	Charges generally apply Mon to Sun 7am to 9pm.	Charges generally apply Mon to Sun 7am to 10pm, with overnight charge.
Stembrook, Dover - linear Min 40p 1 hr £1.10 2 hrs £2.20	Upper Payers Park, Folkestone 30 mins: 50p 1 hr: £1.00 2 hrs: £2.00 3 hrs: £3.00	Castle Street M/S, Canterbury 1 hr: £1.20/hr linear	Market Street, Margate 1 hr: £1.10 2 hrs: £2.20 3 hours £3.30 4 Hours £4.40
Middle Street, Deal - linear Min 40p 1 hr £1.10 2 hrs £2.20 3 hrs £3.30 4 hrs £4.40	Mount Street, Hythe 30 mins: 80p 1 hr: £1.20 2 hrs: £2.30	Whitefriars Multi-storey Charge apply 8.00 to 6.00, Max Stay 5 hrs. 1 hr: £1.80/ hr linear 5 hrs: £9.00 (Min Fee on Sat; £3.60)	Chandos Square, Broadstairs 1 hr: £4.00 2 hrs: £6.00 4 hrs: £10.00 Up to 15 hrs: £12.00
Sandwich Quay linear Min 40p 1 hr £1.00 2 hrs £2.00 3 hrs £3.00 4 hrs £4.00 5 hrs £5.00 All day £7.10	Church Road, New Romney 1 hr: £0.60 2 hrs: £2.30 3 hrs: £3.40	Harbour Car Park, Whitstable (8.30 am to 8.00 pm) 1 hr: £1.50/ hr Max Stay 2 hrs	Leopold Street, M/S, Ramsgate 1 hr: £1.10 2 hrs: £2.20 4 hrs: £4,40 Up to 15 hrs: £5.50
Albany Place, Dover – linear Min 30p 1 hr 60p 2 hrs £1.20 3 hrs £1.80 4 hrs £2.40 5 hrs £3.00 Over 5 hrs & up to 9hrs £3.60	Lower Sandgate Road, West 1 hr: £1.20, 2 hrs: £2.30, 3 hrs: £3.40, 4 hrs: £4.50, 5 hrs: £5.70, 6 hrs: £6.70 12 hrs: £7.90	Holman's Meadow, Canterbury 1 hr: £1.70 linear	Mill Lane, Multi-storey, Margate 1 hr: £1.10 2 hrs: £2.20 4 hrs: £4,40 Up to 15 hrs: £5.50
Union Road, Deal linear Min 40p 1 hr 80p 2 hrs £1.60 3 hrs £2.40 4 hrs £3.20 5 hrs £4.00 Over 5 & up to 9 hrs £6.60	Castle Road, Sandgate 1 hr: £1.20, 2 hrs: £2.30, 3 hrs: £3.40, 4 hrs: £4.50, 5 hrs: £5.70, 6 hrs: £6.70 12 hrs: £7.90	Cow Lane, Wincheap Up to 5 hrs: £0.80 5 to 24 hrs: £2.20	Joss Bay, Broadstairs (Summer) Up to 4 hrs: £10.00 Up to 15 hrs: £12.00
Gazen Salts, Sandwich linear Min 30p – 30 mins 1 hr 70p 2 hrs £1.40 3 hrs £2.10 4 hrs £2.80 5 hrs £3.50 Over 5 hrs up to 9 hrs £5.50	Coast Drive, Littlestone 1 hr: £1.20, 2 hrs: £2.30, 3 hrs: £3.40, 4 hrs: £4.50, 5 hrs: £5.70, 6 hrs: £6.70 12 hrs: £7.90	Oyster Car Park, Whitstable (10.00 am to 8.00 pm) 30 mins: £0.60 1 hr: £1.10 3 hrs: £3 5 hrs: £3.50 24 hrs: £4.60	Cannon Road, Ramsgate 1 hr: £0.80 2 hrs: £1.60 4 hrs: £3.20 Up to 15 hours £4.00

On-Street			
Dover Charges apply 9.00am to 5.00pm	Shepway Charges apply 8.00 am to 6.00 pm	Canterbury Charges apply 8.30am to 6.00pm	Thanet Charges apply 9.00am to 6.00pm
Castle Street, Dover linear Min 40p 1 hr £1.30 2 hrs £2.60	Folkestone Town Centre CPZ A1 & A2 Min: 30 mins, Max: 3 hrs Linear Charge £1.20/hr	Canterbury On-street Min: £0.40 1 hr: £1.30 2 hrs: £2.60	Short stay charges (Cecil Square & Albert Terrace, Margate) £1.30 per half hour up to 2 hours Short Stay (Linear Charges) Various sites, Birchington, Margate, Ramsgate. 10 Minutes 20p and then thereafter a linear charge of 3p per minute round to the nearest 5p is applied up to a maximum charge of £4.00 for 2 hours stay.
Prince of Wales Terrace, Deal linear Min 40p 1 hr £1.30 2 hrs £2.60	Folkestone Seafront Min: 1 hr, Max: 5 hrs Linear Charge £1.20/hr	Central Parade, Herne Bay (8.30 am to 8.00 pm) Max stay 2 hrs. Min: £0.20 Linear Charge £0.60/hr	Long Stay (Lawn Road, Broadstairs) 10 Minutes 20p and then thereafter a linear charge of 3p per minute round to the nearest 5p is applied up to a maximum charge of £8.00 for 4 hours stay. (Victoria Parade, Broadstairs, Harbour Parade, Ramsgate) £2.30/hr , Max Stay 9 hrs.
Market Street, Sandwich linear Min 40p 1 hr £1.10 2 hrs £2.20			

Coach Parking			
Dover Maison Dieu, Seafront, Dover & Castle hill Up to 8 hrs, £7.50	Shepway Littlestone, Coast Drive Up to 5 Hrs: £7.60	Canterbury Canterbury Coach Park: Up to 12 hrs: £15.00	Thanet Minnis Bay, Birchington Up to 4 hrs: £10.00 24 hours £20.00
Permits/Season Tickets			
Dover Season Tickets (most car parks) 6 months £215 12 months £410	Shepway Season Tickets (All car parks) 3 months: £165 6 months: £329 12 months: £657	Canterbury Season Tickets for Car Parks range from £300 to £700. Resident Permit Prices range from £60 to £140	Thanet Season Tickets (All car parks) 1 week: £40 1 month: £75 6 months: £375 12 months: £625
Visitor Permits Daily visitor permits can be purchased in blocks of 10 and cost £2 each	Visitor permits Each set of 5 permits costs £5.20.	Visitor vouchers Canterbury £4/day Herne Bay £1.80/day	Visitor Permit Single day ticket £3.50, book of 20 is £50.

Subject:	DOVER TOWN CENTRE
Meeting and Date:	Cabinet – 15 January 2018
Report of:	Nadeem Aziz, Chief Executive
Portfolio Holder:	Councillor Keith Morris, Leader of the Council
Decision Type:	Non-Key Decision
Classification:	Unrestricted

Purpose of the report:	To inform Cabinet of progress on the St James town centre regeneration scheme and outline a number of issues and actions for partnership working which need to be taken forward to support a comprehensive approach to capture the benefits and opportunities that St James will bring to the locality.
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Recommendation:	<p>It is recommended that Cabinet:</p> <ol style="list-style-type: none"> 1. In the event of a consensus approach between relevant partners agree the rebranding of the existing town centre beyond St James to be known as the “Old Town” and the necessary signing thereto; 2. Agree that DDC liaises with the Dover and Thanet Chamber of Commerce to hold a business rate forum and receive a future paper which examines the case for a business rate relief scheme; 3. Agree to work with the Dover Town Team to enable a resubmission of an improvement scheme for Bench/Street/King Street/Market Square/part Cannon Street through any relevant future funding programmes; 4. Agree a Partnership Charter and/or the entering of any necessary Legal Agreements with relevant authorities, bodies and interested parties as and when appropriate to take forward improvements and funding bids for projects in the town centre; 5. Agree to work with relevant partners to improve public realm/street furniture on the immediate connections to St James, with a ceiling of £30,000 contribution; 6. Agree to work with KCC as Highway and Transport Authority to develop a wider scheme of improvement using the work stream undertaken as part of Dover Waterfront as a foundation for scheme development and future bidding; and 7. Agree to jointly fund a post (within DDC) dedicated to undertake Section 215 enforcement matters in Dover Town Centre, through partnership with Dover Town
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1. Summary

- 1.1 Cabinet will know that construction of the St James development is on the cusp of completion. The main construction works being undertaken by the RG Group are scheduled to be concluded by the end of January 2018. In the meantime, a number of the units have already been handed over to tenants who have been on site for several months fitting-out their individual parts of the scheme. This process will increase and extend across the site immediately after Christmas.
- 1.2 The owner of the scheme, Legal and General Investment Management (L&G), has appointed managing agents, Jones Lang Lascelle (JLL), who undertake this role across the wider L&G portfolio.
- 1.3 Working with L&G, JLL and the tenants it is intended that a "soft opening" will occur in early February, with the Cinema (confirmed as opening on the 2 February), Hotel and Nando's Restaurant opening in the first tranche. Other units will follow-on as fit-outs are completed, with a formal scheme opening arranged for later in the spring.
- 1.4 Allied to the completion of the main construction works, the completion of the access arrangements and the car park is the key enabler to this process. On the latter matter, the car park, this will be operated by JLL through an automatic number plate recognition system and charged in a compatible way with other town centre car parks.
- 1.5 Completion of St James, has, however, raised a number of wider concerns and issues which are set out in the report for Cabinet's consideration.

2. Introduction and Background

- 2.1 The comprehensive regeneration of the St James area (previously also known as and being part of a wider area referred to as The Dover Town Centre Investment Zone) has been a long held corporate ambition and priority for the Council across administrations. That it is now on the verge of completion and due to open in early 2018, is due to many factors which include, but not exclusively, some of the following:

Prior support from the Regeneration Agencies;

Partnership working between the Developer (Bond City) and the Council;

A commercially designed, operational scheme aligning to market needs;

Comprehensive land assembly and successful Compulsory Purchase Order;

Successful tenant take-up; and

Investment by the funder, L&G.

- 2.2 It is also relevant to note that the scheme has progressed and adapted in the changing face of the retail sector where internet shopping, 'click and collect' activity and leisure based facilities are becoming more prevalent as part of the wider expectations around a broader experience. This has resulted in Cineworld and other adjacent restaurants replacing retail uses and consequently opening-up the prospect of a strong night time economy in the town centre.

- 2.3 A number of significant factors have also stood behind the Council's desires to see St James realised. Cabinet will be aware of the development of adjacent centres in the neighbouring districts. These have increasingly become more attractive to residents in Dover district in the absence of modern facilities of comparative scale and range in Dover town centre which has resulted in a considerable amount of retail 'leakage' to neighbouring Councils who are all improving their retail offer. St James will, therefore, provide a transformational opportunity to avert the haemorrhage of expenditure outside the district. It will bring people back to the locality while also providing a visible location to the many millions of people currently passing through the town on the A20, being an effective window to the wider town centre.
- 2.4 Understandably, given the current pressures on the retail sector which are not just confined to Dover, concerns are being expressed around the impact of St James on the remainder of the existing town centre. These relate to a number of matters such as the number of vacant shops, the impact of business rates, access and links to St James, quality of the environment and whether St James will have a negative impact on existing trade.
- 2.5 The Council's corporate ambitions, which are set out below, are very clear. Delivery of the St James scheme in an ever more challenging retail world, where proposals in other towns and cities have aborted or stalled, should be regarded as a major success. St James will act as a catalyst for wider regeneration in Dover, a point which L&G has also recognised through their investment. Consequently, the Council in partnerships with others now need to be able to move on to the next stage on the journey and capture the wider benefits and opportunities that St James will bring.
- 2.6 Central foundations to the remainder of the wider town centre regeneration and re-energising on the back of St James essentially come down to two key issues which often form the bedrock of retailer analysis informing investment choices. These are:
- Increasing the footfall in the town centre; and
 - Increasing the spending power locally.
- 2.7 In order to increase the footfall in the town centre there needs to be a clear understanding of the initial geography in question as reference is being made to the 'High Street' whereas the recent expectations notified to the Council have centred on Bench Street/King Street, Market Square, Cannon Street and Biggin Street though to Maison Dieu/Town Hall. This is not to say that an economic and commercial ripple effect may not extend over time through to and beyond the Maison Dieu/Town Hall depending on the market expectations.

Local Plan Review

- 2.8 As part of the Local Plan review, the Council has commissioned Carter Jonas to prepare a Retail and Leisure Needs Assessment. In broad terms, once this work has been completed, it will provide information to inform the future retail needs across the district based on current and future requirements to 2037. This work will also review and put forward recommendations on the extent of existing town centres boundaries and the location of Primary and Secondary shopping frontages. This commission is due to conclude in the spring.
- 2.9 In the meantime, there are a number of key considerations which will individually or collectively help contribute to increasing the footfall in the town centre and which include:

- i. **Links, wayfinding and directions to and from the town centre to St James** – local residents will inevitably have an understanding of the geography in the area. However, working on the assumption that more can be done both for benefit of local residents and particularly visitors, improvements need to be made to the directional signage to and from the town centre. While a wider tourism signing strategy is under review, immediate improvements can be made to and from St James to the town centre. With the modernity that is the St James scheme, it begs the question as to how the remaining part of the town centre can best be described to give best effect. Perhaps one of the most commonly used universally recognised descriptions which would need consensus and be most appropriate, particularly to visitors, would be to describe the remainder of the town centre as the “Old Town”.

- ii. **Branding and marketing of the town centre** – more needs to be done to improve the branding of the town centre, be it the new or old quarters. L&G has appointed marketing and PR consultants along with managing agents for St James, JLL, who will be present on site 24/7. Through dialogue with L&G they have indicated that what they *“can provide is whole hearted assurances that our manager will work very closely with any town centre group put in place to ensure joined up thinking and hopefully delivering mutual goals”*.

- iii. **Vacant shops** – there is an enduring issue with voids and vacancies, often not helped by absent owners and landlords, the size and massing of the units and redundant accommodation on upper floors, which is not confined solely to Dover town centre. The Authority Monitoring Report, reported to Cabinet on 4 December 2017, illustrated that vacancy rates in Dover have increased from 14% (22 units) in 15/16 to 15.28% (24 units) in 16/17. While the St James development provides a clear illustration of modern retailer requirements, the town centre provides opportunity for niche, independent retailers and leisure uses more appropriate to the scale and massing of the available accommodation and the needs in the area. However, for this to occur there needs to be stronger engagement in the short term with the owners, landlords and interested parties around sub-division, conversion on upper floors etc. either directly or in part through the Healthy High Street initiative. In the medium and longer term, the Local Plan review also needs to consider the health of the town centre and propose policy measures to address issues;

- iv. **Business Rates** – this is also an issue which transcends Dover town centre and often relates to a lack of understanding around the process, the scale and nature of possible reliefs allied to the level of rates applied. It is suggested that:

A business rate breakfast forum is conducted by the Dover and Thanet Chamber of Commerce in liaison with DDC Community Services at a date to be arranged in early 2018; and

- v. A paper is prepared for further consideration which examines the business case for a rate relief scheme.

- vi. **Quality of the surface environment** – there are several issues arising around this subject:

- The first matter concerns the state of the existing paved areas which are used variously by pedestrian and vehicular traffic. It is evident that a number of areas in the town centre are now showing signs of considerable distress ranging from broken slabs and pavements, tracking and rutting along with associated puddles and drainage issues. Engagement is taking place with Kent County Council Highways on these matters and the County Councillors have also agreed to allocate Member Funding to assist with essential maintenance issues in Biggin Street (work is scheduled to commence immediately after the Zeebrugge Centenary event on 23 April);
 - As part of the wider expectation around improving the locality, Dover Town Team prepared a submission to the Coastal Community Fund for improvements to the town centre, which along with the existing layout is shown at **Appendix 1**. This scheme was seen as the first phase of a wider improvement in the town centre. Unfortunately, while being received with positivity, the scheme did not have sufficient assurance to attract funding. Key issues included the need to demonstrate partnership working, planning consent, highway approvals, land ownership and the economic case. Dialogue has taken place with the Department for Communities and Local Government and the Town Team around how a resubmission can best be made. A further meeting is to be held with the Town Team in early 2018; and
 - A wider scheme for improvement in the town centre is also being developed by LDA Architects as a strand of activity associated with the Masterplanning of Dover Waterfront. Initial Options have been the subject of a limited stakeholder consultation. These will need to be developed further, consents and approvals obtained to inform a bid through whatever funding channels may be best appropriate at the time later in 2018.
- vii. **Quality of the built environment** – Cabinet, at the meeting on 4 December, approved a refurbishment of the garage block at Dolphin House and adjacent River Dour which is situated adjacent to a key route to the town centre. Beyond this, there are four immediate considerations associated with this built environment:
- Condition of Buildings – the visual appearance of buildings in the town centre, particularly in Conservation Areas, has become a source of increasing concern. While resources have been channelled around parts of the town centre, a stronger robust approach should be directed to the town centre as priority. Through dialogue with Dover Town Council, it has been agreed (as an early consequence of the a partnership Charter) to jointly fund a part time post for two years to undertake Section 215 work in Dover town centre. Dover Town Council has agreed to contribute £10,000 per year for two years on a match funded basis;
 - Shop Fronts – opportunities do exist through dialogue with letting agents and others to develop a strategic approach to improve the visual appearance of shop fronts with screening and artwork;

- Street Furniture – a review of street furniture has been undertaken as part of the work on the Options for the town centre. This has highlighted the diverse standard, quality and form of street furniture. It is suggested that, as an early action from the Partnership Charter referred to below, a budget allocation is made available and additional or stressed furniture is replaced in such a way it compliments future improvement schemes; and
 - Hoardings – Hoardings erected around the St James site provided a useful indicator of what can be achieved. It is suggested that, as an immediate action, the Council works with the landowners and others to replace the hoardings in the Bench Street area using a preferred lime green base with art work illustrating the town centre as may be defined.
- viii. **Partnerships** – It is evident that there are a number of authorities, bodies, groups and investors that have a range of roles and interests in the town centre. These include among others:
- Kent County Council;
 - Dover District Council;
 - Dover Town Council;
 - Dover Town Team;
 - Dover Big Local
 - Dover and Thanet Chamber of Commerce
 - Dover Society;
 - Coastal Community Team;
 - Dover Arts Development;
 - Port of Dover; and
 - L&G

In order to demonstrate the appropriate level of commitment between the above, it is suggested that a Partnership Charter, an effective working accord, is developed where relevant. This is intended to visibly outline how the parties will commit to actions and working together, to achieve a common goal of a vibrant, successful town centre. DDC have commenced this process with Dover Town Council, which will be reported in further detail at your meeting.

- 2.10 Key considerations which will contribute to increasing the spending power locally include:
- i. **The economic well-being of the district** – The Annual State of The District Report details how the economy of the district is performing both locally and by comparison to the South East and national picture. Two key indicators are the Gross Value Added (GVA) per head across the district and the business

survival rate. GVA is the third lowest in Kent and amongst the lowest in the South East. Business survival rates are also lower than seen nationally. The aims and objectives in the Corporate Plan are seeking to put foundations in place (as indeed will the refresh of the Local Plan) to reverse these trends. Without planning for growth, the direct spending power that is available in district will slowly decline through demographic change and restrict the availability of retail and leisure investment; and

ii. **How the tourism and visitor base can be improved** – a number of factors apply here:

- The need for more connected attractions such as the Castle, Western Heights, Fort Burgoyne and Maison Dieu;
- Working with landowners, developers and interested parties to enable the build-out of the defined opportunities such as at Dover Waterfront, connected to the town centre;
- Working with partners to help them develop and promote a programme of events in the town centre where all parties have ownership;
- Working with landowners, developers and others to facilitate transport connections to new development, particularly the Whitfield Urban Expansion, to and from the town centre;
- A high class hotel offer; and
- Improved High Speed train services.

3. **Identification of Options**

3.1 The Council essentially has two options in relation to this report and the strategic ambitions set out in the Corporate Plan.

3.2 The first Option is to do nothing or engage or contribute on an item by item basis.

3.3 The second Option is to engage in a comprehensive manner on the items identified in this report.

4. **Evaluation of Options**

4.1 The Council's Corporate Plan, as reproduced in part below, identifies the clear expectations around the need to encourage and enable strong, vibrant town centres as a core foundation for the future.

4.2 It is considered that to do nothing or engage on a partial basis is not the preferred Option. The Council, along with others, has expended substantial effort and energy in getting St James to the current position. To not proceed with a further comprehensive programme of engagement at the town centre at this time would diminish the investments made at St James and fail to realise the opportunities now available.

5. **Resource Implications**

- 5.1 Recommendations 5 and 7 will be funded from the existing Dover Regeneration Enabling Special Revenue Project, included in the 2017/18 Medium Term Financial Plan
- 5.2 Additionally the Council is currently reviewing future budget and capital programme requirements and the following proposals will be included in the 2018/19 Medium Term Financial Plan for Member consideration:
- Dover regeneration enabling costs - £80,000;
 - Dover Town Centre Improvement Works - £300,000; and
 - Market Square public realm enhancements - £100,000

6. Corporate Implications

- 6.1 The Council's Corporate Plan 2016-2020 sets out the Council's Vision which is to:

Secure a prosperous future for the Dover district, which will be a place where people want to live, work, invest and visit.

A number of strategic priorities have been identified to achieve the Council's vision which are particularly relevant to this report and include:

Priority One: Thriving Economy; and

Priority Two: Clean, Green and Safe Environment.

Key Outcomes are that by 2020, we will want to see that:

People in the district benefit from a stronger and more prosperous economy – This means that people are increasingly active in the local economy and support local businesses, and our communities are sustainable with the appropriate infrastructure to support business growth and thriving town centres; and

The Dover district is a great place to live, work and visit – this would mean that people take pride in the district and their communities, the heritage and natural environment, and our district is clean and safe with a good range of leisure, tourism and cultural activities.

Two very specific project achievements required by 2020 are to:

- Continue the district's regeneration, with, among projects, priority focus given to The St James' Development/Dover Waterfront; and
- Seek to improve parking and access facilities within our town centres to support and promote the local economy and access to High Speed 1

- 6.2 Comment from the Section 151 Officer: The financial proposals in this report will be included in the 2018/19 Draft Budget and MTFP for approval by Council in March (2018 (MD).
- 6.3 Comment from the Solicitor to the Council: The Head of Legal Services has been consulted in the preparation of this report and has no further comments to add (LM).
- 6.4 Comment from the Equalities Officer: 'This report does not specially highlight any equalities implications, however in discharging their responsibilities members are required to comply with the public sector equality duty as set out in section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15>'
- 6.5 Other Officers (as appropriate):

7 **Appendices**

Appendix 1 – Dover Town Team CCF Scheme

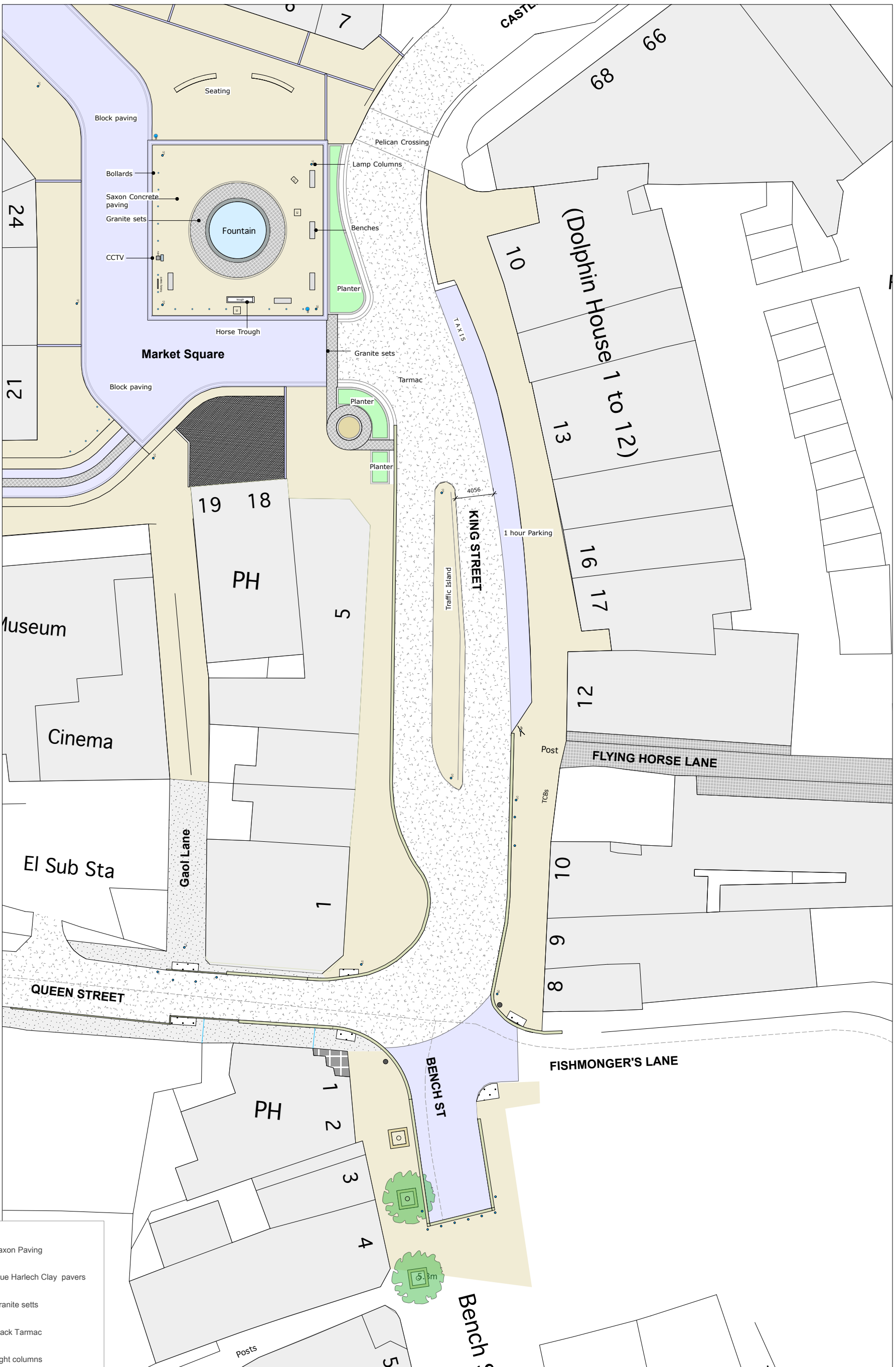
8 **Background Papers**

Corporate Plan

State of the District Report

Authority Monitoring Report, December 2017

Contact Officer: Tim Ingleton, Head of Inward Investment, extension 2423



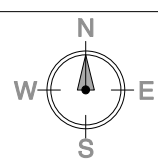
Key

- Existing Saxon Paving
- Existing Blue Harlech Clay pavers
- Existing Granite sets
- Existing Black Tarmac
- ELC Existing Light columns

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 All structural works are to be detailed or confirmed and approved by Structural Engineer.
 Any discrepancies, errors or omissions to be reported to the architect for further instructions before commencement of works.

Existing Plan Scale 1 : 200



Rev.	Date	Detail	By

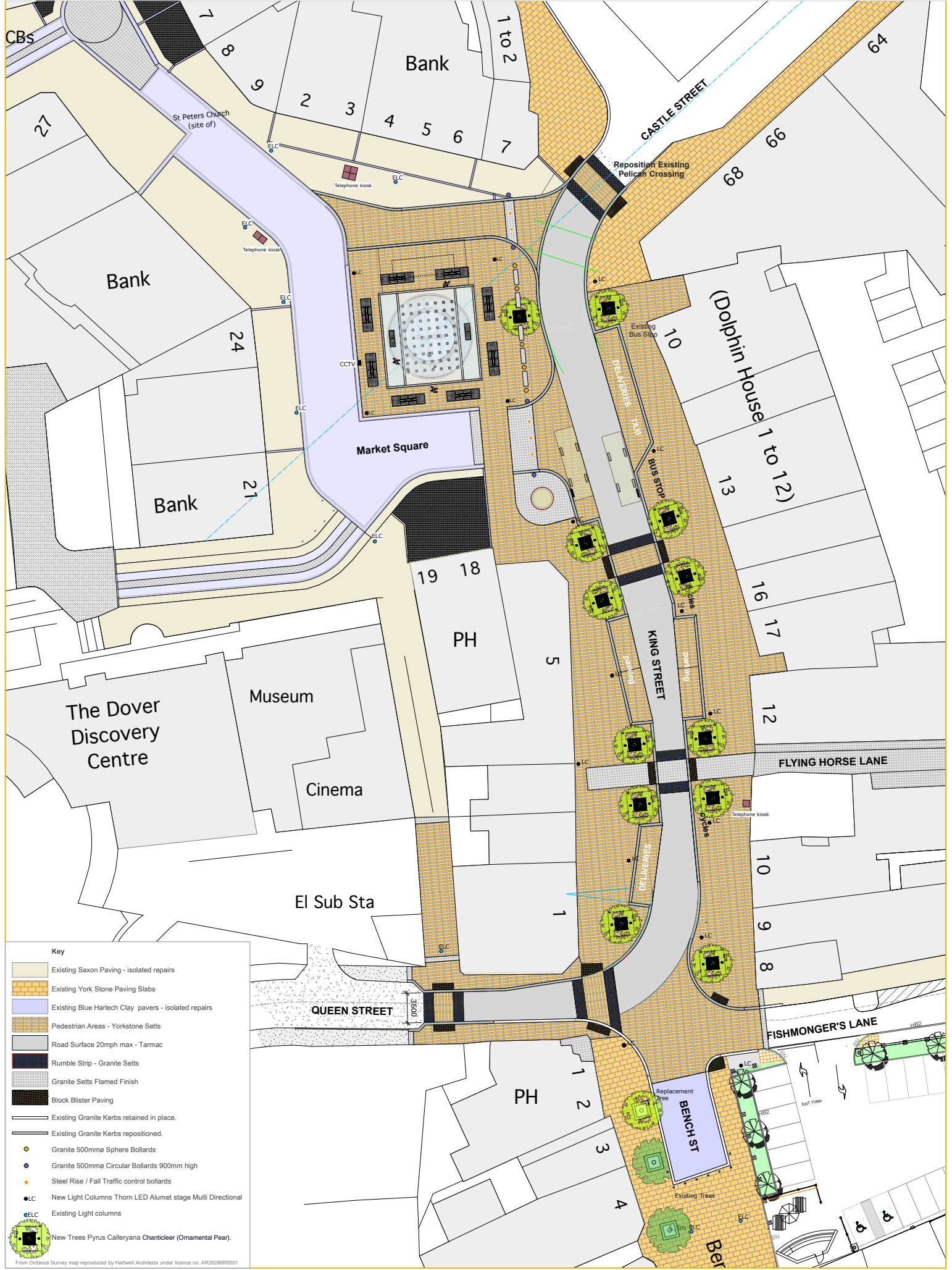


**9 Chapel Lane
 Dover, CT16 1NP
 T: 01304 - 215 336**

Project
 Market Square
 Connections
 Client
 Dover Town Council
 Title
Existing Plans

Drawing 2630- 03	Revision B
Scale 1:200 @A1	Drawn TH
Date October 2016	Checked 113

www.hartarch.co.uk



Key

- Existing Saxon Paving - isolated repairs
- Existing York Stone Paving Slabs
- Existing Blue Harlech Clay pavers - isolated repairs
- Pedestrian Areas - Yorkstone Setts
- Road Surface 20mph max - Tarmac
- Rumble Strip - Granite Setts
- Granite Setts Flamed Finish
- Block Blister Paving
- Existing Granite Kerbs retained in place.
- Existing Granite Kerbs repositioned.
- Granite 500mm Sphere Bollards
- Granite 500mm Circular Bollards 900mm high
- Steel Rise / Fall Traffic control bollards
- New Light Columns Thorn LED Alumet stage Multi Directional
- Existing Light columns
- New Trees Pyrus Calleryana Chanticleer (Ornamental Pear).

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 All structural works are to be detailed or confirmed and approved by Structural Engineer.
 Any discrepancies, errors or omissions to be reported to the architect for further instructions before commencement of works.

Proposed Plan Scale 1 : 200 @ A1

W N E S

Rev.	Date	Detail	By

hartwell architects

9 Chapel Lane
 Dover, CT16 1NP
 T: 01304 - 215 336

Project Market Square Connections	Client Dover Town Council	Drawing 2630-04	Revision D
Title Proposed Plans	Date October 2016	Scale 1:200 @ A1	Drawn TH
www.hartarch.co.uk		Checked	

DOVER DISTRICT COUNCIL

NON-KEY DECISION

EXECUTIVE

CABINET – 15 JANUARY 2018

EXCLUSION OF THE PRESS AND PUBLIC

Recommendation

That, in accordance with the provisions of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the public be excluded from the remainder of the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the paragraph of Schedule 12A of the 1972 Act set out below:

<u>Item Report</u>	<u>Paragraph Exempt</u>	<u>Reason</u>
Dover Leisure Centre: Surrender of Lease	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Building Foundations for Growth Funding	3	

By virtue of paragraph(s) 3, 5 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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

Agenda Item No 11

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of the Local Government Act 1972.

Document is Restricted

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

Document is Restricted