

Alice Park Trust Sub-Committee

Date: Thursday, 28th September, 2023

Time: 12.00 pm

Venue: Oak Barn, Community Garden, Alice Park

Councillor Alex Beaumont
Councillor Deborah Collins
Councillor Oli Henman
Councillor Saskia Heijltjes
Councillor Joanna Wright
Co-opted members non-voting: Mary LaTrobe-Bateman

Chief Executive and other appropriate officers
Press and Public



Corrina Haskins

Democratic Services

Lewis House, Manvers Street, Bath, BA1 1JG

Telephone: 01225 394357

Web-site - <http://www.bathnes.gov.uk>

E-mail: Democratic_Services@bathnes.gov.uk

Paper copies are available for inspection at the Guildhall - Bath.

2. Details of decisions taken at this meeting can be found in the minutes which will be circulated with the agenda for the next meeting. In the meantime, details can be obtained by contacting as above.

3. Recording at Meetings:-

The Openness of Local Government Bodies Regulations 2014 now allows filming and recording by anyone attending a meeting. This is not within the Council's control. Some of our meetings are webcast. At the start of the meeting, the Chair will confirm if all or part of the meeting is to be filmed. If you would prefer not to be filmed for the webcast, please make yourself known to the camera operators. We request that those filming/recording meetings avoid filming public seating areas, children, vulnerable people etc; however, the Council cannot guarantee this will happen.

The Council will broadcast the images and sounds live via the internet www.bathnes.gov.uk/webcast. The Council may also use the images/sound recordings on its social media site or share with other organisations, such as broadcasters.

4. Public Speaking at Meetings

The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group.

Advance notice is required not less than two full working days before the meeting. This means that for meetings held on Thursdays notice must be received in Democratic Services by 5.00pm the previous Monday.

Further details of the scheme can be found at:

<https://democracy.bathnes.gov.uk/ecCatDisplay.aspx?sch=doc&cat=12942>

5. Emergency Evacuation Procedure

When the continuous alarm sounds, you must evacuate the building by one of the designated exits and proceed to the named assembly point. The designated exits are signposted. Arrangements are in place for the safe evacuation of disabled people.

6. Supplementary information for meetings

Additional information and Protocols and procedures relating to meetings

<https://democracy.bathnes.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13505>

Decision Making Powers of the Sub-Committee:

1. To discharge the Council's role as Corporate Trustee for the Alice Park Trust, in line with Charities Commission guidance. The objects of the Alice Park Trust are for use as a public park and children's recreation ground.
2. To agree the Trust's annual budget and business plan.
3. To approve the use of any reserves.
4. To agree the Trust's annual accounts.
5. To receive and respond to the audit findings relating to the annual accounts.
6. To receive reports on the effective day to day management and financial performance of the Trust.
7. To allow interested parties to give their view on the performance and direction of the Trust.

Alice Park Trust Sub-Committee - Thursday, 28th September, 2023

at 12.00 pm in the Oak Barn, Community Garden, Alice Park

A G E N D A

1. WELCOME AND INTRODUCTIONS
2. APOLOGIES FOR ABSENCE AND SUBSTITUTION
3. DECLARATIONS OF INTEREST

At this point in the meeting declarations of interest are received from Members in any of the agenda items under consideration at the meeting. Members are asked to indicate:

- (a) The agenda item number in which they have an interest to declare.
- (b) The nature of their interest.
- (c) Whether their interest is **a disclosable pecuniary interest** *or* an **other interest**,
(as defined in Part 4.4 Appendix B of the Code of Conduct and Rules for Registration of Interests)

Any Member who needs to clarify any matters relating to the declaration of interests is recommended to seek advice from the Council's Monitoring Officer or a member of his staff before the meeting to expedite dealing with the item during the meeting.

4. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

The Chair will announce any items of urgent business accepted since the agenda was prepared under the Access to Information provisions.

5. ITEMS FROM THE PUBLIC - TO RECEIVE STATEMENTS, PETITIONS OR QUESTIONS
6. MINUTES OF THE MEETING OF 27 JULY 2023 (Pages 7 - 12)

To confirm the minutes of the Alice Park Trust Sub-Committee as a correct record for signing by the Chair.

7. REVIEW OF APPROACH TO EVENTS AT ALICE PARK (Pages 13 - 98)

15 minutes

8. ALICE PARK TRUST - FINANCIAL UPDATE SEPTEMBER 2023 (Pages 99 - 102)

15 minutes

9. REQUEST TO CONSIDER DOG GROOMING REQUEST

5 minutes

The Sub-Committee is asked to consider a request to set up a dog grooming parlour in a pod/shed located in the park.

10. PARK IN THE DARK/CHRISTMAS MARKET

10 minutes

The Sub-Committee to consider a request from café proprietor to run the following events in the park:

1. Park in the Dark
2. Christmas Market

11. FUNFAIR IN THE PARK

10 minutes

The Sub-Committee to consider a request for a funfair to use the park during October half term.

12. ALICE PARK PLAY AREA PROJECT

15 minutes

The Sub-Committee to update on the Alice Park Play Area project.

13. INDEPENDENT MEMBER UPDATE

10 minutes

To update on the number of applicants and agree a process for recruitment.

14. ANY OTHER BUSINESS

The Democratic Services Officer for this meeting is Corrina Haskins who can be contacted on 01225 394357.

This page is intentionally left blank

ALICE PARK TRUST SUB-COMMITTEE**Minutes of the Meeting held on**

Thursday, 27th July, 2023, 12.00 pm

Councillor Deborah Collins	- Bath and North East Somerset Council
Councillor Oli Henman	- Bath and North East Somerset Council
Councillor Saskia Heijltjes	- Bath and North East Somerset Council
Councillor Joanna Wright	- Bath and North East Somerset Council
Mary LaTrobe-Bateman	- Independent Member

65 ELECTION OF CHAIR

RESOLVED that Cllr Joanna Wright be elected Chair of the Alice Park Trust Sub-Committee.

66 WELCOME AND INTRODUCTIONS

The Chair welcomed everyone to the meeting and invited members and officers to introduce themselves.

67 EMERGENCY EVACUATION PROCEDURE

The Democratic Services Officer drew attention to the emergency evacuation procedure.

68 APOLOGIES FOR ABSENCE AND SUBSTITUTION

Apologies for absence were received from Cllr Alex Beaumont.

69 DECLARATIONS OF INTEREST

There were no declarations of interest.

70 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

The Chair reported that Nick Allen, Head Chef of Alice Park café and a valued member of the Alice Park community, had passed away suddenly during the previous weekend.

A minute's silence was held in memory of Nick.

71 ITEMS FROM THE PUBLIC - TO RECEIVE STATEMENTS, PETITIONS OR QUESTIONS

Graham Page addressed the Sub-Committee in relation to the sudden passing of Nick Allen, Head Chef of Alice Park café and reported that Nick's widow had asked if

a commemorative bench could be placed in the park in his memory.

The Sub-Committee agreed to this request in principle and asked officers to report back on how this could be implemented.

The Chair reported that written submissions had been received from:

1. Tony Hickman, proprietor of Alice Park café addressing the Sub-Committee on a number of issues.
2. Janet Marton, local resident, expressing concerns about a recent corporate event held in the café.

It was agreed that these submissions be circulated to all members of Alice Park Trust Sub-Committee.

72 **MINUTES OF THE PREVIOUS MEETING**

RESOLVED that the minutes of the meeting held on 4 April 2023 be confirmed as a correct record for signing by the Chair.

73 **GOVERNANCE OF ALICE PARK TRUST SUB-COMMITTEE**

The Legal Manager gave a presentation on governance issues relating to Alice Park Trust Sub-Committee (as circulated with the agenda papers) which covered the following areas:

1. Creation & Purpose
2. Trustee
3. Functions
4. Sub-Committee Members & Meetings

The Finance Manager confirmed the financial arrangements as follows:

1. Alice Park Trust has its own accounts which were separate from the Council's accounts.
2. Accounts were submitted to the Charity Commission by 31 January each year along with an annual report and independent examiner's report.
3. The accounts were reported to Alice Park Trust Sub-Committee quarterly at were due to be presented to the next meeting.
4. The Trust ran at a deficit, and it was hoped that over time the deficit would decrease.
5. The reason for the deficit was the ongoing cost of maintenance.

In response to questions, it was confirmed:

1. Cottage number 2 had been disposed of and it was recognised that procedures were not applied as rigorously as they could have been. The Council had since reimbursed the Trust and the Charity Commission had confirmed that it was satisfied with this course of action and the matter was closed.
2. The café proprietor had a 7-year lease.
3. As sole trustee, the Council was ensuring the solvency of the Trust by meeting the deficit.
4. Alice Park Trust Sub-Committee had previously worked on a 10-year plan to becoming financially self-sufficient.
5. In relation to the different uses of the park area e.g., how much is allocated for

children's play, the Parks Manager undertook to measure out the area and report back.

74 **REPORT ON OUTSTANDING ISSUES**

1. Charity Commission Signatories

RESOLVED that the Monitoring Officer (Michael Hewitt) and Deputy Monitoring Officer (Shaine Lewis) be agreed as Charity Commission Signatories for the Alice Park Trust.

2. Petanque

It was noted that:

1. The previous Chair had negotiated a fee of £300 with Bath Grand Petanque Club for the use of the pétanque terrain and there had been some confusion as to whether this was a season fee or annual fee.
2. The club had subsequently asked to renegotiate a season fee of £150.
3. The previous Chair asked that it to be drawn to the attention of the Sub-Committee that he considered a season fee of £300 to be a reasonable fee which was fair to both club and Trust.

Members noted that there would be a report to the September meeting on activities within the park and that this would address fees and charges. In view of this, it was agreed that the club be invoiced for £150 fee for April-September 2023, but the club be informed that this was a one-off charge for the 2023 season and a new fees and charges structure would be in place for the future.

RESOLVED

- (1) that the Bath Grand Petanque Club be invoiced £150 for hiring the Alice Park Petanque terrain between April-September 2023.
- (2) the club be informed that this was a one-off charge for the 2023 season and a new fees and charges structure would be in place for the future.

3. Independent Member

The Chair reported that she would welcome the input of all Sub-Committee members along with support from appropriate officers in appointing a new independent member to fill the current vacancy.

RESOLVED that all members of the Sub-Committee be involved in the recruitment of a new independent member and arrangements be made for filling the vacancy.

75 **EVENTS**

The Chief Operating Officer confirmed that the Director of Place Management would be preparing a report for the next Sub-Committee to consider the strategic direction of the park in relation to activities/events and this would also address issues such as fees and charges and commemorative benches.

The Legal Officer advised of complaints received by the Monitoring Officer in relation to a corporate event held on 15 June. It was agreed that the report to the next

meeting should also address complaints.

It was agreed that the Chair would respond to complainants.

In relation to upcoming events, a position statement would be drafted to include a reminder that any events needed to be approved by the Alice Park Trust Sub-Committee.

RESOLVED

- (1) That a report on the strategic direction of the park will be prepared for the next meeting of Alice Park Trust Sub-Committee to include:
 - a. Events
 - b. Fees and charges
 - c. Commemorative benches
 - d. Complaints
- (2) the complaints received by the Council in relation to a recent corporate event be noted and a response be sent by the Chair.
- (3) In relation to upcoming events, a position statement would be drafted to include a reminder that any events needed to be approved by the Alice Park Trust Sub-Committee.

76 ALICE PARK PLAY AREA PROJECT

The Chair updated the Sub-Committee as follows:

1. The children's play area was in need of upgrading and it had previously been agreed that this would be a priority of the Trust.
2. A consultation exercise had been undertaken with the local community and there had been approximately 300 responses. Two play equipment providers had provided different options as part of this process.
3. Based on the responses, members of the Sub-Committee had researched equipment and supplied information to Council officers with a view to designing a scheme for approximately £250k.
4. The next stage would be to identify appropriate funding for the scheme.

The Parks Manager reported that, based on the information provided she had identified a scheme at the cost of £500k and following further amendments, this had been reduced to £400k. It was noted that this was above the original planned budget of £250k. She confirmed that a phased scheme was not ideal in relation to the development of play areas.

RESOLVED that:

- (1) the Sub-Committee continue to meet informally as the Alice Park Play Area Project (APPA) with a view to delivering a new children's play area.
- (2) The Parks Manager map out a design based for the children's play area for discussion by APPA with a view to taking the project forward.

77 UPDATING OF INFORMATION BOARDS

RESOLVED that the notice boards be updated to include information about Alice Park Trust Sub-Committee.

78 **DATES OF FUTURE MEETINGS**

RESOLVED that the next meeting be held on Thursday 28 September 2023 from 11.30am in the Oak Barn, Community Garden at Alice Park.

ANY OTHER BUSINESS

1. Swainswick Beer Festival

The Chair reported that she had received a request for an advertising banner to be placed on the railings of Alice Park to advertise Swainswick Beer Festival which was being held in aid of Swainswick Church.

RESOLVED that the request to advertise the Swainswick Beer Festival on the railings of Alice Park be accepted and the organisers be requested to consider making a donation to the Trust.

2. Use of park by businesses

The Chair referred to instances of businesses, e.g., fitness instructors, baby and toddler groups using the park for commercial activities and questioned how this could be managed in the future to ensure that the Trust received a suitable payment for this type of use. It was agreed that this could be addressed in the report to the next committee.

3. WHY Fundraiser

The Chair reported that she had received a request on 26 July to hold a fundraising event in the park on 5 August involving 150-300 people. Members agreed that it was too short notice to give the Trust the reassurances required for holding such an event in the park. Concern was also expressed about the impact on park users during the summer holiday period as well as the uncertainty around issues such as licensing, public indemnity insurance and costs for any remedial works to the park.

RESOLVED that the request to hold a WHY fundraiser event in Alice Park on 5 August be refused for the following reasons:

- (1) Too short notice for the Sub-Committee to undertake due diligence.
- (2) Uncertainty around issues such as licensing, public indemnity insurance and costs for any remedial works to the park.
- (3) The impact on park users during the summer holiday period.

The meeting ended at 1.43 pm

Chair

Date Confirmed and Signed

Prepared by Democratic Services

This page is intentionally left blank

Bath & North East Somerset Council	
MEETING:	Alice Park Trust Sub-Committee
MEETING DATE:	28 September 2023
TITLE:	Review of Approach to Events at Alice Park
WARD:	Lambridge
AN OPEN PUBLIC ITEM	
List of attachments to this report:	
None	

1 THE ISSUE

- 1.1 To inform the Alice Park Trust Sub-Committee (APTSC) of the options available to ensure that all events held within the Alice Park (“the park”) are agreed through a formal and robust process to ensure the safety of those attending and to protect the reputation of the Alice Park Trust (APT).

2 RECOMMENDATION

Alice Park Sub-Committee is asked to;

- 2.1 Consider and agree, in line with the APT aims and objectives, the types of events that could be supported, promoted, or encouraged and the types of events that will not be supported.
- 2.2 Consider, as set out in 3.2 below, for all future events held within the curtilage of the park (outside of the café area) to be monitored and reviewed through the Councils wider events processes (subject to the Council’s budget setting process maintaining the resource levels necessary to manage the processes) and, if the Councils process is adopted, agree the preferred recharging model.
- 2.3 To agree that fees and charges are implemented for both hire of the park and other types of events such as fitness instructors and boules pistes. Fees and charges will be set in line with the published charges set by BANES.
- 2.4 To adopt the event management documents as used by BANES as the approved documentation for completion by all proposed event's organisers.

- 2.5 To agree that all future complaints are replied to by the APTSC, after consideration at the next appropriate meeting of the APTSC and in the first instance acknowledge by email.
- 2.6 Consider harmonising the hire cost of Alice Park in line with the charges for a BANES Community Park. The Council standard hire cost is £556 per day (plus set up and take down at 50% of hire rate).
- 2.7 Alternatively, as set out in 3.6, agree that the APT will manage all events independently using the BANES paperwork as a template.

3 THE REPORT

- 3.1 In light of the new membership of the A P T SC, the Council Officer recommended that the ATPSC considered the processes in place when holding events at the park. Events previously have been held to generate an income for the Trust in order to maintain and improve the park to ensure the Trust is working towards becoming financially self-sufficient in the future.
- 3.2 Officers recommendation 2.3 is that the APTSC adopt the Council's events process, similar to all other events on council-owned land and/or impacts the highway (similar to Bath on Ice and Bath on the Beach are required to do within RVP), but with some considerations.
- 3.3 The APTSC agree in principle for the event on their land. Once agreed, the event organiser will be informed, before final approval can be given by the APTSC, they will be subject to the following:
 - Event organiser submits application through Event App, including paying Events Administration Fee – currently £83 plus VAT in 23/24 but subject to review in future years in line with the Council's budget setting process
 - Events are charged land hire, based on the agreed Alice Park rate – this could be aligned with the Councils standard hire cost of £556 per day (plus set up and take down at 50% of hire rate), noting the impact this may have on long standing events.
 - Events may also be subject to other costs, i.e., parking suspensions, licences, etc in order to comply with Council's processes and policies
 - The Event goes through the Safety Advisory Group for Events (SAGE) process and requests for further information, documentation and approvals are the decision of the SAGE
 - Subject to the above the Events office will either:
 - confirm back to the APTSC that they are satisfied the event organiser can proceed with their event; or

- The APTSC needs to consider the outcomes from the SAGE process and any recommendations and make a formal resolution to accept the any risks highlighted where the APTSC is willing to carry the risk

The decision on whether the event gets final approval lies with the APTSC

- The Events office will either
 - recharge the APTSC the costs of consideration of any event in line with the SLA (as revised)
 - Take the application fee from event to cover costs and held within a ringfenced Alice Park Trust Revenue Sub account
- 3.4 To ensure consistency and generate further revenue to help maintain the park it is recommended the APTSC applies fees/charges for Boules terrains and fitness instructors as per the BANES published charges.
- 3.5 As set out in recommendation 2.5, any future complaints arising from an event held at the park will be considered by the APTSC in a timely manner.
- 3.6 Alternatively, as set out in recommendation 2.7, the APTSC could chose to manage all events without engaging with the Council's events team using the BANES documentation as published as a template (and removing any BANES branding). This option should only be considered if the APTSC have sufficient knowledge and experience regarding events management and the associated health and safety requirements.
- 3.7 It is recommended that the APTSC in future consider any role of café may have in advertising, developing, and managing events in the park outside of the café's area to ensure clarity for all parties. This issue can be considered separately to the adoption of the new processes for management of events.

4 STATUTORY CONSIDERATIONS

- 4.1 Elected Members of the Bath and North East Somerset Council, when acting as members of the APT SC, are not trustees of the A P T but rather discharging the Bath and North East Somerset Council's function as sole corporate trustee.
- 4.2 Members of the APT SC must operate within the parameters of the Terms of Reference, Charity legislation and Guidance.

5 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 5.1 All decisions on the points raised in this report should consider the net cost to APT and how this would impact its expected annual operating deficit/surplus, particularly as this is currently subsidised by the Council.

6 RISK MANAGEMENT

- 6.1 In the event of an incident, with a member of the public injured or worse, the ultimate responsibility would sit with the APT and the Sole Trustee, Bath and North East Somerset Council. However, any insurance may not indemnify the APTSC against claims of negligence.
- 6.2 In line with the new processes recommended it is a requirement of each event that they complete the necessary event paperwork as set out in appendix 1 to ensure all risks are adequately considered and mitigated and hold the necessary public liability insurance.

7 EQUALITIES

- 7.1 No specific considerations.

8 CLIMATE CHANGE

- 8.1 A well-run park supports local biodiversity and can help cities be more resilient to climate change by improving air quality and absorbing carbon from the atmosphere.

9 OTHER OPTIONS CONSIDERED

- 9.1 None.

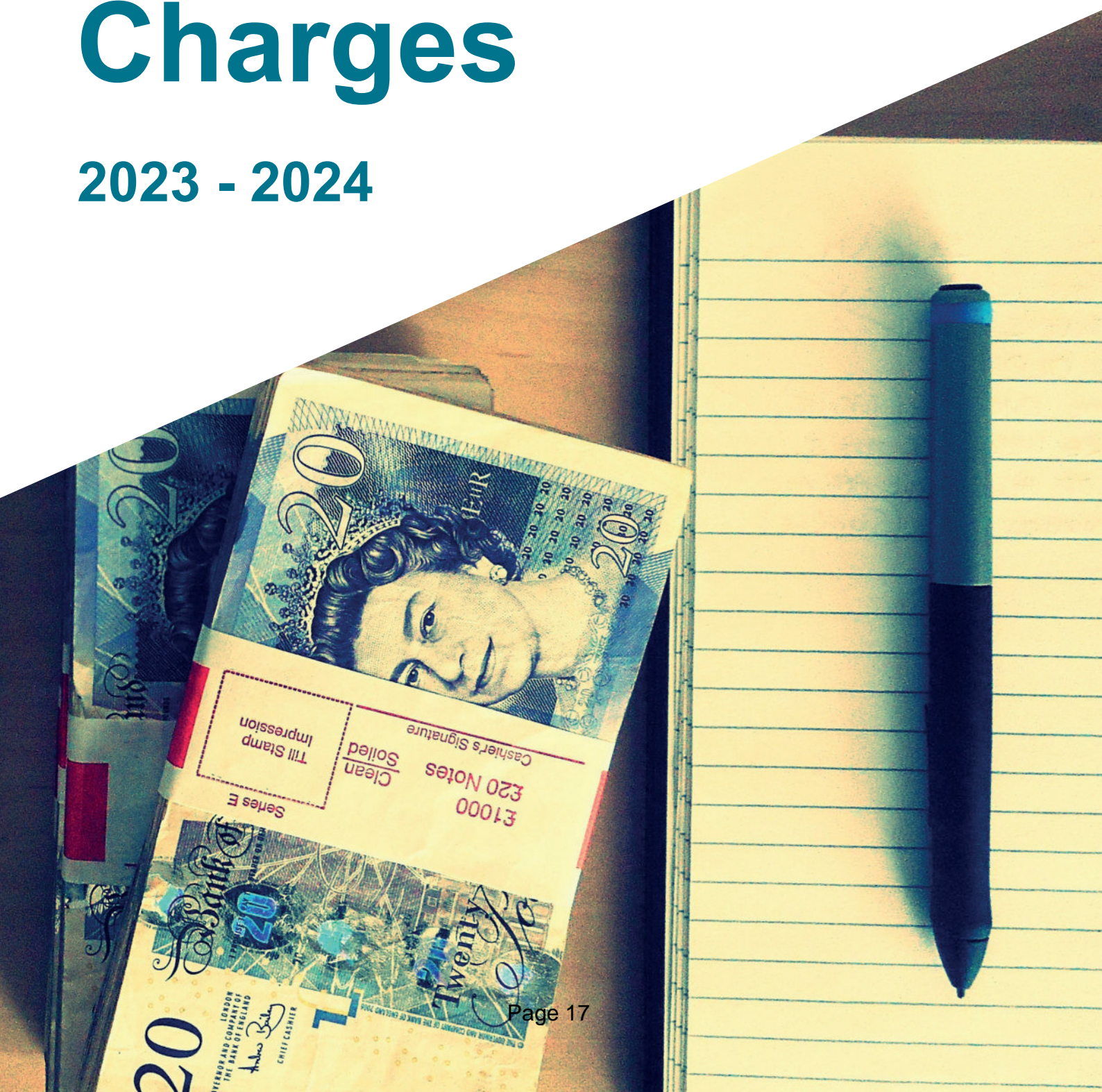
10 CONSULTATION

- 10.1 This report was drafted in consultation with the Section 151 Officer and Monitoring Officer.

Contact person	<i>Chris Major</i>
Background papers	<i>Bath & North East Somerset Council Outdoor Events - https://beta.bathnes.gov.uk/book-outdoor-event</i>
Please contact the report author if you need to access this report in an alternative format	

Fees and Charges

2023 - 2024



Contents

Bereavement	3
• Ashes - Gardens	4
• Burials	6
• Cremations	8
• Ashes	11
• Memorials	13
Building Control and Public Protection	20
• Building Control charges	21
• Land Charges fees	22
• Dog Warden	23
• Environmental Protection fees	23
• Food Safety fees	24
• Food & Trading Standards Business Support	25
• Local Air pollution & Prevention Control charges (set by DEFRA)	26
• Private Water Supply charges	30
• Pest Control charges	31
• Trading Standards fees	33
• Licensing Charges	40
Business Waste Collection Service	50
• 2023-2024 Bin Costs	51
Waste	53
• Garden Waste Collection Service	54
• Large Item Collection Service	54
• Replacement black wheeled bin	54
• Business Waste Clinical Waste Sacks	54
• Public Weighbridge Facility	55
• Business Waste Transfer Station Charges	55
City and Town Centre Management	56
• Events on Council Owned Land	57
Clean Air Zone	63
• Clean Air Zone	64
Highways Commuted Sums	65
• Highways 2023 to 2024 Commuted Sums	66
Highways Delivery	67
• Network Management	68
• Highway Maintenance	72
• Transport Planning	74
Parks	76
Transport	80

Bereavement



Ashes - Gardens

Including Replacement, Repainting, Cleaning

Englishcombe & Valley View Gardens - New Plot	Charge
Englishcombe/Valley View Garden*	£1,561.00
Interment Fee	£239.00

Sanctum Vaults - New Vault	Charge
Sanctum 2000 Vault* Above ground vault for up to 2 ashes placements	£1,695.00
Sanctum Family Vault* Above ground vault for up to 4 ashes placements	£3,391.00
Placement Fee (first placement fee included)	£87.00

Circle Gardens - New Plot	Charge
Circle Garden*	£1,006.00
Interment Fee	£239.00

Added Inscription/Interment with Repaint - All Gardens (except where indicated)	Charge
Added Inscription (per Character)*	£6.00
"Repainting of an Englishcombe/Valley View/Alpine/Pergola/New Conifer/Old Conifer/Heather Garden Stone* (in addition to an added inscription only)"	£157.00
Interment Fee	£239.00

Replacement Memorial/Interment - All Gardens	Charge
Replacement Memorial * (including up to 60 characters)	£1,126.00
Added Inscription (per Character)*	£6.00
Interment Fee	£239.00

Optional Extras	Charge
Extra letters over 60 characters (each)* (Applicable to all new & replacement memorials)	£6.00
"Repainting of an Englishcombe/Valley View/Alpine/Pergola/New Conifer/Old Conifer/Heather Garden Stone* (in addition to an added inscription only)"	£157.00
Photo plaque*	£262.00
Simple rose or cross design on stone (same colour as lettering)*	£149.00
Complex design on stone - ie Service Badges/colour motifs*	£210.00
Rose tile*	£149.00
Caskets & Urns	see previous page
Saturday Supplement (subject to staff availability)	£143.00

Repaint Only - All Gardens (except where indicated)	Charge
Repaint only of a Englishcombe/Valley View/Alpine/Pergola/New Conifer/Old Conifer/Heather Garden Stone* (no added inscription)	£264.00

Cleaning of a Peace Garden Stone	Charge
Clean only*	£135.00

* denotes VAT included

Burials

Burial

Including Transfers, Searches, Grave Maintenance

Exclusive Right of Interment	Babies up to and including 23 weeks gestation	Children from 24 weeks gestation up to and including 17 years	18+ years Deceased or Owner is Resident of BANES	18+ years Deceased or Owner is Non Resident of BANES
Standard Grave 30 years	N/A	£1047.00 (zero charge to family. To be claimed via Child Funeral Fund)	£1,047.00	£2,093.00
Standard Grave 50 years	N/A	£1,739.00	£1,739.00	£3,479.00
Standard Grave 75 years	N/A	£2,186.00	£2,186.00	£4,271.00
Standard Grave 99 years	N/A	£2,519.00	£2,519.00	£5,038.00
Vault Grave (inc interment fee) 50 years	N/A	£3,393.00	£3,393.00	£6,787.00
Vault Grave (inc interment fee) 75 years	N/A	£4,872.00	£4,872.00	£9,744.00
Vault Grave (inc interment fee) 99 years	N/A	£5,206.00	£5,206.00	£10,412.00
New baby grave in designated area	£0.00	N/A	N/A	N/A

Graves for children up to and including age 16 years will be in a designated area unless the family wish to purchase the Exclusive Right of Interment in a private grave.

Exclusive Right of Interment	Babies up to and including 23 weeks gestation	Children from 24 weeks gestation up to and including 17 years	18+ years Deceased or Owner is Resident or Non Resident of BANES
Interment fee for single depth	£0.00	£358.00 (zero charge to family. To be claimed via Child Funeral Fund)	£751.00
Interment fee for double depth (where achievable)	N/A	£446.00 (zero charge to family. To be claimed via Child Funeral Fund)	£936.00

Burial Extras	Charge
Use of Top Chapel per ½ hour slot	£295.00
Celebrancy provided by our in-house Green Fuse accredited celebrant	£195.00
Late arrival and over run of time slot penalty	£88.00
Tree and plaque for green burial grave*	£335.00
Cancellation fee once digging of any grave has commenced	£371.00
Full Exhumation (based on individual assessments of the grave)	£3,343.00
Ashes Exhumation (based on individual assessments of the grave)	£245.00

Prepurchase Exclusive Right of Interment in Full Burial Graves	Purchaser is Resident of BANES	“Purchaser is Non Resident of BANES”
Prepurchase Standard Grave 30 years	£1,564.00	£3,127.00
Prepurchase Standard Grave 50 years	£2,604.00	£5,207.00
Prepurchase Standard Grave 75 years	£3,050.00	£6,099.00
Prepurchase Standard Grave 99 years	£3,384.00	£6,767.00
Prepurchase Vault Grave inc interment fee 50 years	£5,110.00	£10,220.00
Prepurchase Vault Grave inc interment fee 75 years	£5,423.00	£10,846.00
Prepurchase Vault Grave inc interment fee 99 years	£5,645.00	£11,291.00

Transfer of Ownership of Right of Interment	Charge
Simple probate to executors - paperwork to be drawn up within 2 weeks	£63.00
Other - paperwork to be drawn up within 2 weeks	£79.00
Urgent - paperwork to be drawn up within 3 days	£114.00

Searches	Charge
Tracing fees (per name)*	£47.00
Marking a traced grave in any cemetery*	£47.00

* denotes VAT included

Cremations

Cremation & Media

Cremation

Direct Cremations - Orchard Entrance	Charge
Unattended Direct Cremation (the deceased to be brought into our care through The Orchard entrance without anyone attending other than the funeral director). 0830hrs - 1600hrs at half hourly intervals	£490.00
Attended Direct Cremation - to witness - maximum of 6 mourners (the deceased to be brought into our care through The Orchard entrance). 0830hrs - 1600hrs at half hourly intervals - maximum of 10 minutes	£550.00

Crematorium Chapel	Babies up to and including 23 weeks gestation	Children from 24 weeks gestation up to and including 17 years	18+ years
15 minute service duration with our in-house celebrant from: 8.30am. 9.00am	N/A	N/A	£724.00
20 minute service duration from: 9.30am	£0.00	£412.00 (Zero charge to family. To be claimed via Child Funeral Fund)	£866.00
30 minute service duration from: 10am, 10.45am, 11.30am, 12.15pm, 1.00pm, 1.45pm, 2.30pm, 3.15pm, 4.00pm.	£0.00	£496.00 (Zero charge to family. To be claimed via Child Funeral Fund)	£1,041.00

The cremation fee includes:-

- a. Medical referees fee.
- b. Certificate of cremation.
- c. Provision of organ (not organist)
- d. Provision of Obitus System
- e. Burial of remains in a communal shrubbery or scattering on communal area - unwitnessed
(Note: a charge will apply to FD's returning ashes after 1 year - See extras below).
- f. Recycling of metals through a national scheme with profits going to charity.
- g. Abatement and re-cycling of mercury from emissions.
- h. Facility to accept large coffins.
- i. Provision of biodegradable container as required.

Cremation Extras	Charge
Extra use of Crematorium Chapel per time slot	£206.00
Celebrancy provided by our in-house Green Fuse accredited celebrant	£195.00
Saturday Supplement (subject to staff availability)	£206.00
Bringing the deceased into our care prior to a cremation	£21.00
Storage of remains (six months free of charge - remains held longer than this period will incur a monthly charge)	£52.00
Postage of remains to address in UK*	from £74.00
Ashes being returned by Funeral Directors after 1 year to inter/scatter in a communal area unwitnessed	each £11.00
Late arrival and over run of time slot penalty	£88.00
In-house Celebrant	£195.00

Media Charges

Cremation Extras	Charge
Live Web Cast*	£45.00
Live + 28 day Downloadable	£63.00
• Keepsake Copy of Webcast (DVD/Blu-ray/USB stick/CD) (First copy £63 thereafter £25 per copy)	£63.00
Single Photo Tribute (additional photos £12)	£0.00
Basic slideshow (up to 25 photos shown on loop with simple transitions. This does not include music)	£61.00
Music slideshow (up to 25 photos set to music with fade transitions)	£77.00
Additional 25 Photos for any Slideshow or Pro Tribute)	£25.00
• Keepsake Copy Recording of a Pro Tribute	£25.00
• Downloadable Copy Recording of a Pro Visual Tribute	£12.00
Family-Made Video Checking (checking and preparation of video supplied by family or third party (played once at a time)	£25.00
Obitus Extra Work - for either adding video to a Pro Tribute, revisions, or major departure from a standard product	£25.00

Other packages available.

Misc	Charge
Medical Referee (Price changes in April)	£28.00

Ashes

Cremated Remains

Including Crem Plots for 4, Scatterings, Green Ashes Burial, Caskets & Urns

Exclusive Right of Interment - Cremated Remains Plots	Deceased or Owner is Resident of BANES	Deceased or Owner is Non resident of BANES
Cremation Plot for 4 (for 30 years)	£536.00	£1,071.00
Cremation Plot for 4 (for 50 years)	£871.00	£1,741.00
Cremation Plot for 4 (for 75 years)	£1,094.00	£2,187.00
Cremation Plot for 4 (for 99 years)	£1,260.00	£2,520.00

Interment Options - Cremated Remains	Charge
Witnessed interment in a shrubbery or scattering in The Grassland (to be arranged and paid by applicant of cremation)	£87.00
Interment of remains in a shrubbery following cremation elsewhere (to be arranged and paid by applicant of cremation)	£154.00
Scattering of remains on The Grassland following cremation elsewhere (to be arranged and paid by applicant of cremation)	£154.00
Cremated remains interment (Private Grave/Garden plot)	£239.00
Additional cremated remains to be interred or scattered simultaneously in the same plot	£50.00
Administration fee for returned cremated remains to be interred or scattered at our convenience	£50.00
Saturday Supplement (subject to staff availability)	£143.00

Pre Purchase Exclusive Right of Interment in Cremated Remains Plots	Deceased or Owner is Resident of BANES	Deceased or Owner is Non resident of BANES
Prepurchase Cremation Plot for 4 (for 30 years)	£795.00	£1,590.00
Prepurchase Cremation Plot for 4 (for 50 years)	£1,363.00	£2,726.00
Prepurchase Cremation Plot for 4 (for 75 years)	£1,586.00	£3,172.00
Prepurchase Cremation Plot for 4 (for 99 years)	£1,753.00	£3,506.00

Cremated Remains - Scatterings	Charge
The Meadow or Glade scattering	£154.00
The Meadow or Glade plaque* (on 10 year lease)	£257.00
Choice of motif on The Meadow or The Glade plaque*	£79.00
The Glade Mushroom Plaque	£257.00

Cremated Remains - Green Burial	Charge
Coppice, Locksbrook and Haycombe Other* (plus interment)	£1,006.00
Additional Plaque*	£239.00

Caskets/Urns	Charge
Light & Dark Oak Caskets	£97.00
Scatter Tube - full size	£33.00
Scatter Tube - keep sake	£8.00
Brass Urns* - full size	£217.00
Brass Urns* - keep sake	£47.00
3" Hand Held Heart*	£52.00
5" Keep Sake Heart*	£90.00

Ashes Into Glass	Charge
Jewellery & Paperweights	(As per brochure)

* denotes VAT included

Memorials

Memorials Only

Babies	Charge
Old Babies Section - White Marble Shrubbery Memorial* (including up to 20 characters)	£397.00
Old Babies Section - Extra letters over 20 characters* (each)	£4.00
Butterfly Section Tower plaques*	£206.00

Benches	Charge
Eco Bench of Remembrance (25 year lease period) - including a bronze plaque*	£1,372.00
Extra plaque for Eco Bench of Remembrance until end of lease period*	£252.00
One off clean of Wooden Bench of Remembrance*	£150.00
Granite Backed Bench of Remembrance (25 year lease period) - including a granite plaque*	£1,563.00
Granite Backless Bench of Remembrance (25 year lease period) - including a granite plaque*	£1,305.00
Motif on granite bench plaque	£150.00
Photo plaque on granite bench plaque	£144.00
Extra plaque for Granite Backed & Backless Bench of Remembrance until end of lease period*	£206.00

Book of Remembrance Memory Tree	Charge
Leaf on Book of Remembrance Memory Tree (10 year lease)	£136.00
Additional 10 year lease on Leaf on Book of Remembrance Memory Tree	£68.00

Willow Memory Tree	Charge
Granite Leaf on Willow Memory Tree (10 year lease)	£136.00
Additional 10 year lease on Leaf on Willow Memory Tree	£68.00

Memorial Wall Plaque	Charge
Memorial Wall Plaques*	£303.00
Extra letters over 60 characters on inscription*	£6.00

Saddlestone	Charge
Additional Inscription (per letter)*	£6.00
Repainting of a Saddlestone* (in addition to an added inscription only)	£158.00
Repaint only of a Saddlestone* (no added inscription)	£265.00

Shrubberies	Charge
Shrubbery Plaques 1 to 28*	£263.00
Shrubbery Board Plaques 29 - 30*	£138.00
Shrubbery 31 - 32 Kerb Plaques (25 year lease)	£341.00
Photo Plaque for Kerb Plaque	£114.00
Motif on Kerb Plaque	£93.00
Replacement Shrubbery Memorial Stone* (includes up to 60 characters)	£1,126.00
Extra letters over 60 characters on Shrubbery Stone inscription* (each)	£6.00
Additional Inscription (per letter)* (each)	£6.00
Repainting of a Shrubbery Stone* (in addition to an added inscription only)	£158.00
Repaint only of a Shrubbery Stone* (no added inscription)	£265.00

Tree of Remembrance	Charge
Tree of Remembrance for a 10 year period*	£706.00
Tree of Remembrance - additional plaque until end of lease*	£239.00

Miscellaneous	Charge
Photo plaque on Shrubbery Stone*	£263.00
Simple rose or cross design on Shrubbery Stone (same colour as lettering)*	£150.00
Complex design on Shrubbery Stone - ie Service Badges/colour motifs*	£212.00
Rose tile for Shrubbery Stone or Saddlestone*	£150.00
Aluminium flower container (gold or silver topped)*	£12.00
Aluminium flower container Lid only for Kerb Block*	£5.00

* denotes VAT included

Memorial Permits

Memorial Fees	Charge
New Memorial - Lawn, Traditional, Vault & Cremated Remains Sections	£252.00
New Memorial - Babies Sections (for children aged from 24 weeks gestation and up to and including 17 years old this can be claimed via the Child Funeral Fund if within 6 months of funeral)	£131.00
New Memorial - Pets Section*	£131.00
Added Inscription	£131.00
Added Memorial	£131.00
Replacement Memorial	£131.00
All Other Work (i.e cleaning/renovation etc.)	£46.00
Duplicate Permit (to replace lost original)	£12.00

* denotes VAT included

Book of Remembrance & Memorial Cards

Book of Remembrance & Memorial Cards	Charges
2 line entry*	£131.00
5 line entry*	£165.00
8 line entry*	£217.00
Simple designs i.e. flowers*	£63.00
Complex design ie service badges/heraldic designs*	£109.00

* denotes VAT included

Pets (inc Pet Book of Remembrance)

Pet Burials and Ashes	Charges
1st Interment inc Exclusive Right of Burial (for 30 years)*	£422.00
2nd Interment* (for older plots only - check previous burial record)	£217.00
Pet coffin - small*	£151.00
Pet coffin - medium*	£186.00
Pet coffin - large*	£222.00
Cremated remains including plaque*	£195.00
Re-opening for ashes*	£93.00
Prepurchase of Right of Interment for 30 years*	£625.00
Renewal of Exclusive Right of Interment (per unit of 10 years)*	£138.00

Pet Book of Remembrance	Charges
2 line entry*	£131.00
5 line entry*	£165.00
Simple designs ie flowers*	£63.00
Complex design ie animal*	£109.00

* denotes VAT included

Memorial Permits

Memorial Fees	Charges
New Memorial - Lawn, Traditional, Vault & Cremated Remains Sections	£252.00
New Memorial - Babies Sections (for children aged from 24 weeks gestation and up to and including 17 years old this can be claimed via the Child Funeral Fund if within 6 months of funeral)	£131.00
New Memorial - Pets Section*	£131.00
Added Inscription	£131.00
Added Memorial	£131.00
Replacement Memorial	£131.00
All Other Work (i.e cleaning/renovation etc.)	£46.00
Duplicate Permit (to replace lost original)	£12.00

* denotes VAT included

Building Control and Public Protection



Building Control charges

New dwellings

Service	Cost 23/24	Notes
1	£683.33	ex vat
2	£900.00	ex vat
3	£1,150.00	ex vat
4	£1,433.33	ex vat
5	£1,708.33	ex vat
Garages and car ports up to 40m ²	£190.00	ex vat
Garages and car ports over 40m ² up to 60m ²	£316.67	ex vat
Extensions up to 10m ²	£383.33	ex vat
Extensions over 10m ² up to 40m ²	£500.00	ex vat
Extensions over 40m ² up to 60m ²	£583.33	ex vat
Extensions over 60m ² up to 80m ²	£641.67	ex vat
Loft Conversions up 40m ²	£420.00	ex vat
Loft Conversion over 40m ²	£525.00	ex vat
Conversion of garage into living accommodation	£270.00	ex vat
Renovation of a thermal element	£145.00	ex vat
Replacement windows	£145.00	ex vat
Installation of wood burner	£195.00	ex vat
Electrical work - (non Competent Persons Scheme)	£400.00	ex vat
Insertion of one supporting beam	£155.00	ex vat
Insertion of two supporting beams	£225.00	ex vat
Insertion of three supporting beams	£280.00	ex vat

Total estimated cost of works

Service	Cost 23/24	Notes
0 -1000	£160.00	ex vat
1,001-2,000	£225.00	ex vat
2,001-5,000	£283.33	ex vat
5,001-10,000	£325.00	ex vat
10,001-15,000	£370.00	ex vat
15,001-20,000	£435.00	ex vat
20,001-30,000	£510.00	ex vat
30,001-40,000	£580.00	ex vat
40,001-50,000	£660.00	ex vat

All other charges are worked out on a cost recovery basis.

Land Charges fees

Service	Cost 23/24	Notes
Standard Official Search (LLC1 and CON29)	£132.00	partial vat inc
Official Certificate of Search (LLC1 only)	£38	no vat
CON29 enquiries	£94.00	inc vat
Standard Official Search (LLC1 and CON29)	£167.00	partial vat inc
Official Certificate of Search (LLC1 only)	£49.00	no vat
CON29 enquiries	£118	inc vat

Dog Warden

Service	Cost 23/24	Notes
Stray dogs (VAT exempt)	£100.00	per recovery

Environmental Protection fees

Service	Cost 23/24	Notes
Contaminated land advice	£85.00	per hour

Food Safety fees

Training Courses

Service	Cost 23/24	Notes
RSPH Level 3 Award in Nutrition for Healthier Food and Special Diets Training per candidate	£252.00	
RSPH Level 2 Award in Nutrition for Healthier Food and Special Diets Training per candidate	£89.00	
RSPH Level 3 Award in Food Hygiene Training per candidate	£252.00	
RSPH Level 2 Award in Food Hygiene Training per candidate	£89.00	
RSPH Level 2 Award in Identifying and Controlling Allergy risks	£89.00	
Exam resit fee	£47.00	
Allergen training	£89.00	
Allergen Essentials training course	£53.00	

Food Hygiene

Service	Cost 23/24	Notes
Safer Food Better Business Pack (VAT not payable on this product)	£23.00	
Safer Food Better Business - additional Diary Sheets	£13.00	
Production of health certificates - hourly rate	£107.00	

Awards

Service	Cost 23/24	Notes
Nutrition Award - New Application	£142.00	
Nutrition Award - renewal	£142.00	

Food & Trading Standards Business Support

Business Advice and Support

Service	Cost 23/24	Notes
New Business Start-up Advice - for 2 hours food safety advice or consultation	£265.00	inc vat
Additional advice and consultancy - hourly rate	£108.00	inc vat
Bite Size - half an hour advice	£54.00	inc vat
FHRS Rescore -business request visit	£194.00	inc vat
FHRS Fast-track - Event catering	£194.00	inc vat

Primary Authority

Option 1 - An agreement using standard contract terms with a fixed set up fee and annual renewable fee. Advice is then charged at an hourly rate

Service	Cost 23/24	Notes
Initial set up fee	£600.00	vat exempt
Annual Renewal fee	£210.00	vat exempt
Advice and Consultancy- Hourly rate	£85.00	vat exempt

Option 2 - An agreement using standard contract terms and a fixed minimum amount of hourly advice, set up fee and an annual renewal fee

Service	Cost 23/24	Notes
Initial Set-up fee and 17 hours of advice or consultation - valid for 12 months	£1,800.00	vat exempt
Annual Renewal Fee - including 17 hours of advice and consultation - valid for 12 months	£1,415.00	vat exempt
Additional advice and consultancy - hourly rate	£85.00	vat exempt

Travelling to premises outside of B&NES

Service	Cost 23/24	Notes
Either - hourly rate + mileage charge or public transport costs and accommodation - with prior agreement as appropriate	£85+0.45/mile	vat exempt
Verification Sampling Costs - by County Analyst and provision of test certificates	charged at cost	

Local Air pollution & Prevention Control charges (set by DEFRA)

Initial Application

Service	Cost 23/24	Notes
Standard Process	£1,650.00. Where an application is for a combined Part B and waste application, add an extra £310.	ex vat
Additional Fee for Operating without a Permit	£1,188.00. Where an application is for a combined Part B and waste application, add an extra £310.	ex vat.
Reduced fee activities - Dry Cleaners & PVR I	£155.00. Where an application is for a combined Part B and waste application, add an extra £310.	ex vat
PVR I & II (Combined)	£257.00. Where an application is for a combined Part B and waste application, add an extra £310.	ex vat
Vehicle Refinishers (VR's) and other reduced fee activities	£362.00. Where an application is for a combined Part B and waste application, add an extra £310.	ex vat
Reduced Fee Activities - Additional Fee for Operating without a Permit	£71.00. Where an application is for a combined Part B and waste application, add an extra £310.	ex vat
Mobile Crushing Plant - for 1st and 2nd permit	£1,650.00. Where an application is for a combined Part B and waste application, add an extra £310.	ex vat
Mobile Crushing Plant - for 3rd, 4th, 5th, 6th and 7th permit	£985.00. Where an application is for a combined Part B and waste application, add an extra £310.	ex vat

Service	Cost 23/24	Notes
Mobile Crushing Plant - for 8th and each subsequent permit	£498.00. Where an application is for a combined Part B and waste application, add an extra £310.	ex vat
Annual Subsistence	773 (+104)*	ex vat
Standard Process - Low	1162 (+156)*	ex vat
Standard Process - Medium	1748 (+207)*	ex vat
Standard Process - High	£79.00	ex vat
Reduced fee activities - Low	£158.00	ex vat
Reduced fee activities - Medium	£237.00	ex vat
Reduced fee activities - High	£113.00	ex vat
PVR I & II - Low	£226.00	ex vat
PVR I & II - Medium	£341.00	ex vat
PVR I & II - High	£228.00	ex vat
Vehicle Refinishers - Low	£365.00	ex vat
Vehicle Refinishers - Medium	£548.00	ex vat
Vehicle Refinishers - High	£626.00	ex vat
Mobile Crushing Plant - Low 1st and 2nd permit	£1,034.00	ex vat
Mobile Crushing Plant - Medium 1st and 2nd permit	£1,551.00	ex vat
Mobile Crushing Plant - High 1st and 2nd permit	£385.00	ex vat
Mobile Crushing Plant - Low 3rd to 7th permit	£617.00	ex vat
Mobile Crushing Plant - Medium 3rd to 7th permit	£924.00	ex vat
Mobile Crushing Plant - High 3rd to 7th permit	£198.00	ex vat
Mobile Crushing Plant - Low 8th and subsequent permit	£314.00	ex vat
Mobile Crushing Plant - Medium 8th and subsequent permit	£473.00	ex vat

Service	Cost 23/24	Notes
Mobile Crushing Plant - High 8th and subsequent permit	£52.00	ex vat
Late Payment Fee**	£38.00	ex vat

Payment in installments

***the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation. **this applies when an invoice is unpaid for 8 weeks from the date of issue**

Transfer and Surrender

Service	Cost 23/24	Notes
Transfer	£169.00	ex vat
Partial transfer	£497.00	ex vat
Surrender: all Part B activities	£0.00	ex vat
Transfer - Reduced fee	£0.00	ex vat
Partial Transfer - reduced fee	£47.00	ex vat
Temporary transfer for mobiles - first transfer	£53.00	ex vat
Temporary transfer for mobiles - repeat transfer	£0.00	ex vat
Temporary transfer for mobiles - following enforcement	£53.00	ex vat

Substantial Changes	Cost 23/24	Notes
Standard Process	£1,050.00	ex vat
Reduced fee activities - Service Stations, Dry Cleaners, Vehicle Resprayers & WOB	£102.00	ex vat
Standard process where the substantial change results in a new PPC activity.	£1,650.00	ex vat

Copy of Register

Service	Cost 23/24	Notes
Basic	£10.00	ex vat
Detailed	£100.00	ex vat

Pollution Prevention and Control Act 1999 – LA-IPPC

Service	Cost 23/24	Notes
Initial Application	£3,363.00	ex vat
Additional fee for operating without a permit	£1,188.00	ex vat
Annual Subsistence - Low	£1,343.00	ex vat
Annual Subsistence - Medium	£1,507.00	ex vat
Annual Subsistence - High	£2,230.00	ex vat
Late Payment Fee	£52.00	ex vat
Variation	£1,368.00	ex vat
Substantial Variation	£3,363.00	ex vat
Transfer	£235.00	ex vat
Partial transfer	£698.00	ex vat
Surrender ** excludes Environment Agency fee	£698.00	ex vat
Air Quality Information - Enquiries- cost per hour or part thereof	£89.00	ex vat

Private Water Supply charges

Service	Cost 23/24	Notes
Risk Assessment -	£89per hour in time in addition to the actual sampling costs	
Sampling (each visit)	£89per hour in time in addition to the actual sampling costs	
Investigation (each investigation)	£89per hour in time in addition to the actual sampling costs	
Granting an authorisation (each authorisation)	£89per hour in time in addition to the actual sampling costs	
Analysing a sample	£89per hour in time in addition to the actual sampling costs	
Taken under regulation 10	£89per hour in time in addition to the actual sampling costs	
Taken during check monitoring	£89per hour in time in addition to the actual sampling costs	
Taken during audit monitoring	£89per hour in time in addition to the actual sampling costs	
Officer time per hour and then part thereof	£89per hour in time in addition to the actual sampling costs	
	£89per hour in time in addition to the actual sampling costs	

Pest Control charges

Commercial Pest

Service	Cost 23/24	Notes
Rats	£290.00	inc vat
Mice	£290.00	inc vat
Wasps nest	£145.00	inc vat
additional wasp nest (at time of treatment)	£58.00	inc vat
Carpet Fleas	£353.00	inc vat
Ants (school only)	£172.00	inc vat
Cockroaches	£434.00	inc vat
Cluster Flies - (1 attic only)	£290.00	inc vat
Cluster Flies - (each additional attic)	£58.00	inc vat
Carpet Moths	£353.00	inc vat

Domestic Pest

Service	Cost 23/24	Notes
Rats	£155/£77	Inc vat. Lower figure is for households on means tested benefit
Mice	£155/£77	Inc vat. Lower figure is for households on means tested benefit
Wasps nest	£111/£67	Inc vat. Lower figure is for households on means tested benefit
additional wasps nest (at time of treatment)	£23/£23	Inc vat. Lower figure is for households on means tested benefit
Fleas 1&2 rooms	£204/£102	Inc vat. Lower figure is for households on means tested benefit
Fleas 3&4 rooms	£285/£142	Inc vat. Lower figure is for households on means tested benefit
Fleas 5 rooms	£413/£208	Inc vat. Lower figure is for households on means tested benefit
Fleas 6-10 rooms	£470/£235	Inc vat. Lower figure is for households on means tested benefit
Cockroaches	£204/£102	Inc vat. Lower figure is for households on means tested benefit
Cluster Flies	£204/£103	Inc vat. Lower figure is for households on means tested benefit
Carpet moths1-2rms	£204/£104	Inc vat. Lower figure is for households on means tested benefit
Carpet moths3-4rms	£285/£142	Inc vat. Lower figure is for households on means tested benefit
Carpet moths 5 rms	£413/£208	Inc vat. Lower figure is for households on means tested benefit
Carpet moths 6-10rms	£470/£235	Inc vat. Lower figure is for households on means tested benefit
Call out fee if no treatment takes place	£67/£67	Inc vat. Lower figure is for households on means tested benefit
Commercial contract prices	£39 per hour Page 48	plus vat

Trading Standards fees

Metrology

PLEASE NOTE THAT SOME CHARGES MAY REQUIRE THE ADDITION OF VAT. CHECK WITH OFFICERS PRIOR TO WORK BEING UNDERTAKEN

Charges for BATH & NORTH EAST SOMERSET COUNCIL trading standards (Charges follow the ACTSO national cost guidance structure or South Glos fees where available).

Licence or Service	Guide Time (hrs)	Charge
Weighbridge Operators Certificate		£63
Petrol Pump Verification (if South Gloucestershire not available)		£154.5 (+VAT) per officer per hour
Minimum visit charge shall apply where a visit has to be made to a premises to carry out any of the functions below regardless of the nature or amount of work requested or completed.	1	£154.5 (+VAT) per officer per hour
HOURLY RATE		£154.5 (+VAT) per officer per hour
Visits carried out partly or entirely outside of normal office hours may incur a surcharge of 50% of the standard fee or standard hourly rate, per officer per hour.		
Minimum charge of one half hours officer work for all services performed at a Council Metrology facility.	0.5	£77.25

Weights

Licence or Service	Guide Time (hrs)	Charge
Weights (Per individual Weight)	0.12	£154.5 (+VAT) per officer per hour
Adjustment of Weights		£154.50 (+VAT) per officer per hour

Measures

Licence or Service	Guide Time (hrs)	Charge
Linear measures not exceeding 3m or for each scale	0.14	£154.5 (+VAT) per officer per hour
Capacity measures without divisions not exceeding 1 litre	0.14	
Liquid capacity measures for making up and checking average quantity packages	0.34	
Templets		
(a) Per scale - first item	0.55	
(b) Second and subsequent items	0.23	

Non-automatic weighing instruments

Licence or Service	Guide Time (hrs)	Charge
Not exceeding 1 tonne	1.25	£154.5 (+VAT) per officer per hour
Exceeding 1 tonne to 10 tonnes	2	£154.5 (+VAT) per officer per hour
Exceeding 10 tonnes	4	£154.5 (+VAT) per officer per hour
A charge to cover any additional costs involved in testing instruments incorporating remote display or printing facilities based on the above fee plus additional costs at an hourly rate.		£154.5 (+VAT) per officer per hour
Where weights are supplied by South Gloucestershire the cost of any van hire incurred will be charged.		£154.5 (+VAT) per officer per hour

Liquid Fuel Dispensers

Licence or Service	Guide Time (hrs)	Charge
1st meter tested on site	1.5	£154.5 (+VAT) per officer per hour
All other meters tested	0.75	£154.5 (+VAT) per officer per hour
Charge to cover any additional costs involved in testing ancillary equipment that requires additional testing on site based on basic fee as above plus additional costs at an hourly rate.		£154.5 (+VAT) per officer per hour

Hours accrued outside of normal working hours (8:30 -5pm Monday to Friday - not including Bank Holidays) may incur surcharge of 50% of the standard fee or standard hourly rate , per officer per hour.

Meter-measuring systems

Licence or Service	Guide Time (hrs)	Charge
(a) Wet hose type with two testing liquids	3	£154.5 (+VAT) per officer per hour
(b) Dry hose type with two testing liquids	3.25	£154.5 (+VAT) per officer per hour
(c) Dual hose wet/dry	4	£154.5 (+VAT) per officer per hour
(d) Standard temperature accounting	0.5	£154.5 (+VAT) per officer per hour
(e) Measure check (non ACTSO)		£154.5 (+VAT) per officer per hour

Reference meters

Licence or Service	Guide Time (hrs)	Charge
(a) Wet hose type with two testing liquids	3	£154.5 (+VAT) per officer per hour
(b) Dry hose type with two testing liquids	3.25	£154.5 (+VAT) per officer per hour
(c) Dual hose wet/dry	4	£154.5 (+VAT) per officer per hour

Miscellaneous

The charges for examining, adjusting, testing, certifying, stamping, authorising or reporting of special weighing or measuring equipment is charged at the officer hourly rate at the place where the service is provided. Such types of equipment, specifically:

Licence or Service	Guide Time (hrs)	Charge
Automatic or totalising weighing machines.		£154.5 (+VAT) per officer per hour
Equipment designed to weigh loads in motion.		£154.5 (+VAT) per officer per hour
Bulk fuel measuring equipment tested following a Regulation 65 or 66 occurrence.		£154.5 (+VAT) per officer per hour
Weighing or measuring equipment tested by means of statistical sampling.		£154.5 (+VAT) per officer per hour
The establishment of calibration curves from templets.		£154.5 (+VAT) per officer per hour
Templets graduated in millilitres.		£154.5 (+VAT) per officer per hour

Certificates

Licence or Service	Guide Time (hrs)	Charge
Calibration certificate (when not normally supplied)	0.25	£154.5 (+VAT) per officer per hour
Duplicate certificate	0.25	£154.5 (+VAT) per officer per hour

Abortive Visits

Licence or Service	Guide Time (hrs)	Charge
Abortive site visits (Non ACTSO) (Only charged after written warning).		£154.5 (+VAT) per officer per hour

Out of area charge

Licence or Service	Guide Time (hrs)	Charge
Vehicle mileage rate (+8p/mile when towing)		45p/mile
½ day	3.5	£154.5 (+VAT) per officer per hour
¾ day	5.25	£154.5 (+VAT) per officer per hour
1 day		£154.5 (+VAT) per officer per hour

Explosives

New Application

Storage between 0 and 250kg	Set by statutory instrument
1 year	£111.00
2 years	£144.00
3 years	£177.00
4 years	£211.00
5 years	£243.00

Renewal

Storage between 0 and 250kg	Set by statutory instrument
1 year	£55.00
2 years	£88.00
3 years	£123.00
4 years	£155.00
5 years	£189.00

Miscellaneous fees

Storage between 0 and 250kg	Set by statutory instrument
Vary Name & Address	£37.00
Transfer Licence	£37.00
Replacement Licence	£37.00
Other variation	£55.00 per officer per hour

Fireworks:

Fireworks Licence	Charge
Licence for the year round selling of fireworks - 1 January to 31 December	£500.00

Petroleum Storage:

Petroleum Storage Licence	Charge
Storage up to 2,500 litres	£45.00
Storage between 2,500 and 50,000litres	£61.00
Storage over 50,000litres	£128.00
Supply of information on Petroleum storage sites.	£140.00 per officer per hour

Trading Standards Buy with Confidence fees

Buy with Confidence membership - Existing Members pre April 2016 *
all prices excluding VAT

Buy with Confidence Membership (existing memebers)	Charge
Sole trader - No employees	£132.00
1-5 employees	£195.00
6-15 employees	£255.00
16+ employees	£325.00

Buy with Confidence Membership - National Scheme - New Members from 01/04/2016

Buy with Confidence categories	Charge
Initial Application Fee (waived from 1/4/2022 - B&NES only)	FREE
Sole trader - No employees (B&NES rate diverging from national scheme)	£132.00
1-5 employees	£270.00
6-20 employees	£405.00
21-50 employees	£540.00
50+ employees	POA

Buy with Confidence + Care membership* all prices excluding VAT

Initial Application Fees

Buy with Confidence plus care membership categories	Charge
Less than £1,000,000 turnover (based on last 2 years)	£125.00
£1,000,000 - £5,000,000 Average Annual Turnover (based on last 2 years)	£167.00
£5,000,000 to £10,000,000 Average Annual Turnover (based on last 2 years)	£208.00
£10,000,000 to £50,000,000 Average Annual Turnover (based on last 2 years)	£300.00
Over £50,000,000 Average Annual Turnover (based on last 2 years)	POA

Annual Fees

Buy with Confidence Annual Fees categories	Charge
Less than £1,000,000 turnover (based on last 2 years)	£250.00
£1,000,000 - £5,000,000 Average Annual Turnover (based on last 2 years)	£542.00
£5,000,000 to £10,000,000 Average Annual Turnover (based on last 2 years)	£708.00
£10,000,000 to £50,000,000 Average Annual Turnover (based on last 2 years)	£1,000.00
Over £50,000,000 Average Annual Turnover (based on last 2 years)	POA

Licensing Charges

Animals

Licence Activity	Statutory fee	23/24 fee
New	No	£534.00
Renewal	No	£405.00
Maintenance (Annual Fee)	No	£127.00
Mid Term Inspection	No	£118.00
Variation	No	£136.00
DWA - New	No	£348.00
DWA - Maintenance (Annual Fee)	No	£131.00
Zoo - New	No	£1,236.00
Zoo - Renewal	No	£1,019.00
Zoo - Maintenance	No	£532.00
All - Replacement Licence	No	£10.50
All - Pre-Application Advice	No	£80.00
All - Checking Service	No	£33.00

Gambling

Licence Activity	Statutory fee	23/24 fee
Casino licence	No	£8,000.00
Casino - Maintenance (Annual Fee)	No	£46.00
Club Machines - New	Yes	£200.00
Club Machines - Variation	Yes	£100.00
Club Machines - Transfer	Yes	£25.00
Club Machines - Change of Name	Yes	£25.00
Club Machines - Copy of Permit	Yes	£15.00
Club Machines - Maintenance	Yes	£50.00
Lottery - Applications	Yes	£40.00
Lottery - Maintenance (Annual Fee)	Yes	£20.00
Premises - New	No	£316.00
Premises - Variation	No	£316.00
Premises - Transfer	No	£191.00
Premises - Maintenance (Annual Fee)	No	£91.00
Pub Machines - New	Yes	£200.00
Pub Machines - Variation	Yes	£100.00
Pub Machines - Transfer	Yes	£25.00
Pub Machines - Change of Name	Yes	£25.00
Pub Machines - Copy of Permit	Yes	£15.00
Pub Machines - Maintenance-Notifications	Yes	£0.00
Pub Machines - Maintenance-Permits	Yes	£50.00
Occasional Use Licence	Yes	£0.00

Licence Activity	Statutory fee	23/24 fee
Temporary Use Licence	Yes	£85.00
All - Pre-Application Advice	No	£80.00
All - Checking Service	No	£33.00

Liquor

Licence Activity	Satutory fee	23/24 fee
Premises - New	Yes	banded on size - please request charge
Premises - Variation	Yes	banded on size - please request charge
Premises - Transfer	Yes	£23.00
Premises - DPS Variation	Yes	£23.00
Premises - DPS Removal	Yes	£23.00
Premises - Minor Variation	Yes	£89.00
Premises - Change of Details	Yes	£10.50
Premises - Replacement Licence	Yes	£10.50
Premises - Provisional Statement	Yes	£315.00
Premises - Notification of Interest	Yes	£21.00
Premises - Interim Authority Notice	Yes	£23.00
Premises - Maintenance (Annual Fee)	Yes	banded on size - please request charge
Premises - Review	Yes	£0.00
Premises - Pre-Application Advice	No	£80.00
Premises - Checking Service	No	£33.00
Club - New	Yes	banded on size - please request charge
Club - Variation	Yes	banded on size - please request charge

Licence Activity	Satutory fee	23/24 fee
Club - Change of Details	Yes	£10.50
Club - Replacement Certificate	Yes	£10.50
Club - Notification of Interest	Yes	£21.00
Club - Interim Authority Notice	Yes	£23.00
Club - Maintenance (Annual Fee)	Yes	banded on size - please request charge
Club - Review	Yes	£0.00
Club - Pre-Application Advice	No	£80.00
Club - Checking Service	No	£33.00
Personal - New	Yes	£37.00
Personal - Change of Details	Yes	£10.50
Personal - Replacement Licence	Yes	£10.50
Personal - Maintenance	Yes	£0.00
Personal - Pre-Application Advice	No	£80.00
Personal - Checking Service	No	£33.00
Temporary Event Notice TEN - New	Yes	£21.00
TEN - Replacement	Yes	£10.50
TEN - Maintenance	Yes	£0.00
TEN - Pre-Application Advice	No	£80.00
TEN - Checking Service	No	£33.00

Pavement Licence

Licence Activity	Statutory fee	23/24 fee
Application	Yes	£100.00
Maintenance (no fee)	No	£0.00
Replacement Licence	No	£10.50
Pre-Application Advice	No	£80.00
Checking Service	No	£33.00

Street Trading

Licence Activity	Statutory fee	23/24 fee
Individual Trader - New (including consultation)	No	£390.00
Individual Trader - Renewal	No	£33.00
Individual Trader - Maintenance	No	£2,993.00
Individual Trader - Variation	No	£65.00
Individual Trader - Consultation (NEW FEE)	No	£130.00
Market Organiser - New	No	£390.00
Market Organiser - Renewal	No	£33.00
Market Organiser - Maintenance	No	£2,786.00
Market Organiser - Variation	No	£65.00
Market Organiser - Consultation (NEW FEE)	No	£130.00
Christmas Market - New	No	£390.00
Christmas Market - Renewal	No	£33.00
Christmas Market - Maintenance	No	£6,354.00
Christmas Market - Variation	No	£65.00

Licence Activity	Statutory fee	23/24 fee
Christmas Market - Consultation (NEW FEE)	No	£130.00
Busker - New	No	£65.00
Busker - Renewal	No	£33.00
Busker - Maintenance	No	£0.00
Mobile Artist - New	No	£65.00
Mobile Artist - Renewal	No	£33.00
Mobile Artist - Maintenance	No	£0.00
All - Badge Fee	No	£12.50
All - Replacement Licence	No	£10.50
All - Pre-Application Advice	No	£80.00
All - Checking Service	No	£33.00

Tables and Chairs

Licence Activity	Statutory fee	23/24 fee
Application	No	£103.00
Maintenance	No	£75.00
Transfer	No	£48.00
Replacement Licence	No	£10.50
Pre-Application Advice	No	£80.00
Checking Service	No	£33.00

Taxi Drivers

Licence Activity	Statutory fee	23/24 fee
New	No	£534.00
Renewal	No	£236.00
Language Test	No	£74.00
Knowledge Retest	No	£59.00
Paper DBS	No	£74.00
Chargeable Admin	No	£0.00
Driver HC Enforcement	No	£0.00
Driver PH Enforcement	No	£0.00
Maintenance	No	£0.00
Replacement Licence	No	£10.50
Pre-Application Advice	No	£80.00
Checking Service	No	£33.00

Taxi Vehicles (inc. Operators)

Licence Activity	Statutory fee	23/24 fee
HC - New (Zone 1)	No	£72.00
HC - New (Zone 2)	No	£47.00
HC - Renewal (Zone 1)	No	£141.00
HC - Renewal (Zone 2)	No	£115.00
HC - Change of Vehicle	No	£47.00
HC - Proprietorship Transfer	No	£30.00
HC - Maintenance	No	£0.00

Licence Activity	Statutory fee	23/24 fee
HC - Roof Sign	No	£115.00
HC - Replacement Licence	No	£10.50
HC - Pre-Application Advice	No	£80.00
HC - Checking Service	No	£33.00
PH - New	No	£47.00
PH - Renewal	No	£114.00
PH - Change of Vehicle	No	£47.00
PH - Proprietorship Transfer	No	£30.00
PH - Maintenance	No	£0.00
PH - Roof Sign	No	£66.00
PH - Replacement Licence	No	£10.50
PH - Pre-Application Advice	No	£80.00
PH - Checking Service	No	£33.00
Operator - New	No	£217.00
Operator - Renewal	No	£217.00
Operator - Maintenance	No	£30.00
Operator - Replacement Licence	No	£10.50
Operator - Pre-Application Advice	No	£80.00
Operator - Checking Service	No	£33.00

Other Licences

Licence Activity	Statutory fee	23/24 fee
Caravans - Applications	No	£330.00
Caravans - Maintenance	No	£131.00
Charity - House to House	Yes	£0.00
Charity - Street Collections	Yes	£0.00
Hypnotism - Applications	No	£59.00
Hypnotism - Maintenance	No	£30.00
Film Classification - Applications	No	£177.00
Film Classification - Maintenance	No	£30.00
Fireworks (Set Periods) - New	Yes	banded on size - please request charge
Fireworks (Set Periods) - Renewal	Yes	banded on size - please request charge
Fireworks (Set Periods) - Maintenance	Yes	£0.00
Fireworks (All Year) - New	No	£64.00
Fireworks (All Year) - Renewal	No	£70.00
Fireworks (All Year) - Maintenance	No	£6.00
Mobile Home Fit & Proper Person - Application	No	£0.00
Mobile Home Fit & Proper Person - Maintenance	No	£0.00
Petrol - Applications	Yes	banded on size - please request charge
Petrol - Maintenance	Yes	£0.00
Piercing - Applications	No	£205.00
Piercing - Maintenance	No	£7.00
Promotional Pitches	No	£80.00

Licence Activity	Statutory fee	23/24 fee
Scrap Metal - New	No	£170.00
Scrap Metal - Renewal	No	£170.00
Scrap Metal - Variation	No	£170.00
Scrap Metal - Change of Details	No	£30.00
Scrap Metal - Maintenance	No	£295.00
Scrap Metal - Maintenance (Unlicensed)	No	£0.00
Sex - New	No	£1,182.00
Sex - Renewal	No	£82.00
Sex - Maintenance	No	£177.00
All - Replacement Licence	No	£10.50
All - Pre-Application Advice	No	£80.00
All - Checking Service	No	£33.00

Fees Not On Time Recording Separately

Licence Activity	Statutory fee	23/24 fee
Business Advice and Support (Pre-App)	No	£80.00
Checking Service	No	£33.00
Replacement Licence	No	£10.50
Office Administration Fee	No	£56.00

Business Waste Collection Service



2023-2024 Bin Costs

Business Waste Prices (No VAT)

Recycling materials: Paper & cardboard (mixed or separated)

Container	Cost 2023/24
240 litre wheeled bin	£5.20
360 litre wheeled bin	£5.45
660 litre wheeled bin	£6.75
1100 litre wheeled bin	£9.55
Sack (minimum order 20)	£2.15
Stickers for cardboard bundles (minimum order 20)	£2.15

Recycling Materials: Cans & Plastics (mixed or separated)

Container	Cost 2023/24
240 litre wheeled bin	£5.20
360 litre wheeled bin	£5.45
660 litre wheeled bin	£6.75
1100 litre wheeled bin	£9.55
Sack (minimum order 20)	£2.15

Recycling Materials: Glass bottles & Jars

Container	Cost 2023/24
240 litre wheeled bin	£5.20
360 litre wheeled bin	£5.45

Recycling Materials: Food

Container	Cost 2023/24
140 litre wheeled bin	£9.25

Rubbish/General Waste

Container	Cost 2023/24
240 litre wheeled bin	£7.95
360 litre wheeled bin	£9.30
660 litre wheeled bin	£16.10
1100 litre wheeled bin	£21.65
Sack (minimum order 50)	£3.05

Waste



Garden Waste Collection Service

Description of Service	Fees 2023/24
Garden waste bin annual charge	£52.25
Garden waste bin delivery	£3.35
Garden waste sack (each)	£3.30

Large Item Collection Service

Description of Service	Fees 2023/24
Collection of 1-3 items	£34.25
Collection of 4-6 items	£59.90
Collection of 7-10 items	£74.70

A 50% discount is given on the above prices for those residents in receipt of receive Council Tax Benefit, Housing Benefit, Disability Living Allowance, or you are a student.

Replacement black wheeled bin

Description of Service	Fees 2023/24
Replacement of lost, stolen, vandalised or misused black wheeled bins	£20.93

Business Waste Clinical Waste Sacks

Historical Service no longer available to new customers

Description of Service	Fees 2023/24
Clinical waste sack	£2.57

Public Weighbridge Facility

Description of Service	Fees 2023/24
Vehicles up to 7.5t	£6.14
Vehicles 7.5t - 16.25t	£9.15
Vehicles over 16.25t	£11.54

Business Waste Transfer Station Charges

Description of Service	Fees 2023/24
Unsorted waste at weighbridge per tonne	£184.58
Unsorted waste minimum charge 0.5 tonnes	£92.29
Sorted recycling including wood at weighbridge per tonne	£103.33
Sorted recycling including wood at weighbridge minimum charge 0.5 tonnes	£51.67
Sorted recycling (with no wood) at weighbridge per tonne	£80.00
Sorted recycling (with no wood) at weighbridge minimum charge 0.5 tonnes	£40.00
Loads containing upholstered domestic seating	£284.50
Mattress Single	£20.30
Mattress Double	£25.57

The transfer station charges may need to increase during the financial year due to external market conditions.

City and Town Centre Management



Events on Council Owned Land

Landhire - Heritage or prime location parks

Service	Cost 23/24	Cost 24/25
Royal Crescent Lower Lawn	£4,429.00	4650.00
PEAK Commercial (Heritage Parks and prime city centre location) Royal Victoria Park, Parade Gardens, Sydney Gardens, Queen Square	£1,528.00	1604.00
OFF-PEAK Commercial (Heritage Parks and prime city centre location) Royal Victoria Park, Parade Gardens, Sydney Gardens, Queen Square	£1,146.00	1204.00
PEAK Charity (Heritage Parks and prime city centre location) 39% of the new commercial hire rate	£764.00	802.00
OFF-PEAK Charity (Heritage Parks and prime city centre location) 39% of the new commercial hire rate	£573.00	602.00
Commercial (All other parks and open spaces in B&NES, eg Sydney Gardens, Henrietta Park, Alexandra Park, Beazers Maze, Firs Field, Brickfields Park, Green Park, Kensington Meadows, Lansdown, Keynsham Memorial Park)	£556.00	584.00
Charity (All other parks and open spaces in B&NES)	£278.00	292.00
Pigeon Park (Flat Rate per day)	£273.00	287.00

Other costs

Service	Cost 23/24	Cost 24/25
Boules bookings per terrain (Queen Square)	£26.00	£27.00
Fitness Trainer Fees, unlimited use - 12 months	£600.00	£600.00
Fitness Trainer Fees, unlimited use - 6 months	£450.00	£450.00
Fitness Trainer Fees, unlimited use - 3 months	£300.00	£300.00
Fitness Trainer Fees, Application Administration Fee per renewal	£83.00	£83.00

Service	Cost 23/24	Cost 24/25
Forest Schools	£27.00 admin plus £6.00 per session or £101 pa	£28.00 admin plus £7.00 per session or £102 pa
Power (utilities electricity/gas) per day	£24.50	£25.70
Water (per day if not meter read)	£24.50	£25.70
Land Security Bond	£500-2000	£500 - £2500
Council Officer requiring to attend an Event	£89 per hour	£93 per hour
Event Administration Fee - One off Events	£83.00	£90.00
Event Administration Fee for NEW Major Events	£165.00	£170.00
Event Administration Fee - Multiple Events within one financial year	£165.00	£170.00

Film Office

Admin fee for filming on the highway

Service	Cost 23/24
1 to 10	£65.00
11 to 19	£120.00
20+	POA

Admin fee for filming in a park or open space

Service	Cost 23/24
1 to 10	£100.00
11+	POA
Admin fee for arranging drone filming	£100.00

Other Fees

Service	Cost 23/24
Recces	£100.00
Officer in attendance	£100.00

Location Fees

Area	Cost 23/24
Unit Base - Lansdown Playing Fields North - Car Park only	£400.00
Unit Base - Lansdown Playing Fields North - Car Park plus field	£600.00
Roman Baths and Guildhall	POA
Culverhay School	POA

Emergency Planning/CCTV

Service	Cost 23/24
CCTV Requests From Insurance Companies	£90
Emergency Planning/Event Multi-Agency Control Room	£1000

Bath Christmas Market

Catering and Bars

Description of Service	2023/2024 (5% increase based on 2023/24)
Zone 1: 1 x large catering chalet	£22,050 plus VAT for 18 days
Zone 1: 1 x medium catering chalet	£7,875 plus VAT for 18 days
Zone 1: 1 x small catering chalet	£5,500 plus VAT for 18 days
Zone 2: 1 x large catering chalet	£16,800 plus VAT for 18 days
Zone 2: 1 x medium catering chalet	£6,500 plus VAT for 18 days
Zone 2: 1 x small catering chalet	£3,000 plus VAT for 18 days
Zone 1: 1 x mobile catering pitch (bicycle or cart only)	£1,260 plus VAT for 18 days
Zone 2: 1 x mobile catering pitch (bicycle or cart only)	£850 plus VAT for 18 days
Zone 3: 1 x mobile catering pitch (bicycle or cart only)	£500 plus VAT for 18 days
Zone 3: 1 x large catering chalet	£4,200 plus VAT for 18 days
Zone 3: 1 x small catering chalet	£2,000 plus VAT for 18 days
Zone 1: 1 x mobile catering vehicle (under 5m in length)	£2,500 plus VAT for 18 days
Zone 2: 1 x mobile catering vehicle (under 5m in length)	£1,650 plus VAT for 18 days
Zone 3: 1 x mobile catering vehicle (under 5m in length)	£1,200 plus VAT for 18 days
Zone 1: 1 x mobile bar vehicle (under 5m in length):	£3,000 plus VAT for 18 days
Zone 2: 1 x mobile bar vehicle (under 5m in length)	£2,500 plus VAT for 18 days

Description of Service	2023/2024 (5% increase based on 2023/24)
Zone 3: 1 x mobile bar vehicle (under 5m in length)	£1,650 plus VAT for 18 days
Fridge space hire: 1 x pallet for 18 days	£150 plus VAT

All areas Additional temporary power:

Service	Cost 23/24
16amp single phase supply	£180 plus VAT for 18 days
32amp single phase supply	£200 plus VAT for 18 days
32amp three phase supply	£280 plus VAT for 18 days

Retail Chalets and on site services

Description of Service	2023/2024 (5% increase based on 2023/24)
All areas PAT testing	£7 per item plus VAT
All areas heater hire	£90.00 for 18 days plus Vat (£5 per day)

All areas Pitch request fee:

Description of Service	2023/2024 (5% increase based on 2023/24)
Zone 1	£250 plus VAT
Zone 2	£200 plus VAT
Zone 3	£150 plus VAT
All areas storage space hire: 1 x pallet	£150 plus VAT for 18 days
Zone 1: Corner Chalet	£4,000 +VAT for 18 days
Zone 1: Countertop Chalet	£3,250 +VAT for 18 days
Zone 1: Barn Door Chalet	£3,250 +VAT for 18 days
Zone 2: Corner Chalet	£3,685 +VAT for 18 days
Zone 2: Countertop Chalet	£2,929+VAT for 18 days

Description of Service	2023/2024 (5% increase based on 2023/24)
Zone 2: Barn Door Chalet	£2,929 +VAT for 18 days
Zone 3: Barn Door Chalet	£1,890 +VAT for 18 days
Short Term Let Barn Door Chalet 7 days	£1,264 +VAT
Short Term Lets Barn Door Chalet 11 days	£1,986 +VAT
Small business carts all Zones: Monday to Thursday	£125 +VAT for 4 days
Small business carts all Zones: Friday to Sunday	£155 +VAT for 3 days

Managed coach drop off/pick up and parking	Service	Cost
Monday	Cost per seat	£1.10
Tuesday	Cost per seat	£1.10
Wednesday	Cost per seat	£1.40
Thursday	Cost per seat	£1.40
Friday	Cost per seat	£1.40
Saturday	Cost per seat	£1.65
Sunday	Cost per seat	£1.65

Service	Cost 23/24
Rides and Attractions	£2,200.00

Service	Cost 23/24
Sponsorship and funding contributions	POA

Service	Cost 23/24
Online advertising and web sales	POA

Clean Air Zone



Clean Air Zone

Service	Cost 23/24	Notes
PHGV	£100.00	
Trucks and Lorries (N2 & N3)	£100.00	
Taxis (M1 & M2)	£9.00	
Buses and coaches (M3)	£100.00	
Minibuses (M2)	£9.00	
Van, light goods vehicle, pick-ups and some campervans and four-by-fours (N1)	£9.00	

Highways Commmuted Sums



Highways 2023 to 2024 Commuted Sums

Feature	Units	2023 to 24
High Friction or Coloured Surfacing	Square Metre	£100.11
Knee rail fencing	Linear Metre	£31.28
SuDS Each Site specific quotation	Each	Site specific quotation
Soakaways	Each	£6,256.60
Petrol & Oil interceptors	Each	£6,256.60
Combined kerb drainage systems	Linear Metre	£18.77
Trees	Each	£375.40
Structures	Each	Site specific quotation (120 years)
Illuminated street furniture	Each	£488.01
Signalised junction connected to Fibre	Each	£91,993.00
Signalised junction connected to 4G	Each	£88,371.00
Signalised crossing connected to Fibre	Each	£34,361.00
Signalised crossing connected to 4G	Each	£36,659.00
ANPR and CCTV systems	Each	Site specific quotation (120 years)
Bollards	Each	Site specific quotation (120 years)

Highways Delivery



Permanent Traffic Regulation Orders

Service	Cost 23/24
Permanent Traffic Regulation Orders for developers	£4,780
H markings	£274
H markings - additional cost for use of different road marking in winter months	Add 25% to fee above

Street Works Permit Fees

Service	Cost 23/24
Major (Provisional Advance Authorisation) - category 0, 1 & 2 & all traffic sensitive streets	£42
Major (Provisional Advance Authorisation) - category 3 & 4 & all non-traffic sensitive streets	£30
Major - category 0, 1 & 2 & all traffic sensitive streets	£96
Major - category 3 & 4 & all non-traffic sensitive streets	£60
Standard - category 0, 1 & 2 & all traffic sensitive streets	£52
Standard - category 3 & 4 & all non-traffic sensitive streets	£30
Minor - category 0, 1 & 2 & all traffic sensitive streets	£26
Minor - category 3 & 4 & all non-traffic sensitive streets	£18
Immediate - category 0, 1 & 2 & all traffic sensitive streets	£24
Immediate - category 3 & 4 & all non-traffic sensitive streets	£16
Permit variation - category 0, 1 & 2 & all traffic sensitive streets	£18
Permit variation - category 3 & 4 & all non-traffic sensitive streets	£14

Temporary Traffic Regulation Notices

Service	Cost 23/24
Section 14 Road Closure Notice (planned works) - fees & adverts	£1,486
Section 14 Road Closure Notice (planned works) - late submission fee	£286
Section 14 Road Closure Notice (planned works) - amendment fee	£114
Section 16a Street Closures ¹ to 6 roads - fee & advert charge	£177 plus advert charge
Section 16 a Street Closure more than 6 roads - fee & advert charge	£348 plus adver charge
Community Street Party	£0
Playing Out Scheme	£0
Emergency Notice	£264
Town Police Clauses Act Street Closures (processions, crowds etc.)	£180 non charity £139 charity

Traffic signals

Service	Cost 23/24
Permanent Traffic Signal switch on/off charge	£391
Permanent Traffic Signals switch on/off cahnge - out of hours additional charge (if switch-off at weekends or 18.00 - 08.00 weekdays)	20% additional charge
Permanent Traffic Signal switch on/off additional admin fee	£33
Permanent Traffic Signal switch on/off Safety Inspection	£55
Permanent Traffic Signal switch on/off - late notice application (< 10 working days)	£499
Traffic Information on one VMS sign per day	£54
Temporary multi way traffic signals application - utility companies	£0
Temporary multi way traffic signals application - non-utility company applicant	£175
Temporary multi way signals - design advice (all applicants)	£53

Road Safety

Service	Cost 23/24
Supply of accident data to third parties	£205
Road safety audits for external clients	£843

Streetworks and Events

Service	Cost 23/24
NRSWA sample inspections	£54
NRSWA Section 50 licences (new apparatus in the highway)	£485
NRSWA Section 50 licences (new apparatus in the highway)-retrospective licence	£124
NRSWA Section 50 licences (maintenance apparatus in the highway)	£352
NRSWA Section 171 licences (excavation in the highway)	£218
NRSWA Section 74 over-run charges	variable
NRSWA Oversail licences	£181
NRSWA Oversail licences - (under 5 days notice) New (non refundable)	£215
NRSWA Oversail licences - Retrospective - (non refundable)	£270
NRSWA Oversail Licence Emergency Fee	£56
NRSWA Raising Statutory Notices	N/A
NRSWA Section 72 Defects	£51
NRSWA Section 72 Defects	£73
NRSWA Fixed Penalty Charge for incorrect Notices	£127
NRSWA Fixed Penalty Charge for incorrect Notices if a discount applies	£88
Temporary signals application	£43
Street Works Co-ordination Notice (cost per road affected by a commercial event's road closure or diversion route)	N/A

Service	Cost 23/24
Traffic Management Plans	Actual Costs
Bus stop closure (includes visits to close & then reopen a stop)	£167
Additional stop fee per pair of stops	£54
Bus stop closure - fee for additional visit	£83

Road Safety

Service	Cost 23/24
Supply of accident data to third parties	£205
Road safety audits for external clients	£843

Highway Maintenance

Service	Cost 23/24
Skip Licence (over 5 days notice)- New (non refundable)	£78
Skip Licence (under 5 days notice - New (non refundable)	£111
Skip Licence - Renewal (non refundable)	£64
Skip Licence - Retrospective (non refundable)	£132
Scaffold / Hoarding Licence (over 5 days notice)- New (non refundable)	£80
Scaffold / Hoarding Licence (under 5 days notice) - New (non refundable)	£114
Scaffold/Hoarding Emergency Fee	£56
Scaffold / Hoarding Licence - Renewal (non refundable)	£49
Scaffold / Hoarding Licence - Retrospective (non refundable)	£160
Cherry Picker/Mobile Crane Licence (over 5 days notice)-(non refundable)	£67
Cherry Picker/Mobile Crane Licence (under 5 days notice) - (non refundable)	£100
Cherry Picker/Mobile Crane Licence - Retrospective (non refundable)	£132
Building Materials and Container on Highway Licence (over 5 days notice) - (non refundable)	£67
Building Materials and Container on Highway Licence (under 5 days notice)- (non refundable)	£100
Building Materials/Container on Highway Licence - Renewal (non refundable)	£49
Building Materials/Container on Highway Licence - Retrospective (non refundable)	£132
Chase Fee	£12 per reminder
Safety Inspections	£55 per inspection
Banner on Highway Licence - New (non refundable)	£67
Footway Crossing Licence - New (non refundable)	£174
Footway Crossing Licence - Retrospective (non refundable)	£174
Duplicate Letter confirming Approval of Footway Crossing	£28

Service	Cost 23/24
Traffic Survey Equipment on the Highway (non refundable)	£78
Additional Site Inspection by Highway Inspector	£38
s116 Highways Stopping Up	£3,226
Landowner Deposits - primary land	£235
Landowner Deposits - additional land	£30
Public Path Orders	£4,064
Local Search	£42
PROW Maps	£12
Section 14 Road Closure Notice (planned works) - fees & adverts	£1,486
Section 14 Road Closure Notice (planned works) - late submission fee	£286
Section 14 Road Closure Notice (planned works) - amendment fee	£114
Section 14 TTRO Closure by order - SofS extension	£1,486

Land Drainage Consent for work on Ordinary Watercourses

Service	Cost 23/24
Temporary and Permanent works	£50

Street Lighting

Service	Cost 23/24
Permanent Relocation	£1,163
Temporary relocate and reinstall	£2,043
Trenching per metre	£112
Shield to Street light	£94

Transport Planning

Service	Cost 23/24
Temporary Automatic Traffic Counts (ATC)	£312
Hand Held Radar Speed Survey 1hour	£71

Manual Traffic Counts *(2x2hrs peaks)

Service	Cost 23/24
1 Enumerator	£301
Extra cost per Enumerator	£79

Manual Traffic Counts *(12hr 07:00-19:00)

Service	Cost 23/24
1 Enumerator	£398
Extra cost per Enumerator	£195
*Subject to 50% uplift for Out of Hours work (between 19:00 and 07:00 or weekends)	

Ad hoc surveys

Service	Cost 23/24
07:00-19:00	£13.44 per hour plus mileage and expenses
19:00-07:00	£ 20.27 per hour plus mileage and expenses

Miovision Video Camera Surveys

Service	Cost 23/24
Copied onto USB stick and provided to requestor for 1 week's viewing	£31
Erect 1 camera	£334
External Costs for Processing	Cost plus 10%

Supply of Existing Data Manual Classified Counts

Service	Cost 23/24
One peak period	£110
Two peak period	£146
12 Hour Classified	£207

Traffic Modelling

Service	Cost 23/24
Use of existing traffic models	Cost plus 10%

Fees for New Developments under section 38 and 278 highways Act

Estimated Construction costs	Fee %
up to £30,000	15.00%
£31,000 to £75,000	13.00%
£76,000 to £130,000	11.00%
£131,000 to £325,000	9.00%
£326,000 to £650,000	8.00%
Over 651,000	7.00%
Structures Technical Approval	5.00%

Parks



Grounds Maintenance	Fees 2023/2024
Grounds maintenance (range of grass cutting, strimming, weed control, shrubbery maintenance, leafing, sports pitch maint, marking) - price as specified	POA
Japanese knotweed/ Giant Hogweed and other invasive plant treatments - price as specified	POA

Arboricultural services	Fees 2023/2024
Arboricultural services - tree surgery work i.e felling and tree maintenance - price as specified	POA
Arboricultural consultation services - tree condition and BS5837 inspections and reports - price as specified	POA
School Tree inspections - senior	£275.00
School Tree inspections - primary/infant	£130.00

Play Team	Fees 2023/2024
External play area inspections, installations and repairs	£361.00
Play consultancy	POA
Parish Council Annual Play area inspection, installations and repairs	£120.00
Parish Council Operational Play area inspection (recommended at least once per year)	£90.00

Allotment charges	Fees 2023/2024
Allotment annual charge per 25 sqm	£15.69
Allotment annual water charge per plot	£9.00
Allotment key deposit	£10.00

Sport and Parks hire rates	Fees 2023/2024
Western Region combined fee	£525.00
Individual	£88.20
Commercial Balloons up to (and including) a 105 000ft ³ , on a pay per launch basis	£33.60
Commercial Balloons over a 105 000ft ³ , on a pay per launch basis	£40.95
Small Hot air balloon launch fee - commercial per launch (up to 5 people)	£34.27
Lansdown full size football pitch	£69.26
Lansdown pitch booking youth/junior	£46.44

Parks Pitches	2022/ 2023	2023/2024
7 day Pitch licence (per calendar month)	£250	£262.50
Where available power & electrics	recharged	£30.00 PCM
3 day Pitch licence (per calendar month)	£125	£131.25

Parade Gardens	Fees 2023/2024
Parade gardens entry non resident	£2.00
NEW - Parade gardens entry resident	£-
Parade gardens entry concessions	£1.00
Parade gardens entry weddings and groups per person	£1.35

Sponsorships	Fees 2023/2024
Bench sponsorship	£1,950.00
NEW - Bench renewal (renewal existing bench no installation)	£925.00
3d Bed	POA
Flowerbeds	POA
Tree sponsorship	£370.00
Roundabout sponsorship	POA

Horticultural Excellence	Fees 2023/2024
Hanging basket 18 inch with our watering service	£136.50
Hanging basket 18 inch without watering service	£70.00
Window Box 90cm with our watering Service	£134.00
Window Box 90cm without our watering Service	£70.00
Window Box 120 cm with our watering service	£179.00
Window Box 120 cm without watering service	£81.00

Other	Fees 2023/2024
Land access licence arrangement	£36.00
Land use charge (contractor use of space/hire charge per day)	£1.50

Transport



Description of Service	Fees 2023/24	Notes
Taxi Inspections	£55.00	Plus VAT
Taxi Meter Test	£22.00	Plus VAT
Diagnostic Testing	£75.00	Plus VAT
Air Conditioning Refresh	£60.00	Plus VAT
MOT Class 1	£29.65	No VAT
MOT Class 2	£29.65	No VAT
MOT Class 4	£54.85	No VAT
MOT Class 5	£59.55	No VAT
MOT Class 7	£58.60	No VAT
Labour Charge per Hour	£65.00	Plus VAT
Rolling road brake test	£12.00	Plus VAT

Suspension of Parking spaces	Restrictions	Cost per day/bay
Single or first space	All zones and areas	£50
Each additional space and/or day	Central zone and Zone 1	£30
Each additional space and/or day	All other zones and areas	£10

This page is intentionally left blank

Bath & North East Somerset Council	
MEETING/DECISION MAKER:	Alice Park Trust Sub-Committee Meeting
MEETING/DECISION DATE:	28th September 2023
TITLE:	Alice Park Trust – Financial Update September 2023
WARD:	Lambridge
AN OPEN PUBLIC ITEM	
List of attachments to this report: N/A	

1 THE ISSUE

- 1.1 The purpose of this report is to update the Alice Park Trust Sub-Committee on its financial position.
- 1.2 The report will cover the financial performance during financial year 2022/23 and provide an update on expenditure and income to date in 2023/24.

2 RECOMMENDATIONS

- 2.1 The Alice Park Trust Sub-Committee is asked to note and consider the report, including recommendations laid out in Section 5.

3 2022/23 FINANCIAL PERFORMANCE

- 3.1 Total expenditure for the financial year ending 31st March 2023 was £40,383. Total income received was £20,398, resulting in an operating deficit of £19,985.

- 3.2 In previous years, Bath and North Somerset Council have funded the Trust's deficit through its Parks revenue budgets. For context, recent years' operating deficits were as follows:

2019/20 £29,192 (*which was higher due to one-off improvement costs*)

2020/21 £21,402

2021/22 £22,291

- 3.3 The 2022/23 deficit of £19,985 equates to a decrease of £2,306 when compared to the previous year.
- 3.4 At the beginning of financial year 2022/23, the estimated deficit for the Trust was budgeted at £21,800, which was broadly in line with the 2021/22 deficit from the year before. The outturn position was £1,815 below this estimate, primarily due to 'other grounds expenditure' being less than budgeted. Investment income was

also higher than anticipated due to the increase in interest rates nationally. Events income of £1,025 fell short of the budgeted target of £2,000 and was also less than achieved the previous year (£1,598 was received in 2021/22).

3.5 The financial performance for Alice Park for financial year ending 31st March 2023 is detailed in the table below:

	22/23 Budget	22/23 Outturn	22/23 Variance
EXPENDITURE	£	£	£
Ground Maintenance SLA	11,766	11,766	0
Play Equipment SLA	8,921	8,921	0
Tree Management/Maintenance SLA	2,486	2,486	0
Public Conveniences	16,710	16,710	0
Independent Examination Fees	500	500	0
Other grounds/parks expenditure	2,500	0	(2,500)
	42,883	40,383	(2,500)
INCOME	£	£	£
Investment Income - Dividends	(31)	(294)	(263)
Investment Income - Interest	(2)	(29)	(27)
Rental Income	(19,050)	(19,050)	0
Events Income	(2,000)	(1,025)	975
	(21,083)	(20,398)	685
Trust Operating (Surplus) / Deficit	21,800	19,985	(1,815)
<i>Additional income subsidy from B&NES</i>	<i>(21,800)</i>	<i>(19,985)</i>	<i>(1,815)</i>
Trust (Surplus) / Deficit after subsidy to be recorded in annual accounts	0	0	0

4 2023/24 FINANCIAL PERFORMANCE TO DATE

- 4.1 Using an incremental approach to budgeting (*i.e., using the previous year's budget and making minor adjustments to reflect revised expectations*), the following budget has been drafted to act as a baseline for the Sub-Committee to measure income received and expenditure incurred against. The 2023/24 draft budget is as follows:

2023/24 Alice Park Trust Budget	£
Expenditure	
Grounds Maintenance SLA	12,000
Play Equipment SLA	9,098
Tree Management SLA	2,536
Public Convenience Maintenance	17,070
Other grounds/parks expenditure	1,800
Independent Examination Fees	500
Total Expenditure	43,004
Income	
Investment Income	(704)
Events Income	(1,250)
Rental Income	(19,050)
Total Income	(21,004)
Surplus / Deficit	22,000
<i>B&NES Contribution to Alice Park</i>	<i>(22,000)</i>

- 4.2 SLA expenditure, public convenience maintenance, the independent examination fee and rental income are all known values as contracts/agreements are already in place. This means that the main variable income/expenditure is any grounds and parks maintenance over and above the SLAs, investment income (*subject to market conditions*), and events income.
- 4.3 Events income received as at the start of September was £965. No additional parks expenditure over and above the SLAs has been incurred to date, nor are there any agreed commitments from the sub-committee to note.

5 FUTURE BUDGET CONSIDERATIONS

- 5.1 The long-term aim is for the Trust to become financially self-sufficient, reducing and ultimately removing the need to rely on council subsidy to balance its budget.
- 5.2 In order to facilitate this, it is recommended that the Sub-Committee continues to focus on and/or review on its 10-year plan, which focuses on expanding income generation within the park. The plan should also consider the people resource required to support the park, which to date has been provided free of charge.

5.3 It is recommended that the Service Level Agreements (SLAs) with the council's Parks department are reviewed and formalised, which in turn will allow for a more transparent and robust financial planning process. This is scheduled to occur during 2023/24.

5.4 It should also be noted that historically B&NES officer time has not been charged to the Trust. The baseline for staff time has been broadly as follows:

- Democratic Services Support – to administer meetings of the Alice Park Sub-Committee.
- Legal support – to ensure the Alice Park Trust sub-committee acts in compliance with the LGA 72 and charitable guidance rather than supporting the sub-committee in managing the Alice Park.
- Finance support – to provide periodic updates on financial performance, coordinate the independent examination of the Trust's annual accounts, and subsequently submit to the Charity Commission.
- Parks support – to advise on and cost any additional requests for specific park expenditure.

5.5 Any additional officer time necessary to support the Trust over and above this baseline will need to be identified, and officers appointed and charged to the Trust to ensure the accounts are a true and fair reflection of its operational costs. A schedule of charges will be shared with the Sub-Committee in due course.

5.6 Should the Trust expect its operating deficit to materially increase over and above the £22,000 budgeted, it should make formal contact with B&NES, as this would need to be considered as part of its budget setting process.

Contact person	Paul Webb, Senior Finance Manager paul_webb@bathnes.gov.uk
Background papers	None
Please contact the report author if you need to access this report in an alternative format	