

Fees & Charges Benchmarking Club 2016

DRAFT QUESTIONNAIRE

COMMENTS

Please include here thoughts regarding difficulties completing the questionnaire or other general points about your service that you feel would be of interest to other members. Please **do not** use these cells to update contact information. Email any such amendments to us at benchmarking@cipfa.org

Example Questionnaire

1. HEALTH & SOCIAL CARE

(a) Adult Social Care		
	2015/16 (£)	2016/17 (£)
Adult respite care (per week)
Home Care		
Hourly charge for home care - capital <u>over</u> £23,250
- capital <u>under</u> £23,250
Day Services		
Charge for day services (per day) - capital <u>over</u> £23,250
- capital <u>under</u> £23,250
Transport to day services (per return trip)
Charge for meals in day services (per meal)
Charge for community/meals on wheels (per meal)
Freezer meals (per meal)
Community alarms
Additional information and general comments on this section		

2. CHILDREN'S SERVICES

(a) Children's Centres		
	2015/16 (£)	2016/17 (£)
Children's Centres - 0-36 months		
Full day rate (8am-6pm)
Full week (5 days)
Half day rate (8am-1pm, includes lunch fee)
Half day rate (1pm-6pm)
Additional hours (if available)
Tea/lunch charge (if not included above)
Children's Centres - 37-60 months		
Full day rate (8am-6pm)
Full week (5 days)
Half day rate (8am-1pm, includes lunch fee)
Half day rate (1pm-6pm)
Additional hours (if available)
Tea/lunch charge (if not included above)
Additional information and general comments on this section		

(b) Other Charges

Room hire at Children's Centres

Training/community rooms & community areas (per hour)

	2015/16 (£)	2016/17 (£)
Business use - under 20 people	<input type="text"/>	<input type="text"/>
- 20-30 people	<input type="text"/>	<input type="text"/>
- over 30 people	<input type="text"/>	<input type="text"/>
Community use - under 20 people	<input type="text"/>	<input type="text"/>
- 20-30 people	<input type="text"/>	<input type="text"/>
- over 30 people	<input type="text"/>	<input type="text"/>

Additional information and general comments on this section

3. CEMETERIES & CREMATORIA

(a) Cemeteries and Crematorium Charges - Resident Charges

Cemeteries

Grave purchase

	2015/16 (£)	2016/17 (£)
Child under 12	<input type="text"/>	<input type="text"/>
Foetus	<input type="text"/>	<input type="text"/>
Adult (including right to erect a memorial)	<input type="text"/>	<input type="text"/>

Interment (including woodland burials)

	2015/16 (£)	2016/17 (£)
Child under 16	<input type="text"/>	<input type="text"/>
1 space	<input type="text"/>	<input type="text"/>
2 spaces	<input type="text"/>	<input type="text"/>
3 spaces	<input type="text"/>	<input type="text"/>
4 spaces	<input type="text"/>	<input type="text"/>
Grave purchase including right to erect a memorial - cremated remains	<input type="text"/>	<input type="text"/>
Interment - cremated remains	<input type="text"/>	<input type="text"/>
Interment -2nd deceased cremated at same time - cremated remains	<input type="text"/>	<input type="text"/>
Interment - vault	<input type="text"/>	<input type="text"/>
Copy grave deed	<input type="text"/>	<input type="text"/>
Transfer exclusive right of burial (grave deed ownership)	<input type="text"/>	<input type="text"/>
Grave search - price from	<input type="text"/>	<input type="text"/>
Timbers - full	<input type="text"/>	<input type="text"/>
- half	<input type="text"/>	<input type="text"/>

Crematorium

Merc Mercury abatement levy (included in crematorium fee)

Cremation Fees

	2015/16 (£)	2016/17 (£)
Adult	<input type="text"/>	<input type="text"/>
Contract	<input type="text"/>	<input type="text"/>
Caskets	<input type="text"/>	<input type="text"/>
Urns - metal	<input type="text"/>	<input type="text"/>
Strewing remains - other crematoria	<input type="text"/>	<input type="text"/>
Hire of chapel	<input type="text"/>	<input type="text"/>

Book of Remembrance	2015/16 (£)	2016/17 (£)
2 lines	<input type="text" value=".."/>	<input type="text" value=".."/>
3 lines	<input type="text" value=".."/>	<input type="text" value=".."/>
4 & 5 lines	<input type="text" value=".."/>	<input type="text" value=".."/>
6 lines	<input type="text" value=".."/>	<input type="text" value=".."/>
7 & 8 lines	<input type="text" value=".."/>	<input type="text" value=".."/>
9 & 10 lines	<input type="text" value=".."/>	<input type="text" value=".."/>
5 lines & floral emblem	<input type="text" value=".."/>	<input type="text" value=".."/>
8 lines & floral emblem	<input type="text" value=".."/>	<input type="text" value=".."/>
5 lines & other emblem	<input type="text" value=".."/>	<input type="text" value=".."/>
8 lines & other emblem	<input type="text" value=".."/>	<input type="text" value=".."/>
Memorials		
Right to Erect	2015/16 (£)	2016/17 (£)
Memorial	<input type="text" value=".."/>	<input type="text" value=".."/>
Memorial - child under 12 years	<input type="text" value=".."/>	<input type="text" value=".."/>
Bench - 20 year lease	<input type="text" value=".."/>	<input type="text" value=".."/>
Memorial plaque - 20 year lease	<input type="text" value=".."/>	<input type="text" value=".."/>
Cremation wedge - 20 year lease	<input type="text" value=".."/>	<input type="text" value=".."/>
Vase/slab/tablet	<input type="text" value=".."/>	<input type="text" value=".."/>
Replacements	<input type="text" value=".."/>	<input type="text" value=".."/>
Additional inscription	<input type="text" value=".."/>	<input type="text" value=".."/>
Memorial tree	<input type="text" value=".."/>	<input type="text" value=".."/>
Cemeteries (Weekend Charges)		
Interment	2015/16 (£)	2016/17 (£)
1 space	<input type="text" value=".."/>	<input type="text" value=".."/>
2 spaces	<input type="text" value=".."/>	<input type="text" value=".."/>
3 spaces	<input type="text" value=".."/>	<input type="text" value=".."/>
4 spaces	<input type="text" value=".."/>	<input type="text" value=".."/>
Interment - cremated remains	<input type="text" value=".."/>	<input type="text" value=".."/>
Interment - vault	<input type="text" value=".."/>	<input type="text" value=".."/>
Additional information and general comments on this section		
<input type="text"/>		
(b) Cemeteries and Crematorium Charges - Non-Resident Charges		
Do you charge different rates to non-residents for the services above?		Yes/No <input type="text" value="-- select --"/>
If yes, please describe the methodology e.g. 1.5 or 2.0 times the resident price etc.		
<input type="text"/>		

4. HIGHWAYS AND TRANSPORT

(a) Transport Services

	2015/16 (£)	2016/17 (£)
HGV brake test - per axle
Headlight check
Emissions check
HGV Test Fees	2015/16 (£)	2016/17 (£)
2 axle
3 axle
4 axle
HGV Re-Test Fees	2015/16 (£)	2016/17 (£)
2 axle
3 axle
4 axle
HGV part-paid retest
HGV Trailer Test Fees	2015/16 (£)	2016/17 (£)
1 axle
2 axle
3 axle
HGV Trailer Re-Test Fees	2015/16 (£)	2016/17 (£)
1 axle
2 axle
3 axle

Additional information and general comments on this section

(b) Highways Regulations & Other Charges

	2015/16 (£)	2016/17 (£)
Highways Jetting/Callout		
Jetting 1 hour
Callout 1 hour
Callout out-of-ours (2 hrs min. charge)
LA Transport Charges Regulations 1998: Highways Charges	2015/16 (£)	2016/17 (£)
Per week charge
Skip permit (HA 1980 s.139 [1] & [2])
Within orbital route
Scaffold/hoarding/other structure on highway consent (HA 1980 s.169 [1] & [2])
Within orbital route
Disposition of building materials (HA 1980 s.171 [1], [2], [4] & [5])
Excavation in highway [HA 1980 s.171 [1], [2], [4] & [5])
Consent not to erect hoarding on works adjacent to highway (HA 1980 s.172 [1])
Hoarding inspection (HA 1980 s.171 [3], s.173 [1])

LA Transport Charges Regulations 1998: Traffic Regulation	2015/16 (£)	2016/17 (£)
Temporary traffic regulation order (RTRA 1984 s.16a)
Miscellaneous Drainage Functions		
Gully wagon hire - first load
- subsequent load
Retrieving keys from gully
Additional information and general comments on this section		

5. LICENSING

(a) Hackney Carriage & Private Vehicle Licensing		
	2015/16 (£)	2016/17 (£)
Copy of licensing register
Private hire vehicle licence - (12 months)
- (6 months)
Hackney carriage vehicle licence - (12 months)
- (6 months)
20% reduction for LPG powered vehicles
Vehicle Operator Licences		
Licence fee to incorporate flat fee + additional fee determined by vehicle no.
Operator flat fee
Vehicle number top up fee (per vehicle)
Private hire vehicle driver licence
Hackney carriage vehicle driver licence
1 hour test (with MOT)
1 hour re-test (with MOT)
1/2 hour re-test
Suspension lift
Driver training & knowledge
DBS checks
Transfer of vehicle ownership
Replacement badge
Additional information and general comments on this section		

(b) Gambling Licensing

	2015/16 (£)	2016/17 (£)
Maximum application fee for non-fast track advance application		
Bingo premises licence
Adult gaming centre premises licence
Family entertainment centre premises licence
Betting premises (general) licence
Track premises licence
Maximum application fee for provisional statement premises		
Bingo premises licence
Adult gaming centre premises licence
Family entertainment centre premises licence
Betting premises (general) licence
Track premises licence
Maximum application fee in respect of other premises		
Bingo premises licence
Adult gaming centre premises licence
Family entertainment centre premises licence
Betting premises (general) licence
Track premises licence
Maximum first annual fee		
Bingo premises licence
Adult gaming centre premises licence
Family entertainment centre premises licence
Betting premises (general) licence
Track premises licence
Maximum annual fee		
Bingo premises licence
Adult gaming centre premises licence
Family entertainment centre premises licence
Betting premises (general) licence
Track premises licence
Maximum fee for application to vary licence		
Bingo premises licence
Adult gaming centre premises licence
Family entertainment centre premises licence
Betting premises (general) licence
Track premises licence

Maximum fee for application to transfer/reinstatement	2015/16 (£)	2016/17 (£)
Bingo premises licence
Adult gaming centre premises licence
Family entertainment centre premises licence
Betting premises (general) licence
Track premises licence
Additional information and general comments on this section		

(c) Other Licensing

Street Trading	2015/16 (£)	2016/17 (£)
Street trading consent - 6 months
- 12 months
Approved Marriage Premises Licences		
New application
Renewal
Food Licences		
	2015/16 (£)	2016/17 (£)
Export certificates - cost of initial visit
Export certificates - cost per hour after initial visit
Unsound food certificates (private)
Unsound food certificates (commercial)
Food register (complete copy)
Food register (individual entry copy)
Game dealers licence
Street café
Miscellaneous Licence Fees		
	2015/16 (£)	2016/17 (£)
Acupuncture, tattooists etc.
Sex shops
Second-hand shops
Scrap metal site
Scrap metal collector
Kennels/cattery
Pet shops
Dangerous wild animals (excluding veterinary fees)
Horse riding fees (excluding veterinary fees)
Home boarding licence
Additional information and general comments on this section		

6. ENVIRONMENTAL HEALTH

(a) Pest Control

Domestic	2015/16 (£)	2016/17 (£)
Rats/mice/cockroaches	<input type="text" value=".."/>	<input type="text" value=".."/>
Fleas/wasps/garden ants	<input type="text" value=".."/>	<input type="text" value=".."/>
Bed bugs - per room	<input type="text" value=".."/>	<input type="text" value=".."/>
		% discount
Concession rate if eligible for state pensions, Housing or Disability benefit		<input type="text" value=".."/>

Commercial	2015/16 (£)	2016/17 (£)
Rats/mice/cockroaches	<input type="text" value=".."/>	<input type="text" value=".."/>
Fleas/wasps/garden ants	<input type="text" value=".."/>	<input type="text" value=".."/>
Bed bugs - per room	<input type="text" value=".."/>	<input type="text" value=".."/>

Additional information and general comments on this section

(b) Refuse & Cleansing

Trade Waste Charges (per annum)	2015/16 (£)	2016/17 (£)
Trade sacks	<input type="text" value=".."/>	<input type="text" value=".."/>
Trade 120 bin	<input type="text" value=".."/>	<input type="text" value=".."/>
Trade 240 bin	<input type="text" value=".."/>	<input type="text" value=".."/>
Trade 240 lock bin	<input type="text" value=".."/>	<input type="text" value=".."/>
Trade 360 bin	<input type="text" value=".."/>	<input type="text" value=".."/>
Trade 660 bin	<input type="text" value=".."/>	<input type="text" value=".."/>
Trade 1,100 bin	<input type="text" value=".."/>	<input type="text" value=".."/>
Trade 360 recycle bin	<input type="text" value=".."/>	<input type="text" value=".."/>
Trade 660 recycle bin	<input type="text" value=".."/>	<input type="text" value=".."/>
Trade recycle sacks	<input type="text" value=".."/>	<input type="text" value=".."/>
Miscellaneous Refuse Work	2015/16 (£)	2016/17 (£)
Extra collection	<input type="text" value=".."/>	<input type="text" value=".."/>
Fridge collection	<input type="text" value=".."/>	<input type="text" value=".."/>
Bulky collection - hourly rate	<input type="text" value=".."/>	<input type="text" value=".."/>
Syringes - industrial premises	<input type="text" value=".."/>	<input type="text" value=".."/>
Domestic	2015/16 (£)	2016/17 (£)
Domestic bin charges for commencing service	<input type="text" value=".."/>	<input type="text" value=".."/>
Green waste bin	<input type="text" value=".."/>	<input type="text" value=".."/>

Bulky Collection	2015/16 (£)	2016/17 (£)
1 unit	<input type="text"/>	<input type="text"/>
2 units	<input type="text"/>	<input type="text"/>
3 units	<input type="text"/>	<input type="text"/>
4 units	<input type="text"/>	<input type="text"/>
5 units	<input type="text"/>	<input type="text"/>
Charge per additional unit	<input type="text"/>	<input type="text"/>
Additional information and general comments on this section		
<input type="text"/>		

7. LEISURE, CULTURE AND YOUNG PEOPLE PORTFOLIO

(a) Health & Wellbeing

ALL CHARGES BELOW SHOULD INCLUDE VAT WHERE APPLICABLE

Swimming	2015/16 (£)	2016/17 (£)
Adult	<input type="text"/>	<input type="text"/>
Junior	<input type="text"/>	<input type="text"/>
Senior citizen	<input type="text"/>	<input type="text"/>
Disabled	<input type="text"/>	<input type="text"/>
Parent and toddler	<input type="text"/>	<input type="text"/>
Under 1's	<input type="text"/>	<input type="text"/>
Family	<input type="text"/>	<input type="text"/>
School	<input type="text"/>	<input type="text"/>
Swimming Instruction	2015/16 (£)	2016/17 (£)
Adult 1/2 hour	<input type="text"/>	<input type="text"/>
Junior 1/2 hour	<input type="text"/>	<input type="text"/>
One to one	<input type="text"/>	<input type="text"/>
School programme	<input type="text"/>	<input type="text"/>
Pool Hire	2015/16 (£)	2016/17 (£)
Main pool (per hour)	<input type="text"/>	<input type="text"/>
Learner pool (per hour)	<input type="text"/>	<input type="text"/>
School hire (1 hour)	<input type="text"/>	<input type="text"/>
Showers	2015/16 (£)	2016/17 (£)
Adult	<input type="text"/>	<input type="text"/>
Junior	<input type="text"/>	<input type="text"/>
Room Hire - Sports Hall	2015/16 (£)	2016/17 (£)
Casual	<input type="text"/>	<input type="text"/>
Schools (4 courts)	<input type="text"/>	<input type="text"/>
Junior Club hall hire (education/casual)	<input type="text"/>	<input type="text"/>
Chartered Standard Club Junior (education/casual)	<input type="text"/>	<input type="text"/>
Junior Club weekend (education/casual)	<input type="text"/>	<input type="text"/>

	2015/16 (£)	2016/17 (£)
Memberships		
Annual	<input type="text" value=".."/>	<input type="text" value=".."/>
Peak annual	<input type="text" value=".."/>	<input type="text" value=".."/>
Corporate annual	<input type="text" value=".."/>	<input type="text" value=".."/>
Student	<input type="text" value=".."/>	<input type="text" value=".."/>
Super swim annual (junior)	<input type="text" value=".."/>	<input type="text" value=".."/>
Super swim annual (OAP)	<input type="text" value=".."/>	<input type="text" value=".."/>
Direct Debit Monthly Memberships		
Peak	<input type="text" value=".."/>	<input type="text" value=".."/>
Off-peak	<input type="text" value=".."/>	<input type="text" value=".."/>
Corporate	<input type="text" value=".."/>	<input type="text" value=".."/>
Student peak	<input type="text" value=".."/>	<input type="text" value=".."/>
Student off-peak	<input type="text" value=".."/>	<input type="text" value=".."/>
60+ peak	<input type="text" value=".."/>	<input type="text" value=".."/>
60+ off-peak	<input type="text" value=".."/>	<input type="text" value=".."/>
Pay and Play (Single Entry)		
Adult	<input type="text" value=".."/>	<input type="text" value=".."/>
OAP	<input type="text" value=".."/>	<input type="text" value=".."/>
Induction	<input type="text" value=".."/>	<input type="text" value=".."/>
Fitness Classes		
Adults	<input type="text" value=".."/>	<input type="text" value=".."/>
OAP	<input type="text" value=".."/>	<input type="text" value=".."/>
Sauna	<input type="text" value=".."/>	<input type="text" value=".."/>
Pitch Hire		
Sporturf pitches	<input type="text" value=".."/>	<input type="text" value=".."/>
Full pitch	<input type="text" value=".."/>	<input type="text" value=".."/>
Half pitch	<input type="text" value=".."/>	<input type="text" value=".."/>
Match rate	<input type="text" value=".."/>	<input type="text" value=".."/>
School full pitch	<input type="text" value=".."/>	<input type="text" value=".."/>
School half pitch	<input type="text" value=".."/>	<input type="text" value=".."/>
Weekend		
Half pitch	<input type="text" value=".."/>	<input type="text" value=".."/>
Full pitch	<input type="text" value=".."/>	<input type="text" value=".."/>
Match rate	<input type="text" value=".."/>	<input type="text" value=".."/>
3G full pitch	<input type="text" value=".."/>	<input type="text" value=".."/>
3G full pitch (match rate)	<input type="text" value=".."/>	<input type="text" value=".."/>
3G half pitch	<input type="text" value=".."/>	<input type="text" value=".."/>
Cricket	<input type="text" value=".."/>	<input type="text" value=".."/>
Additional information and general comments on this section		
<input type="text"/>		

(b) Other Leisure Charges

Allotments	2015/16 (£)	2016/17 (£)
Annual rent	<input type="text" value=".."/>	<input type="text" value=".."/>
Annual rent for plot holders with a registered disability or receiving a pension	<input type="text" value=".."/>	<input type="text" value=".."/>

Additional information and general comments on this section

8. NEIGHBOURHOODS, HOUSING & CUSTOMER SERVICES PORTFOLIO

(a) Itinerants and Trading Standards

Itinerants Site	2015/16 (£)	2016/17 (£)
Weekly site licence fees	<input type="text" value=".."/>	<input type="text" value=".."/>
Electric smart meters (per kilowatt hour)	<input type="text" value=".."/>	<input type="text" value=".."/>

Trading Standards	2015/16 (£)	2016/17 (£)
Inspector of weights and measures (per hour)	<input type="text" value=".."/>	<input type="text" value=".."/>
Addition support if required (per hour)	<input type="text" value=".."/>	<input type="text" value=".."/>
Requests for non-statutory advice (per hour)	<input type="text" value=".."/>	<input type="text" value=".."/>

Additional information and general comments on this section

9. REGENERATION PORTFOLIO

(a) Business Centre

Conference Room Charges	2015/16 (£)	2016/17 (£)
Large room - full day	<input type="text" value=".."/>	<input type="text" value=".."/>
- half day	<input type="text" value=".."/>	<input type="text" value=".."/>
Medium room - full day	<input type="text" value=".."/>	<input type="text" value=".."/>
- half day	<input type="text" value=".."/>	<input type="text" value=".."/>
Small room - full day	<input type="text" value=".."/>	<input type="text" value=".."/>
- half day	<input type="text" value=".."/>	<input type="text" value=".."/>

Additional information and general comments on this section

(b) Parking

	2015/16 (£)	2016/17 (£)
Contract Permits		
Annual
Quarterly
On-Street - Short-Stay Parking		
30 minutes
1 hour
1 hour 30 minutes
2 hours
On-Street - Long-Stay Parking		
2 hours
4 hours
6 hours
over 6 hours
Off-Street - Short-Stay Parking		
30 minutes
1 hour
1 hour 30 minutes
2 hours
Off-Street - Long-Stay Parking		
2 hours
4 hours
6 hours
over 6 hours
Residential Permits		
Resident
Visitors
Business
Suspensions		
Administration charge

Additional information and general comments on this section

(c) Development Control

	2015/16 (£)	2016/17 (£)
Reserved matters applications
Concessions
Advertisements	2015/16 (£)	2016/17 (£)
On premises
Advance signs
Other
Erection of Glasshouses On Land Designated For Agriculture	2015/16 (£)	2016/17 (£)
not more than 465 sqm
more than 465 sqm
The Erection, Alteration or Replacement of Plant and Machinery	2015/16 (£)	2016/17 (£)
0.1 hectare or part thereof
0.1 hectare or part thereof over 5 hectares
Other Charges	2015/16 (£)	2016/17 (£)
Variation or removal of condition
Discharge of planning condition
Lawful development certificate - existing use
- proposed use
- not just compliance with condition
Non-material amendments
Renewal of major applications
Pre-application meetings for major developments
Follow-up pre-application meetings for major developments
Pre-application meetings for significant major developments
Follow-up pre-application meetings for significant major developments
Small-scale development pre-application advice with site visit or meeting
Small-scale development pre-application with no site visit or meeting

Additional information and general comments on this section

10. RESOURCES PORTFOLIO

(a) Registration Services & Other		
Marriages (Approved Premises)	2015/16 (£)	2016/17 (£)
Monday - Thursday	<input type="text" value=".."/>	<input type="text" value=".."/>
Friday	<input type="text" value=".."/>	<input type="text" value=".."/>
Saturday	<input type="text" value=".."/>	<input type="text" value=".."/>
Sunday & Bank Holidays	<input type="text" value=".."/>	<input type="text" value=".."/>
Private Citizenship Ceremony	2015/16 (£)	2016/17 (£)
Monday - Friday - 1 adult	<input type="text" value=".."/>	<input type="text" value=".."/>
- 2 adults & children	<input type="text" value=".."/>	<input type="text" value=".."/>
Saturday morning - per ceremony	<input type="text" value=".."/>	<input type="text" value=".."/>
Non-refundable deposit for all ceremonies	<input type="text" value=".."/>	<input type="text" value=".."/>
Legal Services - Section 106 Agreements	2015/16 (£)	2016/17 (£)
Standard	<input type="text" value=".."/>	<input type="text" value=".."/>
Complex	<input type="text" value=".."/>	<input type="text" value=".."/>
Assign/vary/sublet licenses	<input type="text" value=".."/>	<input type="text" value=".."/>
Democratic Services	2015/16 (£)	2016/17 (£)
Room hire per session (morning, afternoon, evening)	<input type="text" value=".."/>	<input type="text" value=".."/>
Additional information and general comments on this section		
<input type="text"/>		

11. SCRAPBOOK

(a) Strategy
Does your authority have a strategy around income generation? If yes, please outline the significant aspects, plans and income targets below.
<input type="text"/>
(b) Significant Projects
(i) Please describe any significant projects or initiatives involving income generation in your authority that have been completed within the last year . Please give details of the benefits realised, particularly the achievement against initial targets/budgets.
<input type="text"/>

(ii) Please describe any significant projects or initiatives involving income generation that are **currently ongoing in your authority**. Please give details of milestones and targets and achievement against them.

(iii) Please describe any significant projects or initiatives involving income generation that will **commence in the next year** in your authority. Please give details of milestones and targets.

Example Questionnaire