ADULT AND PUBLIC HEALTH SERVICES PORTFOLIO DECISION SCHEDULE



Monday 1st February 2010

at 10.00 am

in Committee Room B, Civic Centre, Hartlepool

Councillor G Hall, Cabinet Member responsible for Adult and Public Health Services will consider the following items.

1. KEY DECISIONS

No items

2. OTHER ITEMS REQUIRING DECISION

- 2.1 Revision of 2010/2011 Fees and Charges Cemeteries and Crematorium Assistant Director (Neighbourhood Services)
- 2.2 Revision of 2010/2011 Fees and Charges Public Protection Assistant Director (Community Safety and Protection)

3. ITEMS FOR INFORMATION

No items

ADULT AND PUBLIC HEALTH SERVICES PORTFOLIO

Report to Portfolio Holder 1 February 2010



Report of: Assistant Director (Neighbourhood Services)

Subject: REVISION OF 2010 / 2011 FEES AND CHARGES –

CEMETERIES AND CREMATORIUM

SUMMARY

1. PURPOSE OF REPORT

To consider the annual review of fees and charges in respect of services provided by the Cemeteries and Crematorium Team.

2. SUMMARY OF CONTENTS

The report provides information regarding the Cemeteries and Crematorium service and recommends fees and charges for 2010/11.

3. RELEVANCE TO PORTFOLIO MEMBER

The Portfolio Holder has responsibility for the Cemeteries and Crematorium, to which these charges apply.

4. TYPE OF DECISION

Non key.

5. DECISION MAKING ROUTE

Portfolio Holder decision.

6. DECISION(S) REQUIRED

That the Portfolio Holder agrees the suggested charges and they be implemented as from 1 April 2010.

Report of: Assistant Director (Neighbourhood Services)

Subject: REVISION OF 2010 / 2011 FEES AND CHARGES -

CEMETERIES AND CREMATORIUM

1. PURPOSE OF REPORT

To consider the annual review of fees and charges in respect of services provided by the Cemeteries and Crematorium Team.

2. BACKGROUND

2.1 Charges for the various services offered by the Cemeteries and Crematorium Team have been subject to annual review.

3. PROPOSALS

- 3.1 Proposed charges for the Cemeteries and Crematorium Services are set out as **Appendix 1** to this report.
- 3.2 It is recommended that fees for burials and cremations be increased by approximately 2.5% to fund inflationary increases.
- 3.4 Charges have generally been rounded off to the nearest pound where appropriate and are exclusive of VAT.

4. FINANCIAL CONSIDERATIONS

- 4.1 On 12 December 2005, approval 'in principle' was given by the Portfolio Holder (at that time) to replace both cremators at Stranton Crematorium with associated gas cleaning equipment and replacement of inadequate electricity supply, at a cost of approximately £1,000,000. It is envisaged that most, if not all, of the costs of these works will need to be funded from Prudential Borrowing. A substantial increase in fees will be required in 2011/12.
- 4.2 It is expected that the proposed changes to charges for the cemeteries and crematorium service in 2010/11 would increase income by approximately £23,000.

5. RISK

5.1 The Cemeteries and Crematorium service operates as a business and, to a small degree, is in competition with similar services run by neighbouring authorities (particularly as regards the crematorium). There is a small risk that Funeral

Directors may advise their clients to use alternative services if our charges become un-competitive.

6. RECOMMENDATIONS

6.1 That the Portfolio Holder agrees the suggested charges and they be implemented as from 1 April 2010.

7. CONTACT OFFICER

Sylvia Tempest Environmental Standards Manager Regeneration & Neighbourhoods Hartlepool Borough Council Church Street Hartlepool

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APPENDIX 1



HARTLEPOOL BOROUGH COUNCIL

DEPARTMENT OF NEIGHBOURHOOD SERVICES

CEMETERIES AND CREMATORIUM

TABLE OF CHARGES

IN RESPECT OF

HARTLEPOOL CREMATORIUM

STRANTON GRANGE CEMETERY

WEST VIEW ROAD CEMETERY

NORTH CEMETERY

OLD CEMETERY (SPION KOP)

WITH EFFECT FROM 1 APRIL 2010

CEMETERIES

PURCHASED GRAVE SPACES

1. For the purchase of the exclusive right of burial by a resident in the Borough of Hartlepool:

		Division A	Division B/C
a)	In an earthen grave	£555.00	£354.00
b)	In a brick grave or vault	£933.00	£702.00

PLEASE NOTE THAT:

- i] These charges are exclusive of the burial fee payable for each interment (see 2 below).
- Double charges will be payable for the exclusive right of burial by a person not resident in the Borough of Hartlepool except in the case when the deceased was a resident at the time of death.
- iii] Exclusive right of burial in a brick grave or division "A" type grave must be purchased prior to the interment.
- iv] Fees for the preparation of a deed of grant and for the entry of the particulars in the "Register of Purchased Graves" are <u>induded</u> in the exclusive right of burial charges.
- v] Fees for the erection of memorials and for the right of placing a second or subsequent inscription on a memorial are <u>included</u> in the above charges.

2. **INTERMENT FEES**

a) For the burial of the body of a stillborn child in the stillborn communal areas (exclusive right of burial cannot be purchased in this area).

£36.00

b) For the burial of a stillborn child:

Division A £161.00 Division B/C £103.00

c) For the burial of a child whose age at the time of death did not exceed 12 years:

Division A	£161.00
Division B/C	£103.00

d) For the burial of the body of a person whose age at the time of death exceeded 12 years:

Division A £345.00 Division B/C £320.00

e) Service in Cemetery or Crematorium Chapel before proceeding to graveside, or for a memorial service.

£72.00

PLEASE NOTE THAT:

- i] The charges set out in 2 (a), (b), (c) and (d) above relate to the burial of a resident of Hartlepool. The charges in respect of non-residents should be double those stated above.
- The term "Resident" for the purpose of Clause 2 hereof means a person who at the time of his or her death resided within the Borough of Hartlepool or who has been so resident at any time during the twelve months preceding his or her death and includes a person who normally resided in Hartlepool but who, at the time of death, was not in Hartlepool. In the case of a stillbom, the child will be deemed a resident if the parents reside within the said Borough.
- iii] In the event of a body of a child being interred in the same casket as the body of its parent, no fee shall be payable to the Authority in respect of such child.
- iv] Burial fees <u>include</u> the use of grass matting and when necessary the turfing or seeding of the grave during the appropriate season, allowing a reasonable time to elapse so that the ground may be in a suitable condition.
- v] All lawn plot graves are maintained solely by the burial authority. Planting is not allowed. Kerbs, endosures or flat stones are not allowed on lawn plots.
- vi] At least two complete days notice (not including Saturdays, Sundays or Public Holidays) of any proposed interment must be given at the Cemeteries and Crematorium office in writing, on the form prescribed by the Council.
- vii] Interment times are as follows:

Monday to Thursday 9.30 am to 3.30 pm (summer)

9.30 am to 2.30 pm (winter)

Friday 9.30 am to 2.30 pm (summer)

9.30 am to 2.00 0m (winter)

3. **REGISTRATION AND SEARCH FEES**

a) For the execution of the transfer of the grant to the exclusive right of burial in a grave space and for the entry of the particulars in the "Register of Purchased Graves".

£25.00

b) For a search in the "Register of Burials" kept by the Cemeteries Registrar:

£21.00

c) For a search in the "Register of Purchased Graves" kept by the Chief Executive:

£21.00

4. MEMORIALS, INSCRIPTIONS ETC

PLEASE NOTE THAT:

- i] All memorials and inscriptions remain the responsibility of their respective owners and are subject to the approval of the Cemeteries and Crematorium Registrar.
- ii] All applications to erect memorials must be completed on the prescribed form and signed by the grave owner and the person who is to carry out the work and delivered to the Cemeteries and Crematorium Office at least 24 hours prior to fixing.
- iii] Maximum size memorial allowed, 4 feet in height and 36 inches x 20 inches at base.
- iv] Wooden or metallic memorials including crosses are not allowed in the cemeteries.
- v] Memorials are not allowed to be erected on any unpurchased ground.

5. PLANTING AND TENDING GRAVES (NOT APPLICABLE TO LAWN PLOTS)

a)	Turfing of grave space and maintenance one year:	£62.00
b)	Each subsequent turfing and maintenance per year:	£62.00
c)	Maintenance only:	£40.00
d)	Planting twice yearly with flowers and maintenance:	£64.00

CREMATORIUM

1. **CREMATORIUM FEES**

a) Cremation of foetal remains or a stillborn child or child under: five years of age

£17.00

b) Cremation of a child aged 5 years of age and under 6 years of aged:

£102.50

c) Cremation of a person aged twelve years or over:

£509.00

PLEASE NOTE THAT:

- 1) The cremation fees include the following:
 - ♦ The medical referee's fees
 - ♦ A copy of the Registrar's or Coroner's Disposal Certificate
 - ♦ The use of the Chapel
 - ♦ The use of the organ (organist's charges are extra)
 - The temporary storage of cremated remains for one month after the cremation service
 - A suitable container for the removal of the cremated remains from the crematorium
- 2) Cremation times:

Monday to Thursday 9.40 am to 4.00 pm (Last Service - Committal Only) Friday 9.40 am to 3.00 pm (Last Service - Committal Only)

2. **ADDITIONAL CHARGES**

a) Extended service time (additional 20 minutes)
 (This should be ordered at the time of booking, subject to availability)

£72.00

b) <u>Additional</u> copy of Registrar's or Coroner's Disposal Certificate

£10.00

c) Certificate of Cremation (certified extract from any entry in the Cremation Register).

£10.00

d) Environmental Surcharge for persons aged sixteen years or over

To be agreed

3. **INTERMENT OF CREMATED REMAINS**

a) In an earthen grave £125.00

4. <u>INTERMENT OF CREMATED REMAINS (SPECIAL PLOTS)</u>

a) In the cremated remains special plot £125.00

b) Purchase price of site including deeds £129.00

PLEASE NOTE THAT:

- 1) Exclusive right of burial in a special plot must be purchased prior to the first interment (see 3b above).
- 2) Double fees apply to non-residents regarding the purchase of sites and for the burial of cremated remains as with full burials.
- 3) Charges for permission to lay stone and for the right of placing a second or subsequent inscription on a stone are <u>included</u> in the above purchase price of site.

4. INTERMENT OF CREMATED REMAINS (TRIBUTE AREA)

a) In the cremated remains tribute area £125.00

b) Purchase price of site including deeds £225.00

PLEASE NOTE THAT:

- 1) Exclusive right of burial in tribute area must be purchased prior to the first interment (see 3b above).
- 2) Double fees apply to non-residents regarding the purchase of sites and for the burial of cremated remains as with full burials.
- 3) Charges for permission to erect memorial and for the right of placing a second or subsequent inscription on a stone are <u>included</u> in the above purchase price of site.
- 4) Overall height of any memorial on Tribute Area should not exceed 2 feet, 3 inches, width should not exceed 2 feet. Depth, which is from back of base to front of base should exceed 12 inches. Kerbs and enclosures are not allowed in this area, nor is the planting of trees, shrubs or bedding plants.

5. **INSCRIPTIONS IN BOOK OF REMEMBRANCE**

a)	2 line entry (single)	£56.00
b)	5 line entry (double)	£100.00
c)	8 line entry (treble)	£143.00
ď)	Badge/floral emblem (including 5 lines)	£199.00
e)	Full coat of arms (including 8 lines)	£241.00

6. MEMORIAL CARDS

a)	2 line entry	£29.00
b)	5 line entry	£48.00
c)	8 line entry	£60.00
d)	Badge/floral emblem (including 5 lines)	£164.00

7. MISCELLANEOUS CHARGES

a) Urns to contain remains:

i]	Polished wood	£51.00
ii]	Plastic container	£11.00

b) Packing and despatch of remains £63.00

8. STREWING OF CREMATED REMAINS

a) At reserved time with moumers/minister, or from another £27.00 cremation authority

9. VASE BLOCK TABLET MEMORIALS IN GARDEN OF REMEMBRANCE

a)	Complete memorial	£338.00
b)	Reunited/replacement tablet for above	£123.00
c)	Replacement flower container	£5.00

ALL CHARGES ARE INCLUSIVE OF VAT

ADULT & PUBLIC HEALTH SERVICES

Report to Portfolio Holder 1 February 2010



Report of: Assistant Director (Community Safety & Protection)

Subject: REVISION OF 2010 / 2011 FEES & CHARGES –

PUBLIC PROTECTION

SUMMARY

1. PURPOSE OF REPORT

To consider the annual review of fees and charges in respect of services, licences and registrations undertaken by the Public Protection section of the Community Safety and Protection Division.

2. SUMMARY OF CONTENTS

The report sets out the services, licences and registrations undertaken under various enactments, together with current and recommended fees for 2010 / 2011.

3. RELEVANCE TO PORTFOLIO MEMBER

Portfolio Holder has responsibility for functions within Public Protection, to which these charges apply.

4. TYPE OF DECISION

Non key.

5. DECISION MAKING ROUTE

Portfolio Holder decision.

6. DECISION(S) REQUIRED

To agree the fees and charges for 2010/2011 to be implemented from 1 April 2010.

Report of: Assistant Director (Community Safety & Protection)

Subject: REVISION OF 2010 / 2011 FEES AND CHARGES –

PUBLIC PROTECTION

1. PURPOSE OF REPORT

1.1 To consider the annual review of fees and charges in respect of services, licences and registrations undertaken by the Public Protection section of the Community Safety and Protection Division.

2. BACKGROUND

2.1 Charges for the various services offered by the Public Protection section have been subjected to the annual review. The review has considered both the services provided to clients and the Council's financial position (including the 2010/11 budget process) and charges made for similar services across the Tees Valley.

3. PROPOSALS

- 3.1 The suggested charges for 2010 / 2011 are set out as **Appendix 1**, with the current year's figures in brackets.
- 3.2 Suggested increases in charges are based on:
 - (i) an average rise of 2.5%; or
 - (ii) a more accurate reflection of staff resources being utilised; or
 - (iii) bringing charges into line with other Authorities.
- 3.3 In the current financial market any increase in the charges for the open market would probably result in reduced attendance which would affect the viability of the market.
- 3.4 Charges have generally been rounded off to the nearest pound where appropriate and are exclusive of VAT.
- 3.5 Based on current service operation the increase in fees will achieve gross additional income of £6,750. However, costs including staff costs have also increased in proportion.

4. RISK

- 4.1 There is a risk that the number of licences issued by the Authority may fall due to increased fees, resulting in reduced income and increased enforcement, however, the basis of the charges outlined in section 3.2 represents a reasonable assessment which can be justified to the various service users.
- 4.2 Several of the charges under consideration are statutory fees and therefore increased in line with the national requirement.

5. RECOMMENDATIONS

5.1 To agree the fees and charges for 2010 / 2011 to be implemented from 1 April 2010.

6. CONTACT OFFICER

8.1 Sylvia Pinkney
Public Protection Manager
Regeneration and Neighbourhoods
Hartlepool Borough Council
Level 3 – Civic Centre
Hartlepool

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LICENCES, REGISTRATIONS AND SERVICES

1. **PET ANIMALS ACT 1951** £123 (£120) plus any veterinary surgeon's fee

where such an inspection is considered

necessary.

ANIMAL BOARDING ESTABLISHMENTS

ACT 1963

£123 (£120) plus any veterinary surgeon's fee

where such an inspection is considered

necessary.

THE BREEDING OF DOGS ACT 1973 £123 (£120) plus any veterinary surgeon's fee

where such an inspection is considered

necessary for 0-5 breeding bitches, £170 (£165) for 6-10 breeding bitches, Pro-rata for over 10 breeding bitches.

SLAUGHTER ACT 1974 £50 (£50) Licence to slaughter animals.

RIDING ESTABLISHMENTS ACT 1964 AND

<u>1970</u>

£123 (£120) plus any veterinary surgeon's fee

where such inspection is considered

necessary.

PERFORMING ANIMALS £123 (£120)

DANGEROUS WILD ANIMALS ACT 1976 £123 (£120) plus any veterinary surgeon's fee

where such inspection is considered

necessary.

VARIATION OF LICENCE £57 (£55) plus any veterinary surgeon's fees

where such inspection is considered

necessary.

2. **COPY OF ANY LICENCE** £40 (£35) unless cost of copy is a statutory

fee.

3. **FOOD SAFETY ACT 1990**

'Export' Certificates £67 + VAT (£65)

Food Condemnations

- Certificate and removal £77 + VAT (£75) for up to 1 hour - additional

time at £42/hr (£40). Plus the costs incurred

by the Department for removal.

- Certificate only £60 + VAT (£58)

- 1 -

FOOD SAFETY ACT 1990 (continued)

Level 3 Award in supervising food safety in catering £195 (£190)

Tees Valley Food Hygiene Award Re-Rating visit £150 (£150)

5. LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT, 1982

Acupuncture, tattooing, ear piercing, electrolysis

- premises £123 (£120) - person £62 (£60)

6. **SEX ESTABLISHMENT**

New licence £1250 (£1200)

Renew al £360 (£350)

7. **STATEMENT OF FACT**

£105 for up to 2 hours officers time

Cost /hr thereafter £52 (£50)

8. LOCAL GOVERNMENT (MISC. PROV.) ACT 1976

Hackney Carriages and Private Hire Licences:

Hackney Carriage Vehicle £245 plus vehicle inspection

fee (approx £65) = £310

Hackney Carriage Driver £67 (£65)

Private Hire Vehicle
As Hackney Carriage
Private Hire Driver
As Hackney Carriage

Dual Driver £95 (£90)

Transfer of Vehicle ownership	£30 (£25)
Replacement Vehicle	£70 (£65)
Renew al of Backing Plates	£30 (£27)
Know ledge Test Re-test (and non appearance)	£20 (£20)
Replacement drivers badge	£10.50 (no previous charge)
Replacement roundals	£5 each (no previous charge)
Private Hire Operators	

£310 plus £10 per vehicle Max £550 (£300 plus £10 per vehicle Max £500)

9. **STREET TRADING**

All fees include a £50.00 non-refundable application charge, which will be retained by Hartlepool Borough Council, should an application be refused or withdrawn.

Street Trading Consents	0500 hrs – 2100 hrs (1800 hrs)		2100 hrs – 0500 hrs	
Annual	£1120	(£1090)	£2240	(£2180)
Half Yearly	£672	(£655)	£1345	(£1310)
Monthly	£170	(£165)	£340	(£330)
Weekly	£115	(£112)	£230	(£224)
Daily	£58	(£56)	£115	(£112)
Annual fee for fixed hot food	£1120	(£1090)	£2240	(£2180)
Street Trading Licence				
Weekly Daily	£115 £58	(£112) (£56)		

Where attending Wednesday, Thursday open market, Farmers Market or Maritime Festival, the above fee will not be charged as it is covered in the existing charges.

10. <u>LICENSING ACT FEES AND CHARGES (Statutory Fees)</u>

<u>Band</u>			<u>Annual</u>
		and New Applications	<u>Fee</u>
Α	No rateable value to £4300	£100	£70
В	£4301-£33000	£190	£180
С	£33001-£87000	£315	£295
D	£87001-£125000	£450	£320

Minor Variation Fee £89

LICENSING ACT FEES AND CHARGES (Statutory Fees)

D*	See Note 1 below	£900	£1000	£900	£640
Ε	£125001 and above	£635	£755	£635	£350
E*	See Note 2 below	£1905	£2025	£1905	£1050

Note 1: For premises that have a band D rateable value (as detailed above) and which are used exclusively or primarily for the supply of alcohol for consumption on the premises, the licence fee is doubled.

Note 2: For premises that have a band E rateable value (as detailed above) and which are used exclusively or primarily for the supply of alcohol for consumption on the premises, the licence fee is multiplied by a factor of three.

Note 3: For large events, where the expected attendance will be greater than 5,000, an additional fee may be payable. Please contact the Council's Licensing Team for more details.

11. **POISONS ACT, 1972**

Initial Registration £62 (£60)

Re-registration £36 (£35)

Change of details to register £28 (£27)

12. MANUFACTURE & STORAGE OF EXPLOSIVES REGULATIONS 2005

(Fee set under the Health & Safety (Fees) Regulations 2009) (Schedule 8, Part 2)

Initial Registration of premises £103 (£100)

Renew al of Registration £51 (£50)

Initial Licence to store £175 (£170)

Renew al of Licence £82 (£80)

Variation, transfer or replacement £34 (£33)

13. FIREWORKS ACT 2003

Licence to Supply £500 (Statutory Fee)

14. PETROLEUM CONSOLIDATION ACT 1928

Fees set under Health and Safety (Fees) Regs 2009

Fee for less than one year or for two years and three years are pro-rata of the current fee

Licence to keep petroleum spirit of a quantity not exceeding £41 (£40)

2,500 litres

Licence to keep petroleum spirit of a quantity 2,500 litres, not £57 (£55)

exceeding 50,000 litres

Licence to keep petroleum spirit of a quantity exceeding 50,000 £118 (£115)

litres

Transfer of licence £8 (£8)

15. MOTOR SALVAGE OPERATORS LICENCE

£70 (Statutory Maximum Fee)

16. LOTTERIES AND AMUSEMENTS (Statutory Maximum Fee)

Registration Fee £40

Annual Renew al £20

17. **SAFETY OF SPORTS GROUNDS**

£520 (£500) This applies to

new safety certificates so

only new regulated premises would be

affected.

Amendment £160 (£150)

Rise above 3% is due to increased workload

18. **SHIP INSPECTION CHARGES**

(Ships Sanitation Certificates Statutory Fees)

APHA recommended standard charging regime – fees as at 1 January 2008.

Gross Tonnage

up to -3,000 £100

3,001 – 10,000	£150
10,001 – 20,000	£200
20,001-30,000	£230
Over - 30,000	£300

With the exception of:

- Vessels with the capacity to carry between 50 and 1000 persons £300
- Vessels with the capacity to carry more than 1000 persons £500

Extra charges may be added for exceptional costs such as launch hire

19.	GAMBLING AC	<u>T 2005</u>					
	Class of Premise	New Application (premises hold a Provisional	New Application	Annual Fee	Variation	Transfer	Licence Reinstatemen t
		Statement) Statutory		£			
		Maximum	£		£	£	£
						Max	Max
	Bingo	1200	1550 (1500)	670 (650)	1450 (1400)	1200	1200
	Adult Gaming Centre	1200	1550 (1500)	670 (650)	1000 Max	1200	1200
	Betting (Tracks)	950	1550 (1500)	555 (540)	1250 Max	950	950
	Family Entertainment Centre	950	1550 (1500)	555 (540)	1000 Max	950	950
	Betting (Other)	1200	1550 (1500)	520 (504)	1450 (1400)	1200	1200

20. **PEST CONTROL**

Domestic Premises

Rats, mice, fleas (human), bed bugs and cockroaches

No Charge

Other pests (including, w asps, fleas (animal related), moles, w oodlice, silverfish, earw igs, etc): £31 (£30) per hour + materials + VAT

Business Premises

All pest control, regardless of species £48 (£47) per hour + materials +

VAT

21. THURSDAY OPEN MARKET

Charge for standard pitch. (Plus proportional increases £22 (£22) dependent on additional space used by traders).

Charge during January and February for stall-holders with full £16 (£16) attendance.

Additional charge for casual traders for the 4 weeks running £5 up to Christmas.

If holiday is taken or any other absence without notification a £6 (£6) service charge will be levied.

If payment is not received at the Civic Centre by 12 noon on £6 (£6) market day, an admin charge will be made.

22. WEDNESDAY ANTIQUES MARKET

Charge for standard pitch. (Plus proportional increases £22 (£22) dependent on additional space used by traders).

Charge during January and February for stall-holders with full £17 (£17) attendance.

Additional charge for casual traders for the 4 weeks running £4 up to Christmas.

If holiday is taken or any other absence without notification a £5 (£5) service charge will be levied.

If payment is not received at the Civic Centre by 11.30 am on £5 (£5) market day, an administration charge will be made.