Fees and Charges 2027/28

23/10/2025

THREE RIVERS DISTRICT COUNCIL

POLICY AND RESOURCES COMMITTEE

23 NOVEMBER 2026

PART I - NOT DELEGATED

DISCRETIONARY FEES AND CHARGES (DoF)

Summary

1.1 The Council regularly reviews the level of fees and charges set for discretionary services and services where charges are set locally. Fees and Charges were last reviewed in Autumn 2025 with the latest charges introduced from 12 January 2026 and 1 April 2026.

1.2 Where the Council has discretion over the fee or charge, the Council aims to recover the full cost of delivering the service. As such, fees will usually increase in line with cost pressures.

1.3 A schedule of proposed fees and charges effective from 11 January 2027 is set out in Appendix 1 and a schedule of fees and charges effective from 1 April 2027 is set out in Appendix 2, 3, 4 and 5.

Recommendation

2.1 That:

Policy and Resources Committee recommend to Council:

- To approve the Fees and Charges set out in the schedule at Appendix 1 to be effective from 11 January 2027
- To approve the Fees and Charges set out in the schedule at Appendix 2 to be effective from 1 April 2027
- To approve the Fees and Charges set out in the schedule at Appendix 3 to be effective from 1 April 2027
- To approve the Fees and Charges set out in the schedule at Appendix 4 to be effective from 1 April 2027
- To approve the Fees and Charges set out in the schedule at Appendix 5 to be effective from 1 April 2027
- To approve the recovery of charges for processing corporate credit cards from businesses as set out in paragraph 3.10.

2.2

- Council is recommended to approve the Fees and Charges set out in the schedule at Appendix 1 to be effective from 11 January 2027
- Council is recommended to approve the Fees and Charges set out in the schedule at Appendix 2 to be effective from 1 April 2027
- Council is recommended to approve the Fees and Charges set out in the schedule at Appendix 3 to be effective from 1 April 2027

- Council is recommended to approve the Fees and Charges set out in the schedule at Appendix 4 to be effective from 1 April 2027
- Council is recommended to approve the Fees and Charges set out in the schedule at Appendix 5 to be effective from 1 April 2027
- Council is recommended to approve the recovery of charges for processing corporate credit cards from businesses as set out in paragraph 3.10.

Report prepared by: Sally Riley, Finance Business Partner

Details

3.1 Since fees and charges were last reviewed in Autumn 2025, there has been an increase in the cost of delivering services, including those where a charge is made for both statutory and discretionary services.

3.2 Garages have an occupancy rate of 94% which has been maintained between 2025/26 and 2026/27.

3.3 Garden Waste continues to increase on a cost recovery basis. It is proposed to freeze the fee at the 2026/27 rate for all sign-ups received and paid for by 31st March 2027.

3.4 Following a review of Rickmansworth Business Parking Permits it is proposed to not increase the Rickmansworth permits due to the balance of the cost of business permits and long term tariff. All other areas are subject to the inflationary increase, however it is worth noting that a Rickmansworth West is under review and a newer Business Permit type is in development.

3.5 Long term parking charges were increased for 2026/27 and no increase is proposed for 2027/28. The service is proposing a review of all parking fees every two years, with the next review due ahead of the 2028/29 setting of fees and charges. Short term parking fees have been frozen and the first hour remains free.

3.6 Licensing for Drivers fees held at no increase, following a benchmarking exercise which shows our fees are higher than neighbouring authorities.

3.7 Pavement Licences are currently charged at the maximum charge permitted by government of £500, however a discussion took place at Regulatory Services Committee on 7 October 2026 where it was recommended that the fee be reduced to £250 for both new licences and renewal of exiting licences due to the current economic climate.

3.8 Following a benchmarking exercise HMO Registration fees have been amended to reflect the charges made by neighbouring authorities.

3.9 Following a benchmarking exercise Street Naming and Numbering fees have been amended to reflect the charges made my neighbouring authorities.

3.10 Local authorities cannot charge fees for personal cards, but they can apply surcharges to corporate or commercial credit cards (such as company purchasing cards). Previously the Council has not recovered this fee but is proposing that surcharges will be levied to pass the additional cost of processing

payments by Commercial or Corporate Credit Card on to those customers who opt to use those methods of payment. The current surcharge would be set at 2.38% for Visa and 2.36% for Mastercard to reflect the fees charged to the council, this figure will change if the fee charged to the Council changes.

Options and Reasons for Recommendations

4.1 Policy & Resources Committee is recommended to recommend to Council to adopt the proposed fees and charges for 2027/28.

Policy/Budget Reference and Implications

5.1 The recommendations in this report are not within the Council's agreed policy and budgets but will feed into the 2027/28 budget setting process.

Financial Implications

6.1 The increase in fees and charges is forecast to generate additional income of £55k in 2027/28, plus additional garage income of £25k. This will help to manage increased cost of service provision due to inflationary pressures during 2027/28. Increased income from revised fees and charges introduced from January 2027 will also help to reduce the budget pressure reported in 2026/27.

Legal Implications

7.1 Where the relevant statute sets out a fee or charge for the service in question, the Council does not have a discretion to alter that and nothing within this report will permit such a change.

7.2 Where the Council is providing a statutory service which the Council is mandated to provide or which the Council has a duty to provide, this is not subject to an authority to charge unless this is set out in the relevant statute and according such matters are not covered by this report or any associated charging policy.

7.3 There are specific powers to charge for services detailed throughout local government legislation as set out below:

7.4 The Local Government Act 2003 ("the 2003 Act") introduced a general power to charge for the provision of any discretionary service. The discretionary charging powers do not apply to services which an authority is mandated or has a duty to provide. However, councils can charge for discretionary services (that is, services they have power to provide but are not obliged or have a duty to provide by law). In order to do so, the recipient of the discretionary service must have agreed in advance, to pay for the provision of such services. The 2003 Act power cannot be used where charging is prohibited or where another specific charging regime applies. Charging is limited to cost recovery and statutory guidance which the Council is required to have required to.

7.5 A local authority may be able to rely on the subsidiary powers under section 111 of the LGA 1972 to authorise the provision of a service to facilitate the discharge of a specific function. If reliance were to be placed on this power, it would be necessary to be satisfied that the function in question is incidental to the

discharge of statutory functions of the Council. Where this is established, the local authority may charge under section 93 for that function-related service.

7.6 This power in relation to incidental services is subject to the restriction in S 93 that it cannot be used to raise income – i.e. you could not use it to generate a profit but could rely on it to charge equivalent to the costs of provision of the "service" which is incidental to the statutory function.

7.7 In relation to utilisation of the general power of competence in the Localism Act 2011("LA 2011"), these charging provisions follow, very closely, the requirements of the 2003 Act to allow local authorities to charge up to full cost recovery for discretionary services. These provisions operate alongside rather than replace the Local Government Act 2003 powers.

7.8 The power to charge under the LA 2011 is subject to a duty to secure that, taking one financial year with another, the income from charges does not exceed the costs of provision. As with the 2003 Act powers, charging for things done in exercise of the General Power of Competence is not a power to make a profit from those activities.

7.9 With regard to the Edited Electoral Register the Council must ensure that the provisions of the Representation of the People (England & Wales) Regulations (RPR) 2001 - which set out, among other matters, the fees which may be charged regarding the edited register - are complied with.

7.10 Finally, where the introduction of new/altered fees or charges requires consultation and/or engagement with affected users to have been undertaken prior to the proposed changes, officers will need to have satisfied themselves that the appropriate actions have been taken prior to bringing forward these proposals for members' consideration.

Equal Opportunities Implications

8.1 The Equality Impact Assessment Relevance Test

Has a relevance test been completed for Equality Impact?	No
Did the relevance test conclude a full impact assessment was required?	No

Staffing Implications

9.1 There are no staffing implications arising from this report.

Environmental Implications

10.1 There are no environmental implications arising from this report.

Community Safety Implications

11.1 There are no community safety implications arising from this report.

Public Health implications

12.1 There are no public health implications arising from this report.

Customer Services Centre Implications

13.1 There are no customer services centre implications arising from this report.

Communications and Website Implications

14.1 The revised Fees and Charges, effective from 11 January 2027 and 1 April 2027 will be advertised on the Council's website and relevant service information.

Risk and Health & Safety Implications

15.1 The Council has agreed its risk management strategy which can be found on the website at http://www.threerivers.gov.uk. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

15.2 The subject of this report is covered by the finance service plan(s). Any risks resulting from this report will be included in the risk register and, if necessary, managed within this/these plan(s).

Nature of Risk	**Consequence**	**Suggested Control Measures**	**Response** *(tolerate, treat terminate, transfer)*	**Risk Rating** *(combination of likelihood and impact)*
Inaccurate estimates of fees and charges income and / or estimates of cost of delivering chargeable services	A budget pressure is created due to income shortfalls or increased expenditure	Budget levels realistically set and closely scrutinised	Fees and charges, including and surplus or loss are monitored through budget monitoring	4

15.3 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

Likelihood				
Very Likely	**Low** 4	**High** 8	**Very High** 12	**Very High** 16
	Low 3	**Medium** 6	**High** 9	**Very High** 12
Remote	**Low** 2	**Low** 4	**Medium** 6	**High** 8

	Low **1**	**Low** **2**	**Low** **3**	**Low** **4**
	Impact **Low** ----------▶ **Unacceptable**			

Impact Score	**Likelihood Score**
4 (Catastrophic)	4 (Very Likely (≥80%))
3 (Critical)	3 (Likely (21-79%))
2 (Significant)	2 (Unlikely (6-20%))
1 (Marginal)	1 (Remote (≤5%))

15.4 In the officers' opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually and financial risks are reported to each meeting of the Audit Committee.

Data Quality

Data sources:

Fees and Charges schedule 2027/28

Data checked by:

Comie Campbell, Interim Head of Finance

Data rating:

1	**Poor**	
2	**Sufficient**	
3	**High**	✓

Background Papers

APPENDICES / ATTACHMENTS

- Appendix 1 – Discretionary and Locally Set Fees and Charges effective from 11 January 2027
- Appendix 2 - Discretionary and Locally Set Fees and Charges effective from 1 April 2027
- Appendix 3 – Cemetries Fees and Charges effective from 1 April 2027
- Appendix 4 – Garages Fees and Charges effective from 1 April 2027
- Appendix 5 – Garden Waste Fees and Charges effective from 1 April 2027

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