

Discretionary Fees and Charges 2019/20

VAT KEY	OS	Outside the scope of VAT
	S	Standard Rated
	E	Exempt

APPENDIX 2

Service	Further Information	VAT Category	Charges for 2018/19 Net of VAT if applicable £	Charges for 2018/19 with VAT if applicable £	Proposed Charges for 2019/20 Net of VAT if applicable £	Proposed Charges for 2019/20 with VAT if applicable £
LEGAL, DEMOCRATIC AND CONTRACTS SERVICES						
Street Naming and Numbering						
Changing a property address		OS	57.00	57.00	57.00	57.00
Registering a new property		OS	114.00	114.00	114.00	114.00
New Street/Building (2-10 units)		OS	217.00	217.00	217.00	217.00
New Street/Building (11-19 units)		OS	354.00	354.00	354.00	354.00
New Street/Building (>20 units)		OS	354.00	354.00	354.00	354.00
Additional unit		OS	30.00	30.00	30.00	30.00
Changing a street name		OS	571.00	571.00	571.00	571.00
Provision of historical information		OS	239.00	239.00	239.00	239.00
Freedom of Information Act 2000						
Estimation of officer time taken to process the request – less than 18 hours : no charge (disbursements eg. photocopying and postage will be charged separately)		OS	0.00	0.00	0.00	0.00
Estimation of officer time taken to process the request – 18 hours or more: (disbursements eg. photocopying and postage will be charged separately)						
Initial charge (for first 18 hours)		OS	450.00	450.00	450.00	450.00
Additional hours (per hour)		OS	25.00	25.00	25.00	25.00
Environmental Information Regulations						
Requests under the Environmental Information Regulations will be charged at £25 an hour (disbursements eg. photocopying and postage will be charged separately)			25.00	25.00	25.00	25.00
Data Protection Act (Effective from 25 May 2018)						
Manifestly unfounded or excessive request - estimation of the officer time taken to process the request – less than 18 hours: no charge (disbursements eg. photocopying and postage will be charged separately)		OS	0.00	0.00	0.00	0.00
Manifestly unfounded or excessive request - estimation of officer time taken to process the request – 18 hours or more: (disbursements eg. photocopying and postage will be charged separately)		OS				
Initial charge (for first 18 hours)		OS	450.00	450.00	450.00	450.00
Additional hours (per hour)		OS	25.00	25.00	25.00	25.00
Requests for further copies of information already supplied: hours charged at £25 per hour (disbursements eg. photocopying and postage will be charged separately)		OS	25.00	25.00	25.00	25.00
Legal Fees						
Development/planning agreements	First 10 hours	OS	650 to 4,000	650 to 4,000	700 to 4,000	700 to 4,000
Hourly rate thereafter		OS	100.00	100.00	110.00	110.00
Commercial property / lease	Hourly rate if applicable	OS	400 to 800	400 to 800	450 to 850	450 to 850
Transfer of miscellaneous land		OS	500 to 700	500 to 700	550 to 750	550 to 750
Lease renewals		OS	200 to 450	200 to 450	250 to 500	250 to 500
License to assign		OS	350 to 800	350 to 800	400 to 850	400 to 850
Licenses for land		OS	200 to 800	200 to 800	250 to 850	250 to 850
Easements		OS	300 to 700	300 to 700	350 to 800	350 to 800
Land enquiries - abortive transaction fee		OS	150.00	150.00	150.00	150.00
Deed of surrender		OS	250.00	250.00	400 to 850	400 to 850
Deed of novation		OS			400 to 850	400 to 850
Leaseholder matters/post RTB Matter		OS	55 to 230	55 to 230	150 to 300	150 to 300
Discharge of mortgages		OS	97.00	97.00	120.00	120.00
Rent reviews		OS	57.00	57.00	150.00	150.00
Supplying copies of deed/misc land documents per A4 photocopying charge		OS	0.10	0.10	0.10	0.10
Hourly rate for providing services to external organisations or hourly rate to be applied in complex property/development transactions		S	97.00	116.40	105.00	126.00

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			£	£	£	£
Hythe Swimming Pool						
<i>These activities are subjected to standard VAT unless there is a block booking of 10 or more sessions by schools, clubs or</i>						
Swimming – Adult		S	3.50	4.20	3.50	4.20
Swimming – Junior		S	2.20	2.60	2.20	2.60
Swimming – Senior		S	2.20	2.60	2.20	2.60
Swimming – Off Peak		S	2.70	3.20	2.70	3.20
Swimming – Disabled		S	1.75	2.10	1.75	2.10
Swimming – Carer		S	1.75	2.10	1.75	2.10
Organised Groups – Adults		S	3.00	3.60	3.00	3.60
Organised Groups – Junior		S	1.90	2.30	1.90	2.30
Family ticket (2 adults & 2 juniors or 1 adult & 3 juniors)		S	8.70	10.40	9.20	11.00
Aqua Aerobics/Fit		S	4.50	5.40	4.50	5.40
Aqua Zumba		S	4.50	5.40	4.50	5.40
Spectator Admission		S	0.80	1.00	0.80	1.00
Gym		S	4.00	4.80	4.60	5.50
Adult lessons – course of 10 (45 minute lessons)		E	81.50	81.50	81.50	81.50
Adult (front crawl) training - per session		E	5.50	5.50	5.40	5.40
Junior lessons – course of 10 (30 minute lessons)		E	56.00	56.00	56.00	56.00
Pool hire per hour (includes 1 lifeguard and upto 30 people)		S	90.50	108.60	93.33	112.00
Teaching Pool hire per hour		S	32.90	39.50	33.75	40.50
Club hire (Monday-Saturday)		E	68.00	68.00	68.00	68.00
Club hire (Sunday)		E	62.00	62.00	62.00	62.00
Lifeguard for clubs		E	11.70	11.70	11.70	11.70
Adult blue voucher book (12 tickets)		S	35.00	42.00	35.00	42.00
Senior voucher book (12 tickets)		S	22.00	26.00	22.00	26.00
Junior voucher book (12 tickets)		S	22.00	26.00	22.00	26.00
Early Riser Voucher Book (12 tickets)		S	27.00	32.00	27.00	32.00
Disabled Voucher book (12 tickets)		S	17.50	21.00	17.50	21.00
Aqua Aerobics yellow voucher books (12 tickets)		S	45.00	54.00	45.00	54.00
School swimming teacher - per half hour		S	6.90	8.30	7.08	8.50
Schools non exclusive – per child per half hour		S	1.85	2.20	1.85	2.20
School exclusive pool hire – per half hour (maximum 20 children)		S	29.00	35.00	29.00	35.00
School exclusive pool hire – additional children		S	1.25	1.50	1.25	1.50
Private lessons per half hour – 1 child		E	17.20	17.20	13.50	13.50
Direct debit - annual advance payment		S	175.00	210.00	175.00	210.00
Direct debit - monthly payment on a minimum 12 month contract		S	15.30	18.40	15.30	18.40
Direct debit monthly payment - open contract (no minimum term can be cancelled at		S	19.70	23.60	19.70	23.60
Joining fee for open contract direct debit		S	13.70	16.40	13.70	16.40

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			£	£	£	£
Waste & Recycling						
Bulky household collection (1 item)		OS	24.50	24.50	24.50	24.50
Bulky waste additional items (collected on the same visit)		OS	6.00	6.00	6.00	6.00
Two bulky household items (collected on the same visit)		OS	24.50	24.50	24.50	24.50
Abortive visits (including scheduled collections not cancelled 1 working day in advance)		OS	24.50	24.50	24.50	24.50
Cancelled visits - (including scheduled collections not cancelled 1 working day in advance)		OS	5.00	5.00	5.00	5.00
Garden waste sacks individual		OS	1.25	1.25	1.25	1.25
Garden waste sacks (roll of 10 sacks)		OS	11.45	11.45	11.45	11.45
Purple sacks (restrictions apply) - individual		OS	2.45	2.45	2.45	2.45
Purple sacks (restrictions apply) - roll of 13 sacks		OS	29.95	29.95	29.95	29.95
Supply & delivery of 140 litre wheeled bin		OS	35.99	35.99	35.99	35.99
Supply & delivery of 180 litre wheeled bin		OS	49.99	49.99	49.99	49.99
Supply & delivery of 240 litre wheeled bin		OS	47.95	47.95	47.95	47.95
Supply & delivery of 360 litre wheeled bin		OS	75.95	75.95	75.95	75.95
Supply & delivery of 660 litre green (residual) wheeled bin		OS	235.00	235.00	235.00	235.00
Supply & delivery of 660 litre wheeled bin (recyclables)		OS	245.00	245.00	245.00	245.00
Supply & delivery of 1100 litre green (residual) wheeled bin		OS	252.00	252.00	252.00	252.00
Supply & delivery of 1100 litre wheeled bin (recyclables)		OS	262.00	262.00	262.00	262.00
Bin authorisation fee (2 wheeled bin)		OS	6.00	6.00	6.00	6.00
Bin authorisation fee (4wheeled bin)		OS	12.00	12.00	12.00	12.00
Food waste collections, kerbside container		OS	9.95	9.95	9.95	9.95
Food waste collections, kitchen caddy		OS	5.95	5.95	5.95	5.95
New property container offer (Up to 2WB, 2 Food + Box) Price capped at		OS	84.95	84.95	84.95	84.95
Black box recycling container		OS	9.95	9.95	9.95	9.95
Purple box recycling container		OS	9.95	9.95	9.95	9.95
Blue bag recycling container		OS	4.95	4.95	4.95	4.95
Green waste collection - contribute towards purchase		OS	29.95	29.95	29.95	29.95
Green waste collection - annual subs.		OS	46.00	46.00	47.00	47.00
Green waste collection - direct debit		OS	46.00	46.00	47.00	47.00

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COMMUNICATIONS						
<i>Below are the advertised rates, but discretionary discounts could be considered.</i>						
Advertising space in Your District Today	1/4 Page	S	200.00	240.00	295.00	354.00
Advertising space in Your District Today	1/2 Page	S	380.00	456.00	495.00	594.00
Advertising space in Your District Today	Full Page	S	720.00	864.00	850.00	1,020.00
Advertising space in Your District Today	Back Page	S	800.00	960.00	995.00	1,194.00
Advertising space in Your District Today	Inside Front/Back cover	S	0.00	0.00	900.00	1,080.00
HOUSING SERVICES						
Housing Revenue Account						
Garages let to SDC tenants	Per week	OS	11.40	11.40	11.70	11.70
Garages let privately	Per week	S	11.40	13.70	11.70	14.00
Parking spaces let to SDC tenants	Per week	E	3.30	3.30	3.40	3.40
Parking spaces let privately	Per week	S	3.30	4.00	3.40	4.10
Stores	Per week	E	17.10	17.10	17.50	17.50
Hire of scooter store	Per week	E	2.30	2.30	2.40	2.40
Lounge hire - sheltered accommodation	Per hour	E	14.30	14.30	14.60	14.60
Guest rooms - sheltered accommodation	Per night	E	17.10	17.10	17.50	17.50
Lifeline for Council tenants (VAT is zero rated for clients with disabilities)	Per week	S	1.00	1.20	1.00	1.20
Long lease renewals						
Administrative fee		S	205.00	246.00	210.00	252.00
Valuation fee		S	369.00	443.00	377.00	452.00
Plan fee		S	98.00	118.00	100.00	120.00
Supporting People						
- Full Sheltered	Per week	E	10.90	10.90	11.20	11.20
- Semi Sheltered	Per week	E	0.80	0.80	0.80	0.80
Shed						
Shed	Per week	E	3.80	3.80	3.90	3.90
RTB - management fee						
RTB - management fee	Annual	E	215.00	215.00	220.00	220.00
RTB - reference for purchase						
RTB - reference for purchase		E	44.00	44.00	45.00	45.00
RTB - service charges enquiry						
RTB - service charges enquiry		E	77.00	77.00	79.00	79.00
Sale of land - administration fee						
Sale of land - administration fee		S	257.00	308.00	263.00	316.00
Housing						
Non-Statutory Inspection fee	Per inspection	S	105.00	126.00	115.83	139.00

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COMMERCIAL & TECHNICAL SERVICES						
Parking Services						
Provision of white 'access' road markings (outside premises or private drive):						
Analysis and survey work	per application	E	121.00	121.00	121.00	121.00
Installation and maintenance (10 years)	per application	E	158.00	158.00	158.00	158.00
Hire of Land						
Refundable deposit - non-commercial events(minimum of £100) - sliding scale		OS	up to £500.00	up to £500.00	up to £500.00	up to £500.00
Small non-commercial events - hire charge		OS	135.00	135.00	135.00	135.00
Charitable/Community events - hire charge		OS	40.00	40.00	40.00	40.00
Boot Fairs		OS	260.00	260.00	260.00	260.00
Commercial events hire charge (per day)		OS	1,150.00	1,150.00	1,150.00	1,150.00
Refundable deposit - commercial events (minimum of £500) - sliding scale		OS	up to £1,000.00	up to £1,000.00	up to £1,000.00	up to £1,000.00
Arranging TPC road closure (admin fee)		OS	20.00	20.00	25.00	25.00
Cleaning & restocking charge for use of WCs used by event organiser (some exemptions available on request)		S	104.00	125.00	104.00	125.00
Public Toilets						
Dymchurch Sea Wall toilets		OS	0.20	0.20	0.20	0.20
Radar keys		S	2.20	2.60	2.20	2.60
Outdoor Sports and Recreation						
Outdoor Sports and Recreation						
These activities are subjected to standard VAT unless there is a block booking of 10 or more sessions by schools, clubs or associations, then it is treated as an exempt activity.						
Cricket – Shorncliffe		S	60.00	72.00	61.40	73.70
Cricket – Shorncliffe (Concession)		S	25.00	30.00	25.60	30.70
Football – Sports Ground (Cheriton)		S	65.00	78.00	66.50	79.80
Football – Sports Ground (Cheriton) (concession)		S	45.00	54.00	46.00	55.20
Mini Soccer - Sports Ground (Cheriton)		S	14.50	17.40	14.80	17.80
Football - 9v9 Sports Ground (Cheriton Rd and North Rd)		S	29.00	34.80	29.70	35.60
Football – Stadium (Cheriton)		S	55.00	66.00	56.30	67.60
Football – Stadium (Cheriton) (concession)		S	35.00	42.00	35.80	43.00
Royal Military Canal:						
Allotments (Green Lane) Full Plot		OS	40.00	40.00	41.00	41.00
Allotments (Green Lane) Half Plot		OS	20.00	20.00	20.50	20.50
Shingle Extraction						
Annual Fee up to 120,000 cubic metres		OS	n/a	n/a	n/a	n/a
Fee per cubic metre over 120,000 cubic metres		OS	1.02	1.02	1.02	1.02
Beach Huts						
Hythe	per annum		800.00	800.00	800.00	800.00
Sale of Documents						
Sale of miscellaneous documents - Building Control		S	Variable	Variable	Variable	Variable

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			£	£	£	£
Private Lifeline Charges						
<i>Equipment subject to VAT but client has option to complete VAT exemption form.</i>						
Gemini unit (per week)	per week	S	3.40	4.10	3.50	4.20
Bogus caller alarm		S	30.50	36.60	31.00	37.20
CO2 fall & flood detector	Quarterly charge	S	40.00	48.00	34.50	41.40
GPS Footprint	per week	S	5.20	6.20	5.30	6.40
Universal sensor	Quarterly charge	S	16.80	20.20	17.20	20.60
Epilepsy sensor	per week	S	6.60	7.90	6.70	8.00
Pull cord		S	2.00	2.40	2.00	2.40
Property exit sensor		S	2.20	2.60	2.20	2.60
Bed occupancy sensor	Quarterly	S	74.50	89.40	81.25	97.50
Bed sensory pad	per week	S	1.40	1.70	1.50	1.80
PR / fault visits		S	39.00	46.80	39.00	46.80
Safe socket		S	31.00	37.20	31.00	37.20
Smoke detectors	per week	S	2.25	2.70	2.30	2.80
Telephone extension lead		S	5.50	6.60	6.00	7.20
Electrical extension lead		S	8.00	9.60	9.00	10.80
Pendant		S	72.00	86.40	72.50	87.00
Pendant rental	per week	S	1.50	1.80	1.50	1.80
Replacement pendant (used)		S	39.00	46.80	40.00	48.00
Lost units (replacements)		S	135.00	162.00	138.00	165.60
GSM (mobile phone lifeline)	per week	S	6.70	8.00	6.70	8.00
Care assist	per week	S	3.30	4.00	3.30	4.00
Care assist for existing clients with faulty line		S	44.00	52.80	44.00	52.80
Replacement power supply	per unit	S	36.00	43.20	36.00	43.20
Big button phone	per unit	S	17.50	21.00	17.50	21.00
Minuet pendants	per unit	S	85.00	102.00	85.00	102.00
ADSL filters	Unit price +10%	S	5.00	6.00	5.00	6.00
Installation charge		S	39.00	46.80	40.00	48.00
Out of area installation charge		S	68.00	81.60	69.50	83.40
RSL monitoring income shown as an hourly rate		S	0.11	0.13	0.11	0.13
Wristband set up charge		S	35.00	42.00	35.00	42.00
Wristbands (per annum)		S	20.00	24.00	20.00	24.00
Telehealth monitoring		S	1.85	2.20	1.85	2.20
Warm Homes		S	1.58	1.90	1.55	1.90
Lone Worker scheme set-up	per person	S	5.50	6.60	5.50	6.60
Lone Worker scheme part-time	per week	S	0.90	1.10	0.90	1.10
Lone Worker scheme full-time	per week	S	1.20	1.40	1.20	1.40
Data holding and contract holding	per week	S	0.60	0.70	0.60	0.70
Monitoring only - donated (per week)	As per supporting people grant	S	2.20	2.60	2.20	2.60
Daily Check Calls	per quarter	S	14.30	17.20	14.60	17.50
Daily Check Calls	per annum	S	57.20	68.60	58.40	70.10

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PLANNING SERVICES						
Planning Pre-Application Charging Schedule						
Householder application - written advice only		S	42.00	50.00	43.75	52.50
Householder application - up to 1 hour meeting with written advice		S	125.00	150.00	131.25	157.50
Equestrian development (domestic) - written advice only		S			43.75	52.50
Equestrian development (domestic) - up to 1 hour meeting with written advice		S			131.25	157.50
Replacement dwellings						
Single dwelling/flat/holiday let/self contained annexe, incl change of use - written advice		S	125.00	150.00	131.25	157.50
Single dwelling/flat/holiday let/self contained annexe, incl change of use - up to 1 hour meeting with written advice		S	210.00	250.00	218.75	262.50
2 - 9 dwellings/flats/holiday lets incl HMOs, self contained units with care - written advice only		S	210.00	250.00	216.75	260.10
2 - 9 dwellings/flats/holiday lets incl HMOs, self contained units with care - up to 1 hour meeting with written advice		S	350.00	420.00	367.50	441.00
10 - 20 dwellings/flats/holiday lets incl HMOs, self contained units with care - up to 2 hour meeting with written advice		S	542.00	650.00	568.75	682.50
21 - 49 dwellings/flats/holiday lets incl HMOs, self contained units with care - up to 2 hour meeting with written advice		S	708.00	850.00	743.75	892.50
50 - 199 dwellings/flats/holiday lets incl HMOs, self contained units with care - up to 2 hour meeting with written advice. (Planning Performance Agreement if appropriate for cost recovery of officer time and consultant costs)		S	833.00	1,000.00	875.00	1,050.00
Strategic development 200 units and over - Planning Performance Agreement for cost recovery of officer time and consultant costs		S	Variable	Variable	Variable	Variable
External alterations requiring planning permission - all uses		S			43.75	52.50
Listed Buildings where no associated planning permission required - written advice only		S	42.00	50.00	65.60	78.75
Listed Buildings where no associated planning permission required - 30 minute meeting with written advice		S	125.00	150.00	131.25	157.50
Listed building work also requiring planning permission - relevant pre application planning fee.		S			Variable	Variable
Trees with a Tree Preservation Order or in a Conservation Area		S	0.00	0.00	0.00	0.00
Advertisements (initial one hour advice meeting and letter)		S	0.00	0.00	43.75	52.50
Businesses generating new/additional employment - free initial meeting up to 2 hours with written advice		S	0.00	0.00	0.00	0.00
Businesses - further work following initial advice and all other business/commercial with a floor space 500m ² and below		S	Variable	Variable	437.50	525.00
Businesses - further work following initial advice and all other business/commercial with a floor space above 500m ² - £525 plus £1,000 per 500m ² thereafter		S			Variable	Variable
All Other operations and developments including changes of use		S	Variable	Variable	437.50	525.00
Sale of Documents						
Sale of miscellaneous documents - Planning Policy		S	Variable	Variable	Variable	Variable
Sale of miscellaneous documents - Development Management		S	Variable	Variable	Variable	Variable
Charging for monitoring legal agreements		S	Variable	Variable	Variable	Variable
Shepway Core Strategy Local Plan	Hard Copy	S	71.80	86.20	73.50	88.20
Shepway Core Strategy Local Plan	Saved Policies	S	92.30	110.80	94.40	113.30
Shepway Core Strategy Local Plan - concessionary rate for local residents, Town and Parish Councils	Hard Copy with Saved Policies	S	51.30	61.60	52.50	63.00
		S	71.80	86.20	73.50	88.20
Self-Build and Custom Build Housing Projects Register						
First time applicants		S			25.00	30.00
Annual renewal		S			12.50	15.00
COMMUNITY SERVICES						
Hackney Carriage Licensing						
Drivers Single Licence		OS	127.00	127.00	130.00	130.00
Drivers Dual Licence		OS	173.00	173.00	177.00	177.00
Knowledge Test		OS	60.00	60.00	61.00	61.00
Vehicle Licence – Annual		OS	273.00	273.00	279.00	279.00
Vehicle Licence – Transfer		OS	94.00	94.00	94.00	94.00
Vehicle Plate replacement		OS	20.00	20.00	20.50	20.50
Driver Badge replacement		OS	20.00	20.00	20.50	20.50
Private Hire Operator Licence (Per vehicle)		OS	63.00	63.00	64.50	64.50
Miscellaneous Licensing						

Discretionary Fees and Charges 2019/20

VAT KEY OS Outside the scope of VAT
S Standard Rated
E Exempt

APPENDIX 2

Service	Further Information	VAT Category	Charges for	Charges for	Proposed Charges for	Proposed Charges for
			2018/19 Net of VAT if applicable	2018/19 with VAT if applicable	2019/20 Net of VAT if applicable	2019/20 with VAT if applicable
			£	£	£	£
Dangerous Wild Animals Act 1964 & 1970	Every Two years	OS	410.00	410.00	420.00	420.00
Boarding in Kennels for dogs, Boarding for Cats, Day Care for Dogs, Home Boarding for Dogs, Breeding Dogs and Selling Animals as Pets	New charging structure from Oct'18					
- up to 20 animals plus vet fees at cost					80.00	80.00
- over 20 animals plus vet fees at cost					120.00	120.00
1 Star and 2 Star establishments - 1 year licence					80.00	80.00
3 Star and 4 Star establishments - 2 year licence					160.00	160.00
5 Star establishments - 3 year licence					240.00	240.00
Hiring of Horses plus vet fees at costs					120.00	120.00
1 Star and 2 Star establishments - 1 year licence					130.00	130.00
3 Star and 4 Star establishments - 2 year licence (plus annual vet fees at cost)					170.00	170.00
5 Star establishments - 3 year licence (plus annual vet fees based upon an hourly rate including travel time)					250.00	250.00
Keeping or Training Animals for Exhibition (plus vet fees, where applicable at cost)					120.00	120.00
Keeping or Training Animals for Exhibition for a 3 year licence					240.00	240.00
Other Charges						
Request for Variations						
- administrative amendment only					20.00	20.00
- inspector visit (if required)					80.00	80.00
Request for re-inspection (for all licences) plus vet fees if applicable					80.00	80.00
Zoo Licence Act 1982						
- up to 2 hours		OS	219.00	219.00	224.00	224.00
- each hour thereafter		OS	52.00	52.00	53.00	53.00
Performing Animals		OS	123.00	123.00	123.00	123.00
Veterinary fees - recharged at cost.			0.00	N/A	0.00	N/A
Street Trading Consent (Annual)		OS	284.00	284.00	290.00	290.00
Non mobiles > 25 feet in length		OS	785.00	785.00	803.00	803.00
Stall per foot- Sandgate Road	March to December	OS	3.00	3.50	3.00	3.50
Stall per foot- Sandgate Road	January and February	OS	1.80	1.80	1.80	1.80
Stall per foot- Guildhall Street	March to December	OS	2.00	2.35	2.00	2.35
Stall per foot- Guildhall Street	January and February	OS	1.35	1.35	1.35	1.35
Street Trading Licence (Lanterns) - per stall per day	per foot	OS	2.00	2.00	2.00	2.00
Market License fee					tba	tba
Canoe - annual		OS	28.50	28.50	29.00	29.00
Canoe - seasonal		OS	18.50	18.50	19.00	19.00
Boat - annual		OS	46.00	46.00	47.00	47.00
Boat - seasonal		OS	29.00	29.00	29.50	29.50

Discretionary Fees and Charges 2019/20

VAT KEY	OS	Outside the scope of VAT
	S	Standard Rated
	E	Exempt

APPENDIX 2

Service	Further Information	VAT Category	Charges for 2018/19	Charges for 2018/19	Proposed Charges for 2019/20	Proposed Charges for 2019/20
			Net of VAT if applicable	with VAT if applicable	Net of VAT if applicable	with VAT if applicable
			£	£	£	£
Scrap Metal Licensing						
Grant of site licence		OS	492.00	492.00	503.00	503.00
Renewal of site licence		OS	462.00	462.00	472.00	472.00
Collectors licence		OS	289.00	289.00	295.50	295.50
Variation of licence		OS	63.00	63.00	64.50	64.50
Change of details		OS	53.00	53.00	54.00	54.00
Personal & Premises Licences						
Personal - Acupuncture, ear piercing, electrolysis & semi-permanent ink		OS	189.00	189.00	193.00	193.00
Personal - Tattooing Registration		OS	308.00	308.00	308.00	308.00
Personal - Sex Shop Consent		OS	2,021.00	2,021.00	2,067.00	2,067.00
Personal - Change to Registration		OS	105.00	105.00	107.00	107.00
Premise Licence Pre-Application Schedule						
Written advice (basic) following letter/submission received		S	20.00	24.00	20.50	24.00
Per 30 minute meeting with written advice		S	38.00	45.00	39.00	47.00
Dog Control						
Kennelling per night		OS	17.00	17.00	19.50	19.50
Out of hours dog collection		OS	50.00	50.00	51.15	51.15
Veterinary fees at cost		OS	Variable	Variable	Variable	Variable
		OS			5.00	5.00
Microchip fee						
Flea treatment (dependant on size of the dog)		OS	8.00	8.00	8.00 to 12.00	8.00 to 12.00
Worming (dependant on size of the dog)					8.00 to 13.00	8.00 to 13.00
Vaccination charge		OS	25.00	25.00	25.00	25.00
Pollution Environmental Health						
Contaminated land search fee		OS	126.10	126.10	150.00	150.00
Hourly fee for works in default (returning seized goods and removal of fly posting)		OS	10.00	10.00	15.00	15.00
Food and Safety						
Certificate for voluntary surrender of unfit food (Including 1 hour officer time)		OS	90.00	90.00	92.00	92.00
Plus officer time per additional hour		OS	41.00	41.00	42.00	42.00
Food export certificate		OS	140.00	140.00	140.00	140.00
Food Hygiene course - fee per person		E	60.00	60.00	60.00	60.00
Food Hygiene Scheme - re-rating	per application	E	45.00	45.00	130.00	130.00
Private Water Supply Sampling						
Risk assessments(If carried out by contractor)	per hour	OS	51.30	51.30	52.50	52.50
Risk assessments(If carried out by SDC staff)	per hour	OS	25.70	25.70	26.30	26.30
Mileage	per mile	OS	0.60	0.60	0.60	0.60
Sampling	per visit	OS	55.00	55.00	56.30	56.30
Analysis and courier (first sample)	first sample	OS	15.90	15.90	16.30	16.30
Additional sample	each	OS	5.40	5.40	5.50	5.50
Caravan Site Licensing						
New application	Band A (single pitch)	E	0.00	0.00	0.00	0.00
New application	Band B (2 - 10 pitches)	E	516.00	516.00	528.00	528.00
New application	Band C (11 - 25 pitches)	E	600.00	600.00	614.00	614.00
New application	Band D (26 - 50 pitches)	E	740.00	740.00	757.00	757.00
New application	Band E (51 - 100 pitches)	E	998.00	998.00	1,021.00	1,021.00
New application	Band F (101 - 200 pitches)	E	1,530.00	1,530.00	1,565.00	1,565.00
New application	Band G (201 - 400 pitches)	E	2,579.00	2,579.00	2,638.00	2,638.00
New application	Band H (401 - 800 pitches)	E	4,676.00	4,676.00	4,783.00	4,783.00
Annual fee	Band A	E	0.00	0.00	0.00	0.00
Annual fee	Band B	E	306.00	306.00	313.00	313.00
Annual fee	Band C	E	390.00	390.00	399.00	399.00
Annual fee	Band D	E	530.00	530.00	542.00	542.00
Annual fee	Band E	E	789.00	789.00	807.00	807.00
Annual fee	Band F	E	1,320.00	1,320.00	1,350.00	1,350.00
Annual fee	Band G	E	2,369.00	2,369.00	2,423.00	2,423.00
Annual fee	Band H	E	4,466.00	4,466.00	4,569.00	4,569.00
Transfer	Band A	E	0.00	0.00	0.00	0.00
Transfer	Band B to Band H	E	57.00	57.00	58.00	58.00
Amendment	Band A (single pitch)	E	0.00	0.00	0.00	0.00
Amendment	Band B to Band H	E	79.00	79.00	81.00	81.00
Site rules	Band A (single pitch)	E	0.00	0.00	0.00	0.00
Site rules	Band B to Band H	E	38.00	38.00	39.00	39.00

Discretionary Fees and Charges 2019/20

VAT KEY OS Outside the scope of VAT
S Standard Rated
E Exempt

APPENDIX 2

Service	Further Information	VAT Category	Charges for 2018/19 Net of VAT if applicable £	Charges for 2018/19 with VAT if applicable £	Proposed Charges for 2019/20 Net of VAT if applicable £	Proposed Charges for 2019/20 with VAT if applicable £
FINANCE, CUSTOMER & SUPPORT SERVICES						
Cemeteries						
Purchase fees						
Children not exceeding 12		OS	202.00	202.00	202.00	202.00
Person over 12 –purchase fee		OS	559.00	559.00	559.00	559.00
Burial and Plot Fees		OS	1,038.00	1,038.00	1,038.00	1,038.00
Green Burials (Hawkinge Only)		OS	1,008.00	1,008.00	1,008.00	1,008.00
Plot purchase, first interment & right to erect						
Garden of remembrance (Lydd, Double Plot)		OS	610.00	610.00	610.00	610.00
Garden of remembrance (New Romney, Double Plot)		OS	610.00	610.00	610.00	610.00
Garden of remembrance (New Romney, Single Plot)		OS	382.00	382.00	382.00	382.00
Digging Fees						
Children stillborn - No charge		E	0.00	0.00	0.00	0.00
Person over 12 – single depth digging		OS	576.00	576.00	576.00	576.00
Person over 12 – double depth		OS	855.00	855.00	855.00	855.00
Person over 12 – triple depth		OS	1,145.00	1,145.00	1,145.00	1,145.00
Other Fees						
Exhumation Fee (Plus additional charge to cover actual cost)		E	1,219.00	1,219.00	1,219.00	1,219.00
Internment of ashes		OS	144.00	144.00	144.00	144.00
Late interment		OS	137.00	137.00	137.00	137.00
Spreading of ashes		OS	49.00	49.00	49.00	49.00
Scattering of ashes under turf		OS	144.00	144.00	144.00	144.00
Re-open fee		OS	87.00	87.00	87.00	87.00
Add. inscription		OS	74.00	74.00	74.00	74.00
Use of chapel		OS	142.00	142.00	142.00	142.00
Memorials – 6 X 3		OS	246.00	246.00	246.00	246.00
Vases		OS	94.00	94.00	94.00	94.00
Kerbs		OS	437.00	437.00	437.00	437.00
Laying down unsafe memorial		OS	124.00	124.00	124.00	124.00
Standard cost of a donated memorial bench, new plaque and 10 years mtce		OS	1,494.00	1,494.00	1,530.00	1,530.00
Standard cost of a refurbished donated memorial bench, new plaque and 10 years mtce		OS	876.00	876.00	900.00	900.00
Standard cost of a refurbished donated memorial bench, existing plaque and 10 years mtce		OS	767.00	767.00	790.00	790.00
Deed of grant		E	40.00	40.00	40.00	40.00
Transfer of Deed of Grant		E	103.00	103.00	103.00	103.00
Rose bush (includes 5yr maintenance)		E	97.00	97.00	97.00	97.00
Reserved plot surcharge on use		OS	80.00	80.00	80.00	80.00
Reservation fee		OS	80.00	80.00	80.00	80.00
Family History Request - per request up to 3 names		E	30.00	30.00	30.00	30.00
Family History Request - per request more than 3 names		E	60.00	60.00	60.00	60.00
Replacement headstones - administration fee		E	50.00	50.00	50.00	50.00
Burial where ashes are added - administration fee		E	50.00	50.00	50.00	50.00
Mixing of two ashes - administration fee		E	50.00	50.00	50.00	50.00

Discretionary Fees and Charges 2019/20

VAT KEY OS Outside the scope of VAT
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APPENDIX 2

Service	Further Information	VAT Category	Charges for 2018/19 Net of VAT if applicable £	Charges for 2018/19 with VAT if applicable £	Proposed Charges for 2019/20 Net of VAT if applicable £	Proposed Charges for 2019/20 with VAT if applicable £
Hiring of council meeting rooms for all non Folkestone & Hythe District Council meetings/functions						
<i>KALC (Kent Association of Local Councils) and relevant voluntary/Charity organisations</i>						
<i>100% discount</i>						
Council Chamber	Basic Hourly rate	E	35.00	35.00	35.80	35.80
Council Chamber	Hourly rate after 9pm week day evenings & Saturday (including Civic Warden fee)	E	59.20	59.20	60.60	60.60
Council Chamber	Hourly rate for Sundays & Bank Holidays (including Civic Warden fee)	E	65.60	65.60	67.10	67.10
Boulogne and Middleburg Room	Basic Hourly rate	E	25.00	25.00	26.60	26.60
Boulogne and Middleburg Room	Hourly rate after 9pm week day evenings & Saturday (including Civic Warden fee)	E	49.20	49.20	50.30	50.30
Boulogne and Middleburg Room	Hourly rate for Sundays & Bank Holidays (including Civic Warden fee)	E	55.60	55.60	56.90	56.90
Other meeting rooms	Basic Hourly rate	E	15.00	15.00	15.30	15.30
Other meeting rooms	Hourly rate after 9pm week day evenings & Saturday (including Civic Warden fee)	E	39.20	39.20	40.10	40.10
Other meeting rooms	Hourly rate for Sundays & Bank Holidays (including Civic Warden fee)	E	45.60	45.60	46.60	46.60
Use of drinks machine for non Folkestone & Hythe District Council meetings/functions						
Per drink - Up to 30 persons		S	0.83	1.00	0.92	1.10
30 Persons or more		S	25.00	30.00	27.60	33.10
General sale of documents / photocopying						
Photocopying	per A4 sheet (black & white)	S	0.12	0.15	0.12	0.15
Photocopying	per A4 sheet (colour)	S	0.16	0.20	0.16	0.20
Photocopying	per A3 sheet (black & white)	S	0.28	0.35	0.28	0.35
Photocopying	per A3 sheet (colour)	S	0.32	0.40	0.32	0.40
Photocopying	per A1 sheet (black & white)	S	3.00	3.60	3.00	3.60
Photocopying	per A1 sheet (colour)	S	3.50	4.00	3.50	4.00
Photocopying	per A2 sheet (black & white)	S	3.00	3.60	3.00	3.60
Photocopying	per A2 sheet (colour)	S	3.50	4.00	3.50	4.00
Providing electronic copies (PDF or equivalent)	per sheet	S	0.83	1.00	0.83	1.00
Lost/Unreturned ID cards						
Charge to staff		E	7.50	7.50	7.50	7.50
Charge to contractors		E	7.50	7.50	7.50	7.50
Court Costs						
Summons & Liability Order - council tax		E	125.00	125.00	100.00	100.00
Summons & Liability Order - business rates		E	180.00	180.00	174.00	174.00
Failure to submit Completion of Means Enquiry Form		E	70.00	70.00	70.00	70.00

Car Parking Fees and Charges 2019/20

VAT KEY	OS	Outside the scope of VAT	
	S	Standard Rated	20%
	E	Exempt	

Appendix 3

Service	Further Information	VAT Category	Charges for 2018/19 Net of VAT if applicable £	Charges for 2018/19 with VAT if applicable £	Proposed Charges for 2019/20 Net of VAT if applicable £	Proposed Charges for 2019/20 with VAT if applicable £
<i>Charges apply 8am - 6pm unless otherwise indicated</i>						
FOLKESTONE						
SHORT STAY Upper Payers Park, Shellons St., Foresters Way, Playdell Gardens						
Hourly charge with linear per minute charging.	30 mins	S	0.50	0.60	0.50	0.60
Minimum stay 30mins and maximum stay 3 hours	1 hour	S	1.00	1.20	1.00	1.20
	3 hour	S	3.00	3.60	3.00	3.60
LONG STAY Tram Road and Harbourside						
Hourly charge with linear per minute charging	1 hour	S	1.00	1.20	1.00	1.20
	All day	S	6.67	8.00	6.67	8.00
LONG STAY Sandgate Road Car Park (formerly Leas Cliff Hall)						
	Up to 2 hours	S	0.83	1.00	0.83	1.00
	Up to 4 hours	S	1.67	2.00	1.67	2.00
	Up to 5 hours	S	2.50	3.00	2.50	3.00
	All day	S	3.33	4.00	3.33	4.00
OTHER SHEPWAY AREAS						
SHORT TERM						
Hythe:						
Mount Street:	Up to 30 mins	S	0.67	0.80	0.67	0.80
Minimum stay 30 mins and maximum stay 2 hours	Up to 1 hour	S	1.00	1.20	1.00	1.20
	Up to 2 hours	S	1.92	2.30	1.92	2.30
New Romney:						
Church Road:	Up to 1 hour	S	0.83	1.00	0.83	1.00
Hourly charge with linear per minute charging.	Up to 2 hours	S	Linear per minute charging		Linear per minute charging	
Minimum stay 1 hour and maximum stay 3 hours	Up to 3 hours	S	2.50	3.00	2.50	3.00
LONG TERM						
Hourly charge with linear per minute charging. Minimum stay 1 hour						
Hythe: Military Road, The Paddocks	Up to 1 hour*	S	1.00	1.20	1.00	1.20
Sandgate: Lower Sandgate Road West	Up to 2 hours **	S	Linear per minute charging		Linear per minute charging	
Dymchurch: Martello, High Knocke, Central	Up to 3 hours	S				
Greatstone: Jolly Fisherman	Up to 4 hours	S				
Littlestone: Coast Drive	Up to 5 hours	S				
New Romney: West Street * £1 for first hr; ** 2hrs £2.40	Up to 6 hours	S				
	Up to 12 hours	S	6.67	8.00	6.67	8.00
Hythe: Battery Point, Twiss Fort, Seapoint	Up to 1 hour	S	0.83	1.00	0.83	1.00
Hourly charge with linear per minute charging, minimum stay 1 hour, all day £6	Up to 2 hours	S	Linear per minute charging		Linear per minute charging	

Car Parking Fees and Charges 2019/20

VAT KEY

OS Outside the scope of VAT
 S Standard Rated 20%
 E Exempt

Appendix 3

Service	Further Information	VAT Category	Charges for 2018/19 Net of VAT if applicable	Charges for 2018/19 with VAT if applicable	Proposed Charges for 2019/20 Net of VAT if applicable	Proposed Charges for 2019/20 with VAT if applicable
	All day	S	5.00	6.00	5.00	6.00
Sandgate , Castle Road	Up to 2 hours	S	0.83	1.00	0.83	1.00
	Up to 4 hours	S	2.50	3.00	2.50	3.00
	All day	S	4.15	5.00	4.15	5.00
Cheriton : Broomfield Road, Elham : Pound Lane; Lyminge : Station Road	ALL DAY - Free	S	0.00	0.00	0.00	0.00
Folkestone : East Cliff Pavilion; The Coastal Park	1 hour	S	1.00	1.20	1.00	1.20
	All day		6.67	8.00	6.67	8.00
			Linear per minute charging		Linear per minute charging	
Folkestone : Golden Valley; Sports Grounds,	ALL DAY - Free		0.00	0.00	0.00	0.00
Lydd :The Lade, Coast Drive (east of), Lydd on Sea	Per hour	S	1.00	1.20	1.00	1.20
	All day (6hrs+)		6.67	8.00	6.67	8.00
Sandgate : Gough Road	ALL DAY - Free	S	0.00	0.00	0.00	0.00
Sandgate : Wilberforce Road	Up to 2 hours	S	0.83	1.00	0.83	1.00
	Up to 4 hours	S	2.50	3.00	2.50	3.00
	Up to 12 hours	S	4.15	5.00	4.15	5.00
COACH PARKING						
Littlestone : Coast Drive	Up to 5 hours	S	6.33	7.60	6.33	7.60
	Up to 10 hours	S	11.67	14.00	11.67	14.00
Dymchurch : Central	ALL DAY - Free		0.00	0.00	0.00	0.00
CAR PARK SEASON TICKETS						
All Long Stay Car Parks						
Valid 7 days per week	Annual	S	547.50	657.00	547.50	657.00
	6 month	S	274.17	329.00	274.17	329.00
	3 months	S	137.50	165.00	137.50	165.00
Valid 6 days per week	Annual	S	466.67	560.00	466.67	560.00
	6 month	S	233.33	280.00	233.33	280.00
	3 months	S	116.67	140.00	116.67	140.00
Valid 5 days per week	Annual	S	390.00	468.00	390.00	468.00
	6 month	S	195.00	234.00	195.00	234.00
	3 months	S	97.50	117.00	97.50	117.00
Valid 4 days per week	Annual	S	311.67	374.00	311.67	374.00
	6 month	S	155.83	187.00	155.83	187.00
	3 months	S	78.33	94.00	78.33	94.00
Valid 3 days per week	Annual	S	233.33	280.00	233.33	280.00

Car Parking Fees and Charges 2019/20

VAT KEY	OS	Outside the scope of VAT	
	S	Standard Rated	20%
	E	Exempt	

Appendix 3

Service	Further Information	VAT Category	Charges for 2018/19 Net of VAT if applicable	Charges for 2018/19 with VAT if applicable	Proposed Charges for 2019/20 Net of VAT if applicable	Proposed Charges for 2019/20 with VAT if applicable
Valid 2 days per week	6 month	S	116.67	140.00	116.67	140.00
	3 months	S	58.33	70.00	58.33	70.00
	Annual	S	155.83	187.00	155.83	187.00
Valid 1 days per week	6 month	S	78.33	94.00	78.33	94.00
	3 months	S	39.17	47.00	39.17	47.00
	Annual	S	78.33	94.00	78.33	94.00
	6 month	S	39.17	47.00	39.17	47.00
	3 months	S	20.00	24.00	20.00	24.00
HOTEL GUEST PERMITS		S	1.67	2.00	1.67	2.00
RESIDENT PERMITS						
Folkestone & Hythe District Car Park Resident Permits	12 months	S	50.00	60.00	50.00	60.00
On Street Parking Waiver	Daily	E	8.00	8.00	8.00	8.00
On Street Parking Waiver	Weekly	E	24.00	24.00	24.00	24.00
Parking permissions for Window Cleaners, pharmacists,	Annual	E	52.50	52.50	52.50	52.50
FOLKESTONE CONTROLLED PARKING ZONES						
1st Resident Permit		E	30.00	30.00	30.00	30.00
2nd Resident Permit		E	30.00	30.00	30.00	30.00
Resident Visitor Permit (5 sessions)		E	5.20	5.20	5.20	5.20
Business Permit		E	60.00	60.00	60.00	60.00
Replacement Permit		E	5.20	5.20	5.20	5.20
Special Permit - Free Health & Care Workers and Emergency services		E	0.00	0.00	0.00	0.00
ON STREET CAR PARKING						
Folkestone Town Centre CPZ A1 and A2	Linear per minute					
	Min 30mins	E	1.20	1.20	1.20	1.20
Folkestone Seafront Zone C2	Max 3 hours					
	Min 1 hour	E	1.20	1.20	1.20	1.20
Princes Parade, Hythe	Max 5 hours					
	Minimum 30 minutes		0.50	0.60	0.50	0.60
	6 hours + (all day)		6.00	7.20	6.00	7.20

Statutory Charges Subject to Discretionary Fees 2019/20

VAT KEY

OS
S
E

Outside the scope of VAT
Standard Rated 20%
Exempt

Appendix 4

Service	Further Information	VAT category	Charges for 2018/19 Net of VAT if applicable	Charges for 2018/19 with VAT if applicable	Proposed Charges for 2019/20 Net of VAT if applicable	Proposed Charges for 2019/20 with VAT if applicable
			£	£	£	£
HOUSING SERVICES						
Licensing Application for Houses in Multiple Occupation Fees(renewals)	Properties with 2 - 8 units of accommodation	OS	297.00	297.00	695.00	695.00
	Additional fee per unit over 8 units	OS			34.00	34.00
Licensing Application for Houses in Multiple Occupation Fees(new applications)	Properties with 2 - 8 units of accommodation	OS	402.00	402.00	568.00	568.00
	Additional fee per unit over 8 units	OS			34.00	34.00
PLANNING SERVICES						
High Hedge Complaints	level of fee discretionary		401.00	401.00	400.00	400.00
FINANCE, CUSTOMER & SUPPORT SERVICES						
Local Land Charges						
Residential						
Official search of the Local Land Charges Register (LLC1)		OS	20.00	20.00	20.00	20.00
Basic Research Fee (CON29)		S	95.00	114.00	95.00	114.00
Optional questions (CON29 Part II optional enquiries of local authority)		S	10.00	12.00	10.00	12.00
Search of Building Control database		S	5.00	6.00	5.00	6.00
Search of Planning database		S	10.00	12.00	10.00	12.00
Additional parcels (An extra parcel of land in separate occupation or separately rated at the time of the search)		S	13.00	15.60	13.00	15.60
Additional parcels where submitted as part of an LLC1 only		OS	3.00	3.00	3.00	3.00
Submitted via NLIS						
Official search of the Local Land Charges Register (LLC1)		OS	20.00	20.00	20.00	20.00
Basic Research Fee (CON29)		S	85.00	102.00	85.00	102.00
Optional questions (CON29 Part II optional enquiries of local authority)		S	10.00	12.00	10.00	12.00
Additional parcels (An extra parcel of land in separate occupation or separately rated at the time of the search)		S	13.00	15.60	13.00	15.60
Additional parcels where submitted as part of an LLC1 only		OS	3.00	3.00	3.00	3.00
Commercial						
Official search of the Local Land Charges Register (LLC1)		OS	20.00	20.00	20.00	20.00
Basic Research Fee (CON29)		S	130.00	156.00	130.00	156.00
Optional questions (CON29 Part II optional enquiries of local authority)		S	10.00	12.00	10.00	12.00

Statutory Charges Subject to Discretionary Fees 2019/20

VAT KEY

OS
S
E

Outside the scope of VAT
Standard Rated 20%
Exempt

Appendix 4

Service	Further Information	VAT category	Charges for 2018/19		Proposed Charges for 2019/20	
			Net of VAT if applicable	Charges for 2018/19 with VAT if applicable	Net of VAT if applicable	Proposed Charges for 2019/20 with VAT if applicable
			£	£	£	£
Additional parcels (An extra parcel of land in separate occupation or separately rated at the time of the search)		S	13.00	15.60	13.00	15.60
Additional parcels where submitted as part of an LLC1 only		OS	3.00	3.00	3.00	3.00
Submitted via NLIS						
Official search of the Local Land Charges Register (LLC1)		OS	20.00	20.00	20.00	20.00
Basic Research Fee (CON29)		S	120.00	144.00	120.00	144.00
Optional questions (CON29 Part II optional enquiries of local authority)		S	10.00	12.00	10.00	12.00
Additional parcels (An extra parcel of land in separate occupation or separately rated at the time of the search)		S	13.00	15.60	13.00	15.60
Additional parcels where submitted as part of an LLC1 only		OS	3.00	3.00	3.00	3.00

Statutory Fees and Charges 2019/20

VAT KEY	OS	Outside the scope of VAT
	S	Standard Rated 20%
	E	Exempt

APPENDIX 5

Service	Further Information	VAT category	Existing Charge for 2018/19 £	Proposed Charges for 2019/20 £
LEGAL, DEMOCRATIC, AND CONTRACT SERVICES				
Data Protection Fee		OS	N/A	N/A
Access to Files		OS	N/A	N/A
Registration of Electors				
Full Register Costs - fee plus £5.00 per 1000 entries (or part)	Paper Copy	OS	10.00	10.00
Full Register Costs - fee plus £1.50 per 1000 entries (or part)	Data Copy	OS	20.00	20.00
Open Register Costs - fee plus £5.00 per 1000 entries (or part)	Paper Copy	OS	10.00	10.00
Open Register Costs - fee plus £1.50 per 1000 entries (or part)	Data Copy	OS	20.00	20.00
Marked Register Costs - fee plus £2.00 per 1000 entries (or part)	Paper Copy		10.00	10.00
Marked Register Costs - fee plus £1.00 per 1000 entries (or part)	Data Copy		10.00	10.00
COMMERCIAL & TECHNICAL SERVICES				
Parking				
On street parking penalty notice (PCN)	if paid within 14 days	OS	25.00/35.00	25.00/35.00
	if paid within 28 days	OS	50.00/70.00	50.00/70.00
	if paid after 28 days	OS	50.00/70.00	50.00/70.00
Off street parking penalty notice (PCN)	if paid within 14 days	OS	25.00/35.00	25.00/35.00
	if paid within 28 days	OS	50.00/70.00	50.00/70.00
	if paid after 28 days	OS	50.00/70.00	50.00/70.00
COMMUNITY SERVICES				
Dog Control				
Stray Dog Collection		OS	25.00	25.00
Gambling Act 2005 - Premise Licence Fees				
Existing Casino	Application to vary	OS	n/a	n/a
	Application to transfer	OS	n/a	n/a
	Application for reinstatement	OS	n/a	n/a
	Application for provisional statement	OS	n/a	n/a
	Licence Application (provisional statement)	OS	n/a	n/a
	Copy of Licence	OS	n/a	n/a
	Notification of change	OS	n/a	n/a
	Annual Fee	OS	n/a	n/a
New Small Casino	Application to vary	OS	4,000.00	4,000.00
	Application to transfer	OS	1,800.00	1,800.00
	Application for reinstatement	OS	1,800.00	1,800.00
	Application for provisional statement	OS	8,000.00	8,000.00
	Licence Application (provisional statement)	OS	3,000.00	3,000.00
	Copy of Licence	OS	25.00	25.00
	Notification of change	OS	50.00	50.00
	Annual Fee	OS	5,000.00	5,000.00

Statutory Fees and Charges 2019/20

VAT KEY OS Outside the scope of VAT
 S Standard Rated 20%
 E Exempt

APPENDIX 5

Service	Further Information	VAT category	Existing Charge for 2018/19 £	Proposed Charges for 2019/20 £
New large Casino	Application to vary	OS	5,000.00	5,000.00
	Application to transfer	OS	2,150.00	2,150.00
	Application for reinstatement	OS	2,150.00	2,150.00
	Application for provisional statement	OS	10,000.00	10,000.00
	Licence Application (provisional statement)	OS	5,000.00	5,000.00
	Copy of Licence	OS	25.00	25.00
	Notification of change	OS	50.00	50.00
	Annual Fee	OS	10,000.00	10,000.00
Regional Casino	Application to vary	OS	7,500.00	7,500.00
	Application to transfer	OS	6,500.00	6,500.00
	Application for reinstatement	OS	6,500.00	6,500.00
	Application for provisional statement	OS	15,000.00	15,000.00
	Licence Application (provisional statement)	OS	8,000.00	8,000.00
	Copy of Licence	OS	25.00	25.00
	Notification of change	OS	50.00	50.00
	Annual Fee	OS	15,000.00	15,000.00
Bingo Club	Application to vary	OS	1,750.00	1,750.00
	Application to transfer	OS	1,200.00	1,200.00
	Application for reinstatement	OS	1,200.00	1,200.00
	Application for provisional statement	OS	3,500.00	3,500.00
	Licence Application (provisional statement)	OS	1,200.00	1,200.00
	Copy of Licence	OS	25.00	25.00
	Notification of change	OS	50.00	50.00
	Annual Fee	OS	1,000.00	1,000.00
Betting Premise (excluding Tracks)	Application to vary	OS	1,500.00	1,500.00
	Application to transfer	OS	1,200.00	1,200.00
	Application for reinstatement	OS	1,200.00	1,200.00
	Application for provisional statement	OS	3,000.00	3,000.00
	Licence Application (provisional statement)	OS	1,200.00	1,200.00
	Copy of Licence	OS	25.00	25.00
	Notification of change	OS	50.00	50.00
	Annual Fee	OS	600.00	600.00
Track	Application to vary	OS	1,250.00	1,250.00
	Application to transfer	OS	950.00	950.00
	Application for reinstatement	OS	950.00	950.00
	Application for provisional statement	OS	2,500.00	2,500.00
	statement			

Statutory Fees and Charges 2019/20

VAT KEY OS Outside the scope of VAT
 S Standard Rated 20%
 E Exempt

APPENDIX 5

Service	Further Information	VAT category	Existing Charge for 2018/19 £	Proposed Charges for 2019/20 £
	Licence Application (provisional statement)	OS	950.00	950.00
	Copy of Licence	OS	25.00	25.00
	Notification of change	OS	50.00	50.00
	Annual Fee	OS	1,000.00	1,000.00
Family Entertainment Centre	Application to vary	OS	1,000.00	1,000.00
	Application to transfer	OS	950.00	950.00
	Application for reinstatement	OS	950.00	950.00
	Application for provisional statement	OS	2,000.00	2,000.00
	Licence Application (provisional statement)	OS	950.00	950.00
	Copy of Licence	OS	25.00	25.00
	Notification of change	OS	50.00	50.00
	Annual Fee	OS	750.00	750.00
Adult Gaming Centre	Application to vary	OS	1,000.00	1,000.00
	Application to transfer	OS	1,200.00	1,200.00
	Application for reinstatement	OS	1,200.00	1,200.00
	Application for provisional statement	OS	2,000.00	2,000.00
	Licence Application (provisional statement)	OS	1,200.00	1,200.00
	Copy of Licence	OS	25.00	25.00
	Annual Fee	OS	1,000.00	1,000.00
	Notification of change	OS	50.00	50.00
Lottery Registration		OS	40.00	40.00
Lottery Registration Renewal		OS	20.00	20.00
Hackney Carriage Licencing				
Criminal Records Check - paper		OS	44.00	44.00
Criminal Records Check - online		OS	53.00	53.00
Personal & Premises Licences				
Premises	Based on rateable value		Variable	Variable
HOUSING SERVICES				
Penalty Charge for breach of Smoke and Carbon Monoxide Alarms (England) Regulations 2015	1st offence		2,500.00	2,500.00
	1st offence with early payment reduction (14 days)		1,250.00	1,250.00
	Subsequent offence (statutory maximum)		5,000.00	5,000.00
	Subsequent offence with early payment reduction		2,500.00	2,500.00

Statutory Fees and Charges 2019/20

VAT KEY OS Outside the scope of VAT
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 E Exempt

APPENDIX 5

Service	Further Information	VAT category	Existing Charge for 2018/19 £	Proposed Charges for 2019/20 £
The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014	Statutory Maximum Penalty £5,000		Variable	Variable
PLANNING SERVICES				
PLANNING FEE TABLE (Town & Country Planning Act 1990) wef 17th January 2018 (Exc. VAT)				
OUTLINE APPLICATIONS				
	i) For each 0.1 ha of site where site area does not exceed 2.5 ha	OS	385.00	462.00
	ii) Site area in excess of 2.5ha - £11,432 plus £138.00 For each 0.1 ha in excess of 2.5ha	OS	max £125,000	max £150,000
FULL APPLICATIONS (& first submissions of reserved matters or Technical Details Consent)				
New dwellinghouses	For each dwelling house created - (50 dwellings or less)	OS	462.00	462.00
	More than 50 dwellings - £22,859 plus £138.00 For each additional dwelling in excess of 50	OS	max £300,000	max £300,000
Not dwellinghouses, agricultural buildings, glasshouses nor plant and machinery				
	No floorspace does not exceed 40sqm	OS	234.00	234.00
	Floorspace in excess of 40sqm but not in excess of 75 sqm	OS	462.00	462.00
	Floorspace over 75sqm, but not exceeding 3,750sqm per 75sqm area or part	OS	462.00	462.00
	Floorspace over 3,750sqm - £22,859 plus £138.00 for each 75 sqm	OS	max £300,000	max £300,000
Agricultural buildings on agricultural land:	Where the area of gross floor space to be created by the development does not exceed 465 square metres	OS	96.00	96.00

Statutory Fees and Charges 2019/20

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APPENDIX 5

Service	Further Information	VAT category	Existing Charge for 2018/19 £	Proposed Charges for 2019/20 £
	Floorspace in excess of 465sqm but not in excess of 540sqm	OS	462.00	462.00
	Floorspace over 540sqm, but not exceeding 4,215sqm - £385.00 plus £385 For each 75sqm in excess of 540sqm	OS	£462 plus £3462 per 75sqm	£462 plus £3462 per 75sqm
	Floorspace over 4,215sqm - £22,859 plus £138.00 for each 75 sqm in excess of 4,215sqm	OS	max £300,000	max £300,000
Erection of glasshouses/polytunnels on agricultural land:	Floorspace does not exceed 465sqm	OS	96.00	96.00
	Floorspace exceeds 465 sqm	OS	2,580.00	2,580.00
Erection, alteration or replacement of plant or machinery:	i) For each 0.1ha of site where site area does not exceed 5ha	OS	385.00	462.00
	ii) Site area in excess of 5 ha - £22,859 plus £138 For each 0.1ha in excess of 5 ha	OS	max £250,000	max £300,000
Householder Extensions and Alterations				
Alterations or extensions to existing dwelling house including works within the boundary		OS	172.00	206.00
Alterations or extensions to two or more dwelling houses including works within the boundary		OS	339.00	407.00
Car Park, Service Roads and Other Access				
For existing uses		OS	195.00	234.00
Other Operations				
Other operations (excluding drilling for oil or gas or the winning and working of minerals):	For each 0.1ha - £234	OS	max £2,028	max £2,028
Conversion to a dwelling				
Change of use of building to one or more dwelling houses:	For 50 dwellings or less dwellings (per additional dwelling)	OS	385.00	462.00
	For more than 50 dwelling £22,859 plus £138.00 For each dwelling over 50	OS	max £250,000	max £300,000

Statutory Fees and Charges 2019/20

VAT KEY	OS	Outside the scope of VAT
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APPENDIX 5

Service	Further Information	VAT category	Existing Charge for 2018/19 £	Proposed Charges for 2019/20 £
Changes of use (excluding waste deposit and deposit and storage of minerals)				
Change of use of land or buildings		OS	385.00	462.00
Advertisements				
Relating to the business on the premises		OS	110.00	132.00
Advance signs not on or visible from the site directing public to a business		OS	110.00	132.00
Other Advertisements		OS	385.00	462.00
Certificates of Lawful Development or Use				
Existing use or operation		OS	Planning Fee	Planning Fee
Existing use or operation - lawful not to comply with any condition or limitation		OS		234.00
Proposed use or operation		OS	Half of planning fee	Half of planning fee
Prior Approval				
Agricultural & forestry buildings & operations or deomolition of buildings		OS	80.00	96.00
Communications		OS	385.00	462.00
Proposed change of use to school or nursery		OS	96.00	96.00
Proposed change of use of agricultural building to school or nursery		OS	96.00	96.00
Proposed change of use of agricultural building to flexible use		OS	96.00	96.00
Proposed change of use from office to dwellinghouse		OS	96.00	96.00
Proposed change of use of agricultural building to dwellinghouse		OS	96.00	96.00
Proposed change of use of agricultural to dwelling with building operations		OS	206.00	206.00
Proposed change of use from retail or mixed retail & residential to dwelling		OS	96.00	96.00
Proposed change of use from retail or mixed retail & residential to dwelling with building operations		OS	206.00	206.00
Change of use from storage or distribution to dwelling		OS	96.00	96.00
Change of use from arcade/casino/sui generis to dwelling		OS	96.00	96.00
Change of use from arcade/casino/sui generis to dwelling & building works		OS	206.00	206.00
Change of use from shops/office/betting offices/casinos to restaurants & cafes		OS	96.00	96.00
Change of use from shops/office/betting offices/casinos to restaurants & cafes with building works		OS	206.00	206.00
Change of use from shops/office/betting offices/casinos to assembly & leisure		OS	96.00	96.00
Prior approval for erection of collection facility within curtilage of shop		OS	96.00	96.00
Temporary use for commercial film making and associated temporary works		OS	96.00	96.00
Instation, alteration or replacement of solar panels up to 1 megawatt		OS	96.00	96.00
Approval/Variation/discharge of condition				
Removal or variation of condition following grant of planning permission		OS	234.00	234.00
Request for confirmation conditions complied with - householder		OS	34.00	34.00
Request for confirmation conditions complied with - other			116.00	116.00
Reserved matters				
Approval of reserved matters following outline approval		OS	Full planning fee	Full planning fee
Application for Permission in Principle				
Each 0.1ha of site area		OS	402.00	402.00

Statutory Fees and Charges 2019/20

VAT KEY	OS	Outside the scope of VAT
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APPENDIX 5

Service	Further Information	VAT category	Existing Charge for 2018/19 £	Proposed Charges for 2019/20 £
Non-material amendments following a grant of planning permission				
a) Householder applications		OS	28.00	34.00
b) All other applications		OS	195.00	234.00
Fixed Penalty Notices and Tariffs				
Offence				
Littering - Section 87/88 Environmental Protection Act 1990	Full penalty	OS	100.00	100.00
	Maximum on conviction	OS	2,500.00	2,500.00
Street litter control notice non compliance - Section 92C/94A Environmental Protection Act 1990	Full penalty	OS	100.00	100.00
	Maximum on conviction	OS	2,500.00	2,500.00
Litter clearing Notice non compliance - Section 92C/94A Environmental Protection Act 1990	Full penalty	OS	100.00	100.00
	Maximum on conviction	OS	2,500.00	2,500.00
Failure to produce waste documents - Environmental Protection Act 1990 Section 34/34a Environmental Protection Act 1990	Full penalty	OS	300.00	300.00
	Maximum on conviction	OS	5,000.00	5,000.00
Unauthorised distribution of free printed matter- Schedule 3A Environmental Protection Act 1990	Full penalty	OS	100.00	100.00
	Maximum on conviction	OS	2,500.00	2,500.00
Deface by Fly posting Section 43/44 of Anti Social Behaviour Act 2003	Full penalty	OS	100.00	100.00
	Maximum on conviction	OS	2,500.00	2,500.00
Abandonment of a vehicle - Section 2/2A Refuse Disposal (Amenity) Act 1978	Full penalty	OS	200.00	200.00
	Maximum on conviction	OS	£2,500.00 and/or imprisonment	£2,500.00 and/or imprisonment
Nuisance vehicles - Section 3/4/5/6 Clean Neighbourhood & Environment Act 2005	Full penalty	OS	100.00	100.00
	Maximum on conviction	OS	2,500.00	2,500.00
Failure to comply with domestic waste receptacles and putting out notice- Section 46, 47ZA and 47ZB of Environmental Protection Act 1990	Full penalty	OS	100.00	100.00
	Maximum on conviction	OS	1,000.00	1,000.00
Failure to comply with commercial waste receptacles and putting out notice- Section 47, 47ZA and 47ZB of Environmental Protection Act 1990	Full penalty	OS	100.00	100.00
	Maximum on conviction	OS	1,000.00	1,000.00
Failure to remove dog faeces forthwith - this will be charged under the Public Space Protection Order	Full penalty	OS	100.00	100.00
	Maximum on conviction	OS	1,000.00	1,000.00
Allowing dog in an excluded zone - this will be charged under the Public Space Protection Order	Full penalty	OS	100.00	100.00
	Maximum on conviction	OS	1,000.00	1,000.00
Failing to put dog on lead when requested to do so by authorised officer - this will be charged under the Public Space Protection Order	Full penalty	OS	100.00	100.00
	Maximum on conviction	OS	1,000.00	1,000.00

Statutory Fees and Charges 2019/20

VAT KEY OS Outside the scope of VAT
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APPENDIX 5

Service	Further Information	VAT category	Existing Charge for 2018/19	Proposed Charges for 2019/20
			£	£
Failure to put dog on lead in designated area - this will be charged under the Public Space Protection Order	Full penalty	OS	100.00	100.00
	Maximum on conviction	OS	1,000.00	1,000.00
Failure to produce authority to transport waste - Section 5/5b Control of Pollution (amendment) Act 1989	Full penalty	OS	300.00	300.00
	Maximum on conviction	OS	5,000.00	5,000.00
Breach of Community Protection Notice - Anti-Social Behaviour, Crime and Policing Act 2014 - sec 52	Full penalty	OS	100.00	100.00
	Maximum on conviction	OS	2,500.00	2,500.00
Breach of Public Space Protection Notice - Anti-Social Behaviour, Crime and Policing Act 2014 - sec 63/67 (Including: street drinking/legal highs; street sleeping; dog control; street begging)	Full penalty	OS	100.00	100.00
	Maximum on conviction	OS	1,000.00	1,000.00
Small Fly-tipping incidents - Deposit of Waste (Fixed Penalties) Regulations 2016	Full penalty	OS	300.00	300.00
	Maximum on conviction	OS	50,000.00	50,000.00
Smoking in a smoke free place (section 7(2) Health Act 2006	Full penalty	OS	50.00	50.00
	Maximum on conviction	OS	200.00	200.00
FINANCIAL SERVICES				
Imposition of a penalty for failure to notify the council tax office		E	70.00	70.00