



# Agenda

Meeting: **Cabinet**  
Date: **13 December 2023**  
Time: **5.00 pm**  
Place: **Council Chamber - Civic Centre Folkestone**

To: **All members of the Cabinet**

All Councillors for information

The cabinet will consider the matters listed below on the date and at the time and place shown above.

This meeting will be webcast live to the council's website at <https://folkestone-hythe.public-i.tv/core/portal/home>.

Please note there will be 37 seats available for members of the public, which will be reserved for those speaking or participating at the meeting. The remaining available seats will be given on a first come, first served basis.

11. **Fees and Charges 2024/25 (Pages 3 - 18)**

This report focuses on the proposed fees and charges for 2024/25 which will contribute towards meeting the council's 2024/25 budget objectives and Medium-Term Financial Strategy.

The Council's Fees and Charges Policy was revised and agreed by Cabinet on 15 November 2017 (report C/17/54) and was last re-approved in December 2022 (see appendix 1, report C/22/70).

**Queries about the agenda? Need a different format?**

Contact Jemma West – Tel: 01303 853369  
Email: [committee@folkestone-hythe.gov.uk](mailto:committee@folkestone-hythe.gov.uk) or download from our  
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Discretionary Fees and Charges 2024/25		VAT KEY	OS	Outside the scope of VAT		APPENDIX 2
			S	Standard Rated		
			E	Exempt		
Service	Further Information	VAT Category	Approved charges for 2023/24 Net of VAT if applicable	Approved charges for 2023/24 with VAT if applicable	Proposed charges for 2024/25 Net of VAT if applicable	Proposed charges for 2024/25 with VAT if applicable
			£	£	£	£
<b>CORPORATE SERVICES</b>						
<b>General sale of documents / photocopying</b>						
Photocopying	per A4 sheet (black & white)	S	0.13	0.16	0.14	0.17
Photocopying	per A4 sheet (colour)	S	0.17	0.20	0.18	0.22
Photocopying	per A3 sheet (black & white)	S	0.33	0.40	0.36	0.43
Photocopying	per A3 sheet (colour)	S	0.37	0.44	0.40	0.48
Photocopying	per A1 sheet (black & white)	S	3.36	4.03	3.63	4.36
Photocopying	per A1 sheet (colour)	S	3.74	4.49	4.04	4.85
Photocopying	per A2 sheet (black & white)	S	3.36	4.03	3.63	4.36
Photocopying	per A2 sheet (colour)	S	3.74	4.49	4.04	4.85
Providing electronic copies (PDF or equivalent)	per sheet	S	0.93	1.12	1.00	1.20
<b>Court Costs</b>						
Summons & Liability Order - council tax		E	100.00	100.00	100.00	100.00
Summons & Liability Order - business rates		E	174.00	174.00	174.00	174.00
Failure to submit Completion of Means Enquiry Form		E	70.00	70.00	70.00	70.00
<b>Legal Fees</b>						
<i>Fees can be varied depending on value by the Monitoring Officer</i>						
<i>Commercial legal fees subject to VAT</i>						
Development/planning agreements	per hour	OS	720 to 4,110	720 to 4,110	250.00	250.00
Commercial property / lease		OS	530 to 990	530 to 990	700 to 1500	700 to 1500
Transfer of miscellaneous land		OS	600 to 900	600 to 900	800 to 1200	800 to 1200
Lease renewals		OS	380 to 700	380 to 700	600 to 900	600 to 900
Licence to assign / underlet		OS	500 to 1000	500 to 1000	750 to 1500	600 to 1100
Licences for alterations		OS	500 to 1000	500 to 1000	750 to 1500	600 to 1100
Licences for land		OS	500 to 1000	500 to 1000	750 to 1500	600 to 1100
Easements		OS	500 to 1000	500 to 1000	750 to 1500	600 to 1100
Deed of surrender		OS	450 to 900	450 to 900	750 to 1500	550 to 1000
Discharge of mortgages		OS	141.29	141.29	200.00	200.00
Supplying copies of deed/misc land documents per A4 photocopying charge		OS	0.11	0.11	0.50	0.50
Hourly rate for providing services to external organisations or hourly rate to be applied in complex property/development transactions		S	124.47	149.36	208.33	250.00

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<i>Leasehold administration fees (post Right To Buy matters)</i>						
Standard management information for pre-assignments		OS	224.27	224.27	250.00	250.00
Additional pre-assignment enquiries (questions outside of the standard pack)		OS	56.07	56.07	100.00	100.00
Notice of transfer / charge		OS	168.20	168.20	200.00	200.00
Notice of re-mortgage		OS	67.28	67.28	100.00	100.00
Deed of covenant		OS	112.14	112.14	150.00	150.00
Alteration/ improvements request		OS	168.20	168.20	200.00	200.00
Retrospective alteration/improvement consent		OS	280.34	280.34	350.00	350.00
Deed of Variation or Rectification		OS	168.20	168.20	200.00	200.00
Notice of Subletting		OS	54.70	54.70	100.00	100.00
<b>COMMUNICATIONS</b>						
<b>Street Naming and Numbering</b>						
Changing a property address		OS	89.70	89.70	96.80	96.80
Registering a new property		OS	152.50	152.50	164.60	164.60
New Street/Building (2-10 units)		OS	316.00	316.00	341.00	341.00
New Street/Building (11-19 units)		OS	437.00	437.00	471.50	471.50
New Street/Building (>20 units)		OS	441.00	441.00	475.80	475.80
Additional unit		OS	33.60	33.60	36.30	36.30
Changing a street name		OS	824.00	824.00	889.10	889.10
Provision of historical information		OS	277.00	277.00	298.90	298.90
<b>HOUSING &amp; OPERATIONS</b>						
<b>HOUSING</b>						
<b>Housing Revenue Account</b>						
Garage rental deposit	On commencement of agreement	OS	100.00	100.00	100.00	100.00
Garages let to SDC tenants	Per week	OS	13.45	13.45	14.60	14.60
Garages let privately	Per week	S	13.45	16.14	14.60	17.52
Parking spaces let to SDC tenants	Per week	E	4.00	4.00	4.40	4.40
Parking spaces let privately	Per week	S	4.00	4.80	4.40	5.28
Stores	Per week	E	20.20	20.20	21.80	21.80
Hire of scooter store	Per week	E	2.90	2.90	3.20	3.20
Lounge hire - sheltered accommodation	Per hour	E	16.40	16.40	17.70	17.70
Guest rooms - sheltered accommodation	Per night	E	21.90	21.90	23.70	23.70
Hardwired Lifeline for Council tenants (VAT is zero rated for clients with disabilities)	Per week	S	1.08	1.30	2.93	3.51
Dispersed Lifeline for Council tenants (VAT is zero rated for clients with disabilities)	Per week	S	N/A	N/A	3.87	4.64
Item collection fee	Per instance	S	68.33	82.00	83.33	100.00
Controlled Entry Visit	Per instance	S	79.39	95.27	85.67	102.80
<b>Long lease renewals</b>						
Administrative fee		S	205.00	246.00	221.25	265.50
Valuation fee		S	492.50	591.00	531.42	637.70
Plan fee		S	164.17	197.00	177.17	212.60

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<b>Supporting People</b>						
- Full Sheltered	Per week	E	12.58	12.58	13.60	13.60
Shed	Per week	E	4.39	4.39	4.80	4.80
Sale of land, including ah hoc land disposals - administration fee		S	305.00	366.00	329.17	395.00
<b>Housing</b>						
Non-Statutory Inspection fee	Per inspection	S	134.17	161.00	144.75	173.70
<b>Leasehold services</b>						
Arrears administration fee	Stage 3 arrears cases	E	75.00	75.00	81.00	81.00
Major works service charge management fee	per major works (total cost of works)	E	10.00%	10.00%	10.00%	10.00%
Lease enfranchisement	Per case	E	225.00	225.00	242.80	242.80
Sewage/pump station management fee	per property	E	110.00	110.00	118.70	118.70
Leasehold management fee (leasehold/shared ownership/HRA commercial)	per property	E	220.00	220.00	220.00	220.00
<b>OPERATIONS</b>						
<b>Parking Services</b>						
Provision of white 'access' road markings (outside premises or private drive):						
Analysis and survey work	per application	E	133.50	133.50	144.10	144.10
Installation and maintenance (10 years)	per application	E	174.00	174.00	187.80	187.80
<b>Hire of Land</b>						
Refundable deposit - non-commercial events(minimum of £100) - sliding scale		OS	up to £500.00	up to £500.00	sliding scale up to £500	sliding scale up to £500
Small non-commercial events (excluding Boot Fairs) - hire charge		S	150.00	150.00	161.90	194.30
Charitable/Community events - hire charge		S	45.00	45.00	48.60	58.30
Boot Fairs		S	290.00	290.00	313.00	375.60
Commercial events hire charge (per day)		S	1250.00	1250.00	1,348.80	1618.60
Refundable deposit - commercial events (minimum of £500) - sliding scale		OS	up to £1,000.00	up to £1,000.00	sliding scale up to £1000	sliding scale up to £1000
Arranging TPC road closure (admin fee)		S	35.00	35.00	37.80	45.40
Small Commercial Events (per day)		S	50.00	50.00	54.00	64.80
Exercise class/event (per event)		S	10.00	10.00	10.80	13.00
Cleaning & restocking charge for use of WCs used by event organiser (some exemptions available on request)		S	129.17	155.00	139.42	167.30
<b>Public Toilets</b>						
Radar keys		S	2.46	2.95	2.67	3.20

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<b>Outdoor Sports and Recreation</b>						
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.						
Football with Changing Facilities (11vs11)		S	77.50	93.00	83.58	100.30
Football with Changing Facilities (11vs11) Concession		S	53.33	64.00	57.50	69.00
Football with Changing Facilities (11vs11) - no net provided		S	66.67	80.00	69.42	83.30
Football with Changing Facilities (11vs11) Concession - no net provided		S	49.17	59.00	53.08	63.70
Football with Changing Facilities (9vs9)		S	58.33	70.00	62.92	75.50
Football with Changing Facilities (9vs9) Concession		S	40.00	48.00	43.17	51.80
Football with Toilet Facilities Only (11vs11)		S	65.67	78.80	70.83	85.00
Football with Toilet Facilities Only (11vs11) Concession		S	45.00	54.00	48.58	58.30
Football with Toilet Facilities Only (11vs11) - no net provided		S	55.83	67.00	60.25	72.30
Football with Toilet Facilities Only (11vs11) Concession - no net provided		S	40.83	49.00	44.08	52.90
Football with Toilet Facilities Only (9vs9)		S	49.25	59.10	53.17	63.80
Football with Toilet Facilities Only (9vs9) Concession		S	33.33	40.00	36.00	43.20
Royal Military Canal:						
Allotments (Green Lane) Full Plot		OS	48.10	48.10	51.90	51.90
Allotments (Green Lane) Half Plot		OS	24.60	24.60	26.60	26.60
<b>Shingle Extraction</b>						
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	1.16	1.16	1.25	1.25
<b>Beach Huts</b>						
Abus Diskus padlock and admin		S	66.99	80.39	72.33	86.80
Pair of keys and admin		S	19.50	23.40	21.08	25.30
Postage of new keys		E	0.95	0.95	1.00	1.00
<b>Corporate Transactions</b>						
Disposition of land and property, including licence transactions – Admin Fee		S	305.00	366.00	329.17	395.00
<b>Memorial benches &amp; trees</b>						
Standard cost of a donated memorial bench, new plaque and 10 years mtce		OS	1886.00	1886.00	2,035.00	2,035.00
Standard cost of a refurbished donated memorial bench, new plaque and 10 years mtce (limited availability)		OS	1108.00	1108.00	1,195.50	1,195.50
Standard cost of a refurbished donated memorial bench, existing plaque and 10 years mtce		OS	975.00	975.00	1,052.00	1,052.00
New or additional plaque			n/a	n/a	150.00	150.00
Cost of planted Memorial Tree		OS	826.00	826.00	891.30	891.30

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<b>Private Lifeline Charges</b>						
<i>Equipment subject to VAT but client has option to complete VAT exemption form.</i>						
Smart Hub (lifeline unit with GSM)	per week	S	4.50	5.40	4.50	5.40
Lifeline unit (per week)	per week	S	3.58	4.30	3.58	4.30
Bogus caller alarm		S	n/a	n/a	n/a	n/a
CO2 fall & flood detector	Quarterly charge	S	34.83	41.80	34.83	41.80
Neo falls detector	per week	S	0.00	0.00	0.00	0.00
GPS Footprint	per week	S	5.33	6.40	5.33	6.40
Universal sensor	Quarterly charge	S	17.75	21.30	17.75	21.30
Epilepsy sensor	per week	S	6.75	8.10	6.75	8.10
Pull cord		S	n/a	n/a	n/a	n/a
Property exit sensor		S	2.17	2.60	2.17	2.60
Bed occupancy sensor	Quarterly	S	83.25	99.90	83.25	99.90
Bed sensory pad	per week	S	1.50	1.80	1.50	1.80
PR / fault visits		S	40.00	48.00	40.00	48.00
Safe socket		S	31.00	37.20	31.00	37.20
Smoke detectors	per week	S	2.33	2.80	2.33	2.80
Telephone extension lead		S	6.17	7.40	6.17	7.40
Electrical extension lead		S	11.00	13.20	11.00	13.20
Pendant		S	72.50	87.00	72.50	87.00
Pendant rental	per week	S	n/a	n/a	n/a	n/a
Replacement pendant (used)		S	40.00	48.00	40.00	48.00
Lost units (replacements)		S	139.00	166.80	139.00	166.80
GSM (mobile phone lifeline)	per week	S	n/a	n/a	n/a	n/a
Care assist	per week	S	3.33	4.00	3.33	4.00
Care assist for existing clients with faulty line		S	44.42	53.30	44.42	53.30
Replacement power supply	per unit	S	n/a	n/a	n/a	n/a
Big button phone	per unit	S	20.00	24.00	20.00	24.00
Minuet pendants	per unit	S	85.00	102.00	85.00	102.00
ADSL filters	Unit price +10%	S	5.17	6.20	5.17	6.20
Installation charge		S	40.00	48.00	40.00	48.00
Out of area installation charge		S	69.50	83.40	69.50	83.40
RSL monitoring income shown as an hourly rate		S	n/a	n/a	n/a	n/a
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	n/a	n/a	n/a	n/a
Warm Homes		S	n/a	n/a	n/a	n/a
Lone Worker scheme set-up	per person	S	5.50	6.60	5.50	6.60
Lone Worker scheme part-time	per week	S	0.92	1.10	0.92	1.10
Lone Worker scheme full-time	per week	S	1.17	1.40	1.17	1.40
Data holding and contract holding	per week	S	n/a	n/a	n/a	n/a
Donated Units (per week)	As per supporting people grant	S	2.25	2.70	2.25	2.70
Daily Check Calls	per quarter	S	14.75	17.70	14.75	17.70
Daily Check Calls	per annum	S	58.92	70.70	58.92	70.70

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<b>PLACE</b>						
<b>PLANNING</b>						
<b>Planning Pre-Application Charging Schedule</b>						
Householder application - written advice only		S	125.00	150.00	133.33	160.00
1 - 4 Dwellings (written)		S	333.33	400.00	358.33	430.00
1-4 Dwellings (meeting and written)		S	541.67	650.00	583.33	700.00
1-4 Dwellings Follow up (written)		S	166.67	200.00	179.17	215.00
1-4 Dwellings Follow up (meeting and written)		S	291.67	350.00	316.67	380.00
5-9 Dwellings (written)		S	583.33	700.00	629.17	755.00
5 - 9 Dwellings (meeting and written)		S	833.33	1000.00	900.00	1,080.00
5-9 Dwellings Follow up (written)		S	291.67	350.00	316.67	380.00
5-9 Dwellings Follow up (meeting and written)		S	500.00	600.00	537.50	645.00
10-49 Dwellings (meeting and written)		S	2500.00	3000.00	2,695.83	3,235.00
10-49 Dwellings Follow up (written)		S	416.67	500.00	450.00	540.00
10-49 Dwellings Follow up (meeting and written)		S	1000.00	1200.00	1,079.17	1,295.00
50+ Dwellings (meeting and written)		S	4166.67	5000.00	4,495.83	5,395.00
50+ Dwellings follow up ( written)		S	833.33	1000.00	900.00	1,080.00
50+ Dwellings follow up (meeting and written)		S	2083.33	2500.00	2,250.00	2,700.00
Planning Performance Agreement		S		Bespoke		Bespoke
Non-Domestic External alterations requiring planning permission - all uses		S	333.33	400.00	358.33	430.00
Listed Buildings where no associated planning permission required (written)		S	183.33	220.00	195.83	235.00
Listed Buildings where no associated planning permission required (written & meeting)		S	291.67	350.00	316.67	380.00
Trees with a Tree Preservation Order or in a Conservation Area		S	0.00	0.00	0.00	0.00
Works to trees (meeting on site)		S	291.67	350.00	316.67	380.00
Businesses generating new/additional employment - free initial meeting up to 2 hours with written advice		S	0.00	0.00	0.00	0.00
Commercial Initial 30min Meeting no written advice		S	0.00	0.00	0.00	0.00
Commercial up to 250m <sup>2</sup> (inc advertisements) Written		S	145.83	175.00	158.33	190.00
Commercial up to 250m <sup>2</sup> (inc advertisements) Written & Meeting		S	266.67	320.00	287.50	345.00
Commercial up to 500m <sup>2</sup> (written)		S	250.00	300.00	270.83	325.00
Commercial up to 500m <sup>2</sup> (meeting & written)		S	416.67	500.00	450.00	540.00
Commercial up to 1000m <sup>2</sup>		S	1000.00	1200.00	1,079.17	1,295.00
Commercial over 1000m <sup>2</sup>		S	1000+416.67 per 500m <sup>2</sup>	1200+500 per 500m <sup>2</sup>	1079.17+416.67 per 500m <sup>2</sup>	1295.00+500 per 500m <sup>2</sup>
Commercial over 1000m <sup>2</sup> Follow up (written)		S	333.33	400.00	358.33	430.00
Commercial over 1000m <sup>2</sup> Follow up (written & meeting)		S	500.00	600.00	450.00	540.00
All Other operations and developments including changes of use		S	583.33	700.00	629.17	755.00
Charities and Parish Councils			TBC	TBC		
<b>Sale of Documents</b>						
Charging for monitoring legal agreements		S	Variable	Variable		Variable
Places and Policies Local Plan 2020	Hard Copy	S	20.83	25.00	22.50	27.00
Core Strategy Review 2022	Hard Copy	S	20.83	25.00	22.50	27.00
<b>Sale of Documents</b>						
Sale of miscellaneous documents - Building Control. Actual charge based on staff time		S	Variable	Variable	Variable	Variable



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			£	£	£	£
<b>Waste &amp; Recycling</b>						
Bulky household collection (up to 3 items)		OS	n/a	n/a	53.00	53.00
Bulky waste additional items (collected on the same visit)		OS	n/a	n/a	9.00	9.00
Abortive visits (including scheduled collections not cancelled 1 working day in advance)		OS	27.60	27.60	29.80	29.80
Cancelled visits - (including scheduled collections not cancelled 1 working day in advance)		OS	5.50	5.50	5.90	5.90
Purple sacks (restrictions apply) - individual		OS	2.80	2.80	3.00	3.00
Purple sacks (restrictions apply) - roll of 13 sacks		OS	34.50	34.50	37.20	37.20
Supply & delivery of 140 litre wheeled bin		OS	41.00	41.00	44.20	44.20
Supply & delivery of 180 litre wheeled bin		OS	57.60	57.60	62.10	62.10
Supply & delivery of 240 litre wheeled bin		OS	55.00	55.00	59.40	59.40
Supply & delivery of 360 litre wheeled bin		OS	87.50	87.50	94.40	94.40
Supply & delivery of 660 litre wheeled bin (Refuse / Recycling)		OS	282.50	285.50	304.80	304.80
Supply & delivery of 1100 litre wheeled (Refuse / Recycling) bin		OS	290.50	290.50	313.50	313.50
Bin authorisation fee (2 wheeled bin)		OS	6.75	6.75	7.30	7.30
Bin authorisation fee (4wheeled bin)		OS	13.50	13.50	14.60	14.60
Food waste collections, kerbside container		OS	16.80	16.80	18.10	18.10
Food waste collections, kitchen caddy		OS	11.25	11.25	12.10	12.10
New property container offer (Up to 2WB, 2 Food + Box) Price capped at		OS	112.15	112.15	121.00	121.00
Black box recycling container		OS	16.85	16.85	18.20	18.20
Purple box recycling container		OS	16.85	16.85	18.20	18.20
Green waste collection - contribute towards purchase		OS	34.50	34.50	37.20	37.20
Green waste collection - annual charge for new subscription		OS	53.00	53.00	60.00	60.00
Green waste collection - direct debit charge for new subscription		OS	53.00	53.00	60.00	60.00

Discretionary Fees and Charges 2024/25		VAT KEY	OS	Outside the scope of VAT		APPENDIX 2
			S	Standard Rated		
			E	Exempt		
Service	Further Information	VAT Category	Approved charges for 2023/24 Net of VAT if applicable £	Approved charges for 2023/24 with VAT if applicable £	Proposed charges for 2024/25 Net of VAT if applicable £	Proposed charges for 2024/25 with VAT if applicable £
<b>Hythe Swimming Pool</b>						
<i>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.</i>						
Swimming – Adult		S	4.17	5.00	4.50	5.40
Swimming – Junior		S	2.67	3.20	2.92	3.50
Swimming – Senior		S	2.67	3.20	2.92	3.50
Swimming – Off Peak		S	3.00	3.60	3.25	3.90
Swimming – Disabled		S	2.08	2.50	2.25	2.70
Swimming – Carer		S	2.08	2.50	2.25	2.70
Organised Groups – Adults		S	3.33	4.00	3.67	4.40
Organised Groups – Junior		S	2.17	2.60	2.42	2.90
Family ticket (2 adults & 2 juniors or 1 adult & 3 juniors)		S	10.83	13.00	11.75	14.10
Aqua Aerobics/Fit		S	5.08	6.10	5.50	6.60
Aqua Zumba		S	5.08	6.10	5.50	6.60
Spectator Admission		S	0.83	1.00	0.83	1.00
Gym		S	5.17	6.20	5.58	6.70
Adult lessons – course of 10 (45 minute lessons)		E	91.35	91.35	98.60	98.60
Adult (front crawl) training - per session		E	6.10	6.10	6.60	6.60
Junior lessons – course of 10 (30 minute lessons)		E	62.80	62.80	67.80	67.80
Pool hire per hour (includes 1 lifeguard and up to 30 people)		S	107.58	129.10	116.08	139.80
Teaching Pool hire per hour		S	39.17	47.00	42.33	50.80
Club hire (Monday-Saturday)		E	78.50	78.50	84.70	84.70
Club hire (Sunday)		E	71.55	71.55	77.20	77.20
Lifeguard for clubs		E	13.60	13.60	14.70	14.70
Adult blue voucher book (12 tickets)		S	41.67	50.00	45.00	54.00
Senior voucher book (12 tickets)		S	26.67	32.00	29.17	35.00
Junior voucher book (12 tickets)		S	26.67	32.00	29.17	35.00
Disabled Voucher book (12 tickets)		S	20.83	25.00	22.50	27.00
Aqua Aerobics yellow voucher books (12 tickets)		S	50.83	61.00	55.00	66.00
School swimming teacher - per half hour		S	8.33	10.00	9.00	10.80
Schools non exclusive – per child per half hour		S	2.21	2.65	2.42	2.90
School exclusive pool hire – per half hour (maximum 20 children)		S	33.75	40.50	36.42	43.70
School exclusive pool hire – additional children		S	1.58	1.90	1.71	2.05
Private lessons per half hour – 1 child		E	15.30	15.30	16.60	16.60
Direct debit - annual advance payment		S	191.67	230.00	206.83	248.20
Direct debit - monthly payment on a minimum 12 month contract		S	16.83	20.20	18.17	21.80
Direct debit monthly payment - open contract (no minimum term can be cancelled at any time) subject to a joining fee see next line		S	21.50	25.80	23.25	27.90
Joining fee for open contract direct debit		S	15.00	18.00	16.25	19.50

Discretionary Fees and Charges 2024/25		VAT KEY	OS	Outside the scope of VAT		APPENDIX 2
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Service	Further Information	VAT Category	Approved charges for 2023/24 Net of VAT if applicable £	Approved charges for 2023/24 with VAT if applicable £	Proposed charges for 2024/25 Net of VAT if applicable £	Proposed charges for 2024/25 with VAT if applicable £
<b>Taxi Licensing</b>						
Private Hire Driver		OS	340.00	340.00	366.90	366.90
Dual Driver		OS	340.00	340.00	366.90	366.90
Knowledge Test		OS	66.00	66.00	71.30	71.30
Vehicle Licence – Annual		OS	300.00	300.00	300.00	300.00
Vehicle Licence – Transfer		OS	100.00	100.00	107.90	107.90
Vehicle Licence - Change of Ownership (no plates)		OS	50.00	50.00	54.00	54.00
Vehicle Plate replacement		OS	23.00	23.00	24.90	24.90
Driver Badge replacement		OS	23.00	23.00	24.90	24.90
Single Vehicle Operator	5 years renewal	OS	130.00	130.00	130.00	130.00
Multiple Vehicle Operator	5 years renewal	OS	1050.00	1050.00	1050.00	1050.00
Refund Processing Fee (surrendered Licence)		OS	25.00	25.00	27.00	27.00
Copy of Paper Licence		OS	11.00	11.00	11.90	11.90
Amend Paper Licence (change of address details)		OS	11.00	11.00	11.90	11.90
<b>Miscellaneous Licensing</b>						
Dangerous Wild Animals Act 1964 & 1970	Every Two years	OS	470.00	470.00	507.20	507.20
Boarding in Kennels for Dogs Boarding For Cats (Part A)		OS	207.00	207.00	223.40	223.40
Selling Animals As Pets (Part A)		OS	207.00	207.00	223.40	223.40
Home boarding for Dogs (6 or more animals), Dog Day Care, Home boarding Agent (Part A)		OS	187.00	187.00	201.80	201.80
Home boarding for Dogs (5 or less animals) (Part A)		OS	166.00	166.00	179.20	179.20
Breeding of Dogs (Part A)		OS	187.00	187.00	201.80	201.80
Keeping/Training Animals for Exhibition (5 or less animals) (Part A)		OS	166.00	166.00	179.20	179.20
Keeping/Training Animals for Exhibition (6 or more animals) (Part A)		OS	207.00	207.00	223.40	223.40
1 year Licence (Part B)		OS	127.00	127.00	137.10	137.10
2 year Licence (Part B)		OS	198.00	198.00	213.70	213.70
3 year Licence (Part B)		OS	257.00	257.00	277.30	277.30
Hiring of Horses (Part A)		OS	187.00	187.00	201.80	201.80
<b>Other Charges:</b>						
Request for Variations						
- administrative amendment only		OS	23.00	23.00	24.90	24.90
- inspector visit (if required)		OS	89.70	89.70	96.80	96.80

Discretionary Fees and Charges 2024/25		VAT KEY	OS	Outside the scope of VAT		APPENDIX 2
			S	Standard Rated		
			E	Exempt		
Service	Further Information	VAT Category	Approved charges for 2023/24 Net of VAT if applicable £	Approved charges for 2023/24 with VAT if applicable £	Proposed charges for 2024/25 Net of VAT if applicable £	Proposed charges for 2024/25 with VAT if applicable £
Request for re-inspection (for all licences) plus vet fees if applicable		OS	89.70	89.70	96.80	96.80
Zoo Licence Act 1982		OS	661.00	661.00	1,083.30	1,083.30
LA Inspector per hour		OS	35.00	35.00	37.80	37.80
Veterinary fees (all animal licences) - recharged at cost.			N/A	N/A	N/A	N/A
Street Trading Consent/Licence (Annual)		OS	333.00	333.00	359.40	359.40
Street Trading Consent (3 month)		OS	136.00	136.00	146.80	146.80
Non mobiles > 25 feet in length		OS	907.00	907.00	978.70	978.70
Stall per foot per day - Sandgate Road and Guildhall Street - regular stall holders		OS	1.00	1.00	1.10	1.10
Stall per foot per day - Sandgate Road and Guildhall Street - casual stall holders		OS	2.00	2.00	2.20	2.20
Street Trading Licence (Lanterns) - per stall per day	per foot	OS	5.00	5.00	5.40	5.40

Discretionary Fees and Charges 2024/25		VAT KEY	OS	Outside the scope of VAT		APPENDIX 2
			S	Standard Rated		
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Service	Further Information	VAT Category	Approved charges for 2023/24 Net of VAT if applicable £	Approved charges for 2023/24 with VAT if applicable £	Proposed charges for 2024/25 Net of VAT if applicable £	Proposed charges for 2024/25 with VAT if applicable £
<b>New Markets:</b>						
Number of stalls 5 -20	Max of 14 days	OS	158.00	158.00	170.50	170.50
	15 - 52 days	OS	583.00	583.00	629.10	629.10
	53 + days	OS	1166.00	1166.00	1,258.20	1,258.20
Number of stalls 21 +	Max of 14 days	OS	235.00	235.00	253.60	253.60
	15 - 52 days	OS	875.00	875.00	944.20	944.20
	53 + days	OS	1749.00	1749.00	1,887.20	1,887.20
Town Centre Commercial Bookings Thurs-Sat Only (No bookings Sun-Wed)	Per day	OS	197.00	197.00	212.60	212.60
Pavement Licences	Licences issued up to Sept 2024	OS	100.00	100.00	100.00	100.00
Canoe and paddle boards - annual		OS	32.80	32.80	35.40	35.40
Canoe and paddle boards - seasonal		OS	21.90	21.90	23.70	23.70
Boat - annual		OS	53.60	53.60	57.90	57.90
Boat - seasonal		OS	34.00	34.00	36.70	36.70
<b>Scrap Metal Licensing</b>						
Grant of site licence		OS	580.00	580.00	625.90	625.90
Renewal of site licence		OS	544.00	544.00	587.00	587.00
Collectors licence		OS	339.00	339.00	365.80	365.80
Variation of licence		OS	74.00	74.00	79.90	79.90
Change of details		OS	61.00	61.00	65.90	65.90
<b>Personal &amp; Premises Licences</b>						
Personal - Acupuncture, ear piercing, electrolysis & semi-permanent ink		OS	217.00	217.00	234.20	234.20
Personal - Tattooing Registration		OS	346.00	346.00	373.40	373.40
Personal - Sex Shop Consent		OS	2318.00	2318.00	2,501.20	2,501.20
Personal - Change to Registration		OS	120.00	120.00	129.50	129.50
Personal - change of detail to licence that does not require an officer visit		OS	11.50	11.50	12.50	12.50
<b>Premise Licence Pre-Application Schedule</b>						
Premises Licence Pre-application Advice Meeting 90 mins		S	90.00	108.00	97.20	116.60
<b>Dog Control</b>						
Kennelling per night		OS	24.00	24.00	30.00	30.00
Out of hours dog collection		OS	60.00	60.00	66.00	66.00
Veterinary fees at cost		OS	Variable	Variable	Variable	Variable
Microchip fee		OS	7.5 to 35.00	7.5 to 35.00	7.5 to 35.00	7.5 to 35.00
Flea treatment (dependant on size of the dog)		OS	10.00 to 14.00	10.00 to 14.00	15.00 to 23.00	15.00 to 23.00

<b>Discretionary Fees and Charges 2024/25</b>		<b>VAT KEY</b>	OS	Outside the scope of VAT		<b>APPENDIX 2</b>
			S	Standard Rated		
			E	Exempt		
<b>Service</b>	<b>Further Information</b>	<b>VAT Category</b>	<b>Approved charges for 2023/24 Net of VAT if applicable</b>	<b>Approved charges for 2023/24 with VAT if applicable</b>	<b>Proposed charges for 2024/25 Net of VAT if applicable</b>	<b>Proposed charges for 2024/25 with VAT if applicable</b>
			<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Worming (dependant on size of the dog)		OS	10.00 to 14.00	10.00 to 14.00	10.00 to 18.00	10.00 to 18.00
Vaccination charge		OS	32.00	32.00	35.00	35.00

Discretionary Fees and Charges 2024/25		VAT KEY	OS	Outside the scope of VAT	APPENDIX 2	
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Service	Further Information	VAT Category	Approved charges for 2023/24 Net of VAT if applicable £	Approved charges for 2023/24 with VAT if applicable £	Proposed charges for 2024/25 Net of VAT if applicable £	Proposed charges for 2024/25 with VAT if applicable £
<b>Pollution Environmental Health</b>						
Contaminated land search fee		OS	172.70	172.70	186.40	186.40
Hourly fee for works in default (returning seized goods and removal of fly posting)		OS	17.30	17.30	18.70	18.70
<b>Food and Safety</b>						
Certificate for voluntary surrender of unfit food (Including 1 hour officer time)		OS	106.00	106.00	114.40	114.40
Plus officer time per additional hour		OS	48.10	48.10	51.90	51.90
Export Health Certificate		OS	50.30	50.30	109.00	109.00
Food export certificate - additional charges	per hour	OS	101.00	101.00	101.00	101.00
Food Hygiene Scheme - re-rating	per application	E	146.00	146.00	157.60	157.60
<b>Private Water Supply Sampling</b>						
Risk assessments (If carried out by contractor)	per hour	OS	60.40	60.40	65.20	65.20
Risk assessments (If carried out by SDC staff)	per hour	OS	29.80	29.80	32.20	32.20
Mileage	per mile	OS	0.80	0.80	0.90	0.90
Sampling	per visit	OS	63.70	63.70	68.70	68.70
Analysis and courier (first sample)	first sample	OS	18.40	18.40	19.90	19.90
Additional sample	each	OS	6.10	6.10	6.60	6.60
<b>Caravan Site Licensing</b>						
New application	Band A (single pitch)	E	0.00	0.00	0.00	0.00
New application	Band B (2 - 10 pitches)	E	603.00	603.00	650.70	650.70
New application	Band C (11 - 25 pitches)	E	702.00	702.00	757.50	757.50
New application	Band D (26 - 50 pitches)	E	865.00	865.00	933.40	933.40
New application	Band E (51 - 100 pitches)	E	1167.00	1167.00	1,259.20	1,259.20
New application	Band F (101 - 200 pitches)	E	1790.00	1790.00	1,931.50	1,931.50
New application	Band G (201 - 400 pitches)	E	3016.00	3016.00	3,254.30	3,254.30
New application	Band H (401 - 800 pitches)	E	5470.00	5470.00	5,902.20	5,902.20
Annual fee	Band A	E	0.00	0.00	0.00	0.00
Annual fee	Band B	E	358.00	358.00	386.30	386.30
Annual fee	Band C	E	456.00	456.00	492.10	492.10
Annual fee	Band D	E	620.00	620.00	669.00	669.00

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Annual fee	Band E	E	923.00	923.00	996.00	996.00
Annual fee	Band F	E	1544.00	1544.00	1,666.00	1,666.00
Annual fee	Band G	E	2771.00	2771.00	2,990.00	2,990.00
Annual fee	Band H	E	5226.00	5226.00	5,638.90	5,638.90
Transfer	Band A	E	0.00	0.00	0.00	0.00
Transfer	Band B to Band H	E	65.60	65.60	70.80	70.80
Amendment	Band A (single pitch)	E	0.00	0.00	0.00	0.00
Amendment	Band B to Band H	E	93.00	93.00	100.40	100.40
Site rules	Band A (single pitch)	E	0.00	0.00	0.00	0.00
Site rules	Band B to Band H	E	43.80	43.80	47.30	47.30
Application for Fit & Proper Person Register - Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020		E	222.00	222.00	239.60	239.60
<b>Cemeteries</b>						
<b>Purchase fees</b>						
Children not exceeding 12		OS	280.00	280.00	302.20	302.20
Person over 12 –purchase fee		OS	640.00	640.00	690.60	690.60
Green Burials (Hawkinge Only)		OS	1132.00	1132.00	1,221.50	1221.50



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Service	Further Information	VAT Category	Approved charges for 2023/24 Net of VAT if applicable £	Approved charges for 2023/24 with VAT if applicable £	Proposed charges for 2024/25 Net of VAT if applicable £	Proposed charges for 2024/25 with VAT if applicable £
<b>Plot purchase, first internment &amp; right to erect</b>						
Garden of remembrance (Lydd, Double Plot)		OS	684.00	684.00	738.10	738.10
Garden of remembrance (New Romney, Double Plot)		OS	684.00	684.00	738.10	738.10
Garden of remembrance (New Romney, Single Plot)		OS	428.00	428.00	461.90	461.90
<b>Digging Fees</b>						
Children stillborn - No charge		E	0.00	0.00	0.00	0.00
Children -between 0-12		E	226.00	226.00	243.90	243.90
Person over 12 – single depth digging		OS	661.00	661.00	713.30	713.30
Person over 12 – double depth		OS	979.00	979.00	1,056.40	1,056.40
Person over 12 – triple depth		OS	1312.00	1312.00	1,415.70	1,415.70
<b>Other Fees</b>						
Exhumation Fee (at cost)		E	variable	variable	variable	variable
Internment of ashes		OS	167.00	167.00	180.20	180.20
Late internment		OS	160.00	160.00	172.70	172.70
Spreading of ashes		OS	61.30	61.30	66.20	66.20
Scattering of ashes under turf		OS	167.00	167.00	180.20	180.20
Re-open fee		OS	100.00	100.00	107.90	107.90
Add. inscription		S	72.00	86.40	77.70	93.30
Use of chapel		OS	165.00	165.00	178.10	178.10
Memorials – 6 X 3		OS	283.00	283.00	305.40	305.40
Vases		OS	109.00	109.00	117.70	117.70
Kerbs for Children's Plot		OS	300.00	300.00	323.70	323.70
Kerbs		OS	502.00	502.00	541.70	541.70
Laying down unsafe memorial		OS	142.00	142.00	153.30	153.30
Deed of grant - 30 year period		E	n/a	n/a	50.00	50.00
Deed of grant - 50 year period		E	n/a	n/a	85.00	85.00
Deed of grant - 75 year period		E	n/a	n/a	125.00	125.00
Transfer of Deed of Grant		E	118.00	118.00	127.40	127.40
Maintenance		E	110.00	110.00	118.70	118.70
Reserved plot surcharge on use		OS	91.90	91.90	99.20	99.20
Reservation fee		OS	91.90	91.90	99.20	99.20
Family History Request - per request up to 3 names		E	36.10	36.10	39.00	39.00
Family History Request - per request more than 3 names		E	71.10	71.10	76.80	76.80
Replacement headstones - administration fee		E	58.00	58.00	62.60	62.60
Burial where ashes are added - administration fee		E	58.00	58.00	62.60	62.60
Mixing of two ashes - administration fee		E	58.00	58.00	62.60	62.60
Public Health Funerals		E	339.10	339.10	365.90	365.90

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<b>Hiring of council meeting rooms for all non Folkestone &amp; Hythe District Council meetings/functions</b>						
<i>KALC (Kent Association of Local Councils) and relevant voluntary/Charity organisations 100% discount</i>						
Council Chamber	Basic Hourly rate	E	40.48	40.48	43.68	43.68
Council Chamber	Hourly rate after 7pm week day evenings & Saturday (including Civic Warden fee)	E	68.92	68.92	74.36	74.36
Council Chamber	Hourly rate for Sundays & Bank Holidays (including Civic Warden fee)	E	76.58	76.58	82.63	82.63
Boulogne and Middleburg Room	Basic Hourly rate	E	30.63	30.63	33.05	33.05
Boulogne and Middleburg Room	Hourly rate after 7pm week day evenings & Saturday (including Civic Warden fee)	E	58.65	58.65	63.28	63.28
Boulogne and Middleburg Room	Hourly rate for Sundays & Bank Holidays (including Civic Warden fee)	E	66.73	66.73	72.00	72.00
Other meeting rooms	Basic Hourly rate	E	17.50	17.50	18.88	18.88
Other meeting rooms	Hourly rate after 7pm week day evenings & Saturday (including Civic Warden fee)	E	45.95	45.95	49.58	49.58
Other meeting rooms	Hourly rate for Sundays & Bank Holidays (including Civic Warden fee)	E	53.61	53.61	57.85	57.85
<b>Use of drinks machine for non Folkestone &amp; Hythe District Council meetings/functions</b>						
Per drink - Up to 30 persons		S	1.09	1.31	1.18	1.42
30 Persons or more	(max. 60 drinks)	S	32.82	39.38	43.20	51.84
<b>Lost/Unreturned ID cards</b>						
Charge to staff and tenants		E	8.75	8.75	9.50	9.50
Charge to contractors		E	8.75	8.75	9.50	9.50
<b>Life Verifications</b>						
Completion of Proof of Life Certificates		S	0.00	0.00	16.67	20.00