

Discretionary Fees and charges 2017/18

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

Appendix 2

Service	Further Comments regarding the charge	VAT Category	Charges for 2016/17	Charges for 2016/17	Proposed Charges	Proposed Charges for
			Net of VAT if applicable	with VAT if applicable	for 2017/18 Net of VAT if applicable	2017/18 with VAT if applicable
			£	£	£	£
LEGAL, DEMOCRATIC , AND CONTRACTS SERVICES						
Street Naming and Numbering						
Changing a property address		OS	57.10	57.10	57.10	57.10
Registering a new property		OS	114.20	114.20	114.20	114.20
New Street/Building (2-10 units)		OS	217.00	217.00	217.00	217.00
New Street/Building (11-20 units)		OS	354.10	354.10	354.10	354.10
New Street/Building (>20 units)		OS	354.10	354.10	354.10	354.10
Additional unit		OS	22.80	22.80	22.80	22.80
Changing a street name		OS	571.00	571.00	571.00	571.00
Provision of historical information		OS	239.80	239.80	239.80	239.80
Legal Fees						
Development/planning agreements	First 10 hours	OS	650 to 4,000	650 to 4,000	650 to 4,000	650 to 4,000
Hourly rate thereafter		OS	100.00	100.00	100.00	100.00
Commercial property / lease	Hourly rate if applicable	OS	400 to 800	400 to 800	400 to 800	400 to 800
Transfer of miscellaneous land		OS	500 to 700	500 to 700	500 to 700	500 to 700
Lease renewals		OS	200 to 450	200 to 450	200 to 450	200 to 450
License to assign		OS	350 to 800	350 to 800	350 to 800	350 to 800
Licenses for land		OS	200 to 800	200 to 800	200 to 800	200 to 800
Easements		OS	300 to 700	300 to 700	300 to 700	300 to 700
Land enquiries - abortive transaction fee		OS	150.00	150.00	150.00	150.00
Deed of surrender/novation		OS	250.00	250.00	250.00	250.00
Leaseholder matters/post RTB Matter		OS	55 to 230	55 to 230	55 to 230	55 to 230
Discharge of mortgages		OS	97.00	97.00	97.00	97.00
Rent reviews		OS	57.00	57.00	57.00	57.00
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	97.00	116.40

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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 associations, then it is treated as an exempt activity.</i>						
Swimming – Adult		S	3.40	4.10	3.40	4.10
Swimming – Junior		S	2.10	2.50	2.10	2.50
Swimming – Senior		S	2.10	2.50	2.10	2.50
Swimming – Off Peak		S	2.60	3.10	2.60	3.10
Swimming – Disabled		S	1.70	2.00	1.70	2.00
Swimming – Carer		S	1.70	2.00	1.70	2.00
Organised Groups – Adults		S	2.90	3.50	2.90	3.50
Organised Groups – Junior		S	1.80	2.20	1.80	2.20
Family ticket (2 adults & 2 juniors or 1 adult & 3 juniors)		S	8.50	10.20	8.50	10.20
Aqua Aerobics		S	4.40	5.30	4.40	5.30
Aqua Zumba		S	4.40	5.30	4.40	5.30
Spectator Admission		S	0.80	1.00	0.80	1.00
Gym		S	3.90	4.70	3.90	4.70
Gym & Swim		S	5.20	6.20	5.20	6.20
Shower only (non facility users)		S	2.00	2.40	2.00	2.40
Adult lessons – course of 10 (45 minute lessons)		E	94.90	94.90	94.90	94.90
Adult lessons (claimants) – course of 10 (45 min lessons)		E	54.90	54.90	54.90	54.90
Adult Tri sessions		E	15.60	15.60	15.60	15.60
Junior lessons – course of 10 (30 minute lessons)		E	54.90	54.90	54.90	54.90
Junior Tri Sessions		E	10.20	10.20	10.20	10.20
Pool hire per hour		S	90.50	108.60	90.50	108.60
Teaching Pool hire per hour		S	32.90	39.50	32.90	39.50
Club hire (Monday-Saturday)		E	66.80	66.80	66.80	66.80
Club hire (Sunday)		E	60.50	60.50	60.50	60.50
Lifeguard for clubs		E	11.50	11.50	11.50	11.50
Adult blue voucher book		S	32.70	39.20	32.70	39.20
Senior voucher book		S	20.30	24.40	20.30	24.40
Junior voucher book		S	20.30	24.40	20.30	24.40
Early Riser Voucher Book		S	32.70	39.20	32.70	39.20
Disabled Voucher book		S	15.90	19.10	15.90	19.10
Aqua Aerobics yellow voucher books		S	43.20	51.80	43.20	51.80
Gym orange voucher books		S	37.90	45.50	37.90	45.50
Gym & Swim voucher books		S	51.10	61.30	51.10	61.30
School swimming teacher - per half hour		S	6.70	8.00	6.70	8.00
Schools non exclusive – per child per half hour		S	1.80	2.20	1.80	2.20
School Exclusive Pool hire – per half hour (maximum 20 children)		S	24.40	29.30	24.40	29.30
School Exclusive Pool hire – additional children		S	1.20	1.40	1.20	1.40
Private lessons per half hour – 1 child		E	16.80	16.80	16.80	16.80
Private lessons per half hour – 2 children		E	20.00	20.00	20.00	20.00

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Private lesson per half hour – 1 adult		E	20.00	20.00	20.00	20.00
Private lesson per half hour – 2 adults		E	24.40	24.40	24.40	24.40
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	13.50	16.20	13.50	16.20

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Waste & Recycling						
Bulky household collection (1 item)		OS	23.95	23.95	23.95	23.95
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	23.95	23.95	23.95	23.95
Abortive visits (including scheduled collections not cancelled 1 working day in advance)		OS				
Cancelled visits - (including scheduled collections not cancelled 1 working day in advance)		OS	29.95	29.95	29.95	29.95
Garden waste sacks individual		OS			5.00	5.00
Garden waste sacks (roll of 10 sacks)		OS	1.25	1.25	1.25	1.25
Purple sacks (restrictions apply) - individual		OS	11.45	11.45	11.45	11.45
Purple sacks (restrictions apply) - roll of 13 sacks		OS	2.45	2.45	2.45	2.45
Supply & delivery of 140 litre wheeled bin		OS	29.95	29.95	29.95	29.95
Supply & delivery of 180 litre wheeled bin		OS	35.99	35.99	35.99	35.99
Supply & delivery of 240 litre wheeled bin		OS	49.99	49.99	49.99	49.99
Supply & delivery of 360 litre wheeled bin		OS	47.95	47.95	47.95	47.95
Supply & delivery of 660 litre green (residual) wheeled bin		OS	75.95	75.95	75.95	75.95
Supply & delivery of 660 litre wheeled bin (recyclables)		OS	235.00	235.00	235.00	235.00
Supply & delivery of 1100 litre green (residual) wheeled bin		OS	245.00	245.00	245.00	245.00
Supply & delivery of 1100 litre wheeled bin (recyclables)		OS	252.00	252.00	252.00	252.00
Bin authorisation fee (2 wheeled bin)		OS	262.00	262.00	262.00	262.00
Bin authorisation fee (4wheeled bin)		OS	6.00	6.00	6.00	6.00
Food Waste Collections, Kerbside Container		OS	12.00	12.00	12.00	12.00
Food Waste Collections, Kitchen Caddy		OS	9.95	9.95	9.95	9.95
New Property Container Offer (Up to 2WB, 2 Food + Box) Price capped at		OS	5.95	5.95	5.95	5.95
Black box recycling container		OS	84.95	84.95	84.95	84.95
Purple box recycling container		OS	9.95	9.95	9.95	9.95
Blue bag recycling container		OS	9.95	9.95	9.95	9.95
Green Waste Collection - Contribute towards purchase		OS	4.95	4.95	4.95	4.95
Green Waste Collection - Annual Subs.		OS	29.95	29.95	29.95	29.95
Green Waste Collection - direct Debit		OS	45.00	45.00	45.00	45.00

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			£	£	£	£
POLICY						
<i>Below are the advertised rates, but discretionary discounts could be considered.</i>						
	1/4 Page	S	200.00	240.00	200.00	240.00
Advertising Space in Shepway Today	1/2 Page	S	380.00	456.00	380.00	456.00
	Full Page	S	720.00	864.00	720.00	864.00
	Back Page	S	800.00	960.00	800.00	960.00
HOUSING SERVICES						
Housing Revenue Account						
Garages let to SDC tenants	Per week	OS	11.10	11.10	11.10	11.10
Garages let privately	Per week	S	11.10	13.30	11.10	13.30
Parking Spaces let to SDC tenants	Per week	E	3.20	3.20	3.20	3.20
Parking Spaces let privately	Per week	S	3.20	3.80	3.20	3.80
Stores	Per week	E	16.70	16.70	16.70	16.70
Hire of Scooter Stores	Per week	E	5.90	5.90	5.90	5.90
Lounge hire - Sheltered Accommodation	Per hour	E	13.90	13.90	13.90	13.90
Guest Rooms - Sheltered Accommodation	Per night	E	16.70	16.20	16.70	16.20
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	200.00	240.00	200.00	240.00
Valuation fee		S	360.00	432.00	360.00	432.00
Plan fee		S	96.00	115.20	96.00	115.20
Supporting People						
- Full Sheltered	Per week	E	10.90	10.90	10.90	10.90
- Semi Sheltered	Per week	E	0.80	0.80	0.80	0.80
Shed	Per week	E	3.80	3.80	3.80	3.80
RTB Management Fee	Annual	E	210.00	210.00	210.00	210.00
RTB – Reference for Purchase		E	42.80	42.80	42.80	42.80
RTB – Service charges enquiry		E	75.00	75.00	75.00	75.00
Sale of land – administration fee		S	250.00	300.00	250.00	300.00
Housing						
Immigration Inspection Fee	Per inspection	S	90.00	108.00	100.00	120.00

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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	
Installation and maintenance (10 years)	per application	E			158.00	
Hire of Land						
Refundable Deposit - non-commercial events(minimum of £100)		OS	sliding scale up to £500	sliding scale up to £500	sliding scale up to £500	sliding scale up to £500
Small non-commercial events - hire charge		OS	130.00	130.00	130.00	130.00
Charitable/Community events - hire charge		OS	40.00	40.00	40.00	40.00
Boot Fairs		OS	250.00	250.00	250.00	250.00
Commercial Events hire charge (per day)		OS	1,100.00	1,100.00	1,100.00	1,100.00
Refundable Deposit - commercial events (minimum of £500)		OS	sliding scale up to £1000	sliding scale up to £1000	sliding scale up to £1000	sliding scale up to £1000
Arranging TPC road closure (admin fee)		OS	20.00	20.00	20.00	20.00
Cleaning & restocking charge for use of WC's used by Event Organiser(some exemptions available on request)		S	100.00	120.00	100.00	120.00
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						
<i>Strategic Projects</i>						
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	53.50	64.20	53.50	64.20
Cricket – Shorncliffe (Concession)		S	19.90	23.90	19.90	23.90
Football – Sports Ground (Cheriton)		S	63.30	76.00	63.30	76.00
Football – Sports Ground (Cheriton) (concession)		S	43.50	52.20	43.50	52.20
Mini Soccer - Sports Ground (Cheriton)		S	14.20	17.00	14.20	17.00
Football - 9v9 Sports Ground (Cheriton Rd and North Rd)		S	28.00	33.60	28.00	33.60
Football – Stadium (Cheriton)		S	51.10	61.30	51.10	61.30
Football – Stadium (Cheriton) (concession)		S	32.50	39.00	32.50	39.00
Royal Military Canal:						
Allotments (Green Lane) Full Plot		OS	28.30	28.30	28.30	28.30
Allotments (Green Lane) Half Plot		OS	14.20	14.20	14.20	14.20
Shingle Extraction						
Annual Fee up to 120,000 cubic metres		OS	40,845.66	40,845.66	40,845.66	40,845.66
fee per cubic metre over 120,000 cubic metres		OS	1.02	1.02	1.02	1.02
Beach Huts						
Hythe	per annum					800
Sale of Documents						
Sale of Misc Docs - 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	3.10	3.70	3.20	3.80
Bogus caller alarm		S	30.00	36.00	30.30	36.40
CO2 fall & flood detector	Quarterly charge	S	32.00	38.40	33.00	39.60
Neo falls detector	per week	S	1.90	2.30	2.00	2.40
GPS Footprint	per week	S			5.10	6.10
Universal Sensor	Quarterly charge	S	16.00	19.20	16.10	19.30
Epilepsy Sensor	per week	S	6.00	7.20	6.50	7.80
Pull Cord		S	2.00	2.40	2.10	2.50
Property Exit sensor		S	6.00	7.20	6.25	7.50
Bed occupancy sensor	Quarterly	S	72.00	86.40	73.50	88.20
Bed Sensory Pad	per week	S	1.20	1.40	1.30	1.60
PR / fault visits		S	36.00	43.20	37.00	44.40
Safe Socket		S	30.00	36.00	30.50	36.60
Smoke Detectors	per week	S	2.00	2.40	2.10	2.50
Telephone extension lead		S	4.00	4.80	5.00	6.00
Electrical extension lead		S	6.50	7.80	7.50	9.00
Pendant		S	71.00	85.20	71.25	85.50
Pendant Rental	per week	S	1.20	1.40	1.30	1.60
Replacement pendant (used)		S	35.00	42.00	37.00	44.40
Lost Units (replacements)		S	125.00	150.00	130.00	156.00
GSM (mobile phone lifeline)	per week	S	6.50	7.80	6.60	7.90
Care assist	per week	S	3.10	3.70	3.20	3.80
Care Assist for existing clients with faulty line		S	43.00	51.60	43.00	51.60
Replacement Power Supply	per unit	S	33.00	39.60	35.00	42.00
Big Button Phone	per unit	S	15.00	18.00	16.00	19.20
Minuet Pendants	per unit	S	82.00	98.40	83.50	100.20
ADSL Filters	Unit price +10%	S	Variable	Variable	Variable	Variable
Installation charge		S	36.00	43.20	37.00	44.40
Out of area installation charge		S	65.00	78.00	66.50	79.80
RSL Monitoring Income shown as an hourly rate		S	0.10	0.10	0.11	0.10
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
New telecare and telehealth contract opportunities		S	2.40	2.90		
Telehealth monitoring		S	1.80	2.20	1.85	2.20
Warm Homes		S	1.55	1.90	1.58	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	0.75	0.90	0.80	1.00
Lone Worker Scheme Full-time	per week	S	1.00	1.20	1.10	1.30
Data holding and contract holding	per week	S	0.50	0.60	0.60	0.70
Monitoring only - donated (per week)	As per supporting people	S	2.00	2.40	2.10	2.50

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PLANNING SERVICES						
Planning Pre-Application Charging Schedule						
Advice from Duty Officer for non site specific guidance and simple site specifics		S	0.00	0.00	0.00	0.00
Householder application -		S				
Written advice (basic) following letter/submission received		S	0.00	0.00	42.00	50.00
Per 30 minute meeting with written advice		S	84.00	100.00	125.00	150.00
Replacement dwellings -		S				
Single dwelling - written advice following letter/submission received		S	84.00	100.00	125.00	150.00
- per one hour meeting with written advice		S	210.00	250.00	210.00	250.00
2 - 9 units - written advice following letter/submission received		S	150.00	180.00	210.00	250.00
- per one hour meeting with written advice		S	350.00	420.00	350.00	420.00
10 - 49 units - charge includes two hour meeting with written advice		S	516.00	620.00	n/a	n/a
10 - 20 units - charge includes two hour meeting with written advice		S			542.00	650.00
21 - 49 units - charge includes two hour meeting with written advice		S			708.00	850.00
50 - 99 units - charge includes two hour meeting with written advice		S	700.00	840.00	833.00	1,000.00
Strategic development +100 units - Planning Performance Agreement (Cost recovery of officer time and consultant costs)		S	Variable	Variable	Variable	Variable
Listed Buildings - written advice following letter/submission received		S	0.00	0.00	42.00	50.00
- 30 minute meeting with written advice		S	84.00	100.00	125.00	150.00
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	0.00	0.00
Businesses - free initial advice meeting and letter		S	0.00	0.00	0.00	0.00
- any further work required for business with a floor space above 500m ²		S			Variable	Variable
Other operations and developments (bespoke fee linked to scale and complexity of development)		S	Variable	Variable	Variable	Variable
Sale of Documents						
Sale of Misc Docs - Planning Policy		S	Variable	Variable	Variable	Variable
Sale of Misc Docs - Dev Control		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	71.80	86.20
	Saved Policies	S	92.30	110.80	92.30	110.80
Shepway Core Strategy Local Plan - Concessionary Rate for Local Residents Town and Parish Councils	Hard Copy	S	51.30	61.60	51.30	61.60
	with Saved Policies	S	71.80	86.20	71.80	86.20

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ENVIRONMENTAL SERVICES						
Hackney Carriage Licensing						
Drivers Single Licence		OS	127.00	127.00	127.00	127.00
Drivers Dual Licence		OS	173.00	173.00	173.00	173.00
Knowledge Test		OS	60.00	60.00	60.00	60.00
Vehicle Licence – Annual		OS	273.00	273.00	273.00	273.00
Vehicle Licence – Transfer		OS	94.00	94.00	94.00	94.00
Vehicle Plate replacement		OS	20.00	20.00	20.00	20.00
Driver Badge replacement		OS	20.00	20.00	20.00	20.00
Private Hire Operator Licence (Per vehicle)		OS	63.00	63.00	63.00	63.00
Miscellaneous Licensing						
Pet Animals Act 1951		OS	188.00	188.00	188.00	188.00
Dangerous Wild Animals Act 1964 & 1970	Every Two years	OS	410.00	410.00	410.00	410.00
Riding Establishments Act 1964 & 1970		OS	243.00	243.00	243.00	243.00
Breeding of Dogs Act						
-2-10 bitches		OS	160.00	160.00	160.00	160.00
-over 10 bitches		OS	273.00	273.00	273.00	273.00
Animal Boarding Establishment Act 1963						
-up to 20 animals		OS	122.00	122.00	122.00	122.00
-21-40 animals		OS	184.00	184.00	184.00	184.00
-over 40 animals		OS	243.00	243.00	243.00	243.00
Zoo Licence Act 1982						
-up to 2 hours		OS	219.00	219.00	219.00	219.00
-each hour thereafter		OS	52.00	52.00	52.00	52.00
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	284.00	284.00
Non mobiles > 25 feet in length		OS	785.00	785.00	785.00	785.00
Stall per foot- Sandgate Road	March to December	OS	3.50	3.50	3.00	3.50
	January and February	OS	1.80	1.80	1.80	1.80
Stall per foot- Guildhall Street	March to December	OS	2.35	2.35	2.00	2.35
	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

Discretionary Fees and charges 2017/18

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Exempt

20%

Appendix 2

Service	Further Comments regarding the charge	VAT Category	Charges for 2016/17	Charges for 2016/17	Proposed Charges	Proposed Charges for
			Net of VAT if applicable	with VAT if applicable	for 2017/18 Net of VAT if applicable	2017/18 with VAT if applicable
			£	£	£	£
Canoe - annual		OS	28.50	28.50	28.50	28.50
Canoe - seasonal		OS	18.50	18.50	18.50	18.50
Boat - annual		OS	46.00	46.00	46.00	46.00
Boat - seasonal		OS	29.00	29.00	29.00	29.00
Scrap Metal Licensing						
Grant of site licence		OS	492.00	492.00	492.00	492.00
Renewal of site licence		OS	462.00	462.00	462.00	462.00
Collectors licence		OS	289.00	289.00	289.00	289.00
Variation of licence		OS	63.00	63.00	63.00	63.00
Change of details		OS	53.00	53.00	53.00	53.00
Personal & Premises Licences						
Personal	Acupuncture, ear piercing, electrolysis & semi-permanent ink	OS	189.00	189.00	189.00	189.00
	Tattooing Registration	OS	308.00	308.00	308.00	308.00
	Sex Shop Consent	OS	2,021.00	2,021.00	2,021.00	2,021.00
	Change to Registration	OS	105.00	105.00	105.00	105.00
Dog Control						
Kennelling per night		OS	16.00	16.00	17.00	17.00
Out of hours Dog Collection		OS	47.00	47.00	50.00	50.00
Veterinary fees at cost		OS	Variable	Variable	Variable	Variable

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			Net of VAT if applicable	with VAT if applicable	for 2017/18 Net of VAT if applicable	2017/18 with VAT if applicable
			£	£	£	£
Cemeteries						
Purchase fees						
Children not exceeding 12		OS	197.00	197.00	197.00	197.00
Person over 12 –purchase fee		OS	545.00	545.00	545.00	545.00
Burial and Plot Fees		OS	1,012.00	1,012.00	1,012.00	1,012.00
Green Burials (Hawkinge Only)		OS	982.00	982.00	982.00	982.00
Plot purchase, first interment & right to erect						
Garden of remembrance (Lydd)		OS	595.00	595.00	595.00	595.00
Garden of remembrance (NR)		OS	372.00	372.00	372.00	372.00
Digging Fees						
Children stillborn - No charge		E	0.00	0.00	0.00	0.00
Person over 12 –single depth digging		OS	561.00	561.00	561.00	561.00
Person over 12 –double depth		OS	833.00	833.00	833.00	833.00
Person over 12 –triple depth		OS	1,116.00	1,116.00	1,116.00	1,116.00
Other Fees						
Exhumation Fee (Plus additional charge to cover actual cost)		E	1,188.00	1,188.00	1,188.00	1,188.00
Internment of ashes		OS	140.00	140.00	140.00	140.00
Late internment		OS	133.00	133.00	133.00	133.00
Spreading of ashes		OS	48.00	48.00	48.00	48.00
Scattering of ashes under turf		OS			140.00	140.00
Re-open fee		OS	85.00	85.00	85.00	85.00
Add. inscription		OS	72.00	72.00	72.00	72.00
Use of chapel		OS	138.00	138.00	138.00	138.00
Memorials – 6 X 3		OS	240.00	240.00	240.00	240.00
Vases		OS	92.00	92.00	92.00	92.00
Kerbs		OS	426.00	426.00	426.00	426.00
Laying down unsafe memorial		OS	121.00	121.00	121.00	121.00
Standard cost of a donated memorial bench, new plaque and 10 years mtce		OS	1,456.00	1,456.00	1,456.00	1,456.00
Standard cost of a refurbished donated memorial bench, new plaque and 10 years mtce		OS	854.00	854.00	854.00	854.00
Standard cost of a refurbished donated memorial bench, existing plaque and 10 years mtce		OS	748.00	748.00	748.00	748.00
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	95.00	95.00	95.00	95.00
Reserved plot surcharge on use		OS	78.00	78.00	78.00	78.00
Reservation fee		OS	78.00	78.00	78.00	78.00
Pollution Environmental Health						
Contaminated land search fee		OS	126.10	126.10	126.10	126.10
Food and Safety						
Certificate for voluntary surrender of unfit food (Including 1 hour officer time)		OS	90.00	90.00	90.00	90.00
plus officer time per additional hour		OS	41.00	41.00	41.00	41.00
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

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Service	Further Comments regarding the charge	VAT Category	Charges for 2016/17		Proposed Charges for 2017/18	Proposed Charges for 2017/18	
			Net of VAT if applicable	Charges for 2016/17 with VAT if applicable	Net of VAT if applicable	with VAT if applicable	
			£	£	£	£	
Private Water Supply Sampling							
Risk assessments(If carried out by contractor)	per hour	OS	51.30	51.30	51.30	51.30	
Risk assessments(If carried out by SDC staff)	per hour	OS	25.70	25.70	25.70	25.70	
mileage	per mile	OS	0.60	0.60	0.60	0.60	
Sampling	per visit	OS	55.00	55.00	55.00	55.00	
Analysis and courier (first sample)	first sample	OS	15.90	15.90	15.90	15.90	
additional sample	each	OS	5.40	5.40	5.40	5.40	
Caravan Site Licensing							
New application	Band A (single pitch)		0.00	0.00	0.00	0.00	
	Band B (2 - 10 pitches)		516.00	516.00	516.00	516.00	
	Band C (11 - 25 pitches)		600.00	600.00	600.00	600.00	
	Band D (26 - 50 pitches)		740.00	740.00	740.00	740.00	
	Band E (51 - 100 pitches)		998.00	998.00	998.00	998.00	
	Band F (101 - 200 pitches)		1,530.00	1,530.00	1,530.00	1,530.00	
	Band G (201 - 400 pitches)		2,579.00	2,579.00	2,579.00	2,579.00	
	Band H (401 - 800 pitches)		4,676.00	4,676.00	4,676.00	4,676.00	
	Annual fee	Band A		0.00	0.00	0.00	0.00
		Band B		306.00	306.00	306.00	306.00
		Band C		390.00	390.00	390.00	390.00
		Band D		530.00	530.00	530.00	530.00
		Band E		789.00	789.00	789.00	789.00
Band F			1,320.00	1,320.00	1,320.00	1,320.00	
Band G			2,369.00	2,369.00	2,369.00	2,369.00	
Transfer	Band H		4,466.00	4,466.00	4,466.00	4,466.00	
	Band A		0.00	0.00	0.00	0.00	
Amendment	Band B to Band H		57.00	57.00	57.00	57.00	
	Band A (single pitch)		0.00	0.00	0.00	0.00	
Site rules	Band B to Band H		79.00	79.00	79.00	79.00	
	Band A (single pitch)		0.00	0.00	0.00	0.00	
	Band B to Band H		38.00	38.00	38.00	38.00	

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Service	Further Comments regarding the charge	VAT Category	Charges for 2016/17 Net of VAT if applicable £	Charges for 2016/17 with VAT if applicable £	Proposed Charges for 2017/18 Net of VAT if applicable £	Proposed Charges for 2017/18 with VAT if applicable £
FINANCIAL SERVICES						
Hiring of council meeting rooms for private functions						
Council Chamber	Full Day	E	228.60	228.60	n/a	n/a
	Half Day	E	114.80	114.80	n/a	n/a
	Basic Hourly rate	E			35.00	35.00
	Hourly rate after 9pm week day evenings & Saturday (including Civic Warden fee)	E			58.75	58.75
Boulogne and Middleburg Room	Hourly rate for Sundays & Bank Holidays (including Civic	E			65.00	65.00
	Full Day	E	143.50	143.50	n/a	n/a
	Half Day	E	71.75	143.50	n/a	n/a
	Basic Hourly rate	E			25.00	25.00
Other meeting rooms	Hourly rate after 9pm week day evenings & Saturday (including Civic Warden fee)	E			48.75	48.75
	Hourly rate for Sundays & Bank Holidays (including Civic	E			55.00	55.00
	Full Day	E	57.40	57.40	n/a	n/a
	Half Day	E	28.70	28.70	n/a	n/a
Use of drinks machine for non Shepway District Council functions/meetings	Basic Hourly rate	E			15.00	15.00
	Hourly rate after 9pm week day evenings & Saturday (including Civic Warden fee)	E			38.75	38.75
	Per drink - Up to 20 persons	E	20.00	20.00	n/a	n/a
	20 Persons or more	E			1.00	1.00
					20.00	20.00
<i>Relevant Voluntary and Charity Organisations 100% discount</i>						
Court Costs						
Summons & Liability Order-council tax		E	125.00	125.00	125.00	125.00
Summons & Liability Order-business rates		E	175.00	175.00	175.00	175.00
Imposition of a penalty for failure to notify the council tax office		E	70.00	70.00	70.00	70.00
Failure of Completion of Means Enquiry Form	Dependant on Magistrates Court	E	70.00	70.00	70.00	70.00

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			Net of VAT if applicable £	Charges for 2016/17 with VAT if applicable £	Net of VAT if applicable £	with VAT if applicable £
Credit card charges						
Surcharge for credit card payments - surcharge on all payments made by credit card (NOT debit card) - Excludes Parking Fines						
		OS		1.6% on all payments		1.6% on all payments
General sale of documents / photocopying						
Photocopying	per A4 sheet (black & white)	S	0.10	0.12	0.10	0.12
	per A4 sheet (colour)	S			0.12	0.15
	per A3 sheet (black & white)	S	0.25	0.30	0.25	0.30
	per A3 sheet (colour)	S			0.30	0.36
	per A1 sheet (black & white)	S	2.90	3.50	2.90	3.50
	per A1 sheet (colour)	S			3.50	4.00
	per A2 sheet (black & white)	S	2.90	3.50	2.90	3.50
	per A2 sheet (colour)	S			3.50	4.00
Providing electronic copies (PDF or equivalent)	per sheet	S			0.83	1.00
Lost/Unreturned ID cards						
Charge to staff		E	5.00	5.00	5.00	5.00
Charge to contractors		E	5.00	5.00	5.00	5.00