

Discretionary Fees and Charges 2018/19

VAT KEY

OS  
S  
E

Outside the scope of VAT  
Standard Rated  
Exempt

20%

APPENDIX 2

Service	Further Information	VAT Category	Charges for 2017/18 Net of VAT if applicable £	Charges for 2017/18 with VAT if applicable £	Proposed Charges for 2018/19 Net of VAT if applicable £	Proposed Charges for 2018/19 with VAT if applicable £
<b>LEGAL, DEMOCRATIC AND CONTRACTS SERVICES</b>						
<b>Street Naming and Numbering</b>						
Changing a property address		OS	57.10	57.10	57.00	57.00
Registering a new property		OS	114.20	114.20	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	354.10	354.10	354.00	354.00
New Street/Building (>20 units)		OS	354.10	354.10	354.00	354.00
Additional unit		OS	22.80	22.80	30.00	30.00
Changing a street name		OS	571.00	571.00	571.00	571.00
Provision of historical information		OS	239.80	239.80	239.00	239.00
<b>Freedom of Information Act 2000</b>						
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	0.00	0.00	450.00	450.00
Additional hours (per hour)		OS	0.00	0.00	25.00	25.00
<b>Environmental Information Regulations</b>						
Requests under the Environmental Information Regulations will be charged at £25 an hour (disbursements eg. photocopying and postage will be charged separately)			0.00	0.00	25.00	25.00
<b>Data Protection Act (Effective from 25 May 2018)</b>						
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	Variable	Variable ariable	Variable	Variable
Initial charge (for first 18 hours)		OS	0.00	0.00	450.00	450.00
Additional hours (per hour)		OS	0.00	0.00	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	0.00	0.00	25.00	25.00
<b>Legal Fees</b>						
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

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			£	£	£	£
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
<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</i>						
Swimming – Adult		S	3.40	4.10	3.50	4.20
Swimming – Junior		S	2.10	2.50	2.20	2.60
Swimming – Senior		S	2.10	2.50	2.20	2.60
Swimming – Off Peak		S	2.60	3.10	2.70	3.20
Swimming – Disabled		S	1.70	2.00	1.75	2.10
Swimming – Carer		S	1.70	2.00	1.75	2.10
Organised Groups – Adults		S	2.90	3.50	3.00	3.60
Organised Groups – Junior		S	1.80	2.20	1.90	2.30
Family ticket (2 adults & 2 juniors or 1 adult & 3 juniors)		S	8.50	10.20	8.70	10.40
Aqua Aerobics/Fit		S	4.40	5.30	4.50	5.40
Aqua Zumba		S	4.40	5.30	4.50	5.40
Spectator Admission		S	0.80	1.00	0.80	1.00
Gym		S	3.90	4.70	4.00	4.80
Gym & Swim		S	5.20	6.20	N/A	N/A
Shower only (non facility users)		S	2.00	2.40	0.00	0.00
Adult lessons – course of 10 (45 minute lessons)		E	94.90	94.90	81.50	81.50
Adult lessons (claimants) – course of 10 (45 min lessons)		E	54.90	54.90	N/A	N/A
Adult (front crawl) training - per session		E	15.60	15.60	5.50	5.50
Junior lessons – course of 10 (30 minute lessons)		E	54.90	54.90	56.00	56.00
Junior Tri Sessions		E	10.20	10.20	N/A	N/A
Pool hire per hour (includes 1 lifeguard and upto 30 people)		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	68.00	68.00
Club hire (Sunday)		E	60.50	60.50	62.00	62.00
Lifeguard for clubs		E	11.50	11.50	11.70	11.70
Adult blue voucher book (12 tickets)		S	32.70	39.20	35.00	42.00
Senior voucher book (12 tickets)		S	20.30	24.40	22.00	26.00
Junior voucher book (12 tickets)		S	20.30	24.40	22.00	26.00
Early Riser Voucher Book (12 tickets)		S	32.70	39.20	27.00	32.00
Disabled Voucher book (12 tickets)		S	15.90	19.10	17.50	21.00
Aqua Aerobics yellow voucher books (12 tickets)		S	43.20	51.80	45.00	54.00
Gym orange voucher books		S	37.90	45.50	N/A	N/A
Gym & Swim voucher books		S	51.10	61.30	N/A	N/A
School swimming teacher - per half hour		S	6.70	8.00	6.90	8.30

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			£	£	£	£
Schools non exclusive – per child per half hour		S	1.80	2.20	1.85	2.20
School exclusive pool hire – per half hour (maximum 20 children)		S	24.40	29.30	29.00	35.00
School exclusive pool hire – additional children		S	1.20	1.40	1.25	1.50
Private lessons per half hour – 1 child		E	16.80	16.80	17.20	17.20
Private lessons per half hour – 2 children		E	20.00	20.00	N/A	N/A
Private lesson per half hour – 1 adult		E	20.00	20.00	N/A	N/A
Private lesson per half hour – 2 adults		E	24.40	24.40	N/A	N/A
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	N/A	N/A
Waste & Recycling						
Bulky household collection (1 item)		OS	23.95	23.95	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	23.95	23.95	24.50	24.50
Abortive visits (including scheduled collections not cancelled 1 working day in advance)		OS	29.95	29.95	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	45.00	45.00	46.00	46.00
Green waste collection - direct debit		OS	45.00	45.00	46.00	46.00

COMMUNICATIONS

Below are the advertised rates, but discretionary discounts could be considered.

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Advertising space in Shepway Today	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
Advertising space in Shepway Today	Full Page	S	720.00	864.00	720.00	864.00
Advertising space in Shepway Today	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	11.40	11.40
Garages let privately	Per week	S	11.10	13.30	11.40	13.70
Parking spaces let to SDC tenants	Per week	E	3.20	3.20	3.30	3.30
Parking spaces let privately	Per week	S	3.20	3.80	3.30	3.30
Stores	Per week	E	16.70	16.70	17.10	17.10
Hire of scooter store	Per week	E	5.90	5.90	2.30	2.30
Lounge hire - sheltered accommodation	Per hour	E	13.90	13.90	14.30	14.30
Guest rooms - sheltered accommodation	Per night	E	16.70	16.20	17.10	17.10
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	205.00	246.00
Valuation fee		S	360.00	432.00	369.00	443.00
Plan fee		S	96.00	115.20	98.00	118.00
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	215.00	215.00
RTB - reference for purchase		E	42.80	42.80	44.00	44.00
RTB - service charges enquiry		E	75.00	75.00	77.00	77.00
Sale of land - administration fee		S	250.00	300.00	257.00	308.00
Housing						
Immigration inspection fee	Per inspection	S	100.00	120.00	105.00	126.00
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	130.00	130.00	135.00	135.00
Charitable/Community events - hire charge		OS	40.00	40.00	40.00	40.00
Boot Fairs		OS	250.00	250.00	260.00	260.00
Commercial events hire charge (per day)		OS	1,100.00	1,100.00	1,150.00	1,150.00

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			£	£	£	£
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	20.00	20.00
Cleaning & restocking charge for use of WCs used by event organiser (some exemptions available on request)		S	100.00	120.00	104.00	125.00
<b>Public Toilets</b>						
Dymchurch Sea Wall toilets		OS	0.20	0.20	0.20	0.20
Radar keys		S	2.20	2.60	2.20	2.60
<b>Outdoor Sports and Recreation</b>						
<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	60.00	72.00
Cricket – Shorncliffe (Concession)		S	19.90	23.90	25.00	30.00
Football – Sports Ground (Cheriton)		S	63.30	76.00	65.00	78.00
Football – Sports Ground (Cheriton) (concession)		S	43.50	52.20	45.00	54.00
Mini Soccer - Sports Ground (Cheriton)		S	14.20	17.00	14.50	17.40
Football - 9v9 Sports Ground (Cheriton Rd and North Rd)		S	28.00	33.60	29.00	34.80
Football – Stadium (Cheriton)		S	51.10	61.30	55.00	66.00
Football – Stadium (Cheriton) (concession)		S	32.50	39.00	35.00	42.00
Royal Military Canal:						
Allotments (Green Lane) Full Plot		OS	28.30	28.30	40.00	40.00
Allotments (Green Lane) Half Plot		OS	14.20	14.20	20.00	20.00
<b>Shingle Extraction</b>						
Annual Fee up to 120,000 cubic metres		OS	40,845.66	40,845.66	n/a	n/a
Fee per cubic metre over 120,000 cubic metres		OS	1.02	1.02	1.02	1.02
<b>Beach Huts</b>						
Hythe	per annum	E	800	800.00	800.00	800.00
<b>Sale of Documents</b>						
Sale of miscellaneous documents - Building Control		S	Variable	Variable	Variable	Variable
<b>Private Lifeline Charges</b>						
<i>Equipment subject to VAT but client has option to complete VAT exemption form.</i>						
Gemini unit (per week)	per week	S	3.20	3.80	3.40	4.10
Bogus caller alarm		S	30.30	36.40	30.50	36.60
CO2 fall & flood detector	Quarterly charge	S	33.00	39.60	40.00	48.00
Neo falls detector	per week	S	2.00	2.40	n/a	n/a
GPS Footprint	per week	S	5.10	6.10	5.20	6.20
Universal sensor	Quarterly charge	S	16.10	19.30	16.80	20.20
Epilepsy sensor	per week	S	6.50	7.80	6.60	7.90
Pull cord		S	2.10	2.50	2.00	2.40
Property exit sensor		S	6.25	7.50	2.20	2.60
Bed occupancy sensor	Quarterly	S	73.50	88.20	74.50	89.40
Bed sensory pad	per week	S	1.30	1.60	1.40	1.70

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			£	£	£	£
PR / fault visits		S	37.00	44.40	39.00	46.80
Safe socket		S	30.50	36.60	31.00	37.20
Smoke detectors	per week	S	2.10	2.50	2.25	2.70
Telephone extension lead		S	5.00	6.00	5.50	6.60
Electrical extension lead		S	7.50	9.00	8.00	9.60
Pendant		S	71.25	85.50	72.00	86.40
Pendant rental	per week	S	1.30	1.60	1.50	1.80
Replacement pendant (used)		S	37.00	44.40	39.00	46.80
Lost units (replacements)		S	130.00	156.00	135.00	162.00
GSM (mobile phone lifeline)	per week	S	6.60	7.90	6.70	8.00
Care assist	per week	S	3.20	3.80	3.30	4.00
Care assist for existing clients with faulty line		S	43.00	51.60	44.00	52.80
Replacement power supply	per unit	S	35.00	42.00	36.00	43.20
Big button phone	per unit	S	16.00	19.20	17.50	21.00
Minuet pendants	per unit	S	83.50	100.20	85.00	102.00
ADSL filters	Unit price +10%	S	Variable	Variable	5.00	6.00
Installation charge		S	37.00	44.40	39.00	46.80
Out of area installation charge		S	66.50	79.80	68.00	81.60
RSL monitoring income shown as an hourly rate		S	0.11	0.10	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	1.58	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	0.80	1.00	0.90	1.10
Lone Worker scheme full-time	per week	S	1.10	1.30	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	2.10	2.50	2.20	2.60
Daily Check Calls (New Charge)	per quarter	S	N/A	N/A	14.30	17.20
Daily Check Calls (New Charge)	per annum	S	N/A	N/A	57.20	68.60
PLANNING SERVICES						
Planning Pre-Application Charging Schedule						
Householder application - written advice (basic) following letter/submission received		S	42.00	50.00	42.00	50.00
Householder application - per 30 minute meeting with written advice		S	125.00	150.00	125.00	150.00
Replacement dwellings						
Single dwelling - written advice following letter/submission received		S	125.00	150.00	125.00	150.00
Single dwelling - 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	210.00	250.00	210.00	250.00
2 - 9 units - 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	n/a	n/a	n/a	n/a
10 - 20 units - charge includes two hour meeting with written advice		S	542.00	650.00	542.00	650.00
21 - 49 units - charge includes two hour meeting with written advice		S	708.00	850.00	708.00	850.00
50 - 99 units - charge includes two hour meeting with written advice		S	833.00	1,000.00	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

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Listed Buildings - written advice following letter/submission received		S	42.00	50.00	42.00	50.00
Listed Buildings - 30 minute meeting with written advice		S	125.00	150.00	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
Businesses - any further work required for business with a floor space above 500m²		S	Variable	Variable	Variable	Variable
Other operations and developments (bespoke fee linked to scale and complexity of development)		S	Variable	Variable	Variable	Variable
<b>Sale of Documents</b>						
Sale of miscellaneous documents - Planning Policy		S	Variable	Variable	Variable	Variable
Sale of miscellaneous documents - Development 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
Shepway Core Strategy Local Plan	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 with Saved Policies	S	51.30	61.60	51.30	61.60
		S	71.80	86.20	71.80	86.20
<b>COMMUNITY SERVICES</b>						
<b>Hackney Carriage Licensing</b>						
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
<b>Miscellaneous Licensing</b>						
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

Discretionary Fees and Charges 2018/19

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

APPENDIX 2

Service	Further Information	VAT Category	Charges for 2017/18 Net of VAT if applicable £	Charges for 2017/18 with VAT if applicable £	Proposed Charges for 2018/19 Net of VAT if applicable £	Proposed Charges for 2018/19 with VAT if applicable £
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	3.00	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
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
<b>Scrap Metal Licensing</b>						
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
<b>Personal &amp; Premises Licences</b>						
Personal - Acupuncture, ear piercing, electrolysis & semi-permanent ink		OS	189.00	189.00	189.00	189.00
Personal - Tattooing Registration		OS	308.00	308.00	308.00	308.00
Personal - Sex Shop Consent		OS	2,021.00	2,021.00	2,021.00	2,021.00
Personal - Change to Registration		OS	105.00	105.00	105.00	105.00
<b>Premise Licence Pre-Application Schedule</b>						
Written advice (basic) following letter/submission received		S	0.00	0.00	20.00	24.00
Per 30 minute meeting with written advice		S	0.00	0.00	38.00	45.00
<b>Dog Control</b>						
Kennelling per night		OS	17.00	17.00	17.00	17.00
Out of hours dog collection		OS	50.00	50.00	50.00	50.00
Veterinary fees at cost		OS	Variable	Variable	Variable	Variable
Flea treatment		OS	8.00	8.00	8.00	8.00
Vaccination charge		OS	25.00	25.00	25.00	25.00
<b>Pollution Environmental Health</b>						
Contaminated land search fee		OS	126.10	126.10	126.10	126.10
Hourly fee for works in default (returning seized goods and removal of fly posting)		OS	0.00	0.00	10.00	10.00
<b>Food and Safety</b>						
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
Food Hygiene Scheme - re-rating	per application	E	0.00	0.00	45.00	45.00
<b>Private Water Supply Sampling</b>						
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



## APPENDIX 2

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Service	Further Information	VAT Category	Charges for 2017/18	Charges for 2017/18	Proposed Charges for	Proposed Charges for
			Net of VAT if applicable	Charges for 2017/18 with VAT if applicable	2018/19 Net of VAT if applicable	2018/19 with VAT if applicable
			£	£	£	£
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
<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	516.00	516.00	516.00	516.00
New application	Band C (11 - 25 pitches)	E	600.00	600.00	600.00	600.00
New application	Band D (26 - 50 pitches)	E	740.00	740.00	740.00	740.00
New application	Band E (51 - 100 pitches)	E	998.00	998.00	998.00	998.00
New application	Band F (101 - 200 pitches)	E	1,530.00	1,530.00	1,530.00	1,530.00
New application	Band G (201 - 400 pitches)	E	2,579.00	2,579.00	2,579.00	2,579.00
New application	Band H (401 - 800 pitches)	E	4,676.00	4,676.00	4,676.00	4,676.00
Annual fee	Band A	E	0.00	0.00	0.00	0.00
Annual fee	Band B	E	306.00	306.00	306.00	306.00
Annual fee	Band C	E	390.00	390.00	390.00	390.00
Annual fee	Band D	E	530.00	530.00	530.00	530.00
Annual fee	Band E	E	789.00	789.00	789.00	789.00
Annual fee	Band F	E	1,320.00	1,320.00	1,320.00	1,320.00
Annual fee	Band G	E	2,369.00	2,369.00	2,369.00	2,369.00
Annual fee	Band H	E	4,466.00	4,466.00	4,466.00	4,466.00
Transfer	Band A	E	0.00	0.00	0.00	0.00
Transfer	Band B to Band H	E	57.00	57.00	57.00	57.00
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	79.00	79.00
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	38.00	38.00
<b>HUMAN RESOURCES</b>						
<b>Cemeteries</b>						
<b>Purchase fees</b>						
Children not exceeding 12		OS	197.00	197.00	202.00	202.00
Person over 12 –purchase fee		OS	545.00	545.00	559.00	559.00
Burial and Plot Fees		OS	1,012.00	1,012.00	1,038.00	1,038.00
Green Burials (Hawkinge Only)		OS	982.00	982.00	1,008.00	1,008.00
<b>Plot purchase, first internment &amp; right to erect</b>						
Garden of remembrance (Lydd, Double Plot)		OS	595.00	595.00	610.00	610.00
Garden of remembrance (New Romney, Double Plot)		OS	595.00	595.00	610.00	610.00
Garden of remembrance (New Romney, Single Plot)		OS	372.00	372.00	382.00	382.00
<b>Digging Fees</b>						
Children stillborn - No charge		E	0.00	0.00	0.00	0.00
Person over 12 – single depth digging		OS	561.00	561.00	576.00	576.00
Person over 12 – double depth		OS	833.00	833.00	855.00	855.00
Person over 12 – triple depth		OS	1,116.00	1,116.00	1,145.00	1,145.00

Discretionary Fees and Charges 2018/19

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Service	Further Information	VAT Category	Charges for 2017/18 Net of VAT if applicable	Charges for 2017/18 with VAT if applicable	Proposed Charges for 2018/19 Net of VAT if applicable	Proposed Charges for 2018/19 with VAT if applicable
			£	£	£	£
Exhumation Fee (Plus additional charge to cover actual cost)		E	1,188.00	1,188.00	1,219.00	1,219.00
Internment of ashes		OS	140.00	140.00	144.00	144.00
Late internment		OS	133.00	133.00	137.00	137.00
Spreading of ashes		OS	48.00	48.00	49.00	49.00
Scattering of ashes under turf		OS	140.00	140.00	144.00	144.00
Re-open fee		OS	85.00	85.00	87.00	87.00
Add. inscription		OS	72.00	72.00	74.00	74.00
Use of chapel		OS	138.00	138.00	142.00	142.00
Memorials – 6 X 3		OS	240.00	240.00	246.00	246.00
Vases		OS	92.00	92.00	94.00	94.00
Kerbs		OS	426.00	426.00	437.00	437.00
Laying down unsafe memorial		OS	121.00	121.00	124.00	124.00
Standard cost of a donated memorial bench, new plaque and 10 years mtce		OS	1,456.00	1,456.00	1,494.00	1,494.00
Standard cost of a refurbished donated memorial bench, new plaque and 10 years mtce		OS	854.00	854.00	876.00	876.00
Standard cost of a refurbished donated memorial bench, existing plaque and 10 years mtce		OS	748.00	748.00	767.00	767.00
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	97.00	97.00
Reserved plot surcharge on use		OS	78.00	78.00	80.00	80.00
Reservation fee		OS	78.00	78.00	80.00	80.00
Family History Request - per request up to 3 names		E	0.00	0.00	30.00	30.00
Family History Request - per request more than 3 names		E	0.00	0.00	60.00	60.00
Replacement headstones - administration fee		E	0.00	0.00	50.00	50.00
Burial where ashes are added - administration fee		E	0.00	0.00	50.00	50.00
Mixing of two ashes - administration fee		E	0.00	0.00	50.00	50.00
<b>Hiring of council meeting rooms for all non Shepway 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	35.00	35.00	35.00	35.00
Council Chamber	Hourly rate after 9pm week day evenings & Saturday (including Civic Warden fee)	E	58.75	58.75	59.20	59.20
Council Chamber	Hourly rate for Sundays & Bank Holidays (including Civic Warden fee)	E	65.00	65.00	65.60	65.60
Boulogne and Middleburg Room	Basic Hourly rate	E	25.00	25.00	25.00	25.00
Boulogne and Middleburg Room	Hourly rate after 9pm week day evenings & Saturday (including Civic Warden fee)	E	48.75	48.75	49.20	49.20
Boulogne and Middleburg Room	Hourly rate for Sundays & Bank Holidays (including Civic Warden fee)	E	55.00	55.00	55.60	55.60
Other meeting rooms	Basic Hourly rate	E	15.00	15.00	15.00	15.00

Discretionary Fees and Charges 2018/19

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Other meeting rooms	Hourly rate after 9pm week day evenings & Saturday	E	38.75	38.75	39.20	39.20
Other meeting rooms	Hourly rate for Sundays & Bank Holidays (including Civic Warden fee)	E	45.00	45.00	45.60	45.60
Use of drinks machine for non Shepway District Council meetings/functions						
Per drink - Up to 30 persons		S	0.83	1.00	0.83	1.00
30 Persons or more		S	16.67	20.00	25.00	30.00
General sale of documents / photocopying						
Photocopying	per A4 sheet (black & white)	S	0.10	0.12	0.12	0.15
Photocopying	per A4 sheet (colour)	S	0.12	0.15	0.16	0.20
Photocopying	per A3 sheet (black & white)	S	0.25	0.30	0.28	0.35
Photocopying	per A3 sheet (colour)	S	0.30	0.36	0.32	0.40
Photocopying	per A1 sheet (black & white)	S	2.90	3.50	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	2.90	3.50	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	5.00	5.00	7.50	7.50
Charge to contractors		E	5.00	5.00	7.50	7.50
FINANCIAL SERVICES						
Court Costs						
Summons & Liability Order - council tax		E	125.00	125.00	125.00	125.00
Summons & Liability Order - business rates		E	180.00	180.00	180.00	180.00
Failure to submit Completion of Means Enquiry Form		E	70.00	70.00	70.00	70.00
Credit card charges						
Surcharge for credit card payments		OS	1% on all payments	1% on all payments	0.00	0.00