

Discretionary Fees and Charges 2022/23

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

APPENDIX 2

Service	Further Information	VAT Category	Charges for 2021/22 Net of VAT if applicable £	Charges for 2021/22 with VAT if applicable £	Proposed charges for 2022/23 Net of VAT if applicable £	Proposed charges for 2022/23 with VAT if applicable £
CORPORATE SERVICES						
General sale of documents / photocopying						
Photocopying	per A4 sheet (black & white)	S	0.12	0.15	0.12	0.14
Photocopying	per A4 sheet (colour)	S	0.16	0.20	0.16	0.19
Photocopying	per A3 sheet (black & white)	S	0.28	0.35	0.29	0.36
Photocopying	per A3 sheet (colour)	S	0.32	0.40	0.33	0.41
Photocopying	per A1 sheet (black & white)	S	3.00	3.60	3.08	3.69
Photocopying	per A1 sheet (colour)	S	3.50	4.00	3.59	4.10
Photocopying	per A2 sheet (black & white)	S	3.00	3.60	3.08	3.69
Photocopying	per A2 sheet (colour)	S	3.50	4.00	3.59	4.10
Providing electronic copies (PDF or equivalent)	per sheet	S	0.83	1.00	0.85	1.03
Court Costs						
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
GOVERNANCE & LAW						
Freedom of Information Act 2000						
FOI requests exceeding 18 hours of Officer work		OS	450.00	450.00	450.00	450.00
Continued work on FOI requests after 18 hours of Officer work exceeded (per hour)		OS	25.00	25.00	25.00	25.00
FOI requests deemed to be vexatious (per hour)		OS	n/a	n/a	n/a	n/a
Environmental Information Regulations						
EIR requests deemed to be manifestly unreasonable (per hour)		OS	25.00	25.00	25.00	25.00
(disbursements eg. photocopying and postage will be charged separately)						
Data Protection Act 2018						
Requests deemed to be manifestly unfounded or excessive (per hour)		OS	25.00	25.00	25.00	25.00
Requests for further copies of previously disclosed information (per hour)		OS	25.00	25.00	25.00	25.00
Legal Fees						
Development/planning agreements	First 10 hours	OS	720 to 4,110	720 to 4,110	720 to 4,110	720 to 4,110
Hourly rate thereafter		OS	111.00	111.00	111.00	111.00
Commercial property / lease	Hourly rate if applicable	OS	464 to 877	464 to 877	475 to 900	475 to 900
Transfer of miscellaneous land		OS	564 to 771	564 to 771	579 to 800	579 to 800
Lease renewals		OS	257 to 514	257 to 514	300 to 550	300 to 550
License to assign		OS	413 to 877	413 to 877	450 to 900	450 to 900
Licences for alterations		OS	413 to 877	413 to 877	450 to 900	450 to 900
Licenses for land		OS	257 to 877	257 to 877	300 to 900	300 to 900
Easements		OS	363 to 827	363 to 827	372 to 850	372 to 850
Land enquiries - abortive transaction fee		OS	156.00	156.00		
Deed of surrender		OS	413 to 877	413 to 877	450 to 900	450 to 900
Deed of novation		OS	413 to 877	413 to 877	450 to 900	450 to 900
Leaseholder matters/post RTB Matter		OS	see below (separate charging section)			
Discharge of mortgages		OS	126.00	126.00	129.15	129.15
Rent reviews		OS	156.00	156.00	159.90	159.90
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	111.00	133.20	113.78	136.53
Leasehold administration fees (post Right To Buy matters)						
Standard management information for pre-assignments		OS	200.00	200.00	205.00	205.00
Additional pre-assignment enquiries (questions outside of the standard pack)		OS	50.00	50.00	51.25	51.25
Notice of transfer / charge		OS	150.00	150.00	153.75	153.75
Notice of re-mortgage		OS	60.00	60.00	61.50	61.50
Deed of covenant		OS	100.00	100.00	102.50	102.50
Alteration/ improvements request		OS	150.00	150.00	153.75	153.75
Retrospective alteration/improvement consent		OS	250.00	250.00	256.25	256.25
Deed of Variation or Rectification		OS	150.00	150.00	153.75	153.75
Notice of Subletting					50.00	50.00

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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	297.00	356.40	304.50	365.40
Advertising space in Your District Today	1/2 Page	S	500.00	600.00	512.50	615.00
Advertising space in Your District Today	Full Page	S	857.00	1,028.40	878.40	1,054.00
Advertising space in Your District Today	Back Page	S	1,003.00	1,203.60	1,028.00	1,234.00
Advertising space in Your District Today	Inside Front/Back cover	S	907.00	1,088.40	930.00	1,116.00
Street Naming and Numbering						
Changing a property address		OS	80.00	80.00	82.00	82.00
Registering a new property		OS	136.00	136.00	139.40	139.40
New Street/Building (2-10 units)		OS	282.00	282.00	289.00	289.00
New Street/Building (11-19 units)		OS	390.00	390.00	399.75	399.75
New Street/Building (>20 units)		OS	393.00	393.00	402.80	402.80
Additional unit		OS	30.00	30.00	30.75	30.75
Changing a street name		OS	735.00	735.00	753.40	753.40
Provision of historical information		OS	247.00	247.00	253.20	253.20
HOUSING & OPERATIONS						
HOUSING						
Housing Revenue Account						
Garage rental deposit	On commencement of agreement	OS			100	100
Garages let to SDC tenants						
Garages let privately	Per week	OS	12.00	12.00	12.30	12.30
Garages let privately	Per week	S	12.00	14.40	12.30	14.75
Parking spaces let to SDC tenants	Per week	E	3.50	3.50	3.60	3.60
Parking spaces let privately	Per week	S	3.50	4.20	3.60	4.30
Stores	Per week	E	18.00	18.00	18.45	18.45
Hire of scooter store	Per week	E	2.45	2.45	2.65	2.65
Lounge hire - sheltered accommodation	Per hour	E	15.00	15.00	15.00	15.00
Guest rooms - sheltered accommodation	Per night	E	18.00	18.00	20.00	20.00
Lifeline for Council tenants (VAT is zero rated for clients with disabilities)	Per week	S	1.00	1.20	1.00	1.20
Item collection fee	Per instance				75.00	75.00
Long lease renewals						
Administrative fee		E	216.00	259.20	225.00	225.00
Valuation fee		S	388.00	465.60	450.00	540.00
Plan fee		S	103.00	123.60	150.00	180.00
Supporting People						
- Full Sheltered	Per week	E	11.50	11.50	11.50	11.50
- Semi Sheltered	Per week	E	0.80	0.80	0.80	0.80
Shed						
RTB - management fee	Per week	E	4.01	4.01	4.01	4.01
RTB - management fee	Annual	E	221.80	221.80	221.80	221.80
RTB - reference for purchase		E	46.30	46.30	46.30	46.30
RTB - service charges enquiry		E	81.20	81.20	81.20	81.20
Sale of land, including ad hoc land disposals - administration fee		S	272.42	326.90	279.20	335.00
Housing						
Non-Statutory Inspection fee	Per inspection	S	120.81	145.00	127.50	153.00
Leasehold services						
Arrears administration fee	Stage 3 arrears cases	E	75.00	75.00	75.00	75.00
Major works service charge management fee	Per major works	E	10%	10%	10%	10%
Lease enfranchisement	Per case	E			225.00	225.00
Sewage/pump station management fee	per property	E			110.00	110.00
Leasehold management fee (leasehold/shared ownership/HRA commercial)	per property	E			220.00	220.00

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OPERATIONS						
Parking Services						
Provision of white 'access' road markings (outside premises or private drive):						
Analysis and survey work	per application	E	122.00	122.00	122.00	122.00
Installation and maintenance (10 years)	per application	E	159.00	159.00	159.00	159.00
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 (excluding Boot Fairs) - hire charge		OS	143.00	143.00	147.00	147.00
Charitable/Community events - hire charge		OS	41.00	41.00	42.00	42.00
Boot Fairs		OS	280.00	280.00	287.00	287.00
Commercial events hire charge (per day)		OS	1,210.00	1,210.00	1,241.00	1,241.00
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	30.00	30.00	31.00	31.00
Cleaning & restocking charge for use of WCs used by event organiser (some exemptions available on request)		S	115.00	138.00	118.00	141.60
Public Toilets						
Dymchurch Sea Wall toilets		OS	0.20	0.20	n/a	n/a
Radar keys		S	2.25	2.70	2.25	2.70
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	63.17	75.80	n/a	n/a
Cricket – Shorncliffe (Concession)		S	26.33	31.60	n/a	n/a
Football – Sports Ground (Cheriton)		S	68.33	82.00	n/a	n/a
Football – Sports Ground (Cheriton) (concession)		S	47.33	56.80	n/a	n/a
Mini Soccer - Sports Ground (Cheriton)		S	15.25	18.30	n/a	n/a
Football - 9v9 Sports Ground (Cheriton Rd and North Rd)		S	30.58	36.70	n/a	n/a
Football – Stadium (Cheriton)		S	57.92	69.50	n/a	n/a
Football – Stadium (Cheriton) (concession)		S	36.83	44.20	n/a	n/a
Football with Changing Facilities (11vs11)		S	n/a	n/a	71.00	85.00
Football with Changing Facilities (11vs11) Concession		S	n/a	n/a	53.00	64.00
Football with Changing Facilities (9vs9)		S	n/a	n/a	53.00	64.00
Football with Changing Facilities (9vs9) Concession		S	n/a	n/a	40.00	48.00
Football with Toilet Facilities Only (11vs11)		S	n/a	n/a	60.00	72.00
Football with Toilet Facilities Only (11vs11) Concession		S	n/a	n/a	45.00	54.00
Football with Toilet Facilities Only (9vs9)		S	n/a	n/a	45.00	54.00
Football with Toilet Facilities Only (9vs9) Concession		S	n/a	n/a	34.00	40.00
Royal Military Canal:						
Allotments (Green Lane) Full Plot		OS	43.00	43.00	44.00	44.00
Allotments (Green Lane) Half Plot		OS	22.00	22.00	22.50	22.50
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	1.06	1.06	1.06	1.06
Beach Huts						
Hythe	per annum	S	800.00	800.00	875.00	1,050.00
Folkestone - mid term new tenancy large chalet	per annum	S			1,030.00	1,236.00
Folkestone - mid term new tenancy small chalet	per annum	S			815.42	978.50
Littlestone - beach development	per annum	S			1,000.00	1,200.00
Corporate Transactions						
Sale of land and property - administration fee		S	n/a	n/a	279.20	335.00
Memorial benches & trees						
Standard cost of a donated memorial bench, new plaque and 10 years mtce		OS	1,604.00	1,604.00	1,724.00	1,724.00
Standard cost of a refurbished donated memorial bench, new plaque and 10 years mtce		OS	943.00	943.00	1,013.00	1,013.00
Standard cost of a refurbished donated memorial bench, existing plaque and 10 years mtce		OS	829.00	829.00	891.00	891.00
Cost of planted Memorial Tree		OS	n/a	n/a	755.00	755.00

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Private Lifeline Charges						
<i>Equipment subject to VAT but client has option to complete VAT exemption form.</i>						
Smart Hub (lifeline unit with GSM)	per week	S	n/a	n/a	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
GPS Footprint	per week	S	5.33	6.40	5.33	6.40
Universal sensor	Quarterly charge	S	17.33	20.80	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	2.20	2.60	2.20	2.60
Bed occupancy sensor	Quarterly	S	81.25	97.50	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	6.00	7.20	6.17	7.40
Electrical extension lead		S	9.00	10.80	9.25	11.10
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	17.50	21.00	20.00	24.00
Minuet pendants	per unit	S	85.00	102.00	85.00	102.00
ADSL filters	Unit price +10%	S	5.00	6.00	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	0.11	0.13	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	2.00	2.00	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	2.17	2.60	2.25	2.70
Daily Check Calls	per quarter	S	14.72	17.70	14.72	17.70
Daily Check Calls	per annum	S	58.92	70.70	58.92	70.70

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PLACE						
PLANNING						
Planning Pre-Application Charging Schedule						
Householder application - written advice only		S	45.00	54.00	47.00	56.00
Householder application - up to 1 hour meeting with written advice		S	135.00	162.00	140.00	168.00
Equestrian development (domestic) - written advice only		S	45.00	54.00	47.00	56.00
Equestrian development (domestic) - up to 1 hour meeting with written advice		S	135.00	162.00	140.00	168.00
Replacement dwellings						
Single dwelling/flat/holiday let/self contained annexe, incl change of use - written		S	135.00	162.00	140.00	168.00
Single dwelling/flat/holiday let/self contained annexe, incl change of use - up to 1 hour meeting with written advice		S	224.91	269.90	232.00	279.00
2 - 9 dwellings/flats/holiday lets incl HMOs, self contained units with care - written advice only		S	222.83	267.40	230.00	276.00
2 - 9 dwellings/flats/holiday lets incl HMOs, self contained units with care - up to 1 hour meeting with written advice		S	377.83	453.40	390.00	468.00
10 - 20 dwellings/flats/holiday lets incl HMOs, self contained units with care - up to 2 hour meeting with written advice		S	584.75	701.70	604.00	725.00
21 - 49 dwellings/flats/holiday lets incl HMOs, self contained units with care - up to 2 hour meeting with written advice		S	764.67	917.60	790.00	947.00
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	899.67	1,079.60	929.00	1,115.00
Strategic development 200 units and over - Planning Performance Agreement for cost recovery of officer time and consultant costs		S	Variable	Variable		
External alterations requiring planning permission - all uses		S	45.00	54.00	47.00	56.00
Listed Buildings where no associated planning permission required - written advice only		S	67.42	80.90	70.00	84.00
Listed Buildings where no associated planning permission required - 30 minute meeting with written advice		S	135.00	162.00	140.00	168.00
Listed building work also requiring planning permission - relevant pre application planning fee.		S	Variable	Variable	Variable	Variable
Advertisements (initial one hour advice meeting and letter)		S	45.00	54.00	47.00	56.00
Businesses - further work following initial advice and all other business/commercial with a floor space 500m ² and below		S	449.83	539.80	465.00	557.00
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	Variable	Variable
All Other operations and developments including changes of use		S	449.83	539.80	465.00	557.00
Sale of Documents						
Sale of miscellaneous documents - Planning Policy		S	Variable	Variable		
Sale of miscellaneous documents - Development Management		S	Variable	Variable		
Charging for monitoring legal agreements		S	Variable	Variable		
Shepway Core Strategy Local Plan	Hard Copy	S	76.50	91.80	79.00	95.00
Shepway Core Strategy Local Plan	Saved Policies	S	98.25	117.90	102.00	122.00
Shepway Core Strategy Local Plan - concessionary rate for local residents, Town and Parish Councils	Hard Copy	S	54.58	65.50	57.00	68.00
	with Saved Policies	S	76.50	91.80	79.00	95.00
Self-Build and Custom Build Housing Projects Register						
First time applicants		S	26.00	31.20	27.00	32.00
Annual renewal		S	13.00	15.60	14.00	16.00
Sale of Documents						
Sale of miscellaneous documents - Building Control. Actual charge based on staff time		S	Variable	Variable	Variable	Variable

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Waste & Recycling						
Bulky household collection (1 item)		OS	30.00	30.00	30.00	30.00
Bulky waste additional items (collected on the same visit)		OS	8.00	8.00	8.00	8.00
Abortive visits (including scheduled collections not cancelled 1 working day in advance)		OS	25.20	25.20	25.20	25.20
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	n/a	n/a		
Garden waste sacks (roll of 10 sacks)		OS	n/a	n/a		
Purple sacks (restrictions apply) - individual		OS	2.50	2.50	2.60	2.60
Purple sacks (restrictions apply) - roll of 13 sacks		OS	30.75	30.75	31.50	31.50
Supply & delivery of 140 litre wheeled bin		OS	36.70	36.70	37.60	37.60
Supply & delivery of 180 litre wheeled bin		OS	51.40	51.40	52.70	52.70
Supply & delivery of 240 litre wheeled bin		OS	49.30	49.30	50.50	50.50
Supply & delivery of 360 litre wheeled bin		OS	78.10	78.10	80.00	80.00
Supply & delivery of 660 litre wheeled bin		OS	252.00	252.00	258.30	258.30
Supply & delivery of 660 litre wheeled bin (recyclables)		OS	See above	See above		
Supply & delivery of 1100 litre wheeled bin		OS	259.00	259.00	265.50	265.50
Supply & delivery of 1100 litre wheeled bin (recyclables)		OS	See above	See above		
Bin authorisation fee (2 wheeled bin)		OS	6.00	6.00	6.15	6.15
Bin authorisation fee (4wheeled bin)		OS	12.00	12.00	12.30	12.30
Food waste collections, kerbside container		OS	15.00	15.00	15.40	15.40
Food waste collections, kitchen caddy		OS	10.00	10.00	10.25	10.25
New property container offer (Up to 2WB, 2 Food + Box) Price capped at		OS	100.00	100.00	102.50	102.50
Black box recycling container		OS	15.00	15.00	15.40	15.40
Purple box recycling container		OS	15.00	15.00	15.40	15.40
Green waste collection - contribute towards purchase		OS	30.70	30.70	31.50	31.50
Green waste collection - annual charge for new subscription		OS	48.40	48.40	48.40	48.40
Green waste collection - direct debit charge for new subscription		OS	48.40	48.40	48.40	48.40
Green waste collection - renewal (all payment types) for existing subscriptions			N/A	N/A	38.70	38.70

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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.</i>						
Swimming – Adult		S	3.70	4.40	3.75	4.50
Swimming – Junior		S	2.30	2.80	2.40	2.90
Swimming – Senior		S	2.30	2.80	2.40	2.90
Swimming – Off Peak		S	2.75	3.30	n/a	n/a
Swimming – Disabled		S	1.80	2.20	1.92	2.30
Swimming – Carer		S	1.80	2.20	1.92	2.30
Organised Groups – Adults		S	3.00	3.60	3.10	3.70
Organised Groups – Junior		S	1.95	2.30	2.00	2.40
Family ticket (2 adults & 2 juniors or 1 adult & 3 juniors)		S	9.50	11.40	9.85	11.80
Aqua Aerobics/Fit		S	4.60	5.50	4.67	5.60
Aqua Zumba		S	4.50	5.40	4.67	5.60
Spectator Admission		S	0.80	1.00	0.80	1.00
Gym		S	4.70	5.60	4.75	5.70
Adult lessons – course of 10 (45 minute lessons)		E	81.50	81.50	83.50	83.50
Adult (front crawl) training - per session		E	5.40	5.40	4.67	5.60
Junior lessons – course of 10 (30 minute lessons)		E	56.00	56.00	57.40	57.40
Pool hire per hour (includes 1 lifeguard and upto 30 people)		S	95.80	115.00	98.40	118.00
Teaching Pool hire per hour		S	34.75	41.70	35.84	43.00
Club hire (Monday-Saturday)		E	70.00	70.00	71.75	71.75
Club hire (Sunday)		E	63.80	63.80	65.40	65.40
Lifeguard for clubs		E	12.10	12.10	12.40	12.40
Adult blue voucher book (12 tickets)		S	36.70	44.00	37.50	45.00
Senior voucher book (12 tickets)		S	23.30	28.00	24.20	29.00
Junior voucher book (12 tickets)		S	23.30	28.00	24.20	29.00
Disabled Voucher book (12 tickets)		S	18.30	22.00	19.20	23.00
Aqua Aerobics yellow voucher books (12 tickets)		S	45.80	55.00	46.70	56.00
School swimming teacher - per half hour		S	7.35	8.80	7.79	9.10
Schools non exclusive – per child per half hour		S	1.90	2.30	2.00	2.40
School exclusive pool hire – per half hour (maximum 20 children)		S	30.00	36.00	30.90	37.00
School exclusive pool hire – additional children		S	1.35	1.60	1.42	1.70
Private lessons per half hour – 1 child		E	13.70	13.70	14.00	14.00
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 any time) subject to a joining fee see next line		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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Taxi Licensing						
Private Hire Driver		OS	312.00	312.00	320.00	320.00
Dual Driver		OS	312.00	312.00	320.00	320.00
Knowledge Test		OS	62.50	62.50	64.00	64.00
Vehicle Licence – Annual		OS	275.00	275.00	275.00	275.00
Vehicle Licence – Transfer		OS	97.00	97.00	99.00	99.00
Vehicle Licence - Change of Ownership (no plates)		OS	45.40	45.40	46.00	46.00
Vehicle Plate replacement		OS	21.20	21.20	22.00	22.00
Driver Badge replacement		OS	21.20	21.20	22.00	22.00
Single Vehicle Operator	5 years renewal	OS	120.00	120.00	123.00	123.00
Multiple Vehicle Operator	5 years renewal	OS	943.00	943.00	966.00	966.00
Refund Processing Fee (surrendered Licence)			25.00	25.00	25.00	25.00
Copy of Paper Licence			10.50	10.50	10.50	10.50
Amend Paper Licence (change of address details)			10.50	10.50	10.50	10.50
Miscellaneous Licensing						
Dangerous Wild Animals Act 1964 & 1970	Every Two years	OS	428.50	428.50	439.00	430.00
Boarding in Kennels for Dogs Boarding For Cats (Part A)		OS	184.50	184.50	189.00	189.00
Selling Animals As Pets (Part A)		OS	184.50	184.50	189.00	189.00
Homeboarding for Dogs (6 or more animals), Dog Day Care, Homeboarding Agent (Part A)		OS	166.50	166.50	171.00	171.00
Homeboarding for Dogs (5 or less animals) (Part A)		OS	148.50	148.50	152.00	152.00
Breeding of Dogs (Part A)		OS	166.50	166.50	171.00	171.00
Keeping/Training Animals for Exhibition (5 or less animals) (Part A)		OS	148.50	148.50	152.00	152.00
Keeping/Training Animals for Exhibition (6 or more animals) (Part A)		OS	184.50	184.50	189.00	189.00
1 year Licence (Part B)		OS	113.00	113.00	116.00	116.00
2 year Licence (Part B)		OS	176.00	176.00	181.00	181.00
3 year Licence (Part B)		OS	229.00	229.00	235.00	235.00
Hiring of Horses (Part A)		OS	166.50	166.50	171.00	171.00
Other Charges:						
Request for Variations		OS				
- administrative amendment only		OS	20.00	20.00	21.00	21.00
- inspector visit (if required)		OS	80.00	80.00	82.00	82.00
Request for re-inspection (for all licences) plus vet fees if applicable		OS	80.00	80.00	82.00	82.00
Zoo Licence Act 1982						
Application Fee			604.20	604.20	604.20	604.20
LA Inspector per hour			26.30	26.30	26.30	26.30
Veterinary fees (all animal licences) - recharged at cost.			0.00	N/A	N/A	N/A
Street Trading Consent/Licence (Annual)		OS	297.00	297.00	304.00	304.00
Street Trading Consent (3 month)		OS	121.00	121.00	124.00	124.00
Non mobiles > 25 feet in length		OS	809.00	809.00	829.00	829.00
Stall per foot- Sandgate Road	March to December	OS	1.00	1.00	n/a	n/a
Stall per foot- Sandgate Road	January and February	OS	1.00	1.00	n/a	n/a
Stall per foot- Guildhall Street	March to December	OS	1.00	1.00	n/a	n/a
Stall per foot- Guildhall Street	January and February	OS	1.00	1.00	n/a	n/a
Stall per foot per day - Sandgate Road and Guildhall Street - regular stall holders		OS	1.00	1.00	1.00	1.00
Stall per foot per day - Sandgate Road and Guildhall Street - casual stall holders		OS	2.00	2.00	2.00	2.00
Street Trading Licence (Lanterns) - per stall per day	per foot	OS	5.00	5.00	5.00	5.00
New Markets:						
Number of stalls 5 -20	Max of 14 days	OS	140.00	140.00	144.00	144.00
	15 - 52 days	OS	520.00	520.00	533.00	533.00
	53 + days	OS	1,040.00	1,040.00	1,066.00	1,066.00
Number of stalls 21 +	Max of 14 days	OS	210.00	210.00	215.00	215.00
	15 - 52 days	OS	780.00	780.00	800.00	800.00
	53 + days	OS	1,560.00	1,560.00	1,599.00	1,599.00
Town Centre Commercial Bookings Thurs-Sat Only (No bookings Sun-Wed)	Per day	OS	n/a	n/a	180.00	180.00
Pavement Licenses	Licences issued up to Sept 2022		n/a	n/a	100.00	100.00
Canoe and paddle boards - annual						
Canoe and paddle boards - annual		OS	29.50	29.50	30.00	30.00
Canoe and paddle boards - seasonal		OS	19.50	19.50	20.00	20.00
Boat - annual		OS	48.00	48.00	49.00	49.00
Boat - seasonal		OS	30.00	30.00	31.00	31.00
Scrap Metal Licensing						
Grant of site licence		OS	517.00	517.00	530.00	530.00
Renewal of site licence		OS	485.00	485.00	497.00	497.00
Collectors licence		OS	302.00	302.00	310.00	310.00
Variation of licence		OS	66.30	66.30	68.00	68.00
Change of details		OS	55.00	55.00	56.00	56.00

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Personal & Premises Licences						
Personal - Acupuncture, ear piercing, electrolysis & semi-permanent ink		OS	193.00	193.00	198.00	198.00
Personal - Tattooing Registration		OS	308.00	308.00	316.00	316.00
Personal - Sex Shop Consent		OS	2,067.00	2,067.00	2,119.00	2,119.00
Personal - Change to Registration		OS	107.00	107.00	110.00	110.00
Personal - change of detail to licence that does not require an officer visit		OS	10.50	10.50	10.50	10.50
Premise Licence Pre-Application Schedule						
Written advice (basic) following letter/submission received		S	21.00	25.20	22.00	26.40
Premises Licence Pre-application Advice Meeting 90 mins		S	79.50	95.40	82.00	98.40
Dog Control						
Kennelling per night		OS	20.00	20.00	21.00	21.00
Out of hours dog collection		OS	52.60	52.60	54.00	54.00
Veterinary fees at cost		OS	Variable	Variable	Variable	Variable
Microchip fee		OS	5.00	5.00	5.00	5.00
Flea treatment (dependant on size of the dog)		OS	8.00 to 12.00	8.00 to 12.00	8.00 to 12.00	8.00 to 12.00
Worming (dependant on size of the dog)		OS	8.00 to 13.00	8.00 to 13.00	8.00 to 12.00	8.00 to 12.00
Vaccination charge		OS	25.20	25.20	26.00	26.00
Pollution Environmental Health						
Contaminated land search fee		OS	154.00	154.00	157.90	157.90
Hourly fee for works in default (returning seized goods and removal of fly posting)		OS	15.40	15.40	15.80	15.80
Food and Safety						
Certificate for voluntary surrender of unfit food (Including 1 hour officer time)		OS	94.00	94.00	96.50	96.50
Plus officer time per additional hour		OS	43.00	43.00	44.00	44.00
Food export certificate		OS	45.00	45.00	46.00	46.00
Plus additional charge per consignment where inspection is required		OS	90.00	90.00	92.00	92.00
Food Hygiene course - fee per person		E	60.00	60.00	61.50	61.50
Food Hygiene Scheme - re-rating	per application	E	130.00	130.00	133.00	133.00
Private Water Supply Sampling						
Risk assessments (If carried out by contractor)	per hour	OS	52.90	52.90	55.20	55.20
Risk assessments (If carried out by SDC staff)	per hour	OS	26.50	26.50	27.20	27.20
Mileage	per mile	OS	0.60	0.60	0.70	0.70
Sampling	per visit	OS	56.80	56.80	58.20	58.20
Analysis and courier (first sample)	first sample	OS	16.40	16.40	16.80	16.80
Additional sample	each	OS	5.50	5.50	5.60	5.60
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	538.00	538.00	551.00	551.00
New application	Band C (11 - 25 pitches)	E	626.00	626.00	642.00	642.00
New application	Band D (26 - 50 pitches)	E	772.00	772.00	791.00	791.00
New application	Band E (51 - 100 pitches)	E	1,041.00	1,041.00	1,067.00	1,067.00
New application	Band F (101 - 200 pitches)	E	1,596.00	1,596.00	1,636.00	1,636.00
New application	Band G (201 - 400 pitches)	E	2,690.00	2,690.00	2,757.00	2,757.00
New application	Band H (401 - 800 pitches)	E	4,878.00	4,878.00	5,000.00	5,000.00
Annual fee	Band A	E	0.00	0.00	0.00	0.00
Annual fee	Band B	E	319.00	319.00	327.00	327.00
Annual fee	Band C	E	407.00	407.00	417.00	417.00
Annual fee	Band D	E	552.90	552.90	567.00	567.00
Annual fee	Band E	E	823.20	823.20	844.00	844.00
Annual fee	Band F	E	1,377.00	1,377.00	1,411.00	1,411.00
Annual fee	Band G	E	2,471.50	2,471.50	2,533.00	2,533.00
Annual fee	Band H	E	4,660.40	4,660.40	4,777.00	4,777.00
Transfer	Band A	E	0.00	0.00	0.00	0.00
Transfer	Band B to Band H	E	59.00	59.00	60.00	60.00
Amendment	Band A (single pitch)	E	0.00	0.00	0.00	0.00
Amendment	Band B to Band H	E	82.60	82.60	85.00	85.00
Site rules	Band A (single pitch)	E	0.00	0.00	0.00	0.00
Site rules	Band B to Band H	E	39.50	39.50	40.00	40.00
Application for Fit & Proper Person Register - Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020		E	New	New	203.00	203.00
Cemeteries						
Purchase fees						
Children not exceeding 12		OS	249.00	249.00	256.00	256.00
Person over 12 - purchase fee		OS	613.00	613.00	586.00	586.00
Green Burials (Hawkinge Only)		OS	1,010.00	1,010.00	1,035.00	1,035.00
Plot purchase, first interment & right to erect						
Garden of remembrance (Lydd, Double Plot)		OS	610.00	610.00	625.00	625.00
Garden of remembrance (New Romney, Double Plot)		OS	610.00	610.00	625.00	625.00
Garden of remembrance (New Romney, Single Plot)		OS	382.00	382.00	391.00	391.00

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Digging Fees						
Children stillborn - No charge		E			207.00	207.00
Children -between 5-12						
Person over 12 – single depth digging		OS	589.00	589.00	604.00	604.00
Person over 12 – double depth		OS	874.00	874.00	895.00	895.00
Person over 12 – triple depth		OS	1,170.00	1,170.00	1,199.00	1,199.00
Other Fees						
Exhumation Fee (at cost)		E	Variable	Variable		
Internment of ashes		OS	150.00	150.00	153.00	153.00
Late internment		OS	143.00	143.00	146.00	146.00
Spreading of ashes		OS	55.00	55.00	56.00	56.00
Scattering of ashes under turf		OS	150.00	150.00	153.00	153.00
Re-open fee		OS	90.00	90.00	92.00	92.00
Add. inscription		OS	77.00	77.00	79.00	79.00
Use of chapel		OS	147.00	147.00	151.00	151.00
Memorials – 6 X 3		OS	253.00	253.00	259.00	259.00
Vases		OS	98.00	98.00	100.00	100.00
Kerbs		OS	448.00	448.00	459.00	459.00
Laying down unsafe memorial		OS	127.00	127.00	130.00	130.00
Deed of grant		E	42.00	42.00	43.00	43.00
Transfer of Deed of Grant		E	106.00	106.00	108.00	108.00
Maintenance		E	100.00	100.00	101.00	101.00
Reserved plot surcharge on use		OS	82.00	82.00	84.00	84.00
Reservation fee		OS	82.00	82.00	84.00	84.00
Family History Request - per request up to 3 names		E	32.00	32.00	33.00	33.00
Family History Request - per request more than 3 names		E	64.00	64.00	65.00	65.00
Replacement headstones - administration fee		E	52.00	52.00	53.00	53.00
Burial where ashes are added - administration fee		E	52.00	52.00	53.00	53.00
Mixing of two ashes - administration fee		E	52.00	52.00	53.00	53.00
Public Health Funerals			303.00	303.00	310.00	310.00
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 100% discount</i>						
Council Chamber	Basic Hourly rate	E	36.10	36.10	37.00	37.00
Council Chamber	Hourly rate after 9pm week day evenings & Saturday (including Civic Warden fee)	E	61.10	61.10	63.00	63.00
Council Chamber	Hourly rate for Sundays & Bank Holidays (including Civic Warden fee)	E	68.10	68.10	70.00	70.00
Boulogne and Middleburg Room	Basic Hourly rate	E	26.80	26.80	28.00	28.00
Boulogne and Middleburg Room	Hourly rate after 9pm week day evenings & Saturday (including Civic Warden fee)	E	52.30	52.30	53.61	53.61
Boulogne and Middleburg Room	Hourly rate for Sundays & Bank Holidays (including Civic Warden fee)	E	59.00	59.00	61.00	61.00
Other meeting rooms	Basic Hourly rate	E	15.40	15.40	16.00	16.00
Other meeting rooms	Hourly rate after 9pm week day evenings & Saturday (including Civic Warden fee)	E	40.90	40.90	42.00	42.00
Other meeting rooms	Hourly rate for Sundays & Bank Holidays (including Civic Warden fee)	E	47.60	47.60	49.00	49.00
Use of drinks machine for non Folkestone & Hythe District Council meetings/functions						
Per drink - Up to 30 persons		S	0.97	1.20	1.00	1.20
30 Persons or more		S	29.00	34.80	30.00	36.00
Lost/Unreturned ID cards						
Charge to staff		E	7.50	7.50	8.00	8.00
Charge to contractors		E	7.50	7.50	8.00	8.00