

## **APPENDIX G**

# **Schedule of Fees and Charges**

## Adults Adult Services

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>1 Respite Care</b> Weekly charges* Age over Pension Credit age Age 25 up to Pension Credit age Age 18 to 24 Annual increase subject to DWP minimum income allowance Net of personal expense allowance set by DOH  * These charges will change in Jan/Feb 2019 when the new benefit, pension, and personal expense allowance rates are announced.	125.65  81.75  66.55	tbc  tbc  tbc	09/02/18  09/02/18  09/02/18	L  L  L

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<b>2 Court of Protection</b>				
Annual charges - Fixed Costs as directed by Court of Protection*				
1 Work up to and including the date upon which the court makes an order appointing a deputy for property and affairs	745.00	745.00	01/04/17	Court Direction
Annual management fee where the court appoints a local authority deputy for property and affairs, payable on the anniversary of the court				
2a for the first year:	775.00	775.00	01/04/17	Court Direction
2b for the second and subsequent years:	650.00	650.00	01/04/17	Court Direction
Where the net assets are below £16,000, an annual management fee not exceeding 3.5% of net assets on the anniversary of the court order appointing the local authority as deputy				
3 Annual property management fee to include work involved in preparing property for sale, instructing agents, conveyancers, etc or the ongoing maintenance of property including management and letting of a rental property	300.00	300.00	01/04/17	Court Direction

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<b>2 Court of Protection (cont)</b>				
4 Preparation of Annual Report for the Public Guardian	216.00	216.00	01/04/17	Court Direction
5 Preparing basic HMRC tax return	70.00	70.00	01/04/17	Court Direction
6 Preparing complex HMRC tax return	140.00	140.00	01/04/17	Court Direction
7 Travel time £40 per hour in units of £10/15 mins	40/hour	40/hour	01/04/17	Court Direction
8 Recoup of Application fee paid from HMRC Account	385.00	365.00	24/07/18	Court Direction
Increase subject to Court of Protection/Direction and the 2017 Rate is the 1st increase since 2011				

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Burials & Cremations (Public Health Act 1984 Section 46)				
1 Administration of arrangements to Bury/Cremate -Liaison with Hospital Bereavement Team -Investigation to trace next of kin -Liaison with various friends of the deceased, regarding funeral arrangements -Death Registration and purchase of certificates -Liaison with Funeral Directors and Travel -Liaison with the Local Authority Housing Department, regarding termination of tenancy and property clearance -Referral to Treasury Solicitor -Investigation of assets and liaison with financial institutions by post and in person	745.00	745.00	01/04/17	Section 46 of the Public Health Act (Point 5)
2 Forensic searches of property with 2 staff	300.00	300.00	01/04/17	Section 46 of the Public Health Act (Point 5)

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(B) Charges determined by Committee

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<b>1. Personal care and Support</b> Provision of homecare delivery to Service Users Homecare rate - hourly charge; per minute of actual care <i>The individual contribution is subject to the individual means test assessment</i> Homecare rates are currently subject to review and may change following the publishing of these fees and charges	17.50	tbc	01/04/19	D/L
<b>2. Care home</b> Provision of care home delivery to Service Users Care home rate based on authority's 'usual costs' -weekly charge Residential Frail Residential Dementia Nursing Frail Nursing Dementia Care home rates are currently subject to review and may change following the publishing of these fees and charges	538.00	tbc	01/04/19	L
	604.00	tbc	01/04/19	L
	550.00	tbc	01/04/19	L
	589.00	tbc	01/04/19	L
<b>3. Day Centre</b> Day care delivery to Service Users Day Centre daily rate Transport to Day Centre (inclusive of return journey)	40.00	40.00	07/04/14	L
	10.00	10.00	07/04/14	L

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4. Extra Care Housing				
Dreywood Court - hourly rate	15.28	15.56	01/04/20	I/L
St Ethelburga Court - hourly rate	15.28	15.56	01/04/20	I/L
Paines Brook Court - hourly rate	15.28	15.56	01/04/20	I/L
5. Deferred Payment Admin fees				
Initial set-up fee	658.00	658.00	11/04/16	L
Annual review charge	89.00	89.00	11/04/16	L

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Culture and Customer Access**

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<b>FAIRKYTES</b>				
<b>Off Peak: Mon-Fri** up to 6pm***</b> (per hour unless otherwise stated)				
Main Room	19.00	20.00	01/04/20	I/N/P
<i>Three hour hire discounted rate</i>	42.00	43.00	01/04/20	I/N/P
Room 12	15.50	16.00	01/04/20	I/N/P
<i>Three hour hire discounted rate</i>	33.00	34.00	01/04/20	I/N/P
Room 13	12.00	12.50	01/04/20	I/N/P
<i>Three hour hire discounted rate</i>	26.00	27.00	01/04/20	I/N/P
Room 9	12.00	12.50	01/04/20	I/N/P
<i>Three hour hire discounted rate</i>	26.00	27.00	01/04/20	I/N/P
Art Room	15.00	15.50	01/04/20	I/N/P
<i>Three hour hire discounted rate</i>	31.00	32.50	01/04/20	I/N/P
Sculpture (includes access to Kiln Room when available)	12.00	12.50	01/04/20	I/N/P
<i>Three hour hire discounted rate</i>	25.00	26.50	01/04/20	I/N/P
Studio 1	28.00	29.00	01/04/20	I/N/P
<i>Three hour hire discounted rate</i>	60.00	62.00	01/04/20	I/N/P
Studio 2	18.50	19.50	01/04/20	I/N/P
<i>Three hour hire discounted rate</i>	41.00	42.00	01/04/20	I/N/P

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<b>Off Peak: Mon-Fri** up to 6pm*** (continued)</b> (per hour unless otherwise stated)				
Studio 3	12.00	12.50	01/04/20	I/N/P
<i>Three hour hire discounted rate</i>	25.00	26.50	01/04/20	I/N/P
Billet Studio 1	18.50	19.50	01/04/20	I/N/P
<i>Three hour hire discounted rate</i>	41.00	42.00	01/04/20	I/N/P
Billet Studio 2	13.00	13.50	01/04/20	I/N/P
<i>Three hour hire discounted rate</i>	26.50	28.00	01/04/20	I/N/P
Gallery Studio	16.00	17.00	01/04/20	I/N/P
<i>Three hour hire discounted rate</i>	36.00	37.50	01/04/20	I/N/P
<b>Peak rate: Mon-Fri 6pm*** to close, all day Sat,Sun,public holidays</b> (per hour unless otherwise stated)				
Main Room	23.00	24.00	01/04/20	I/N/P
<i>Three hour hire discounted rate</i>	49.50	51.00	01/04/20	I/N/P
Room 12	19.00	20.00	01/04/20	I/N/P
<i>Three hour hire discounted rate</i>	41.00	42.50	01/04/20	I/N/P
Room 13	15.50	16.00	01/04/20	I/N/P
<i>Three hour hire discounted rate</i>	33.00	34.00	01/04/20	I/N/P
Room 9	15.00	15.50	01/04/20	I/N/P
<i>Three hour hire discounted rate</i>	31.00	32.50	01/04/20	I/N/P

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<b>Peak rate: Mon-Fri 6pm*** to close, all day Sat,Sun,public holidays</b> (per hour unless otherwise stated)				
Art Room	19.00	20.00	01/04/20	I/N/P
<i>Three hour hire discounted rate</i>	41.00	42.50	01/04/20	I/N/P
Sculpture (includes access to Kiln Room when available)	13.00	13.50	01/04/20	I/N/P
<i>Three hour hire discounted rate</i>	27.00	28.00	01/04/20	I/N/P
Studio 1 ****	37.00	38.00	01/04/20	I/N/P
<i>Three hour hire discounted rate</i>	78.00	80.00	01/04/20	I/N/P
Studio 2	21.50	22.50	01/04/20	I/N/P
<i>Three hour hire discounted rate</i>	47.00	48.50	01/04/20	I/N/P
Studio 3	14.00	14.50	01/04/20	I/N/P
<i>Three hour hire discounted rate</i>	30.00	31.00	01/04/20	I/N/P
Billet Studio 1	21.50	22.50	01/04/20	I/N/P
<i>Three hour hire discounted rate</i>	47.00	48.50	01/04/20	I/N/P
Billet Studio 2	15.50	16.00	01/04/20	I/N/P
<i>Three hour hire discounted rate</i>	32.00	33.50	01/04/20	I/N/P
Gallery Studio	20.00	21.00	01/04/20	I/N/P
<i>Three hour hire discounted rate</i>	45.00	46.50	01/04/20	I/N/P

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<b>Peak rate: Mon-Fri 6pm*** to close, all day Sat,Sun,public holidays</b> (per hour unless otherwise stated) Private Studio/Workshop/Office (flat rate per calendar month)	201.00	208.00	01/04/20	I/N/P
<b>Private/Commercial Function Rates in Studio 1 (Main Hall)****</b> (The below charged at a flat rate per hire including staffing charge)				
Saturday 6.00pm - 11pm †	290.00	300.00	01/04/20	I/N/P
Sunday & Public Holidays 6.00pm - 10.30pm †	260.00	270.00	01/04/20	I/N/P
Friday 6.00-10.30pm †	201.00	210.00	01/04/20	I/N/P

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<b>HORNCHURCH STADIUM</b>				
Weekday Use by Athletics Clubs (excluding training session)*				
Half Day*	87.00	89.50	01/04/20	I/N/P
Full Day*	164.00	169.00	01/04/20	I/N/P
Saturday Use by Athletics Clubs (excluding training session)*				
Half Day*	109.00	112.50	01/04/20	I/N/P
Full Day*	202.00	208.00	01/04/20	I/N/P
Sunday Use by Athletics Clubs (excluding training session)*				
Half Day*	143.00	147.50	01/04/20	I/N/P
Full Day*	274.00	282.00	01/04/20	I/N/P
Use by Schools (excluding training session)**				
Half Day**	104.00	107.00	01/04/20	I/N/P
Full Day**	214.00	220.50	01/04/20	I/N/P
Schools Training Sessions (per hour Inc. equipment)**	39.00	40.00	01/04/20	I/N/P
Occasional use - Football - without lights Seniors (3 hours)**	202.00	208.00	01/04/20	I/N/P
Occasional use - Football - without lights Juniors (2.5 hours)**	111.00	114.50	01/04/20	I/N/P
Occasional use - Football - with lights Seniors (3 hours)**	316.00	325.50	01/04/20	I/N/P
Occasional use - Football - with lights Juniors (2.5 hours)**	140.00	144.00	01/04/20	I/N/P
* VATable unless block (10 or more) booking				
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<b>Marketing Advertising in Fairkytes and other culture publications</b>				
Full page (A4)	258.00	265.00	01/04/20	I/N/P
Full page (A5) or Half page (A4)	129.00	133.00	01/04/20	I/N/P
Half page (A5) or Quarter page (A4)	67.00	69.00	01/04/20	I/N/P
Quarter page (A5) or Eighth page (A4)	36.00	37.00	01/04/20	I/N/P
Online ticket sales 10% of ticket price to be added to the charge for Culture Events when sold on-line	10% of ticket price	10% of ticket price	01/04/16	L

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<b>LIBRARY SERVICES:</b>				
<b>Fines (per item, per day)</b>				
Adults	0.39	0.40	01/04/20	N/L
Children	No charge	No charge	01/04/14	L
Spoken Words	0.39	0.40	01/04/20	N/L
Lost Tickets	4.30	4.30	01/04/20	L
Lost Items - Replacement Cost (Minimum charge £10 + fines)	Cost + fines	Cost + fines	01/04/14	L
Pre Overdue by email	Cost + fines	Cost + fines	01/04/14	L
<b>Overdue notifications</b>				
1st Overdue (E-Mail)	No charge	No charge	01/04/14	L
1st Overdue (Text/Telephone)	No charge to the service as part of the overall LSP package - therefore no charge to customer		01/04/19	L
<b>Reservations</b>				
Adult (E-mail)	No charge	No charge	01/04/19	L
Adult (Text/Te)	No charge to the service as part of the overall LSP package - th		01/04/19	L
Children	No charge	No charge	01/04/14	L

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<b>Items not held within borough</b>				
Adult - Items within the London Library Consortium (LLC)	2.94	1.40	01/04/20	D/L
British Library Loans (plus postage)	13.60	Quoted	01/04/20	L
Children	No charge	No charge	01/04/14	L
<b>CDs</b>				
Per week:				
Singles	1.40	1.50	01/04/20	I/N/P
Sets	2.40	2.50	01/04/20	I/N/P
Per 3 weeks:				
Spoken Word	1.30	No charge	01/04/19	L
<b>DVDs (per week)</b>	3.35	3.50	01/04/20	I/N/P
<b>Music Scores (3 Months)</b>				
Cost to be agreed with customer before progressing order	Quoted	Quoted	01/04/15	L
<b>Computer Use</b>				
IT Hub - reservation fee per computer, per hour	No charge	No charge	01/04/15	L

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<b>Photo Copies</b>				
B/W A4	0.35	0.35	01/04/19	L
B/W A3	0.40	0.40	01/04/19	L
Colour A3	2.20	2.20	01/04/19	L
Colour A4	1.55	1.55	01/04/19	L
Photocopying single sided	0.35	0.35	01/04/19	L
Photocopying double sided	0.54	0.54	01/04/19	L
<b>People's Network - Printing</b>				
B/W A4 (Printout per page)	0.35	0.35	01/04/19	L
Colour A4 (Printout per page)	1.55	1.55	01/04/19	L
<b>Library Space</b>				
2 hours for sole & guaranteed use of specific space, to include use of a desk/table & chair(s) to organisations for activities that benefit their members or participants, or where "drop in" services are being offered	11.00	15.00	01/04/20	D/P
Office Space in libraries	11.00	15.00	01/04/20	D/P

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<b>Community Group Room Hire</b>	20% discount	20% discount	01/04/17	D/P
<b>Elm Park Library</b> Elm Park Meeting Room per hour (Equiv. Hornchurch CR2)	17.00	18.00	01/04/20	D/P
<b>Harold Hill Library</b> Harold Hill Meeting Room per hour	22.00	23.00	01/04/20	D/P
Harold Hill Office Space per hour	16.00	16.50	01/04/20	I/N/P
<b>Hornchurch Library</b> Hornchurch Large meeting room - First Hour	27.00	28.00	01/04/20	D/P
Hornchurch Large meeting room - Additional Hours	22.00	23.00	01/04/20	D/P
Hornchurch - After 10pm, locking up fees	27.00	28.00	01/04/20	D/P
Hornchurch Class Room One, per hour	22.00	23.00	01/04/20	D/P
Hornchurch Class Room Two, per hour	17.00	18.00	01/04/20	D/P
Hornchurch Office Space per hour	11.00	12.00	01/04/20	D/P
<b>Upminster Library - No longer available, currently long term let</b> Upminster Meeting Room per hour	N/A	N/A	01/04/19	I/N/P
Upminster - After closing time £26.25 locking up fees	27.00	N/A	01/04/19	I/N/P

**Basis of Increase:**

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- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

**Chief Operating Officer  
Culture and Customer Access**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Rainham Library</b>				
Rainham Library Meeting Room 1 (large room) First Hour	27.00	28.00	01/04/20	D/P
Rainham Library Meeting Room 1 (large room) Additional Hours	22.00	23.00	01/04/20	D/P
Rainham Library Meeting Room 2 per hour	22.00	23.00	01/04/20	D/P
Rainham Library Meeting Room 3 per hour	22.00	23.00	01/04/20	D/P
Rainham Library Meeting Room 4 per hour	16.50	17.50	01/04/20	D/P
Rainham Library Meeting Room 5 per hour	16.50	17.50	01/04/20	D/P
Rainham - After closing time, locking up fees	27.00	28.00	01/04/20	D/P
Nursery Room	22.00	23.00	01/04/20	D/P
<b>Romford Library - No longer available, currently long term let</b>				
Romford Large meeting room - First Hour	27.00	N/A	01/04/19	I/N/P
Romford Large meeting room - Additional Hours	22.00	N/A	01/04/19	I/N/P
Romford Second meeting room per hour	22.00	N/A	01/04/19	I/N/P
Romford - After closing time £26.25 locking up fees	27.00	N/A	01/04/19	I/N/P
<b>South Hornchurch Library</b>				
South Hornchurch Library Room 1 per hour	11.00	12.00	01/04/20	D/P
South Hornchurch Library Room 2 per hour	11.00	12.00	01/04/20	D/P
South Hornchurch Library Room 3 per hour	16.50	17.50	01/04/20	D/P
<b>Harold Wood Library</b>				
Harold Wood Library Meeting Room per hour	16.50	17.00	01/04/20	I/N/P

**Basis of Increase:**

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I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

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**Chief Operating Officer  
Culture and Customer Access**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<p><b>Room Hire Cancellation</b></p> <p>Notice of cancellation of room hire under 24 hours</p> <p>Notice of cancellation of room hire 1-3 days</p> <p>Notice of cancellation of room hire 3-7 days</p>	<p>75% of room hire fee</p> <p>50% of room hire fee</p> <p>25% of room hire fee</p>	<p>75% of room hire fee</p> <p>50% of room hire fee</p> <p>25% of room hire fee</p>	<p>01/04/14</p> <p>01/04/15</p> <p>01/04/15</p>	<p>P</p> <p>P</p> <p>P</p>

**Basis of Increase:**

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- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
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**Chief Operating Officer  
Culture and Customer Access**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Exhibitions</b> (per week)				
Upminster at exhibitors liability for one week	No charge	No charge	01/04/12	L
Hornchurch at exhibitors liability for one week	No charge	No charge	01/04/12	L
<b>Cost of Recovery - No longer charged</b>				
Accounts owing up to £99.00	10.61	No charge	01/04/19	I/N/P
Accounts owing £100.00 plus	21.22	No charge	01/04/19	I/N/P
<b>Cost of Digital images</b>				
Image on disc (including disc)	3.85	4.00	01/04/20	I/N/P
Image on USB (excluding USB)	3.85	4.00	01/04/20	I/N/P
Image on Paper price on application plus postage	Quoted	No charge	01/04/20	D/P
Commercial Reproduction price on application	Quoted	No charge	01/04/20	D/P
Hourly rate for project work +	New Charge	15.00	01/04/20	D

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- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

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Culture and Customer Access**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>MUSIC SCHOOL:</b>				
<b>Peripatetic tuition in schools and colleges (per hour pro rata)</b>				
<b>Academies and non-LA</b>				
Basic	44.25	45.50	01/04/20	I/N/P
Over 15 hours per week	43.25	44.50	01/04/20	I/N/P
<b>LA schools in Havering</b>				
Basic	44.00	45.50	01/04/20	I/N/P
Over 15 hours per week	43.00	44.50	01/04/20	I/N/P
Over 25 hours per week	42.00	43.50	01/04/20	I/N/P

**Basis of Increase:**

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- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

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Culture and Customer Access**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>MUSIC SCHOOL:</b>				
<b>Direct Debit (weekly cost, charged monthly over 52 weeks)</b>				
<b>Bronze (36 shared 20mn lessons, Musicianship &amp; 30mn Ensemble)</b>				
First instrument	7.00	7.20	01/04/20	I/N/P
Second instrument	5.54	5.77	01/04/20	C/L
Third instrument	4.85	5.25	01/04/20	C/L
<b>Silver (36 shared 30mn lessons, Musicianship, 60mn Ensemble &amp; Summer School)</b>				
First instrument	11.65	12.00	01/04/20	I/N/P
Second instrument	8.88	9.12	01/04/20	I/N/P
Third instrument	6.46	6.92	01/04/20	C/L
<b>Gold (36 individual 30mn lessons, Musicianship, unlimited Ensembles &amp; Summer School)</b>				
First instrument	17.20	19.27	01/04/20	C/L
Second instrument	13.75	15.12	01/04/20	C/L
Third instrument	12.00	13.21	01/04/20	C/L

**Basis of Increase:**

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- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

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Culture and Customer Access**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>MUSIC SCHOOL:</b>				
<b>Direct Debit (continued)</b>				
Kindergarten	3.46	3.58	01/04/20	I/N/P
One Ensemble only	3.46	3.58	01/04/20	I/N/P
Unlimited Ensembles only	6.28	6.46	01/04/20	I/N/P
<b>Note:</b> DDs are charged monthly and the weekly DD amounts are set to make the monthly figures rational.				

**Basis of Increase:**

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- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

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**Chief Operating Officer  
Culture and Customer Access**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>MUSIC SCHOOL:</b>				
Remissions Scheme charges (reduced fees)				
Pupil Premium students:				
Bronze first instrument	2.58	2.65	01/04/20	I/N/P
Silver first instrument	4.18	4.32	01/04/20	I/N/P
Gold first instrument	6.70	6.92	01/04/20	I/N/P
Kindergarten	1.55	1.62	01/04/20	I/N/P
One Ensemble only	1.55	1.62	01/04/20	I/N/P
Unlimited Ensembles only	2.58	2.65	01/04/20	I/N/P
Instrument Hire (annual charge)	10.00	10.00	01/04/19	L
Looked After Children (all services in scope of Remissions Scheme)	No charge	No charge	01/04/16	L
Eligibility for reduced fees for children aged 5-18: Students school receive pupil premium for child or child is LAC Current Free School Meals eligibility or similar				
One package fee remitted but Music School Manager retains discretion, e.g. where existing multi-instrumentalist becomes eligible for remission.				

**Basis of Increase:**

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- S - An increase above inflation in line with a corporate saving plan
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**Chief Operating Officer  
Culture and Customer Access**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>MUSIC SCHOOL:</b>				
<b>Associate Ensemble Membership (termly charge)</b> Associate Member (Adult)	51.00	52.50	01/04/20	I/N/P
<b>Hire of Instruments (annual charge)</b>	40.00	41.00	01/04/20	I/N/P
<b>Administration fees</b> Examination entries Assisted Instrument Purchase Scheme Timetable changes	2.00 6.00 20.00	2.00 6.50 20.00	01/04/17 01/04/20 01/04/18	L C/L L
<b>Exam fees</b> Including piano accompaniment as required (most instruments except piano/guitar/percussion) collected on a cost recovery basis	Cost recovery	Cost recovery	01/04/17	L

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- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

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## Childrens Services Learning and Achievement

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>1 Non Attendance and Holiday Fines</b>				
1a Penalty Notices				
Penalty Notice paid within 21 days	60.00	60.00	01.09.12	
Penalty Notice paid after 21 days	120.00	120.00	01.09.12	
Charges are per child, per parent				
Fines must be paid within 28 days to avoid prosecution				

**Basis of Increase:**

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- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

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## Childrens Learning & Achievement

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
1 Schools Meals				
1a Primary School Meal	2.20	2.25	01.09.19	D/L
1b Secondary School Meal	2.50	2.50	01.09.16	C/L
1c Special Infant	2.20	2.25	01.09.19	D/L
Special Junior	2.20	2.25	01.09.19	D/L
Adult	3.35	3.35	01.09.16	C/L

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- S - An increase above inflation in line with a corporate saving plan
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## Childrens Childrens Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>MY PLACE:</b> (All charges are for 1hr unless stated otherwise)				
<b>Off Peak (Mon - Fri 9am - 6pm)</b>				
Performance Hall	23.00	23.75	01/04/20	I/N/P
Performance Hall with sound and lighting:	29.50	30.50	01/04/20	I/N/P
Performance Hall with staging 4 hrs (if stage erected by myplace staff)	141.00 *	145.00	01/04/20	I/N/P
Music Studio 1 hr	11.50 *	11.75	01/04/20	I/N/P
Technician	23.75 *	24.50	01/04/20	I/N/P
Games Room	18.00	18.50	01/04/20	I/N/P
Art Room	10.00	10.50	01/04/20	I/N/P
Health Room	8.50	8.75	01/04/20	I/N/P
IAG Room	8.00	8.25	01/04/20	I/N/P
Counselling Room	8.00	8.25	01/04/20	I/N/P
Large Meeting Room	15.00	15.50	01/04/20	I/N/P
<p><b>N.B</b> The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.</p>				

**Basis of Increase:**

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- G - An increase below inflation in line with a corporate growth plan
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## Childrens Childrens Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Off Peak (Mon - Fri 9am - 6pm)</b>				
Small Meeting Room	10.50	10.75	01/04/20	I/N/P
Bike Workshop	13.50	14.00	01/04/20	I/N/P
IT Hub - reservation fee per computer	No charge	No Charge	No Charge	I/N/P
<b>Peak (Mon - Fri after 6pm)</b>				
Performance Hall	28.00	28.75	01/04/20	I/N/P
Performance Hall with sound and lighting:	41.00	42.25	01/04/20	I/N/P
Performance Hall with staging				
4 hrs (if stage erected by myplace staff)	197.00 *	203.00	01/04/20	I/N/P
Music Studio				
1 hr	14.50 *	15.00	01/04/20	I/N/P
Technician	23.75 *	24.50	01/04/20	I/N/P
Games Room	24.50	25.25	01/04/20	I/N/P
Art Room	13.50	14.00	01/04/20	I/N/P
Health Room	11.50	11.75	01/04/20	I/N/P
IAG Room	11.00	11.25	01/04/20	I/N/P
<b>N.B</b> The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.				

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## Childrens Childrens Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Peak (Mon - Fri after 6pm)</b>				
Counselling Room	11.00	11.25	01/04/20	I/N/P
Large Meeting Room	18.50	19.00	01/04/20	I/N/P
Small Meeting Room	13.00	13.50	01/04/20	I/N/P
Bike Workshop	17.00	17.50	01/04/20	I/N/P
IT Hub - reservation fee per computer	No charge	No charge	No Charge	I/N/P
<p><b>N.B</b> The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.</p>				

**Basis of Increase:**

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- G - An increase below inflation in line with a corporate growth plan
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## Childrens Childrens Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Saturday and Sunday</b>				
Performance Hall	74.50	76.75	01/04/20	I/N/P
Performance Hall with sound and lighting:	97.00	100.00	01/04/20	I/N/P
Performance Hall with staging 4 hrs (if stage erected by myplace staff)	437.00 *	450.00	01/04/20	I/N/P
Music Studio 1 hr	48.50 *	50.00	01/04/20	I/N/P
Technician	29.00 *	30.00	01/04/20	I/N/P
Games Room	73.50	75.75	01/04/20	I/N/P
Art Room	54.00	55.50	01/04/20	I/N/P
Health Room	50.50	52.00	01/04/20	I/N/P
IAG Room	49.00	50.50	01/04/20	I/N/P
Counselling Room	50.50	52.00	01/04/20	I/N/P
Large Meeting Room	62.00	64.00	01/04/20	I/N/P
Small Meeting Room	52.50	54.00	01/04/20	I/N/P
Bike Workshop	59.50	61.25	01/04/20	I/N/P
IT Hub - reservation fee per computer	No charge	No charge	No Charge	I/N/P
<b>N.B</b> The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.				

**Basis of Increase:**

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- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

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## Childrens Childrens Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Weekly Charges Storage Charge for Hirers (per week)	5.00	5.25	01/04/20	I/N/P
<p><b>N.B</b> The above room hire charges are maximum charges that are to be applied. Managers will have the discretion to negotiate lower charges per hour/session if a hirer pays in advance and commits to a long term hire, with such discounts to be agreed by the Head of Service.</p>				

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- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

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## Neighbourhoods Bereavement Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>BEREAVEMENT SERVICES:</b>				
<b>Interments</b>				
<b>Cemeteries (fees doubled for non-residents of LBH)</b>				
Over 16 years	1,360.00	1,380.00	01/04/20	D/L
2 simultaneous full body interments aged over 16 years	2,040.00	2,060.00	01/04/20	D/L
Cremated remains	258.00	260.00	01/04/20	D/L
Surcharge for cremated remains in full coffin	230.00	240.00	01/04/20	D/L
Extra depth (each interment over two) or casket/walled grave per depth	245.00	252.00	01/04/20	D/L
Resident child not over 16 Years	No Charge	No Charge	01/04/20	
Non resident stillborn to 1 month in child's grave or public grave	245.00	252.00	01/04/20	D/L
2 simultaneous non resident stillborn/to 1 month in child's or public grave	368.00	380.00	01/04/20	I/N/P
Non resident child not over 10 years in child's grave or public grave	378.00	390.00	01/04/20	I/N/P
Non resident child not over 16 years in child's grave	2,567.00	2,645.00	01/04/20	D/L
Use of chapel without organist	95.00	150.00	01/04/20	I/N/P
Hospital Contract NVB(Non Viable baby) burials	248.00	255.00	01/04/20	I/N/P
<b>Exclusive Right of Burial (50 years with option of further 10 years)</b>				
Lawn Section grave	2,132.00	2,140.00	01/04/20	D/L
Traditional Grave	3,306.00	3,320.00	01/04/20	D/L
Children's section (under 10)	440.00	455.00	01/04/20	I/N/P
Children's section (under 16)	880.00	910.00	01/04/20	I/N/P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

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## Neighbourhoods Bereavement Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Surcharges</b>				
Saturday full burial surcharge	680.00	700.00	01/04/20	I/N/P
Sunday full burial surcharge	1,360.00	1,400.00	01/04/20	I/N/P
Adult Weekend cremated remains surcharge	258.00	260.00	01/04/20	D/L
Funeral After Published Time or 48 hours of booking	320.00	330.00	01/04/20	I/N/P
Booking cancelled after 48 hours of booking	320.00	330.00	01/04/20	I/N/P
Booking cancelled within 48 hours of burial	320.00	330.00	01/04/20	I/N/P
<b>Extension of Right of Burial for 10 years</b>				
Lawn Section Grave	526.00	530.00	01/04/20	D/L
Traditional Grave	660.00	680.00	01/04/20	I/N/P
Children's Section (under 10)	115.00	118.00	01/04/20	D/L
Children's Section (under 16)	237.00	245.00	01/04/20	D/L
Walled graves	1,260.00	1,298.00	01/04/20	I/N/P
<b>Other Charges</b>				
Transfer of Exclusive Rights by Will, Letters of Administration or Assignment	52.00	54.00	01/04/20	D/L
Transfer of Exclusive Rights by Statutory Declaration or combination of methods	95.00	98.00	01/04/20	I/N/P
Certified extract from Burial Register	62.00	64.00	01/04/20	I/N/P

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<b>Other Charges (continued)</b>				
Staff attendance to select a new grave by appointment	49.00	50.00	01/04/20	D/L
Exhumation of cremated remains resident	258.00	260.00	01/04/20	D/L
Exhumation of cremated remains non-resident	516.00	520.00	01/04/20	D/L
<b>Permit Charge</b>				
Clean and Renovate/ NAMM fixing	No Charge	No Charge	01/04/20	
Lawn (Standard) Headstone & kerb/Additional Memorial	131.00	135.00	01/04/20	I/N/P
Additional Inscription on headstone or permit for a vase only/ Lawn kerb	88.00	90.00	01/04/20	D/L
Full kerb Traditional Grave	337.00	347.00	01/04/20	I/N/P
<b>Grave Maintenance Fees</b>				
Bi annual Spring and Summer planting Service	268.00 *	276.00 *	01/04/20	I/N/P
Annual maintenance clean and tidy Service	167.00 *	172.00 *	01/04/20	I/N/P
Turfing (Winter months only after grave has settled)	108.00	111.00	01/04/20	I/N/P
<b>Cremated Remains Burial Plots</b>				
Purchase of exclusive rights (25 year term)	620.00	630.00	01/04/20	D/L
Extension of exclusive rights of burial for 10 years flat stone cremated remains plot	366.00	376.00	01/04/20	D/L
Tablet with First inscription	473.00	480.00	01/04/20	D/L

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<b>Cremated Remains Burial Plots (continued)</b>				
Additional / subsequent inscriptions	152.00	156.00	01/04/20	D/L
Blank stone	357.00	367.00	01/04/20	I/N/P
Photograph fixed to memorial	315.00	316.00	01/04/20	D/L
Granite memorial vases for use with cremated remains tablets (includes 45 letters)	360.00	360.00	01/04/20	I/N/P
Regilding or additional letter on granite vase	3.60	3.70	01/04/20	I/N/P
<b>South Essex Crematorium</b>				
<b>Cremation includes organ/organist/polytainer or biodegradable casket:</b>				
Over 16 years	905.00	955.00	01/04/20	D/I/P
Resident child not exceeding 16 years	No Charge	No Charge	01/04/20	
Non resident to 6 years but not exceeding 16 yrs	216.00	225.00	01/04/20	D/I/P
Non resident up to 6 years	110.00	115.00	01/04/20	D/I/P
Hospital Contract Non-viable foetus cremation	78.00	80.00	01/04/20	I/N/P
Weekend cremation (Subject to availability)	1,358.00	1,672.00	01/04/20	D/L
Sunday Cremation (subject to availability)	1,810.00	1,864.00	01/04/20	D/L
Unattended Cremation (adult)	550.00	560.00	01/04/20	D/L
Early Adult Cremation 15 minute service	725.00	750.00	01/04/20	I/N/P

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<b>Additional Services and Surcharges</b>				
Bookings cancelled after 10am one working day before reserved time	266.00	275.00	01/04/20	I/N/P
Surcharge for services over-running	266.00	275.00	01/04/20	I/N/P
Surcharge for Cremation after 4pm	266.00	275.00	01/04/20	I/N/P
Surcharge for unattended cremation and use of chapel at a different time - NEW	100.00	130.00	01/04/20	D/L
Use of chapel for private memorial service or extra time	266.00	275.00	01/04/20	I/N/P
CD recording of service	87.00 *	90.00 *	01/04/20	I/N/P
CD discs 2-10	25.00 *	26.00 *	01/04/20	I/N/P
DVD recording of service	106.00 *	109.00 *	01/04/20	I/N/P
DVD discs 2-10	32.00 *	33.00 *	01/04/20	I/N/P
Webcast of service	112.00 *	115.00 *	01/04/20	I/N/P
Visual Tributes 10 photographs	48.00 *	49.00 *	01/04/20	I/N/P
Visual Tributes per additional 5 photographs	18.00 *	19.00 *	01/04/20	I/N/P
Per minute of video used plus set up cost	14.00 *	15.00 *	01/04/20	I/N/P
Tributes embedded into DVD recording of the service	120.00 *	123.00 *	01/04/20	I/N/P
DVD or USB of Visual Tribute only (first disc) - NEW	62.00 *	64.00 *	01/04/20	I/N/P
DVD or USB of Visual Tribute only (disc 2 -10) - NEW	42.00 *	43.00 *	01/04/20	I/N/P
Strewing (burial) of cremated remains from elsewhere	113.00	116.00	01/04/20	I/N/P
Witness Committal	54.00	56.00	01/04/20	D/L
Weekend Witness committal	108.00	112.00	01/04/20	D/L

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<b>Additional Services and Surcharges</b> (continued)				
Storage of cremated remains after one month per quarter	56.00 *	57.00 *	01/04/20	D/L
Storage of cremated remains after one month per year	130.00 *	134.00 *	01/04/20	I/N/P
Genealogy Searches per search not through Deceased Online	27.00 *	28.00 *	01/04/20	I/N/P
<b>Containers</b>				
Bronzed metal urns	73.00 *	75.00 *	01/04/20	I/N/P
Standard wooden or metal casket	90.00 *	90.00 *	01/04/20	D/L
Juvenile caskets	35.00 *	36.00 *	01/04/20	I/N/P
Various Decorative urns/caskets (new charge)	RRP *	RRP *	01/04/20	-
Dedicated Hymn Book	85.00 *	87.00 *	01/04/20	I/N/P
Various keepsake memorials made from or to contain cremated remains including diamonds, paperweights, jewellery	RRP *	RRP *	01/04/20	-
<b>Memorials</b>				
<b>Kerb Plaques</b>				
Perspex Plaque only	124.00 *	127.00 *	01/04/20	D/L
Bronze Plaque only	249.00 *	250.00 *	01/04/20	D/L
Rights to second dedication (plus cost of plaque)	118.00	119.00	01/04/20	D/L
Kerb plaque Rights or Renewal	247.00	248.00	01/04/20	D/L
Single motif on a perspex or bronze plaque	29.00 *	30.00 *	01/04/20	I/N/P
Two motifs on a perspex or bronze plaque	54.00 *	56.00 *	01/04/20	I/N/P

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<b>Memorials (continued)</b>				
<b>Bronze Wall Plaque</b>				
Bronze wall plaque only	249.00 *	250.00 *	01/04/20	D/L
Bronze wall plaque renewal	247.00	248.00	01/04/20	D/L
<b>Large Wall Plaques</b>				
<b>Single Slate or Large Bronze Wall Plaques</b>				
Single plaque only (slate or bronze tablet)	333.00 *	334.00 *	01/04/20	D/L
Single plaque - Rights or Renewal fee for 10 years	247.00	250.00	01/04/20	D/L
Double Slate Wall Plaque single inscription	500.00 *	501.00 *	01/04/20	D/L
Double Slate Wall Plaque double inscription	806.00 *	810.00 *	01/04/20	D/L
Double Slate Wall Plaque second inscription within 1 year of original dedication	179.00 *	180.00 *	01/04/20	D/L
Double Plaque - Rights or Renewal 10 year renewal	495.00	500.00	01/04/20	D/L
<b>Wall Niche for 10 years</b>				
Renewal or Pre-purchase for Single Niche for 10 years	876.00	880.00	01/04/20	D/L
Renewal for Single Niche for 5 years	535.00	536.00	01/04/20	D/L
Replacement single plaque	589.00 *	590.00 *	01/04/20	D/L
Renewal Rights or Pre-purchase for Double Niche for 10 years	1,772.00	1,780.00	01/04/20	D/L

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<b>Wall Niche for 10 years (continued)</b>				
Renewal for Double Niche for 5 years	980.00	981.00	01/04/20	D/L
Replacement double plaque	910.00 *	912.00 *	01/04/20	D/L
Wall Niche rights for second inscription	150.00	151.00	01/04/20	D/L
<b>Wall Niche Additional Items:</b>				
Motif (optional)	93.00	95.00	01/04/20	D/L
Additional Bud Vase	32.00	33.00	01/04/20	I/N/P
Additional Inscription	272.00	280.00	01/04/20	I/N/P
Casket including nameplate	95.00	98.00	01/04/20	I/N/P
Photograph	315.00	316.00	01/04/20	I/N/P
<b>Sanctum ii Vaults for 10 years</b>				
Second Interment	165.00	170.00	01/04/20	I/N/P
Sanctum Second inscription	556.00 *	572.00 *	01/04/20	I/N/P
Sanctum Plaque	444.00 *	457.00 *	01/04/20	I/N/P
10 Year Rights or Renewal	1,128.00	1,130.00	01/04/20	D/L
5 Year Renewal	657.00	658.00	01/04/20	D/L
Regilding (Inc. postage)	120.00 *	123.00 *	01/04/20	I/N/P
Replacement vase	19.00 *	20.00 *	01/04/20	D/L

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<b>Vase Blocks and Tablets (includes Scented Garden Memorials)</b>				
Vaseblock tablet	266.00	273.00	01/04/20	I/N/P
Vaseblock Rights or Renewal for 10 years	579.00	580.00	01/04/20	D/L
<b>Memorials</b>				
<b>Summer House Memorial</b>				
Floris plaque only	165.00 *	170.00 *	01/04/20	I/N/P
Floris plaque Renewal Rights for 10 years	247.00	250.00	01/04/20	D/L
Posy Holder rights or Renewal for 10 years	154.00	156.00	01/04/20	D/L
Posy Holder Memorial	20.00 *	21.00 *	01/04/20	I/N/P
<b>Shrub, Rose or Tree with 10 Year dedication</b>				
Shrub or Rose (including Bronze Stem Plaque)	250.00 *	257.00 *	01/04/20	I/N/P
Shrub 10 Year Rights or Renewal (also applies to vase block with rose)	663.00	665.00	01/04/20	D/L
Shrub 5 Year Renewal Rights (also applies to vase block with rose)	427.00	430.00	01/04/20	D/L
Tree (including bronze Stem or Strap plaque)	249.00 *	256.00 *	01/04/20	I/N/P
Tree 10 Year Rights or Renewal	800.00	810.00	01/04/20	D/L
Tree 5 Year Renewal Rights	495.00	500.00	01/04/20	D/L

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<b>Benches and Chairs - 10 Year dedications</b>				
Bench / Replacement Bench	1,236.00 *	1,240.00 *	01/04/20	D/L
Chair / Replacement Chair	721.00 *	725.00 *	01/04/20	D/L
Bench 10 Year Rights or Renewal	1,127.00	1,130.00	01/04/20	D/L
Chair 10 Year Rights or Renewal	995.00	1,000.00	01/04/20	D/L
Regular maintenance (per 2 years of remaining lease if not purchased or renewed since 1/1/2001)	49.00 *	51.00 *	01/04/20	D/L
Renovation of Bench	216.00 *	222.00 *	01/04/20	I/N/P
Renovation of Chair	138.00 *	142.00 *	01/04/20	I/N/P
Replacement Summerhouse Chair	710.00 *	731.00 *	01/04/20	I/N/P
Summerhouse Chair Renewal Rights	474.00	488.00	01/04/20	I/N/P
<b>Bench, Tree &amp; Shrub Additional dedications</b>				
Rights to second dedication within 1 year of original (plus cost of plaque)	118.00	121.00	01/04/20	I/N/P
Rights to second dedication after 1 year of original or renewal per remaining year of lease (plus cost of plaque)	22.00	23.00	01/04/20	D/L
Rights to 2nd Dedication Life time of item (plus cost of plaque)	475.00	489.00	01/04/20	I/N/P
Replacement bronze plaque	249.00 *	250.00 *	01/04/20	D/L
Replacement Perspex plaque	124.00 *	127.00 *	01/04/20	I/N/P

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<b>Miscellaneous Memorials</b>				
Mallard Bridge	336.00 *	346.00 *	01/04/20	I/N/P
Admin Fee for private purchase of plaque (plus cost of plaque)	27.00 *	50.00 *	01/04/20	D/L
Replacement metal vase	19.00 *	20.00 *	01/04/20	D/L
Floral arrangements stand - plus cost of flowers	32.00 *	34.00 *	01/04/20	D/L
Hanging baskets (per year)	134.00 *	138.00 *	01/04/20	I/N/P
Sculpture Garden Memorial	266.00	273.00	01/04/20	I/N/P
Sculpture Garden Rights	579.00	580.00	01/04/20	D/L
Birdbath Rights	579.00	580.00	01/04/20	D/L
<b>Books of Remembrance</b>				
2 line entry	110.00 *	113.00 *	01/04/20	I/N/P
3 - 5 lines	158.00 *	162.00 *	01/04/20	I/N/P
6 - 8 lines	228.00 *	235.00 *	01/04/20	I/N/P
<b>Cards of Remembrance &amp; Additional Entries in existing miniature books</b>				
2 line entry	39.00 *	40.00 *	01/04/20	I/N/P
3 - 5 lines	68.00 *	70.00 *	01/04/20	I/N/P
6 - 8 lines	106.00 *	109.00 *	01/04/20	I/N/P

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<b>Miniature Triptych of Remembrance/Book of Remembrance</b>				
2 line entry	78.00 *	80.00 *	01/04/20	I/N/P
3 - 5 lines	110.00 *	113.00 *	01/04/20	I/N/P
6 - 8 lines	144.00 *	148.00 *	01/04/20	I/N/P
<b>Book of Remembrance Sundries</b>				
Motif	82.00 *	84.00 *	01/04/20	I/N/P
Triptych photograph	82.00 *	84.00 *	01/04/20	I/N/P
<b>Mini Headstone Cremated Remains Burial Plots</b>				
Purchase of exclusive rights (25 year term)	1,080.00	1,100.00	01/04/20	D/L
Extension of exclusive rights of burial for 10 years mini headstone cremated remains plot	458.00	460.00	01/04/20	D/L
Memorial and installation with first 60 characters	1,158.00	1,170.00	01/04/20	D/L
Additional inscription rate per letter	3.60	3.70	01/04/20	I/N/P
Blank headstone only	288.00	296.00	01/04/20	I/N/P
Photograph fixed to memorial	315.00	316.00	01/04/20	I/N/P
Replacement Granite memorial vase only for Mini Headstone Only	74.00	76.00	01/04/20	I/N/P
Inscription first 60 characters on a pre purchased memorial	256.00	263.00	01/04/20	I/N/P
Blank memorial headstone only	844.00	850.00	01/04/20	D/L

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<b>Mini Headstone Cremated Remains Burial Plots (continued)</b>				
Stone chippings per bag	58.00	60.00	01/04/20	I/N/P
Flower Holder	20.00	21.00	01/04/20	D/L
<b>Book of Remembrance Memorial Tree</b>				
Memorial Tree leaf 10 Year Rights or Renewal	239.00	246.00	01/04/20	I/N/P
Memorial Tree leaf plaque	154.00 *	158.00 *	01/04/20	I/N/P
Rights for 2nd inscription - Rights remain the same (plus cost of plaque)	115.00	118.00	01/04/20	I/N/P
<b>Advertising fees - pre funeral brochure</b>				
Display Advertisement Quarter A4 page	639.00 *	639.00 *	01/04/19	I/N/P
Display and Directory Entry Quarter A4 page and directory entry	798.00 *	798.00 *	01/04/19	I/N/P
Display Advertisement half A4 page	850.00 *	850.00 *	01/04/19	I/N/P
Display and Directory Entry half A4 page and directory entry	1,009.00 *	1,009.00 *	01/04/19	I/N/P
Display Advertisement Full A4 page	1,040.00 *	1,040.00 *	01/04/19	I/N/P
Display and Directory Entry Full A4 page and directory entry	1,195.00 *	1,195.00 *	01/04/19	I/N/P
Display Advertisement Full inside back A4 page	1,277.00 *	1,277.00 *	01/04/19	I/N/P
Display and Directory Entry Full inside back A4 page and directory entry	1,432.00 *	1,432.00 *	01/04/19	I/N/P
Copy design simple half page	52.00 *	52.00 *	01/04/19	I/N/P
Copy design complex full page	77.00 *	77.00 *	01/04/19	I/N/P
<b>All fees discounted by 10% for repeat customers</b>				

**Basis of Increase:**

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- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Bereavement Services

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Arboria Plaques</b>				
Arboria Plaque with text only	185.00 *	185.00 *	01/04/19	D/L
Arboria Plaque with text and engraved motif	215.00 *	215.00 *	01/04/19	D/L
Arboria Plaque with text and engraved and painted motif	245.00 *	245.00 *	01/04/19	D/L
Arboria Plaque with text and ceramic photo	295.00 *	295.00 *	01/04/19	D/L
Arboria Plaque Rights or Renewal for 10 years	239.00	246.00	01/04/20	D/L

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**Table 1:**  
**Charges for New Dwellings <150m<sup>2</sup>**

**New Houses and Blocks of Flats on the same site constructed at the sametime**

Number of Dwellings	Total
1	<b>£1,042.00</b>
2	<b>£1,391.00</b>
3	<b>£1,621.00</b>
4	<b>£1,968.00</b>
5	<b>£2,200.00</b>
6	<b>£2,546.00</b>
More than 6 - Please contact Building Control for individually assessed charges	

**Table 2:**  
**Charges for: Extensions, Garage Conversions and Loft Conversions**

**Separate Extensions constructed at the sametime may be aggregated together**

Type of work	Total
1. Detached non-habitable building having a floor area not exceeding 40m <sup>2</sup> in total	<b>£540.00</b>
2. Garage Conversions where the total floor area does not exceed 30m <sup>2</sup> , including means of access and work in connection with that extension.	<b>£540.00</b>
3. Any extension or Loft Conversion where the total floor area of which does not exceed 30m <sup>2</sup> , including means of access and work in connection with that extension.	<b>£690.00</b>
4. Any extension or Loft Conversion where the total floor are of which exceeds 30m <sup>2</sup> but does not exceed 60m <sup>2</sup> , including means of access and work in connection with that extension.	<b>£950.00</b>
5. Any extension or Loft Conversion where the total floor area of which exceeds 60m <sup>2</sup> but does not exceed 100m <sup>2</sup> , including means of access and work in connection with that extension.	<b>£1,129.00</b>
6. Extension etc >100m <sup>2</sup> - Please refer to Table 3 otherwise contact Building Control for Individually assessed charges	

**Table 3:**  
**Charges for other work**

**For all other work not covered in Tables 1 or 2**

Estimated Cost of Work	Total
£0-2,000	<b>£249.00</b>
£2,000-5,000	<b>£372.00</b>
£5,000-10,000	<b>£540.00</b>
£10,000-20,000	<b>£706.00</b>
£20,000-30,000	<b>£858.00</b>
£30,000-40,000	<b>£985.00</b>
£40,000-50,000	<b>£1,111.00</b>
£50,000-60,000	<b>£1,204.00</b>
£60,000-70,000	<b>£1,297.00</b>
£70,000-80,000	<b>£1,389.00</b>
£80,000-90,000	<b>£1,495.00</b>
£90,000-100,000	<b>£1,598.00</b>
£100,000-120,000	<b>£1,708.00</b>
£120,000-140,000	<b>£1,847.00</b>
£140,000-170,000	<b>£1,957.00</b>
£170,000-200,000	<b>£2,183.00</b>
Over £200,000 - Please contact Building Control for individually assessed charges.	

The Building Regulation charges are the same for corresponding building work for a: Full Plans Application; Building Notice; Regularisation Application; and, Reversion Application (refer to note 7 for Partnership Applications). All charges are shown with VAT at 20%. Only a charge for a Regularisation Certificate and a Reversion Certificate are exempt VAT however it is subject to a 20% uplift therefore the total fee is equivalent to all other Building Control Charges for corresponding building work.

## Explanatory Notes

1. Before you build, extend or convert, you or your Agent must advise your Local Authority either by submitting Full Plans or a Building Notice. The Charge payable depends on the type of work, the number of dwellings in a building and/or the total floor area. The following tables (which are an integral part of this Schedule) may be used in conjunction with the current Charge Scheme to calculate the Charges. If you have any difficulties calculating the Charges please consult building control.

2. **Table 1:** Charges for new dwellings e.g. certain houses and flats - applicable where the total internal floor area of each dwelling, does not exceed 150m<sup>2</sup> and the building has no more than three storeys. Excluding dwellings with a basement level for basements and any other case, Table 3 applies.

3. **Table 2:** Loft conversion – For the purpose of calculating charges a reference to an extension includes a room or rooms in the roof space (including access) of an existing building not exceeding three storeys in height. Where work comprises more than one extension which is to be constructed at the same time (including rooms in roofs and associated access in buildings of three storeys or less) the total internal floor areas of all storeys of all the extensions shown on the application may be added together to determine the relevant Charge. If the extension(s) exceed 100m<sup>2</sup> or three storeys in height then Table 3 applies. All work contained within the footprint of an extensions or loft conversion is included in the fee but does not include work outside the footprint of the extension or loft conversion. For additional internal or external alterations Table 3 should be used. For multiple work that is to be carried out at the same time and falls into Table 3 as well as Table 2 the Table 3 fee may be discounted by 25%.

4. **Table 3:** Applicable to all other building work not covered by Tables 1 or 2. Total estimated cost means an estimate accepted by the local authority of a reasonable cost that would be charged by a person in business to carry out the work shown or described in the application, excluding VAT, and any professional fees paid to an architect, engineer or surveyor etc, and also exc

5. **Disabled Persons:** Building works to provide access and/or facilities for disabled people to existing dwellings and buildings to which the public have access may be exempt from Charges.

6. **Supplementary Charges:** The Building (Local Authority Charges) Regulations 2010 allow a local authority to make supplementary charges if additional costs arise as a result of confirming compliance with the Building Regulations. Such supplementary charges may be considered if costs result from: consultant costs; inaccurate/incomplete plans; revised schemes; work not being ready for inspection or additional site inspection; and, non compliant work etc.

7. **Partnership Applications:** Proposed building work outside the boundaries of the London Borough of Havering will be subject to a plan fee equating to 25% of the full plans application charge. Partnership Applications for building work checked by a Partnering Authority will be subject to an inspection fee equating to 75% of the full plans application charge.

8. **Making a Payment:** Payment can be made by credit/debit card by telephoning 01708 432700 (please note there is a 1.5% surcharge for credit card payments) or by cheque, made payable to - The London Borough of Havering.

Building Control may be contacted by telephone: 01708 432700 or by e-mail at: [buildingcontrol@havering.gov.uk](mailto:buildingcontrol@havering.gov.uk)

Further information on submitting a Building Control application is available on our website at:

[www.havering.gov.uk/buildingcontrol](http://www.havering.gov.uk/buildingcontrol)



**Table 3:**  
**Charges for other work**  
**For all other work not**  
**covered in Tables 1 or 2**

<b>Estimated Cost of Work</b>	<b>Total</b>
£0-2,000	<b>£228.00</b>
£2,000-5,000	<b>£339.00</b>
£5,000-10,000	<b>£493.00</b>
£10,000-20,000	<b>£646.00</b>
£20,000-30,000	<b>£784.00</b>
£30,000-40,000	<b>£901.00</b>
£40,000-50,000	<b>£1,017.00</b>
£50,000-60,000	<b>£1,102.00</b>
£60,000-70,000	<b>£1,187.00</b>
£70,000-80,000	<b>£1,271.00</b>
£80,000-90,000	<b>£1,367.00</b>
£90,000-100,000	<b>£1,462.00</b>
£100,000-120,000	<b>£1,563.00</b>
£120,000-140,000	<b>£1,690.00</b>
£140,000-160,000	<b>£1,790.00</b>
£160,000-180,000	<b>£1,891.00</b>
£180,000-200,000	<b>£1,997.00</b>
Over £200,000 - Please	

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## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Borough Roads:</b>				
Note: Unlicensed Skips/Materials will be on the spot fined & removed @ £620	620.00	639.00	01/04/20	I/N/P
<b>Each Skip / Builders materials on public highway</b>				
Up to first 14 days	75.00	77.00	01/04/20	I/N/P
Each additional period of up to 7 days	65.00	67.00	01/04/20	I/N/P
<b>Structures / Hoardings / Scaffolds</b>				
<b>Bond</b>				
£105 per linear metre - Minimum 6 Metres	630.00	649.00	01/04/20	L
<b>Licence</b>				
Each additional period of up to 28 days/occasion				
£78.00 per linear metre - minimum 6 metres up to 28 days	468.00	482.00	01/04/20	L
£195 for 3 x NRSWA inspections @ £65 each inspection	195.00	201.00	01/04/20	D/L
Minimum charge length 6 mtrs & combined inspection = Total £663.00 min	663.00	683.00	01/04/20	D/L
<b>(ii) Vehicle Crossovers (per square metre)</b>				
Non refundable charge for assessing applications	163.50	168.00	01/04/20	I/N/P
Waste disposal surcharge	100.00	103.00	01/04/20	D/L
	18.50 per sq.m	18.50 per sq.m	01/04/20	D/L

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## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
(iii) Road Closures (per road)	2,150.00	2215.00	01/04/20	I/N/P
(iv) Clearance of Blocked Drains (Vatable unless working under Statutory power)	126.00	150.00	01/04/20	I/N/P
(v) Parking Bay suspensions price per parking space per day (1 - 14 days)	35.00	36.00	01/04/20	L
price per parking space per day (15th and subsequent days)	40.00	41.00	01/04/20	L
(vi) Crane license (charges based on TMA 2004 permitted charges) Minimum	315.00	324.00	01/04/20	D/L
Maximum	570.00	587.00	01/04/20	I/N/P
(vii) Section 50 Licence (private individual to place/maintain apparatus in highway)	775.00	798.00	01/04/20	D/L
(£195 for 3 x NRSWA inspections @ £65 each inspection)	195.00	201.00	01/04/20	D/L
Total of Section 50 licence and inspections	970.00	999.00	01/04/20	D/L

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## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Refuse Collection:</b>				
<b>(i) Bulky Household Refuse</b>				
1 to 3 items	42.00	43.00	01/04/20	I/N/P
Each additional item	11.00	11.00	01/04/19	I/N/P
<b>(ii) Compostable garden refuse sacks</b>				
(Year's supply of 5 rolls of 10 sacks per roll)				
Standard	55.00	55.00	01/04/18	L
Top up roll (10 sacks)	11.00	11.00	01/04/18	L
Top up roll delivery	5.00	5.00	01/04/19	I/N/P
<b>(iii) Green Waste Collection Service (per annum) (Wheeled bin hire included)</b>				
Full year	55.00	55.00	01/04/18	L
Late payment charge	5.00	5.00	01/04/16	L
Late payment charge after bin collection	11.00	11.00	01/04/18	L
Replacement bin charge	28.00	29.00	01/04/20	L

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## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>(iv) Trade Refuse Collection Service</b>				
From 1st April 2015 this service has been independently operated by Serco. These charges will only apply if a business within the borough exercises its legal right to require the Council to undertake the collection.				
Trade refuse sacks (pack of 26)	157.00	162.00	01/04/20	I/N/P
Trade refuse sacks (pack of 26) for Charity shops	123.00	127.00	01/04/20	I/N/P
Cardboard Collection	6.00	6.00	01/04/19	I/N/P
<b>Container emptying and disposal:</b>				
1100 / Palladin / 660 litre bin -1st bin per visit	34.00	35.00	01/04/20	I/N/P
2nd & subsequent bins	33.00	34.00	01/04/20	I/N/P
360 litre wheeled bin	28.00	29.00	01/04/20	I/N/P
Charity shops	28.00	29.00	01/04/20	I/N/P
LBH Schools	28.00	29.00	01/04/20	I/N/P
2nd collection from residential blocks per bin	10.00	10.00	01/04/19	I/N/P

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## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>(iv) Trade Refuse Collection Service (continued)</b>				
Container hire (per annum):				
Eurobins:				
1100 litres	234.00	241.00	01/04/20	I/N/P
660 litres	174.00	179.00	01/04/20	I/N/P
Chamberlains:				
940 litres	174.00	179.00	01/04/20	I/N/P
Palladin:				
940 litres	174.00	179.00	01/04/20	I/N/P
Container Sale				
360 litres recycling	83.00	85.00	01/04/20	I/N/P
<b>(v) Collection &amp; disposal of trade clinical waste (per bag / box)</b>	14.00	14.00	01/04/19	I/N/P
<b>(vi) Special clearances of rubbish:</b>				
Up to 30 minutes on site	109.00	112.00	01/04/20	I/N/P
Up to 1 hour on site	217.00	224.00	01/04/20	I/N/P
Each 15 minute thereafter	55.00	57.00	01/04/20	I/N/P

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## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>FOOTBALL AT PARKS WITH CRICKET (28 WEEKS)</b>				
<b>Pavilion with washing facilities</b>				
Adult				
Each Saturday or Sunday during Season**	Withdrawn	1,778.00	01/04/20	L
Each alternate Saturday or Sunday during Season**	863.00	889.00	01/04/20	I/N/P
Junior (under 18)				
Each alternate Saturday or Sunday during Season**	321.00	Withdrawn	01/04/20	I/N/P
<b>No Pavilion Facilities</b>				
Junior (under 18)				
Each Saturday or Sunday during Season**	478.00	515.00	01/04/20	I/N/P
Each alternate Saturday or Sunday during Season**	Withdrawn	294.00	01/04/20	L
**Bookings of less than 10, will attract a VAT charge.				

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## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>FOOTBALL AT PARKS WITH CRICKET (32 WEEKS)</b>				
<b>Pavilion with washing facilities</b>				
Adult				
Each Saturday or Sunday during Season**	1,986.00	2,046.00	01/04/20	I/N/P
Each alternate Saturday or Sunday during Season**	994.00	1,024.00	01/04/20	I/N/P
Junior (under 18) 7v7 & 9v9				
Each Saturday or Sunday during Season**	Withdrawn	672.00	01/04/20	L
Each alternate Saturday or Sunday during Season**	Withdrawn	336.00	01/04/20	L
Junior (under 18) 11v11				
Each Saturday or Sunday during Season**	544.00	610.00	01/04/20	D/L
Each alternate Saturday or Sunday during Season**	Withdrawn	305.00	01/04/20	L

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## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

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<b>FOOTBALL AT WESTLANDS FIELD</b>				
Pavilion with washing facilities				
Adult				
Each Saturday or Sunday during Season**	2,079.00	2,400.00	01/04/20	L
Each alternate Saturday or Sunday during Season**	1,087.00	1,200.00	01/04/20	L
<b>MINI SOCCER</b>				
1 Hour Slots (during season)				
Each Saturday or Sunday**	365.00	390.00	01/04/20	L
Alternate Saturday or Sunday**	181.00	195.00	01/04/20	L
<b>CRICKET</b>				
<b>No Pavilion Facilities</b>				
Adults Each Saturday or Sunday during Season**	1,573.00	1,620.00	01/04/20	I/N/P
<b>Pitches with Pavilions</b>				
Adults Each Saturday or Sunday during Season**	2,824.00	2,909.00	01/04/20	I/N/P

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## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>BOOT CAMPS &amp; PERSONAL TRAINING (annual licence)</b>				
1-5 clients 1- 3 sessions per week	576.00	593.00	01/04/20	I/N/P
1-5 clients 4 - 7 sessions per week	1586.00	1634.00	01/04/20	I/N/P
6-20 clients 1-3 sessions per week	1071.00	1103.00	01/04/20	I/N/P
6-20 clients 4-7 sessions per week	2946.00	3034.00	01/04/20	I/N/P
<i>charges based on previous year's fee x median no. sessions x 40(weeks)</i>				
<b>ALLOTMENTS</b>				
Land charge per acre	201.00	207.00	01/04/20	I/N/P
Plot Rent (This fee is set by the Allotment Society and therefore is not published in the Councils fees and charges)				
<b>WEDDING PHOTOGRAPHY</b>				
Exclusive use of area of a park for wedding photography	55.00	57.00	01/04/20	I/N/P
<b>FUNFAIRS &amp; CIRCUSES (Circuses were charged a flat rate in 2014/15)</b>				
Ground rent per day of operation (up to 7 rides / 500 seating capacity)	500.00	550.00	01/04/20	L
Ground rent per day of operation (more than 7 rides /500 seating capacity)	1000.00	1115.00	01/04/20	L
Returnable deposit per visit.	Negotiated according to the size of the event			
Additional ground rent for extra non-operational days spent on site	371.00	382.00	01/04/20	D/L

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## Neighbourhoods Environment

(B) Charges determined by Committee

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Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>FUNFAIRS &amp; CIRCUSES (continued)</b>				
<b>PARKS (all events and activities are subject to appropriate licence fees at a separate charge)</b>				
Minimum charge for the hire of park & open space <i>Charges to be negotiated with organiser based on details of event provided on the application . Factors to be considered are the type of organisation/individual, park and area being used, is it exclusive use of the space, time of usage, and scale of the event</i>	91.00	94.00	01/04/20	I/N/P
Mobile catering unit (per month)	258.00	266.00	01/04/20	I/N/P
Raphael Park Meeting Room (charge per hour)	16.00	22.00	01/04/20	I/N/P
Westlands Pavilion hire (charge per hour)	21.00	22.00	01/04/20	I/N/P
	By Negotiation	By Negotiation	01/04/20	I/N/P

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## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>CHARGES FOR NON SCHEDULED WORKS</b>				
<b>Week day rates</b>				
18 tonne grab lorry and driver per hour	163.00 *	168.00 *	01/04/20	I/N/P
2 staff & a van (includes tools & machinery) per hour	79.00 *	81.00 *	01/04/20	I/N/P
1 staff & a van (includes tools & machinery) per hour	46.00 *	47.00 *	01/04/20	I/N/P
Tractor & implement, or trailer with operator per hour	50.00 *	52.00 *	01/04/20	I/N/P
Ride on mower & operator per hour	46.00 *	47.00 *	01/04/20	I/N/P
Member of staff per hour (standard hours)	33.00 *	34.00 *	01/04/20	I/N/P
Charge hand per hour (standard hours)	42.00 *	43.00 *	01/04/20	I/N/P
Supply & plant memorial tree (up to 2metre football Inc. stakes & ties)	314.00 *	323.00 *	01/04/20	I/N/P
Initial mark - rugby pitch per pitch per occasion	129.00 *	133.00 *	01/04/20	I/N/P
Re-mark - rugby pitch per pitch per occasion	46.00 *	47.00 *	01/04/20	I/N/P
Initial mark – football pitch per pitch per occasion	117.00 *	121.00 *	01/04/20	I/N/P
Re-mark football pitch per pitch per occasion	40.00 *	41.00 *	01/04/20	I/N/P
Initial mark six lane 400 metre running track per occasion	511.00 *	526.00 *	01/04/20	I/N/P
Re-mark six lane 400 metre running track per occasion	117.00 *	121.00 *	01/04/20	I/N/P
Initial mark hockey pitch per occasion	79.00 *	81.00 *	01/04/20	I/N/P
Re-mark hockey pitch per occasion	27.00 *	28.00 *	01/04/20	I/N/P
Remove or install goal post socket each (excludes socket)	79.00 *	81.00 *	01/04/20	I/N/P

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## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Week day rates (continued)</b>				
Preparation of new or renovation of shrub beds per m2	54.00 *	56.00 *	01/04/20	I/N/P
Shrub bed planting (five 3 litre container grown shrubs) per m2	48.00 *	49.00 *	01/04/20	I/N/P
Shrub bed mulching (using composted whole tree mulch) per m2	4.00 *	4.00 *	01/04/20	P
Hedge cutting per linear metre	9.00 *	9.00 *	01/04/19	P
Prepare ground, supply & lay turf per m2	9.00 *	9.00 *	01/04/19	P
Prepare ground, supply and sow grass seed per m2	6.00 *	6.00 *	01/04/19	P
<b>Saturday rates</b>				
1 staff & a van (includes tools & machinery) per hour	62.00 *	64.00 *	01/04/20	I/N/P
2 staff & a van (includes tools & machinery) per hour	112.00 *	115.00 *	01/04/20	I/N/P
Member of staff per hour (standard hours)	50.00 *	52.00 *	01/04/20	I/N/P
Charge hand per hour (standard hours)	61.00 *	63.00 *	01/04/20	I/N/P

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## Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>ENVIRONMENTAL HEALTH (Fees below set by statute)</b>				
<b>Defra</b>				
<b>Stray Dog Service - Environmental Protection (Stray Dogs) Regulation 1992</b>				
Impounding fee per dog	25.00	25.00	01/04/92	P
<b>Gambling Act 2005</b>				
<b>Bingo club - Gambling Act 2005 Dept. of Culture and Media and Sport</b>				
Copy licence	25.00	25.00	01/10/06	P
Notification of change	50.00	50.00	01/10/06	P
<b>Betting shop - Dept. of Culture and Media and Sport</b>				
Copy licence	25.00	25.00	01/10/06	P
Notification of change	50.00	50.00	01/10/06	P
<b>Betting premises tracks - Dept. of Culture and Media and Sport</b>				
Copy licence	25.00	25.00	01/10/06	P
Notification of change	50.00	50.00	01/10/06	P

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## Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Family entertainment centres - Dept. of Culture and Media and Sport</b>				
Application to vary	1,000.00	1,000.00	01/10/06	P
Copy licence	25.00	25.00	01/10/06	P
Notification of change	50.00	50.00	01/10/06	P
<b>Adult gaming centres - Dept. of Culture and Media and Sport</b>				
Application to vary	1,000.00	1,000.00	01/10/06	P
Copy licence	25.00	25.00	01/10/06	P
Notification of change	50.00	50.00	01/10/06	P
<b>Lottery - Dept. of Culture and Media and Sport</b>				
New registration	40.00	40.00	01/10/06	P
Annual re registration	20.00	20.00	01/10/06	P
<b>Permit fees - Dept. of Culture and Media and Sport</b>				
Notification of right of licensed premises to have 2 gaming machines	50.00	50.00	01/10/06	P
<b>Family entertainment centre - Dept. of Culture and Media and Sport</b>				
New application	300.00	300.00	01/10/06	P
Change of name	25.00	25.00	01/10/06	P
Copy of permit	15.00	15.00	01/10/06	P

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## Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Prize Gaming permit (S 16) Dept. of Culture and Media and Sport</b>				
New application	300.00	300.00	31/03/05	P
Change of name	25.00	25.00	31/03/05	P
Copy of permit	15.00	15.00	31/03/05	P
<b>Licensed premises gaming machine permit - Dept. of Culture Media and Sport</b>				
New application (new operator)	150.00	150.00	31/03/05	P
New application (existing operator)	100.00	100.00	31/03/05	P
Vary a permit	100.00	100.00	31/03/05	P
Transfer application	25.00	25.00	31/03/05	P
Annual fee (1st fee payable within 30 days of issue)	50.00	50.00	31/03/05	P
Change of name	25.00	25.00	31/03/05	P
Copy of permit	15.00	15.00	31/03/05	P

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## Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Club gaming machine permit - Dept. of Culture and Media and Sport</b>				
New application	200.00	200.00	31/03/05	P
Renewal	100.00	100.00	31/03/05	P
New application (existing operator)	100.00	100.00	31/03/05	P
Vary a permit	100.00	100.00	31/03/05	P
Copy of permit	15.00	15.00	31/03/05	P
Annual fee (1st fee payable within 30 days of issue)	50.00	50.00	31/03/05	P
<b>Environment Protection Act (Defra)</b>				
<b>Application Fee</b>				
Standard Process	1,650.00	1,650.00	01/04/18	P
Additional fee for operating without a permit	1,188.00	1,188.00	01/04/18	P
Reduced fee activities (except VRs)	155.00	155.00	01/04/19	P
Service stations PVR I/dry cleaner/ waste oil burner <0.4MW	Withdrawn	Withdrawn	01/04/18	P
Vehicle refinisher	362.00	362.00	01/04/18	P
Reduced fee activities: Additional fee for operating without a permit.	99.00	99.00	01/04/19	P

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## Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Environment Protection Act (Defra) (continued)</b>				
Service station PVR I& II combined	257.00	257.00	01/04/18	P
Additional fee for operating without a permit	Withdrawn	Withdrawn	01/04/19	P
Mobile screening and crushing plant	1,650.00	1,650.00	01/04/18	P
For the third to seventh applications	985.00	985.00	01/04/18	P
For the eight and subsequent applications	498.00	498.00	01/04/18	P
Note: Where an application for any of the above is for a combined Part B and waste application, add an extra £310 to the above amounts	No Charge	No Charge	01/04/18	P
<b>Annual subsistence charge</b>				
Standard process Low (+£103*)	772.00	772.00	01/04/18	P
Standard process Medium (+£156.00*)	1,161.00	1,161.00	01/04/18	P
Standard process High (+£207*)	1,747.00	1,747.00	01/04/18	P
<i>(+) to be added when the above standard process is for combined part B and waste site</i>				
Service stations PVR I/dry cleaner/ waste oil burner <0.4MW				
Low	79.00	79.00	01/04/18	P
Medium	79.00	79.00	01/04/18	P
High	237.00	237.00	01/04/18	P

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## Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Environment Protection Act (Defra) (continued)</b>				
Vehicle refinisher				
Low	228.00	228.00	01/04/18	P
Medium	365.00	365.00	01/04/18	P
High	548.00	548.00	01/04/18	P
Service station PVRI and II combined				
Low	113.00	113.00	01/04/18	P
Medium	226.00	226.00	01/04/18	P
High	341.00	341.00	01/04/18	P
Odourising of natural gas				
Low	79.00	79.00	01/04/19	P
Medium	158.00	158.00	01/04/19	P
High	237.00	237.00	01/04/19	P
Mobile screening and crushing plant For the first and second plants				
Low	646.00	646.00	01/04/19	P
Medium	1,034.00	1,034.00	01/04/18	P
High	1,506.00	1,506.00	01/04/19	P

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## Neighbourhoods Environment

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<b>Environment Protection Act (Defra) (continued)</b>				
For the third to seventh applications				
Low	385.00	385.00	01/04/18	P
Medium	617.00	617.00	01/04/18	P
High	924.00	924.00	01/04/18	P
For the eighth and subsequent applications				
Low	198.00	198.00	01/04/18	P
Medium	316.00	316.00	01/04/19	P
High	473.00	473.00	01/04/18	P
<b>Transfer and Surrender of a permit</b>				
Standard process transfer	169.00	169.00	01/04/18	P
Standard process partial transfer	497.00	497.00	01/04/18	P
New operator at low risk reduced fee activity	78.00	78.00	01/04/18	P
Surrender: all Part B activities	No Charge	No Charge	01/05/12	P
Transfer : Service Stations and Waste Oil burners <0.4MW	No Charge	No Charge	01/05/12	P
Reduced fee activities: Transfer	No Charge	No Charge	01/05/12	P
Reduced fee activities: partial transfer	47.00	47.00	01/04/18	P

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(A) Statutory and Nationally Agreed Charges -

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<b>Transfer and Surrender of a permit (continued)</b>				
<b>Temporary</b>				
First transfer	53.00	53.00	01/04/19	P
<b>Transfer for mobiles</b>				
Repeat transfer	11.00	11.00	01/04/19	P
Repeat following enforcement or warning	53.00	53.00	01/04/19	P
<b>Substantial changes to s10 and s11</b>				
<b>One off annual payment</b>				
Standard process	1,050.00	1,050.00	01/04/18	P
Standard process where the substantial change results in a new PPC activity	1,650.00	1,650.00	01/04/18	P
Reduced fee activities	102.00	102.00	01/04/18	P
Note: Reduced fee activities are; Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil burners under 0.4MW				

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(A) Statutory and Nationally Agreed Charges -

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<b>Environmental Protection Act (DEFRA): LAPPC mobile plant charges</b>				
Number of Permits				
1 Low	646.00	646.00	01/04/19	P
1 Medium	1,034.00	1,034.00	01/04/19	P
1 High	1,506.00	1,506.00	01/04/19	P
2 Low	646.00	646.00	01/04/19	P
2 Medium	1,034.00	1,034.00	01/04/19	P
2 High	1,506.00	1,506.00	01/04/19	P
3 Low	385.00	385.00	01/04/19	P
3 Medium	617.00	617.00	01/04/19	P
3 High	924.00	924.00	01/04/19	P
4 Low	385.00	385.00	01/04/19	P
4 Medium	617.00	617.00	01/04/19	P
4 High	924.00	924.00	01/04/19	P
5 Low	385.00	385.00	01/04/19	P
5 Medium	617.00	617.00	01/04/19	P
5 High	924.00	924.00	01/04/19	P
6 Low	385.00	385.00	01/04/19	P
6 Medium	617.00	617.00	01/04/19	P
6 High	924.00	924.00	01/04/19	P

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<b>Environmental Protection Act (DEFRA): LAPPC mobile plant charges (continued)</b>				
7 Low	385.00	385.00	01/04/19	P
7 Medium	617.00	617.00	01/04/19	P
7 High	924.00	924.00	01/04/19	P
8 and over Low	198.00	198.00	01/04/19	P
8 and over Medium	316.00	316.00	01/04/19	P
8 and over High	473.00	473.00	01/04/19	P
<p>Note: Subsistence charges can be paid in four equal quarterly instalments paid on 1st april, 1st July, 1st October and 1st January. Where paid quarterly the total amount payable to the local authority will be increased by £36.</p>				
<b>Payment in 4 equal instalments (1st April, 1st July, 1st October, 1st January)</b>				
Standard process	Withdrawn	Withdrawn	01/04/19	P
Standard process where the substantial change results in a new PPC activity	Withdrawn	Withdrawn	01/04/19	P
Service stations/Dry cleaners /waste oil burner <0.4MW/ vehicle re-sprayers	Withdrawn	Withdrawn	01/04/19	P

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<b>Licensing Act 2003 fees set by Home Office</b>				
Application for the grant or renewal of a personal licence	37.00	37.00	01/11/05	P
Temporary event notice	21.00	21.00	01/11/05	P
Theft, loss, etc. of premises licence or summary	21.00	21.00	01/11/05	P
Application for a provisional statement where premises being built etc.	10.50	10.50	01/11/05	P
Notification of change of name or address	10.50	10.50	01/11/05	P
Application to vary licence to specify individual as premises supervisor	23.00	23.00	01/11/05	P
Application for transfer of premises licence	23.00	23.00	01/11/05	P
Interim authority notice following death etc. of licence holder	10.50	10.50	01/11/05	P
Theft, loss etc. of certificate or summary	23.00	23.00	01/11/05	P
Notification of change of name or alteration of rules of club	23.00	23.00	01/11/05	P
Change of relevant registered address of club	23.00	23.00	01/11/05	P
Theft, loss etc. of temporary event notice	10.50	10.50	01/11/05	P
Theft, loss etc. of personal licence	10.50	10.50	01/11/05	P
Duty to notify change of name or address	10.50	10.50	01/11/05	P
Right of freeholder etc. to be notified of licensing matters	10.50	10.50	01/11/05	P

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(A) Statutory and Nationally Agreed Charges -

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<b>Main Fee Levels</b>				
<b>Based on non domestic rateable value:</b>				
Band A     £0       -   £4,300				
Band B     £4,301   -   £33,000				
Band C     £33,001   -   £87,000				
Band D     £87,001   -   £125,000				
Band E     £125,001 and over				
<b>Premises Licences</b>				
New Applications and variation				
Band A	100.00	100.00	01/11/05	P
Band B	190.00	190.00	01/11/05	P
Band C	315.00	315.00	01/11/05	P
Band D	450.00	450.00	01/11/05	P
Band E	635.00	635.00	01/11/05	P
Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (bands D & E only)				
Band D x 2	900.00	900.00	01/11/05	P
Band E x 3	1,905.00	1,905.00	01/11/05	P

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Premises Licences (continued)</b>				
Annual maintenance fee to keep premises licence current.				
Band A	70.00	70.00	01/11/05	P
Band B	180.00	180.00	01/11/05	P
Band C	295.00	295.00	01/11/05	P
Band D	320.00	320.00	01/11/05	P
Band E	350.00	350.00	01/11/05	P
Annual charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (bands D & E only)				
Band D x 2	640.00	640.00	01/11/05	P
Band E x 3	1,050.00	1,050.00	01/11/05	P
<b>Additional Fees</b>				
<b>There are additional fees for premises licence applications, and the annual fee for exceptionally large scale events (5000+), unless certain conditions apply. Please read Regulation 4(4) and 4(5) of the licensing Act (Fees) Regulations 2005.</b>				

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

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## Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Additional Premises licence fee</b>				
Numbers in attendance at any one time				
5,000 - 9,999	1,000.00	1,000.00	01/11/05	P
10,000 - 14,999	2,000.00	2,000.00	01/11/05	P
15,000 - 19,999	4,000.00	4,000.00	01/11/05	P
20,000 - 29,999	8,000.00	8,000.00	01/11/05	P
30,000 - 39,999	16,000.00	16,000.00	01/11/05	P
40,000 - 49,999	24,000.00	24,000.00	01/11/05	P
50,000 - 59,999	32,000.00	32,000.00	01/11/05	P
60,000 - 69,999	40,000.00	40,000.00	01/11/05	P
70,000 - 79,999	48,000.00	48,000.00	01/11/05	P
80,000 - 89,999	56,000.00	56,000.00	01/11/05	P
90,000 and over	64,000.00	64,000.00	01/11/05	P

**Basis of Increase:**

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- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

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## Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Additional annual maintenance fee payable (if applicable)</b>				
Numbers in attendance at any one time				
5,000 - 9,999	500.00	500.00	01/11/05	P
10,000 - 14,999	1,000.00	1,000.00	01/11/05	P
15,000 - 19,999	2,000.00	2,000.00	01/11/05	P
20,000 - 29,999	4,000.00	4,000.00	01/11/05	P
30,000 - 39,999	8,000.00	8,000.00	01/11/05	P
40,000 - 49,999	12,000.00	12,000.00	01/11/05	P
50,000 - 59,999	16,000.00	16,000.00	01/11/05	P
60,000 - 69,999	20,000.00	20,000.00	01/11/05	P
70,000 - 79,999	24,000.00	24,000.00	01/11/05	P
80,000 - 89,999	28,000.00	28,000.00	01/11/05	P
90,000 and over	32,000.00	32,000.00	01/11/05	P

**Basis of Increase:**

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- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

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## Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Club premises certificates</b>				
New application variation				
Band A	100.00	100.00	01/11/05	P
Band B	190.00	190.00	01/11/05	P
Band C	315.00	315.00	01/11/05	P
Band D	450.00	450.00	01/11/05	P
Band E	635.00	635.00	01/11/05	P
Annual maintenance fee				
Band A	70.00	70.00	01/11/05	P
Band B	180.00	180.00	01/11/05	P
Band C	295.00	295.00	01/11/05	P
Band D	320.00	320.00	01/11/05	P
Band E	350.00	350.00	01/11/05	P
<b>Fireworks Explosives Regulations 2014 (set by HSE)</b>				
Registration (Unlimited) initial application	500.00	500.00	01/04/17	P
Renewal Withdrawn 2019/20	552.00	Withdrawn	01/04/17	P
Licence (limited) to store explosives (fireworks)				
New Application 1 year Withdrawn	109.00	Withdrawn	01/04/17	P
Renewal 1 year Withdrawn	52.00	Withdrawn	06/04/16	P
Renewal 3 year Withdrawn	120.00	Withdrawn	01/04/17	P

**Basis of Increase:**

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- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

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## Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Explosives Regulations 2014</b>				
Fireworks Explosives Regulations Health & Safety and Nuclear (Fees)				
Regulations 2016				
Licence to store explosives where, by virtue of regulation 27 of, and Schedule 5 to the 2014 Regulations, no minimum separation distance or a 0 metres separation distance is prescribed: (Storage of up to 250kg NEQ)				
New				
New application 1 year	109.00	109.00	01/04/17	C/L
New application 2 years	141.00	141.00	01/09/19	C/L
New application 3 years	173.00	173.00	01/09/19	C/L
New application 4 years	206.00	206.00	01/09/19	C/L
New application 5 years	238.00	238.00	01/09/19	C/L
Renewals				
Renewal 1 year	54.00	54.00	01/09/19	C/L
Renewal 2 years	86.00	86.00	01/09/19	C/L
Renewal 3 years	120.00	120.00	01/04/17	C/L
Renewal 4 years	152.00	152.00	01/09/19	C/L
Renewal 5 years	185.00	185.00	01/09/19	C/L

**Basis of Increase:**

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- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

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## Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Explosives Regulations 2014 (Cont)</b>				
Licence to store explosives where, by virtue of regulation 27 of, and Schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is required: (Storage between 250kg and 2,000kg NEQ)				
<u>New</u>				
New application 1 year	185.00	185.00	06/04/16	C/L
New application 2 years	243.00	243.00	01/09/19	C/L
New application 3 years	304.00	304.00	01/09/19	C/L
New application 4 years	374.00	374.00	01/09/19	C/L
New application 5 years	423.00	423.00	01/09/19	C/L
<u>Renewals</u>				
Renewal 1 year	86.00	86.00	06/04/16	C/L
Renewal 2 years	147.00	147.00	01/09/19	C/L
Renewal 3 years	206.00	206.00	06/04/19	C/L
Renewal 4 years	266.00	266.00	01/09/19	C/L
Renewal 5 years	326.00	326.00	01/09/19	C/L
<u>Varying a licence</u> (For any other variation-the reasonable cost to the licensing authority of having the work carried out)				
Varying the name of licensee or address of site	36.00	36.00	06/04/16	C/L
Transfer of licence	36.00	36.00	06/04/16	C/L
Replacement of licence if lost	36.00	36.00	06/04/16	C/L

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- S - An increase above inflation in line with a corporate saving plan
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## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>ENVIRONMENTAL HEALTH:</b>				
Keeping of dangerous wild animals (Dangerous Wild Animals Act 1976)				
New application Part A	340.00	350.00	01/04/20	I/N/P
New application Part B	103.00	106.00	01/04/20	I/P
Note: total fee for new application £456				
Renewal Part A	340.00	350.00	01/04/20	I/N/P
Renewal Part B	103.00	106.00	01/04/20	I/P
Note: total fee for renewal £456				
Duplicate	45.00	46.00	01/04/20	D/L

**Basis of Increase:**

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- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

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## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>ENVIRONMENTAL HEALTH:</b>				
<b>Animal Welfare Licences (The Animal welfare (Licensing of Activities Involving Animals) England) Regulations 2018</b>				
<b>These fees are set by statute</b>				
<b>Providing and arranging boarding for cat/dog kennels, home boarding for dogs</b>				
New Application Part B (Issue Fee)	360.00	360.00	01/04/20	D/L
Renewal Part B (Issue Fee)	180.00	180.00	01/04/19	D/L
<b>Note: total fee for new application £540</b>				
Renewal Part A (Application Fee)	330.00	330.00	01/04/19	D/L
Renewal Part B (Issue Fee)	100.00	120.00	01/04/20	D/L
<b>Note: total fee for renewal application £450</b>				
<b>Dog Daycare</b>				
Dog Daycare Part A (Application Fee)	360.00	360.00	01/04/20	D/L
Dog Daycare Part B (Issue Fee)	180.00	180.00	01/04/19	D/L
<b>Note: total fee for new application £540</b>				
Renewal Part A (Application Fee)	330.00	330.00	01/04/19	D/L
Renewal Part B (Issue Fee)	100.00	120.00	01/04/20	D/L
<b>Note: total fee for renewal application £450</b>				

**Basis of Increase:**

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- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

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## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Animal Welfare Licences (continued)</b>				
<b>Dog Breeding</b>				
Dog Breeding Part A (Application Fee) (plus vet visit fee)	390.00	390.00	01/04/20	D/L
Dog Breeding Part B (Issue Fee)	180.00	180.00	01/04/19	D/L
<b>Note: total fee for new application £570</b>				
Renewal Part A (Application Fee)(plus vet fee visit fee)	330.00	360.00	01/04/20	D/L
Renewal Part B (Issue Fee)	100.00	120.00	01/04/20	D/L
<b>Note: total fee for renewal application £480</b>				
<b>Pet Shop Operation</b>				
Pet Shop Operation Part A (Application Fee)	360.00	360.00	01/04/20	D/L
Pet Shop Operation Part B (Issue Fee)	180.00	180.00	01/04/19	D/L
<b>Note: total fee for Pet Shop Operation £540</b>				
Renewal Part A (Application Fee)	330.00	330.00	01/04/19	D/L
Renewal Part B (Issue Fee)	100.00	120.00	01/04/20	D/L
<b>Note: total fee for renewal application £450</b>				

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

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L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Animal Welfare Licences (continued)</b>				
<b>Hiring of Horses</b>				
Hiring of Horses (riding and/or instruction) Part A (Application Fee) (plus vet visit fee)	390.00	390.00	01/04/20	D/L
Hiring of Horses (riding and/or instruction) Part B (Issue Fee)	180.00	180.00	01/04/19	D/L
<b>Note: total fee for Hiring of Horses £570</b>				
Renewal Part A (Application Fee)(plus vet fee visit fee)	330.00	360.00	01/04/20	D/L
Renewal Part B (Issue Fee)	100.00	120.00	01/04/20	D/L
<b>Note: total fee for renewal application £480</b>				
<b>Keeping or Training of Animals for Exhibitions</b>				
Keeping or training of animals for exhibition Part A (Application Fee)	360.00	360.00	01/04/20	D/L
Keeping or training of animals for exhibition Part B (Issue Fee)	180.00	180.00	01/04/19	D/L
<b>Note: total fee for Keeping or training of animals for exhibition £540</b>				
Renewal Part A (Application Fee)	330.00	330.00	01/04/19	D/L
Renewal Part B (Issue Fee)	100.00	120.00	01/04/20	D/L
<b>Note: total fee for renewal application £450</b>				
Variation of Licence	300.00	300.00	01/04/20	D/L
Re-rating of Premises	270.00	270.00	01/04/19	D/L
Amendment Fee/Replacement Licence for a lost or defaced Licence	45.00	46.00	01/04/20	D/L
Transfer Fee	New charge	180.00	01/04/20	D/L

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- S - An increase above inflation in line with a corporate saving plan
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## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Special treatment establishments (London Local Authority Act 1991)</b>				
High risk single treatment New Part A	525.00	541.00	01/04/20	I/N/P
High risk single treatment New Part B	155.00	160.00	01/04/20	I/N/P
<b>Note: total fee for new application £701</b>				
High risk Multiple treatment New Part A	649.00	668.00	01/04/20	I/N/P
High risk Multiple treatment New Part B	155.00	160.00	01/04/20	I/N/P
<b>Note: total fee for new application £828</b>				
High risk renewal single treatment Part A	155.00	160.00	01/04/20	I/N/P
High risk renewal single treatment Part B	155.00	160.00	01/04/20	I/N/P
<b>Note: total fee for renewal £320</b>				
High risk Renewal multiple treatment Part A	216.00	222.00	01/04/20	I/N/P
High risk Renewal multiple treatment Part B	155.00	160.00	01/04/20	I/N/P
<b>Note: total fee for renewal £382</b>				
Variation (additional treatment High risk)	309.00	318.00	01/04/20	I/P

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- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

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## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Special treatment establishments (Cont)				
<p>**surcharge to be paid for renewal applications that are received within 30 days from the date the licence lapsed. Any renewal applications received after that period will not be accepted and a new application and associated fee will be required.</p> <p style="padding-left: 40px;">low risk single treatment New Part A</p> <p style="padding-left: 40px;">low risk single treatment New Part B</p> <p>Note: total fee for new application £510</p> <p style="padding-left: 40px;">low risk multiple treatment New Part A</p> <p style="padding-left: 40px;">low risk multiple treatment New Part B</p> <p>Note: total fee for new application £638</p>	<p style="text-align: right;">340.00</p> <p style="text-align: right;">155.00</p> <p style="text-align: right;">464.00</p> <p style="text-align: right;">155.00</p>	<p style="text-align: right;">350.00</p> <p style="text-align: right;">160.00</p> <p style="text-align: right;">478.00</p> <p style="text-align: right;">160.00</p>	<p style="text-align: center;">01/04/20</p> <p style="text-align: center;">01/04/20</p> <p style="text-align: center;">01/04/20</p> <p style="text-align: center;">01/04/20</p>	<p style="text-align: center;">I/N/P</p> <p style="text-align: center;">I/N/P</p> <p style="text-align: center;">I/N/P</p> <p style="text-align: center;">I/N/P</p>

**Basis of Increase:**

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- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

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## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Special treatment establishments (Cont)				
Low risk renewal single treatment Part A	103.00	106.00	01/04/20	I/N/P
Low risk renewal single treatment Part B	155.00	160.00	01/04/20	I/N/P
Note: total fee for renewal £266				
Low risk renewal multiple treatment Part A	155.00	160.00	01/04/20	I/N/P
Low risk renewal multiple treatment Part B	155.00	160.00	01/04/20	I/N/P
Note: total fee for renewal £320				
Variation (additional treatment low risk)*	155.00	160.00	01/04/20	I/N/P
Change of details/transfer	103.00	106.00	01/04/20	I/N/P
Late renewal surcharge**	41.00	42.00	01/04/20	I/N/P
Change of Therapist	New Charge	30.00	01/04/20	I/N/P
Duplicate	45.00	46.00	01/04/20	D/L
* if the additional treatment is high risk the higher fee must be paid.				

**Basis of Increase:**

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- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

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- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Zoo Licensing (Zoo Licensing Act 1981)</b>				
New Application Part A (Part B no charge) (plus vet visit fee)	649.00	668.00	01/04/20	I/N/P
Renewal (no change) Part A fee plus vet inspection fee	464.00	478.00	01/04/20	I/N/P
Alteration Part A plus vet inspection fee	567.00	584.00	01/04/20	I/N/P
<b>Sex Establishment Licensing (Local Govt. Miscellaneous Provisions Act 1982)</b>				
New application Part A (Part B no charge)	2,101.00	2,164.00	01/04/20	I/N/P
Renewal Part A fee	309.00	318.00	01/04/20	I/P
Renewal Part B fee	103.00	106.00	01/04/20	I/P
Note: total fee for renewal £424				
<b>Hypnotism consent (Hypnotism Act 1952)</b>				
New application Part A	309.00	318.00	01/04/20	I/P

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- S - An increase above inflation in line with a corporate saving plan
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## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Street Trading Licences (London Local Authorities Act 1990)</b>				
Subject to review and a separate consultation for proposed street trading				
<b>Trading between 05:00 - 20:00</b>				
Seven days per week	2,165.00	2,230.00	01/04/20	I/N/P
Six days per week	1,856.00	1,912.00	01/04/20	I/N/P
Five days per week	1,552.00	1,599.00	01/04/20	I/N/P
Four days per week	1,238.00	1,275.00	01/04/20	I/N/P
Three days per week	931.00	959.00	01/04/20	I/N/P
Two days per week	619.00	638.00	01/04/20	I/N/P
One day per week	311.00	320.00	01/04/20	I/N/P
<b>Trading between 20:00 - 02:00</b>				
Seven days per week	2,680.00	2,760.00	01/04/20	I/N/P
Six days per week	2,298.00	2,367.00	01/04/20	I/N/P
Five days per week	1,915.00	1,972.00	01/04/20	I/N/P
Four days per week	1,533.00	1,579.00	01/04/20	I/N/P
Three days per week	1,148.00	1,182.00	01/04/20	I/N/P
Two days per week	760.00	783.00	01/04/20	I/N/P
One day per week	381.00	392.00	01/04/20	I/N/P
<b>These can be paid annually in advance</b>				

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- S - An increase above inflation in line with a corporate saving plan
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## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Temporary Street Trading Licences (up to 6 months)</b>				
<b>Trading between 05.00 and 20.00</b>				
Seven days per week	1,084.00	1,117.00	01/04/20	I/N/P
Six days per week	930.00	958.00	01/04/20	I/N/P
Five days per week	762.00	785.00	01/04/20	I/N/P
Four days per week	619.00	638.00	01/04/20	I/N/P
Three days per week	466.00	480.00	01/04/20	I/N/P
Two days per week	310.00	319.00	01/04/20	I/N/P
One day per week	157.00	162.00	01/04/20	I/N/P
<b>Temporary Street Trading Licences (up to 6 months) (continued)</b>				
<b>Trading between 20.00 and 02.00</b>				
Seven days per week	1,341.00	1,381.00	01/04/20	I/N/P
Six days per week	1,152.00	1,187.00	01/04/20	I/N/P
Five days per week	959.00	988.00	01/04/20	I/N/P
Four days per week	766.00	789.00	01/04/20	I/N/P
Three days per week	575.00	592.00	01/04/20	I/N/P
Two days per week	384.00	396.00	01/04/20	I/N/P
One day per week	200.00	206.00	01/04/20	I/N/P

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## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Daily Temporary Licence for special events	45.00	46.00	01/04/20	I/N/P
Duplicate Licence	48.00	49.00	01/04/20	I/N/P
Variations to existing Licences	102.00	105.00	01/04/20	I/N/P
<b>Advertisement A Boards</b>				
Removal cost	119.00	123.00	01/04/20	I/N/P
Storage cost per week	11.00	11.00	01/04/19	L
Disposal cost	33.00	34.00	01/04/20	I/N/P
Return cost (collection only)	60.00	62.00	01/04/20	I/N/P
Total cost if not collected within 14 days	217.00	224.00	01/04/20	I/N/P
<b>Abandoned Shopping Trolleys</b>				
Collection fee	32.00	33.00	01/04/20	I/N/P
Storage fee per week/part week	22.00	23.00	01/04/20	I/N/P
Administration fee	27.00	28.00	01/04/20	I/N/P
Disposal of unwanted trolleys	27.00	28.00	01/04/20	I/N/P

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## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Stray Dog Service</b>				
Administration Fee	11.00	11.00	01/04/19	L
Weekdays 09:00 - 16:59	54.00	56.00	01/04/20	I/N/P
Weekdays 17:00 - 21:59	69.00	71.00	01/04/20	I/N/P
Weekdays 22:00 - 08:59	75.00	77.00	01/04/20	I/N/P
Weekends 09:00 - 16:59	75.00	77.00	01/04/20	I/N/P
Weekends 17:00 - 08:59	75.00	77.00	01/04/20	I/N/P
Bank Holidays	75.00	77.00	01/04/20	I/N/P
Charge per day per dog/part day	15.00	15.00	01/04/19	L
<b>Land Quality Reports</b>				
Written report that takes less than 2 hours to complete:				
a) 5 working day response (where available and on request)	542.00 *	558.00	01/04/20	I/N/P
b) 20 working day response	299.00 *	308.00	01/04/20	I/N/P
For every hour over 2 hours	88.00 *	91.00	01/04/20	I/N/P
To respond to specific questions on land quality hourly rate	88.00 *	91.00	01/04/20	I/N/P

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(B) Charges determined by Committee

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Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>5 – Year Licence</b> <b>Mandatory HMO Licensing (Housing Act 2004)</b>  Additional HMO Licence has a fixed fee of £900 and its usually valid for 5 years Part A Part B	New New	550.00 350.00	01/04/20 01/04/20	L L

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## Neighbourhoods Environment

(B) Charges determined by Committee

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Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Housing Act 2004: Mandatory Housing of Multiple Occupation (HMO)</b>				
New Licence Application up to 5 rooms/units Part A	650.00	670.00	01/04/20	D/L
New Licence Application up to 5 rooms/units Part B	500.00	515.00	01/04/20	D/L
Note: Total fee for new application is £1,150				
New Licence Application for each room above 5 Part A	50.00	52.00	01/04/20	D/L
New Licence Application for all rooms above 5 Part B	50.00	52.00	01/04/20	D/L
<b>Additional Licensing for Housing of Multiple Occupation (HMO) Licensing</b>				
New Licence Application Part A	566.00	583.00	01/04/20	D/L
New Licence Application Part B	361.00	372.00	01/04/20	D/L
Note: Total Fee for new application is £927				
Note: If Landlord is accredited by a recognised body there is a discount of £35 off the Part B fee. Additional HMO Licence for all rooms above 5 Part B				
	36.00	37.00	01/04/20	D/L
<b>Caravan site licence</b> (Caravan Sites and Control of Development Act 1960)	389.00	401.00	01/04/20	I/N/P

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<b>Gambling Act 2005 Bingo Club premises</b>				
Fees set by LA (subject to maxima set by Govt.)				
New premises application	3,447.00	3,500.00	01/04/20	I/N/P
Annual fee	695.00	716.00	01/04/20	I/N/P
Application to vary	1,155.00	1,190.00	01/04/20	I/N/P
Application to transfer	584.00	602.00	01/04/20	I/N/P
<b>Gambling Act 2005 Bingo Club premises (continued)</b>				
Fees set by LA (subject to maxima set by Govt.)				
Application for reinstatement	905.00	932.00	01/04/20	I/N/P
Application for a provisional statement	1,208.00	1,244.00	01/04/20	I/N/P
License application (provisional statement holders)	905.00	932.00	01/04/20	I/N/P

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## Neighbourhoods Environment

(B) Charges determined by Committee

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Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Betting shop</b>				
New premises application	1,185.00	1,221.00	01/04/20	I/N/P
Annual fee (set by statute)	600.00	600.00	01/04/20	I/P
Application to vary	887.00	914.00	01/04/20	I/N/P
Application to transfer	584.00	602.00	01/04/20	I/N/P
Application for reinstatement	906.00	933.00	01/04/20	I/N/P
Application for a provisional statement	1,209.00	1,245.00	01/04/20	I/N/P
License application (provisional statement holders)	906.00	933.00	01/04/20	I/N/P
<b>Betting premises tracks</b>				
New premises application	2,655.00	2,500.00	01/04/20	I/N/P
Annual fee	915.00	942.00	01/04/20	I/N/P
Application to vary	1,167.00	1,202.00	01/04/20	I/N/P
Application to transfer	584.00	602.00	01/04/20	I/N/P
Application for reinstatement	876.00	902.00	01/04/20	I/N/P
Application for a provisional statement	2,655.00	2,500.00	01/04/20	I/N/P
License application (provisional statement holders)	876.00	902.00	01/04/20	I/N/P

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## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

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<b>Family Entertainment centres</b>				
New premises application	1,587.00	1,635.00	01/04/20	I/N/P
Annual fee	696.00	717.00	01/04/20	I/N/P
Application to vary (set by statute)	1,030.00	1,000.00	01/04/20	I/P
Application to transfer	584.00	602.00	01/04/20	I/N/P
Application for reinstatement	876.00	902.00	01/04/20	I/N/P
Application for a provisional statement	1,622.00	1,671.00	01/04/20	I/N/P
License application (provisional statement holders)	911.00	938.00	01/04/20	I/N/P
<b>Adult gaming centres</b>				
New premises application	1,610.00	1,658.00	01/04/20	I/N/P
Annual fee	696.00	717.00	01/04/20	I/N/P
Application to vary (set by statute)	1,062.00	1,000.00	01/04/20	I/N/P
Application to transfer	584.00	602.00	01/04/20	I/N/P
Application for reinstatement	876.00	902.00	01/04/20	I/N/P
Application for a provisional statement	1,607.00	1,655.00	01/04/20	I/N/P
License application (provisional statement holders)	876.00	902.00	01/04/20	I/N/P

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## Neighbourhoods Environment

(B) Charges determined by Committee

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Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Scrap Metal Dealers Act 2013</b>				
Application for a new scrap metal site licence	882.00	908.00	01/04/20	I/N/P
Application for a new scrap metal collectors licence	284.00	293.00	01/04/20	I/N/P
Application for a variation of an existing licence	143.00	147.00	01/04/20	I/N/P
Site licence to a collectors licence				
Application for a variation of an existing licence	744.00	766.00	01/04/20	I/N/P
<b>Scrap Metal Dealers Act 2013 (continued)</b>				
Collectors licence to a site licence				
Application for a variation of an existing licence not listed above	197.00	203.00	01/04/20	I/N/P
Renewal application for a site licence under Scrap Metal Dealers Act 2013	882.00	908.00	01/04/20	I/N/P
Renewal application for a collectors licence under Scrap Metal Dealers Act 2013	266.00	274.00	01/04/20	I/N/P
Lost licence replacement	26.00	27.00	01/04/20	I/N/P

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## Neighbourhoods Environment

(B) Charges determined by Committee

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Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Marriage Act 1949</b>				
Wedding Registration				
New application Part A fee	695.00	716.00	01/04/20	I/N/P
New Application Part B fee	185.00	191.00	01/04/20	I/N/P
Note: Total fee parts A and B £880				
Renewal of Premises Licensing				
Renewal Part A fee	201.00	207.00	01/04/20	I/N/P
Renewal Part B fee	185.00	191.00	01/04/20	I/N/P
Note: Total fee parts A and B £386				
<b>Primary Authority</b>				
Annual Fee, pays for 20 hours work (Enterprise and Regulatory Reform Act)	1,273.00	1,311.00	01/04/20	I/N/P
Hourly rate, agreed in advance for work beyond 20 hours.	64.00	66.00	01/04/20	I/N/P
<b>Food</b>				
<b>Health Export Certificates</b>				
(these are issued on request to food businesses who wish to export foodstuff outside the EU. They are provided to assist local exporters in meeting the food safety requirements. Only the local authority can provide them). Food Hygiene Rating Requested rerating inspection,	54.00	56.00	01/04/20	I/N/P
New charge for 2017. Can only be supplied by the local authority by the Enterprise Act. No Vat applicable	208.00	214.00	01/04/20	I/N/P

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(B) Charges determined by Committee

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<b>Marriage Act 1949</b>				
Wedding Registration				
New application Part A fee	695.00	716.00	01/04/20	I/N/P
New Application Part B fee	185.00	191.00	01/04/20	I/N/P
Note: Total fee parts A and B £880				
Renewal of Premises Licensing				
Renewal Part A fee	201.00	207.00	01/04/20	I/N/P
Renewal Part B fee	185.00	191.00	01/04/20	I/N/P
Note: Total fee parts A and B £386				
<b>Primary Authority</b>				
Annual Fee, pays for 20 hours work (Enterprise and Regulatory Reform Act)	1,273.00	1,311.00	01/04/20	I/N/P
Hourly rate, agreed in advance for work beyond 20 hours.	64.00	66.00	01/04/20	I/N/P
<b>Food</b>				
<b>Health Export Certificates</b>				
(these are issued on request to food businesses who wish to export foodstuff outside the EU. They are provided to assist local exporters in meeting the food safety requirements. Only the local authority can provide them). Food Hygiene Rating Requested rerating inspection,	54.00	56.00	01/04/20	I/N/P
New charge for 2017. Can only be supplied by the local authority by the Enterprise Act. No Vat applicable	208.00	214.00	01/04/20	I/N/P

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## Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>ENVIRONMENTAL ENFORCEMENT</b>				
<b>Environmental offences</b>				
<b>Fixed penalty notices</b>				
(Levels set by the department for environment, food and rural affairs depending on the offence, councils can charge penalties within certain limits)				
Fly Tipping	400.00	400.00	01/04/19	P
Fail to produce Waste Transfer Notes	300.00	300.00	01/04/19	P
Litter	80.00	150.00	01/04/19	D
Fail to comply requirement or condition in Abatement Notice	110.00	110.00	01/04/19	P
Fail to comply Community Protection Notice	100.00	100.00	01/04/19	P
Fail to comply Public Space Protection Order	100.00	100.00	01/04/19	P
Fail to produce authority to carry waste	300.00	300.00	01/04/19	P
Fail to comply with receptables notice (Commercial)	100.00	110.00	01/04/19	D
Unlicensed Street Trading	150.00	150.00	01/04/19	P
Fail to comply conditions Street Trading License / temp License	100.00	100.00	01/04/19	P
Fail to produce a Street Trading Licence / Temp Licence on demand	100.00	100.00	01/04/19	P
Making a false statement to obtain a Street Trading Licence	125.00	125.00	01/04/19	P
Resisting or obstructing an authorised officer	250.00	250.00	01/04/19	P
Nuisance Vehicles exposed for sale Unlicensed Trade	150.00	150.00	01/04/19	P

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## Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Fixed penalty notices (Continue)</b>				
Abandoned Vehicles	200.00	200.00	01/04/19	P
Fail to comply dog control / CPN	80.00	80.00	01/04/19	P
Unauthorised distribution of printed matter	75.00	75.00	01/04/19	P
Fly Posting	75.00	150.00	01/04/19	D
Display advertisement in contravention of regs	75.00	75.00	01/04/19	P
Graffiti	75.00	150.00	01/04/19	D
Marks / picture/ sign on highway or highway furniture	100.00	100.00	01/04/19	P
Wilful obstruction	100.00	100.00	01/04/19	P
Erect building / fence / hedge on highway	100.00	100.00	01/04/19	P
Deposit skip on highway without authority	100.00	100.00	01/04/19	P
Deposit skip on highway failure to light or sign	100.00	100.00	01/04/19	P
Deposit skip on highway failure to display name and address	100.00	100.00	01/04/19	P
Deposit skip on highway fail to remove	100.00	100.00	01/04/19	P
Deposit skip on highway fail to comply conditions / permit	100.00	100.00	01/04/19	P
Deposit skip on highway fail to remove / reposition	100.00	100.00	01/04/19	P
Deposit material on made up carriageway	100.00	100.00	01/04/19	P
Deposit material within 15 feet of centre carriageway	100.00	100.00	01/04/19	P
Deposit material on highway to interruption of user	100.00	100.00	01/04/19	P
Pitching booths / stalls / stands / camp on highway	100.00	100.00	01/04/19	P

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- D - Increase recommended by Head of Service

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- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Fixed penalty notices (Continue)</b>				
Fail to prevent soil / mud / refuse escape to sewer / road	100.00	100.00	01/04/19	P
Fail to remove projection	100.00	100.00	01/04/19	P
Fail to prevent door etc, opening onto street	100.00	100.00	01/04/19	P
Deposit things on highway which cause injury or danger	100.00	100.00	01/04/19	P
Erect scaffold or structure on highway w/o licence ftc condition	100.00	100.00	01/04/19	P

**Basis of Increase:**

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- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Planning

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>LOCAL LAND CHARGES:</b>				
Certain fees are laid down in regulations made under the Local Land Charges Act 1975.				
Fees for Official Local Land Charge Certificates				
Registration of a charge in Part II of the registers	91.00	94.00	01/04/20	I/P
<b>Official search (including issue of official certificate of search)</b>				
a) in only part of the register (one parcel)	9.00	9.50	01/04/20	I/P
b) in only part of register (each additional parcel thereafter),	2.50	3.00	01/04/20	I/P
c) in the whole of the register - post or fax (one parcel)	21.50	23.50	01/04/20	I/P
d) in the whole of the register - post of fax (each additional parcel thereafter)	5.50	6.00	01/04/20	I/P
e) in the whole of the register - where the requisition is made by electronic means in accordance with rule 16 (one parcel)	21.50	23.50	01/04/20	I/P
f) in the whole of the register - where the requisition is made by electronic means in accordance with rule 16 (each additional parcel thereafter)	5.50	6.00	01/04/20	I/P
Office copy of any entry in the register (not including a copy or extract of any plan or document filed pursuant to these rules)	1.80	2.00	01/04/20	I/P

**Basis of Increase:**

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- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Planning

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Office copy of any plan or other document filed pursuant to these rules:</b>				
Personal Searches in whole or part of the Register	No Charge	No Charge	01/07/10	L
Extract of register in place of personal search				
First Page	2.30	2.50	01/04/20	I/P
Subsequent pages	0.30	0.50	01/04/20	I/P
<b>CON29(R) Enquiries</b>				
One parcel of land	109.00 *	112.00*	01/04/20	I/P
Several parcels of land				
Each additional (fees that exceed 100 to be fixed by arrangement)	47.00 *	48.00*	01/04/20	I/P
Update Search Fee	77.50 *	80.00*	01/04/20	I/P
<b>Part 2 Enquiries</b>				
Each printed enquiry	22.50 *	23.00*	01/04/20	I/P
With exception to Question 4	34.50 *	36.00*	01/04/20	I/P
With exception of surrounding area enquiries	38.50 *	39.50*	01/04/20	I/P
Provision of access data to external body to answer CON29(R) and (O) questions Data for CON 29(R) questions	No Charge	No Charge	01/07/10	L

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

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- P - The Corporate Charging Policy
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## Neighbourhoods Planning

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Copying Charges - Legal Documents</b>				
Certified Copy of Land Search - Paper Copy	16.00	16.50	01/04/20	I/P
First Page	2.50	3.00	01/04/20	I/P
Subsequent pages	0.30	0.50	01/04/20	I/P
Certified copy of extract of Highways Register (letter and extract)	32.00	33.00	01/04/20	I/P
Certified copy of extract of Highways Register (extract only and collection only)	16.00	16.50	01/04/20	I/P
<b>New Residential Addresses - (building names included) in an existing road</b>				
1 dwelling	64.00	66.00	01/04/20	I/P
2 - 5 dwellings	85.00	87.50	01/04/20	I/P
6 - 25 dwellings	101.00	104.00	01/04/20	I/P
26 - 45 dwellings	207.00	213.00	01/04/20	I/P
46 - 100 dwellings	441.00	454.00	01/04/20	I/P
100+ plots (plus an extra fee of £95 for each additional 10 dwellings (or part thereof))	743.00	765.00	01/04/20	I/P
	101.00	104.00	01/04/20	I/P

**Basis of Increase:**

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- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

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- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Planning

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>New Residential Addresses (building names included) plus single road name</b>				
1 - 5 dwellings	144.00	148.00	01/04/20	I/P
6 - 25 dwellings	165.00	170.00	01/04/20	I/P
26 - 45 dwellings	265.00	273.00	01/04/20	I/P
46 - 100 dwellings	499.00	514.00	01/04/20	I/P
100+ plots (plus an extra fee of £155 for each additional 10 dwellings (or part thereof)	801.00	825.00	01/04/20	I/P
	165.00	170.00	01/04/20	I/P
For each additional road name	69.00	71.00	01/04/20	I/P
<b>New Commercial/Industrial Addresses (building name included) in an existing road</b>				
1 unit	64.00	66.00	01/04/20	I/P
2 - 5 units	85.00	87.50	01/04/20	I/P
6 - 10 units	101.00	104.00	01/04/20	I/P
11 units plus	143.00	147.00	01/04/20	I/P

**Basis of Increase:**

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- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

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- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Planning

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>New Commercial/Industrial Addresses (building name included) plus a single road name</b>				
1 unit	85.00	87.50	01/04/20	I/P
2 - 5 units	101.00	104.00	01/04/20	I/P
6 - 10 units	122.00	125.00	01/04/20	I/P
11 units plus	165.00	170.00	01/04/20	I/P
For each additional road name	69.00	71.00	01/04/20	I/P
 New street name without any new dwellings or units	 69.00	 71.00	 01/04/20	 I/P
Naming of land parcel	69.00	71.00	01/04/20	I/P
Renaming of existing road or building (residential, commercial or industrial)	69.00	71.00	01/04/20	I/P
(plus an extra fee of £21.50 for each additional dwelling or building affected)	21.50	22.00	01/04/20	I/P
Research time: flat fee for research into possible street names	42.50	44.00	01/04/20	I/P
Non-refundable in the event that the suggested name(s) are not selected. One set of research to be undertaken.				

**Basis of Increase:**

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- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

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## Neighbourhoods Planning

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b><u>Planning Performance Agreements</u></b>				
Strategic Applications Early Principles/Introductory Meeting	NEW	1,030.00	01/04/20	I/P

**Basis of Increase:**

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- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
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## Neighbourhoods Planning

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>PLANNING AND BUILDING CONTROL:</b>				
Photocopying per A4 and A3 sheet (minimum charge £1)	0.30 *	0.30	01/04/19	I/P
Photocopying of plans (per sheet)	20.25 *	21.00	01/04/20	I/P
Other Planning requests - per hour (minimum 1/2 hour)	77.00	79.00	01/04/20	I/P
Other Building Control requests - per hour	77.00	79.00	01/04/20	I/P
[The Building (Local Authority Charges) Regulations 2010] Committee reports (available from website for free)				
<b>Section 106 Monitoring</b> - A percentage of the total tariff payment required under the Council's Planning Obligations Supplementary Planning Document. For further details please contact the Planning service.				
Demolition Notices (Per Site) (larger sites will be assessed separately, customers are invited to contact Building control for a bespoke price)	242.00	249.00	01/04/20	I/P
Building Control - Dangerous Structure charge				
8am - 5pm - per hour	80.00	82.50	01/04/20	I/P
5pm - 8am - per hour	80.00	82.50	01/04/20	I/P
(Travelling costs will also be charged as appropriate as well as Dangerous Structures Consortium Contractors Costs)				

**Basis of Increase:**

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- S - An increase above inflation in line with a corporate saving plan
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## Neighbourhoods Planning

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Pre-Application advice</b>				
Pre-Application advice				
Householder/Small Business - Face to Face	55.00 *	57.00	01/04/20	I/P
Householder/Small Business - Written Response	88.00 *	91.00	01/04/20	I/P
Change of Business Premises up to 99 sq.m	164.00 *	169.00	01/04/20	I/P
Pre-Application advice - Residential units/Commercial or Industrial Floor space				
1 residential unit	164.00 *	169.00	01/04/20	I/P
1 residential unit - Follow up advice	33.00 *	34.00	01/04/20	I/P
2-3 residential/100-499sq m floor space	328.00 *	338.00	01/04/20	I/P
2-3 residential/100-499sq m floor space - Follow up advice	65.50 *	67.50	01/04/20	I/P
4-9 residential/500-999 sq. m floor space	874.25 *	900.50	01/04/20	I/P
4-9 residential/500-999 sq. m floor space - Follow up advice	216.50 *	223.00	01/04/20	I/P
10-24 residential/1000-1999 sq.m floor spc/telecoms	1,640.00 *	1,689.00	01/04/20	I/P
10-24 residential/1000-1999 sq.m floor spc/telecoms - Follow up advice	325.00 *	335.00	01/04/20	I/P

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## Neighbourhoods Planning

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Planning Performance Agreements (PPA)</b>				
Initiation Fee	5,000.00	5,150.00	01/04/20	I/P
Residential 25-49 Dwellings, Non-residential Up to 3000 sq m	20,000.00	20,600.00	01/04/20	I/P
Residential 50-100 dwellings, Non-residential Up to 3001 - 5000 sq m, Mineral extraction up to 10 hectares	30,000.00	30,900.00	01/04/20	I/P
Residential 101-150 dwellings, Non-residential 5001-10000 sq m, Mineral extraction 10.1- 20 hectares	40,000.00	41,200.00	01/04/20	I/P
Residential 151-300 dwellings, Non-residential Up to 20,000 sq m, Mineral extraction 20.1 – 30 hectares	50,000.00	51,500.00	01/04/20	I/P
Residential 301-600 dwellings, Mineral extraction more than 30 hectares	70,000.00	72,100.00	01/04/20	I/P
Residential 601-900 dwellings	90,000.00	92,700.00	01/04/20	I/P
Residential 901+ dwellings	100,000.00	103,000.00	01/04/20	I/P
Research, retrieval and copy of one document for domestic properties	42.50	43.75	01/04/20	I/P
Research, retrieval and copy of one document for non-domestic properties	64.00	66.00	01/04/20	I/P
For each additional document	20.50	21.00	01/04/20	I/P
Planning Condition History Search (30 minutes)	38.50	39.50	01/04/20	I/P
Additional research time (per 15 minutes)	19.25	19.75	01/04/20	I/P

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## Neighbourhoods Planning

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Supply of letter detailing inspections (where no completion certificate exists) per hour	120.00	123.50	01/04/20	I/P
Request for written confirmation that Enforcement Notice complied with or of no effect	148.50	153.00	01/04/20	I/P
Request to withdraw Enforcement Notice where no longer of effect	848.72	874.20	01/04/20	I/P
High Hedge Complaint	515.00	530.50	01/04/20	I/P

**Basis of Increase:**

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- I - Based on relevant inflationary change
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- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

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- L - A local charging policy that deviates from the Corporate Charging Policy



## Neighbourhoods Registrars (A) - Statutory

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Registrar of Births, Deaths and Marriages and Civil Partnerships:</b>				
<b>Places of Worship Registration Act 1855 Section 5</b> Certification of place of meeting for religious worship	29.00	29.00	01/09/14	P
<b>Marriage Act 1949:</b>				
Section 27 (6) Entering a notice of marriage in a marriage notice book				
(A) Where both parties to the proposed marriage are exempt persons within the meaning of section 49 Immigration act 2014	35.00	35.00	01/04/12	P
(B) In any other cases from 2nd March 2014	47.00	47.00	02/03/15	P
Section 41 (6) Registration of building for solemnization of marriages	123.00	123.00	01/09/14	P
Section 51 Fee of registrar for attending marriage/civil partnership:				
(i) At a register office	46.00	46.00	01/04/12	P
(ii) At a registered building or at a place where the house hold or detained person usually resides	86.00	86.00	01/09/14	P
(iii) Fee of Superintendent Registrar for attending marriage/civil partnership at the place where:				
a) Housebound or	84.00	84.00	01/09/14	P
b) Detained person usually resides	94.00	94.00	01/09/14	P

**Basis of Increase:**

C - An increase dependent on committee approval

G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

P - The Corporate Charging Policy

L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Registrars (A) - Statutory

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Immigration Act 2016 :</b>				
Consideration by a Superintendent Registrar of a divorce/civil partnership dissolution obtained outside of the British Isles (from 01/11/17)	50.00	50.00	01/04/18	P
Consideration by the Registrar General of a divorce/civil partnership dissolution obtained outside of the British Isles (from 01/11/17)	75.00	75.00	01/04/18	P
Consideration of a reduction in the 28 day notice to marry or form a civil partnership (from 01/11/17)	60.00	60.00	01/04/18	P
<b>Marriage Act 1949 (continued):</b>				
Section 64(1)				
Certified copy of entry issued under the subsection:				
(i) When application is made at the time of registering	11.00	11.00	16/02/19	P
(ii) After the time of registration	11.00	11.00	16/02/19	P
Certified copy of entry for Civil Partnerships:				
(i) At the time of registration	11.00	11.00	16/02/19	P
(ii) After the time of registration	11.00	11.00	16/02/19	P

**Basis of Increase:**

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- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Registrars (A) - Statutory

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Marriage Act 1949</b> (continued):				
Section 64(2) General search of indexes of register of books kept by superintendent registrars	18.00	18.00	01/04/04	P
Certified copy of entry issued under that sub-section	11.00	11.00	16/02/19	P
Section 65(2) Certified copy of entry ,following search of indexes kept at General Register Office	11.00	11.00	16/02/19	P
<b>Births, Deaths Registration Act 1953:</b>				
At the time of registration	11.00	11.00	16/02/19	P
After the time of registration	11.00	11.00	16/02/19	P
Section 30(2) certified copy of entry following search of indexes kept at General Register Office	11.00	11.00	16/02/19	P

**Basis of Increase:**

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- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

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- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Registrars (A) - Statutory

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Immigration Act 2016 :</b>				
Fees for corrections to Initial Registration				
Forename added within 12 months of birth registration	40.00	40.00	01/11/17	P
Consideration by Registrar/Superintendent Registrar of a correction application (from 01/11/17)	75.00	75.00	01/11/17	P
Consideration by Registrar General of a correction application	90.00	90.00	01/11/17	P
Priority Certificate Fee 24 hr service	35.00	35.00	16/02/19	P
<b>Fees for conversion of a Civil Partnership into Marriage</b>				
Conversion of a civil partnership into marriage At the Register Office	45.00	45.00	01/11/17	P
<b>Two stage procedure on other premises</b>				
Completing the declaration	27.00	27.00	01/11/17	P
Signing the declaration in a religious building registered for the marriage of same sex couples	91.00	91.00	01/11/17	P

**Basis of Increase:**

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- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Registrars - Non Statutory

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>REGISTRAR OF BIRTHS, DEATHS, MARRIAGES AND CIVIL PARTNERSHIPS:</b>				
<b>Off site attendance to officiate at an approved premise wedding/civil partnership:</b>				
Monday to Friday	605.00	635.00	01/04/20	S/P
Saturday	720.00	750.00	01/04/20	S/P
Sunday/ Bank Holiday	735.00	765.00	01/04/20	S/P
<b>On site attendance to officiate at a wedding/civil partnership held in Langtons Hall/Orangery</b>				
Monday to Thursday	545.00	560.00	01/04/20	I/N/P
Friday (Inc. red carpet)	660.00	680.00	01/04/20	I/N/P
Saturday (Inc. red carpet)	905.00	905.00	01/04/19	L
Sunday/ Bank Holiday (Inc. red carpet)	840.00	915.00	01/04/20	S/P
<b>On site attendance to officiate at a wedding/civil partnership at Langtons House</b>				
Monday to Thursday	300.00	350.00	01/04/20	S/P
Frid Friday	485.00	550.00	01/04/20	S/P
Sat Saturday	600.00	685.00	01/04/20	S/P
Sun Sunday/ Bank Holiday	735.00	765.00	01/04/20	S/P

**Basis of Increase:**

- C - An increase dependent on committee approval
- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Registrars - Non Statutory

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Other Civil Ceremonies</b>				
<b>Welcoming Ceremonies / Re-affirmation of vows (* prices include VAT) Held in Langtons Wedding Rooms</b>				
Monday to Thursday	300.00 *	350.00 *	01/04/20	S/P
Friday	485.00 *	550.00 *	01/04/20	S/P
Saturday	600.00 *	685.00 *	01/04/20	S/P
Sunday	735.00 *	765.00 *	01/04/20	S/P
<b>Welcoming Ceremonies / Re-affirmation of vows (* prices include VAT) Held in Langtons Hall</b>				
Monday to Thursday	545.00 *	560.00 *	01/04/20	I/N/P
Friday	660.00 *	680.00 *	01/04/20	I/N/P
Saturday	905.00 *	905.00 *	01/04/19	L
Sunday	840.00 *	915.00 *	01/04/20	S/P
(An additional amount is charged if any ceremony falls on the following three days: Valentine's Day, Christmas Eve or New Year's Eve)	118.00	120.00	01/04/20	I/N/P

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- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Registrars - Non Statutory

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Individual Citizenship Ceremony	180.00	190.00	01/04/20	S/P
Wedding Rehearsal fee (per half hour)	57.00	58.00	01/04/20	I/N/P
<b>Wedding Packages</b>				
Silver Wedding Package/Civil Partnership Package (Friday)	2,000.00	2,000.00	01/04/17	L
Gold Wedding Package/Civil Partnership Package (Sunday)	3,000.00	3,500.00	01/04/20	S/P
Saturday Winter Wedding Package	Withdrawn	Withdrawn	01/04/19	
Surcharge for evening weddings at 5pm & 6pm on Thursdays & Fridays (includes Langton's House and Approved Premises)	205.00	205.00	01/04/19	L
Surcharge for candlelit weddings between October-March in addition to an evening wedding option	205.00	205.00	01/04/19	L
Payment in advance of a non-refundable booking fee for Register Office Weddings only (in line with statutory fee for Register Office wedding)	57.00	57.00	01/04/19	L
Change of ceremony appointment fee	57.00	57.00	01/04/19	L

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- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

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- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Registrars - Non Statutory

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Premium Appointment Service (additional casual registrars used to cover up to one hour)	47.00	50.00	01/04/20	S/P
Non-Refundable booking fee for Notice of Marriage (applies to non-attendees only - in line with statutory fee for notice of marriage)	35.00	35.00	01/04/19	L
<b>Langtons Hall Hire (Hourly)</b>				
Monday - Friday 9.00-17.00	41.00	45.00	01/04/20	S/P
Monday - Thursday 17.00-24.00	52.00	60.00	01/04/20	S/P
Friday Evening, Saturday and Sunday (A discount of 20% applies for bookings of more than 6 hours for Friday evening and the weekend)	95.00	95.00	01/04/17	L
Damage deposit for Langton's Hall function bookings	250.00	250.00	01/04/16	L
<b>Langtons Room Hire (Hourly Minimum 2 hours)</b>				
Room Hire Monday - Sunday 09.00 - 21.00	41.00	42.00	01/04/20	S/P
Charity Room Hire Monday - Thursday 09.00 - 21.00 (A discount of 40% applies for Charity/Community groups by application)	16.40	16.80	01/04/20	S/P

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- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy



## Neighbourhoods Registars - Non Statutory

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Sponsorship for Langtons Ceremony Brochure</b>				
Whole A5 page - Portrait	770.00 *	770.00 *	01/04/19	L
Half A5 Page - Landscape	432.00 *	432.00 *	01/04/19	L
Quarter A5 Page - Portrait	267.00 *	267.00 *	01/04/19	L
Back Cover - Whole A5 Page - Portrait	1,200.00 *	1,200.00 *	01/04/19	L
Inside Front and Back Cover - Whole A5 Page - Portrait	1,134.00 *	1,134.00 *	01/04/19	L
<b>Postage Costs:</b>				
Marriage Authorities to other Districts by 1st class recorded delivery	Withdrawn	Withdrawn	01/04/19	L
Copy certificates by 1st class recorded delivery	5.00	5.00	01/04/16	L

**Basis of Increase:**

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- D - Increase recommended by Head of Service

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## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>TRADING STANDARDS:</b>				
Trading Standards NE London Metrology Partnership Income Income is credited to the joint trading account				
Section 11 (4) of the Weights and Measures Act 1985				
<b>Measuring Instruments:</b>				
<b>(a) Linear (with or without divisions/sub divisions)</b>				
First Tape	13.00 *	13.00	01/04/19	I/N/P
<b>(b) Capacity (without divisions, not exceeding 1 litre) - each measure</b>				
	11.00 *	11.00	01/04/19	I/N/P
<b>(c) Cubic ballast</b>				
Other than brim (each measure)	218.00 *	225.00	01/04/20	I/N/P
Brim/bucket type (each measure)	96.00 *	99.00	01/04/20	I/N/P
1. Liquid capacity measures for making and checking average quantity purchases each measure	34.00 *	35.00	01/04/20	I/N/P

**Basis of Increase:**

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- S - An increase above inflation in line with a corporate saving plan
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## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Measuring Instruments (continued):</b>				
2. Templates (per scale)	60.00 *	62.00	01/04/20	I/N/P
First item	24.00 *	25.00	01/04/20	I/N/P
Second and subsequent items				
<b>(d) Liquid fuel, Lubricants etc. (each instrument)</b>				
1. Container type (not sub-divided)	112.00 *	115.00	01/04/20	I/N/P
2. Other types (multi-outlets)				
1 meter tested	145.00 *	149.00	01/04/20	I/N/P
Each additional meter tested	89.00 *	92.00	01/04/20	I/N/P
3. Test of peripheral equipment on separate visit	112.00 *	115.00	01/04/20	I/N/P
4. Test of credit card acceptor	112.00 *	115.00	01/04/20	I/N/P
5. MID verification				
1 meter tested	182.00 *	187.00	01/04/20	I/N/P
Each additional meter	112.00 *	115.00	01/04/20	I/N/P

**Basis of Increase:**

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G - An increase below inflation in line with a corporate growth plan

I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

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## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Measuring Instruments (continued):</b>				
<b>(e) Intoxicating liquor (each instrument)</b>				
Not exceeding 150ml (individual submissions)	22.00 *	23.00	01/04/20	I/N/P
Other	26.00 *	27.00	01/04/20	I/N/P
<b>(g) Each weight (stamping)</b>				
1. Weights exceeding 5kg or not exceeding 500mg, 2cm	12.00 *	12.00	01/04/19	I/N/P
2. Other weights	9.00 *	9.00	01/04/19	I/N/P
3. Other weights (more than one submitted)	8.00 *	8.00	01/04/19	I/N/P
4. Adjusting weights (per hour)	113.00 *	116.00	01/04/19	I/N/P
<b>(h) Verification - Weighing Machines / Weighing Equipment</b>				
1. Calibrated to weigh only metric:				
Not exceeding 15kg	37.00 *	38.00	01/04/20	I/N/P
Exceeding 15kg to 100kg	53.00 *	55.00	01/04/20	I/N/P
Exceeding 100kg to 250kg	88.00 *	91.00	01/04/20	I/N/P
Exceeding 250kg to 1 tonne	127.00 *	131.00	01/04/20	I/N/P
Exceeding 1 tonne to 10 tonne	204.00 *	210.00	01/04/20	I/N/P
Exceeding 10 tonnes to 30 tonnes	427.00 *	440.00	01/04/20	I/N/P
Exceeding 30 tonnes to 60 tonnes	637.00 *	656.00	01/04/20	I/N/P

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I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

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## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Measuring Instruments (continued):</b>				
2. When testing instruments incorporate peripherals such as remote display or printing facilities, and where completion of the test requires a second person or a second series of tests by the same person, an additional fee may be charged at the standard hourly rate:	114.00 *	117.00	01/04/20	I/N/P
3. Medical weighing scales				
Not exceeding 15kg	37.00 *	38.00	01/04/20	I/N/P
Exceeding 15kg to 100kg	53.00 *	55.00	01/04/20	I/N/P
Exceeding 100kg to 250kg	88.00 *	91.00	01/04/20	I/N/P
Exceeding 250kg to 1 tonne	127.00 *	131.00	01/04/20	I/N/P
<b>Certificate of errors</b>				
For supplying a certificate containing results of errors found on testing (certificate supplied upon request of the submitter, fee applies when no other fee is payable)	50.00 *	52.00	01/04/20	I/N/P
<b>Measuring Instrument Directive</b>				
Measuring Instruments for liquid fuel and lubricants (initial verification not re-verification) (surcharge over fee listed above)	10% Surcharge *	10% Surcharge	01/04/20	L

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## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Measuring Instruments (continued):</b>				
<b>Other Weighing or Measuring Equipment</b>				
Brake tester/spring balance type	60.00 *	62.00	01/04/20	I/N/P
For equipment other than the categories specifically described above, or equipment submitted for testing by means of statistical sampling techniques, or in pursuance of a Community obligation other than EEC. Initial or partial verification per man hour spent at place of submission of equipment etc. (pro rata for one quarter hour periods)	114.00 *	117.00	01/04/20	I/N/P
<b>Standards Services provided to Other Local Authorities</b>				
Testing and Associated Services (per hour)	95.00	98.00	01/04/20	I/N/P
Collection Delivery charge (price shown is per mile) return trip + congestion charge where applicable	0.76	1.00	01/04/20	I/N/P
Inspections during standard office hours, including travelling time	95.00	98.00	01/04/20	I/N/P
Block Booked and Pre-paid Inspections totalling more than £5,000 (per hour)	65.00	67.00	01/04/20	I/N/P

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## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Section 76 of the 1985 Act</b>				
For other services or facilities provided, or for authorisation, certificates or other documents issued in pursuance of a community obligation				
Per man hour spent at place of providing the service, facility etc. (pro rata of one quarter hour periods)	95.00	98.00	01/04/20	I/N/P
<b>UKAS Laboratory</b>				
Charge for calibration to M1 level 25kg - 1mg (Incl. cert where total order over £100)				
One weight submitted	21.00 *	22.00	01/04/20	I/N/P
Certificate where total order is less than 100	33.00 *	34.00	01/04/20	I/N/P
Charge for calibration to F2 level 20kg - 1mg (Incl. cert where total order over £100)				
One weight submitted	50.00 *	52.00	01/04/20	I/N/P
Certificate where total order is less than £100 (Where multiple weights are submitted of the same nomination a 10% reduction may apply)	33.00 *	34.00	01/04/20	I/N/P

**Basis of Increase:**

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## Neighbourhoods Environment

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>GLC (General Powers) Act 1985</b> Competitive Bidding - Licence Registration fee	366.00	377.00	01/04/20	I/N/P
<b>Financial Investigation by Accredited Financial Investigator (LA)</b> Where no individual agreement exists, per hour spent by AFI	70.00	72.00	01/04/20	I/N/P
'PASS' Alcohol awareness retailer training fee (per delegate - Inc. VAT)	68.00 *	70.00	01/04/20	I/N/P

**Basis of Increase:**

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- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

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## Neighbourhoods Environment

**Parking charges are subject to further review and hence for 20/21 will remain at the same rate as the charges in 19/20 until further notice**

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>TRAFFIC &amp; PARKING CONTROL:</b>				
<b>Parking Facilities</b>				
<b>Penalty Charge Notices</b>				
(Levels set by London Councils and agreed by the Mayor of London and endorsed by the Secretary of State)				
Less Serious Contravention Band A	80.00	80.00	01/04/11	P
Less Serious Contravention Band A if paid within 14 days	40.00	40.00	01/04/11	P
Serious Contravention Band A	130.00	130.00	15/04/11	P
Serious Contravention Band A paid within 14 days	65.00	65.00	15/04/11	P
Less Serious Band B	60.00	60.00	01/04/11	P
Less Serious paid within 14 days	30.00	30.00	01/04/11	P
Serious Band B	110.00	110.00	15/04/11	P
Serious Band B if paid within 14 days	55.00	55.00	15/04/11	P
<b>Vehicle Clamping and Removal</b>				
Vehicle Immobilisation release fee	70.00	70.00	01/04/11	P
Vehicle Pound release fee (if clamped)	200.00	200.00	01/04/11	P
Disposal Fee	70.00	70.00	01/04/11	P
Vehicle Pound storage fee (per day)	40.00	40.00	01/04/11	P

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- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

Parking charges are subject to further review and hence for 20/21 will remain at the same rate as the charges in 19/20 until further notice

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>TRAFFIC &amp; PARKING CONTROL:</b>				
<b>PARKING FACILITIES</b>				
<b>Romford Area Car Parks - Mixed Tariff</b>				
<b>Monday to Saturday (Period Hours)</b>				
0 - 1	1.50 *	1.50 *	01/04/19	C/L
1 - 2	2.50 *	2.50 *	01/04/19	C/L
2 - 3	3.50 *	3.50 *	01/04/19	C/L
3 - 4	4.50 *	4.50 *	01/04/19	C/L
4 - 5	5.50 *	5.50 *	01/04/19	C/L
5 - 6	6.50 *	6.50 *	01/04/19	C/L
6 - 7	10.50 *	10.50 *	01/04/19	C/L
7 - 8	11.50 *	11.50 *	01/04/19	C/L
over 8	12.50 *	12.50 *	01/04/19	C/L
Lost Ticket	12.50 *	12.50 *	01/04/19	C/L
Solo Motorcycle	No Charge *	No Charge *	01/04/19	C/L
<b>Sunday (Flat Fee)</b>	1.50 *	1.50 *	01/04/19	C/L
<b>Overnight (Period Hours)</b>	1.50 *	1.50 *	01/04/19	C/L

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- N - A nominal adjustment e.g. due to rounding of charge
- S - An increase above inflation in line with a corporate saving plan
- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

## Neighbourhoods Environment

Parking charges are subject to further review and hence for 20/21 will remain at the same rate as the charges in 19/20 until further notice

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Market Place</b> (Non-market days)				
0 - 1	1.50 *	1.50 *	01/04/19	L
1 - 2	2.50 *	2.50 *	01/04/19	L
<b>Sunday</b> (Flat Fee)	1.50 *	1.50 *	01/04/19	C/L
<b>Overnight</b> (Non-market days & Period Hours)	1.50 *	1.50 *	01/04/19	C/L
 *1Pay by Phone Convenience Fee for transactions £1.00 and under £0.05	 0.00 *	 0.00 *	 01/04/17	 L
*1Pay by Phone Convenience Fee for transactions over £1.00 £0.10	0.00 *	0.00 *	01/04/17	L
1Pay by Phone Text Messages £0.10	0.00 *	0.00 *	01/04/11	L
 Pay by Phone Convenience Fee is currently £0.05 for tariff less than £1.00 and £0.10 for tariff above £1.00				
1This charge is levied by an external supplier and is not received by the the Council. It is an independent service fee included here for transparency.				

**Basis of Increase:**

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I - Based on relevant inflationary change

N - A nominal adjustment e.g. due to rounding of charge

S - An increase above inflation in line with a corporate saving plan

D - Increase recommended by Head of Service

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## Neighbourhoods Environment

Parking charges are subject to further review and hence for 20/21 will remain at the same rate as the charges in 19/20 until further notice

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Car Parks excluding Romford Area Car Parks - Mixed Tariff</b>				
<b>Monday to Friday (Period Hours)</b>				
0 - 30 minutes	Withdrawn *	Withdrawn *	01/04/19	L
30min - 2	Withdrawn *	Withdrawn *	01/04/19	L
2 - 3	Withdrawn *	Withdrawn *	01/04/19	L
3 - 4	Withdrawn *	Withdrawn *	01/04/19	L
4 - 5	Withdrawn *	Withdrawn *	01/04/19	L
5 - 6	Withdrawn *	Withdrawn *	01/04/19	L
6 - 7	Withdrawn *	Withdrawn *	01/04/19	L
7 - 8	Withdrawn *	Withdrawn *	01/04/19	L
8 - 12	Withdrawn *	Withdrawn *	01/04/19	L
Solo Motorcycles	Withdrawn	Withdrawn	01/04/19	L
6pm to 7am	Withdrawn	Withdrawn	01/04/19	L

**Basis of Increase:**

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- G - An increase below inflation in line with a corporate growth plan
- I - Based on relevant inflationary change
- N - A nominal adjustment e.g. due to rounding of charge
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- D - Increase recommended by Head of Service

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## Neighbourhoods Environment

Parking charges are subject to further review and hence for 20/21 will remain at the same rate as the charges in 19/20 until further notice

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Hornchurch &amp; Upminster Area Car Parks</b>				
<b>Monday to Saturday (Period Hours)</b>				
0 - 1	1.50 *	1.50 *	01/04/19	C/L
1 - 2	2.50 *	2.50 *	01/04/19	C/L
2 - 3	3.50 *	3.50 *	01/04/19	C/L
3 - 4	4.50 *	4.50 *	01/04/19	C/L
4 - 5	5.50 *	5.50 *	01/04/19	C/L
5 - 6	6.50 *	6.50 *	01/04/19	C/L
6 - 7	10.50 *	10.50 *	01/04/19	C/L
7 - 8	11.50 *	11.50 *	01/04/19	C/L
8 - 12	12.50 *	12.50 *	01/04/19	C/L
Solo Motorcycles	No Charge *	No Charge *	01/04/19	C/L
<b>Sunday (Flat Fee)</b>	1.50 *	1.50 *	01/04/19	C/L
<b>Overnight (Period Hours)</b>	1.50 *	1.50 *	01/04/19	C/L

**Basis of Increase:**

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(B) Charges determined by Committee

\*VAT inclusive

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<b>Collier Row, Cranham, Elm Park, Gidea Park &amp; Rainham Area Car Parks</b>				
<b>Monday to Saturday (Period Hours)</b>				
0 - 30 mins	No Charge *	No Charge *	01/04/19	C/L
30 min - 1	1.50 *	1.50 *	01/04/19	C/L
1 - 2	2.50 *	2.50 *	01/04/19	C/L
2 - 3	3.50 *	3.50 *	01/04/19	C/L
3 - 4	4.50 *	4.50 *	01/04/19	C/L
4 - 5	5.50 *	5.50 *	01/04/19	C/L
5 - 6	6.50 *	6.50 *	01/04/19	C/L
6 - 7	10.50 *	10.50 *	01/04/19	C/L
7 - 8	11.50 *	11.50 *	01/04/19	C/L
8 - 12	12.50 *	12.50 *	01/04/19	C/L
Solo Motorcycles	No Charge *	No Charge *	01/04/19	C/L
<b>Sunday</b>				
0 - 30 mins	No Charge *	No Charge *	01/04/19	C/L
Over 30 Mins	1.50 *	1.50 *	01/04/19	C/L
<b>Overnight (Period Hours)</b>	1.50 *	1.50 *	01/04/19	C/L

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(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Season Tickets</b>				
<b>Romford Central Area</b>				
All car parks:				
Per quarter	210.00 *	210.00 *	01/04/19	I/N/P
Per month	75.00 *	75.00 *	01/04/19	I/N/P
<b>Outside Romford Central Area</b>				
5 Day season – Balgores Square:				
per quarter	210.00 *	210.00 *	01/04/19	I/N/P
per month	75.00 *	75.00 *	01/04/19	I/N/P
<b>All other car parks:</b>				
per quarter	170.00 *	170.00 *	01/04/19	I/N/P
per month	65.00 *	65.00 *	01/04/19	I/N/P

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(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>On Street Pay and Display</b>				
<b>Upminster Road South Monday to Saturday (Maximum Stay 1 hour)</b>				
0 - 30 mins	No Charge	No Charge	06/04/15	L
30 min - 1 hour	1.50	1.50	01/04/19	L
<b>Sunday</b>				
0 - 30 mins	No Charge	No Charge	01/04/19	C/L
Over 30 mins	1.50	1.50		
<b>Overnight (Period Hours)</b>	No Charge	No Charge	01/04/19	C/L
 <b>Romford, Hornchurch &amp; Upminster Town Centres. Monday to Saturday</b> (Maximum Stay 3 hours)				
0 - 1	1.50	1.50	01/04/19	C/L
1 - 2	2.50	2.50	01/04/19	C/L
2 - 3	3.50	3.50	01/04/19	C/L
<b>Sunday (Flat Fee)</b>	1.50	1.50	01/04/19	C/L
<b>Overnight (Period Hours)</b>	No Charge	No Charge	01/04/19	C/L

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(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>On Street Pay and Display</b> (continued)				
<b>Ardleigh Green, Collier Row, Cranham, Elm Park, Gidea Park, Harold Hill, Harold Wood &amp; Rainham Monday to Saturday</b> (Maximum Stay 3				
0 - 30 mins	No Charge	No Charge	01/04/19	C/L
30 min -1 hour	1.50	1.50	01/04/19	C/L
1 - 2 hours	2.50	2.50	01/04/19	C/L
2 - 3 hours	3.50	3.50	01/04/19	C/L
<b>Sunday</b>				
0 - 30 mins	No Charge	No Charge	01/04/19	C/L
Over 30 mins	1.50	1.50	01/04/19	C/L
<b>Overnight</b> (Period Hours)	No Charge	No Charge	01/04/19	C/L

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(B) Charges determined by Committee

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Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Controlled Parking Zones</b>				
Resident's parking permit (per annum)				
1st Permit per household	35.00	35.00	03/04/17	L
2nd Permit per household	60.00	60.00	03/04/17	L
3rd Permit per household	85.00	85.00	03/04/17	L
Resident's visitor permits (book of 10)	13.00	13.00	01/04/18	L
Resident's All Day visitor permits (book of 10)	39.00	39.00	01/02/18	L
Resident's Hourly visitor permits (book of 10)	10.00	10.00	01/04/18	L
Business parking permits (per annum)	200.00	200.00	01/04/16	L
Commuter Bays (per annum)	500.00	500.00	01/04/16	L
Domestic Carer Permit (per annum)	40.00	40.00	01/04/16	L
Amendment to existing permit	25.50	25.50	01/04/16	L
Cancellation of permit	15.00	15.00	07/02/11	L
<b>Other Miscellaneous Charges</b>				
Waiver	20.00	20.00	06/04/15	L
<b>Health and Homecare Permit (per annum)</b>				
Amendment to existing permit	60.00	60.00	01/04/16	L
Cancellation of permit	22.50	22.50	06/04/15	L
Cancellation of permit	15.00	15.00	07/02/11	L
<b>License Holder Car Parks (per annum)</b>	200.00 *	200.00 *	01/04/19	D/L

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(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Disabled Blue Badge</b> (per 3 years)	10.00	10.00	01/01/12	L
<b>Car Parking in Parks and Open Spaces</b> Effective 01/04/2015 Maximum Stay 5 hours				
<b>Mon - Friday 8.00am to 6.30pm.</b>				
0 - 3 hours	Withdrawn *	Withdrawn *	01/04/19	L
3 - 5 hours	Withdrawn *	Withdrawn *	01/04/19	L
<b>Mon - Saturday 8.00am to 6.30pm.</b>				
0 - 1	1.50	1.50	01/04/19	C/L
1 - 2	2.50	2.50	01/04/19	C/L
2 - 3	3.50	3.50	01/04/19	C/L
3 - 4	4.50	4.50	01/04/19	C/L
4 - 5	5.50	5.50	01/04/19	C/L
Sundays	1.50	1.50	01/04/19	C/L
Blue Badge holders (for up to 5 hours)	No Charge	No Charge	01/04/19	C/L
<b>VEHICLE PARKING - WITHIN PARKS AND OPEN SPACES ONLY</b>				
Release of vehicles that have been locked in a car park	80.00	80.00	01/04/18	L
Fee for vehicle left in car park overnight	107.00	107.00	01/04/18	L

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(B) Charges determined by Committee

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Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Events Charging For Traffic Management and Parking</b>				
0 - 50 attendees	103.00 *	103.00 *	01/04/19	I/N/P
51 - 100 attendees	206.00 *	206.00 *	01/04/19	I/N/P
101 - 1000 attendees	515.00 *	515.00 *	01/04/19	I/N/P
1001+ attendees	1,030.00 *	1,030.00 *	01/04/19	I/N/P
plus hourly rate of £67 per hour	67.00 *	67.00 *	01/04/19	I/N/P
NRSW (Mayrise) fees and charges apply				
Road closure per road	2,150.00 *	2,150.00 *	01/04/19	I/N/P

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**oneSource  
Asset Management**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Licenced Trader Market Charges</b>				
<b>Monthly Charges (Includes Weds, Fri &amp; Sat Markets)</b>				
<b>Market - All Locations</b>				
Ground space/6ft frontage	171.00	171.00	01/04/15	L
Electricity Charge per Ground Space/6ft frontage <i>(Electricity Charges will be applied to all licences other than to</i>	11.70	11.70	01/04/15	L
<i>Extra Land (Daily Charge)</i>	5.35	5.35	01/04/15	L
<b>Other one-off charges</b>				
Nomination of Licence	255.00	255.00	01/04/15	L
Nomination of Licence to member of Family	185.00	185.00	01/04/15	L
Other alterations to Licences	42.50	42.50	01/04/15	L
<b>Casual Trader Market Charges</b>				
<b>Daily Charges</b>				
Saturday Market – Ground Space/6ft frontage including electricity	27.00	27.00	01/04/15	L
Wed or Friday Market – Ground Space/6ft frontage including electricity	19.00	19.00	01/04/15	L
Extra Land (Daily Charge)	5.35	5.35	01/04/15	L

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**oneSource  
Asset Management**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Extra Market Days – At Christmas/Sundays/Banks Holidays</b>				
<b>Daily Charges</b>				
<b>Market - All Locations</b>				
Licenced Traders - Ground space/6ft frontage including electricity (Must have held a Licence for at least 2 mths to qualify for this rate)	18.00	18.00	01/04/15	L
<b>Casual Traders</b> - Ground space/6ft frontage including electricity	24.00	24.00	01/04/15	L
<b>Extra Land</b> (Daily Charge)	5.35	5.35	01/04/15	L

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**oneSource**  
**Exchequer and Transactional Services**

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Legal Fees</b>				
Recovery of Rates/Community Charge/Council tax				
Summons Council Tax (inc £3 paid to the court)	105.00	105.00	01/04/11	P
Liability Order	10.00	10.00	01/04/10	P
Summons NNDR (inc £3 paid to the court)	180.00	180.00	01/04/11	P
Liability Order NNDR	47.00	47.00	01/04/11	P
Means Enquiry Summonses Council Tax (£245.00 paid to the court)	305.00	305.00	22/04/14	P
Arrest Warrants with Bail Council Tax (inc. £75 paid to the court)	145.00	145.00	22/04/14	P
Arrest Warrants without Bail Council Tax (inc. £75 paid to the court)	130.00	130.00	22/04/14	P

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**oneSource**  
**Legal & Governance**

(A) Statutory and Nationally Agreed Charges -

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Electoral Registration</b>				
<b>Sale of Electoral Registers</b>				
Data format	20.00	20.00	01/02/01	P
Additional charge per 1000 entries	1.50	1.50	01/02/01	P
Paper format	10.00	10.00	01/02/01	P
Additional charge per 1000 entries	5.00	5.00	01/02/01	P

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**oneSource  
Legal & Governance**

(B) Charges determined by Committee

\*VAT inclusive

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<b>Electoral Registration</b>				
<b>Registration Certificate</b>	0.00	0.00	01/04/19	P
Charge for each additional year checked	0.00	0.00	01/04/18	P
Ward Map	4.10	4.20	01/04/20	I/N/P
Photocopying:				
First page	2.35	2.40	01/04/20	I/N/P
Cost per additional page	0.35	0.36	01/04/20	I/N/P

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**oneSource  
Legal & Governance**

(B) Charges determined by Committee

\*VAT inclusive

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<b>Legal &amp; Democratic Services</b>				
Licences to Assign (Seal)	773.00	796.00	01/04/20	I/N/P
Licence to Alter	773.00	796.00	01/04/20	I/N/P
Sale of Council Houses - Mortgage Fees	143.00	147.00	01/04/20	I/N/P
Mortgage Redemption Fees:				
Early redemption	130.00	134.00	01/04/20	I/N/P
Complete term	68.00	70.00	01/04/20	I/N/P
Deeds of release for pre-emption discount repayment	151.00	156.00	01/04/20	I/N/P
Release from Mortgage Covenant	98.00	101.00	01/04/20	I/N/P
Second Charge Questionnaire	102.00	105.00	01/04/20	I/N/P
Enquiries re: Discount repayment from Commercial sources	73.00	75.00	01/04/20	I/N/P
Administration fee re:enquiries from commercial sources on 2nd charges	54.00	56.00	01/04/20	I/N/P

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**oneSource  
Legal & Governance**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Reserve/Access Licences:				
Single payment	58.00	60.00	01/04/20	I/N/P
Annual payment	21.00	21.00	01/04/14	P
Lease of shops/offices:				
Town centre	1,500.00	1,545.00	01/04/20	C/P
Other	1,000.00	1,030.00	01/04/20	C/P
Complex Commercial Leases				
(fees dependent on complexity, urgency and time)				
Sale of surplus land/property				
N.B. All other conveyancing costs where Council can charge when terms so provide are by agreement in terms of solicitors Remuneration Order 1972.				

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**oneSource**  
**Legal & Governance**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
Planning Agreements (Section 106 Town & Country Planning act 1990)	£144 - £237 ph	£148- £244 ph	01/04/20	I/N/P
Unilateral Undertaking	£144 - £237 ph	£148- £244 ph	01/04/20	I/N/P
<b>Legal Charges</b>				
S38 Highways Act 1980 Supervision	£144 - £237 ph	£148- £244 ph	01/04/20	I/N/P
Section 278 Highways Act 1980	£144 - £237 ph	£148- £244 ph	01/04/20	I/N/P
Highway Agreements (Minimum Fee)	546.00	562.00	01/04/20	I/N/P

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**oneSource  
Legal & Governance**

(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Use of Council Chamber and Committee Rooms – Town Hall</b>				
Council Chamber				
Monday to Friday - per whole day	368.00	379.00	01/04/20	I/N/P
Monday to Friday - per half day	184.00	190.00	01/04/20	I/N/P
Weekends - per whole day	509.00	524.00	01/04/20	I/N/P
Weekends - per half day	256.00	264.00	01/04/20	I/N/P
Evenings - after 6pm (Fridays and weekends only)	222.00	229.00	01/04/20	I/N/P
Committee Room 3				
Monday to Friday - per whole day	229.00	236.00	01/04/20	I/N/P
Monday to Friday - per half day	114.00	117.00	01/04/20	I/N/P
Monday to Friday - per 2 hour session	87.00	90.00	01/04/20	I/N/P
Evening - after 6pm (Fridays and weekends only)	114.00	117.00	01/04/20	I/N/P
Other Committee Rooms - per hour (daytime & evening)				
Room 1	35.00	36.00	01/04/20	I/N/P
Room 2	35.00	36.00	01/04/20	I/N/P
Room 4	35.00	36.00	01/04/20	I/N/P
Lettings to Charities and Voluntary Organisations				
Lettings to charities and voluntary organisations will usually attract a				

**Basis of Increase:**

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- D - Increase recommended by Head of Service

**Basis for setting charge increase above complies with either:**

- P - The Corporate Charging Policy
- L - A local charging policy that deviates from the Corporate Charging Policy

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(B) Charges determined by Committee

\*VAT inclusive

Income Source	Charges 2019/20 (from April 2019) £	Charges 2020/21 (from April 2020) £	Operative Date of Latest Notified Charge	Basis of Increase and Charging Policy
<b>Land and Property Services</b> Various charges for services to private sector				
<b>Democratic Services</b> Copies of the Constitution	31.00	32.00	01/04/20	I/N/P
<b>All Departments</b> <b>Local Government (Access to Information) Act 1985</b> Inspection of papers in background paper list				
Copying				
Supply of photocopies of background papers				
First page	2.00	2.00	01/04/15	L
Cost per additional page	0.20	0.20	01/04/15	L

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<b>Admission appeals</b>				
Per appeal withdrawn before processing	No charge	No charge	01/04/14	
Per processed appeal withdrawn less than three weeks before hearing	160.00	165.00	01/04/20	I/N/P
Per appeal withdrawn once papers for hearing have been distributed	194.00	200.00	01/04/20	I/N/P
Per appeal heard	258.00	266.00	01/04/20	I/N/P
Per appeal referred to the Secretary of State alleging maladministration	Charge to be	Charge to be	01/04/20	I/N/P
Per appeal subject to judicial review proceedings	agreed on basis	agreed on basis	01/04/20	I/N/P
Fixed Term Contract( min 2 yrs)	210 per appeal	210 per appeal	01/04/20	C/P
<b>Exclusion reviews</b>				
Per review withdrawn before processing	No charge	No charge		
Per processed review withdrawn less than three weeks before hearing	156.00	161.00	01/04/20	I/N/P
Per review withdrawn once papers for hearing have been distributed	185.00	191.00	01/04/20	I/N/P

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<b>Education Appeals:</b>				
<b>Per review heard</b>				
For first hour of hearing and up to four hours of the clerk's time after the	305.00	314.00	01/04/20	I/N/P
For each subsequent hour or part of an hour of hearing; plus	69.00	71.00	01/04/20	I/N/P
For each subsequent hour or part of an hour of clerk's time	48.00	49.00	01/04/20	I/N/P
Per review referred to the Secretary of State alleging maladministration	Charge to be	Charge to be	01/04/20	I/N/P
Per review subject to judicial review proceedings	agreed on basis of work required	agreed on basis of work required	01/04/20	I/N/P
<b>Applications to correct the Registers of Common Land and Town and</b>				
Declaration of entitlement to exercise a right of common	35.00	36.00	01/04/20	I/N/P
Creation of a right of common resulting in the registration of new common	No charge	No charge		
Creation of a right of common over existing common land	137.00	141.00	01/04/20	I/N/P
Variation of a right of a common	137.00	141.00	01/04/20	I/N/P
Apportionment of a right of common	137.00	141.00	01/04/20	I/N/P
Attachment of a right of common	No Fee	No Fee		
Re-allocation of attached rights	137.00	141.00	01/04/20	I/N/P
Transfer of a right in gross	56.00	58.00	01/04/20	I/N/P

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(B) Charges determined by Committee

\*VAT inclusive

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Surrender or extinguishment of a right of common	100.00	100.00	15/12/14	L
Statutory disposition pursuant to section 14 of the 2006 Act (including the exchange of land for land subject to a statutory disposition)	205.00	211.00	01/04/20	I/N/P
Registration of a new town or village green other than by owner	No charge	No charge	15/12/14	
Registration of a new town or village green by the owner	No charge	No charge	15/12/14	

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