

SCHEDULE OF CHARGES 2011/12

CHILDREN'S SERVICES DEPARTMENT - SCHEDULE OF CHARGES 2011/12

Description	Existing Charge £	New Charge £	Financial Effect £
LIBRARIES			
<u>Fines On Overdue Books & Spoken Word</u>			
Adults – per day	0.15	0.15	
Maximum charge per book	5.00	5.10	
Senior Citizens – per day	0.08	0.08	
Maximum charge per book	3.00	3.10	
Children – per day	No charge	No charge	
<u>Fines On Overdue CDs, DVDs, DAB</u>			
Adults – per day	0.15	0.15	
Senior Citizens – per day	0.08	0.08	
Children – per day	No charge	No charge	
<u>Reservation Fees for books and Audio Materials</u>			
Adults	0.80	0.85	
Senior Citizens	0.40	0.45	
Children/Unemployed	No charge	No charge	
<u>Reservation Fees for Books Obtained from Outside the Authority</u>			
Adults (<i>single charge for all books obtained from other libraries</i>)	4.00	4.10	
Senior Citizens	4.00	4.10	
Children/Unemployed	4.00	4.10	
<u>Repeat Fee for Renewal of Books from Outside the Authority</u>			
Adults (<i>for all books obtained from other libraries</i>)	2.00	2.05	
Senior Citizens	2.00	2.05	
Children/Unemployed	2.00	2.05	
<u>Replacement Tickets</u>			
Adults	1.00	1.20	
Senior Citizens	1.00	1.20	
Children/Unemployed	0.50	0.50	
<u>Loan Charges for Audio Materials (1 week)</u>			
CDs	0.85	0.90	
DVDs	1.50	1.50	

Description	Existing Charge £	New Charge £	Financial Effect £
<u>Spoken Word and Language Courses</u>			
Cassettes & CDs (3 Week Loan)			
Adults (<i>who are not exempt</i>) each	1.30	1.35	
Children each	No charge	No charge	
Language Courses per element (<i>subscription for whole course to be paid in advance</i>)	1.30	1.35	
<u>Local History Research</u>			
Standard charge	2.50	2.55	
Specialist Research – per hour (<i>new service</i>)	22.00	22.50	
<u>Photocopies</u>			
A4 B&W	0.15	0.15	
A3 B&W	0.50	0.55	
A4 colour	0.30	0.55	
A3 colour	1.00	1.10	
<u>Printing</u>			
Text Printouts			
A4 B&W	0.15	0.15	
A3 B&W	0.50	0.55	
A4 colour	0.30	0.55	
A3 colour	1.00	1.10	
Image Printouts			
A4 B&W	0.75	0.80	
A3 B&W	1.50	1.60	
A4 colour	1.50	1.60	
<u>Reproduction of Images from Stock</u>			
Photographic copies for Private/Study purposes	Cost + VAT + 12%	Cost + VAT + 12%	
Photographic copies for commercial use	Cost + VAT + 12% (+ £20 per photo + copy of publication)	Cost + VAT + 12% (+ £20 per photo + copy of publication)	
Digital copies for Private/Study purposes - per photo	5.00	5.15	
Digital copies for local commercial use – per photo	10.00 + copy of book	10.50 + copy of book	
Digital copies for national/international commercial	100.00 (new charge)	110.00 (new charge)	
Copies of oral recordings	5.00	5.50	

Description	Existing Charge £	£	Financial Effect £
<u>Hire of Locker</u>	0.50	0.50	
<u>Internet Use</u>			
First half hour free within one day – per hour	2.00	2.00	
<u>Computer Consumables</u>			
CD	Current price	Current price	
CD RW	Current price	Current price	
Memory sticks	Current price	Current price	
<u>Lost & Damaged Items</u>	Full current Replacement Cost (non-refundable)	Full current Replacement Cost (non-refundable)	
<u>Fax</u>			
Outgoing Transmission			
United Kingdom – per sheet	1.40	1.45	
Europe – per sheet	2.20	2.30	
USA/Canada – per sheet	2.70	2.80	
Rest of the World – per sheet	3.70	3.80	
Incoming Transmission – per sheet	0.40	0.45	
<u>Fax by Satellite</u>			
Atlantic Ocean/Indian Ocean/Pacific Ocean – per sheet	12.00	12.50	
General (<i>Any postage costs to be recovered in full</i>)			
Total financial effect for Libraries			Minimal

Description	Existing Charge £	New Charge £	Financial Effect £
WORKPLACE NURSERY			
Full-time place – All Users, charges per week			
Children aged under 2	177.75	179.50	
Children aged 2-4	162.75	164.50	
Full-time place – extended users, charge per day			
Provision of mid-day meal (i.e. morning sessions) – this is for information. Meal charges are included within the full time nursery fees above)	1.45	1.50	
Provision of mid-day meal for staff	1.50	1.50	
Provision of mid-day dessert for staff	0.40	0.50	
Flexi Childcare (per hour)	16.75	16.90	
Total financial effect for Workplace Nursery – no effect on “bottom line” – charges set to recover costs			

LIFELONG LEARNING

Adult and Community Learning (Incl. NVQ's)			
Adult per hour	2.00	2.50	
OAP per hour	1.00	2.50	
Differential rates if you are in receipt of the following applies:			

Income Based Job Seekers Allowance Unwaged dependant (as defined by Job Centre Plus) Offenders serving sentence in the community	}	£10.00 Course Fee + 50% Accreditation Costs
Income Support Contribution Based Job seekers Allowance Income Related Employment & Support Allowance (ESA) Housing Benefit Council Tax Benefit (Excl Single Person reduction) Working Tax Credits 60+ and in receipt of Pension Credits (Guarantee Credit Only)	}	50% Reduction in Course Fee + 50% of Accreditation Fee
16-18 year Old enrolling for an unrelated part – time course whilst in full-time education at school or college.		No Fee
Studying first level 2 qualification identified on Learning Aim database		No Fee
19 – 25 years of age and studying first full level 3 qualification without having full level 2		No Fee
Certain learners participating in Skills Funding Agency –funded projects where identified in project specifications		No Fee
NVQ's – Certification & Accreditation charges apply – Unit dependant		Certification & Accreditation Fees –course specific charges
Room Hire – per hour	10.00	15.00
Total financial effect for Lifelong Learning		Minimal

CHIEF EXECUTIVE'S SERVICES DEPARTMENT - SCHEDULE OF CHARGES 2011/12

Description	Existing Charge £	New Charge £	Financial Effect £
<u>PLANNING FEES</u>			
Planning fees are set nationally *			
* The Government is currently undertaking a consultation on the future setting of planning fees which may lead to fees being set locally. Any fees that are set locally will be brought before Council for approval.			
<u>PLANNING – SUPPLEMENTARY ITEMS</u>			
Items inclusive of VAT at 20%			
Weekly list - yearly	N/A	No change	
Decision*/Approval Notice -Building Control	0.10	No change	
Letter confirming exemption	25.00	No change	
Letter confirming completion	25.00	No change	
Letter confirming enforcement action will not be taken	25.00	No change	
Site inspection to determine info.	25.00	No change	
A4 Photocopy (ex plans) – first page	0.10	**	No change
Subsequent pages	0.10	No change	
A3 Photocopy (ex plans) – first page	0.20	**	No change
Subsequent pages	0.20	No change	
A2 Photocopy (ex plans) – first page	1.50	No change	
A1 Photocopy (ex plans)	2.00	No change	
A0 Photocopy (ex plans)	3.00	No change	
O.S. Sheets – up to 6 copies	15.00	No change	
Items outside the scope of VAT			
Local plan	18.00	No change	
Local plan – postage	4.00	No change	
Local plan – alterations	2.00	No change	
Invoicing	9.00	No change	<u>NIL</u>
** Excluding postage			

COMMUNITY SERVICES DEPARTMENT – SCHEDULE OF CHARGES 2011/12

	Description	Existing Charge	New Charge	Financial Effect
		£	£	£
<u>DOLPHIN CENTRE</u>				
Swimming				
	Adult Swim	3.10	3.25	
	Concession	2.35	2.45	
	Junior Swim	2.20	2.30	
	Concession	1.65	1.75	
	Family swim (up to 4 children accompanying 1 adult)	1.65	1.75	
Fitness Areas				
	Pulse Suite	3.80	3.95	
	Concession	2.85	3.00	
	Junior Pulse Suite	3.00	3.15	
	Concession	2.25	2.35	
Health & Fitness Classes				
	Health and fitness classes	3.40	3.55	
	Concession	2.55	2.65	
Multi Activity Sessions				
	Badminton daytime session	3.30	3.45	
	Concession	2.50	2.60	
Half Main Hall				
	Adult	40.60	42.00	
	Junior (1 hour courts only)	27.40	28.50	
	Weekday lunchtime	34.00	35.10	
Badminton / Short-Tennis Court				
	Adult	6.90	7.15	
	Concession	5.20	5.35	
	Junior (1 hour courts only)	3.50	3.65	
	Concession (1 hour courts only)	2.65	2.75	
Squash Courts				
	Adult	6.20	6.40	
	Concession	4.65	4.80	
	Junior (up to 5.00pm on weekdays only)	3.30	3.45	
	Concession (up to 5.00pm on weekdays only)	2.50	2.60	

COMMUNITY SERVICES DEPARTMENT – SCHEDULE OF CHARGES 2011/12					
	Description	Existing Charge	New Charge	Financial Effect	
		£	£	£	
Equipment Hire					
	Footballs	Free	Free		
	Footballs – Deposit	5.00	5.00		
	Badminton	2.00	2.00		
	Badminton – Deposit	5.00	5.00		
	Squash Racquets	2.00	2.00		
	Squash Racquets – Deposit	5.00	5.00		
	Table Tennis Bats	1.40	1.40		
	Table Tennis Bats - Deposit	5.00	5.00		
	Pram Lock	Free	Free		
	Pram Lock - Deposit	5.00	5.00		
Children’s Activities					
	Crèche	2.20	2.30		
	Soft Play admissions Monday to Friday	3.05	3.20		
	Soft Play admissions Weekends	3.30	3.45		
	Sensory Room Monday to Friday	3.05	3.20		
	Sensory Room Weekends	3.30	3.45		
	Parent/toddler (soft play)	3.05	3.20		
Other Activities					
	Climbing Wall	4.00	4.15		
	Concession	3.00	3.10		
	Junior Climbing Wall	3.20	3.35		
	Concession	2.40	2.50		
	Showers	1.20	1.30		
Fit 4 Life Packages					
	Platinum Package	32.50	33.20		
Swimming Pools					
	Main Pool – per hour	72.20	74.50		
	Diving Pool – per hour	40.90	42.20		
	Teaching Pool – per hour	40.90	42.20		
	Gala – per hour				
	Swimming Galas – whole complex				
	Normal Opening Hours – per hour	234.00	241.40		
	Outside Normal Opening Hours – per hour	122.70	126.60		
	Swimming Galas – Schools, Junior Clubs and Organisations				
	Main Pool – peak	167.00	172.30		

COMMUNITY SERVICES DEPARTMENT – SCHEDULE OF CHARGES 2011/12					
	Description	Existing Charge	New Charge	Financial Effect	
		£	£	£	
	Main Pool – off-peak	113.40	117.00		
	Main Pool and Teaching Pool – peak	233.00	140.40		
	Main Pool and Teaching Pool – off-peak	144.30	148.90		
	Electronic Timing	63.90	66.00		
Dry Sports Hall					
	Main Sports Hall – per hour	79.90	82.40		
	Special Events – per hour Weekends	252.60	260.60		
	Preparation – per hour Weekends	136.10	140.40		
	Special Events – Schools – per hour off-peak	37.10	38.30		
	Meeting Room	17.50	18.50		
	Seminar Room / Stephenson Suite	25.80	27.00		
Central Hall					
	All Events (except commercial, exhibitions and local societies)	82.50	85.20		
	Exhibitions – commercial – per hour	108.20	111.60		
	Local Societies Event – per hour	56.70	58.55		
	Total financial effect			14,744	
PARKS					
	Bowls Season Ticket	24.90	25.70		
	Concession	18.70	19.30		
Football – Hire of Hundens Park Pitch					
	Seniors Match	34.00	34.75		
	Juniors Match	19.00	19.40		
	Total financial effect			115	
EASTBOURNE SPORTS COMPLEX					
	Adult Track	3.20	3.25		
	Concession	2.40	2.45		
	Junior Track	1.90	1.95		
	Concession	1.45	1.50		
	Adult Artificial Pitch 1/3 (45 mins)	39.30	39.70		
	Junior Artificial Pitch 1/3 (45 mins)	23.40	23.60		
	Adult Full Artificial Pitch	70.10	70.80		
	Junior Full Artificial Pitch	39.30	39.70		
	Pulse 3	3.80	3.95		
	Concession	2.85	3.00		
	Junior Pulse Suite	3.00	3.15		

COMMUNITY SERVICES DEPARTMENT – SCHEDULE OF CHARGES 2011/12					
	Description	Existing Charge	New Charge	Financial Effect	
		£	£	£	
	Concession	2.25	2.35		
	Function Room / Community Pavilion – per hour	15.00	18.50		
	Total financial effect			956	
STRESSHOLME GOLF CENTRE					
Green Fees					
Monday – Friday					
	Adult	16.00	16.50		
	Concession	12.00	12.40		
	Junior (up to 18 years)	12.00	12.40		
	Concession	9.00	9.30		
	Twilight	8.80	9.10		
	Twilight Junior	8.80	9.10		
Weekends & Bank Holidays					
	Adult	18.00	18.50		
	Concession	13.50	13.90		
	Junior	13.50	13.90		
	Twilight	9.70	10.00		
	Twilight Junior	9.70	10.00		
Day Tickets					
Monday – Friday					
	Adult	24.80	16.00		
	Concession	18.60	19.50		
	Junior	18.60	19.50		
Weekends & Bank Holidays					
	Adult	30.80	32.00		
	Concession	23.10	24.00		
	Junior	23.10	24.00		
Driving Range					
	Large Basket (75 balls)	3.90	4.00		
	Medium Basket (50 balls)	3.20	3.30		
	Small Basket (25 balls)	1.80	1.90		
Annual Season Tickets					
	7 Days	423.00	440.00		
	7 Days Youths (18-21 years)	186.00	190.00		
	7 Days Juniors (under 18 years)	100.00	105.00		
	5 Days (Monday – Friday)	296.00	310.00		

COMMUNITY SERVICES DEPARTMENT – SCHEDULE OF CHARGES 2011/12					
	Description	Existing Charge	New Charge	Financial Effect	
		£	£	£	
	Couples	789.00	810.00		
	Social subject to approval by Durham	29.90	30.60		
	Stressholme Board Room – per hour	13.00	13.50		
	Total financial effect			3,409	
A £5.00 administration fee will be charged in addition to Green Fees for non-payment					
MARKETS					
Covered Market					
	Butchers Stalls	Five Year Lease in Operation Three to Five Year Leases	Five Year Lease in Operation Three to Five Year Leases		
	Fruiterers and Perishable Food Stalls				
	Other Stalls				
	Cellars				
	Shops				
	Trade Refuse Removal (per week including VAT)	13.00	14.00		
Cattle Market					
Tolls					
	Cattle	13.30	13.30		
	Sheep, Pigs, Calves	4.35	4.35		
Levies					
	Cattle	10.64	10.64		
	Sheep, Pigs, Calves	3.48	3.48		
	Rent	4,000.00	4,000.00		
Other Markets					
	Northgate – Per 3m x 4.5m Gazebo Monday	30.00	30.00		
	West Row – Per 3m x 4.5m Gazebo Saturday	30.00	30.00		
	Tubwell Row, Prospect Place, Horsemarket, Blackwellgate – Per 3m x 3m Gazebo	20.00	20.00		
	Horsemarket – Per 3m x 4.5m Gazebo	25.00	25.00		
	All the above when lighting to be supplied				
	Car Boot Licence (for more than 30 stalls) Per Stall	4.00	5.00		
	Council Operated Car Boot Sale – Vehicle Entrance Fee	10.00	10.00		

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	Description	Existing Charge	New Charge	Financial Effect	
		£	£	£	
	Council Operated Car Boot Sale – Pedestrian Entrance Fee (10 years and over)	1.00	1.00		
	Charitable per day (or part day) (charge per market) – subject to a maximum of 30	50.00	50.00		
	Non-Charitable				
	1 – 10 Stalls (Minimum Charge)	80.00	80.00		
	11 – 30 Stalls (Per Stall) – subject to a maximum of 30 Stalls	8.00	8.00		
	Large scale market events i.e. Summer Spectacular				
	Subject to negotiation with the Operator(s)				
	Craft Market – Per 3m x 3m Gazebo				
	Farmers Market – Per 3m x 3m Gazebo				
	Food Fayre – Per 3m x 3m Gazebo				
	NB Craft, Food and Farmers market charges include lighting when supplied and tables				
	Total financial effect			60	
	HEAD OF STEAM				
	Entrance Fees				
	Adults	4.95	5.10		
	Concessions	3.75	3.85		
	Children (6 – 16 years old)	3.00	3.10		
	Children (under 6)	No charge	No charge		
	Single Membership per annum	10.00	10.25		
	Family Day Pass (2 adults, 2 children)	10.00	10.25		
	Family Membership per annum (2 adults, 4 children)	15.00	15.35		
	Organised School Visits	No charge	No charge		
	Lectures per person	2.50	2.55		
	Live Darlington	See note			
	Live Darlington – 25% discounts for eligible persons (discount also applies to members of the Friends of Darlington Railway Museum and the Darlington Railway Preservation Society, and FREE admission to their Committee members)				
	Family History Research				
	Family / Railway History Research (for personal	20.00 (first	20.00 (first		

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	Description	Existing Charge	New Charge	Financial Effect
		£	£	£
	use only) via letter, email or phone	hour) 20.00 per additional hour.	hour) 20.00 per additional hour.	
		Personal visits to the Ken Hoole Study Centre are at no charge.		
	Family / Railway History Research Agents	30.00 (first hour) 30.00 per additional hour.	30.00 (first hour) 30.00 per additional hour.	
Historical Research				
	Current Affairs and Documentaries – per hour	60.00	60.00	
	TV Dramas and Films – per hour	120.00	122.55	
Photocopying				
	A4	0.20	0.20	
	A3	0.40	0.45	
Personal photographic reproduction				
	Photographic reproduction: max size A4 – per hard copy image (excl postage)	4.50	4.60	
	- digital copy (excl postage)	6.50	6.65	
	Plan Copies – Per Metre	6.00	6.15	
Commercial photographic reproduction				
	Regional newspapers	Free	Free	
	National newspapers – per image	35.00	35.75	
	Specialist Journals, Newsletters and Magazines – per image	15.00	15.35	
	National, Journals, Newsletters and Magazines – per image	25.00	25.55	
	Television and Film Productions – per image	50.00	51.10	
Photographic reproduction in Books				
	Less than 6,000 runs – per image	20.00	20.45	
	Less than 6,000 runs (cover image) – per image	25.00	25.55	
	Over 6,000 runs – per image	40.00	40.85	
	Over 6,000 runs (cover image) – per image	60.00	61.30	
	Discount for 10 images or more	0.10	0.10	

COMMUNITY SERVICES DEPARTMENT – SCHEDULE OF CHARGES 2011/12					
	Description	Existing Charge	New Charge	Financial Effect	
		£	£	£	
Filming Fees					
	Student Productions (Interiors / exteriors)	Free but donation welcome	Free but donation welcome		
	Small Productions (interiors / exteriors) eg TV Shows and Documentaries – per day (including setting up and de-rigging days)	300.00	306.40		
	Large Productions (interiors / exteriors) eg Films - per day (including setting up and de-rigging days)	500.00	510.65		
Conference Facilities (use of room and access to facilities but excludes Catering)					
	During Opening Hours – per hour	25.00	25.00		
	Outside Opening Hours – per hour	32.50	32.50		
	Use by Museum Friends, DRPS, NELPG, NERA, A1 Trust, DMRC and GLAD – During Opening Hours (with an understanding that paying users have priority booking)	No Charge	No Charge		
	Use by Museum Friends – Outside Opening Hours (providing nominated persons are responsible for securing premises when vacated)	No Charge	No Charge		
Use of Museum Field					
	Caravan Users – per Caravan per night	7.50	7.70		
	Educational Use	No Charge	No Charge		
	Corporate Events	Negotiated on an individual basis	Negotiated on an individual basis		
Paranormal Investigation Groups					
	Non commercial organizations	200.00	200.00	NIL	
	Commercial organisations	500.00	510.65	NIL	
REFUSE COLLECTION AND DISPOSAL					
	Refuse sacks (per25) (Exclusive of VAT)	76.85	79.15)	
	Garden waste sacks (Non Vatable)	7.30	7.52)	200
CEMETERIES					

COMMUNITY SERVICES DEPARTMENT – SCHEDULE OF CHARGES 2011/12						
	Description	Existing Charge	New Charge	Financial Effect		
		£	£	£		
Burial fees without exclusive right of burial (these Fees will be tripled where the deceased is a non resident of Darlington at the time of death)						
	Individual foetal remains	No charge	No Charge)		
	Stillborn or child not exceeding 12 months	No charge	No Charge)		
	Person over 12 months up to 18 years	165.00	181.00)		
	Person over 18 years	502.00	552.00)		
Burial fees without exclusive right of burial (these Fees will be doubled where the deceased is a non resident of Darlington at the time of death)						
	Individual foetal remains	No charge	No Charge)		
	Child not exceeding 12 months	No charge	No charge)		
	Person over 12 months up to 18 years	165.00	181.00)		
	Person over 18 years	502.00	552.00)		
	Cremated remains	100.00	110.00)		
Exclusive rights of burial (these fees will be doubled if the purchaser is a non resident of Darlington if not purchased at the time of the first interment)						
	Exclusive burial rights (50 years)	511.00	562.00)		
	Exclusive burial rights for a bricked grave	1022.00	1124.00)		
Other Charges						
	Scattering of cremated remains	40.00	41.00)		
	Indemnity form (to produce duplicate grant)	40.00	41.00)		
	Use of Cemetery Chapel	70.00	72.00)		
	After post mortem remains	100.00	103.00)		
	Evergreens (including grass mats)	60.00	62.00)		
	Exhumation of a body (Excl. re-interment)	900.00	927.00)		
	Exhumation of cremated remains (excl. re-interment)	190.00	196.00)		
Grave Maintenance (inclusive of 20% VAT)						
	Initial Payment	40.00	42.00)		
	Annual Maintenance	30.00	32.00)		
Memorials (fees will be doubled where the deceased to whom the memorial/inscription refers was						

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		£	£	£		
non resident of Darlington at the time of death)						
	Memorial rights including first inscription (30 years)	170.00	175.00)		
	Provision of kerbs – traditional sites only	80.00	82.00)		
	Vases not exceeding 300mm	65.00	67.00)		
	Additional inscription	65.00	67.00)		
	Total financial effect for Cemeteries				10,400	
CREMATORIUM						
Crematorium fees (inclusive of cremation, medical referee fees)						
	Individual foetal remains	No Charge	No Charge)		
	Hospital arrangement – foetal remains	85.00	93.00)		
	Stillborn or child not exceeding 12 months	No Charge	No Charge)		
	Person over 12 months up to 18 years	165.00	181.00)		
	Person over 18 years	502.00	552.00)		
	After post mortem remains	100.00	110.00)		
Other Charges						
	Environmental Surcharge – New Charge	50.00	50.00)		
	Postal Carton	12.00	12.00)		
	Metal Urn	30.00	31.00)		
	Wooden Casket	40.00	41.00)		
	Baby Urn	10.00	10.00)		
	Crematorium Chapel	70.00	72.00)		
	Scattering of remains at reserved time	40.00	41.00)		
	Medical Referee Fee	18.50	19.00)		
Book of Remembrance (inclusive of 20% VAT)						
	Single entry (2 lines)	55.00	58.00)		
	Double entry (3 or 4 lines)	100.00	105.00)		
	Additional Lines	20.00	21.00)		
	Crest or floral emblem	100.00	105.00)		
Memorial Cards (inclusive of 20% VAT)						

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	Description	Existing Charge	New Charge		Financial Effect	
		£	£		£	
	Single entry card (2 lines)	15.00	16.00)		
	Double entry card (3 or 4 lines)	22.00	23.00)		
	Additional lines	5.00	5.00)		
	Crest or floral emblem	35.00	37.00)		
	Personal photographs – set up	20.00	21.00)		
	Additional photographs – after set up	10.00	11.00)		
Memorial Books (inclusive of 20% VAT)						
	Single entry book (2 lines)	40.00	42.00)		
	Double entry book (3 or 4 lines)	47.00	49.00)		
	Additional lines	5.00	5.00)		
	Crest or floral emblem	35.00	37.00)		
	Personal photographs – set up	20.00	21.00)		
	Additional photographs – after set up	10.00	11.00)		
Triptych (inclusive of 20% VAT)						
	Single entry book (2 lines)	25.00	26.00)		
	Double entry book (3 or 4 lines)	32.00	34.00)		
	Additional lines	5.00	5.00)		
	Crest or floral emblem	35.00	37.00)		
	Personal photographs – set up	20.00	21.00)		
	Additional photographs – after set up	10.00	11.00)		
Other Memorial Schemes						
	Replacement kerb vase plaque	210.00	215.00)		
	Replacement flower holder	5.00	5.00)		
	Wall plaques from £190	210.00	215.00)		
	Planter plaques from £285	310.00	320.00)		
	Lease of space for memorial plaques (per annum)	20.00	21.00)		
Total financial effect for Crematorium					61,900	
ALLOTMENTS						
	Rent per year	45.70	47.16)		
	Rent per year for Leisuresavers	22.85	23.58)		
Total financial effect for Allotments					260	

COMMUNITY SERVICES DEPARTMENT – SCHEDULE OF CHARGES 2011/12						
	Description	Existing Charge		New Charge		Financial Effect
		£		£		£

SOUTH PARK RESOURCE CENTRE

	Educational events (£/child for a full day)	N/A		4.00		
	Educational events (£/child for half day)	N/A		2.50		

CORPORATE SERVICES DEPARTMENT – SCHEDULE OF CHARGES 2011/12					
	Description	Existing Charge	New Charge	Financial Effect	
		£	£	£	
COST OF REVENUE COLLECTION					
<u>Council Tax – All Charges do not incur VAT</u>					
	Issue of Summons for Liability Order	33.00	33.00		
	Issue of Liability Order	44.00	44.00		
	Issue of Summons for Committal Hearing	90.00	90.00		
	Issue of Statutory Demand	157.50	157.50	NIL	
<u>Business Rates (NNDR) – All Charges do not incur VAT</u>					
	Issue of Summons for Liability Order	37.00	37.00		
	Issue of Liability Order	50.00	50.00		
	Issue of Summons for Committal Hearing	90.00	90.00		
	Issue of Statutory Demand	157.50	157.50	NIL	
TOWN HALL					
	Hire of Committee Rooms – all charges shown exclusive of VAT. Charges will be made plus the appropriate VAT rate.				
	All rooms are to be charged by the hour, rather than by session.				
	Committee Rooms per hour	21.50*	22.50	Minimal	
	Emergency Planning	14.58*	15.42	Minimal	
	* from 4 th January 2011				
REGISTRATION OF BIRTHS, DEATHS, MARRIAGES AND CIVIL PARTNERSHIPS					
The following fees do not incur VAT.					
<u>Marriages</u>					
	Entering a Notice of Marriage or Civil Partnership	33.50	These charges set nationally by Statute and will be charged at the advised rate for 2011/12		
	For a Registrar to attend a Marriage at the Register Office	40.00			
	Civil Partnership Registration	40.00			
	Incumbents for every Entry Contained in Quarterly Certified				
	Copies of Entries of Marriage	2.00			
	Registrars fee for attending a marriage at a registered building or for the housebound or detained	80.00			
	Superintendents Registrar fee for attesting a notice of marriage away from his office for housebound or detained	49.00			
	Superintendents Registrar fee for attending the marriage of the housebound or detained	85.00			

CORPORATE SERVICES DEPARTMENT – SCHEDULE OF CHARGES 2011/12						
	Description	Existing Charge	New Charge	Financial Effect		
		£	£	£		
<u>Certification for Worship and Registration for Marriages</u>						
	Place of Meeting for Religious Worship	28.00	These Charges set nationally by Statute and will be charged at the advised rate for 2011/12			
	Registration of Building for Solemnisation of Marriage	120.00				
<u>Certificates issued from Local Offices</u>						
	Standard Certificate (SR)	9.00				
	Standard Certificate (RBD) (at time of Registration)	3.50				
	Standard Certificate (RBD) (after Registration)	7.00				
	Short Certificate of Birth (SR)	7.00				
	Short Certificate of Birth (RBD)	3.50				
	Certificates of Civil Partnership (at time of Ceremony)	3.50				
	Certificates of Civil Partnership (at later date)	9.00				
	General Search fee	18.00				
	Each Verification	No charge				
	<u>Civil Funerals</u>	150.00				
<u>All Ceremonies – Backhouse Hall</u>						
	Monday to Thursday	85.00	100.00	} Minimal		
	Friday	125.00	150.00			
	Saturday	200.00	200.00			
	Sunday and Bank Holidays	225.00	250.00			
<u>All Ceremonies – Approved Premises</u>						
	Application Fee (3 years)	1,600.00	1,700.00	Minimal		
	Fee for Attendance Monday to Friday	250.00	300.00	} 5,000		
	Fee for Attendance Saturday	350.00	400.00			
	Fee for Attendance Sunday	450.00	500.00			
	Fee for Attendance Bank Holidays	450.00	500.00			
<u>Certificates</u>						
	Walk in Certificates	10.00	15.00	5,000		
REGISTER OF ELECTORS - SALE						
The following fees do not incur VAT.						
	Register – Printed Form	10.00	10.00			
	Per 1,000 Names - Printed	5.00	5.00			
	Register – Data Form	20.00	20.00			

CORPORATE SERVICES DEPARTMENT – SCHEDULE OF CHARGES 2011/12						
	Description	Existing Charge	New Charge	Financial Effect		
		£	£	£		
	Per 1,000 Names – Data	1.50	1.50			
	LAND CHARGES					
	The following fees do not incur VAT					
	<u>Search Fees</u>					
	Standard Search (post or DX)	71.00	71.00			
	Standard Search (electronic)	69.00	69.00			
	<u>Con 29 Required</u>					
	One Parcel of Land	59.00	59.00			
	Several Parcels of Land – 1 st Parcel	59.00	59.00			
	Each Addition	20.00	20.00			
	<u>Con 29 Optional</u>					
	Each Printed Enquiry	5.00	5.00			
	Own Questions	5.00	5.00			
	Official Search – LLCI	12.00	12.00			
	Official Search – NLIS (National Land Information Service) or email	10.00	10.00			
	Expedited Search	140.00	140.00			
	Personal Search	No charge	No charge			
	Additional Written Enquiries received after a Search has been Completed	5.00	5.00			
	The following fees are inclusive of VAT at 20%					
	Faxing Searches – A4 copy per page	10p	10p			
	Requesting Photocopy of Search – A4 copy per page	10p	10p			
	Copy Documents (each) – A4 copy per page	10p	10p			
	LICENSING					
	The following fees do not incur VAT					
	<u>General Licensing</u>					
	Pavement Café Licence	180.00	190.00			
	Pavement Display Licence	155.00	155.00			
	Pet Shops	115.00	120.00			
	Animal Boarding	115.00	120.00			
	Dog Breeding	115.00	120.00			Minimal
	Riding Establishments	225.00	230.00			

CORPORATE SERVICES DEPARTMENT – SCHEDULE OF CHARGES 2011/12					
	Description	Existing Charge	New Charge	Financial Effect	
		£	£	£	
	Sex Shop Grant	3,600.00	3,700.00		
	Sex Shop Renewal	1,150.00	1,200.00		
	Sex Shop Transfer	1,150.00	1,200.00		
	Sexual Entertainment Venue (SEV) Grant	3,600.00	3,700.00		
	SEV Variation	3,600.00	3,700.00	}	
	SEV Renewal	1,150.00	1,200.00		
	SEV Grant / Variation / Renewal – Club Premises Certificates	750.00	750.00		
	Skin Piercing (Premises) Grant	280.00	280.00		Minimal
	Skin Piercing (Personal) Grant	65.00	65.00		
	Skin Piercing Variation	65.00	65.00		
	Motor Salvage Operators (3 years)	70.00	70.00		
	<u>Street Trading</u>				
	November / December – Full Calendar Month	950.00	975.00	}	
	Week	375.00	385.00		
	Day (minimum 4)	80.00	85.00		Minimal
	January / October – Full Calendar Month	640.00	660.00		
	Week	260.00	270.00		
	Day (minimum 4)	55.00	60.00		
	<u>Note: The above to apply to itinerant traders. For regular all-year round traders the individual days and differential months to be removed and replaced with fees as follows :-</u>				
	Annual Consent	6,850.00	7,000.00	}	
	If Paying Monthly	605.00	620.00		Minimal
	If Paying Weekly	160.00	170.00		
	Buskers selling CD's – Half Day	25.00	25.00		
	Full Day	45.00	45.00		
	Mobile Vehicles (moving or layby)	250.00	260.00		Minimal
	New Vendor Permits	35.00	35.00		
	Duplicate Licences	15.00	15.00		
	Administration Charge per hour or part thereof	35.00	35.00		
	Skip Hire Licence	15.00	15.00		
	Hoarding/Scaffold Licence	50.00	50.00		
	<u>Statutory Fees – The following Gambling fees are set within statutory bands and will be revised as changed nationally</u>				

CORPORATE SERVICES DEPARTMENT – SCHEDULE OF CHARGES 2011/12						
	Description	Existing Charge	New Charge	Financial Effect		
		£	£	£		
	Adult Gaming Centres – Annual Fee	600.00	600.00			
	New Application	1,300.00	1,300.00			
	Variation	1,300.00	1,300.00			
	Transfer	1,200.00	1,200.00			
	Provisional Statement	1,300.00	1,300.00			
	Licence Reinstatement	1,200.00	1,200.00			
	Betting Shops - Annual Fee	550.00	550.00			
	New Application	1,300.00	1,300.00			
	Variation	1,300.00	1,300.00			
	Transfer	1,200.00	1,200.00			
	Provisional Statement	1,300.00	1,300.00			
	Licence Reinstatement	1,300.00	1,300.00			
	Bingo Halls - Annual Fee	600.00	600.00			
	New Application	1,300.00	1,300.00			
	Variation	1,300.00	1,300.00			
	Transfer	1,200.00	1,200.00			
	Provisional Statement	1,300.00	1,300.00			
	Licence Reinstatement	1,200.00	1,200.00			
	Family Entertainment Centres (FEC) - Annual Fee	550.00	550.00			
	New Application	1,300.00	1,300.00			
	Variation	1,300.00	1,300.00			
	Transfer	950.00	950.00			
	Provisional Statement	1,300.00	1,300.00			
	Licence Reinstatement	950.00	950.00			
	Betting (tracks) – Annual Fee	550.00	550.00			
	New Application	1,300.00	1,300.00			
	Variation	1,300.00	1,300.00			
	Transfer	950.00	950.00			
	Provisional Statement	1,300.00	1,300.00			
	Licence Reinstatement	950.00	950.00			
	<i>Permit Type – The following fees are set by statute and will be revised as changed nationally</i>					
	FEC gaming machine – Application fee	300.00	300.00			
	FEC gaming machine – Renewal fee	300.00	300.00			
	FEC gaming machine – Change of name	25.00	25.00			
	FEC gaming machine – Copy permit	15.00	15.00			
	Prize gaming – Application fee	300.00	300.00			

CORPORATE SERVICES DEPARTMENT – SCHEDULE OF CHARGES 2011/12						
	Description	Existing Charge	New Charge	Financial Effect		
		£	£	£		
	Prize gaming – Renewal fee	300.00	300.00			
	Prize gaming – Change of name	25.00	25.00			
	Prize gaming – Copy permit	15.00	15.00			
	<i><u>Licensed Premises Gaming Machine Permits – The following fees are set by statute and will be revised as changed nationally</u></i>					
	Application Fee	100.00	100.00			
	Variation Fee	100.00	100.00			
	Transfer Fee	25.00	25.00			
	Annual Fee	50.00	50.00			
	Change of name	25.00	25.00			
	Copy Permit	15.00	15.00			
	Notice of intent to 2 or less gaming machines available	50.00	50.00			
	<i><u>Club Gaming & Club Machine Permits – The following fees are set by statute and will be revised as changed nationally</u></i>					
	Club Premises cert (S 72f Licencing Act 2003) application fee	100.00	100.00			
	Club Premises cert (S 72f Licencing Act 2003) renewal fee	100.00	100.00			
	Other applicants – application fee	200.00	200.00			
	Other applicants – renewal fee	200.00	200.00			
	Variation fee	100.00	100.00			
	Annual fee	50.00	50.00			
	Copy permit	15.00	15.00			
	<i><u>Small Society Lotteries – The following fees are set by statute and will be revised as changed nationally</u></i>					
	Initial fee	40.00	40.00			
	Annual fee	20.00	20.00			
	<i><u>Temporary use Notices – The following fees are set by statute and will be revised as changed nationally</u></i>					
	Temporary use notice	500.00	500.00			
	Copy/replacement/endorsed copy of notice	25.00	25.00			
	<i><u>Petroleum Licences – The following fees are set by statute and will be revised as changed nationally</u></i>					
	< 2,500 litres	41.00	41.00			
	2,500 – 50,000 litres	57.00	57.00			
	> 50,000 litres	118.00	118.00			
	Transfer / variation	8.00	8.00			

CORPORATE SERVICES DEPARTMENT – SCHEDULE OF CHARGES 2011/12						
	Description	Existing Charge	New Charge	Financial Effect		
		£	£	£		
<i>Licensing Act 2003 – The following fees are set by statute and will be revised as changed nationally</i>						
	Band A (RV £0 - £4,300) – Initial fee	100.00	100.00			
	Annual fee	70.00	70.00			
	Band B (RV £4,301 - £33,000) – Initial fee	190.00	190.00			
	Annual fee	180.00	180.00			
	Band C (RV £33,001 - £87,000) – Initial fee	315.00	315.00			
	Annual fee	295.00	295.00			
	Band D (RV £87,001 - £125,000) – Initial fee	450.00	450.00			
	Annual fee	320.00	320.00			
	Band E (RV > £125,001) – Initial fee	635.00	635.00			
	Annual fee	350.00	350.00			
<i>Alcohol Multiplier – The following fees are set by statute and will be revised accordingly as changed nationally</i>						
	Band D Premises – Initial fee	900.00	900.00			
	Annual fee	640.00	640.00			
	Band E Premises – Initial fee	1,905.00	1,905.00			
	Annual fee	1,050.00	1,050.00			
<i>Additional Capacity Fee – The following fees are set by statute and will be revised accordingly as changed nationally</i>						
	5,000 to 9,999 – Initial fee	1,000.00	1,000.00			
	Annual fee	500.00	500.00			
	10,000 to 14,999 – Initial fee	2,000.00	2,000.00			
	Annual fee	1,000.00	1,000.00			
	15,000 to 19,999 – Initial fee	4,000.00	4,000.00			
	Annual fee	2,000.00	2,000.00			
	20,000 to 29,999 – Initial fee	8,000.00	8,000.00			
	Annual fee	4,000.00	4,000.00			
	30,000 to 39,999 – Initial fee	16,000.00	16,000.00			
	Annual fee	8,000.00	8,000.00			
	40,000 to 49,999 – Initial fee	24,000.00	24,000.00			
	Annual fee	12,000.00	12,000.00			
	50,000 to 59,999 – Initial fee	32,000.00	32,000.00			
	Annual fee	16,000.00	16,000.00			
	60,000 to 69,999 – Initial fee	40,000.00	40,000.00			
	Annual fee	20,000.00	20,000.00			
	70,000 to 79,999 – Initial fee	48,000.00	48,000.00			
	Annual fee	24,000.00	24,000.00			
	80,000 to 89,999 – Initial fee	56,000.00	56,000.00			

CORPORATE SERVICES DEPARTMENT – SCHEDULE OF CHARGES 2011/12						
		Description	Existing Charge £	New Charge £	Financial Effect £	
		Annual fee	28,000.00	28,000.00		
>	90,000	– Initial fee	64,000.00	64,000.00		
		Annual fee	32,000.00	32,000.00		
		Personal Licence (10 years)	37.00	37.00		
		Provisional Statement	315.00	315.00		
		TEN	21.00	21.00		
		Theft / Loss of Licence / Notice	10.50	10.50		
		Variation of DPS	23.00	23.00		
		Transfer of Premises Licence	23.00	23.00		
		Interim Authority	10.50	10.50		
		Change of Name / Address	10.50	10.50		
		Freeholder / Leaseholder Register of Interest	21.00	21.00		
		Administration Charge (per hour or part thereof)	35.00	35.00		
HACKNEY CARRIAGES						
The following fees do not incur VAT						
<u>Taxi Licencing</u>						
		Driver Licence (single)	70.00	70.00		
		Driver Licence (combined)	110.00	110.00		
		Hackney Carriage Vehicle Licence (excluding plate fee)	410.00	410.00		
		Private Hire Vehicle Licence (excluding plate fee)	375.00	375.00		
		Operator Levy	35.00	35.00		
		Private Hire Operator Licence (operating levy in addition to vehicle licence fee)	300.00	300.00		
<u>Additional Charges</u>						
		Knowledge / Regs test (re-sits only)	30.00	30.00		
		Taxi Meter test	20.00	20.00		
		Plate (rear)	15.00	15.00		
		Plate (front)	10.00	10.00		
		Door Discs (each)	5.00	5.00		
		Tariff Card	2.00	2.00		
		Duplicate Driver Badge	10.00	10.00		
		Administration Charge (per hour or part – all applicants)	35.00	35.00		
ENVIRONMENTAL HEALTH						
Pest Treatment Charges – All charges shown exclusive						

CORPORATE SERVICES DEPARTMENT – SCHEDULE OF CHARGES 2011/12						
	Description	Existing Charge	New Charge	Financial Effect		
		£	£	£		
of VAT. Charges will be made plus the appropriate VAT rate.						
	Insects – per Treatment	57.00	58.50			
	Rodents in Industrial Premises – per Treatment	66.06	68.00			
	Rodents in Private Premises	No charge	No charge			
	<u>Prosecution Costs</u>					
	Hourly Rate for Preparation of Case Reports	35.50	37.50			
TRADING STANDARDS						
<u>Measures</u>						
	Linear measures not exceeding 3m or 10ft each scale	12.50	13.00			
<u>Weighing Instruments (instruments calibrated to weigh only in Imperial or metric units)</u>						
	Not exceeding 15kg or 34lb	34.50	36.00			
	Exceeding 15kg (34lb) but not exceeding 100kg (224lb)	52.50	55.00			
	Exceeding 100kg (224lb) but not exceeding 250kg (650lb)	73.50	76.50			
	Exceeding 250kg (650lb) but not exceeding 1 tonne (2,240lb)	125.50	132.00			
	Exceeding 1 tonne (2,240lb) but not exceeding 10 tonnes (22,400lb)	202.50	212.50			
	Exceeding 10 tonnes (22,400lb) but not exceeding 30 tonnes (67,200lb)	424.50	445.50			
	Exceeding 30 tonnes (67,200lb) but not exceeding 60 tonnes (134,400lb)	631.50	663.00			
	Charge to cover any additional costs involved in testing instruments calibrated to weigh in both metric and imperial units or incorporating remote display or printing facilities – basic fee plus additional cost per person per hour on site (minimum charge per ½ hour)	96.00	101.00			
	NB Additional charge may be made where officers are requested to work outside normal office hours					
<u>Measuring Instruments for Intoxicating Liquor</u>						
	Not exceeding 5fl oz or 150ml	20.00	21.00			
	Other	23.00	24.00			

CORPORATE SERVICES DEPARTMENT – SCHEDULE OF CHARGES 2011/12						
	Description	Existing Charge	New Charge	Financial Effect		
		£	£	£		
<u>Measuring Instruments for Liquid Fuels and Lubricants</u>						
Container Type (un-subdivided)						
	Multi-grade (with price computing device):	87.00	91.50			
	Single Outlets	120.00	126.00			
	Solely Price Adjustment	219.00	230.00			
	Otherwise					
Other Types – Single Outlets						
	Solely Price Adjustment	96.00	101.00			
	Otherwise	130.50	137.00			
Other Types – Multi Outlets:						
	1 Meter Tested	139.50	146.50			
	2 Meters Tested	229.50	241.00			
	3 Meters Tested	313.50	329.00			
	4 Meters Tested	399.00	419.00			
	5 Meters Tested	483.00	507.00			
	6 Meters Tested	567.00	595.50			
	7 Meters Tested	640.50	672.50			
	8 Meters Tested	740.50	777.50			
	Charge to cover any additional costs involved in testing ancillary equipment which requires additional testing on site, such as credit card acceptors, will be based on the basic fee plus additional cost per person per hour on site (minimum charge ½ hour)	96.00	101.00			
<u>Special Weighing and Measuring Equipment</u>						
	For all specialist work undertaken by the department which is not included above a charge per man per hour on site (minimum charge ½ hour) plus cost of provision of testing equipment	96.00	101.00			
NB – Additional charge may be made where officers are requested to work outside office hours						
<u>Licensing – VAT not applicable</u>						
<u>Poisons Act</u>						
	Initial Registration	37.50	39.50			
	Re-registration	20.00	21.00			

CORPORATE SERVICES DEPARTMENT – SCHEDULE OF CHARGES 2011/12						
	Description	Existing Charge	New Charge	Financial Effect		
		£	£	£		
	Change in Details of Registration	11.00	11.50			
	<u>Explosive Act (Statutory Fee)</u>					
	Registration of Premises	31.50	**			
	Licencing of Explosive Stores	63.00	**			
	Sale of Fireworks – Licencing	525.00	**			
	<u>Prosecution Costs</u>					
	Hourly rate for Preparation of Case Reports	35.50	37.50			
	** these are statutory rates that are set centrally in April					
	<u>Discounts</u>					
	Fees from Measures to Certification Calibration will be discounted as follows :-					
a	Where more than a single item is submitted on one occasion the second and subsequent fees will be reduced by 25%					
b	Where tests are undertaken using appropriately certified weights and equipment not supplied by the Borough Council the fees will be reduced by 25%					
c	Special rates can be negotiated for multiple submissions or where assistance with equipment or labour is provided					
	NB – Where different fees are involved the highest fee will be charged in full and any discounts calculated from the remaining lesser fees					
	PARKING – all charges inclusive of VAT at 20%					
	<u>Chesnut Street Lorry Park</u>					
	Per day	2.00	2.00			
	Per week	7.50	7.50			
	Overnight	4.00	4.00			
	<u>Car Parks – Premium Rate</u>					
	Abbotts Yard up to one hour	1.00	1.00			
	Abbotts Yard each additional hour	1.50	1.50			

CORPORATE SERVICES DEPARTMENT – SCHEDULE OF CHARGES 2011/12						
	Description	Existing Charge	New Charge	Financial Effect		
		£	£	£		
Car Parks (Short Stay) – Per Hour						
	Archer Street (Saturdays only)	1.00	1.00			
	Barnard Street / Winston Street	1.00	1.00			
	Beaumont Street	1.00	1.00			
	Commercial Street	1.00	1.00			
	Garden Street (Saturdays only)	1.00	1.00			
	Kendrew Street East (Saturdays only)	1.00	1.00			
	Town Hall	1.00	1.00			
	Covered Market (30 minutes only)	1.00	1.00			
Car Parks – Long Stay						
Park Place East / West						
	Per hour	1.00	1.00			
	Per day	4.00	4.00			
	Per week	15.00	15.00			
Hird Street						
	Per hour	1.00	1.00			
	Per day	4.00	4.00			
	Per week	15.00	15.00			
St Hildas						
	Per hour	1.00	1.00			
	Per day	4.00	4.00			
	Per week	15.00	15.00			
Archer Street (Monday to Friday)						
	Per day	4.00	4.00			
	Per week	15.00	15.00			
Central House (Saturday and Bank Holidays)						
	Per day	4.00	4.00			
Garden Street (Monday to Friday)						
	Per day	4.00	4.00			
	Per week	15.00	15.00			
Kendrew Street East (Monday to Friday)						
	Per day	4.00	4.00			
	Per week	15.00	15.00			
Kendrew Street West						
	Per day	4.00	4.00			
	Per week	15.00	15.00			

CORPORATE SERVICES DEPARTMENT – SCHEDULE OF CHARGES 2011/12						
	Description	Existing Charge	New Charge	Financial Effect		
		£	£	£		
	Chesnut Street					
	Per day	2.00	2.00			
	Per week	7.50	7.50			
	<u>Car Parking – On Street</u>					
	Per half hour	0.50	0.50			
	<u>Car Parks – Daily Charge</u>					
	Park Lane	7.00	7.00			
	<u>Car Parks – Contract Car Parking</u>					
	Per Calendar Month	60.00	60.00			
	<u>Car Parks – Staff and Members Passes (per year)</u>					
	Central House	173.00	173.00			
	Town Hall	173.00	173.00			
	All Car Parks and On-Street Parking Bays Sundays – flat rate charge per day	-	1.00	82,500		
	BUILDING CONTROL					
	Items inclusive of VAT at 20%					
	Letter confirming exemption	3.00	3.00			
	Letter confirming enforcement action will not be taken	3.00	3.00			
	Decision / Approval Notice (Building Control)					
	Letter confirming completion	3.00	3.00			
	Site inspection to determine information	14.50	14.50			
	Responding to request for historical information from electronic databases (email response)	4.20	4.20			
	Responding to request for historical information from electronic databases (letter response)	5.20	5.20			
	Responding to request for historical information from manually recorded data (email response)	12.50	12.50			
	Responding to request for historical information from manually recorded data (letter response)	13.50	13.50			
	Expediting search for historical information	10.00	10.00			

CORPORATE SERVICES DEPARTMENT – SCHEDULE OF CHARGES 2011/12						
	Description	Existing Charge		New Charge		Financial Effect
		£		£		£
<u>Copy Documents - Monochrome</u>						
	A4 Photocopy (excluding plans) – first page	1.00		1.00		
	subsequent pages	0.10		0.10		
	A3 Photocopy (excluding plans) – first page	1.20		1.20		
	subsequent pages	0.20		0.20		
	A2 Photocopy (excluding plans) – first page	1.50		1.50		
	A1 Photocopy (excluding plans)	2.00		2.00		
	A0 Photocopy (excluding plans)	2.50		2.50		
<u>Copy Documents - Colour</u>						
	A4 Photocopy (excluding plans) – first page	2.00		2.00		
	subsequent pages	1.00		1.00		
	A3 Photocopy (excluding plans) – first page	3.00		3.00		
	subsequent pages	2.00		2.00		
	A2 Photocopy (excluding plans) – first page	6.00		6.00		
	A1 Photocopy (excluding plans)	10.00		10.00		
	A0 Photocopy (excluding plans)	12.00		12.00		
<u>All charges shown in Tables A to E below are exclusive of VAT. Charges will be made plus the appropriate VAT rate</u>						

TABLE A

STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING

Number of Dwellings	Plan Charge £	Inspection Charge £	Building Notice Charge £	Regularisation Charge £	Additional Charge* £
(1)	(2)	(3)	(4)	(5)	(6)
1	180.00	420.00	600.00	810.00	200.00
2	240.00	560.00	800.00	1080.00	300.00
3	307.50	717.50	1025.00	1384.00	400.00
4	367.50	857.50	1225.00	1654.00	500.00
5	405.00	945.00	1350.00	1823.00	600.00
6	465.00	1085.00	1550.00	2093.00	650.00
7	510.00	1190.00	1700.00	2295.00	700.00
8	555.00	1295.00	1850.00	2498.00	750.00
9	600.00	1400.00	2000.00	2700.00	800.00
10	653.00	1522.00	2175.00	2937.00	850.00
11	705.00	1645.00	2350.00	3173.00	900.00
12	750.00	1750.00	2500.00	3375.00	950.00
13	795.00	1855.00	2650.00	3577.00	1000.00
14	825.00	1925.00	2750.00	3713.00	1050.00
15	885.00	2065.00	2950.00	3983.00	1100.00
16	930.00	2170.00	3100.00	4185.00	1150.00
17	983.00	2292.00	3275.00	4421.00	1200.00
18	1028.00	2397.00	3425.00	4624.00	1250.00
19	1065.00	2485.00	3550.00	4793.00	1300.00
20	1110.00	2590.00	3700.00	4995.00	1350.00

Note: for 20 or more dwellings or if the floor area of a dwelling exceeds 300m² the charge is individually determined.

* An additional charge is for work when the relevant building work, or part thereof, has not been carried out by a person referred to in regulation 7(5)(g) or (h) of The Building (Local Authority Charges) Regulations 2010 applies. It is additional to the inspection charge, building notice charge or regularisation charge.

TABLE B

**STANDARD CHARGES FOR OTHER BUILDING WORK
DOMESTIC EXTENSIONS TO A SINGLE BUILDING**

Category	Description	Plan Charge £	Inspection Charge £	Building Notice Charge £	Regularisation Charge £	Additional Charge £
1	Single storey extension floor area not exceeding 10m ²	110.00	165.00	275.00	372.00	200.00
2	Single storey extension floor area exceeding 10m ² but not exceeding 40m ²	135.00	265.00	400.00	540.00	200.00
3	Single storey extension floor area exceeding 40m ² but not exceeding 100m ²	150.00	350.00	500.00	675.00	200.00
4	Two story extension not exceeding 40m ²	135.00	265.00	400.00	540.00	200.00
5	Two story extension exceeding 40m ² but not exceeding 200m ²	150.00	350.00	500.00	675.00	200.00
6	Loft conversion that does not include the construction of a dormer	135.00	265.00	400.00	540.00	200.00
7	Loft conversion that includes the construction of a dormer	135.00	315.00	450.00	608.00	200.00
8	Erection or extension of a non-exempt detached domestic garage or carport up to 100m ²	150.00	-	150.00	202.00	200.00
9	Erection or extension of a non-exempt attached single storey extension of a domestic garage or carport up to 100m ²	75.00	125.00	200.00	270.00	200.00
10	Conversion of an integral or attached garage to a habitable room(s)	75.00	125.00	200.00	270.00	200.00
11	Alterations to extend or create a basement up to 100m ²	75.00	125.00	200.00	270.00	200.00

TABLE C

DOMESTIC ALTERATIONS TO A SINGLE BUILDING

Category of Work		Basis of Charge	Plan Charge	Inspection Charge	Building Notice Charge	Details of any reduction for work carried out at the same time as work referred to in Table B	Regularisation Charge
			£	£	£		£
The installation of any controlled fitting or other building work ancillary to the building of an extension		Included in the charge for an extension					
1	Underpinning	Fixed price.	60.00	140.00	200.00	-	270.00
2	Renovation of a thermal element to a single dwelling	Fixed price	75.00	-	75.00	-	101.00
3	Internal alterations, installation of fittings (not electrical) and/or, structural alterations If ancillary to the building of the extension no additional charge)	Fixed price based on estimated cost bands,					
		Estimated cost of £1,000 or less	75.00	-	75.00	50%	101.00
		Estimated cost exceeding £1,000 up to £5,000	150.00	-	150.00	50%	202.00
		Estimated cost exceeding £5,000 up to £25,000	90.00	210.00	300.00	-	405.00
		Estimated cost exceeding £25,000 and up to £50,000	135.00	315.00	450.00	-	608.00
	Estimated cost exceeding £50,000 up to £100,000	150.00	350.00	500.00	-	675.00	
4	Window replacement (non competent person scheme)	Fixed price grouped by numbers of windows,					

Category of Work		Basis of Charge	Plan Charge £	Inspection Charge £	Building Notice Charge £	Details of any reduction for work carried out at the same time as work referred to in Table B	Regularisation Charge £
		Per installation of 1 window	75.00	-	75.00	50%	101.00
		Per installation more than 1 window up to 20 windows	150.00	-	150.00	50%	202.00
		Per installation over 20 windows	60.00	140.00	200.00	-	275.00
5	Electrical work (Not competent persons scheme)	Fixed price based on extent of works					
		Any electrical work other than the re-wiring of a dwelling.	60.00	140.00	200.00	-	270.00
		The re-wiring or new installation in a dwelling.	75.00	175.00	250.00	-	338.00

TABLE D

NON-DOMESTIC WORK – EXTENSIONS AND NEW BUILD

Category of Work		Building Usage											
		Other Residential (Institution and Other)			Assembly and Recreational use			Industrial and Storage usage			All Other use Classes		
		Plan Charge £	Inspection Charge £	Regularisation Charge	Plan Charge £	Inspection Charge £	Regularisation Charge £	Plan Charge £	Inspection Charge £	Regularisation Charge £	Plan Charge £	Inspection Charge £	Regularisation Charge £
1	Floor area not exceeding 10m ²	180.00	420.00	810.00	180.00	420.00	810.00	100.00	125.00	304.00	120.00	280.00	540.00
2	Floor area exceeding 10m ² but not exceeding 40m ²	210.00	490.00	945.00	210.00	490.00	945.00	110.00	165.00	372.00	150.00	350.00	675.00
3	Floor area exceeding 40m ² but not exceeding 100m ²	240.00	560.00	1080.00	240.00	560.00	1080.00	120.00	180.00	405.00	180.00	420.00	810.00
4	Floor area exceeding 100m ² but not exceeding 200m ²	270.00	630.00	1215.00	270.00	630.00	1215.00	140.00	210.00	473.00	195.00	455.00	878.00

The amount of time to carry out the building functions varies, dependent on the different use categories of building.

The amount of time to check and inspect a building used for industrial and storage use is less than that for other use, same size buildings and the charge for an assembly use building is higher due to the additional time in respect of this type of work. The use of a building is different under the provisions of the Building Regulations 2000 (as amended). For further definitions see Building Regulations Approved Documents to Part B.

Note: A basement is considered to be a storey and there is an additional charge of £170 if this work is in relation to a basement.

TABLE E**ALL OTHER NON DOMESTIC WORK – ALTERATIONS**

	Category of Work	Basis of Charge	Plan Charge £	Inspection Charge £	Regularisation Charge £
1	The installation of any fitting or other work ancillary to the building or extension.	Included in the charge for the building.			
2	Underpinning	Estimated cost up to £50,000	120.00	280.00	540.00
		Estimated cost exceeding £50,000 and up to £100,000	150.00	350.00	675.00
		Estimated cost exceeding £100,00 up to £250,000	165.00	385.00	742.00
3	Window replacement (non competent persons scheme)	Fixed price grouped by numbers of windows.			
		Per installation up to 20 windows	150.00	-	202.00
		Per installation over 20 windows up to 50 windows	67.50	157.50	304.00
4	New shop front(s)	Fixed price grouped by numbers			
		Per installation up to 20 windows	150.00	-	202.00
		Per installation over 20 windows up to 50 windows	67.50	157.50	304.00
5	Renovation of a thermal element	Estimated cost up to £50,000	105.00	245.00	473.00
		Estimated cost exceeding £50,000 and up to £100,000	150.00	350.00	675.00
		Estimated cost exceeding £100,00 up to £250,000	165.00	385.00	742.00
6	Alterations not described elsewhere including structural alterations and installation of controlled fittings	Estimated cost up to £5,000	175.00	-	236.00
		Estimated cost exceeding £5,000 up to £25,000	90.00	210.00	405.00
		Estimated cost exceeding £25,000 up to £50,000	105.00	245.00	472.00
		Estimated cost exceeding			

	Category of Work	Basis of Charge	Plan Charge £	Inspection Charge £	Regularisation Charge £
		£50,000 up to £100,000	120.00	280.00	540.00
		Estimated cost exceeding £100,000 up to £250,000	135.00	315.00	607.00
7	Installation of a mezzanine floor	Fixed price based on floor area			
		Up to 100m ²	60.00	140.00	270.00
		Over 100m ² up to 500m ²	150.00	350.00	675.00
8	Office fit out	Fixed price based on floor area bands			
		Up to 100m ²	60.00	140.00	270.00
		Floor area over 100m ² up to 500m ²	112.50	262.50	506.00
		500m ² to 2000m ²	150.00	350.00	675.00
9	Shop fit out	Fixed price based on floor area bands			
		Floor area up to 100m ²	60.00	140.00	270.00
		Floor area over 100m ² up to 500m ²	112.50	262.50	506.00
		500m ² to 2000m ²	150.00	350.00	675.00

Additional Charge for the Change of Use of a Building

The charge is £75 where there are no associated substantive building works required to change the use of the building. This charge can be discounted from any application or notice received when substantive works are required.

This additional charge does not apply in relation to a building used for residential purposes that is altered to create more or fewer dwellings.