

# AGENDA

## COUNCIL MEETING

Date: Wednesday, 13 November 2019

Time: 7.00pm

Venue: Council Chamber, Swale House, East Street, Sittingbourne, Kent, ME10 3HT

### RECORDING NOTICE

Please note: this meeting may be recorded.

At the start of the meeting the Chairman will confirm if all or part of the meeting is being audio recorded. The whole of the meeting will be recorded, except where there are confidential or exempt items.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this recording will be retained in accordance with the Council's data retention policy.

Therefore by entering the Chamber and speaking at Committee you are consenting to being recorded and to the possible use of those sound records for training purposes.

If you have any queries regarding this please contact Democratic Services.

Quorum = 16

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Pages

#### 1. Emergency Evacuation Procedure

The Mayor will advise the meeting of the evacuation procedures to follow in the event of an emergency. This is particularly important for visitors and members of the public who will be unfamiliar with the building and procedures.

The Mayor will inform the meeting whether there is a planned evacuation drill due to take place, what the alarm sounds like (i.e. ringing bells), where the closest emergency exit route is, and where the second closest emergency exit route is, in the event that the closest exit or route is blocked.

The Mayor will inform the meeting that:

(a) in the event of the alarm sounding, everybody must leave the building via the nearest safe available exit and gather at the Assembly points at the far side of the Car Park. Nobody must leave the assembly point until everybody can be accounted for and nobody must return to the building until the Mayor has informed them that it is safe to do so; and

(b) the lifts must not be used in the event of an evacuation.

Any officers present at the meeting will aid with the evacuation.

It is important that the Mayor is informed of any person attending who is disabled or unable to use the stairs, so that suitable arrangements may be made in the event of an emergency.

2. Prayers

3. Apologies for Absence

4. Minutes

To approve the [Minutes](#) of the Meeting held on 9 October 2019 (Minute Nos. 277 - 287) as a correct record.

5. Declarations of Interest

Councillors should not act or take decisions in order to gain financial or other material benefits for themselves or their spouse, civil partner or person with whom they are living with as a spouse or civil partner. They must declare and resolve any interests and relationships.

The Mayor will ask Members if they have any interests to declare in respect of items on this agenda, under the following headings:

(a) Disclosable Pecuniary Interests (DPI) under the Localism Act 2011. The nature as well as the existence of any such interest must be declared. After declaring a DPI, the Member must leave the meeting and not take part in the discussion or vote. This applies even if there is provision for public speaking.

(b) Disclosable Non Pecuniary (DNPI) under the Code of Conduct adopted by the Council in May 2012. The nature as well as the existence of any such interest must be declared. After declaring a DNPI interest, the Member may stay, speak and vote on the matter.

(c) Where it is possible that a fair-minded and informed observer, having considered the facts would conclude that there was a real possibility that the Member might be predetermined or biased the Member should declare their predetermination or bias and then leave the room while that item is considered.

**Advice to Members:** If any Councillor has any doubt about the existence or nature of any DPI or DNPI which he/she may have in any item on this agenda, he/she should seek advice from the Monitoring Officer, the Head of Legal or from other Solicitors in Legal Services as early as possible, and in advance of the Meeting.

6. Mayor's Announcements

7. Questions submitted by the Public

To consider any questions submitted by the public. (The deadline for questions is 4.30 pm on the Wednesday before the meeting – please contact Democratic Services by e-mailing [democraticservices@swale.gov.uk](mailto:democraticservices@swale.gov.uk) or call 01795 417330).

8. Questions submitted by Members

To consider any questions submitted by Members. (The deadline for questions is 4.30 pm on the Monday the week before the meeting – please contact Democratic Services by e-mailing [democraticservices@swale.gov.uk](mailto:democraticservices@swale.gov.uk) or call 01795 417330).

9. Leader's Statement

10.	Review of Fees & Charges 2020/21	5 - 74
11.	Review of Polling Districts and Places - Teynham and Lynsted Ward	75 - 78
12.	Appointment of Chief Financial Officer S151 Officer	79 - 82
13.	Recommendations for Approval/Noting	83 - 84

Council is asked to note the recommendations from the following meetings:

- Appointments Sub-Committee – 30 October 2019
- General Purposes Committee - 30 October 2019
- Cabinet – 30 October 2019

## Issued on Monday, 4 November 2019

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact DEMOCRATIC SERVICES on 01795 417330**. To find out more about the work of Council, please visit [www.swale.gov.uk](http://www.swale.gov.uk)

Chief Executive, Swale Borough Council,  
Swale House, East Street, Sittingbourne, Kent, ME10 3HT

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<b>Council</b>		<b>Agenda Item: 10</b>
<b>Meeting Date</b>	13 November 2019	
<b>Report Title</b>	Review of Fees & Charges 2020/21	
<b>Cabinet Member</b>	Cllr Roger Truelove, Leader and Cabinet Member for Finance	
<b>SMT Lead</b>	Nick Vickers, Chief Financial Officer	
<b>Head of Service</b>	Nick Vickers, Chief Financial Officer	
<b>Lead Officer</b>	Caroline Frampton, Principal Accountant and Lyn Stringer, Insurance Officer	
<b>Key Decision</b>	Yes	
<b>Classification</b>	Open	
<b>Forward Plan</b>	Reference number:	
<b>Recommendations</b>	1. To approve the proposed fees and charges 2020/21 as set out in this report.	

## 1. Purpose of Report and Executive Summary

- 1.1 This report invites Council to consider the proposals for the level of fees and charges to be levied for the next financial year 2020/21. The report was agreed by Cabinet on 30 October 2019 and considered by Scrutiny on 6 November 2019.
- 1.2 All the charges included in this report under the Council's control will take effect from 1 April 2020.
- 1.3 Appendix I details proposals on a service-by-service basis for the level of fees to be charged in 2020/21 on those services where this Council sets the charges. Appendix II sets out the fees and charges which are set nationally by Government. Appendix III details the 2019/20 budget for fees and charges for services.
- 1.4 We need to ensure that for discretionary services, where there is a choice over whether the local resident does choose to buy the service, they pay a level which covers costs and is reasonable in comparison to neighbouring councils.

## 2. Background

- 2.1 In 2019/20 the fees and charges budget covered by this report where the Council sets the level of fees or charges was £3,844k (see Appendix III).
- 2.2 Managers and all service areas were asked to review the current schedule of fees and charges for the forthcoming financial year.

- 2.3 Authorities have a statutory duty to ensure fees are set in accordance with the Local Government Act 2003. This allows local authorities to charge for discretionary services. Discretionary services are those services that a council has the power to, but is not obliged to, provide. A pre-condition to charging is the person has to agree to the provision of the service, and they are prepared to pay for it. Some charges depend on relevant consultation being carried out by the service concerned.

### **3. Proposals**

- 3.1 Appendix I details the proposed fees and charges to be set by the Council for 2020/21 and Appendix II those that are set by Government.

### **4. Alternative Options**

- 4.1 The alternative would be to propose a general flat rate increase or no increases in fees or charges. These alternatives are not recommended as they would fail to take into account statutory requirements, individual circumstances, or the increased cost of delivering services.

### **5. Consultation Undertaken or Proposed**

- 5.1 Any necessary consultation will be undertaken by the managers of the relevant service area.
- 5.2 There will be specific consultation required on changes to hackney carriages charges.
- 5.3 Scrutiny Committee will have considered the proposals on 6 November 2019.

### **6. Implications**

<b>Issue</b>	<b>Implications</b>
Corporate Plan	The income from fees and charges is a key component of the Council's budget and is key to supporting the Corporate Plan objectives.
Financial, Resource and Property	Work will continue on the detailed impact of the proposals. In proposing the new charges, consideration has been given to the likely impact on income levels given the anticipated response of service users to increases in charges.
Legal, Statutory and Procurement	All proposals for charges reflect the relevant legislation.
Crime and Disorder	None identified.
Environment and Sustainability	None identified.
Health and Wellbeing	None identified.

<b>Issue</b>	<b>Implications</b>
Risk Management and Health and Safety	None identified.
Equality and Diversity	Where there are underlying policy issues to any proposed changes in charges, these will be supported by a service equality impact assessment, and any necessary mitigations undertaken.
Privacy and Data Collection	None identified

## **7. Appendices**

7.1 The following documents are to be published with this report and form part of the report:

- Appendix I: Proposed fees and charges for 2020/21 set by the Council
- Appendix II: Fees and charges set nationally by Government
- Appendix III: Summary of fee income for 2019/20 budget

## **8. Background Papers**

None.

## Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Housing Services (C Hudson)							
Home Inspection for Immigration Application Fee							
Requests received to inspect and provide report on suitability of proposed home in connection with immigration applications	116.66	23.34	140.00	120.00	24.00	144.00	The charges reflect officer time and their increase reflects officer hourly rate. This is a discretionary service that we offer in line with most other authorities, there is little demand for the service but it is competitively priced to provide a service for residents who may wish to get independent confirmation of their property's fitness for immigration authorities.



## Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Staying Put Handyperson Rates</b>							
Hourly rate for a handyperson	13.50	2.70	16.20	<b>13.50</b>	<b>2.70</b>	<b>16.20</b>	The charges are contractual as set by KCC's Supporting People Contract that funds this part of the service and is therefore not at the Council's discretion.  <b>*Please Note: this contract is currently under review by KCC (due to be finalised April 2020). Therefore, these fees may be increased, reduced or the scheme removed altogether in 2020/21.</b>
Subsidised hourly rate for a handyperson – client in receipt of benefits	5.00	1.00	6.00	<b>5.00</b>	<b>1.00</b>	<b>6.00</b>	As above regarding KCC's Supporting People Contract.
Private disabled works (household not eligible for Disabled Facilities Grant)	150.00	0.00	150.00	<b>150.00</b>	<b>0.00</b>	<b>150.00</b>	As above.
Disabled Facilities Grant (DFG) fee (statutory % charge)	12.5%			<b>12.5%</b>			This fee is in line with the maximum of any Kent authority. Any increase would reduce the available funding made available for applicant's DFG. A lesser amount would impact the income needed to run the Staying Put Service.

## Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Alleygate Key</b>							
Fee	17.92	3.58	21.50	<b>17.92</b>	<b>3.58</b>	<b>21.50</b>	No price increase.
<b>Town Centre Licence</b>							
Licence for large events of 10,000 people or more	500.00	0.00	500.00	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	No price increase.

## Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Planning</b>							
<b>(J Freeman)</b>							
<b>Pre-Application Planning Advice</b>							
<b>Meetings</b>							
Very large major	1,666.66	333.34	2,000.00	<b>2,083.33</b>	<b>416.67</b>	<b>2,500.00</b>	Above inflation increases.
Major	833.33	166.67	1,000.00	<b>1,041.67</b>	<b>208.33</b>	<b>1,250.00</b>	As above.
Minor	416.67	83.33	500.00	<b>416.67</b>	<b>83.33</b>	<b>500.00</b>	No increase.
Other (excluding householders and listed buildings)	125.00	25.00	150.00	<b>125.00</b>	<b>25.00</b>	<b>150.00</b>	As above.
Charities, voluntary groups and parish councils	0.00	0.00	0.00	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	As above.
Works/repairs to listed buildings	0.00	0.00	0.00	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	As above.
<b>Letters</b>							
Very large major	833.33	166.67	1,000.00	<b>833.33</b>	<b>166.67</b>	<b>1,000.00</b>	As above.
Major	416.67	83.33	500.00	<b>416.67</b>	<b>83.33</b>	<b>500.00</b>	As above.
Minor	208.33	41.67	250.00	<b>208.33</b>	<b>41.67</b>	<b>250.00</b>	As above.
Other (excluding householders and listed buildings)	62.50	12.50	75.00	<b>62.50</b>	<b>12.50</b>	<b>75.00</b>	As above.
Householder	41.67	8.33	50.00	<b>41.67</b>	<b>8.33</b>	<b>50.00</b>	As above.

## Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Charities, voluntary groups and parish councils	0.00	0.00	0.00	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	As above.
Works/repairs to listed buildings	0.00	0.00	0.00	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	As above.
Very large major: over 200 dwellings or 4 hectares. Commercial over 10,000m <sup>2</sup> or 2 hectares							
Major: 10-199 dwellings or less than 4 hectares. Commercial 1,000m <sup>2</sup> - 9,999m <sup>2</sup> or less than 2 hectares							
Minor: 1-9 dwellings or less than 0.5 hectares. Commercial less than 1,000m <sup>2</sup> or 1 hectare							
<b>Complaints made under the High Hedges Legislation</b>							
Standard fee	400.00	0.00	400.00	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	Increased cost to more closely reflect work involved.
<b>Planning Portal</b>							
The Planning Portal will be charging a £20 (£16.67 + VAT) service charge payable by applicants on any planning application that attracts a fee. Applications that do not attract a fee will not incur this service charge.							
<b>Planning Photocopying Charges</b>							
	Charges per page			Charges per page			
A4 Black/white	0.12	0.03	0.15	<b>0.17</b>	<b>0.03</b>	<b>0.20</b>	Increased above inflation to reflect more closely actual cost of provision. Minimal requests for such service.

## Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
A3 Black/white	0.21	0.04	0.25	<b>0.25</b>	<b>0.05</b>	<b>0.30</b>	As above.
A2 Or larger	3.00	0.60	3.60	<b>3.33</b>	<b>0.67</b>	<b>4.00</b>	As above.
A4 Colour	1.00	0.20	1.20	<b>1.67</b>	<b>0.33</b>	<b>2.00</b>	As above.
A3 Colour	1.50	0.30	1.80	<b>2.50</b>	<b>0.50</b>	<b>3.00</b>	As above.
<b>Local Land Charges</b>							
<b>Official Searches</b>							
LLC1 only	37.00	0.00	37.00	<b>40.00</b>	<b>0.00</b>	<b>40.00</b>	The charges will need to be set across the three partner authorities.
LLC1 only - additional parcel	11.00	0.00	11.00	<b>11.00</b>	<b>0.00</b>	<b>11.00</b>	As above.
Con 29	99.00	19.80	118.80	<b>100.00</b>	<b>20.00</b>	<b>120.00</b>	As above.
Con 29 - additional parcel	16.00	3.20	19.20	<b>17.50</b>	<b>3.50</b>	<b>21.00</b>	As above.
Standard search (LLC1 & Con29)	136.00	19.80*	155.80	<b>140.00</b>	<b>20.00*</b>	<b>160.00</b>	As above.
Standard search (LLC1 & Con29) - additional parcel	27.00	3.20*	30.20	<b>28.50</b>	<b>3.50*</b>	<b>32.00</b>	As above.
Part II enquiry - Con29 questions 4-21	11.00	2.20	13.20	<b>12.50</b>	<b>2.50</b>	<b>15.00</b>	As above.
Part II enquiry - Con29 question 22	25.00	5.00	30.00	<b>25.00</b>	<b>5.00</b>	<b>30.00</b>	As above.
Additional questions	19.00	3.80	22.80	<b>19.00</b>	<b>3.80</b>	<b>22.80</b>	As above.
*VAT applicable only to the Con29 part of the charge.							

## Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Personal Searches</b>							
Enhanced Personal Search	N/A	N/A	N/A	15.00	0.00	15.00	There is a statutory requirement to have the Local Land Charges Register available for a public inspection and this will be available from April 2020. Once the register is available for public inspection, we can provide an 'enhanced service' where the Local Land Charges Register is searched on behalf of the customer and a tailored report is created and emailed to the customer at a small cost.
1.1 (a-l) (Planning)	6.00	1.20	7.20	6.00	1.20	7.20	No change.
1.1 (J, K, L) (Building Regulations)	5.00	1.00	6.00	6.00	1.20	7.20	Above inflation increase to cover additional costs and lower volume of searches received.
2.1 (b-d)	5.00	1.00	6.00	5.00	1.00	6.00	No change.
3.1 Land for public purpose	3.00	0.60	3.60	3.00	0.60	3.60	No change.
3.3 Drainage matters	3.00	0.60	3.60	3.00	0.60	3.60	No change.
3.5 Railway schemes	3.00	0.60	3.60	3.00	0.60	3.60	No change.
3.7 Outstanding Notices	10.00	2.00	12.00	10.00	2.00	12.00	No change.
3.8 Building Regulations Contravention	3.00	0.60	3.60	3.00	0.60	3.60	No change.

## Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
3.9 Enforcement	5.00	1.00	6.00	<b>6.00</b>	<b>1.20</b>	<b>7.20</b>	Above inflation increase to cover additional costs and lower volume of searches received.
3.10 CILs	3.00	0.60	3.60	<b>4.00</b>	<b>0.80</b>	<b>4.80</b>	As above.
3.12 Compulsory purchase	3.00	0.60	3.60	<b>3.00</b>	<b>0.60</b>	<b>3.60</b>	No change.
3.13b Contaminated land	3.00	0.60	3.60	<b>3.00</b>	<b>0.60</b>	<b>3.60</b>	No change.
3.13c Contaminated land	3.00	0.60	3.60	<b>3.00</b>	<b>0.60</b>	<b>3.60</b>	No change.

## Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Commissioning, Environment and Leisure</b> <b>(M Cassell)</b>							
<b>Car Parks and Season Tickets</b>							
All Swale Borough Council car parks are free to use between 6pm and 8am Monday to Sunday							
<b>Short Stay Covering</b>							
Faversham: Central car park (season tickets for business only), Institute Road car park (no season tickets) Sittingbourne: Albany Road, Central Avenue, Crown Quay Lane, The Forum, The Swallows, Swale House (weekends only), The Forum (business only), Station Street (up to 2 hours only). Sheerness (no season tickets): Rose Street (including land adjacent to Wood Street), Trinity Place, Beachfields							
Up to 30 minutes	0.42	0.08	0.50	<b>0.42</b>	<b>0.08</b>	<b>0.50</b>	No change proposed.
Up to 1 hour	0.83	0.17	1.00	<b>0.83</b>	<b>0.17</b>	<b>1.00</b>	As above.
Up to 2 hours	1.67	0.33	2.00	<b>1.67</b>	<b>0.33</b>	<b>2.00</b>	As above.
Up to 4 hours	3.33	0.67	4.00	<b>3.33</b>	<b>0.67</b>	<b>4.00</b>	As above.
Season per quarter (for business only Central car park, Faversham/ Forum, Sittingbourne)	195.83	39.17	235.00	<b>195.83</b>	<b>39.17</b>	<b>235.00</b>	As above.
Electric vehicle parking/charging tariff per hour	N/A	N/A	N/A	<b>0.83</b>	<b>0.17</b>	<b>1.00</b>	New EV unit tariff.



## Proposed fees and charges for 2020/21 set by the Council

<b>Bourne Place Multi-Storey Car Park</b>							
The charge is for ALL parking bays including disabled and parent/child bays							
No season tickets will be permitted in this car park							
Patrons of Light Cinema will have free parking all day on Sundays							
<b>Charges apply from date of opening</b>							
Up to 30 minutes	0.42	0.08	0.50	<b>0.42</b>	<b>0.08</b>	<b>0.50</b>	No change proposed.
Up to 1 hour	0.83	0.17	1.00	<b>0.83</b>	<b>0.17</b>	<b>1.00</b>	As above.
Up to 2 hours	1.67	0.33	2.00	<b>1.67</b>	<b>0.33</b>	<b>2.00</b>	As above.
Up to 3 hours	2.50	0.50	3.00	<b>2.50</b>	<b>0.50</b>	<b>3.00</b>	As above.
Up to 4 hours	3.33	0.67	4.00	<b>3.33</b>	<b>0.67</b>	<b>4.00</b>	As above.
Up to 5 hours	4.17	0.83	5.00	<b>4.17</b>	<b>0.83</b>	<b>5.00</b>	As above.
Up to a maximum of 6 hours	5.00	1.00	6.00	<b>5.00</b>	<b>1.00</b>	<b>6.00</b>	As above.
Over 6 hours (within 24 hour period)	12.50	2.50	15.00	<b>5.83</b>	<b>1.17</b>	<b>7.00</b>	Revised charge.
<b>Travelodge</b> (preferential rate for hotel guests (for 24 hours))	2.50	0.50	3.00	<b>2.50</b>	<b>0.50</b>	<b>3.00</b>	As above.
<b>Long Stay Covering</b>							
Faversham: Partridge Lane, Queens Hall							
Sittingbourne: Spring Street, St Michael's Road, Bell Road							
Sheerness: Albion Place, Beach Street, Bridge Road, Cross Street, Trinity Road							
Up to 30 minutes	0.42	0.08	0.50	<b>0.42</b>	<b>0.08</b>	<b>0.50</b>	No change proposed.
Up to 1 hour	0.83	0.17	1.00	<b>0.83</b>	<b>0.17</b>	<b>1.00</b>	As above.

## Proposed fees and charges for 2020/21 set by the Council

Up to 2 hours	1.67	0.33	2.00	<b>1.67</b>	<b>0.33</b>	<b>2.00</b>	As above.
Up to 4 hours	3.33	0.67	4.00	<b>3.33</b>	<b>0.67</b>	<b>4.00</b>	As above.
Over 4 hours	4.17	0.83	5.00	<b>4.17</b>	<b>0.83</b>	<b>5.00</b>	As above.
Season per month (long stay car park)	73.33	14.67	88.00	<b>73.33</b>	<b>14.67</b>	<b>88.00</b>	As above.
Season per quarter (long stay car park)	195.83	39.17	235.00	<b>195.83</b>	<b>39.17</b>	<b>235.00</b>	As above.
<b>Long Stay Covering</b>							
Sittingbourne: Cockleshell Walk							
Up to 30 minutes	0.42	0.08	0.50	<b>0.42</b>	<b>0.08</b>	<b>0.50</b>	No change proposed.
Up to 1 hour	0.83	0.17	1.00	<b>0.83</b>	<b>0.17</b>	<b>1.00</b>	As above.
Up to 2 hours	1.67	0.33	2.00	<b>1.67</b>	<b>0.33</b>	<b>2.00</b>	As above.
Up to 4 hours	2.50	0.50	3.00	<b>2.50</b>	<b>0.50</b>	<b>3.00</b>	As above.
Over 4 hours	3.33	0.67	4.00	<b>3.33</b>	<b>0.67</b>	<b>4.00</b>	As above.
Season per month (long stay car park)	73.33	14.67	88.00	<b>73.33</b>	<b>14.67</b>	<b>88.00</b>	As above.
Season per quarter (long stay car park)	195.83	39.17	235.00	<b>195.83</b>	<b>39.17</b>	<b>235.00</b>	As above.
Leysdown: Promenade (seasonal) (all day between 1 March and 31 October)							
Up to 4 hours	1.75	0.35	2.10	<b>1.75</b>	<b>0.35</b>	<b>2.10</b>	As above.
All day	2.83	0.57	3.40	<b>2.83</b>	<b>0.57</b>	<b>3.40</b>	As above.
Motorcycles	0.00	0.00	0.00	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	As above.

## Proposed fees and charges for 2020/21 set by the Council

Season tickets (to be used at any long stay car park throughout the Borough)							
Season per quarter	208.33	41.67	250.00	208.33	41.67	250.00	As above.
Replacement for lost, stolen or destroyed season tickets	8.34	1.67	10.00	8.34	1.66	10.00	Charge applied in previous years now record separately as VAT applied.
All pay and display car parks – closure of parking bays through events or other activities	Price on application dependent on car park location, type of event (commercial – enthusiast – voluntary/ community) and local impact		Price on application dependent on car park location, type of event (commercial – enthusiast – voluntary/community) and local impact				No change proposed.
Residents Only Parking Permits (off street) (5pm-9am evenings, weekends and bank holidays)							
Faversham: Central car park (residents of Cross Lane and Bank Street), Queens Hall (residents of Victoria Place and Dorset Place)  Sheerness: Albion Place (residents of Harris Road, Portland Terrace and Albion Place), Cross Street (Sheerness town centre residents), Trinity Road (residents of Trinity Road only)							
Per quarter	17.08	3.42	20.50	17.08	3.42	20.50	No change proposed.
Sheerness: Delamark Road car park (residents only)							
Per quarter	12.92	2.58	15.50	12.92	2.58	15.50	No change proposed.
Residents’ Parking Permits (on street)							
Per annum	45.00	0.00	45.00	45.00	0.00	45.00	No change proposed.
Visitors permit book (10 days)	11.00	0.00	11.00	11.00	0.00	11.00	As above.
Visitors parking permits (per day)	1.10	0.00	1.10	1.10	0.00	1.10	As above.
Hourly scratchcards (per hour)	1.10	0.00	1.10	1.10	0.00	1.10	As above.

### Proposed fees and charges for 2020/21 set by the Council

Hourly scratchcards (per book of 10 hours)	10.00	0.00	10.00	<b>10.00</b>	<b>0.00</b>	<b>10.00</b>	As above.
Business per annum	45.00	0.00	45.00	<b>45.00</b>	<b>0.00</b>	<b>45.00</b>	As above.
Nativity Close (exemption permit concession admin fee)	30.00	0.00	30.00	<b>30.00</b>	<b>0.00</b>	<b>30.00</b>	No change proposed/charge applied to new resident applications.
Residents/Business/Exemption permit concessions. Replacement permit for lost, stolen or destroyed permits	10.00	0.00	10.00	<b>10.00</b>	<b>0.00</b>	<b>10.00</b>	No change proposed.
<b>Dispensation / Waivers</b>							
Maximum 1 day	11.00	0.00	11.00	<b>11.00</b>	<b>0.00</b>	<b>11.00</b>	No change proposed.
Maximum 1 week	33.00	0.00	33.00	<b>33.00</b>	<b>0.00</b>	<b>33.00</b>	As above.
Maximum 3 months	55.00	0.00	55.00	<b>55.00</b>	<b>0.00</b>	<b>55.00</b>	As above.
Suspension admin fee	70.00	0.00	70.00	<b>70.00</b>	<b>0.00</b>	<b>70.00</b>	As above.
<b>Outdoor Fitness Licence Fees (per annum)</b>							
Once a week (1-4 people)	0.00	0.00	0.00	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	Delete from fees and charges given priority of health & wellbeing and desire to encourage physical activity in the community.
Once a week (5-15 people)	155.00	0.00	155.00	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	As above.
2-4 times a week (5-15 people)	310.00	0.00	310.00	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	As above.
5+ times a week (5-15 people)	515.00	0.00	515.00	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	As above.
Once a week (16-35)	360.00	0.00	360.00	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	As above.
2-4 times a week (16-35 people)	620.00	0.00	620.00	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	As above.

## Proposed fees and charges for 2020/21 set by the Council

5+ times a week (16-35 people)	1,030.00	0.00	1,030.00	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	As above.
<b>Sports Facilities</b>							
<b><i>With changing facilities and showers</i></b>							
- Senior	61.42	12.28	73.70	<b>62.58</b>	<b>12.52</b>	<b>75.10</b>	Added 1.9% inflation – generally Swale fees are slightly cheaper than surrounding authorities reflecting the generally limited changing provision available and desire to encourage youth participation.
- Under 18s	20.50	4.10	24.60	<b>20.92</b>	<b>4.18</b>	<b>25.10</b>	As above.
- Under 16s & mini soccer	15.33	3.07	18.40	<b>15.67</b>	<b>3.13</b>	<b>18.80</b>	As above.
<b><i>With changing facilities only</i></b>							
- Senior	51.17	10.23	61.40	<b>52.17</b>	<b>10.43</b>	<b>62.60</b>	As above.
- Under 18s	17.08	3.42	20.50	<b>17.42</b>	<b>3.48</b>	<b>20.90</b>	As above.
- Under 16s & mini soccer	14.50	2.90	17.40	<b>14.75</b>	<b>2.95</b>	<b>17.70</b>	As above.
<b><i>With no facilities</i></b>							
- Senior	35.00	7.00	42.00	<b>35.67</b>	<b>7.13</b>	<b>42.80</b>	As above.
- Under 18s	15.33	3.07	18.40	<b>15.58</b>	<b>3.12</b>	<b>18.70</b>	As above.
- Under 16s & mini soccer	9.42	1.88	11.30	<b>9.58</b>	<b>1.92</b>	<b>11.50</b>	As above.
Block bookings of 10 or more series of lets is VAT exempt. Varies based on prices above minus VAT.							
<b>Allotments</b>							
Plots of 10 rods & pro rata	43.00	0.00	43.00	<b>43.80</b>	<b>0.00</b>	<b>43.80</b>	Added 1.9% inflation.

## Proposed fees and charges for 2020/21 set by the Council

Plots of 10 rods & pro rata (OAPs/Disabled)	21.50	0.00	21.50	21.90	0.00	21.90	As above.
King George’s Pavilion							
Main hall/tea room (hourly rate) (minimum hire 1 hour)							
Mon-Sun (9am-midnight)	10.00	0.00	10.00	10.00	0.00	10.00	Last reviewed and fees reduced in 2016/17 to increase demand and make more competitive with similar local halls. Research confirms rate are still equitable.
Playgroups (per morning)	25.00	0.00	25.00	25.00	0.00	25.00	As above.
Tea room – for children’s parties only (per hour) minimum 1 hour hire							
Caretaking services – set up and clear away: standard tables and/or chairs	8.00	0.00	8.00	8.00	0.00	8.00	As above.
Refundable deposits	6.00	0.00	6.00	6.00	0.00	6.00	As above.
Bank Holidays, New Year’s Eve	150.00	0.00	150.00	150.00	0.00	150.00	As above.
Double the standard rate							As above.
Cemeteries Burial Fees							
Exclusive Right of Burial, Interment, Memorial & Re-inscription Permits							
1 <sup>st</sup> Burial Sittingbourne, Faversham & Murston	1,933.00	0.00	1,933.00	1,933.00	0.00	1,933.00	No increase.
1 <sup>st</sup> Burial Sheppey	1,773.00	0.00	1,773.00	1,773.00	0.00	1,773.00	As above.
1 <sup>st</sup> Burial if no use of previously purchased grave Sittingbourne, Faversham & Murston	963.00	0.00	963.00	963.00	0.00	963.00	As above.

## Proposed fees and charges for 2020/21 set by the Council

1 <sup>st</sup> Burial if no use of previously purchased grave Sheppey	796.00	0.00	796.00	<b>796.00</b>	<b>0.00</b>	<b>796.00</b>	As above.
2 <sup>nd</sup> Burial Sittingbourne, Faversham & Murston	796.00	0.00	796.00	<b>796.00</b>	<b>0.00</b>	<b>796.00</b>	As above.
2 <sup>nd</sup> Burial Sheppey	658.00	0.00	658.00	<b>658.00</b>	<b>0.00</b>	<b>658.00</b>	As above.
3 <sup>rd</sup> Burial Sittingbourne, Faversham & Murston	658.00	0.00	658.00	<b>658.00</b>	<b>0.00</b>	<b>658.00</b>	As above.
<b>Cremated Remains</b> (includes Exclusive Rights to Burial, Interment, Memorial & Re-inscription Permit)							
1 <sup>st</sup> Burial	594.00	0.00	594.00	<b>594.00</b>	<b>0.00</b>	<b>594.00</b>	As above.
1 <sup>st</sup> Burial (where no use has been made of previously purchased grave)	216.00	0.00	216.00	<b>216.00</b>	<b>0.00</b>	<b>216.00</b>	As above.
2 <sup>nd</sup> Burial	216.00	0.00	216.00	<b>216.00</b>	<b>0.00</b>	<b>216.00</b>	As above.
3 <sup>rd</sup> Burial	216.00	0.00	216.00	<b>216.00</b>	<b>0.00</b>	<b>216.00</b>	As above.
4 <sup>th</sup> Burial	216.00	0.00	216.00	<b>216.00</b>	<b>0.00</b>	<b>216.00</b>	As above.
Burial of loose ashes	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
<b>Child Burial</b>							
Under 18 years of age	0.00	0.00	0.00	<b>0.00</b>	<b>0.00</b>	<b>0.00*</b>	As above.
*Subject to the criteria of the Children's Funeral Fund for England							
<b>Ancillary Services</b>							
Issue of letter of confirmation where deed is lost	62.00	0.00	62.00	<b>62.00</b>	<b>0.00</b>	<b>62.00</b>	As above.

## Proposed fees and charges for 2020/21 set by the Council

Use of chapel in Sittingbourne	87.00	0.00	87.00	87.00	0.00	87.00	As above.
Use of chapel in Faversham	118.00	0.00	118.00	118.00	0.00	118.00	As above.
Planted grave (per annum)	118.00	0.00	118.00	118.00	0.00	118.00	As above.
Turfed grave	At cost			At cost			
Transfer of deed ownership	62.00	0.00	62.00	62.00	0.00	62.00	As above.
Record search & certificate (each grave)	31.00	0.00	31.00	31.00	0.00	31.00	As above.
Extra cost of large coffin or casket (measuring 30 inches or more)	160.00	0.00	160.00	160.00	0.00	160.00	As above.
Exhumation of coffin	1,600.00	0.00	1,600.00	1,600.00	0.00	1,600.00	As above.
Exhumation of cremated remains	297.00	0.00	297.00	297.00	0.00	297.00	As above.
Other services (vatable)	At cost			At cost			
Non-residents of Swale (not living in Swale at time of death or have not been a resident of Swale for at least 15 consecutive years) required to pay double the costs set out above (except child burials)							
Seafront Memorial Bench							
Memorial bench with basic installation	640.00	128.00	768.00	652.17	130.43	782.60	1.9% Inflationary increase.
Memorial bench with concrete installation	810.67	162.13	972.80	826.08	165.22	991.30	As above.
Travelling Fairs							
Pitch premium for days open to the public only (per day)	900.00	0.00	900.00	900.00	0.00	900.00	This is competitive when compared to other authorities.



## Proposed fees and charges for 2020/21 set by the Council

<b>Use of Council Land – Travelling Fairs</b>							
On site fee payable whether or not open to the public (including arrival and departure days)	57.30	0.00	57.30	<b>57.30</b>	<b>0.00</b>	<b>57.30</b>	This is competitive when compared to other authorities.
Refundable deposit	600.00	0.00	600.00	<b>600.00</b>	<b>0.00</b>	<b>600.00</b>	As above.
<b>Use of Council Land – Fetes</b>							
Fetes	51.20	0.00	51.20	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	Delete fee for community/charity use to maintain animation/use of Council owned open space by community groups etc.
Refundable deposit	62.00	0.00	62.00	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	As above.
<b>Use of Council Land – Travelling Shows</b>							
On site fee for days open to the public	N/A	N/A	N/A	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>	New fee proposed for travelling shows such as circuses where there is a fixed income possible limited by the number of seats in arena. Based on research with operators.
On site fee payable when not open to the public (including arrival and departure days)	N/A	N/A	N/A	<b>57.30</b>	<b>0.00</b>	<b>57.30</b>	As above.
Refundable deposit	N/A	N/A	N/A	<b>600.00</b>	<b>0.00</b>	<b>600.00</b>	As above.
<b>Use of Council Land – Events</b>							
On site fee for small commercial events – day usage of open space	N/A	N/A	N/A	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>	New fee proposed for small commercial events/activities.
On site fee for large commercial events – day usage of open space	N/A	N/A	N/A	<b>Price on Application</b>			New fee proposed for large commercial events/activities.

### Proposed fees and charges for 2020/21 set by the Council

On site fee for enthusiast event – day usage of open space	N/A	N/A	N/A	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	New fee proposed for 'enthusiast' events/activities based upon 50% of main commercial fee. This type of event covers specialist interest subjects such as motor vehicles, re-enactments or specialist sports events. This event will typically have a mix of community elements and commercial activity and will generate some commercial opportunities which people are either paid for or generate income for the organisers e.g. Sponsorship.
On site fee for community/voluntary event – day usage of open space	N/A	N/A	N/A	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	New fee for community or volunteer events/activities based upon 100% reduction of main fee. An event organised by a not-for-profit organisation that directly benefits the residents and visitors to the Borough and do not provide significant advertising or other commercial benefit to the organisers or other commercial operators. There is no principal entrance fee and pitch fees are not charged. This includes village fetes, carnivals, community sports events, holiday celebrations.
Refundable deposit	N/A	N/A	N/A	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>	New deposit fee proposed for large and small commercial events/activities.

## Proposed fees and charges for 2020/21 set by the Council

Beach Hut Charges							
Locations now at Minster Leas and Leysdown							
Ground rental – beach hut owned	395.00	0.00	395.00	402.50	0.00	402.50	1.9% inflation.
Annual rental	1,055.00	211.00	1,266.00	1,075.00	215.00	1,290.00	As above.
Refundable keys deposit	25.00	0.00	25.00	25.00	0.00	25.00	No increase.
Transfer of beach hut licence	N/A			A fee of three times the annual rent or 10% of the sale of value whichever is greatest			This fee has been levied in the past and is included in beach hut licences but has not been shown in fees and charges. The seller sets the price they want, the hut is offered to the waiting list as per standard procedures in allocating huts. SBC incur costs through allocating and changing licences and additional income allows investment into improved facilities.
Purchase of beach hut	Market price			Market price			No change.
Access Over Open Space Licence							
Used for residential properties requiring access over our land to undertake works/deliveries etc.							
Standard fee	65.00	0.00	65.00	65.00	0.00	65.00	Administration and repairs fee. No need to change, balanced upon covering costs and not making onerous for residents.

## Proposed fees and charges for 2020/21 set by the Council

Traffic Regulation Order Applications							
<i>On application (yellow lines and changes to existing orders)</i>							
Small (1-30 consultations)	1,000.00	0.00	1,000.00	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	No proposed changes – fees still consistently competitive to KCC charges.
Medium (31-50 consultations)	1,200.00	0.00	1,200.00	<b>1,200.00</b>	<b>0.00</b>	<b>1,200.00</b>	As above.
Large (50+ consultations)	1,500.00	0.00	1,500.00	<b>1,500.00</b>	<b>0.00</b>	<b>1,500.00</b>	As above.
<i>On application (loading bays, single bays)</i>							
Small (1-30 consultations)	500.00	0.00	500.00	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	As above.
Medium (31-50 consultations)	750.00	0.00	750.00	<b>750.00</b>	<b>0.00</b>	<b>750.00</b>	As above.
Large (50+ consultations)	1,000.00	0.00	1,000.00	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	As above.
<i>No objections received (yellow lines and changes to existing orders)</i>							
All size consultations	500.00	0.00	500.00	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	As above.
<i>No objections received (loading bays, single bays)</i>							
All size consultations	250.00	0.00	250.00	<b>250.00</b>	<b>0.00</b>	<b>250.00</b>	As above.
<i>Objections received (Joint Transportation Board report)</i>							
All size consultations	250.00	0.00	250.00	<b>250.00</b>	<b>0.00</b>	<b>250.00</b>	As above.
<i>Progress/implement scheme (yellow lines and changes to existing orders)</i>							
Small (1-30 consultations)	500.00	0.00	500.00	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	As above.
Medium (31-50 consultations)	600.00	0.00	600.00	<b>600.00</b>	<b>0.00</b>	<b>600.00</b>	As above.
Large (50+ consultations)	700.00	0.00	700.00	<b>700.00</b>	<b>0.00</b>	<b>700.00</b>	As above.

## Proposed fees and charges for 2020/21 set by the Council

<b>Progress/implement scheme (loading bays, single bays)</b>							
Small (1-30 consultations)	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Medium (31-50 consultations)	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Large (50+ consultations)	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Inclusion of new or amended waiting restrictions into Traffic Regulation Order	N/A	N/A	N/A	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	Proposed cost of adding new or amended waiting restrictions into Traffic Regulation Order which is already in progress, and therefore costs to SBC are minimal.
<b>White Bar Markings</b>							
Installation of new white bar marking across vehicle crossing	N/A	N/A	N/A	<b>125.00</b>	<b>25.00</b>	<b>150.00</b>	Proposed new service as KCC no longer provide.
Re-painting existing white bar marking across vehicle crossing	N/A	N/A	N/A	<b>104.17</b>	<b>20.83</b>	<b>125.00</b>	As above.
<b>Harbour Mooring Fees</b>							
Faversham Town Quay per night	7.50	1.50	9.00	<b>7.50</b>	<b>1.50</b>	<b>9.00</b>	Market demands show no evidence to justify increasing this fee.

## Proposed fees and charges for 2020/21 set by the Council

Garden Waste Subscription (brown bins – domestic)							
Fortnightly collection of garden waste including hire of bin Per annum	37.00	0.00	37.00	<b>37.00</b>	<b>0.00</b>	<b>37.00</b>	Price held to continue increased subscriptions which helps to improve recycling rate in the Borough.  NOTE: Removing existing text of 26 collections guarantee to allow for 2-week suspension of garden waste collections over Christmas to allow better catch-up on other collections. This policy brings us in line with our Mid Kent Waste Partners. Also allows for suspension due to inclement weather conditions.
Bulky Waste Collections							
Charge covers up to 4 bulky items. If fridge/fridge-freezer, charge covers only one item, but any size	25.00	0.00	25.00	<b>25.00</b>	<b>0.00</b>	<b>25.00</b>	Left same to encourage correct disposal of resident items and reduce fly tipping.
Wheeled Bins							
Wheeled bins 140 litre	38.90	0.00	38.90	<b>39.60</b>	<b>0.00</b>	<b>39.60</b>	Inflationary increase.
Wheeled bins 180 litre	44.00	0.00	44.00	<b>44.80</b>	<b>0.00</b>	<b>44.80</b>	As above.
Wheeled bins 240 litre	44.00	0.00	44.00	<b>44.80</b>	<b>0.00</b>	<b>44.80</b>	As above.
Wheeled bins 1,100 litre	435.00	0.00	435.00	<b>435.00</b>	<b>0.00</b>	<b>435.00</b>	No increase. Already prices competitively.
Lid in lid 140 litre food waste bin	76.80	0.00	76.80	<b>78.20</b>	<b>0.00</b>	<b>78.20</b>	Inflationary increase.
Food waste container 23 litre	10.00	0.00	10.00	<b>10.40</b>	<b>0.00</b>	<b>10.40</b>	As above.
Kitchen caddy 5 litre	5.00	0.00	5.00	<b>5.20</b>	<b>0.00</b>	<b>5.20</b>	As above.

## Proposed fees and charges for 2020/21 set by the Council

Note: Wheeled bins are non-vatable when supplied directly to a householder for domestic/household waste collection.							
<b>Additional Litter Bins (each)</b>							
Wybone 145 litre galvanised	256.00	51.20	307.20	<b>260.83</b>	<b>52.17</b>	<b>313.00</b>	As above.
<b>Bin Store Clearance</b>							
Per occasion	102.42	20.48	122.90	<b>125.00</b>	<b>0.00</b>	<b>125.00</b>	Inflation – amended as VAT status changed.
<b>Wheeled Bins for Community Events</b>							
Provision of wheeled bins for events (cost per occasion) – delivery/collection charge	80.92	16.18	97.10	<b>82.50</b>	<b>16.50</b>	<b>99.00</b>	Inflationary increase.
Wheeled bin hire (cost per bin)	10.25	2.05	12.30	<b>10.42</b>	<b>2.08</b>	<b>12.50</b>	As above.
Servicing of bins during event	Price on application			<b>Price on application</b>			
<b>Radar Key for Disabled Toilets</b>							
Fee	3.00	0.00	3.00	<b>3.00</b>	<b>0.00</b>	<b>3.00</b>	Stay same.
<b>Street Naming &amp; Numbering</b>							
Changing or requesting new property	64.80	0.00	64.80	<b>66.40</b>	<b>0.00</b>	<b>66.40</b>	Currently competitive pricing so inflationary increase only. Policy will be reviewed through 2020.
New street name	108.00	0.00	108.00	<b>110.60</b>	<b>0.00</b>	<b>110.60</b>	As above.
New street developments (4 or more properties/units) per property/unit with minimum charge of £180	44.20	0.00	44.20	<b>44.20</b>	<b>0.00</b>	<b>44.20</b>	As above.

### Proposed fees and charges for 2020/21 set by the Council

Provision of historical information relating to street naming & numbering	27.60	0.00	27.60	<b>27.60</b>	<b>0.00</b>	<b>27.60</b>	As above.
Changing street name	664.50	0.00	664.50	<b>664.50</b>	<b>0.00</b>	<b>664.50</b>	As above.
<b>Environmental – Fixed Penalty Notices (FPN)</b>							
Fly tipping	400.00 <sup>1</sup>	0.00	400.00 <sup>1</sup>	<b>400.00<sup>1</sup></b>	<b>0.00</b>	<b>400.00<sup>1</sup></b>	Held as per legislation requirements and previous Cabinet decisions on fee.
Householders duty of care – lack of care in disposal of waste	N/A	N/A	N/A	<b>400.00<sup>1</sup></b>	<b>0.00</b>	<b>400.00<sup>1</sup></b>	As above.
Abandoning a vehicle	200.00	0.00	200.00	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>	As above.
Smoking in an enclosed vehicle carrying a juvenile	50.00	0.00	50.00	<b>50.00</b>	<b>0.00</b>	<b>50.00</b>	As above.
Refuse left out inappropriately	80.00	0.00	80.00	<b>80.00</b>	<b>0.00</b>	<b>80.00</b>	As above.
Littering and graffiti	150.00	0.00	150.00	<b>150.00</b>	<b>0.00</b>	<b>150.00</b>	As above.
Dog fouling and other dog control orders	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Fly posting	150.00	0.00	150.00	<b>150.00</b>	<b>0.00</b>	<b>150.00</b>	As above.
Waste carrier offences	300.00	0.00	300.00	<b>300.00</b>	<b>0.00</b>	<b>300.00</b>	As above.
Smoking in a smoke free premises or vehicle	50.00 <sup>2</sup>	0.00	50.00 <sup>2</sup>	<b>50.00<sup>2</sup></b>	<b>0.00</b>	<b>50.00<sup>2</sup></b>	As above.
Failure to display no smoking signs in smoke free premises or vehicle	200.00 <sup>3</sup>	0.00	200.00 <sup>3</sup>	<b>200.00<sup>3</sup></b>	<b>0.00</b>	<b>200.00<sup>3</sup></b>	As above.
Failure to comply with a Community Protection Notice	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.



## Proposed fees and charges for 2020/21 set by the Council

Breach of any Public Space Protection Orders (PSPOs)	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
<sup>1</sup> Reduced to £300.00 if paid in full within 10 days <sup>2</sup> Reduced to £30.00 if paid within 15 days <sup>3</sup> Reduced to £150.00 if paid within 15 days							<sup>1</sup> Legislative correction amending reduced payment option from 7 days to 10 days.
<b>Animal Welfare Licensing</b>							
<p>The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 came into force on 1 October 2018. This legislation introduced a new risk based scoring regime for licensing animal establishments. The new scheme is accompanied by a new charging system based upon a star rating. National guidance from DEFRA has only recently been published which has made the timescales challenging for local authorities to introduce the appropriate fees and charges for these activities for the implementation date of 1 October 2018. Charges have been calculated using the Local Government Association guidance document on locally set licence fees ('Open for Business'). Dangerous Wild Animals and Zoo Licences have been tweaked to reflect estimated costs.</p>							These fees and charges were introduced in late 2018 based upon limited guidance from DEFRA. As these fees and charges were only recently introduced the only recommendations to amend them are where the process has been amended and consequently the costs of delivering the licence have changed.
<b>Part A</b> - Covers the application and authorisation process.							
<b>Part B</b> - Is the cost for administering and enforcing the legislative framework.							
<b>Boarding in Kennels for Dogs, Boarding for Cats, Day Care for Dogs, Home Boarding for Dogs, Breeding Dogs and Selling Animals as Pets</b> (This fee applies to both arranging the provision of accommodation for other people's dogs <b>and/or</b> host families where dogs are boarded within the Borough.)							
<b>Part A</b>	211.00 <sup>1</sup>	0.00	211.00 <sup>1</sup>	<b>211.00<sup>1</sup></b>	<b>0.00</b>	<b>211.00<sup>1</sup></b>	As above.
<b>Part B</b> 1 Star and 2 Star establishments - 1 year licence	169.00	0.00	169.00	<b>169.00</b>	<b>0.00</b>	<b>169.00</b>	As above.

## Proposed fees and charges for 2020/21 set by the Council

3 Star and 4 Star establishments - 2 year licence	282.00	0.00	282.00	<b>282.00</b>	<b>0.00</b>	<b>282.00</b>	As above.
5 Star establishments - 3 year licence	395.00	0.00	395.00	<b>395.00</b>	<b>0.00</b>	<b>395.00</b>	As above.
<b>Hiring of Horses</b>							
<b>Part A</b>	211.00 <sup>2</sup>	0.00	211.00 <sup>2</sup>	<b>211.00<sup>1</sup></b>	<b>0.00</b>	<b>211.00<sup>1</sup></b>	NB. Some footnotes have been amended.
<b>Part B</b> 1 Star and 2 Star establishments - 1 year licence	133.00 <sup>3</sup>	0.00	133.00 <sup>3</sup>	<b>169.00<sup>3</sup></b>	<b>0.00</b>	<b>169.00<sup>3</sup></b>	These fees have been amended to reflect the same costs as other similar licences as the administration process and resource implications are confirmed as the same as for the other licences.
3 Star and 4 Star establishments - 2 year licence	266.00 <sup>3</sup>	0.00	266.00 <sup>3</sup>	<b>282.00<sup>2</sup></b>	<b>0.00</b>	<b>282.00<sup>2</sup></b>	As above.
5 Star establishments - 3 year licence	399.00 <sup>3</sup>	0.00	399.00 <sup>3</sup>	<b>395.00<sup>2</sup></b>	<b>0.00</b>	<b>395.00<sup>2</sup></b>	As above.
<b>Keeping or Training Animals for Exhibition</b>							
<b>Part A</b> For a 3 year licence	282.00 <sup>1</sup>	0.00	282.00 <sup>1</sup>	<b>211.00<sup>1</sup></b>	<b>0.00</b>	<b>211.00<sup>1</sup></b>	These fees have been amended to reflect the same costs as other similar licences as the administration process and resource implications are confirmed as the same as for the other licences. Some costs which were under Part A have now been moved to Part B.

## Proposed fees and charges for 2020/21 set by the Council

<b>Part B</b> For a 3 year licence	236.00 <sup>4</sup>	0.00	236.00 <sup>4</sup>	<b>395.00<sup>3</sup></b>	<b>0.00</b>	<b>395.00<sup>3</sup></b>	As above.
<b>Dangerous Wild Animal Licence</b>							
<b>Part A</b> For a 2 year licence	225.00 <sup>1</sup>	0.00	225.00 <sup>1</sup>	<b>211.00<sup>1</sup></b>	<b>0.00</b>	<b>211.00<sup>1</sup></b>	These fees have been amended to reflect the same costs as other similar licences as the administration process and resource implications are confirmed as the same as for the other licences.
<b>Part B</b> For a 2 year licence	125.00	0.00	125.00	<b>282.00<sup>3</sup></b>	<b>0.00</b>	<b>282.00<sup>3</sup></b>	As above.
<b>Zoo Licence</b> (Please discuss your application with the Animal Control Officer prior to applying for a licence.)							
<b>Part A</b> For a 4 year licence	N/A	N/A	N/A	<b>950.00<sup>2</sup></b>	<b>0.00</b>	<b>950.00<sup>2</sup></b>	Swale currently does not have any zoo licences, but this cost has been calculated based upon anticipated costs incurred (and it is not dissimilar to other local authorities who publish a fee).
<b>Part B</b> For a 4 year licence	N/A	N/A	N/A	<b>525.00<sup>3</sup></b>	<b>0.00</b>	<b>525.00<sup>3</sup></b>	As above.
<sup>1</sup> Plus vet fees based upon an hourly rate (including travel time) <sup>2</sup> Plus vet fees for an initial inspection based upon an hourly rate (including travel time) <sup>3</sup> Plus annual vet fees based upon an hourly rate (including travel time)							

## Proposed fees and charges for 2020/21 set by the Council

Other Charges							
Licence renewals	Charged at the same rate as new applications			Charged at the same rate as new applications			No change.
Request for re-inspection (for all licences) (plus vet fees if applicable)	71.00	0.00	71.00	90.00	0.00	90.00	Now the process is in operation we have recognised that more administration is required than originally anticipated and the amendment brings it in line with a 'request for a variation' charge where similar resources are required.
Requests for Variations							
Administration amendment only	34.00	0.00	34.00	34.00	0.00	34.00	No change.
Inspector visit (if required) (additional to administration charge)	56.00	0.00	56.00	56.00	0.00	56.00	As above.
Vet fees	Will be recharged based upon an hourly rate plus travel time			Will be recharged based upon an hourly rate plus travel time			As above.
Stray Dog Collection							
Statutory collection charge element	25.00	0.00	25.00	25.00	0.00	25.00	As above.
Administration fee element for collection/ returned stray dogs	30.00	0.00	30.00	30.00	0.00	30.00	As above.
Out of hours administration fee or collection/returned stray dogs	40.00	0.00	40.00	40.00	0.00	40.00	As above.
Transport fee for returning dog to owner	25.00	0.00	25.00	25.00	0.00	25.00	As above.

## Proposed fees and charges for 2020/21 set by the Council

<b>Pest Control</b>							
Rats (per visit) with a minimum of 2 visits required	24.17	4.83	29.00	<b>24.17</b>	<b>4.83</b>	<b>29.00</b>	No change. Set by contract.
Mice (per visit) with a minimum of 2 visits required	24.17	4.83	29.00	<b>24.17</b>	<b>4.83</b>	<b>29.00</b>	As above.
Wasps per nest	48.75	9.75	58.50	<b>48.75</b>	<b>9.75</b>	<b>58.50</b>	As above.
Wasps per additional nest	8.33	1.67	10.00	<b>8.33</b>	<b>1.67</b>	<b>10.00</b>	As above.
Fleas and other household pests (up to 6 rooms)	58.33	11.67	70.00	<b>58.33</b>	<b>11.67</b>	<b>70.00</b>	As above.
Each additional room (up to 4)	8.33	1.67	10.00	<b>8.33</b>	<b>1.67</b>	<b>10.00</b>	As above.
Cockroaches in domestic premises (up to 6 rooms)	58.33	11.67	70.00	<b>58.33</b>	<b>11.67</b>	<b>70.00</b>	As above.
Each additional room (up to 4)	8.33	1.67	10.00	<b>8.33</b>	<b>1.67</b>	<b>10.00</b>	As above.
Ants, insects etc.	25.00	5.00	30.00	<b>25.00</b>	<b>5.00</b>	<b>30.00</b>	As above.
Bed bugs (up to 4 bedroom house). Anything larger will require a survey	233.33	46.67	280.00	<b>233.33</b>	<b>46.67</b>	<b>280.00</b>	As above.
Hourly charge for treatments carried out on industrial and commercial properties (hourly rate)	To be quoted by contractors (Goodwin Pest Management) on a job by job basis so as to remain competitive			<b>To be quoted by contractors (Goodwin Pest Management) on a job by job basis so as to remain competitive</b>			As above.
For treatments outside of normal office hours (hourly rate)	As above			<b>As above</b>			As above.

### Proposed fees and charges for 2020/21 set by the Council

Woodworm, birds, deathwatch beetle, foxes, moles & squirrels	Price on application (surveys required)	<b>Price on application (surveys required)</b>	As above.

## Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Environmental Health (T Beattie)							
Food Export Certificate							
For existing or repeat businesses in Swale	120.00	0.00	120.00	120.00	0.00	120.00	A review of this charge was made in 2019/20 to cover the cost of officer time in this discretionary fee. With the continued uncertainty over No Deal Brexit for businesses it was considered prudent to remain at 2019/20 charge level.
For new businesses applying for export certificates	250.00	0.00	250.00	250.00	0.00	250.00	As before.
Admin charge for changes to certificate	25.00	0.00	25.00	25.00	0.00	25.00	As before.
Food in transit	30.00	0.00	30.00	30.00	0.00	30.00	As before.
Voluntary Surrender of Food							
Charge for food unfit for human consumption or unsuitable for sale	200.00	0.00	200.00	204.00	0.00	204.00	The charge is provided for businesses where their insurers request a certificate to confirm the condition of the food before destruction of the food.

## Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Chartered Institute of Environmental Health (CIEH) Level 2 Award Training in Food Safety in Catering</b>							
Fee charged to food handlers for training in food hygiene	65.00	0.00	65.00	<b>65.00</b>	<b>0.00</b>	<b>65.00</b>	No increase in charge given the competition from on line courses.
<b>Gain &amp; Maintain a 5* and Food Allergens</b>							
A course for Food Business Operators to improve FHRS and awareness of food allergens	N/A	N/A	N/A	<b>25.00</b>	<b>5.00</b>	<b>30.00</b>	New training course currently in trial with Trading Standards Officers in Maidstone and Tunbridge Wells to be introduced in 2020/21.
<b>Food Hygiene Rating Scheme</b>							
Fee to food businesses for re-inspection and re-scoring	160.00	0.00	160.00	<b>163.00</b>	<b>0.00</b>	<b>163.00</b>	1.9% inflation.
<b>Registration Fee under the Local Government (Miscellaneous Provision) Act</b>							
(Relates to establishments offering cosmetic piercing, electrolysis, tattooing or acupuncture)							
Standard fee	313.00	0.00	313.00	<b>319.00</b>	<b>0.00</b>	<b>319.00</b>	1.9% inflation.
Supplementary treatment registration fee (for additional beauty treatment registration inspection either at or after initial registration)	53.00	0.00	53.00	<b>54.00</b>	<b>0.00</b>	<b>54.00</b>	As above.



# Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Tattoo and Beauty Treatment Events (falling within the Local Government (Miscellaneous Provisions) Act)	N/A	N/A	N/A	200.00	0.00	200.00	Events held for the public where various tattoo artists demonstrate their skills and sell services to the public
Tattoo and Beauty Treatment Event charge for Artists (new artist registrations)	N/A	N/A	N/A	25.00	0.00	25.00	Any individual artist registering at the event must be registered with the local authority.
<b>Requests for Environmental Information (e.g. contaminated land)</b>							
Charge per hour	20.00	5.00	25.00	20.83	4.17	25.00	This is the agreed fee for Mid Kent EH Contaminated Land and Env Information Regs requests.
Charges for photocopying apply at 10p per page plus postage							

## Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Resources							
(D Fackrell)							
Taxi Licensing							
Vehicle licence for 1 year	290.00	0.00	290.00	290.00	0.00	290.00	This fee rate came into effect in June 2017 following an extensive review. It is therefore not felt to be necessary to increase these charges for 2020/21.
Private Hire operator licence valid for 5 years	430.00	0.00	430.00	430.00	0.00	430.00	As above.
Licence and plate for temporary hire vehicle	40.00	0.00	40.00	40.00	0.00	40.00	As above.
Knowledge test – initial	25.00	0.00	25.00	25.00	0.00	25.00	As above.
Knowledge test – re-sit	25.00	0.00	25.00	25.00	0.00	25.00	As above.
Dual / Private Hire Drivers Badge for 1 year (for medical or over 70 years of age)	50.00	0.00	50.00	50.00	0.00	50.00	As above.
Upgrade Private Hire Drivers Badge to a Dual Badge	35.00	0.00	35.00	35.00	0.00	35.00	As above.
Dual / Private Hire Drivers Badge for 3 years	150.00	0.00	150.00	150.00	0.00	150.00	As above.
Non-refundable plate fee (plate number only issued once)	50.00	0.00	50.00	50.00	0.00	50.00	As above.

## Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Replacement plate	15.00	0.00	15.00	<b>15.00</b>	<b>0.00</b>	<b>15.00</b>	As above.
Change of address	10.00	0.00	10.00	<b>10.00</b>	<b>0.00</b>	<b>10.00</b>	As above.
Change of ownership licensed vehicle	35.00	0.00	35.00	<b>35.00</b>	<b>0.00</b>	<b>35.00</b>	As above.
Dual / Private Hire Drivers badge replacement	10.00	0.00	10.00	<b>10.00</b>	<b>0.00</b>	<b>10.00</b>	As above.
Replacement paper licence certificate	10.00	0.00	10.00	<b>10.00</b>	<b>0.00</b>	<b>10.00</b>	As above.
Change of vehicle on an existing plate	N/A	N/A	N/A	<b>80.00</b>	<b>0.00</b>	<b>80.00</b>	As above.
<b>Street Trading Licensing</b>							
Annual consents (not events)	100.00	0.00	100.00	<b>110.00</b>	<b>0.00</b>	<b>110.00</b>	An above inflation increase is proposed as these fees have not been increased since at least 2013. The Street Trading Policy is currently being reviewed and the cost of producing these consents will be investigated as part of that review.
6 month consents (not events)	50.00	0.00	50.00	<b>55.00</b>	<b>0.00</b>	<b>55.00</b>	As above.
One off consent	30.00	0.00	30.00	<b>35.00</b>	<b>0.00</b>	<b>35.00</b>	As above.
<b>Event Consents</b>							
1-19 stalls	65.00	0.00	65.00	<b>75.00</b>	<b>0.00</b>	<b>75.00</b>	As above.

## Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
20-49 stalls	130.00	0.00	130.00	<b>145.00</b>	<b>0.00</b>	<b>145.00</b>	As above.
50+ stalls	200.00	0.00	200.00	<b>220.00</b>	<b>0.00</b>	<b>220.00</b>	As above.
<b>Gambling Licensing</b>							
<b><i>New Applications/Applications for Provisional Statement</i></b>							
Small casino	8,000.00	0.00	8,000.00	<b>8,000.00</b>	<b>0.00</b>	<b>8,000.00</b>	Discretionary to a statutory maximum £8,000.
Large casino	10,000.00	0.00	10,000.00	<b>10,000.00</b>	<b>0.00</b>	<b>10,000.00</b>	Discretionary to a statutory maximum £10,000.
Bingo club	2,330.00	0.00	2,330.00	<b>2,375.00</b>	<b>0.00</b>	<b>2,375.00</b>	Discretionary to a Statutory Maximum £3,500.
Betting premises	2,320.00	0.00	2,320.00	<b>2,365.00</b>	<b>0.00</b>	<b>2,365.00</b>	Discretionary to a Statutory Maximum £3,000.
Tracks	1,820.00	0.00	1,820.00	<b>1,855.00</b>	<b>0.00</b>	<b>1,855.00</b>	Discretionary to a Statutory Maximum £2,500. 1.9% inflationary increase applied.
Family entertainment centres	1,820.00	0.00	1,820.00	<b>1,855.00</b>	<b>0.00</b>	<b>1,855.00</b>	Discretionary to a Statutory Maximum £2,000. 1.9% inflationary increase applied.
Adult gaming centre	2,000.00	0.00	2,000.00	<b>2,000.00</b>	<b>0.00</b>	<b>2,000.00</b>	Discretionary to a Statutory Maximum £2,000.

## Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Temporary use notice	250.00	0.00	250.00	<b>255.00</b>	<b>0.00</b>	<b>255.00</b>	Discretionary to a Statutory Maximum £500. 1.9% inflationary increase applied.
<b><i>Licence Applications (Provisional Statement Holders)</i></b>							
Small casino	3,000.00	0.00	3,000.00	<b>3,000.00</b>	<b>0.00</b>	<b>3,000.00</b>	Discretionary to a statutory maximum £3,000.
Large casino	5,000.00	0.00	5,000.00	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	Discretionary to a statutory maximum £5,000.
Bingo club	960.00	0.00	960.00	<b>980.00</b>	<b>0.00</b>	<b>980.00</b>	Discretionary to a Statutory Maximum £1,200. 1.9% inflationary increase applied.
Betting premises	960.00	0.00	960.00	<b>980.00</b>	<b>0.00</b>	<b>980.00</b>	Discretionary to a Statutory Maximum £1,200. 1.9% inflationary increase applied.
Tracks	950.00	0.00	950.00	<b>950.00</b>	<b>0.00</b>	<b>950.00</b>	Discretionary to a Statutory Maximum £950.
Family entertainment centre	800.00	0.00	800.00	<b>815.00</b>	<b>0.00</b>	<b>815.00</b>	Discretionary to a Statutory Maximum £950. 1.9% inflationary increase applied.
Adult gaming centre	1,200.00	0.00	1,200.00	<b>1,200.00</b>	<b>0.00</b>	<b>1,200.00</b>	Discretionary to a Statutory Maximum £1,200.

## Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Annual Fee</b>							
Small casino	5,000.00	0.00	5,000.00	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	Discretionary to a statutory maximum £5,000.
Large casino	10,000.00	0.00	10,000.00	<b>10,000.00</b>	<b>0.00</b>	<b>10,000.00</b>	Discretionary to a statutory maximum £10,000.
Bingo club	720.00	0.00	720.00	<b>735.00</b>	<b>0.00</b>	<b>735.00</b>	Discretionary to a Statutory Maximum £1,000. 1.9% inflationary increase applied.
Betting premises	475.00	0.00	475.00	<b>485.00</b>	<b>0.00</b>	<b>485.00</b>	Discretionary to a Statutory Maximum £600. 1.9% inflationary increase applied.
Tracks	720.00	0.00	720.00	<b>735.00</b>	<b>0.00</b>	<b>735.00</b>	Discretionary to a Statutory Maximum £1,000. 1.9% inflationary increase applied.
Family entertainment centres	625.00	0.00	625.00	<b>640.00</b>	<b>0.00</b>	<b>640.00</b>	Discretionary to a Statutory Maximum £750. 1.9% inflationary increase applied.
Adult gaming centre	1,000.00	0.00	1,000.00	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	Discretionary to a Statutory Maximum £1,000.
<b>Application to Vary</b>							
Small casino	4,000.00	0.00	4,000.00	<b>4,000.00</b>	<b>0.00</b>	<b>4,000.00</b>	Discretionary to a statutory maximum £4,000.

## Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Large casino	5,000.00	0.00	5,000.00	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	Discretionary to a statutory maximum £5,000.
Bingo club	1,590.00	0.00	1,590.00	<b>1,620.00</b>	<b>0.00</b>	<b>1,620.00</b>	Discretionary to a statutory maximum £1,750. 1.9% inflationary increase applied.
Betting premises	1,340.00	0.00	1,340.00	<b>1,365.00</b>	<b>0.00</b>	<b>1,365.00</b>	Discretionary to a statutory maximum £1,500. 1.9% inflationary increase applied.
Tracks	1,215.00	0.00	1,215.00	<b>1,240.00</b>	<b>0.00</b>	<b>1,240.00</b>	Discretionary to a statutory maximum £1,250. 1.9% inflationary increase applied.
Family entertainment centres	820.00	0.00	820.00	<b>840.00</b>	<b>0.00</b>	<b>840.00</b>	Discretionary to a statutory maximum £1,000. 1.9% inflationary increase applied.
Adult gaming centre	1,000.00	0.00	1,000.00	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	Discretionary to a statutory maximum £1,000.
Copy licence	25.00	0.00	25.00	<b>25.00</b>	<b>0.00</b>	<b>25.00</b>	Discretionary to a statutory maximum £25.
Notification of change	30.00	0.00	30.00	<b>35.00</b>	<b>0.00</b>	<b>35.00</b>	Discretionary to a statutory maximum £50. 1.9% inflationary increase applied.

## Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b><i>Application to Transfer a Licence</i></b>							
Small casino	1,800.00	0.00	1,800.00	<b>1,800.00</b>	<b>0.00</b>	<b>1,800.00</b>	Discretionary to a statutory maximum £1,800.
Large casino	2,150.00	0.00	2,150.00	<b>2,150.00</b>	<b>0.00</b>	<b>2,150.00</b>	Discretionary to a statutory maximum £2,150.
Bingo club	960.00	0.00	960.00	<b>980.00</b>	<b>0.00</b>	<b>980.00</b>	Discretionary to a statutory maximum £1,200. 1.9% inflationary increase applied.
Betting premises	960.00	0.00	960.00	<b>980.00</b>	<b>0.00</b>	<b>980.00</b>	Discretionary to a statutory maximum £1,200. 1.9% inflationary increase applied.
Tracks	880.00	0.00	880.00	<b>900.00</b>	<b>0.00</b>	<b>900.00</b>	Discretionary to a statutory maximum £950. 1.9% inflationary increase applied.
Family entertainment centres	880.00	0.00	880.00	<b>900.00</b>	<b>0.00</b>	<b>900.00</b>	Discretionary to a statutory maximum £950. 1.9% inflationary increase applied.
Adult gaming centre	1,200.00	0.00	1,200.00	<b>1,200.00</b>	<b>0.00</b>	<b>1,200.00</b>	Discretionary to a statutory maximum £1,200.
<b><i>Application for Re-instatement</i></b>							
Small casino	1,800.00	0.00	1,800.00	<b>1,800.00</b>	<b>0.00</b>	<b>1,800.00</b>	Discretionary to a statutory maximum £1,800.



## Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Large casino	2,150.00	0.00	2,150.00	<b>2,150.00</b>	<b>0.00</b>	<b>2,150.00</b>	Discretionary to a statutory maximum £2,150.
Bingo club	960.00	0.00	960.00	<b>980.00</b>	<b>0.00</b>	<b>980.00</b>	Discretionary to a statutory maximum £1,200. 1.9% inflationary increase applied.
Betting premises	960.00	0.00	960.00	<b>980.00</b>	<b>0.00</b>	<b>980.00</b>	Discretionary to a statutory maximum £1,200. 1.9% inflationary increase applied.
Tracks	880.00	0.00	880.00	<b>900.00</b>	<b>0.00</b>	<b>900.00</b>	Discretionary to a statutory maximum £950. 1.9% inflationary increase applied.
Family entertainment centres	880.00	0.00	880.00	<b>900.00</b>	<b>0.00</b>	<b>900.00</b>	Discretionary to a statutory maximum £950. 1.9% inflationary increase applied.
Adult gaming centre	1,200.00	0.00	1,200.00	<b>1,200.00</b>	<b>0.00</b>	<b>1,200.00</b>	Discretionary to a statutory maximum £1,200.
<b>Sex Establishment Licensing (sex shop, sex cinema and sex encounter venue)</b>							
Application fee and 1 <sup>st</sup> licence	4,300.00	0.00	4,300.00	<b>4,385.00</b>	<b>0.00</b>	<b>4,385.00</b>	1.9% Inflationary increase.
Annual licence renewal	665.00	0.00	665.00	<b>680.00</b>	<b>0.00</b>	<b>680.00</b>	As above.
Application to vary	770.00	0.00	770.00	<b>785.00</b>	<b>0.00</b>	<b>785.00</b>	As above.
Transfer of licence	26.00	0.00	26.00	<b>30.00</b>	<b>0.00</b>	<b>30.00</b>	As above.

## Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Duplicate licence	15.00	0.00	15.00	<b>15.00</b>	<b>0.00</b>	<b>15.00</b>	Applying the 1.9% inflationary increase meant this fee would rise to £15.29 and therefore rounded to £15.30. This is an occasional charge so is better to be kept at £15.00.
<b>Scrap Metal Dealers Licensing</b>							
Site licence	460.00	0.00	460.00	<b>470.00</b>	<b>0.00</b>	<b>470.00</b>	Above inflationary increase.
Site licence renewal	435.00	0.00	435.00	<b>450.00</b>	<b>0.00</b>	<b>450.00</b>	As above.
Collections licence, grant or renewal	215.00	0.00	215.00	<b>220.00</b>	<b>0.00</b>	<b>220.00</b>	As above.
Variation – collector to site	72.00	0.00	72.00	<b>75.00</b>	<b>0.00</b>	<b>75.00</b>	As above.
Variation – site to collector	51.00	0.00	51.00	<b>55.00</b>	<b>0.00</b>	<b>55.00</b>	As above.
Variation (minor administration, such as change of address)	31.00	0.00	31.00	<b>35.00</b>	<b>0.00</b>	<b>35.00</b>	As above.
Change of site manager	102.00	0.00	102.00	<b>105.00</b>	<b>0.00</b>	<b>105.00</b>	As above.
<b>Pleasure Boats</b>							
Licence	140.00	0.00	140.00	<b>145.00</b>	<b>0.00</b>	<b>145.00</b>	Previously charged but missing from previous Fees and Charges above - inflationary increase applied.

## Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Legal (P Narebor)							
Legal Charges for Third Parties							
Hourly rate (no VAT)	221.00	0.00	221.00	221.00	0.00	221.00	After market research we believe that the current fee is appropriate and therefore propose to freeze it at the current level of £221.00. It should be noted that this fee has risen 8% since 2015.
Hourly rate (when VAT applicable)	221.00	44.20	265.20	221.00	44.20	265.20	
Note: VAT may be chargeable depending on the nature of the transaction. VAT is not payable in relation to most income (as most income is S106 related, which derives from a statutory function) but VAT is payable in certain circumstances, e.g. charging for provision of extra copies of documents.							

## Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Property</b>							
<b>(A Adams)</b>							
<b>Room Hire of Swale House</b>							
<b><i>Non-Commercial</i></b>							
Council chamber (half day)	75.00	15.00	90.00	<b>75.00</b>	<b>15.00</b>	<b>90.00</b>	Review of charges not necessary as current hirers are all exempt.
Council chamber (full day)	125.00	25.00	150.00	<b>125.00</b>	<b>25.00</b>	<b>150.00</b>	As above.
Committee room (half day)	50.00	10.00	60.00	<b>50.00</b>	<b>10.00</b>	<b>60.00</b>	As above.
Committee room (full day)	75.00	15.00	90.00	<b>75.00</b>	<b>15.00</b>	<b>90.00</b>	As above.
Assembly room (half day)	37.50	7.50	45.00	<b>37.50</b>	<b>7.50</b>	<b>45.00</b>	As above.
Assembly room (full day)	62.50	12.50	75.00	<b>62.50</b>	<b>12.50</b>	<b>75.00</b>	As above.
<b><i>Commercial</i></b>							
Council chamber (half day)	150.00	30.00	180.00	<b>150.00</b>	<b>30.00</b>	<b>180.00</b>	As above.
Council chamber (full day)	250.00	50.00	300.00	<b>250.00</b>	<b>50.00</b>	<b>300.00</b>	As above.
Committee room (half day)	100.00	20.00	120.00	<b>100.00</b>	<b>20.00</b>	<b>120.00</b>	As above.
Committee room (full day)	150.00	30.00	180.00	<b>150.00</b>	<b>30.00</b>	<b>180.00</b>	As above.
Assembly room (half day)	75.00	15.00	90.00	<b>75.00</b>	<b>15.00</b>	<b>90.00</b>	As above.
Assembly room (full day)	125.00	25.00	150.00	<b>125.00</b>	<b>25.00</b>	<b>150.00</b>	As above.

## Proposed fees and charges for 2020/21 set by the Council

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Charity groups or meetings where Swale residents will benefit	No cost			No cost			
Guildhall (minimum 1 session hire)							
Main hall (minimum 1 session)							
Session (am/pm)	40.00	0.00	40.00	40.00	0.00	40.00	As above.
Refundable deposits	50.00	0.00	50.00	50.00	0.00	50.00	As above.
Bank Holidays, New Year’s Eve	40.00 per session	0.00	40.00 per session	40.00 per session	0.00	40.00 per session	As above.
Landlord’s Consent Fee							
Assignments, subletting, charging	N/A	N/A	N/A	300.00	60.00*	360.00	The fee is charged to tenants for granting consent under leases.
Alterations	N/A	N/A	N/A	300.00	60.00*	360.00	As above.
* VAT is only applicable if the rent is subject to VAT.							

## Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Housing Services (C Hudson)							
Houses in Multiple Occupation Licensing							
New Application							
Non-accredited landlord	681.00	0.00	681.00	694.60	0.00	694.60	Statute only allows for recovery of costs involved in processing applications, costs reflect officer time.
Accredited landlord	558.00	0.00	558.00	569.20	0.00	569.20	As above.
Renewal of Application							
Non-accredited landlord	514.00	0.00	514.00	524.30	0.00	524.30	Statute only allows for recovery of costs involved in processing applications, costs reflect officer time.
Accredited landlord	452.00	0.00	452.00	461.00	0.00	461.00	As above.
Mobile Home Site Licence Fee							
New Mobile Home Site Licence Application Fee							
1-5 mobile homes on site	147.00	0.00	147.00	150.00	0.00	150.00	Statute only allows for recovery of costs involved in managing and processing licence applications; reviewed time involved and adjusted hourly costs accordingly.
6-24 mobile homes on site	202.00	0.00	202.00	206.00	0.00	206.00	As above.

## Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
25-99 mobile homes on site	295.00	0.00	295.00	<b>262.00</b>	<b>0.00</b>	<b>262.00</b>	As above.
100+ mobile homes on site	295.00	0.00	295.00	<b>301.00</b>	<b>0.00</b>	<b>301.00</b>	As above.
<b>Annual Mobile Home Site Inspection Fee</b>							
Relevant sites occupied solely by owners and family members	No charge			No charge			These sites once set up cause no additional work to the Council.
1-5 mobile homes on site	No charge			No charge			As above.
6-24 mobile homes on site	165.00	0.00	165.00	<b>168.30</b>	<b>0.00</b>	<b>168.30</b>	Statute only allows for recovery of costs involved in inspecting site and any excess would need to be then taken into account in the following year and fees would need to be reduced accordingly.
25-99 mobile homes on site	146.00	0.00	146.00	<b>202.00</b>	<b>0.00</b>	<b>202.00</b>	Increase due to correction of hours to inspect site, as statute only allows for recovery of costs involved in inspecting site, any excess would need to be taken into account in the following year and fees would need to be reduced accordingly.

## Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
100+ mobile homes on site	239.00	0.00	239.00	<b>243.80</b>	<b>0.00</b>	<b>243.80</b>	Statute only allows for recovery of costs involved in inspecting site and any excess would need to be then taken into account in the following year and fees would need to be reduced accordingly. No sites of this size exist within Swale at present.
<b>Fee to Transfer or Amend Mobile Home Site Licence</b>							
Transfer or amend mobile home site licence	107.00	0.00	107.00	<b>109.10</b>	<b>0.00</b>	<b>109.10</b>	Statute allows for recovery of costs involved - hourly rate adjusted to reflect increase.
<b>Fee for the Deposit of Mobile Home Site Rules</b>							
Deposit of mobile home site rules	146.00	0.00	146.00	<b>149.90</b>	<b>0.00</b>	<b>149.90</b>	Statute allows for recovery of costs involved - hourly rate adjusted to reflect increase.
<b>Smoke and Carbon Monoxide Regulations 2015</b>							
Fine level progresses to maximum fine permitted (1st offence £1,500, 2nd £2,500, 3rd £5,000)							
Penalty charge for non-compliance of Smoke or CO Alarm Regulations	5,000.00	0.00	5,000.00	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	Maximum fine set by statute intermediate levels set by Council.
<b>The Redress Scheme for Lettings Agency Work &amp; Management Work Order 2014</b>							
Fine level progresses to maximum fine permitted (1st offence £2,500, 2nd £5,000)							



### Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Penalty charge for non-compliance of Redress Scheme for Letting Agents Order	5,000.00	0.00	5,000.00	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	Maximum fine set by statute intermediate levels set by Council.

## Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Planning (J Freeman)							
Planning Fees	The full details of current Planning fees can be found on <a href="http://www.swale.gov.uk/types-of-application-and-fees/">www.swale.gov.uk/types-of-application-and-fees/</a>						

## Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Commissioning &amp; Customer Contact (M Cassell)</b>							
<b>Car Parks Fixed Penalty Notices (rate depends on offence)</b>							
<b><i>Lower Penalty System</i></b>							
Up to 14 Days	25.00	0.00	25.00	<b>25.00</b>	<b>0.00</b>	<b>25.00</b>	No change.
14 days to 56 days	50.00	0.00	50.00	<b>50.00</b>	<b>0.00</b>	<b>50.00</b>	As above.
57 days to 70 days	75.00	0.00	75.00	<b>75.00</b>	<b>0.00</b>	<b>75.00</b>	As above.
After 70 days	82.00	0.00	82.00	<b>82.00</b>	<b>0.00</b>	<b>82.00</b>	As above.
<b><i>Higher Penalty System</i></b>							
Up to 14 days	35.00	0.00	35.00	<b>35.00</b>	<b>0.00</b>	<b>35.00</b>	As above.
14 days to 56 days	70.00	0.00	70.00	<b>70.00</b>	<b>0.00</b>	<b>70.00</b>	As above.
57 days to 70 days	105.00	0.00	105.00	<b>105.00</b>	<b>0.00</b>	<b>105.00</b>	As above.
After 70 days	112.00	0.00	112.00	<b>112.00</b>	<b>0.00</b>	<b>112.00</b>	As above.

## Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Resources</b>							
<b>(D Fackrell)</b>							
<b>Liquor Licensing</b>							
<b><i>Main Application Fees for Premises and Personal Liquor Licensing</i></b>							
Rateable Value B and A	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	Statutory fee set by Central Government.
Rateable Value B and B	190.00	0.00	190.00	<b>190.00</b>	<b>0.00</b>	<b>190.00</b>	As above.
Rateable Value B and C	315.00	0.00	315.00	<b>315.00</b>	<b>0.00</b>	<b>315.00</b>	As above.
Rateable Value B and D	450.00	0.00	450.00	<b>450.00</b>	<b>0.00</b>	<b>450.00</b>	As above.
Rateable Value B and E	635.00	0.00	635.00	<b>635.00</b>	<b>0.00</b>	<b>635.00</b>	As above.
<b><i>Main Annual Charge for Premises and Personal Liquor Licensing</i></b>							
Rateable Value B and A	70.00	0.00	70.00	<b>70.00</b>	<b>0.00</b>	<b>70.00</b>	As above.
Rateable Value B and B	180.00	0.00	180.00	<b>180.00</b>	<b>0.00</b>	<b>180.00</b>	As above.
Rateable Value B and C	295.00	0.00	295.00	<b>295.00</b>	<b>0.00</b>	<b>295.00</b>	As above.
Rateable Value B and D	320.00	0.00	320.00	<b>320.00</b>	<b>0.00</b>	<b>320.00</b>	As above.
Rateable Value B and E	350.00	0.00	350.00	<b>350.00</b>	<b>0.00</b>	<b>350.00</b>	As above.
Personal licence for alcohol	37.00	0.00	37.00	<b>37.00</b>	<b>0.00</b>	<b>37.00</b>	As above.
Personal licence change	10.50	0.00	10.50	<b>10.50</b>	<b>0.00</b>	<b>10.50</b>	As above.
Premises licence change	23.00	0.00	23.00	<b>23.00</b>	<b>0.00</b>	<b>23.00</b>	As above.

## Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Transfers	23.00	0.00	23.00	<b>23.00</b>	<b>0.00</b>	<b>23.00</b>	As above.
Temporary events	21.00	0.00	21.00	<b>21.00</b>	<b>0.00</b>	<b>21.00</b>	As above.
Register of interests	21.00	0.00	21.00	<b>21.00</b>	<b>0.00</b>	<b>21.00</b>	As above.
<b>Licensed Premises Gaming Machine Permit</b>							
Grant	150.00	0.00	150.00	<b>150.00</b>	<b>0.00</b>	<b>150.00</b>	Fees new to this report, but not new fees.
Existing operator grant	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Variation	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Transfer	25.00	0.00	25.00	<b>25.00</b>	<b>0.00</b>	<b>25.00</b>	As above.
Annual fee	50.00	0.00	50.00	<b>50.00</b>	<b>0.00</b>	<b>50.00</b>	As above.
Change of name	25.00	0.00	25.00	<b>25.00</b>	<b>0.00</b>	<b>25.00</b>	As above.
Copy of permit	15.00	0.00	15.00	<b>15.00</b>	<b>0.00</b>	<b>15.00</b>	As above.
<b>Licenses Premises Automatic Notification Process</b>							
On notification	50.00	0.00	50.00	<b>50.00</b>	<b>0.00</b>	<b>50.00</b>	Fees new to this report, but not new fees.
<b>Club Gaming Permits</b>							
Grant	200.00	0.00	200.00	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>	Fees new to this report, but not new fees.

## Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Grant (Club Premises Certificate holder)	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Existing Operator Grant	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Variation	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Renewal fee	200.00	0.00	200.00	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>	As above.
Renewal (Club Premises Certificate Holder)	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Annual Fee	50.00	0.00	50.00	<b>50.00</b>	<b>0.00</b>	<b>50.00</b>	As above.
Copy of permit	15.00	0.00	15.00	<b>15.00</b>	<b>0.00</b>	<b>15.00</b>	As above.
<b>Club Machine Permits</b>							
Grant	200.00	0.00	200.00	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>	Fees new to this report, but not new fees.
Grant (Club Premises Certificate holder)	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Existing Operator Grant	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Variation	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Renewal fee	200.00	0.00	200.00	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>	As above.
Renewal (Club Premises Certificate Holder)	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Annual Fee	50.00	0.00	50.00	<b>50.00</b>	<b>0.00</b>	<b>50.00</b>	As above.

## Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Copy of permit	15.00	0.00	15.00	<b>15.00</b>	<b>0.00</b>	<b>15.00</b>	As above.
<b>Family Entertainment Centre Gaming Machine Permits</b>							
Application fee	300.00	0.00	300.00	<b>300.00</b>	<b>0.00</b>	<b>300.00</b>	Statutory fee set by Central Government.
Renewal fee	300.00	0.00	300.00	<b>300.00</b>	<b>0.00</b>	<b>300.00</b>	As above.
Transitional application fee	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Change of name	25.00	0.00	25.00	<b>25.00</b>	<b>0.00</b>	<b>25.00</b>	As above.
Copy of permit	15.00	0.00	15.00	<b>15.00</b>	<b>0.00</b>	<b>15.00</b>	As above.
<b>Prize Gaming Permits</b>							
Grant	300.00	0.00	300.00	<b>300.00</b>	<b>0.00</b>	<b>300.00</b>	Statutory fee set by Central Government.
Renewal	300.00	0.00	300.00	<b>300.00</b>	<b>0.00</b>	<b>300.00</b>	As above.
Existing Operator Grant	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Change of name	25.00	0.00	25.00	<b>25.00</b>	<b>0.00</b>	<b>25.00</b>	As above.
Copy of permit	15.00	0.00	15.00	<b>15.00</b>	<b>0.00</b>	<b>15.00</b>	As above.
Annual Fee	20.00	0.00	20.00	<b>20.00</b>	<b>0.00</b>	<b>20.00</b>	As above.
<b>Small Lottery Registration</b>							
Grant	40.00	0.00	40.00	<b>40.00</b>	<b>0.00</b>	<b>40.00</b>	Statutory fee set by Central Government.

### Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Annual Fee	20.00	0.00	20.00	<b>20.00</b>	<b>0.00</b>	<b>20.00</b>	As above.



## Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Democratic Services</b>							
<b>(K Bescoby)</b>							
<b>Purchase of Electoral Register</b>							
<b><i>Full Register and the Notices of Alteration</i></b>							
Hard copies (standard charge) plus charge (a) below	10.00	0.00	10.00	<b>10.00</b>	<b>0.00</b>	<b>10.00</b>	Statutory charges.
(a) charge for each 1,000 entries	5.00	0.00	5.00	<b>5.00</b>	<b>0.00</b>	<b>5.00</b>	As above.
Data format (standard charge) plus charge (b) below	20.00	0.00	20.00	<b>20.00</b>	<b>0.00</b>	<b>20.00</b>	As above.
(b) charge for each 1,000 entries	1.50	0.00	1.50	<b>1.50</b>	<b>0.00</b>	<b>1.50</b>	As above.
<b><i>List of Overseas Electors</i></b>							
Hard copies (standard charge) plus charge (c) below	10.00	0.00	10.00	<b>10.00</b>	<b>0.00</b>	<b>10.00</b>	As above.
(c) charge per 100 entries	5.00	0.00	5.00	<b>5.00</b>	<b>0.00</b>	<b>5.00</b>	As above.
Data format (standard charge) plus charge (d) below	20.00	0.00	20.00	<b>20.00</b>	<b>0.00</b>	<b>20.00</b>	As above.
(d) charge per 100 entries	1.50	0.00	1.50	<b>1.50</b>	<b>0.00</b>	<b>1.50</b>	As above.

## Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b><i>Edited Register</i></b>							
<i>(Available for purchase by anyone)</i>							
Hard copies (standard charge) plus charge (e) below	10.00	0.00	10.00	<b>10.00</b>	<b>0.00</b>	<b>10.00</b>	As above.
(e) charge per 1,000 entries	5.00	0.00	5.00	<b>5.00</b>	<b>0.00</b>	<b>5.00</b>	As above.
Data format (standard charge) plus charge (f) below	20.00	0.00	20.00	<b>20.00</b>	<b>0.00</b>	<b>20.00</b>	As above.
(f) charge per 1,000 entries	1.50	0.00	1.50	<b>1.50</b>	<b>0.00</b>	<b>1.50</b>	As above.

## Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Environmental Health (T Beattie)							
Pollution Prevention Control							
A2 Process Application Fees							
A2 New application	3,363.00	0.00	3,363.00	3,363.00	0.00	3,363.00	All DEFRA set fees for Pollution Prevention Control are reviewed in June of the year of issue. Any changes implemented 2020-21 will therefore be set in June 2020. However these fees have not been increased by DEFRA since 2017. Some of these fees have not been published in previous Fees and Charges document therefore although they are new in this document they are not new from a charging point of view.
Additional fee for operating without a permit (A2 and Standard Part B)	1,188.00	0.00	1,188.00	1,188.00	0.00	1,188.00	As above.
A2 Process Subsistence Fees							
A2 Low	1,447.00	0.00	1,447.00	1,447.00	0.00	1,447.00	The fee structure is designed to promote improvements in pollution prevention.
A2 Medium	1,610.00	0.00	1,610.00	1,610.00	0.00	1,610.00	As above.

## Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
A2 High	1,747.00	0.00	1,747.00	<b>1,747.00</b>	<b>0.00</b>	<b>1,747.00</b>	As above.
A2 Low (E-PRTR)	1,551.00	0.00	1,551.00	<b>1,551.00</b>	<b>0.00</b>	<b>1,551.00</b>	As above.
A2 Medium (E-PRTR)	1,715.00	0.00	1,715.00	<b>1,715.00</b>	<b>0.00</b>	<b>1,715.00</b>	As above.
A3 High (E-PRTR)	2,438.00	0.00	2,438.00	<b>2,438.00</b>	<b>0.00</b>	<b>2,438.00</b>	As above.
<b>Part B Process Application Fees</b>							
Part B (Standard Process)	1,650.00	0.00	1,650.00	<b>1,650.00</b>	<b>0.00</b>	<b>1,650.00</b>	As above.
<b>Part B Standard Process Subsistence Fees</b>							
Part B Subsistence low	772.00	0.00	772.00	<b>772.00</b>	<b>0.00</b>	<b>772.00</b>	As above.
Part B Subsistence medium	1,161.00	0.00	1,161.00	<b>1,161.00</b>	<b>0.00</b>	<b>1,161.00</b>	As above.
Part B Subsistence high	1,747.00	0.00	1,747.00	<b>1,747.00</b>	<b>0.00</b>	<b>1,747.00</b>	As above.
<b>Part B Reduced Fee Application Fees (including car re-sprayers)</b>							
Reduced fee application fee	362.00	0.00	362.00	<b>362.00</b>	<b>0.00</b>	<b>362.00</b>	As above.
<b>Part B Reduced Fee Subsistence Fees (including car re-sprayers)</b>							
Reduced fee subsistence low	228.00	0.00	228.00	<b>228.00</b>	<b>0.00</b>	<b>228.00</b>	As above.
Reduced fee subsistence medium	365.00	0.00	365.00	<b>365.00</b>	<b>0.00</b>	<b>365.00</b>	As above.
Reduced fee subsistence high	548.00	0.00	548.00	<b>548.00</b>	<b>0.00</b>	<b>548.00</b>	As above.

## Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Petrol Vapour Recovery I and Dry Cleaners Application Fees</b>							
PVR I & DC New Application	155.00	0.00	155.00	<b>155.00</b>	<b>0.00</b>	<b>155.00</b>	As above.
<b>Petrol Vapour Recovery I and Dry Cleaners Subsistence Fees</b>							
PVR I and DC subsistence fees low	79.00	0.00	79.00	<b>79.00</b>	<b>0.00</b>	<b>79.00</b>	As above.
PVR I and DC subsistence fees medium	158.00	0.00	158.00	<b>158.00</b>	<b>0.00</b>	<b>158.00</b>	As above.
PVR I and DC subsistence fees high	237.00	0.00	237.00	<b>237.00</b>	<b>0.00</b>	<b>237.00</b>	As above.
<b>Petrol Vapour Recovery I &amp; II Combined Application Fees</b>							
PVR I & II Application Fees	257.00	0.00	257.00	<b>257.00</b>	<b>0.00</b>	<b>257.00</b>	As above.
<b>Petrol Vapour Recovery I &amp; II Combined Subsistence Fees</b>							
PVR I & II Subsistence low	113.00	0.00	113.00	<b>113.00</b>	<b>0.00</b>	<b>113.00</b>	As above.
PVR I & II Subsistence medium	226.00	0.00	226.00	<b>226.00</b>	<b>0.00</b>	<b>226.00</b>	As above.
PVR I & II Subsistence high	341.00	0.00	341.00	<b>341.00</b>	<b>0.00</b>	<b>341.00</b>	As above.
<b>Part B Mobile Concrete Crusher Plant – Application Fee per Number of Permits</b>							
1 – 2	1,650.00	0.00	1,650.00	<b>1,650.00</b>	<b>0.00</b>	<b>1,650.00</b>	As above.
3 – 7	985.00	0.00	985.00	<b>985.00</b>	<b>0.00</b>	<b>985.00</b>	As above.
8 or more	498.00	0.00	498.00	<b>498.00</b>	<b>0.00</b>	<b>498.00</b>	As above.

## Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Part B Mobile Concrete Crusher Plant – Subsistence Fee per Number of Permits</b>							
1 – 2 Low	626.00	0.00	646.00	<b>626.00</b>	<b>0.00</b>	<b>626.00</b>	As above. Correction to original charge.
1 – 2 Medium	1,034.00	0.00	1,034.00	<b>1,034.00</b>	<b>0.00</b>	<b>1,034.00</b>	As above.
1 – 2 High	1,551.00	0.00	1,551.00	<b>1,551.00</b>	<b>0.00</b>	<b>1,551.00</b>	As above. Correction to original charge.
3 – 7 Low	385.00	0.00	385.00	<b>385.00</b>	<b>0.00</b>	<b>385.00</b>	As above.
3 – 7 Medium	617.00	0.00	617.00	<b>617.00</b>	<b>0.00</b>	<b>617.00</b>	As above.
3 – 7 High	924.00	0.00	924.00	<b>924.00</b>	<b>0.00</b>	<b>924.00</b>	As above.
8 or over Low	198.00	0.00	198.00	<b>198.00</b>	<b>0.00</b>	<b>198.00</b>	As above.
8 or over Medium	316.00	0.00	316.00	<b>316.00</b>	<b>0.00</b>	<b>316.00</b>	As above.
8 or over High	473.00	0.00	473.00	<b>473.00</b>	<b>0.00</b>	<b>473.00</b>	As above.
<b>Private Water Supplies and Distribution</b>							
Risk assessment	500.00	0.00	500.00	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	Fees set by the Drinking Water Inspectorate.
Sampling	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Investigation	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Authorisation	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Analysis – under Regulation 10	25.00	0.00	25.00	<b>25.00</b>	<b>0.00</b>	<b>25.00</b>	As above.

### Fees and charges for 2020/21 set nationally by the Government

	2019/20			2020/21			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Analysis – check monitoring comm. Supplies	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Analysis – audit monitoring	500.00	0.00	500.00	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	As above.

## List of income from fees and charges for 2019/20 budgets

Charges set by the Council		
Service	Charge	2019/20 Budget £'000
Commissioning, Environment & Leisure	Car parks and season tickets	2,064
Commissioning, Environment & Leisure	Garden waste collections (brown bins)	520
Commissioning, Environment & Leisure	Residents parking permits (including voucher parking for visitors parking in residential bays)	121
Commissioning, Environment & Leisure	Cemeteries burial fees	118
Commissioning, Environment & Leisure	Bulky waste collections	97
Commissioning, Environment & Leisure	Residential wheeled bins	21
Commissioning, Environment & Leisure	Street naming and numbering	36
Commissioning, Environment & Leisure	Beach hut charges	26
Commissioning, Environment & Leisure	Seafront memorial bench	1
Commissioning, Environment & Leisure	Travelling fetes & fairs and access over open space licence	13
Commissioning, Environment & Leisure	Sports facilities	8
Commissioning, Environment & Leisure	Allotments	1
Commissioning, Environment & Leisure	Radar keys for disabled toilets	-
Resources	Taxi (Hackney Carriage) licensing	65
Resources	Gambling licensing	41
Resources	Legal services charges, including S106 application fees	91
Resources	Hire of meeting rooms at Swale House	-
Commissioning, Environment & Leisure	Fixed penalty notices – environmental response	152
Commissioning, Environment & Leisure	King George's Pavilion	14



## List of income from fees and charges for 2019/20 budgets

Charges set by the Council		
Service	Charge	2019/20 Budget £'000
Policy, Communications and Customer Services	Advertising fees for Inside Swale	6
Commissioning, Environment & Leisure	Annual animal licences	11
Commissioning, Environment & Leisure	Stray dog collection	7
Commissioning, Environment & Leisure	Pest control treatments	5
Commissioning, Environment & Leisure	Alleygate key	-
Housing, Economy & Community Services	Guildhall	1
Housing, Economy & Community Services	Town Centre Licence	-
Housing, Economy & Community Services	Staying put handyperson charges	-
Housing, Economy & Community Services	Home inspection for immigration application fee	-
Mid-Kent Environmental Health Service	CIEH Level 2 Award Training in Food Safety in Catering	1
Mid-Kent Environmental Health Service	Registration fee under the Local Government (Misc Provisions) Act	2
Mid-Kent Environmental Health Service	Request for environmental information	1
Mid-Kent Environmental Health Service	Food export certificate	-
Planning	Local land charges	236
Planning	Pre-application planning advice fees	120
Planning	S106 Monitoring fees	65
Planning	Photocopying charges	-
<b>Total fees &amp; charges set by the Council &amp; agreed as part of this report</b>		<b>3,844</b>

## List of income from fees and charges for 2019/20 budgets

Charges set by Government		
Service	Charge	2019/20 Budget £'000
Commissioning, Environment and Leisure	Fixed penalty notices – parking	523
Resources	Licences (premises and liquor, street trading, sex establishments and scrap metal)	100
Democratic Services	Purchase of electoral register	2
Housing, Economy & Community Services	Houses in multiple occupation	1
Housing, Economy & Community Services	Mobile home site licence fee	-
Housing, Economy & Community Services	Smoke or CO Alarm Regulations Redress Scheme for Lettings Agency Work & Management Work Order 2014	-
Planning	Planning fees – <a href="http://www.swale.gov.uk/types-of-application-and-fees/">www.swale.gov.uk/types-of-application-and-fees/</a>	1,168
<b>Total fees and charges set by Government</b>		<b>1,794</b>
<b>Grand total for all fees and charges</b>		<b>5,638</b>

<b>Council</b>	<b>Agenda Item: 11</b>
<b>Meeting Date</b>	13 November 2019
<b>Report Title</b>	Review of Polling Districts and Places – Teynham and Lynsted ward
<b>Portfolio Holder</b>	Leader
<b>SMT Lead</b>	David Clifford
<b>Head of Service</b>	David Clifford
<b>Lead Officer</b>	Katherine Bescoby
<b>Key Decision</b>	<b>No</b>
<b>Classification</b>	<b>Open</b>
<b>Forward Plan</b>	<b>N/A</b>
<b>Recommendations</b>	1. That the proposed addition of a polling district and place in the Teynham and Lynsted ward be approved.

## 1. Purpose of Report and Executive Summary

- 1.1 The Council is asked consider a proposal to create a new polling district and place in the Teynham and Lynsted Ward, for the convenience of voters who live in the Great Easthall estate. This will enable the Returning Officer to select a polling station for electors that is nearer to their home.

## 2. Background

- 2.1 The Electoral Administration Act 2006 introduced a requirement for Councils to undertake a review of polling districts and places in 2007, and every four years thereafter.
- 2.2 In practice, however, we monitor this more regularly and have, when necessary, made arrangements for alternative polling places/ stations with the agreement of the Council/(Acting) Returning Officer.
- 2.3 The last full review was carried out in 2017, prior to the all-out Borough and Parish elections held in May 2019.
- 2.4 It may be useful to clarify that the Council is responsible for setting the polling district (a geographical area of a ward) and polling places (a geographical area within a polling district that the polling station must be located within). The Returning Officer is responsible for locating the polling station, which must be within the polling place.

## 3. Proposal

- 3.1 It is proposed that a new polling district is created for voters who live in the part of the Great Easthall estate that falls within the Teynham and Lynsted ward. The polling place for this polling district would include the polling place for the MUC polling district (which is Lakeview Village Hall) and TLT (Tonge Parish).

- 3.2 The reason for this proposal is that the Great Easthall estate falls partly within Murston (which is an unparished area) and partly within the Teynham and Lynsted ward (which falls within the boundary of Tonge Parish Council). This means that electors who live in the Murston ward vote at Lakeview Village Hall, whilst others will vote at Bapchild Village Hall. The proposal would mean that voters who are currently asked to travel to Bapchild Village Hall will be able to vote at their nearest polling station for elections such as Police and Crime Commissioner and Parliamentary elections (i.e. where the ballot paper is the same). For local elections, the voting arrangements are more complex due to ward and parish boundaries but it would be possible to continue with this arrangement by having a joint station at Lakeview, if considered appropriate.
- 3.3 In the longer term, the Council could decide to undertake a Community Governance Review with a view to realigning the parish boundary for Tonge Parish Council. Following such a review, if the Council agreed to amend the parish boundary, then the Local Government Boundary Commission could be asked to undertake alter the ward boundary for Teynham and Lynsted/Murston so that the parish and ward boundary is coterminous.

#### **4. Alternative Options**

- 4.1 The polling districts could be kept as they are, however, for the convenience of voters, it is recommended that a new polling district is created.

#### **5. Consultation Undertaken or Proposed**

- 5.3 Ward Members have been consulted and are supportive of the proposal. Tonge Parish Council are also aware of this anomaly.

#### **6. Implications**

<b>Issue</b>	<b>Implications</b>
Corporate Plan	Running elections effectively meets the Council's priority of being "a Council to be proud of".
Financial, Resource and Property	We are seeking to retain the current number of polling stations (which must be located within the polling place) and remain within existing budgets.
Legal and Statutory	The Council is required to undertake a full review in accordance with the Electoral Administration Act 2006 (which was undertaken in 2017). However, the Electoral Services Team keeps all polling stations under regular review.
Crime and Disorder	None identified at this time.
Sustainability	None identified at this stage.
Health & Wellbeing	None identified at this stage.
Risk Management and Health and	The purpose of the review is to ensure that all voters have reasonable facilities for voting. It is important that venues meet

Safety	health and safety requirements so as not to put voters at risk. Each polling station is visited by a Polling Station Inspector on election day, and all polling station staff are encouraged to give feedback on venues following elections.
Equality and Diversity	The purpose of the review is to ensure that all electors in the Borough have reasonable facilities for voting, and that, in so far as is reasonable and practicable, facilities for voting are accessible for disabled people.

## **7. Appendices**

7.1 None.

## **8. Background Papers**

8.1 None.

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<b>Council Meeting</b>	
<b>Meeting Date</b>	13 November 2019
<b>Report Title</b>	Appointment of Chief Financial s151 Officer
<b>Cabinet Member</b>	Cllr Roger Truelove
<b>SMT Lead</b>	Emma Wiggins, Director Regeneration
<b>Head of Service</b>	Not applicable
<b>Lead Officer</b>	Bal Sandher, Head of MKS Human Resources
<b>Key Decision</b>	No - the Sub Committee will make a recommendation to Council for consideration at the meeting on 13 November 2019
<b>Classification</b>	<b>Open</b>
<b>Recommendations</b>	1. The Council approve the appointment of Mr Nick Vickers as Chief Financial s151 Officer.

## 1 Purpose of Report and Executive Summary

- 1.1 This report seeks to approve the appointment of the Chief Financial s151 Officer.
- 1.2 This recommendation is made in the light of the new priorities that will be adopted as part of the Corporate Plan and the current requirements for local government employers.

## 2 Background

- 2.1 The Council is required under Section 151 of the Government Act 1972 to make arrangements for the proper administration of its financial affairs and must secure that one of its officers has responsibility for the administration of these affairs. This officer is generally known as the s151 Officer.
- 2.2 Currently the position of Chief Financial s151 Officer has been undertaken by Nick Vickers on a secondment arrangement with Kent County Council (KCC), working 26 hours a week between the council and KCC. The appointment was agreed by Council on 23 June 2010 and has been annually reviewed by Swale Borough Council and KCC.
- 2.3 The changes in priorities mean that the Council needs to continue to be responsive and flexible, and have in place a structure designed to support members in achieving their corporate plan objectives, building on the progress that has been made in recent years.

- 2.4 In light of the recent absence of the Chief Executive Officer it has been agreed to share the duties of the Head of Paid Services between three Officers; Emma Wiggins, David Clifford and Nick Vickers.
- 2.5 The additional responsibilities undertaken by Mr Vickers has meant that he has been unable to fulfil the requirements of his role at KCC within the current agreed hours for both organisations. A decision was therefore made to recruit to the Chief Financial s151 Officer for the full 26 hours per week.

### **3 Background to recruitment process**

- 3.1 The Council's Constitution outlines the process that needs to be undertaken for Senior Officer appointments including Statutory Officers. This requires advertising positions and following a recruitment and selection process to appoint officers to positions of Head of Service and above.
- 3.2 The Chief Financial s151 Officer was advertised internally and externally on the 23 September 2019. There were 2 applications received; one internal and one external and based on the skills and experience required for this post only one was shortlisted and interviewed. Through this process Nick Vickers has been offered the position of Chief Financial s151 Officer.

### **4 Proposals**

- 4.1 That the decision be noted as outlined in 3.2 of this report.
- 4.2 The Chief Financial s151 Officer is a statutory role that requires the Appointments Sub-Committee to make a recommendation to Full Council regarding the appointment of the Chief Financial s151 Officer. An offer of employment shall only be made where no-founded objection has been made by any Member of the Cabinet to appoint the Officer to this post.

### **5 Alternative Options**

- 5.1 The background of this report explains the reasons for ending the secondment arrangement with KCC and to appoint to the Chief Financial s151 Officer on Swale Council contract. The council is focusing on the key priorities that need to be delivered, with some currently being worked on. It is therefore essential that we appoint an experienced and qualified candidate to take forward these areas of work.
- 5.2 The Council may decide not to approve the appointment of Nick Vickers to the Chief Financial s151 Officer. This would place the Council in some difficulty as it would be failing in its legal duties not to have an officer appointed to this role. There is a statutory requirement of the Local Government Act 1972 and Section 5 (1) of the Local Government and Housing Act 1989 to have a Chief Finance Officer in place.



## 6 Consultation Undertaken or Proposed

- 6.1 Discussions have taken place between the Leader, Head of HR and the Chief Financial Officer.
- 6.2 In accordance with the council's procedure, all Cabinet Members have also been contacted regarding the appointment of Nick Vickers to the Chief Financial s151 Officer post.

## 7 Implications

Issue	Implications
Corporate Plan	A council to be proud of.
Financial, Resource and Property	The appointment will on the council's pay scale of Grade 12. There is an expectation for this post holder to continue with the shared responsibility of the Head of Paid Service duties. In recognition of the additional responsibilities it is intended that the Officer will be appointed to the top of Grade 12 on a salary of £82,500 to cover the absence of the Chief Executive Officer. The pay will be amended to a lower pay point on Grade 12 once the Chief Executive Officer has returned back to work.
Legal, Statutory and Procurement	<p>Section 113 of the Local Government Finance Act 1988 requires every local authority to "make arrangements for the proper administration of their financial affairs and secure that one of their officers has responsibility of those affairs". The Section 151 Officer role is a key statutory role in any Council and as such there has to be complete clarity over how it can be fulfilled.</p> <p>Notwithstanding the provisions contained in section 113(2) of the Local Government, section 113 Local Government Finance Act 1988 provides that the Chief Finance Officer must be a member of one of the specified accountancy bodies (for example, the Institute of Chartered Accountants in England and Wales, CIPFA, the Institute of Chartered Accountants in Scotland, the Chartered Association of Certified Accountants. An exception exists for persons appointed prior to the coming into force (29 September 1988) of section 113 of the Local Government Finance Act 1988.</p> <p>Mr Vickers is CIPFA qualified and the proposal is that he is appointed on a Swale Borough Council contract.</p>
Crime and Disorder	None identified at this stage.
Environment and Sustainability	None identified at this stage.

Health and Wellbeing	None identified at this stage.
Risk Management and Health and Safety	The Council has to appoint a qualified person to the position of Section 151 Officer, the chief finance officer role within the Council. Not filling this gap with an able, strategic experienced qualified accountant would be a high risk to the Council and its improvement programme. This is because of the need to maintain a high strategic input in a very difficult financial climate as well as provide essential support to the council on key issues.
Equality and Diversity	None identified at this stage.
Privacy and Data Protection	None identified at this stage.

## 8 Appendices

### 8.1 None

## ADOPTION OF RECOMMENDATIONS

The Council is asked to consider the following recommendations:

### **Appointments Sub-Committee – 30 November 2019**

#### **Minute No. 319 – Appointment of Chief Financial S151 Officer**

##### ***Recommended:***

- (1) That the Council approve the appointment of Mr Nick Vickers as Chief Financial S151 Officer.***

#### **General Purposes Committee – 30 October 2019**

#### **Minute No. 325 Review of Polling Districts and places – Teynham and Lynsted Ward**

##### ***Recommended:***

- (1) That the addition of a polling district and place in Teynham and Lynsted ward, for the voters who live in the Great Easthall estate, be agreed.***

#### **Cabinet – 30 November 2019**

#### **Minute No. 331 – Review of Fees and Charges**

##### ***Recommended:***

- (1) That the proposed fees and charges 2020/21 as set out in the report for submission to Council be approved, subject to the following amendments: that the charges for pre-application advice for very large major and major planning applications be increased in-line with the highest in Kent, and that an hourly rate for officers time be included on the schedule.***

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