

<b>Council Meeting</b>		<b>Agenda Item:</b>
<b>Meeting Date</b>	<b>16 December 2015</b>	
<b>Report Title</b>	<b>Review of Fees and Charges</b>	
<b>Cabinet Member</b>	<b>Cllr Duncan Dewar-Whalley, Cabinet Member for Finance</b>	
<b>SMT Lead</b>	<b>Nick Vickers, Head of Finance</b>	
<b>Head of Service</b>	<b>Nick Vickers, Head of Finance</b>	
<b>Lead Officer</b>	<b>Caroline Frampton, Principal Accountant</b>	
<b>Recommendations</b>	1. To approve the proposed fees and charges for 2016/17 as set out in this report.	

## **1. Purpose of Report and Executive Summary**

- 1.1 The report invites Council to consider the proposals for the level of fees and charges to be levied for the next financial year 2016/17. The report was agreed by Cabinet on 2 December 2015 and considered by Scrutiny Committee on 9 December 2015. Any proposals from Scrutiny Committee will be tabled. Charges will take effect from 1 April 2016.
- 1.2 Appendix I details proposals for the level of fees to be charged in 2016/17 on those services where this Council sets the charges on a service by service basis. Appendix II sets out the fees and charges which are set nationally by Government. Appendix III details the income from fees and charges for services in 2014/15 and the budget for 2015/16.
- 1.3 We have looked very fundamentally at those services where we can determine the charges locally, many of which have not been increased for a number of years. In doing this we have tried to simplify charges and where there are increases it is not proposed that we will apply small incremental charges year on year, rather we will undertake more fundamental reviews every two to four years depending upon the service. We do 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 with neighbouring councils.

## **2. Background**

- 2.1 In 2014/15 the fees and charges covered by this report where the Council sets the level of fees or charges were £2.6m, of which £1.5m relate to car parking. Detailed work is underway on the potential budgetary impact of the proposals.
- 2.2 Managers 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.

### 3. Proposals

- 3.1 Appendix I details the proposed fees and charges for 2016/17 to be set by the Council and Appendix II those that are set by Government or another external body.
- 3.2 Table 1 lists those charges set by the Council where an increase is not recommended at this time and any increases shown here are due to volume not price increase. Table 2 lists those charges set by the Council where an increase is recommended. Table 3 lists those charges that are either a proposed new charge or a change in a charge is proposed or recommended. Table 4 lists charges where a decrease is being recommended.

<b>Table 1: Fees &amp; Charges where an increase is not being recommended for 2016/17</b>	
<b>Fee or Charge</b>	<b>Comments</b>
Residents' Parking Permits (on street)	No increase is proposed. Fees are comparable to neighbouring authorities. It is proposed that work be undertaken to look at differential charging for large transit type vans which take up much more space than normal cars.
Car Parks Fixed Penalty Notice	No increase is proposed. Charges are by statutory instrument.
Taxi Licensing	No increase is proposed. It is believed that the current figures are a positive way of stimulating interest in encouraging potential drivers to step forward. A number of company owners have suggested there is a shortage of good drivers so keeping the fees at the same rate is a positive way of assisting with addressing the shortfall and supporting local businesses. Our prices are around 80% of our neighbours. The Hackney Carriage function will be reviewed in 2016.
Garden Waste Collections (brown bins – domestic)	No increase is proposed. This is the uniform fee agreed by the Mid Kent Waste Partnership. Take up of this service has hugely increased with the new contract and total income received has increased substantially and is forecast to increase by £106,500 in 2016/17.
Radar Key for Disabled Toilets	No increase is proposed.

**Table 1: Fees & Charges where an increase is not being recommended for 2016/17**

<b>Fee or Charge</b>	<b>Comments</b>
Beach Huts	No increase is proposed. As this is a new fee and we are still developing the beach hut scheme (with further on site improvements still taking place and a review of toilet provision underway) it is proposed we hold the fee at the current level for another 12 months. Our fees are generally comparable with other areas.
Licensing-Gambling /Liquor/ Scrap Metal/Sex Establishment/Street Trading	The Licensing Service is subject to a fundamental review which involves all licences issued being reviewed. When this has been completed the basis of charging will be re-examined and this will be complete for the 2017/18 fees & charges review.
Annual Animal Licensing	No increase is proposed. Charges are calculated in line with the Government's locally set fee guidance. Benchmarking has taken place against other Kent authorities. Swale Borough Council is in the top half of the table based solely upon licence price. The current fees reflect our costs incurred.
Stray Dog Collection	No increase is proposed. The fees are based upon costs of providing the service and statutory fees. Our fees are similar to other local authorities.
Hire of Halls (Guildhall)	No increase is proposed.
Advertising Fees for Inside Swale	No increase is proposed. Charges are similar to other organisations.
Purchase of Electoral Register	No increase is proposed. Charges are set by Government.
Staying Put Handyperson Rates	No increase is proposed. The fee is set in the Supporting People Contract.
Pre Application Planning Advice	No increase is proposed. Fees are already towards the higher end compared with other Kent councils and the Cabinet Member and Head of Service both believe that further increases could choke off demand and reduce income.
Sale of Ordnance Survey Plans	No increase is proposed. The charge is calculated to cover costs.

<b>Table 1: Fees &amp; Charges where an increase is not being recommended for 2016/17</b>	
<b>Fee or Charge</b>	<b>Comments</b>
Complaints Made under the High Hedges Legislation	No increase is proposed. There has been no change to this charge for several years. The charge is set above average compared to other Kent local planning authorities.
Local Land Charges	No increase is proposed. Charges are set locally based on regulations where recovery of costs should equate to cost of providing the service. HMRC are considering applying VAT to local land charge search fees. Therefore, these fees for 2015/16 and 2016/17 may be subject to changes relating to VAT status in the future. If this becomes the case, the fees will be amended to reflect the change.

3.3 The following is a list of charges where an increase is recommended.

<b>Table 2 : Fees &amp; Charges where an increase is being recommended for 2016/17</b>	
<b>Fee or Charge</b>	<b>Comments</b>
Car Parks & Season Tickets	There has been no increase in general car parking charges since 2011. In comparison with neighbouring councils, the car parking charges are low. 60% of visits are for 1 hour or less. Car parking charges are therefore increased to bring us more in line with our neighbours and round charges to easier amounts.
Street Naming & Numbering	No changes except changing a street name where our charge is comparatively low at £500 but we only had one application in the last year. Increased to £600.
Bulky Waste Collection	Currently £18.60 compared with £23 for Maidstone and Ashford. Only one other Kent council gives a concessionary rate for those on benefits. Proposed to increase to £23 in line with both Ashford and Maidstone to comply with the Mid-Kent Waste agreement for uniform prices. £23 is still the cheapest rate in the county. All concessions for benefit recipients to be removed.
Wheeled Bins	Charges based on current Biffa and Eastern Shires Purchasing Organisation (ESPO).

**Table 2 : Fees & Charges where an increase is being recommended for 2016/17**

Fee or Charge	Comments
Sports Facilities	Small increases proposed. Charges are generally similar to neighbouring authorities. This service operates at a substantial loss but clearly is of major benefit to sports groups in the borough. A full review will be undertaken in 2016.
Allotments	This service is operated in non-parished areas or where a site is no longer self-managed. Income is around £1,200 and costs £12,000 - this position will worsen with transfers out. Our fees are generally comparable to most neighbouring authorities. Small increases applied.
Cemeteries Burial Fees	This service is being run at a very substantial excess of costs over income. It has become increasingly difficult to compare with other authorities as there are numerous variations in the pricing structure adopted by different councils. It is therefore proposed that a full review of the fees and charges is undertaken during 2016. Small increases applied.
Seafront Memorial Bench	Small increase proposed. A community consultation was undertaken earlier in 2015 which included comparison of charges in other areas. Income does cover costs.
Harbour Facilities	Small increase proposed.
Travelling Fairs and Fetes	Small increase proposed. Charges compared with other authorities as a basis for increasing the pitch premium and maintaining the remainder of our charges.
Access over Open Space Licence	Small increase proposed.
Food Export Certificate	Proposed increase of 11.1%. The charge is calculated to reflect the time, travel and administration of the certificate in line with Maidstone Borough Council and Tunbridge Wells Borough Council.
Chartered Institute of Environmental Health Level 2 Award Training in Food Safety in Catering	The increase in charge will bring Swale food hygiene training in line with Tunbridge Wells Borough Council, Maidstone Borough Council and commercial training companies.
Registration Fee under the Local Government (Miscellaneous Provisions) Act 1982	Small increase proposed. Other local authorities' fees and charges have been taken to inform the level of the charge.

**Table 2 : Fees & Charges where an increase is being recommended for 2016/17**

Fee or Charge	Comments
Fixed Penalty Notices – Environmental	<p>Smoke free penalty charges are set by Government. The remainder of the charges are agreed locally by members. For all locally set amounts, Swale Borough Council is at the upper limit.</p> <p>New charges have been added to reflect the new legislation that has been introduced (e.g. Community Protection Notices). The lesser limit for early payment has been removed for other Fixed Penalty Notices.</p>
Pest Control	<p>Prices have not increased for several years. The proposed increases are based on cost of providing the service. Recent increases requested by service provider to reflect current market costs of providing the service. This still remains a very competitive rate in a market where residents have substantial choice over the provider.</p>
Alleygate Key Sale	<p>Small increase proposed. The fee is calculated based upon the cost of the keys purchased by Swale Borough Council. This has recently been increased by the supplier by 30p.</p> <p>The fee could be increased to incorporate the cost and time taken for the maintenance and repairs to the alley gates across both schemes and the time. The current charge is only for the cost of the purchase of the replacement keys.</p>
Room Hire of Swale House	<p>The change to the commercial fees is that the figures have been rounded. There is to be a return to the principle that the non-commercial rate is 50% of the commercial rate and to reflect the fact that the Committee Room is larger than the Assembly Room and has recently been refurbished.</p>
Legal Charges for Third Parties	<p>Increase of 1% is proposed on the basis that the majority of the service expenditure is on salaries.</p>
Houses in Multiple Occupation (HMOs)	<p>Increase of 1% is proposed based on salary costs. Level of fees has previously been considered by Kent Housing Technical Group.</p>
Home Inspection for Immigration Application Fee	<p>Increase of 1% is proposed based on salary costs.</p>

**Table 3 : Fees & Charges where a new charge, proposed new charge, or a change in a charge is proposed or recommended for 2016/17**

<b>Fee or Charge</b>	<b>Comments</b>
Bootcamp	Proposed new charge. This will allow Swale Borough Council to have greater control over individuals and organisations using our open spaces. Charges have been compared with five other councils across the country.
Traffic Regulation Order Applications	Swale Borough Council has been offering the service for a little while but without an approved fee attached to it. Our proposed fees are lower than Kent County Council to stimulate interest in our service and are comparable with other authorities. Most other authorities charge for this service.

**Table 4 : Fees & Charges where a decrease is being recommended for 2016/17**

<b>Fee or Charge</b>	<b>Comments</b>
Hire of Halls (King George's Pavilion)	A decrease to the charges is proposed based on the current facilities available within the hall.
Requests for Environmental Information (e.g. planning, contaminated land)	Changes are proposed in light of case law stating that fees can only be set to cover costs.
Requests for historical information (relating to street naming & numbering)	Changes are proposed in light of case law stating that fees can only be set to cover costs.
Planning Photocopying Charges	Changes are proposed in light of case law stating that fees can only be set to cover costs.

3.4 Below is a list of fees and charges set by the Government. Charges have been amended to reflect the current policy/advice:

- Planning fees
- Penalty charge notices for car parking/environmental response
- Statutory collection charge for stray dogs
- Liquor and gambling licences
- Environmental Protection Act fees

- Electoral Services (including the purchase of the electoral register or edited register).

#### **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 would not be recommended as they may fail to take into account individual circumstance 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.

#### **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 supports the achievement of corporate priorities.
Financial, Resource and Property	Work will continue on the detailed impact of the proposals.
Legal and Statutory	All proposals for charges reflect the relevant legislation.
Crime and Disorder	None identified.
Sustainability	None identified.
Health and Wellbeing	None identified.
Risk Management and Health and Safety	In setting the charges consideration needs to be given to the likely impact on income levels and behavioural issues.
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.

#### **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 2016/17 set by the Council;
  - Appendix II: Fees and charges set nationally by Government; and
  - Appendix III: Summary of fee income for 2014/15 and budget for 2015/16.

#### **8. Background Papers**

- 8.1 None.



## Proposed fees and charges for 2016/17 set by the Council

	2015/16			2016/17		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
<b>Car Parks and Season Tickets</b>						
<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	0.25	0.05	0.30	0.42	0.08	0.50
Up to 1 hour	0.67	0.13	0.80	0.83	0.17	1.00
Up to 2 hours	1.25	0.25	1.50	1.67	0.33	2.00
Up to 4 hours	2.50	0.50	3.00	3.33	0.67	4.00
Season per quarter (short/long stay car park)	170.83	34.17	205.00	179.16	35.84	215.00
<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						
Up to 30 minutes	0.25	0.05	0.30	0.42	0.08	0.50
Up to 1 hour	0.67	0.13	0.80	0.83	0.17	1.00
Up to 2 hours	1.25	0.25	1.50	1.67	0.33	2.00
Up to 4 hours	2.50	0.50	3.00	3.33	0.67	4.00
Over 4 hours	3.33	0.67	4.00	4.17	0.83	5.00
Season per month (long stay car park)	63.33	12.67	76.00	66.66	13.34	80.00
Season per quarter (short/long stay car park)	170.83	34.17	205.00	179.16	35.84	215.00
<b>Long Stay Covering:</b>						
Sittingbourne: Cockleshell Walk						
Sheerness: Trinity Road						
Up to 30 minutes	0.25	0.05	0.30	0.42	0.08	0.50
Up to 1 hour	0.67	0.13	0.80	0.83	0.17	1.00
Up to 2 hours	1.25	0.25	1.50	1.66	0.34	2.00
Up to 4 hours	2.50	0.50	3.00	2.50	0.50	3.00

## Proposed fees and charges for 2016/17 set by the Council

	2015/16			2016/17		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Over 4 hours	3.00	0.60	3.60	3.33	0.67	4.00
Season per month (long stay car park)	63.33	12.67	76.00	66.66	13.34	80.00
Season per quarter (short/long stay car park)	170.83	34.17	205.00	179.16	35.84	215.00
<b>Residents Only (5pm-9am evenings, weekends and bank holidays)</b>						
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	16.67	3.33	20.00	16.67	3.33	20.00
Sheerness: Delamark Road car park (residents only)						
All day	8.75	1.75	10.50	8.75	1.75	10.50
Leysdown: Promenade (seasonal) (all day between 1 March and 31 October)						
Up to 4 hours	1.75	0.35	2.10	1.75	0.35	2.10
All day	2.83	0.57	3.40	2.83	0.57	3.40
Motorcycles	0.00	0.00	0.00	0.00	0.00	0.00
Minster Shingle Bank						
All day	2.83	0.57	3.40	2.83	0.57	3.40
Motorcycles	0.00	0.00	0.00	0.00	0.00	0.00
Season tickets to be used at any long stay car park throughout the Borough						
Season per quarter	188.33	37.67	226.00	188.33	37.67	226.00
<b>Residents' Parking Permits (on street)</b>			<b>No Change</b>			
Per annum	40.00	0.00	40.00	40.00	0.00	40.00
Visitors permit book (10 days)	10.00	0.00	10.00	10.00	0.00	10.00
Visitors parking permits (per day)	1.00	0.00	1.00	1.00	0.00	1.00
Hourly scratchcards (per hour)	0.80	0.00	0.80	1.00	0.00	1.00
Hourly scratchcards (per book of 10 hours)	8.00	0.00	8.00	8.00	0.00	8.00
<b>Street Naming &amp; Numbering</b>						
Changing or requesting new property	60.00	0.00	60.00	60.00	0.00	60.00

## Proposed fees and charges for 2016/17 set by the Council

	2015/16			2016/17		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
New street name	100.00	0.00	100.00	100.00	0.00	100.00
New street developments (4 or more properties/units) per property/unit with minimum charge of £180	30.00	0.00	30.00	40.00	0.00	40.00
Provision of historical information relating to street naming & numbering	160.00	0.00	160.00	25.00 (plus copying)	0.00	25.00 (plus copying)
Changing street name	500.00	0.00	500.00	600.00	0.00	600.00
<b>Taxi Licensing</b>			<b>No change</b>			
Plate deposit (refundable)	100.00	0.00	100.00	100.00	0.00	100.00
Vehicle licence and plate	160.00	0.00	160.00	160.00	0.00	160.00
Replacement plate	15.00	0.00	15.00	15.00	0.00	15.00
Operator's licence (5 years)	100.00	0.00	100.00	100.00	0.00	100.00
Intermediate (6 monthly licence)	60.00	0.00	60.00	60.00	0.00	60.00
Licence and plate for temporary hire vehicle	40.00	0.00	40.00	40.00	0.00	40.00
Knowledge test	0.00	0.00	0.00	20.00	0.00	20.00*
Badge (1 year)	50.00	0.00	50.00	50.00	0.00	50.00
Badge (3 years)	120.00	0.00	120.00	120.00	0.00	120.00
*Refunded against first year's badge cost						
<b>Bootcamp Licence Fees (per annum)</b>			<b>New Charge</b>			
Once a week (1-15)	N/A	N/A	N/A	150.00	0.00	150.00
2-4 times a week (1-15 people)	N/A	N/A	N/A	300.00	0.00	300.00
5+ times a week (1-15 people)	N/A	N/A	N/A	500.00	0.00	500.00
Once a week (16-35)	N/A	N/A	N/A	350.00	0.00	350.00
2-4 times a week (16-35 people)	N/A	N/A	N/A	600.00	0.00	600.00
5+ times a week (16-35 people)	N/A	N/A	N/A	1,000.00	0.00	1,000.00
<b>Garden Waste Subscription (brown bins – domestic)</b>			<b>No Change</b>			
Fortnightly collection of garden waste including hire of bin Per annum – 26 collections	35.00	0.00	35.00	35.00	0.00	35.00
<b>Bulky Waste Collections</b>						
Up to 4 bulky items or a fridge/fridge-freezer any size	18.60	0.00	18.60	23.00	0.00	23.00

## Proposed fees and charges for 2016/17 set by the Council

	2015/16			2016/17		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
<b>Wheeled Bins</b>						
Wheeled bins 140 litre	N/A	N/A	N/A	38.00	0.00	38.00
Wheeled bins 180 litre	N/A	N/A	N/A	43.00	0.00	43.00
Wheeled bins 240 litre	39.50	0.00	39.50	43.00	0.00	43.00
Wheeled bins 1,100 litre	427.25	0.00	427.25	435.00	0.00	435.00
Lid in lid 140 litre food waste bin	N/A	N/A	N/A	35.00	0.00	35.00
Food waste container 23 litre	N/A	N/A	N/A	5.00	0.00	5.00
Kitchen caddy 5 litre	N/A	N/A	N/A	1.00	0.00	1.00
<b>Radar Key for Disabled Toilets</b>						
				<b>No Change</b>		
Fee	3.00	0.00	3.00	3.00	0.00	3.00
<b>Sports Facilities</b>						
<b><i>With changing facilities and showers</i></b>						
- Senior	55.00	11.00	66.00	55.83	11.17	67.00
- Under 18s	16.25	3.25	19.50	16.67	3.33	20.00
- Under 16s & mini soccer	11.67	2.33	14.00	12.50	2.50	15.00
<b><i>With changing facilities only</i></b>						
- Senior	44.58	8.92	53.50	45.83	9.17	55.00
- Under 18s	13.75	2.75	16.50	14.17	2.83	17.00
- Under 16s & mini soccer	10.83	2.17	13.00	11.67	2.33	14.00
<b><i>With no facilities</i></b>						
- Senior	27.92	5.58	33.50	28.33	5.67	34.00
- Under 18s	12.08	2.42	14.50	12.50	2.50	15.00
- Under 16s & mini soccer	7.50	1.50	9.00	8.33	1.67	9.50
Block bookings of 10 or more series of lets is VAT exempt						
<b>Allotments</b>						
Plots of 10 rods & pro rata	33.50	0.00	33.50	34.00	0.00	34.00
Plots of 10 rods & pro rata (OAPs/Disabled)	16.00	0.00	16.00	17.00	0.00	17.00

## Proposed fees and charges for 2016/17 set by the Council

	2015/16			2016/17		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
<b>Cemeteries Burial Fees</b>						
<b><i>Exclusive Right of Burial, Interment, Memorial &amp; Re-inscription Permits</i></b>						
1 <sup>st</sup> Burial Sittingbourne, Faversham & Murston	1,330.00	0.00	1,330.00	1,360.00	0.00	1,360.00
1 <sup>st</sup> Burial Sheppey	1,203.00	0.00	1,203.00	1,230.00	0.00	1,230.00
1 <sup>st</sup> Burial if no use of previously purchased grave Sittingbourne, Faversham & Murston	717.00	0.00	717.00	730.00	0.00	730.00
1 <sup>st</sup> Burial if no use of previously purchased grave Sheppey	588.00	0.00	588.00	600.00	0.00	600.00
2 <sup>nd</sup> Burial Sittingbourne, Faversham & Murston	633.00	0.00	633.00	645.00	0.00	645.00
2 <sup>nd</sup> Burial Sheppey	490.00	0.00	490.00	500.00	0.00	500.00
3 <sup>rd</sup> Burial Sittingbourne, Faversham & Murston	490.00	0.00	490.00	500.00	0.00	500.00
<b><i>Cremated Remains</i></b> <b><i>(includes Exclusive Rights to Burial, Interment, Memorial &amp; Re-inscription Permit)</i></b>						
1 <sup>st</sup> Burial	448.00	0.00	448.00	460.00	0.00	460.00
1 <sup>st</sup> Burial (where no use has been made of previously purchased grave)	204.00	0.00	204.00	210.00	0.00	210.00
2 <sup>nd</sup> Burial	204.00	0.00	204.00	210.00	0.00	210.00
3 <sup>rd</sup> Burial	204.00	0.00	204.00	210.00	0.00	210.00
4 <sup>th</sup> Burial	204.00	0.00	204.00	210.00	0.00	210.00
<b><i>Child Coffin Burial</i></b>						
Under 12 years of age in child's plot (resident of Swale)	0.00	0.00	0.00	0.00	0.00	0.00
Under 12 years of age in adult's plot (resident of Swale)	204.00	0.00	204.00	210.00	0.00	210.00
Under 12 years of age in child's plot (non-resident of Swale)	139.00	0.00	139.00	140.00	0.00	140.00
Under 12 years of age in adult's plot (non-resident of Swale)	336.00	0.00	336.00	340.00	0.00	340.00
<b><i>Ancillary Services</i></b>						
Issue of letter of confirmation where deed is lost	50.00	0.00	50.00	55.00	0.00	55.00

## Proposed fees and charges for 2016/17 set by the Council

	2015/16			2016/17		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Use of chapel in Sittingbourne	76.00	0.00	76.00	80.00	0.00	80.00
Use of chapel in Faversham	108.00	0.00	108.00	110.00	0.00	110.00
Planted grave (per annum)	109.00	0.00	109.00	110.00	0.00	110.00
Turfed grave	At cost			At cost		
Transfer of deed ownership	50.00	0.00	50.00	55.00	0.00	55.00
Record search & certificate (each grave)	25.00	0.00	25.00	30.00	0.00	30.00
Scattering of ashes	71.00	0.00	71.00	75.00	0.00	75.00
Extra cost of large coffin or casket (measuring 30 inches or more)	144.00	0.00	144.00	150.00	0.00	150.00
Exhumation of coffin	1,210.00	0.00	1,210.00	1,230.00	0.00	1,230.00
Exhumation of cremated remains	120.00	0.00	120.00	125.00	0.00	125.00
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)						
<b>Seafront Memorial Bench</b>						
Memorial bench and installation	420.83	84.17	505.00	429.17	85.83	515.00
<b>Harbour Facilities</b>						
Licence of pleasure boats	115.00	23.00	138.00	116.67	23.33	140.00
<b>Travelling Fairs and Fetes</b>						
Pitch premium for open days (per day)	749.00	0.00	749.00	800.00	0.00	800.00
On site fee (including arrival and departure days)	54.00	0.00	54.00	56.00	0.00	56.00
Refundable deposit	600.00	0.00	600.00	600.00	0.00	600.00
Fetes	50.00	0.00	50.00	50.00	0.00	50.00
Refundable deposit	62.00	0.00	62.00	62.00	0.00	62.00
<b>Beach Hut Charges</b>						
<b>No Change</b>						
Ground rent/licence fee for members of Minster Beach Hut Association	300.00	0.00	300.00	300.00	0.00	300.00
Licence fee for 1 <sup>st</sup> phase Swale Borough Council huts (3 huts)	791.67	158.33	950.00	791.67	158.33	950.00

## Proposed fees and charges for 2016/17 set by the Council

	2015/16			2016/17		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Licence fee for 2 <sup>nd</sup> phase Swale Borough Council huts (7 huts)	791.67	158.33	950.00	791.67	158.33	950.00
<b>Access Over Open Space Licence</b>						
Standard fee	63.00	0.00	63.00	65.00	0.00	65.00
<b>Traffic Regulation Order Applications</b>						
						<b>New Charge</b>
<b><i>On application (yellow lines and changes to existing orders)</i></b>						
Small (1-30 consultations)	N/A	N/A	N/A	1,000.00	0.00	1,000.00
Medium (31-50 consultations)	N/A	N/A	N/A	1,200.00	0.00	1,200.00
Large (50+ consultations)	N/A	N/A	N/A	1,500.00	0.00	1,500.00
<b><i>On application (loading bays, single bays)</i></b>						
Small (1-30 consultations)	N/A	N/A	N/A	500.00	0.00	500.00
Medium (31-50 consultations)	N/A	N/A	N/A	750.00	0.00	750.00
Large (50+ consultations)	N/A	N/A	N/A	1,000.00	0.00	1,000.00
<b><i>No objections received (yellow lines and changes to existing orders)</i></b>						
Small (1-30 consultations)	N/A	N/A	N/A	500.00	0.00	500.00
Medium (31-50 consultations)	N/A	N/A	N/A	500.00	0.00	500.00
Large (50+ consultations)	N/A	N/A	N/A	500.00	0.00	500.00
<b><i>No objections received (loading bays, single bays)</i></b>						
Small (1-30 consultations)	N/A	N/A	N/A	250.00	0.00	250.00
Medium (31-50 consultations)	N/A	N/A	N/A	250.00	0.00	250.00
Large (50+ consultations)	N/A	N/A	N/A	250.00	0.00	250.00
<b><i>Objections received (JTB report)</i></b>						
Small (1-30 consultations)	N/A	N/A	N/A	250.00	0.00	250.00
Medium (31-50 consultations)	N/A	N/A	N/A	250.00	0.00	250.00
Large (50+ consultations)	N/A	N/A	N/A	250.00	0.00	250.00
<b><i>Progress/implement scheme (yellow lines and changes to existing orders)</i></b>						
Small (1-30 consultations)	N/A	N/A	N/A	500.00	0.00	500.00
Medium (31-50 consultations)	N/A	N/A	N/A	600.00	0.00	600.00
Large (50+ consultations)	N/A	N/A	N/A	700.00	0.00	700.00
<b><i>Progress/implement scheme (loading bays, single bays)</i></b>						
Small (1-30 consultations)	N/A	N/A	N/A	100.00	0.00	100.00
Medium (31-50 consultations)	N/A	N/A	N/A	100.00	0.00	100.00
Large (50+ consultations)	N/A	N/A	N/A	100.00	0.00	100.00

## Proposed fees and charges for 2016/17 set by the Council

	2015/16			2016/17		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
<b>Street Trading Licensing</b>			<b>No Change</b>			
Annual consents (not events)	100.00	0.00	100.00	100.00	0.00	100.00
6 month consents (not events)	50.00	0.00	50.00	50.00	0.00	50.00
One off consent	30.00	0.00	30.00	30.00	0.00	30.00
<b>Event Consents</b>						
1-19 stalls	65.00	0.00	65.00	65.00	0.00	65.00
20-49 stalls	130.00	0.00	130.00	130.00	0.00	130.00
50+ stalls	200.00	0.00	200.00	200.00	0.00	200.00
<b>Gambling Licensing</b>			<b>No Change</b>			
<b>New Applications/Applications for Provisional Statement</b>						
Bingo club	2,268.00	0.00	2,268.00	2,268.00	0.00	2,268.00
Betting premises	2,268.00	0.00	2,268.00	2,268.00	0.00	2,268.00
Tracks	1,775.00	0.00	1,775.00	1,775.00	0.00	1,775.00
Family entertainment centres	1,775.00	0.00	1,775.00	1,775.00	0.00	1,775.00
Adult gaming centre	1,775.00	0.00	1,775.00	1,775.00	0.00	1,775.00
<b>Licence Applications (Provisional Statement Holders)</b>						
Bingo club	935.00	0.00	935.00	935.00	0.00	935.00
Betting premises	935.00	0.00	935.00	935.00	0.00	935.00
Tracks	935.00	0.00	935.00	935.00	0.00	935.00
Family entertainment centre	772.00	0.00	772.00	772.00	0.00	772.00
Adult gaming centre	935.00	0.00	935.00	935.00	0.00	935.00
<b>Annual Fee</b>						
Bingo club	703.00	0.00	703.00	703.00	0.00	703.00
Betting premises	450.00	0.00	450.00	450.00	0.00	450.00
Tracks	703.00	0.00	703.00	703.00	0.00	703.00
Family entertainment centres	610.00	0.00	610.00	610.00	0.00	610.00
Adult gaming centre	703.00	0.00	703.00	703.00	0.00	703.00
<b>Application to Vary</b>						
Bingo club	1,550.00	0.00	1,550.00	1,550.00	0.00	1,550.00
Betting premises	1,308.00	0.00	1,308.00	1,308.00	0.00	1,308.00
Tracks	1,186.00	0.00	1,186.00	1,186.00	0.00	1,186.00



## Proposed fees and charges for 2016/17 set by the Council

	2015/16			2016/17		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Family entertainment centres	800.00	0.00	800.00	800.00	0.00	800.00
Adult gaming centre	800.00	0.00	800.00	800.00	0.00	800.00
Application to transfer	860.00	0.00	860.00	860.00	0.00	860.00
Application for re-instatement	860.00	0.00	860.00	860.00	0.00	860.00
Copy licence	26.50	0.00	26.50	26.50	0.00	26.50
Notification of change	26.50	0.00	26.50	26.50	0.00	26.50
<b>Permit Fees (FEC gaming machine and prize gaming)</b>						
Application fee	300.00	0.00	300.00	300.00	0.00	300.00
Renewal fee	300.00	0.00	300.00	300.00	0.00	300.00
Transitional application fee	100.00	0.00	100.00	100.00	0.00	100.00
Change of name	25.00	0.00	25.00	25.00	0.00	25.00
Copy of permit	15.00	0.00	15.00	15.00	0.00	15.00
<b>Sex Establishment Licensing (sex shop, sex cinema and sex encounter venue)</b>						<b>No Change</b>
Application fee and 1 <sup>st</sup> licence	4,200.00	0.00	4,200.00	4,200.00	0.00	4,200.00
Annual licence renewal	650.00	0.00	650.00	650.00	0.00	650.00
Application to vary	750.00	0.00	750.00	750.00	0.00	750.00
Transfer of licence	25.00	0.00	25.00	25.00	0.00	25.00
Duplicate licence	15.00	0.00	15.00	15.00	0.00	15.00
<b>Scrap Metal Dealers Licensing</b>						<b>No Change</b>
Site licence	450.00	0.00	450.00	450.00	0.00	450.00
Site licence renewal	425.00	0.00	425.00	425.00	0.00	425.00
Collections licence, grant or renewal	210.00	0.00	210.00	210.00	0.00	210.00
Variation – collector to site	70.00	0.00	70.00	70.00	0.00	70.00
Variation – site to collector	50.00	0.00	50.00	50.00	0.00	50.00
Variation (minor administration, such as change of address)	30.00	0.00	30.00	30.00	0.00	30.00
Change of site manager	100.00	0.00	100.00	100.00	0.00	100.00
<b>Food Export Certificate</b>						
For businesses in Swale	72.00	0.00	72.00	80.00	0.00	80.00
Food in transit	72.00	0.00	72.00	80.00	0.00	80.00

## Proposed fees and charges for 2016/17 set by the Council

	2015/16			2016/17		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
<b>CIEH Level 2 Award Training in Food Safety in Catering</b>						
Fee charged to food handlers for training in food hygiene	45.00	0.00	45.00	60.00	0.00	60.00
<b>Registration Fee under the Local Government (Miscellaneous Provision) Act</b>						
(Relates to establishments offering cosmetic piercing, electrolysis, tattooing or acupuncture)						
Standard Fee	278.00	0.00	278.00	286.00	0.00	286.00
<b>Requests for Environmental Information (e.g. contaminated land)</b>						
Charge per hour	77.00 (set fee)	0.00	77.00	25.00	0.00	25.00
Charges for photocopying apply at 10p per page plus postage						
<b>Annual Animal Licensing (plus cost of vet inspection)</b>			<b>No Change</b>			
All animal boarding establishment licences and pet shop licences shall relate to the calendar year in which it is granted (or to the following year). These licences will expire at the end of the calendar year for which they were issued. Vet fees will also be applicable for licences.						
Dangerous wild animals	250.00	0.00	250.00	250.00	0.00	250.00
Breeding of dogs	250.00	0.00	250.00	250.00	0.00	250.00
Animal boarding establishments	250.00	0.00	250.00	250.00	0.00	250.00
Riding establishments	250.00	0.00	250.00	250.00	0.00	250.00
Pet shops	250.00	0.00	250.00	250.00	0.00	250.00
Zoo licence	950.00	0.00	950.00	950.00	0.00	950.00
Performing animal registration	135.00 (one-off cost)	0.00	135.00 (one-off cost)	135.00 (one-off cost)	0.00	135.00 (one-off cost)
<b>Stray Dog Collection</b>			<b>No Change</b>			
Statutory collection charge	25.00	0.00	25.00	25.00	0.00	25.00
Administration fee for collection/ returned stray dogs	15.00	0.00	15.00	15.00	0.00	15.00
Out of hours administration fee or collection/returned stray dogs	30.00	0.00	30.00	30.00	0.00	30.00
<b>Pest Control</b>						
Rats (per visit) with a minimum of 2 visits required	18.75	3.75	22.50	24.17	4.83	29.00
Rats (per visit) with a minimum of 2 visits required – clients on benefits	18.75	3.75	22.50	24.17	4.83	29.00

## Proposed fees and charges for 2016/17 set by the Council

	2015/16			2016/17		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Mice (per visit) with a minimum of 2 visits required	18.75	3.75	22.50	24.17	4.83	29.00
Mice (per visit) with a minimum of 2 visits required – clients on benefits	18.75	3.75	22.50	24.17	4.83	29.00
Wasps per nest	37.92	7.58	45.50	48.75	9.75	58.50
Wasps per additional nest	6.67	1.33	8.00	8.33	1.67	10.00
Fleas, bedbugs and other household pests (up to 6 rooms)*	45.83	9.17	55.00	58.33	11.67	70.00
Each additional room (up to 4)	8.33	1.67	10.00	8.33	1.67	10.00
Cockroaches in domestic premises (up to 6 rooms)*	45.83	9.17	55.00	58.33	11.67	70.00
Each additional room (up to 4)	8.33	1.67	10.00	8.33	1.67	10.00
Ants, insects etc.	19.58	3.92	23.50	25.00	5.00	30.00
Ants, insects etc. – clients on benefits	19.58	3.92	23.50	25.00	5.00	30.00
Bed bugs (up to 4 bedroom house). Anything larger will require a survey	45.83	9.17	55.00	233.33	46.67	280.00
Hourly charge for treatments carried out on industrial and commercial properties (hourly rate)	To be quoted by Mitie Pest Control Ltd on a job by job basis so as to remain competitive			To be quoted by Mitie Pest Control Ltd on a job by job basis so as to remain competitive		
For treatments outside of normal office hours (hourly rate)	As above			As above		
Woodworm, birds, deathwatch beetle, foxes, moles & squirrels	Price on application (surveys required)			Price on application (surveys required)		
<b>King George's Pavilion (minimum 1 hour hire)</b>						
Main hall/tea room (hourly rates) (minimum hire 1 hour)						
Main hall/tea room (hourly rates)						
Mon-Fri (9am-5pm)	12.00	0.00	12.00	10.00	0.00	10.00
Mon-Fri (5pm-12am)	14.00	0.00	14.00	10.00	0.00	10.00
Sat (9am-5pm) minimum 4 hours	14.00	0.00	14.00	10.00	0.00	10.00
Sat (5pm-12am) minimum 4 hours	16.00	0.00	16.00	10.00	0.00	10.00
Playgroups (per morning)	27.00	0.00	27.00	25.00	0.00	25.00

## Proposed fees and charges for 2016/17 set by the Council

	2015/16			2016/17		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Tea room – for children’s parties only (per hour) minimum 3 hours hire	10.00	0.00	10.00	8.00	0.00	8.00
Caretaking services – set up and clear away: standard tables and/or chairs	6.00	0.00	6.00	6.00	0.00	6.00
Refundable deposits	150.00	0.00	150.00	150.00	0.00	150.00
Bank Holidays, New Year’s Eve	2 times the Saturday rate		2 times the Saturday rate			
<b>Guildhall (minimum 1 session hire)</b>			<b>No Change</b>			
Main hall (minimum 1 session)						
Session (am/pm)	40.00	0.00	40.00	40.00	0.00	40.00
Refundable deposits	50.00	0.00	50.00	50.00	0.00	50.00
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
<b>Alleygate Key</b>						
Fee	14.80	0.00	14.80	13.33	2.67	16.00
<b>Advertising Fees for Inside Swale (residents magazine)</b>			<b>No Change</b>			
Discounts are applied for multiple advertisers:						
2 issues 5%						
3 issues 7.5%						
4 issues 10%						
Outside back cover	650.00	130.00	780.00	650.00	130.00	780.00
Internal full page	495.00	99.00	594.00	495.00	99.00	594.00
Half internal page (portrait or landscape)	275.00	55.00	330.00	275.00	55.00	330.00
Quarter internal page	150.00	30.00	180.00	150.00	30.00	180.00
Double internal page	895.00	179.00	1,074.00	895.00	179.00	1,074.00
<b>Room Hire of Swale House</b>						
<b>Non-Commercial</b>						
Council chamber (half day)	80.34	0.00	80.34	75.00	15.00	90.00
Council chamber (full day)	118.45	0.00	118.45	125.00	25.00	150.00
Committee room (half day)	41.20	0.00	41.20	50.00	10.00	60.00

## Proposed fees and charges for 2016/17 set by the Council

	2015/16			2016/17		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Committee room (full day)	77.25	0.00	77.25	75.00	15.00	90.00
Assembly room (half day)	41.20	0.00	41.20	37.50	7.50	45.00
Assembly room (full day)	77.25	0.00	77.25	62.50	12.50	75.00
<b>Commercial</b>						
Council chamber (half day)	179.22	0.00	179.22	150.00	30.00	180.00
Council chamber (full day)	298.70	0.00	298.70	250.00	50.00	300.00
Committee room (half day)	88.58	0.00	88.58	100.00	20.00	120.00
Committee room (full day)	149.35	0.00	149.35	150.00	30.00	180.00
Assembly room (half day)	88.58	0.00	88.58	75.00	15.00	90.00
Assembly room (full day)	149.35	0.00	149.35	125.00	25.00	150.00
Charity groups or meetings where Swale residents will benefit	No cost			No cost		
Data format (standard charge) plus charge (b) below	20.00	0.00	20.00	20.00	0.00	20.00
(b) charge for each 1,000 entries	1.50	0.00	1.50	1.50	0.00	1.50
<b>Legal Charges for Third Parties</b>						
<b>Business Tenancies and Leases</b>						
Licences (minimum charges)	210.00	0.00	210.00	212.00	0.00	212.00
Initial lease/tenancy (minimum charges)	315.00	0.00	315.00	318.00	0.00	318.00
Renewal (minimum charges)	160.00	0.00	160.00	162.00	0.00	162.00
Licences to assign/sublet/change use/alter premises (minimum charges)	160.00	0.00	160.00	162.00	0.00	162.00
Hourly rate	205.00	0.00	205.00	208.00	0.00	208.00
New Road licences	Contribution negotiated with asset management team			Contribution negotiated with asset management team		
<i>Note: VAT may be chargeable depending on the lease</i>						
<b>Council Land</b>						
Routine transactions* (subject to minimum charge)	525.00	0.00	525.00	527.00	0.00	527.00
Hourly rate	205.00	0.00	205.00	207.00	0.00	207.00

## Proposed fees and charges for 2016/17 set by the Council

	2015/16			2016/17		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Complex transactions (hourly rate shown – subject to a minimum charge of £1,000)	205.00	0.00	205.00	207.00	0.00	207.00
Sale as mortgagee in possession (minimum charge)	365.00	0.00	365.00	369.00	0.00	369.00
<b>Easement</b>						
Residential (minimum charge)	215.00	0.00	215.00	222.00	0.00	222.00
Commercial (minimum charge)	325.00	0.00	325.00	333.00	0.00	333.00
<b>Completion of Section 106 Planning Agreements</b>						
Routine (minimum charge)	575.00	0.00	575.00	578.00	0.00	578.00
Routine (per hour)	205.00	0.00	205.00	207.00	0.00	207.00
Complex (minimum charge)	1,050.00	0.00	1,050.00	1,060.00	0.00	1,060.00
Complex (per hour)	205.00	0.00	205.00	207.00	0.00	207.00
Variation (minimum charge)	575.00	0.00	575.00	581.00	0.00	581.00
Variation (per hour)	205.00	0.00	205.00	207.00	0.00	207.00
*Includes sale of council land and disposal of public open spaces (advertising is a separate fee)						
All charges above are to be negotiated dependent on the complexity, prioritisation to be given to the transaction and value and to be discussed in advance with the relevant lawyer. May vary when work relates to relevant charities or to voluntary organisations. Legal charges do not include disbursements						
<b>Home Inspection for Immigration Application Fee</b>						
Requests received to inspect and provide report on suitability of proposed home in connection with immigration applications	92.00	0.00	92.00	93.00	0.00	93.00
<b>Staying Put Handyperson Rates</b>						
				<b>No Change</b>		
Hourly rate for a handyperson	13.50	2.70	16.20	13.50	2.70	16.20
Subsidised hourly rate for a handyperson – client in receipt of benefits	5.00	1.00	6.00	5.00	1.00	6.00
<b>Pre-Application Planning Advice</b>						
				<b>No Change</b>		
<b>Meetings</b>						
Very large major	833.33	166.67	1,000.00	833.33	166.67	1,000.00
Major	416.67	83.33	500.00	416.67	83.33	500.00
Minor	208.33	41.67	250.00	208.33	41.67	250.00

## Proposed fees and charges for 2016/17 set by the Council

	2015/16			2016/17		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Other (excluding householders and listed buildings)	83.33	16.67	100.00	83.33	16.67	100.00
Householder	41.67	8.33	50.00	41.67	8.33	50.00
Charities, voluntary groups and parish councils	0.00	0.00	0.00	0.00	0.00	0.00
Works/repairs to listed buildings	0.00	0.00	0.00	0.00	0.00	0.00
<b>Letters</b>						
Very large major	416.67	83.33	500.00	416.67	83.33	500.00
Major	208.33	41.67	250.00	208.33	41.67	250.00
Minor	104.17	20.83	125.00	104.17	20.83	125.00
Other (excluding householders and listed buildings)	41.67	8.33	50.00	41.67	8.33	50.00
Householder	20.83	4.17	25.00	20.83	4.17	25.00
Charities, voluntary groups and parish councils	0.00	0.00	0.00	0.00	0.00	0.00
Works/repairs to listed buildings	0.00	0.00	0.00	0.00	0.00	0.00
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>Sale of Ordnance Survey Plans</b>			<b>No Change</b>			
Per set: A4	20.00	0.00	20.00	20.00	0.00	20.00
Per set: A3	50.00	0.00	50.00	50.00	0.00	50.00
<b>Complaints made under the High Hedges Legislation</b>			<b>No Change</b>			
Standard fee	450.00	0.00	450.00	450.00	0.00	450.00
<b>Planning Photocopying Charges</b>						
				Charges per page		
A4 Black/white	N/A	N/A	N/A	0.08	0.02	0.10
A3 Black/white	N/A	N/A	N/A	0.16	0.04	0.20
A2 Or larger	N/A	N/A	N/A	2.50	0.50	3.00
A4 Colour	N/A	N/A	N/A	0.62	0.13	0.75
A3 Colour	N/A	N/A	N/A	1.25	0.25	1.50

## Proposed fees and charges for 2016/17 set by the Council

	2015/16			2016/17		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
<b>Local Land Charges</b>	<b>No Change</b>					
<b><i>Residential Property</i></b>						
Official certificate of search in land charges register (LLC1) on one parcel of land or property	36.30	0.00	36.30	36.30	0.00	36.30
Requisition of search on one parcel of land or property (Con29)	79.20	0.00	79.20	79.20	0.00	79.20
Standard residential full search fee	115.50	0.00	115.50	115.50	0.00	115.50
<b><i>Commercial/Non-Domestic Property</i></b>						
Official certificate of search in land charges register (LLC1) on one parcel of land or property	36.30	0.00	36.30	36.30	0.00	36.30
Requisition of search on one commercial parcel of land or property	94.70	0.00	94.70	94.70	0.00	94.70
Standard commercial full search fee	131.00	0.00	131.00	131.00	0.00	131.00
<b><i>Residential &amp; Commercial Properties</i></b>						
Each additional parcel of land or property on (LLC1) certificate	3.00	0.00	3.00	3.00	0.00	3.00
Each additional parcel of land or property on requisition (Con 29)	9.00	0.00	9.00	9.00	0.00	9.00
Total for each additional parcel of land or property on one full search	12.00	0.00	12.00	12.00	0.00	12.00
Each printed Part II enquiry	16.00	0.00	16.00	16.00	0.00	16.00
Each additional enquiry of your own	21.00	0.00	21.00	21.00	0.00	21.00



## Proposed fees and charges for 2016/17 set nationally by Government

	2015/16			2016/17		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
<b>Car Parks Fixed Penalty Notices (rate depends on offence)</b>				<b>No Change</b>		
<b><i>Lower Penalty System</i></b>						
Up to 14 Days	25.00	0.00	25.00	25.00	0.00	25.00
14 days to 56 days	50.00	0.00	50.00	50.00	0.00	50.00
57 days to 70 days	75.00	0.00	75.00	75.00	0.00	75.00
After 70 days	82.00	0.00	82.00	82.00	0.00	82.00
<b><i>Higher Penalty System</i></b>						
Up to 14 days	35.00	0.00	35.00	35.00	0.00	35.00
14 days to 56 days	70.00	0.00	70.00	70.00	0.00	70.00
57 days to 70 days	105.00	0.00	105.00	105.00	0.00	105.00
After 70 days	112.00	0.00	112.00	112.00	0.00	112.00
<b>Liquor Licensing</b>				<b>No Change</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	100.00	0.00	100.00
Rateable Value B and B	190.00	0.00	190.00	190.00	0.00	190.00
Rateable Value B and C	315.00	0.00	315.00	315.00	0.00	315.00
Rateable Value B and D	450.00	0.00	450.00	450.00	0.00	450.00
Rateable Value B and E	635.00	0.00	635.00	635.00	0.00	635.00
<b><i>Main Annual Charge for Premises and Personal Liquor Licensing</i></b>						
Rateable Value B and A	70.00	0.00	70.00	70.00	0.00	70.00
Rateable Value B and B	180.00	0.00	180.00	180.00	0.00	180.00
Rateable Value B and C	295.00	0.00	295.00	295.00	0.00	295.00
Rateable Value B and D	320.00	0.00	320.00	320.00	0.00	320.00
Rateable Value B and E	350.00	0.00	350.00	350.00	0.00	350.00
Personal licence for alcohol	37.00	0.00	37.00	37.00	0.00	37.00
Personal licence change	10.50	0.00	10.50	10.50	0.00	10.50
Premises licence change	23.00	0.00	23.00	23.00	0.00	23.00
Transfers	23.00	0.00	23.00	23.00	0.00	23.00
Temporary events	21.00	0.00	21.00	21.00	0.00	21.00
Register of interests	21.00	0.00	21.00	21.00	0.00	21.00

## Proposed fees and charges for 2016/17 set nationally by Government

	2015/16			2016/17		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
<b>Purchase of Electoral Register</b>						<b>No Change</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	10.00	0.00	10.00
(a) charge for each 1,000 entries	5.00	0.00	5.00	5.00	0.00	5.00
Data format (standard charge) plus charge (b) below	20.00	0.00	20.00	20.00	0.00	20.00
(b) charge for each 1,000 entries	1.50	0.00	1.50	1.50	0.00	1.50
<b><i>List of Overseas Electors</i></b>						
Hard copies (standard charge) plus charge (c) below	10.00	0.00	10.00	10.00	0.00	10.00
(c) charge per 100 entries	5.00	0.00	5.00	5.00	0.00	5.00
Data format (standard charge) plus charge (d) below	20.00	0.00	20.00	20.00	0.00	20.00
(d) charge per 100 entries	1.50	0.00	1.50	1.50	0.00	1.50
<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	10.00	0.00	10.00
(e) charge per 1,000 entries	5.00	0.00	5.00	5.00	0.00	5.00
Data format (standard charge) plus charge (f) below	20.00	0.00	20.00	20.00	0.00	20.00
(f) charge per 1,000 entries	1.50	0.00	1.50	1.50	0.00	1.50
<b>Houses in Multiple Occupation Licensing</b>						
<b><i>New Application</i></b>						
Non-accredited landlord	620.00	0.00	620.00	626.00	0.00	626.00
Accredited landlord	508.00	0.00	508.00	513.00	0.00	513.00
<b><i>Renewal of Application</i></b>						
Non-accredited landlord	467.00	0.00	467.00	472.00	0.00	472.00
Accredited landlord	355.00	0.00	355.00	359.00	0.00	359.00

## Proposed fees and charges for 2016/17 set nationally by Government

	2015/16			2016/17		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
<b>Mobile Home Site Licence Fee</b>			<b>New Charge</b>			
<b><i>New Mobile Home Site Licence Application Fee</i></b>						
1-5 mobile homes on site	N/A	N/A	N/A	141.00	0.00	141.00
6-24 mobile homes on site	N/A	N/A	N/A	194.00	0.00	194.00
25-99 mobile homes on site	N/A	N/A	N/A	246.00	0.00	246.00
100+ mobile homes on site	N/A	N/A	N/A	282.00	0.00	282.00
<b><i>Annual Mobile Home Site Inspection Fee</i></b>						
Relevant sites occupied solely by owners and family members			N/A	No charge		
1-5 mobile homes on site	N/A	N/A	N/A	No charge		
6-24 mobile homes on site	N/A	N/A	N/A	158.00	0.00	158.00
25-99 mobile homes on site	N/A	N/A	N/A	194.00	0.00	194.00
100+ mobile homes on site	N/A	N/A	N/A	229.00	0.00	229.00
<b><i>Fee to Transfer or Amend Mobile Home Site Licence</i></b>						
Transfer or amend mobile home site licence	N/A	N/A	N/A	88.00	0.00	88.00
<b><i>Fee for the Deposit of Mobile Home Site Rules</i></b>						
Deposit of mobile home site rules	N/A	N/A	N/A	88.00	0.00	88.00
<b><i>Environmental - Fixed Penalty Notices</i></b>						
Littering and graffiti	80.00	0.00	80.00	80.00	0.00	80.00
Dog fouling and other dog control orders	80.00	0.00	80.00	80.00	0.00	80.00
Fly posting	N/A	N/A	N/A	80.00	0.00	80.00
Waste carrier offences	300.00	0.00	300.00	300.00	0.00	300.00
Smoking in a smoke free premises or vehicle	N/A	N/A	N/A	50.00*	0.00	50.00*
Failure to display no smoking signs in smoke free premises or vehicle	N/A	N/A	N/A	200.00**	0.00	200.00**
Failure to comply with a Community Protection Notice	N/A	N/A	N/A	100.00	0.00	100.00
*Reduced to £30.00 if paid within 15 days						
**Reduced to £150.00 if paid within 15 days						

## List of income received from fees and charges for 2014/15 outturn and 2015/16 budgets

Service	Charge	2014/15 Outturn £	2015/16 Budget £
<b>Fees and charges to be agreed as part of this report</b>			
Commissioning & Customer Contact	Car parks and season tickets	1,477,329	1,499,900
Commissioning & Customer Contact	Garden waste collections (brown bins)	330,517	261,000
Commissioning & Customer Contact	Bulky waste collections	98,118	32,000
Commissioning & Customer Contact	Cemeteries burial fees	122,043	114,770
Commissioning & Customer Contact	Residents parking permits (including voucher parking for visitors parking in residential bays)	121,629	97,000
Commissioning & Customer Contact	Residential wheeled bins	27,915	15,500
Commissioning & Customer Contact	Street naming and numbering	24,624	15,000
Commissioning & Customer Contact	Sports facilities	12,435	11,500
Commissioning & Customer Contact	Travelling fetes & fairs and access over open space licence	12,161	11,780
Commissioning & Customer Contact	Beach hut charges	5,417	27,500
Commissioning & Customer Contact	Allotments	1,190	1,000
Commissioning & Customer Contact	Radar keys for disabled toilets	537	210
Commissioning & Customer Contact	Harbour facilities and town quays	318	5,500
Commissioning & Customer Contact	Seafront memorial bench	0	1,000
Corporate Services	Legal services charges, including S106 application fees	15,000	7,360
Corporate Services	Hire of meeting rooms at Swale House	0	100
Economic & Cultural Services	King George's Pavilion	18,023	13,980
Economic & Cultural Services	Annual animal licences	11,405	9,000
Economic & Cultural Services	Pest control treatments	8,337	2,000
Economic & Cultural Services	Advertising fees for Inside Swale	6,080	5,000
Economic & Cultural Services	Stray dog collection	5,762	9,000
Economic & Cultural Services	Alleygate key	87	50
Economic & Cultural Services	Guildhall	0	600
Housing	Stayput handyperson charges	2,346	2,200
Housing	Houses in multiple occupation	1,110	500
Housing	Home inspection for immigration application fee	375	100
Mid-Kent Environmental Health Service	Request for environmental information	3,860	1,000

## List of income received from fees and charges for 2014/15 outturn and 2015/16 budgets

Service	Charge	2014/15 Outturn £	2015/16 Budget £
Mid-Kent Environmental Health Service	Registration fee under the Local Government (Misc Provisions) Act	3,390	1,000
Mid-Kent Environmental Health Service	CIEH Level 2 Award Training in Food Safety in Catering	2,430	500
Mid-Kent Environmental Health Service	Food export certificate	40	100
Planning	Local land charges	212,237	210,000
Planning	Pre-application planning advice fees	43,624	60,000
Planning	S106 Monitoring fees	34,955	65,000
Planning	Photocopying charges	2,535	2,000
Planning	Sale of Ordnance Survey plans	160	1,050
<b>Total fees and charges agreed as part of this report</b>		<b>2,605,989</b>	<b>2,484,200</b>

<b>Charges set by Government or an external body</b>			
Commissioning & Customer Contact	Fixed penalty notices – parking	520,289	474,890
Commissioning & Customer Contact	Taxi (Hackney Carriage) licensing	76,732	65,000
Corporate Services	Licences (premises and liquor, street trading, sex establishments and scrap metal)	98,235	99,500
Corporate Services	Gambling licence fees	34,558	41,280
Corporate Services	Purchase of electoral register	2,429	1,500
Economic & Cultural Services	Fixed penalty notices – environmental response	1,460	3,000
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>	1,074,500	717,980
<b>Total fees and charges set nationally and by external bodies</b>		<b>1,808,203</b>	<b>1,403,150</b>