

<b>Cabinet Meeting</b>	<b>Agenda Item: 5</b>
<b>Meeting Date</b>	<b>9 November 2016</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 &amp; Performance</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>Key Decision</b>	<b>Yes</b>
<b>Classification</b>	<b>Open</b>
<b>Forward Plan</b>	<b>Reference number:</b>
<b>Recommendations</b>	1. To approve the proposed fees and charges for 2017/18 as set out in this report for submission to Council.

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

- 1.1 This report invites Cabinet to consider the proposals for the level of fees and charges to be levied for the next financial year 2017/18. Charges will take effect from 1 April 2017.
- 1.2 Appendix I details proposals on a service-by-service basis for the level of fees to be charged in 2017/18 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 income from fees and charges for services in 2015/16, and the budget for 2016/17.
- 1.3 We have continued to focus on a small number of services each year where the Council sets the charges for a detailed review. For 2017/18 these have been burial services and hackney carriages charges.
- 1.4 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 to neighbouring councils.

## **2. Background**

- 2.1 In 2016/17 the fees and charges budget covered by this report where the Council sets the level of fees or charges was £3.6m.
- 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. 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 2017/18; and Appendix II those that are set by Government or another external body.

3.2 Table 1 below lists those charges set by the Council where an increase is not recommended at this time, and any increase in income shown here is 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 where some changes are proposed, with the majority of charges not changing. Table 4 lists proposed new charges for 2017/18.

**Table 1: Fees & Charges where an increase is not being recommended for 2017/18**

<b>Fee or Charge</b>	<b>Comments</b>
Bootcamp Licences	Scheme not fully implemented in 2016/17 so will review once up and running.
Garden Waste Collections (brown bins – domestic)	£35 is in line with Mid-Kent partners as at 15/08/2016.
Bulky Waste Collection	£23 is in line with Mid-Kent partners as at 15/08/2016.
Radar Key for Disabled Toilets	No reason to increase other than inflation, which stood at 0.5% CPI indexation June 2016. Applying this will only add 1p.
Travelling Fairs and Fetes	Review of land hire for events being undertaken in 2017/18.
Access over Open Space Licence	Take up of this fee is very limited, two or three each year. The licence functions to reduce the need to organise access.  The current fee strikes a balance between preventing convenience enquiries, while trying to remain reasonable for neighbours that really do require access.
Traffic Regulation Order Applications	This charge was only introduced last year, with a significant increase on the previous 'informal' charges, so it is considered appropriate to leave these as they are for 2017/18.

<b>Fee or Charge</b>	<b>Comments</b>
Licensing - Gambling / Liquor/ Scrap Metal/ Sex Establishment/ Street Trading	Charges reviewed and comparable with neighbours.
Requests for Environmental Information (e.g. planning, contaminated land)	The hourly charge is based on advice from the Information Commissioner.
Annual Animal Licensing (plus cost of vet inspection)	Set in line with government guidance on what we can charge.
Environmental – Fixed Penalty Notices	Fee already set at maximum allowable amount.
Pest Control	Increased last year, and we have recently tendered for them at this price (in line with market research and MBC).
King George's Pavilion	Equivalent to other hall charges in the area.
Guildhall	Equivalent to other hall charges in the area.
Advertising Fees for Inside Swale	Fees set at level to be attractive and competitive to advertisers.
Room Hire of Swale House	Usage and levels of income have been reviewed. Virtually all the bookings are made by organisations that are exempt from paying fees. For capacity reasons we would not want to market the rooms more widely. It is therefore recommended that the charges remain the same for 2017/18.
Staying Put Handyperson Rates	These fees were agreed with Supporting People in our bid of October 2012. They have not agreed an increase, and the bid will be reviewed in October 2017.
Pre-Application Planning Advice	A full review of the pre-app service and the associated charges will be completed by the end of the year with a view to increasing charges, particularly with regard to significant 'major' planning applications, and in line with charges being set with other neighbouring Local Planning Authorities.
Complaints Made under the High Hedges Legislation	Minimal use – max one per year – represents costs of handling such a complaint.
Planning Photocopying Charges	This is a limited revenue source. The charges reflect the cost of providing the service.

<b>Fee or Charge</b>	<b>Comments</b>
Local Land Charges	A review will be taking place over the coming year jointly with the shared service partners – TWBC and MBC – noting that the service charges should only be set in order to recover the costs of providing the service, usually looking at a three to five year rolling time frame.
Car Parks Fixed Penalty Notice	The fee/charge is not changing – statutory charge.
Purchase of Electoral Register	The fee/charge is not changing – statutory charge.
The Redress Scheme for Lettings Agency Work & Management Work Order 2014	New powers with fine levels agreed by Members in May 2016.

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

**Table 2: Fees & Charges where an increase is being recommended for 2017/18**

<b>Fee or Charge</b>	<b>Comments</b>
Residents' Parking Permits (on street)	To control the number of permits it is recommended to increase the charge.
Street Naming & Numbering	Increased costs of software, purchasing equipment and process of implementing.
Sports Facilities	Increased to offset costs of maintaining the areas and utility increases.
Allotments	The Council now only manages Sittingbourne allotments following the asset transfer of other sites. Increases in utilities necessitate a small increase.
Cemeteries Burial Fees	A comprehensive comparison of fees and charges around the county has been undertaken, which shows Swale at the lower end of the pricing scale. Burial prices have been raised in line with the average costs across the County. Child burials remain free of charge. Admin charges remain the same. Currently considering new charges on different options in time for the opening of the new cemetery at Iwade.
Seafront Memorial Bench	Small inflationary charge to offset rise in cost of benches.
Food Export Certificate	Certificate fee increase of 3% is in line with the increase across the Mid Kent Environmental Health Service for charges at Maidstone and Tunbridge Wells for this service.

<b>Fee or Charge</b>	<b>Comments</b>
CIEH Level 2 Award Training in Food Safety in Catering	The fee will be in line with the charges for training course provided by T&M, Sevenoaks, and Dartford as well as Maidstone and Tunbridge Wells.
Registration Fee under the Local Government (Miscellaneous Provision) Act	A 3% increase in fee is in line with the increase across the Mid Kent Environmental Health Service, and comparable to fees charged at Maidstone and Tunbridge Wells.
Stray Dog Collection	Administration fee for collection/returned stray dogs and the out-of-hours administration fee are both increasing to cover admin, officer time and transport.  (NB – the statutory collection charge is not changing as it is set in line with government guidance on what we can charge.)
Alleygate Key	Cost of keys have increased.
Legal Charges for Third Parties	This comprises a change in approach whereby Legal will simply state an hourly rate of £210 for all legal work undertaken on behalf of external third parties, rather than a more complicated regimen of varying fees, hourly rates and minimum charges.
Home Inspection for Immigration Application Fee	This charge is in line with other Kent authorities.
Houses in Multiple Occupation Licensing	Only costs incurred can be charged.
Mobile Home Site Licence Fee	Only costs incurred can be charged so these will be increased in line with actual costs.

3.4 The following is a list of charges where some changes to fees are proposed or recommended with the majority of charges not changing.

**Table 3: Fees & Charges where some changes are proposed to charges for 2017/18, with the majority of charges not changing**

<b>Fee or Charge</b>	<b>Comments</b>
Car Parks & Season Tickets	Recommended increase to bring season ticket pricing in line with Pay & Display increase last year.  Remainder of charges not changing as Cabinet did commit to no increase.
Wheeled Bins	Charge increasing for lid in lid 140 litre food waste bin from £35 to £38, to bring in line with 140 litre bin. Remainder of charges not changing.

<b>Fee or Charge</b>	<b>Comments</b>
Beach Huts	The purchase of beach huts is new to this report. The remainder of fees were set for a two to three year period to allow assessment of demand. Therefore, fees will be reviewed next year following completion of the Leysdown scheme.

3.5 The following is a list of charges where a new charge is proposed.

**Table 4: Fees & Charges where a new charge is proposed for 2017/18**

<b>Fee or Charge</b>	<b>Comments</b>
Taxi Licensing	Several new charges are being proposed as currently the Council does not charge for this work. Increases to existing charges are to bring them more in line with the Kent average.
Supplementary treatment registration fee (for additional beauty treatment registration inspection either at or after initial registration)	The new fee of £50 is for supplementary treatments registered by a business, to cover the additional officer time spent during the assessment of the business processes to protect public health and prevent infection.
Environmental – Fixed Penalty Notices (fly tipping)	A new legislative tool to deal with small scale fly-tipping. Maximum allowable amount to set fee at is £400.
Environmental – Fixed Penalty Notices (Public Space Protection Orders)	FPNs to be introduced when new orders are in place.
Environmental – Fixed Penalty Notices (abandoned vehicles)	Introduction to FPN to enforce against abandoned vehicles.
Environmental – Fixed Penalty Notices (smoking in an enclosed vehicle carrying a juvenile)	Introduction of FPN to enforce against smoking in an enclosed vehicle carrying a juvenile.
Environmental – Fixed Penalty Notices (refuse left out inappropriately)	Introduction of FPN to enforce against refuse left out inappropriately.
Stray Dog Collection	Transport fee for returning dog to owner is a new charge. New contract starting next year will offer this service.
Smoke and Carbon Monoxide Regulations 2015	New powers with fine levels agreed by Members in May 2016. Not to be reviewed until 2017/18.

<b>Fee or Charge</b>	<b>Comments</b>
Town Centre Licence	Town Centre Licence for large events.

3.6 Below is a list of fees and charges set by the Government. Where relevant, 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; and
- 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 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 be considering the proposals on 16 November before submission to Council on 23 November.

#### **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, including "A council to be proud of".
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 and Statutory	All proposals for charges reflect the relevant legislation.
Crime and Disorder	None identified.
Sustainability	None identified.

Issue	Implications
Health and Wellbeing	None identified.
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.

## 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 2017/18 set by the Council;
- Appendix II: Fees and charges set nationally by Government; and
- Appendix III: Summary of fee income for 2016/17 budget.

## 8. Background Papers

8.1 None.



## Proposed fees and charges for 2017/18 set by the Council

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
<b>Car Parks and Season Tickets</b>	<b>Some Change</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	0.42	0.08	0.50	0.42	0.08	0.50
Up to 1 hour	0.83	0.17	1.00	0.83	0.17	1.00
Up to 2 hours	1.67	0.33	2.00	1.67	0.33	2.00
Up to 4 hours	3.33	0.67	4.00	3.33	0.67	4.00
Season per quarter (short/long stay car park)	179.16	35.84	215.00	<b>195.83</b>	<b>39.17</b>	<b>235.00</b>
<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	0.42	0.08	0.50
Up to 1 hour	0.83	0.17	1.00	0.83	0.17	1.00
Up to 2 hours	1.67	0.33	2.00	1.67	0.33	2.00
Up to 4 hours	3.33	0.67	4.00	3.33	0.67	4.00
Over 4 hours	4.17	0.83	5.00	4.17	0.83	5.00
Season per month (long stay car park)	66.66	13.34	80.00	<b>73.33</b>	<b>14.67</b>	<b>88.00</b>
Season per quarter (short/long stay car park)	179.16	35.84	215.00	<b>195.83</b>	<b>39.17</b>	<b>235.00</b>
<b>Long Stay Covering:</b>						
Sittingbourne: Cockleshell Walk						
Up to 30 minutes	0.42	0.08	0.50	0.42	0.08	0.50
Up to 1 hour	0.83	0.17	1.00	0.83	0.17	1.00
Up to 2 hours	1.66	0.34	2.00	1.67	0.33	2.00
Up to 4 hours	2.50	0.50	3.00	2.50	0.50	3.00
Over 4 hours	3.33	0.67	4.00	3.33	0.67	4.00

## Proposed fees and charges for 2017/18 set by the Council

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Season per month (long stay car park)	66.66	13.34	80.00	<b>73.33</b>	<b>14.67</b>	<b>88.00</b>
Season per quarter (short/long stay car park)	179.16	35.84	215.00	<b>195.83</b>	<b>39.17</b>	<b>235.00</b>
<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	<b>208.33</b>	<b>41.67</b>	<b>250.00</b>
Note: Shellness and Shingle Bank car parks will be free in 2017/18.						
<b>Residents' Parking Permits (on street)</b>						<b>Change</b>
Per annum	40.00	0.00	40.00	<b>45.00</b>	<b>0.00</b>	<b>45.00</b>
Visitors permit book (10 days)	10.00	0.00	10.00	<b>11.00</b>	<b>0.00</b>	<b>11.00</b>
Visitors parking permits (per day)	1.00	0.00	1.00	<b>1.10</b>	<b>0.00</b>	<b>1.10</b>
Hourly scratchcards (per hour)	1.00	0.00	1.00	<b>1.10</b>	<b>0.00</b>	<b>1.10</b>
Hourly scratchcards (per book of 10 hours)	8.00	0.00	8.00	<b>10.00</b>	<b>0.00</b>	<b>10.00</b>

## Proposed fees and charges for 2017/18 set by the Council

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
<b>Street Naming &amp; Numbering</b>			<b>Change</b>			
Changing or requesting new property	60.00	0.00	60.00	<b>63.00</b>	<b>0.00</b>	<b>63.00</b>
New street name	100.00	0.00	100.00	<b>105.00</b>	<b>0.00</b>	<b>105.00</b>
New street developments (4 or more properties/units) per property/unit with minimum charge of £180	40.00	0.00	40.00	<b>42.00</b>	<b>0.00</b>	<b>42.00</b>
Provision of historical information relating to street naming & numbering	25.00 (plus copying)	0.00	25.00 (plus copying)	<b>26.25</b>	<b>0.00</b>	<b>26.25</b>
Changing street name	600.00	0.00	600.00	<b>630.00</b>	<b>0.00</b>	<b>630.00</b>
<b>Taxi Licensing</b>			<b>Some Change &amp; New Charges</b>			
Vehicle licence (1 year)	160.00	0.00	160.00	<b>290.00</b>	<b>0.00</b>	<b>290.00</b>
Private Hire operator licence (one payment for 5 years)	100.00	0.00	100.00	<b>430.00</b>	<b>0.00</b>	<b>430.00</b>
Intermediate (6 monthly licence for additional test when vehicle over 5 years old)	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 – initial	20.00	0.00	20.00	<b>25.00</b>	<b>0.00</b>	<b>25.00</b>
Knowledge test – re-sit	N/A/	N/A	N/A	<b>25.00</b>	<b>0.00</b>	<b>25.00</b>
Private Hire licence (1 year)	50.00	0.00	50.00	<b>115.00</b>	<b>0.00</b>	<b>115.00</b>
Hackney Driver licence (3 years)	120.00	0.00	120.00	<b>150.00</b>	<b>0.00</b>	<b>150.00</b>
Plate deposit (refundable)	100.00	0.00	100.00	100.00	0.00	100.00
Replacement plate	15.00	0.00	15.00	<b>15.00</b>	<b>0.00</b>	<b>15.00</b>
Change of address	N/A/	N/A	N/A	<b>10.00</b>	<b>0.00</b>	<b>10.00</b>
Change of ownership licensed vehicle	N/A/	N/A	N/A	<b>35.00</b>	<b>0.00</b>	<b>35.00</b>
DBS search fee	N/A/	N/A	N/A	<b>44.00</b>	<b>0.00</b>	<b>44.00</b>
Vehicle test	N/A/	N/A	N/A	<b>45.75</b>	<b>9.15</b>	<b>54.90</b>
Vehicles partial re-test	N/A/	N/A	N/A	<b>22.83</b>	<b>4.57</b>	<b>27.40</b>
Driver Badge replacement	N/A/	N/A	N/A	<b>9.50</b>	<b>0.00</b>	<b>9.50</b>
Replacement Licence Certificate	N/A/	N/A	N/A	<b>10.50</b>	<b>0.00</b>	<b>10.50</b>
Change from Private Hire to Hackney	N/A/	N/A	N/A	<b>90.00</b>	<b>0.00</b>	<b>90.00</b>

## Proposed fees and charges for 2017/18 set by the Council

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Change from Hackney to Private Hire	N/A/	N/A	N/A	<b>70.00</b>	<b>0.00</b>	<b>70.00</b>
Failure to attend the vehicle test (10 minutes prior to the test start time)	N/A/	N/A	N/A	<b>27.40</b>	<b>0.00</b>	<b>27.40</b>
<b>Bootcamp Licence Fees (per annum)</b>			<b>No Change</b>			
Once a week (1-15 people)	150.00	0.00	150.00	150.00	0.00	150.00
2-4 times a week (1-15 people)	300.00	0.00	300.00	300.00	0.00	300.00
5+ times a week (1-15 people)	500.00	0.00	500.00	500.00	0.00	500.00
Once a week (16-35)	350.00	0.00	350.00	350.00	0.00	350.00
2-4 times a week (16-35 people)	600.00	0.00	600.00	600.00	0.00	600.00
5+ times a week (16-35 people)	1,000.00	0.00	1,000.00	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>			<b>No Change</b>			
Charge covers up to 4 bulky items. If fridge/fridge-freezer charge covers only one item, but any size	23.00	0.00	23.00	23.00	0.00	23.00
<b>Wheeled Bins</b>			<b>Some Change</b>			
Wheeled bins 140 litre	38.00	0.00	38.00	38.00	0.00	38.00
Wheeled bins 180 litre	43.00	0.00	43.00	43.00	0.00	43.00
Wheeled bins 240 litre	43.00	0.00	43.00	43.00	0.00	43.00
Wheeled bins 1,100 litre	435.00	0.00	435.00	435.00	0.00	435.00
Lid in lid 140 litre food waste bin	35.00	0.00	35.00	<b>38.00</b>	<b>0.00</b>	<b>38.00</b>
Food waste container 23 litre	5.00	0.00	5.00	5.00	0.00	5.00
Kitchen caddy 5 litre	1.00	0.00	1.00	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>Change</b>			
<b><i>With changing facilities and showers</i></b>						
- Senior	55.83	11.17	67.00	<b>58.33</b>	<b>11.67</b>	<b>70.00</b>

## Proposed fees and charges for 2017/18 set by the Council

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
- Under 18s	16.67	3.33	20.00	<b>17.50</b>	<b>3.50</b>	<b>21.00</b>
- Under 16s & mini soccer	12.50	2.50	15.00	<b>13.13</b>	<b>2.62</b>	<b>15.75</b>
<b><i>With changing facilities only</i></b>						
- Senior	45.83	9.17	55.00	<b>48.33</b>	<b>9.67</b>	<b>58.00</b>
- Under 18s	14.17	2.83	17.00	<b>15.00</b>	<b>3.00</b>	<b>18.00</b>
- Under 16s & mini soccer	11.67	2.33	14.00	<b>12.50</b>	<b>2.50</b>	<b>15.00</b>
<b><i>With no facilities</i></b>						
- Senior	28.33	5.67	34.00	<b>28.75</b>	<b>5.75</b>	<b>34.50</b>
- Under 18s	12.50	2.50	15.00	<b>12.92</b>	<b>2.58</b>	<b>15.50</b>
- Under 16s & mini soccer	8.33	1.67	9.50	<b>8.33</b>	<b>1.67</b>	<b>10.00</b>
Block bookings of 10 or more series of lets is VAT exempt						
<b>Allotments</b>						<b>Change</b>
Plots of 10 rods & pro rata	34.00	0.00	34.00	<b>40.00</b>	<b>0.00</b>	<b>40.00</b>
Plots of 10 rods & pro rata (OAPs/Disabled)	17.00	0.00	17.00	<b>20.00</b>	<b>0.00</b>	<b>20.00</b>
<b>Cemeteries Burial Fees</b>						<b>Change</b>
<b><i>Exclusive Right of Burial, Interment, Memorial &amp; Re-inscription Permits</i></b>						
1 <sup>st</sup> Burial Sittingbourne, Faversham & Murston	1,360.00	0.00	1,360.00	<b>1,834.00</b>	<b>0.00</b>	<b>1,834.00</b>
1 <sup>st</sup> Burial Sheppey	1,230.00	0.00	1,230.00	<b>1,681.00</b>	<b>0.00</b>	<b>1,681.00</b>
1 <sup>st</sup> Burial if no use of previously purchased grave Sittingbourne, Faversham & Murston	730.00	0.00	730.00	730.00	0.00	730.00
1 <sup>st</sup> Burial if no use of previously purchased grave Sheppey	600.00	0.00	600.00	600.00	0.00	600.00
2 <sup>nd</sup> Burial Sittingbourne, Faversham & Murston	645.00	0.00	645.00	<b>755.00</b>	<b>0.00</b>	<b>755.00</b>
2 <sup>nd</sup> Burial Sheppey	500.00	0.00	500.00	<b>624.00</b>	<b>0.00</b>	<b>624.00</b>
3 <sup>rd</sup> Burial Sittingbourne, Faversham & Murston	500.00	0.00	500.00	<b>624.00</b>	<b>0.00</b>	<b>624.00</b>
<b><i>Cremated Remains</i></b>						
<i>(includes Exclusive Rights to Burial, Interment, Memorial &amp; Re-inscription Permit)</i>						
1 <sup>st</sup> Burial	460.00	0.00	460.00	<b>577.00</b>	<b>0.00</b>	<b>577.00</b>

## Proposed fees and charges for 2017/18 set by the Council

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
1 <sup>st</sup> Burial (where no use has been made of previously purchased grave)	210.00	0.00	210.00	210.00	0.00	210.00
2 <sup>nd</sup> Burial	210.00	0.00	210.00	210.00	0.00	210.00
3 <sup>rd</sup> Burial	210.00	0.00	210.00	210.00	0.00	210.00
4 <sup>th</sup> Burial	210.00	0.00	210.00	210.00	0.00	210.00
<b>Child Coffin Burial</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)	210.00	0.00	210.00	210.00	0.00	210.00
Under 12 years of age in child's plot (non-resident of Swale)	140.00	0.00	140.00	140.00	0.00	140.00
Under 12 years of age in adult's plot (non-resident of Swale)	340.00	0.00	340.00	340.00	0.00	340.00
<b>Ancillary Services</b>						
Issue of letter of confirmation where deed is lost	55.00	0.00	55.00	55.00	0.00	55.00
Use of chapel in Sittingbourne	80.00	0.00	80.00	80.00	0.00	80.00
Use of chapel in Faversham	110.00	0.00	110.00	110.00	0.00	110.00
Planted grave (per annum)	110.00	0.00	110.00	110.00	0.00	110.00
Turfed grave	At cost			At cost		
Transfer of deed ownership	55.00	0.00	55.00	55.00	0.00	55.00
Record search & certificate (each grave)	30.00	0.00	30.00	30.00	0.00	30.00
Scattering of ashes	75.00	0.00	75.00	<b>95.00</b>	<b>0.00</b>	<b>95.00</b>
Extra cost of large coffin or casket (measuring 30 inches or more)	150.00	0.00	150.00	150.00	0.00	150.00
Exhumation of coffin	1,230.00	0.00	1,230.00	<b>1,400.00</b>	<b>0.00</b>	<b>1,400.00</b>
Exhumation of cremated remains	125.00	0.00	125.00	<b>280.00</b>	<b>0.00</b>	<b>280.00</b>
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>						<b>Change</b>
Memorial bench and installation	429.17	85.83	515.00	<b>437.50</b>	<b>87.50</b>	<b>525.00</b>

## Proposed fees and charges for 2017/18 set by the Council

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
<b>Travelling Fairs and Fetes</b>			<b>No Change</b>			
Pitch premium for days open to the public only (per day)	800.00	0.00	800.00	800.00	0.00	800.00
On site fee payable whether or not open to the public (including arrival and departure days)	56.00	0.00	56.00	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>New Charge</b>			
Ground rental	300.00	0.00	300.00	300.00	0.00	300.00
Licence fee	791.67	158.33	950.00	791.67	158.33	950.00
Purchase of beach hut	N/A	N/A	N/A	<b>8,333.33</b>	<b>1,666.67</b>	<b>10,000.00</b>
<b>Access Over Open Space Licence</b>			<b>No Change</b>			
Standard fee	65.00	0.00	65.00	65.00	0.00	65.00
<b>Traffic Regulation Order Applications</b>			<b>No Change</b>			
<b><i>On application (yellow lines and changes to existing orders)</i></b>						
Small (1-30 consultations)	1,000.00	0.00	1,000.00	1,000.00	0.00	1,000.00
Medium (31-50 consultations)	1,200.00	0.00	1,200.00	1,200.00	0.00	1,200.00
Large (50+ consultations)	1,500.00	0.00	1,500.00	1,500.00	0.00	1,500.00
<b><i>On application (loading bays, single bays)</i></b>						
Small (1-30 consultations)	500.00	0.00	500.00	500.00	0.00	500.00
Medium (31-50 consultations)	750.00	0.00	750.00	750.00	0.00	750.00
Large (50+ consultations)	1,000.00	0.00	1,000.00	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)	500.00	0.00	500.00	500.00	0.00	500.00
Medium (31-50 consultations)	500.00	0.00	500.00	500.00	0.00	500.00
Large (50+ consultations)	500.00	0.00	500.00	500.00	0.00	500.00
<b><i>No objections received (loading bays, single bays)</i></b>						
Small (1-30 consultations)	250.00	0.00	250.00	250.00	0.00	250.00
Medium (31-50 consultations)	250.00	0.00	250.00	250.00	0.00	250.00
Large (50+ consultations)	250.00	0.00	250.00	250.00	0.00	250.00

## Proposed fees and charges for 2017/18 set by the Council

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
<b>Objections received (JTB report)</b>						
Small (1-30 consultations)	250.00	0.00	250.00	250.00	0.00	250.00
Medium (31-50 consultations)	250.00	0.00	250.00	250.00	0.00	250.00
Large (50+ consultations)	250.00	0.00	250.00	250.00	0.00	250.00
<b>Progress/implement scheme (yellow lines and changes to existing orders)</b>						
Small (1-30 consultations)	500.00	0.00	500.00	500.00	0.00	500.00
Medium (31-50 consultations)	600.00	0.00	600.00	600.00	0.00	600.00
Large (50+ consultations)	700.00	0.00	700.00	700.00	0.00	700.00
<b>Progress/implement scheme (loading bays, single bays)</b>						
Small (1-30 consultations)	100.00	0.00	100.00	100.00	0.00	100.00
Medium (31-50 consultations)	100.00	0.00	100.00	100.00	0.00	100.00
Large (50+ consultations)	100.00	0.00	100.00	100.00	0.00	100.00
<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



## Proposed fees and charges for 2017/18 set by the Council

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
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
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) 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

## Proposed fees and charges for 2017/18 set by the Council

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
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>			<b>Change</b>			
For businesses in Swale	80.00	0.00	80.00	<b>82.00</b>	<b>0.00</b>	<b>82.00</b>
Food in transit	80.00	0.00	80.00	<b>30.00</b>	<b>0.00</b>	<b>30.00</b>
<b>CIEH Level 2 Award Training in Food Safety in Catering</b>			<b>Change</b>			
Fee charged to food handlers for training in food hygiene	60.00	0.00	60.00	<b>65.00</b>	<b>0.00</b>	<b>65.00</b>
<b>Registration Fee under the Local Government (Miscellaneous Provision) Act</b>			<b>Change</b>			
(Relates to establishments offering cosmetic piercing, electrolysis, tattooing or acupuncture)						
Standard fee	286.00	0.00	286.00	<b>294.00</b>	<b>0.00</b>	<b>294.00</b>
Supplementary treatment registration fee (for additional beauty treatment registration inspection either at or after initial registration)	N/A	N/A	N/A	<b>50.00</b>	<b>0.00</b>	<b>50.00</b>
<b>Requests for Environmental Information (e.g. contaminated land)</b>			<b>No Change</b>			
Charge per hour	25.00	0.00	25.00	25.00	0.00	25.00
Charges for photocopying apply at 10p per page plus postage						
<b>Environmental - Fixed Penalty Notices</b>			<b>New Charges</b>			
Fly tipping	N/A	N/A	N/A	<b>400.00*</b>	<b>0.00</b>	<b>400.00*</b>
Abandoning a vehicle	N/A	N/A	N/A	<b>120.00</b>	<b>0.00</b>	<b>120.00</b>
Smoking in an enclosed vehicle carrying a juvenile	N/A	N/A	N/A	<b>50.00</b>	<b>0.00</b>	<b>50.00</b>

## Proposed fees and charges for 2017/18 set by the Council

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Refuse left out inappropriately	N/A	N/A	N/A	<b>100.00</b>	<b>0.00</b>	<b>100.00</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	80.00	0.00	80.00	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	50.00**	0.00	50.00**	50.00**	0.00	50.00**
Failure to display no smoking signs in smoke free premises or vehicle	200.00#	0.00	200.00#	200.00#	0.00	200.00#
Failure to comply with a Community Protection Notice	100.00	0.00	100.00	100.00	0.00	100.00
Breach of any Public Space Protection Orders (PSPOs)	N/A	N/A	N/A	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>
*Reduced to £300 if paid in full within 7 days						
**Reduced to £30.00 if paid within 15 days						
#Reduced to £150.00 if paid within 15 days						
<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>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	<b>30.00</b>	<b>0.00</b>	<b>30.00</b>

## Proposed fees and charges for 2017/18 set by the Council

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Out of hours administration fee or collection/returned stray dogs	30.00	0.00	30.00	40.00	0.00	40.00
Transport fee for returning dog to owner	N/A	N/A	N/A	25.00	0.00	25.00
<b>Pest Control</b>			<b>No Change</b>			
Rats (per visit) with a minimum of 2 visits required	24.17	4.83	29.00	24.17	4.83	29.00
Rats (per visit) with a minimum of 2 visits required – clients on benefits	24.17	4.83	29.00	24.17	4.83	29.00
Mice (per visit) with a minimum of 2 visits required	24.17	4.83	29.00	24.17	4.83	29.00
Mice (per visit) with a minimum of 2 visits required – clients on benefits	24.17	4.83	29.00	24.17	4.83	29.00
Wasps per nest	48.75	9.75	58.50	48.75	9.75	58.50
Wasps per additional nest	8.33	1.67	10.00	8.33	1.67	10.00
Fleas and other household pests (up to 6 rooms)	58.33	11.67	70.00	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)	58.33	11.67	70.00	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.	25.00	5.00	30.00	25.00	5.00	30.00
Ants, insects etc. – clients on benefits	25.00	5.00	30.00	25.00	5.00	30.00
Bed bugs (up to 4 bedroom house). Anything larger will require a survey	233.33	46.67	280.00	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)		

## Proposed fees and charges for 2017/18 set by the Council

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
<b>King George's Pavilion (minimum 1 hour hire)</b>			<b>No Change</b>			
Main hall/tea room (hourly rates) (minimum hire 1 hour)						
Main hall/tea room (hourly rates)						
Mon-Fri (9am-5pm)	10.00	0.00	10.00	10.00	0.00	10.00
Mon-Fri (5pm-12am)	10.00	0.00	10.00	10.00	0.00	10.00
Sat (9am-5pm) minimum 4 hours	10.00	0.00	10.00	10.00	0.00	10.00
Sat (5pm-12am) minimum 4 hours	10.00	0.00	10.00	10.00	0.00	10.00
Playgroups (per morning)						
	25.00	0.00	25.00	25.00	0.00	25.00
Tea room – for children's parties only (per hour) minimum 3 hours hire						
	8.00	0.00	8.00	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>			<b>Change</b>			
Fee	13.33	2.67	16.00	15.86	3.17	19.03
<b>Town Centre Licence</b>			<b>New Charge</b>			
Licence for large events of 10,000 people or more	N/A	N/A	N/A	500.00	0.00	500.00

## Proposed fees and charges for 2017/18 set by the Council

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
<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>No Change</b>			
<b>Non-Commercial</b>						
Council chamber (half day)	75.00	15.00	90.00	75.00	15.00	90.00
Council chamber (full day)	125.00	25.00	150.00	125.00	25.00	150.00
Committee room (half day)	50.00	10.00	60.00	50.00	10.00	60.00
Committee room (full day)	75.00	15.00	90.00	75.00	15.00	90.00
Assembly room (half day)	37.50	7.50	45.00	37.50	7.50	45.00
Assembly room (full day)	62.50	12.50	75.00	62.50	12.50	75.00
<b>Commercial</b>						
Council chamber (half day)	150.00	30.00	180.00	150.00	30.00	180.00
Council chamber (full day)	250.00	50.00	300.00	250.00	50.00	300.00
Committee room (half day)	100.00	20.00	120.00	100.00	20.00	120.00
Committee room (full day)	150.00	30.00	180.00	150.00	30.00	180.00
Assembly room (half day)	75.00	15.00	90.00	75.00	15.00	90.00
Assembly room (full day)	125.00	25.00	150.00	125.00	25.00	150.00
Charity groups or meetings where Swale residents will benefit	No cost			No cost		
<b>Legal Charges for Third Parties</b>			<b>Change</b>			
Hourly rate	Various charges	0.00	Various charges	<b>210.00</b>	<b>0.00</b>	<b>210.00</b>
<i>Note: VAT may be chargeable depending on the lease</i>						

## Proposed fees and charges for 2017/18 set by the Council

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
<b>Home Inspection for Immigration Application Fee</b>						<b>Change</b>
Requests received to inspect and provide report on suitability of proposed home in connection with immigration applications	92.00	0.00	92.00	<b>95.00</b>	<b>19.00</b>	<b>114.00</b>
<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
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						

## Proposed fees and charges for 2017/18 set by the Council

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
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>						<b>No Change</b>
Standard fee	450.00	0.00	450.00	450.00	0.00	450.00
<b>Planning Photocopying Charges</b>						<b>No Change</b>
	Charges per page		Charges per page			
A4 Black/white	0.08	0.02	0.10	0.08	0.02	0.10
A3 Black/white	0.16	0.04	0.20	0.16	0.04	0.20
A2 Or larger	2.50	0.50	3.00	2.50	0.50	3.00
A4 Colour	0.62	0.13	0.75	0.62	0.13	0.75
A3 Colour	1.25	0.25	1.50	1.25	0.25	1.50
<b>Local Land Charges</b>						<b>No Change</b>
<b>Residential Property</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	15.80	95.00	79.20	15.80	95.00
Standard residential full search fee	115.50	0.00	115.50	115.50	0.00	115.50
<b>Commercial/Non-Domestic Property</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>Residential &amp; Commercial Properties</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	1.80	10.80	9.00	1.80	10.80
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



**Proposed fees and charges for 2017/18 set by the Council**

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Each additional enquiry of your own	21.00	0.00	21.00	21.00	0.00	21.00

## Fees and charges set nationally by Government

	2016/17			2017/18		
	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

## Fees and charges set nationally by Government

	2016/17			2017/18		
	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>Change</b>
<b><i>New Application</i></b>						
Non-accredited landlord	626.00	0.00	626.00	<b>632.00</b>	<b>0.00</b>	<b>632.00</b>
Accredited landlord	513.00	0.00	513.00	<b>518.00</b>	<b>0.00</b>	<b>518.00</b>
<b><i>Renewal of Application</i></b>						
Non-accredited landlord	472.00	0.00	472.00	<b>477.00</b>	<b>0.00</b>	<b>477.00</b>
Accredited landlord	359.00	0.00	359.00	<b>363.00</b>	<b>0.00</b>	<b>363.00</b>

## Fees and charges set nationally by Government

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
<b>Mobile Home Site Licence Fee</b>						<b>Change</b>
<b><i>New Mobile Home Site Licence Application Fee</i></b>						
1-5 mobile homes on site	141.00	0.00	141.00	<b>142.00</b>	<b>0.00</b>	<b>142.00</b>
6-24 mobile homes on site	194.00	0.00	194.00	<b>196.00</b>	<b>0.00</b>	<b>196.00</b>
25-99 mobile homes on site	246.00	0.00	246.00	<b>248.00</b>	<b>0.00</b>	<b>248.00</b>
100+ mobile homes on site	282.00	0.00	282.00	<b>285.00</b>	<b>0.00</b>	<b>285.00</b>
<b><i>Annual Mobile Home Site Inspection Fee</i></b>						
Relevant sites occupied solely by owners and family members	No charge			No charge		
1-5 mobile homes on site	No charge			No charge		
6-24 mobile homes on site	158.00	0.00	158.00	<b>160.00</b>	<b>0.00</b>	<b>160.00</b>
25-99 mobile homes on site	194.00	0.00	194.00	<b>196.00</b>	<b>0.00</b>	<b>196.00</b>
100+ mobile homes on site	229.00	0.00	229.00	<b>231.00</b>	<b>0.00</b>	<b>231.00</b>
<b><i>Fee to Transfer or Amend Mobile Home Site Licence</i></b>						
Transfer or amend mobile home site licence	88.00	0.00	88.00	<b>89.00</b>	<b>0.00</b>	<b>89.00</b>
<b><i>Fee for the Deposit of Mobile Home Site Rules</i></b>						
Deposit of mobile home site rules	88.00	0.00	88.00	<b>132.00</b>	<b>0.00</b>	<b>132.00</b>
<b>Smoke and Carbon Monoxide Regulations 2015</b>						<b>New Charge</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	N/A	N/A	N/A	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>
<b>The Redress Scheme for Lettings Agency Work &amp; Management Work Order 2014</b>						<b>No Change</b>
Fine level progresses to maximum fine permitted (1st offence £2,500, 2nd £5,000)						
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>

## List of income from fees and charges for 2016/17 budgets

Service	Charge	2016/17 Budget £
Commissioning & Customer Contact	Car parks and season tickets	1,674,900
Commissioning & Customer Contact	Garden waste collections (brown bins)	367,500
Commissioning & Customer Contact	Residents parking permits (including voucher parking for visitors parking in residential bays)	97,000
Commissioning & Customer Contact	Cemeteries burial fees	114,960
Commissioning & Customer Contact	Bulky waste collections	57,000
Commissioning & Customer Contact	Residential wheeled bins	20,500
Commissioning & Customer Contact	Street naming and numbering	15,000
Commissioning & Customer Contact	Beach hut charges	0
Commissioning & Customer Contact	Seafront memorial bench	1,000
Commissioning & Customer Contact	Travelling fetes & fairs and access over open space licence	11,780
Commissioning & Customer Contact	Sports facilities	11,500
Commissioning & Customer Contact	Allotments	1,000
Commissioning & Customer Contact	Radar keys for disabled toilets	210
Corporate Services	Taxi (Hackney Carriage) licensing	64,300
Corporate Services	Legal services charges, including S106 application fees	28,660
Corporate Services	Hire of meeting rooms at Swale House	100
Economic & Cultural Services	Fixed penalty notices – environmental response	3,000
Economic & Cultural Services	King George's Pavilion	13,980
Economic & Cultural Services	Advertising fees for Inside Swale	5,000
Economic & Cultural Services	Annual animal licences	10,500
Economic & Cultural Services	Stray dog collection	9,000
Economic & Cultural Services	Pest control treatments	2,000
Economic & Cultural Services	Alleygate key	50
Economic & Cultural Services	Guildhall	600
Economic & Cultural Services	Town Centre Licence	0
Housing	Stayput handyperson charges	2,200
Housing	Home inspection for immigration application fee	100

## List of income from fees and charges for 2016/17 budgets

Service	Charge	2016/17 Budget £
Mid-Kent Environmental Health Service	CIEH Level 2 Award Training in Food Safety in Catering	500
Mid-Kent Environmental Health Service	Registration fee under the Local Government (Misc Provisions) Act	1,500
Mid-Kent Environmental Health Service	Request for environmental information	1,000
Mid-Kent Environmental Health Service	Food export certificate	100
Planning	Local land charges	210,000
Planning	Pre-application planning advice fees	60,000
Planning	S106 Monitoring fees	65,000
Planning	Photocopying charges	2,000
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>	668,800
<b>Total fees and charges agreed as part of this report</b>		<b>3,562,720</b>

<b>Charges set by Government or an External Body</b>		
Commissioning & Customer Contact	Fixed penalty notices – parking	474,890
Corporate Services	Licences (premises and liquor, street trading, sex establishments and scrap metal)	99,500
Corporate Services	Purchase of electoral register	1,500
Housing	Houses in multiple occupation	500
Housing	Mobile home site licence fee	0
Housing	Smoke or CO Alarm Regulations Redress Scheme for Lettings Agency Work & Management Work Order 2014	0
<b>Total fees and charges set nationally and by external bodies</b>		<b>576,390</b>