

Council Meeting		Agenda Item:
Meeting Date	22 November 2017	
Report Title	Review of Fees & Charges 2018/19	
Cabinet Member	Cllr Duncan Dewar-Whalley, Cabinet Member for Finance & Performance	
SMT Lead	Nick Vickers, Chief Financial Officer	
Head of Service	Nick Vickers, Chief Financial Officer	
Lead Officer	Caroline Frampton, Principal Accountant	
Recommendations	<ol style="list-style-type: none"> 1. That delegated authority be given to the Head of Economy & Community Services in consultation with the Chief Financial Officer and the Cabinet Member for Safer Families and Communities to increase the 2018/19 charge for Environmental Fixed Penalty Notices for littering and graffiti so that they will continue to be set to the maximum limit set by the Government should this change during 2018/19. 2. That the local land charges fees are implemented 1 December 2017. 3. To approve the proposed fees and charges 2018/19 as set out in this report. 	

1. Purpose of Report and Executive Summary

- 1.1 This report invites Council to consider the proposals for the level of fees and charges to be levied for the next financial year 2018/19. The report was agreed by Cabinet on 8 November 2017 and considered by Scrutiny on 15 November 2017. Any proposals from Scrutiny will be tabled. Charges will take effect from 1 April 2018, with the exception of those for Local Land Charges, which will take effect from 1 December 2017 in order to assist consistency of charges across the shared services authorities.
- 1.2 Appendix I details proposals on a service-by-service basis for the level of fees to be charged in 2018/19 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 2016/17, and the budget for 2017/18.
- 1.3 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 2017/18 the fees and charges budget covered by this report where the Council sets the level of fees or charges was £2.9 million (see Appendix III).
- 2.2 Managers and all service areas were asked to review the current schedule of fees and charges for the forthcoming financial year.
- 2.3 Authorities have a statutory duty to ensure fees are set in accordance with the Local Government Act 2003. This allows local authorities to charge for discretionary services. Discretionary services are those services that a council has the power to, but is not obliged to, provide. A pre-condition to charging is the person has to agree to the provision of the service, and they are prepared to pay for it. Some charges depend on relevant consultation being carried out by the service concerned.

3. Proposals

- 3.1 Appendix I details the proposed fees and charges to be set by the Council for 2018/19; 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 2018/19.

Table 1: Fees & Charges where an increase is not being recommended for 2018/19

Fee or Charge	Comments
Licensing – Gambling /Liquor/ Scrap Metal/ Sex Establishment/ Street Trading	Fees are not changing. A review will be undertaken in time for 2019/20.
Radar Key for Disabled Toilets	The fee covers cost of purchase.
Travelling Fairs & Fetes	Prices held to remain competitive in supply of land. This is a commercially competitive market. We need to ensure prices are attractive enough to encourage continued return of fairs as this provides good income for subsidising other maintenance on open spaces.
Access over Open Space Licence	Fee kept the same as covers administration process.

Fee or Charge	Comments
Traffic Regulation Order Applications	A new charge in 2017/18 so keeping the same to establish a market for use of this service. In line with other authorities and Kent County Council's (KCC) charges.
CIEH Level 2 Award Training in Food Safety in Catering	There is no increase in the fee to reflect the competitive training market in the region and the competition from cheaper on line courses.
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)	The price of these licences has been determined as requested in Local Government Association (LGA) guidance on 'locally set licence fees'. Benchmarking exercises suggest that Swale is "mid table" when compared to other local authorities (LAs).
Stray Dog Collection	The charges are not changing. The collection charge is set in legislation and the administration charges ensure reasonable payment rates without the need for additional administration.
Pest Control	The recently agreed pest control contract is based on the 2017/18 fees. An increase in costs will not result in an increase in income to the Council.
King George's Pavilion	Comparable price with other hirers.
Guildhall	Comparable price with other hirers.
Town Centre Licence	New fee with limited take-up due to conditions imposed within licence.
Advertising Fees for Inside Swale	Need to keep competitive with other local advertisers.
Room Hire of Swale House	The charges are recommended to remain the same, reflecting the market and demand.
Staying Put Handyperson Rates	The charges are contractual as set by KCC who fund the service and not at the Council's discretion.
Staying Put Private Disabled Works	The charges are contractual as set by KCC who fund the service and not at the Council's discretion.
Staying Put Disabled Facilities Grant (DFG) Fees	Fees charged as a percentage of total project cost to manage disabled works. Currently 12.50% (maximum set by the Department of Housing).
Complaints Made under the High Hedges Legislation	Minimal use – maximum two per year. This represents costs of handling such a complaint.

Fee or Charge	Comments
Planning Photocopying Charges	This is a limited revenue source. The charges reflect the cost of providing the service.
Parking Penalty Charge Notices	The fee/charge is not changing – statutory charge.
Purchase of Electoral Register	The fee/charge is not changing – statutory charge.
Smoke and Carbon Monoxide Regulations 2015	Maximum fine set by statute.
The Redress Scheme for Lettings Agency Work & Management Work Order 2014	Maximum fine set by statute.

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 2018/19

Fee or Charge	Comments
Street Naming & Numbering	Inflationary increase of 3% added and rounded where necessary.
Taxi Licensing	The fees and charges recommendations were presented to the General Licensing Committee as the final stage of the consultation process. Through reviewing the comments received during the consultation process, some of the charges have been modified. The charges were approved by the Committee and were effective from 18 September 2017.
Outdoor Fitness Licence Fees	Inflationary increase added and rounded where necessary. New fee for 1-4 people introduced. Companies with lower participant numbers (or 121s) would proportionally pay more, but this gives the incentive to the company to maximise attendances to get the best value.
Garden Waste Collections (brown bins – domestic)	Increased charge in line with our Mid Kent Waste Partners - Ashford and Maidstone.
Bulky Waste Collection	Inflationary increase added and rounded where necessary.

Fee or Charge	Comments
Wheeled Bins	<p>There has been a significant increase in the purchase price of the lid in lid 140 litre food waste bin and the increased charge reflects this.</p> <p>The charge for food waste container (23 litre) is increasing to Ashford Borough Council's proposed charge. The charge for kitchen caddy (5 litre) is increasing to bring in line with Mid Kent Waste Partners.</p>
Sports Facilities	<p>Charges relating to seniors. Inflationary increase added and rounded where necessary.</p> <p>Junior charges. Above inflation increase as these stayed stationary over a number of years. SBC currently subsidises the provision of sports pitches by approximately £80,000 a year. Junior football has overtaken adult football in usage terms so we have seen a large drop in income.</p>
Allotments	Inflationary increase added and rounded where necessary.
Cemeteries Burial Fees	<p>Major review undertaken last year so just inflationary rates of increase this year, with the exception of two charges.</p> <p>"1st burial if no use of previously purchased grave Sittingbourne, Faversham & Murston". This fee is not used very often but was not increased last year so that meant the figure was higher than that of the 2nd burial. Correction made this year by using the rate of difference between 2nd and 3rd burials.</p> <p>"1st burial if no use of previously purchased grave Sheppey". This fee is not used very often but was not increased last year so that meant the figure was higher than that of the 2nd burial. Correction made this year to mirror the 2nd burial at Sittingbourne and Faversham.</p>
Seafront Memorial Bench	Inflationary increase added and rounded where necessary.
Beach Hut Charges	Inflationary increase added and rounded where necessary, with the exception of purchase of beach hut, which has a market sales price.
Food Export Certificate	There is a 3% inflationary increase for businesses in Swale.
Registration Fee under the Local Government (Miscellaneous Provision) Act	Increase of 3% to keep charge in line across the Mid Kent Environmental Health Service for this service.

Fee or Charge	Comments
Environmental – Fixed Penalty Notices (FPN)	<p>Majority of charges are not changing because they are set in legislation.</p> <p>The charge for refuse left out inappropriately is being reduced as the Deregulation Act 2015 reduces the previous level of FPN (£100) to a scale of between £60 and £80.</p> <p>The dog fouling charge is increasing. In October 2017 all previous Dog Control Orders are to be replaced by Public Space Protection Orders.</p> <p>The Government currently sets the maximum limit for fixed penalties for littering and graffiti and is currently reviewing them. Therefore, in the event of a change in these limits, the report requests that delegated authority be given in order to increase the proposed 2018/19 charges for these penalties so they will continue to be set at the maximum limit set by the Government.</p>
Alleygate Key	Slight increase due to rise in price of key from manufacturer.
Legal Charges for Third Parties (Section 106 contracts)	The fee is proposed to increase to the nearest £ in line with inflation. On the relatively few occasions when we have had to engage a private planning solicitor to draft Section 106 agreements on our behalf their standard charging rate has been on a par or in excess of the proposed hourly rate, thus we are aware that we are charging developers an appropriate market rate.
Home Inspection for Immigration Application Fee	This charge is in line with other Kent authorities.
Pre-Application Planning Advice	A full review of the pre-application service including associated charges has recently been undertaken, with a view to increasing charges, particularly significant major planning applications more in line with those being set by other Local Planning Authorities in Kent.
Local Land Charges	Local Land Charges fees have been reviewed as they have remained static (except for VAT changes) since the formation of the Mid Kent Planning Support service in June 2014. The fees have been aligned across the three Boroughs using the guidance on property search fees, and legal advice on Environmental Information Regulations fees. This will lead to improved efficiency of service, clarity for customers and reflects the high quality service Mid Kent Local Land Charges customers receive.

Fee or Charge	Comments
Houses in Multiple Occupation Licensing	Statute only allows for recovery of costs involved in managing and processing licence applications. Increased hourly rate cost.
Mobile Home Site Licence Fee	Statute allows only for recovery of costs involved in inspecting site/processing applications. Any excess would need to be taken into account in the following year and fees would need to be reduced accordingly. Small sites (1-5 mobile homes and sites solely occupied by owners and family members) are not inspected as no benefit gained by inspecting sites of this size as they pose no risk and are generally all family owned and would take away resources from other areas.

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 2018/19, with the majority of charges not changing

Fee or Charge	Comments
Parking Permits	On street parking permits for businesses is to increase to bring the charge in line with residents parking permit charges.

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 2018/19

Fee or Charge	Comments
Car Parks & Season Tickets	Car park pay and display charges and season tickets have undergone major reviews over the last two years. The majority of charges are not changing, with the exception of the following. As part of the Sittingbourne Regeneration, there will be two new charges; one for the new cinema and one for the hotel.
Car Parks – Loss of Parking Bays	A new charge has been introduced to all pay and display car parks to recover any income lost as a result of an event or other activity resulting in the loss of pay and display parking bays.
Car Parks Dispensation/Waivers	Bay suspensions are used to manage on-street parking demand. Although managed by our agent a fee has been applied to cover administration costs.

Fee or Charge	Comments
Disabled Parking Bay Application	Other local authorities are starting to levy charges for this function. The Government legislation allows a charge up to £250. Thanet District Council charge £250 and Dartford Borough Council charge £250 but only if a full traffic order is required. We receive approximately 50 applications a year. The process is quite involved. This will cover the cost of officer time but not the cost of physically marking out the bay.
Additional Litter and Dog Bins	Costs based on current purchase price from Procurement Framework. Only includes standard supply. If modifications requested then these will be charged extra.
Wheeled Bins for Community Events	<p>Delivery/Collection charge for additional wheeled bins for events – This covers the costs of our cleansing contractor delivering the bin ahead of the event and then collecting afterwards.</p> <p>Wheelie bin hire for events - This is a per bin hire charge and includes the emptying and cleaning after the event. This needs to be considered with the delivery/collection charge above.</p>
Bin Store Clearance	Generally used where a bin collection has been refused on grounds of contamination. They can choose to clear area themselves or pay us to do so.
Harbour Mooring Fees	Capturing a pre-existing charge that has not been published in this report. Minimal income, just formalising the ability to charge.
Food Hygiene Rating Scheme (fee to food businesses)	<p>The Food Standards Agency (FSA) has agreed that local authorities can introduce cost recovery for requests from food businesses to carry out revisits for Food Hygiene Rating Scheme rescores, under the Localism Act 2011. There are clear guidelines for its implementation and the charge only applies to revisits where no statutory enforcement is being considered and therefore does not impact on our duty to protect public health.</p> <p>In line with other local authorities in Kent we are proposing to charge £160 per Food Hygiene Rating Scheme re-inspection.</p>
Private Water Supplies and Distribution	This fee already exists, but has not been included in previous reports. Charges have increased by 3% in line with the three authorities in the partnership.

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 15 November before submission to Council on 22 November 2017.

6. Implications

Issue	Implications
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.
Health and Wellbeing	None identified.
Risk Management and Health and Safety	None identified.

Issue	Implications
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 2018/19 set by the Council;
- Appendix II: Fees and charges set nationally by Government; and
- Appendix III: Summary of fee income for 2017/18 budget.

8. Background Papers

8.1 None.

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Car Parks and Season Tickets						
Change						
Short Stay Covering:						
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). Multi-Storey Car Park (when available, no season tickets).						
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 (for business only Central car park, Faversham/ Forum, Sittingbourne)	195.83	39.17	235.00	195.83	39.17	235.00
Sittingbourne Multi-Storey Car Park - Concessions						
Travelodge – preferential rate for hotel guests (for 24 hours)	N/A	N/A	N/A	2.50	0.50	3.00
Light Cinema – free parking to cinema customers after 6pm each day and all day on Sundays	0.00	0.00	0.00	0.00	0.00	0.00
Long Stay Covering:						
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)	73.33	14.67	88.00	73.33	14.67	88.00
Season per quarter (long stay car park)	195.83	39.17	235.00	195.83	39.17	235.00

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Long Stay Covering:						
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
Season per month (long stay car park)	73.33	14.67	88.00	73.33	14.67	88.00
Season per quarter (long stay car park)	195.83	39.17	235.00	195.83	39.17	235.00
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
Season tickets (to be used at any long stay car park throughout the Borough)						
Season per quarter	208.33	41.67	250.00	208.33	41.67	250.00
All pay and display car parks – loss of parking bays through events or other activities	N/A	N/A	N/A	Price on application. Average cost per bay per day for each bay lost		
Residents Only Parking Permits (off street) (5pm-9am evenings, weekends and bank holidays)						
Faversham: Central car park (residents of Cross Lane and Bank Street), Queens Hall (residents of Victoria Place and Dorset Place)						
Sheerness: Albion Place (residents of Harris Road, Portland Terrace and Albion Place), Cross Street (Sheerness town centre residents), Trinity Road (residents of Trinity Road only)						
Per quarter	16.67	3.33	20.00	16.67	3.33	20.00
Sheerness: Delamark Road car park (residents only)						
Per quarter	12.50	2.50	15.00	12.50	2.50	15.00
Residents' Parking Permits (on street)				One Charge		
Per annum	45.00	0.00	45.00	45.00	0.00	45.00
Visitors permit book (10 days)	11.00	0.00	11.00	11.00	0.00	11.00
Visitors parking permits (per day)	1.10	0.00	1.10	1.10	0.00	1.10

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Hourly scratchcards (per hour)	1.10	0.00	1.10	1.10	0.00	1.10
Hourly scratchcards (per book of 10 hours)	10.00	0.00	10.00	10.00	0.00	10.00
Business per annum	40.00	0.00	40.00	45.00	0.00	45.00
Dispensation Waivers / Suspensions						New
Maximum 1 day	N/A	N/A	N/A	11.00	0.00	11.00
Maximum 1 week	N/A	N/A	N/A	33.00	0.00	33.00
Maximum 3 months	N/A	N/A	N/A	55.00	0.00	55.00
Administration fee	N/A	N/A	N/A	70.00	0.00	70.00
Street Naming & Numbering						Change
Changing or requesting new property	63.00	0.00	63.00	64.80	0.00	64.80
New street name	105.00	0.00	105.00	108.00	0.00	108.00
New street developments (4 or more properties/units) per property/unit with minimum charge of £180	42.00	0.00	42.00	43.20	0.00	43.20
Provision of historical information relating to street naming & numbering	26.25	0.00	26.25	27.00	0.00	27.00
Changing street name	630.00	0.00	630.00	648.90	0.00	648.90
Taxi Licensing						Change
Vehicle licence for 1 year	290.00	0.00	290.00	290.00	0.00	290.00
Private Hire operator licence valid for 5 years	430.00	0.00	430.00	430.00	0.00	430.00
Six monthly check for when vehicle is between 5 and 10 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	25.00	0.00	25.00	25.00	0.00	25.00
Knowledge test – re-sit	25.00	0.00	25.00	25.00	0.00	25.00
Dual Badge for 1 year (for medical or over 70 years of age)	N/A	N/A	N/A	50.00	0.00	50.00
Dual Badge for 3 years	150.00	0.00	150.00	150.00	0.00	150.00
Non-refundable plate fee (plate number only issued once)	100.00	0.00	100.00	50.00	0.00	50.00
Replacement plate	15.00	0.00	15.00	15.00	0.00	15.00

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Change of address	10.00	0.00	10.00	10.00	0.00	10.00
Change of ownership licensed vehicle	35.00	0.00	35.00	35.00	0.00	35.00
Disclosure Barring Service (DBS) search fee (every 3 years or £13.00 per year if signed up to the DBS online service)	44.00	0.00	44.00	44.00	0.00	44.00
Dual driver badge replacement	9.50	0.00	9.50	10.00	0.00	10.00
Replacement paper licence certificate	10.50	0.00	10.50	10.00	0.00	10.00
Change from Private Hire to Hackney Carriage	90.00	0.00	90.00	80.00	0.00	80.00
Change from Hackney Carriage to Private Hire	70.00	0.00	70.00	80.00	0.00	80.00
Failure to attend the vehicle test (10 minutes prior to the test start time)	27.40	0.00	27.40	27.40	0.00	27.40
Outdoor Fitness Licence Fees (per annum) Change						
Once a week (1-4 people)	N/A	N/A	N/A	80.00	0.00	80.00
Once a week (5-15 people)	150.00	0.00	150.00	155.00	0.00	155.00
2-4 times a week (5-15 people)	300.00	0.00	300.00	310.00	0.00	310.00
5+ times a week (5-15 people)	500.00	0.00	500.00	515.00	0.00	515.00
Once a week (16-35)	350.00	0.00	350.00	360.00	0.00	360.00
2-4 times a week (16-35 people)	600.00	0.00	600.00	620.00	0.00	620.00
5+ times a week (16-35 people)	1,000.00	0.00	1,000.00	1,030.00	0.00	1,030.00
Garden Waste Subscription (brown bins – domestic) Change						
Fortnightly collection of garden waste including hire of bin Per annum – 26 collections	35.00	0.00	35.00	37.00	0.00	37.00
Bulky Waste Collections Change						
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	25.00	0.00	25.00

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Wheeled Bins				Change		
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	38.00	0.00	38.00	75.00	0.00	75.00
Food waste container 23 litre	5.00	0.00	5.00	10.00	0.00	10.00
Kitchen caddy 5 litre	1.00	0.00	1.00	5.00	0.00	5.00
Additional Litter Bins				New Charge		
Wybone 145 litre galvanised - each	N/A	N/A	N/A	250.00	50.00	300.00
Ashmount - each	N/A	N/A	N/A	205.00	41.00	246.00
Admiral - each	N/A	N/A	N/A	213.00	42.60	255.60
Broxap Turvy - each	N/A	N/A	N/A	208.00	41.60	249.60
Admiral bin liner - each	N/A	N/A	N/A	34.00	6.80	40.80
Additional dog bin (56 litre) - each	N/A	N/A	N/A	199.00	39.80	238.80
Additional dog bin (60 litre) - each	N/A	N/A	N/A	247.00	49.40	296.40
Additional dog bin (heavy duty) - each	N/A	N/A	N/A	638.00	127.60	765.60
Bin store clearance – per occasion	N/A	N/A	N/A	100.00	20.00	120.00
Wheeled Bins for Community Events						
Provision of wheeled bins for events (cost per occasion) – delivery/collection charge	N/A	N/A	N/A	79.00	15.80	94.80
Wheeled bin hire (cost per bin)	N/A	N/A	N/A	10.00	2.00	12.00
Servicing of bins during event	N/A	N/A	N/A	Price on application		
Radar Key for Disabled Toilets				No Change		
Fee	3.00	0.00	3.00	3.00	0.00	3.00

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Sports Facilities Change						
<i>With changing facilities and showers</i>						
- Senior	58.33	11.67	70.00	60.00	12.00	72.00
- Under 18s	16.67	3.33	20.00	20.00	4.00	24.00
- Under 16s & mini soccer	12.50	2.50	15.00	15.00	3.00	18.00
<i>With changing facilities only</i>						
- Senior	48.33	9.67	58.00	50.00	10.00	60.00
- Under 18s	14.17	2.83	17.00	16.67	3.33	20.00
- Under 16s & mini soccer	11.67	2.33	14.00	14.17	2.83	17.00
<i>With no facilities</i>						
- Senior	28.75	5.75	34.50	34.17	6.83	41.00
- Under 18s	12.50	2.50	15.00	15.00	3.00	18.00
- Under 16s & mini soccer	7.92	1.58	9.50	9.17	1.83	11.00
Block bookings of 10 or more series of lets is VAT exempt						
Allotments Change						
Plots of 10 rods & pro rata	40.00	0.00	40.00	42.00	0.00	42.00
Plots of 10 rods & pro rata (OAPs/Disabled)	20.00	0.00	20.00	21.00	0.00	21.00
Cemeteries Burial Fees Change						
<i>Exclusive Right of Burial, Interment, Memorial & Re-inscription Permits</i>						
1 st Burial Sittingbourne, Faversham & Murston	1,834.00	0.00	1,834.00	1,887.00	0.00	1,887.00
1 st Burial Sheppey	1,681.00	0.00	1,681.00	1,730.00	0.00	1,730.00
1 st Burial if no use of previously purchased grave Sittingbourne, Faversham & Murston	730.00	0.00	730.00	940.00	0.00	940.00
1 st Burial if no use of previously purchased grave Sheppey	600.00	0.00	600.00	777.00	0.00	777.00
2 nd Burial Sittingbourne, Faversham & Murston	755.00	0.00	755.00	777.00	0.00	777.00
2 nd Burial Sheppey	624.00	0.00	624.00	642.00	0.00	642.00
3 rd Burial Sittingbourne, Faversham & Murston	624.00	0.00	624.00	642.00	0.00	642.00

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Cremated Remains						
<i>(includes Exclusive Rights to Burial, Interment, Memorial & Re-inscription Permit)</i>						
1 st Burial	577.00	0.00	577.00	594.00	0.00	594.00
1 st Burial (where no use has been made of previously purchased grave)	210.00	0.00	210.00	216.00	0.00	216.00
2 nd Burial	210.00	0.00	210.00	216.00	0.00	216.00
3 rd Burial	210.00	0.00	210.00	216.00	0.00	216.00
4 th Burial	210.00	0.00	210.00	216.00	0.00	216.00
Burial of loose ashes	95.00	0.00	95.00	100.00	0.00	100.00
Child Coffin Burial						
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	216.00	0.00	216.00
Under 12 years of age in child's plot (non-resident of Swale)	140.00	0.00	140.00	144.00	0.00	144.00
Under 12 years of age in adult's plot (non-resident of Swale)	340.00	0.00	340.00	350.00	0.00	350.00
Ancillary Services						
Issue of letter of confirmation where deed is lost	55.00	0.00	55.00	60.00	0.00	60.00
Use of chapel in Sittingbourne	80.00	0.00	80.00	85.00	0.00	85.00
Use of chapel in Faversham	110.00	0.00	110.00	115.00	0.00	115.00
Planted grave (per annum)	110.00	0.00	110.00	115.00	0.00	115.00
Turfed grave	At cost			At cost		
Transfer of deed ownership	55.00	0.00	55.00	60.00	0.00	60.00
Record search & certificate (each grave)	30.00	0.00	30.00	30.00	0.00	30.00
Extra cost of large coffin or casket (measuring 30 inches or more)	150.00	0.00	150.00	155.00	0.00	155.00
Exhumation of coffin	1,400.00	0.00	1,400.00	1,440.00	0.00	1,440.00
Exhumation of cremated remains	280.00	0.00	280.00	290.00	0.00	290.00
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)						

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Seafront Memorial Bench Change						
Memorial bench with basic installation	605.00	121.00	726.00	625.00	125.00	750.00
Memorial bench with concrete installation	770.00	154.00	924.00	791.67	158.33	950.00
Travelling Fairs and Fetes No Change						
Pitch premium for days open to the public only (per day)	800.00	0.00	800.00	800.00	0.00	800.00
Use of Council Land – Travelling Fairs						
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
Use of Council Land – Fetes						
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
Beach Hut Charges Change						
Locations now at Minster Leas and Leysdown						
Ground rental	375.00	0.00	375.00	385.00	0.00	385.00
Licence fee	1,000.00	200.00	1,200.00	1,029.17	205.83	1,235.00
Purchase of beach hut	8,333.33	1,666.67	10,000.00	Market price		
Access Over Open Space Licence No Change						
Used for residential properties requiring access over our land to undertake works/deliveries etc.						
Standard fee	65.00	0.00	65.00	65.00	0.00	65.00
Traffic Regulation Order Applications No Change						
On application (yellow lines and changes to existing orders)						
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
On application (loading bays, single bays)						
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

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Large (50+ consultations)	1,000.00	0.00	1,000.00	1,000.00	0.00	1,000.00
No objections received (yellow lines and changes to existing orders)						
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
No objections received (loading bays, single bays)						
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
Objections received (JTB report)						
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
Progress/implement scheme (yellow lines and changes to existing orders)						
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
Progress/implement scheme (loading bays, single bays)						
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
Disabled Parking Bay Application						
	New Charge					
Per bay	N/A	N/A	N/A	50.00	0.00	50.00
Harbour Mooring Fees						
	New Charge					
Faversham Town Quay per night	7.50	1.50	9.00	7.50	1.50	9.00
Street Trading Licensing						
	No Change					
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

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Event Consents						
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
Gambling Licensing						
No Change						
New Applications/Applications for Provisional Statement						
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
Licence Applications (Provisional Statement Holders)						
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
Annual Fee						
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
Application to Vary						
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

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
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
<i>Permit Fees (FEC gaming machine and prize gaming)</i>						
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
Sex Establishment Licensing (sex shop, sex cinema and sex encounter venue)				No Change		
Application fee and 1 st 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
Scrap Metal Dealers Licensing				No Change		
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
Food Export Certificate				Change		
For businesses in Swale	82.00	0.00	82.00	84.50	0.00	84.50
Food in transit	30.00	0.00	30.00	30.00	0.00	30.00
CIEH Level 2 Award Training in Food Safety in Catering				No Change		
Fee charged to food handlers for training in food hygiene	65.00	0.00	65.00	52.00	13.00	65.00

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Registration Fee under the Local Government (Miscellaneous Provision) Act						
Change						
(Relates to establishments offering cosmetic piercing, electrolysis, tattooing or acupuncture)						
Standard fee	294.00	0.00	294.00	303.00	0.00	303.00
Supplementary treatment registration fee (for additional beauty treatment registration inspection either at or after initial registration)	50.00	0.00	50.00	51.50	0.00	51.50
Requests for Environmental Information (e.g. contaminated land)						
No Change						
Charge per hour	25.00	0.00	25.00	20.00	5.00	25.00
Charges for photocopying apply at 10p per page plus postage						
Food Hygiene Rating Scheme						
New Change						
Fee to food businesses for re-visit and re-scoring	N/A	N/A	N/A	160.00	0.00	160.00
Private Water Supplies and Distribution						
New						
Risk assessment	N/A	N/A	N/A	500.00	0.00	500.00
Sampling	N/A	N/A	N/A	100.00	0.00	100.00
Investigation	N/A	N/A	N/A	100.00	0.00	100.00
Authorisation	N/A	N/A	N/A	100.00	0.00	100.00
Analysis – under Regulation 10	N/A	N/A	N/A	25.00	0.00	25.00
Analysis – check monitoring comm. Supplies	N/A	N/A	N/A	100.00	0.00	100.00
Analysis – audit monitoring	N/A	N/A	N/A	500.00	0.00	500.00
Environmental - Fixed Penalty Notices (FPN)						
Change						
Fly tipping	400.00*	0.00	400.00*	400.00*	0.00	400.00*
Abandoning a vehicle	120.00	0.00	120.00	120.00	0.00	120.00
Smoking in an enclosed vehicle carrying a juvenile	50.00	0.00	50.00	50.00	0.00	50.00
Refuse left out inappropriately	100.00	0.00	100.00	80.00	0.00	80.00
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	100.00	0.00	100.00
Fly posting	80.00	0.00	80.00	80.00	0.00	80.00

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
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)	100.00	0.00	100.00	100.00	0.00	100.00
*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						
Annual Animal Licensing (plus cost of vet inspection)				No Change		
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)
Stray Dog Collection				No Change		
Statutory collection charge	25.00	0.00	25.00	25.00	0.00	25.00
Administration fee for collection/ returned stray dogs	30.00	0.00	30.00	30.00	0.00	30.00
Out of hours administration fee or collection/returned stray dogs	40.00	0.00	40.00	40.00	0.00	40.00
Transport fee for returning dog to owner	25.00	0.00	25.00	25.00	0.00	25.00
Pest Control				No Change		
Rats (per visit) with a minimum of 2 visits required	24.17	4.83	29.00	24.17	4.83	29.00

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
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 contractors (Goodwin Pest Management) on a job by job basis so as to remain competitive			To be quoted by contractors (Goodwin Pest Management) 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)		
King George’s Pavilion (minimum 1 hour hire) No Change						
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

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
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 1 hour 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		
Guildhall (minimum 1 session hire) No Change						
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
Alleygate Key Change						
Fee	15.86	3.17	19.03	17.92	3.58	21.50
Town Centre Licence No Change						
Licence for large events of 10,000 people or more	500.00	0.00	500.00	500.00	0.00	500.00
Advertising Fees for Inside Swale (residents magazine) No Change						
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

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Room Hire of Swale House				No Change		
Non-Commercial						
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
Commercial						
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		
Legal Charges for Third Parties						
Hourly rate	210.00	0.00	210.00	216.00	0.00	216.00
Note: VAT may be chargeable depending on the lease						
Home Inspection for Immigration Application Fee						
Requests received to inspect and provide report on suitability of proposed home in connection with immigration applications	95.00	19.00	114.00	105.00	21.00	126.00
Staying Put Handyperson Rates						
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
Private disabled works (household not eligible for DFG)	150.00	0.00	150.00	150.00	0.00	150.00
Disabled Facilities Grant (DFG) fee (statutory % charge)	12.5%			12.5%		

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Pre-Application Planning Advice						
Change						
Meetings						
Very large major	833.33	166.67	1,000.00	1,666.66	333.34	2,000
Major	416.67	83.33	500.00	833.33	166.67	1,000
Minor	208.33	41.67	250.00	416.67	83.33	500.00
Other (excluding householders and listed buildings)	83.33	16.67	100.00	125.00	25.00	150.00
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
Letters						
Very large major	416.67	83.33	500.00	833.33	166.67	1,000
Major	208.33	41.67	250.00	416.67	83.33	500.00
Minor	104.17	20.83	125.00	208.33	41.67	250.00
Other (excluding householders and listed buildings)	41.67	8.33	50.00	62.50	12.50	75.00
Householder	20.83	4.17	25.00	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
Very large major: over 200 dwellings or 4 hectares. Commercial over 10,000m ² or 2 hectares						
Major: 10-199 dwellings or less than 4 hectares. Commercial 1,000m ² - 9,999m ² or less than 2 hectares						
Minor: 1-9 dwellings or less than 0.5 hectares. Commercial less than 1,000m ² or 1 hectare						
Complaints made under the High Hedges Legislation						
No Change						
Standard fee	450.00	0.00	450.00	450.00	0.00	450.00
Planning Photocopying Charges						
No Change						
	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

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
A3 Colour	1.25	0.25	1.50	1.25	0.25	1.50
Local Land Charges				Change		
Official Searches						
LLC1 only	36.30	0.00	36.30	35.00	0.00	35.00
LLC1 only - additional parcel	N/A	N/A	N/A	10.00	0.00	10.00
Con 29	79.20	0.00	79.20	95.00	19.00	114.00
Con 29 - additional parcel	N/A	N/A	N/A	15.00	3.00	18.00
Standard search (LLC1 & Con29)	115.50	0.00	115.50	130.00	19.00*	149.00
Standard search (LLC1 & Con29) – additional parcel	36.30	0.00	36.30	25.00	3.00*	28.00
Part II enquiry - Con29 questions 4-21	N/A	N/A	N/A	10.00	2.00	12.00
Part II enquiry - Con29 question 22	N/A	N/A	N/A	24.00	4.80	28.80
Additional questions	N/A	N/A	N/A	18.33	3.67	22.00
*VAT applicable only to the Con29 part of the charge.						
Personal Searches						
1.1 (a-l) (Planning)	N/A	N/A	N/A	5.00	1.00	6.00
1.1 (J, K, L) (B. Regs)	N/A	N/A	N/A	5.00	1.00	6.00
2.1 (b-d)	N/A	N/A	N/A	5.00	1.00	6.00
3.1 Land for public purpose	N/A	N/A	N/A	2.50	0.50	3.00
3.3 Drainage matters	N/A	N/A	N/A	2.50	0.50	3.00
3.5 Railway schemes	N/A	N/A	N/A	2.50	0.50	3.00
3.7 Outstanding Notices	N/A	N/A	N/A	10.00	2.00	12.00
3.8 B. Regs Contravention	N/A	N/A	N/A	2.50	0.50	3.00
3.9 Enforcement	N/A	N/A	N/A	5.00	1.00	6.00
3.10 CILs	N/A	N/A	N/A	2.50	0.50	3.00
3.12 Compulsory purchase	N/A	N/A	N/A	2.50	0.50	3.00
3.13b Contaminated land	N/A	N/A	N/A	2.50	0.50	3.00
3.13c Contaminated land	N/A	N/A	N/A	2.50	0.50	3.00

Fees and charges set nationally by Government

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Car Parks Fixed Penalty Notices (rate depends on offence)				No Change		
Lower Penalty System						
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
Higher Penalty System						
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
Dispensation/Waivers						
				New charge		
Maximum 1 day	N/A	N/A	N/A	11.00	0.00	11.00
Maximum 1 week	N/A	N/A	N/A	33.00	0.00	33.00
Maximum 3 months	N/A	N/A	N/A	55.00	0.00	55.00
Admin fee	N/A	N/A	N/A	70.00	0.00	70.00
Liquor Licensing						
				No Change		
Main Application Fees for Premises and Personal Liquor Licensing						
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
Main Annual Charge for Premises and Personal Liquor Licensing						
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

Fees and charges set nationally by Government

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
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
Purchase of Electoral Register						
No Change						
Full Register and the Notices of Alteration						
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
List of Overseas Electors						
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
Edited Register						
(Available for purchase by anyone)						
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
Houses in Multiple Occupation Licensing						
Change						
New Application						
Non-accredited landlord	632.00	0.00	632.00	638.00	0.00	638.00

Fees and charges set nationally by Government

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Accredited landlord	518.00	0.00	518.00	523.00	0.00	523.00
<i>Renewal of Application</i>						
Non-accredited landlord	477.00	0.00	477.00	482.00	0.00	482.00
Accredited landlord	363.00	0.00	363.00	367.00	0.00	367.00

Mobile Home Site Licence Fee					Change	
New Mobile Home Site Licence Application Fee						
1-5 mobile homes on site	142.00	0.00	142.00	144.00	0.00	144.00
6-24 mobile homes on site	196.00	0.00	196.00	198.00	0.00	198.00
25-99 mobile homes on site	248.00	0.00	248.00	289.00	0.00	289.00
100+ mobile homes on site	285.00	0.00	285.00	289.00	0.00	289.00
Annual Mobile Home Site Inspection Fee						
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	160.00	0.00	160.00	162.00	0.00	162.00
25-99 mobile homes on site	196.00	0.00	196.00	143.00	0.00	143.00
100+ mobile homes on site	231.00	0.00	231.00	234.00	0.00	234.00
Fee to Transfer or Amend Mobile Home Site Licence						
Transfer or amend mobile home site licence	89.00	0.00	89.00	105.00	0.00	105.00
Fee for the Deposit of Mobile Home Site Rules						
Deposit of mobile home site rules	132.00	0.00	132.00	143.00	0.00	143.00
Smoke and Carbon Monoxide Regulations 2015				No Change		
Fine level progresses to maximum fine permitted (1st offence £1,500, 2nd £2,500, 3rd £5,000)						
Penalty charge for non-compliance of Smoke or CO Alarm Regulations	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00

Fees and charges set nationally by Government

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
The Redress Scheme for Lettings Agency Work & Management Work Order 2014				No Change		
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	5,000.00	0.00	5,000.00

Planning Fees

Planning fees are currently set by the Government, although this is currently being reviewed. The full details of current Planning fees can be found on www.swale.gov.uk/types-of-application-and-fees/

List of income from fees and charges for 2017/18 budgets

Charges set by the Council		
Service	Charge	2017/18 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 2017/18 budgets

Charges set by the Council		
Service	Charge	2017/18 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
Total fees and charges agreed as part of this report		2,851,940

Charges set by Government or an External Body		
Service	Charge	2017/18 Budget £
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
Planning	Planning fees – www.swale.gov.uk/types-of-application-and-fees/	668,800
Total fees and charges set nationally and by external bodies		1,245,190